**Skrydžių vykdymo vadovo (SVV) C dalies patikros lapas**

*Checklist for an Operations manual Part-C check*

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| --- | --- |
| **Oro vežėjas**  *Operator)* |  |
| **SVV leidimo ir revizijos nr.**  *OM issue and revision no.* |  |
| **SVV revizijos data**  *OM revision date* |  |
| **Keičiamų puslapių skaičius**  *Number of revised pages* |  |
| **Oro vežėjo kontaktinis asmuo dėl klausimų susijusių su SVV pakeitimu (vardas, pavardė, el. paštas, telefonas)**  *Operator`s contact person regarding the OM change (name, surname, email, telephone)* |  |

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| --- |
| **OM pakeitimai susiję su:**  *OM Changes regarding***:** |
| Nurodyti:  *Indicate:* |

|  |
| --- |
| **Papildomi užrašai/komentarai**  *Additional notes/comments***:** |

**Vežėjo deklaracija**

Mes, žemiau pasirašę, patvirtiname, kad įmonė vykdo TKA išduotame vežėjo pažymėjime nurodytą veiklą ir parengė skrydžių vykdymo vadovą (toliau SVV) laikantis visų jai taikomų Reglamento (EU) Nr. 2018/1139 IV priedo, Reglamento 965/2012 I, III, IV ir V priedų bei EASA paskelbtų priimtinų atitikties užtikrinimo priemonių (AMC) ir aiškinamosios medžiagos (GM) su visais paskutiniais jų pakeitimais reikalavimų.

**Operator’s Compliance Statement**

I, the undersigned, declare that the intended Revision/Amendment – as submitted to TCA – has been established in accordance with all applicable regulations and the relevant acceptable means of compliance (AMC) and guidance material (GM).

Before submitting the Revision, its content has been thoroughly evaluated internally for compliance with applicable regulations by our internal quality assurance processes as defined in OM A, Chapter 3. We ensure further that the submitted Revision/Amendment complies with the scope of the AOC.

**Oro vežėjo autorizuoto asmens (arba Atsakingo vadovo)**

*Authorised person (or The Accountable Manager)*

Vardas, Pavardė:

*Name, surname*:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parašas:

*Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NA = Not Applicable; C = Compliant; NC = Not Compliant; N/R = Not Reviewed**

**\*Stulpelį pildo vežėjas.**

*\*Filled by the operator*

**\*\*Pildo TKA.**

*\*\*Filled by TCA*

| **No.** | **Reference** | **Requirement** | **Specific requirements/expectations** | **OM C reference\*** | **TCA Eval.** | **Remarks/ Inspector code\*\*** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **General** | | | | | |
|  | AMC3 ORO.MLR.100  ORO.GEN.110 (a)  ORO.MLR.100 | 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). |  | N/A  C  NC  N/R |  |
|  | 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. |  | N/A  C  NC  N/R |  |
|  | 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. |  | N/A  C  NC  N/R |  |
|  | 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 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. |  | N/A  C  NC  N/R |  |
|  | 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. |  | N/A  C  NC  N/R |  |
|  | 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. |  |  | N/A  C  NC  N/R |  |
|  | AMC3 ORO.MLR.100  ORO.MLR.100 | A description of the system for the annotation of pages and their effective dates. |  |  | N/A  C  NC  N/R |  |
|  | AMC3 ORO.MLR.100  ORO.MLR.100 | A list of effective pages. |  |  | N/A  C  NC  N/R |  |
|  | 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. |  | N/A  C  NC  N/R |  |
|  | AMC3 ORO.MLR.100  ORO.MLR.100  AMC1 ORO.MLR.100 | Temporary revisions. | The operator should describe the conditions for temporary revisions. |  | N/A  C  NC  N/R |  |
|  | 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 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. |  | N/A  C  NC  N/R |  |
|  | **ORO.MLR.100(b)** | The content of the OM shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC), the SPO authorisation or the declaration and the list of specific approvals, as applicable. | Verify consistency OPS SPECS and operations described in the OM.  Check that the OM is customised and reflect the current operations. In particular, it should not be a copy/paste of the requirements but rather describe how the operator is complying with them. |  | N/A  C  NC  N/R |  |
|  | **ORO.MLR.100(d)**  **ORO.MLR.100(e)**  **ORO.MLR.100(f)** | (d) All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.  (e) All personnel shall be made aware of the changes that are relevant to their duties.  (f) Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. |  |  | N/A  C  NC  N/R |  |
|  | **ORO.MLR.100(k)** | 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. |  |  | N/A  C  NC  N/R |  |
|  | **ORO.MLR.100(k)** | The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles. | Examples of issues linked with HF: inadequate linguistic quality, paragraphs scanned of poor quality, different fonts and font sizes, paragraphs highlighted with no apparent reason, duplicated paragraph, no list of effective pages, superfluous information,…  Assess consistency and usability of the OM in case it is contained in several parts with cross-references.  Check that cross-references to other manuals are adequate and how the operator ensures that crew members are aware of the amendments to the other manuals. |  | N/A  C  NC  N/R |  |
|  | **AMC1 ORO.MLR.100(c)** | (c) The OM should be such that:  (1) all parts of the manual are consistent and compatible in form and content;  (2) the manual can be readily amended; and  (3) the content and amendment status of the manual is controlled and clearly indicated. | Check that the OM-C follows the principles described in OM A.0 |  | N/A  C  NC  N/R |  |
|  | **1. 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.** | | | | | |
|  | **CAT.OP.MPA.270**  **CAT.OP.MPA.145** | (a) minimum flight level/altitude; | **The procedure to fly below specified minimum altitude when descending is a prior approval item.**  As a minimum, the operator is expected to refer to the document where this information may be retrieved.  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. |  | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.110 + AMCs**  **SPA.LVO.100 + AMCs** | (b) operating minima for departure, destination and alternate aerodromes; | **Operations in accordance with SPA.LVO is a prior approval item.**  As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.140** | (c) communication facilities and navigation aids; | For non-ETOPS operations, the availability of communications facilities along the route should be addressed in the operator’s dispatch procedures.  As a minimum, the operator is expected to refer to the document where this information may be retrieved.  For each route/area flown, a description of the communication failure procedures should be done. |  | N/A  C  NC  N/R |  |
|  | **CAT.POL.H.225** | (d) runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities; | **Operations to PIS is a prior approval item.**  Check that for each PIS to which the operator is approved to operate (if applicable), the OM-C contains a diagram or annotated photograph meeting para (c) of CAT.POL.H.225.  As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.130**  **CAT.OP.MPA.131**  **CAT.POL.H.225** | (e) approach, missed approach and departure procedures including noise abatement procedures; | Check that for each PIS to which the operator is approved to operate (if applicable), the OM-C contains site specific procedures meeting the criteria of para b) of CAT.POL.H.225.  As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **Part-SERA**  **SERA.13005**  **ICAO Doc 7030**  **AMC7 CAT.OP.MPA.126** | (f) communication-failure procedures; | - Specific radio communication failure procedures for the relevant airspace to be described.  As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.180** | (g) search and rescue facilities in the area over which the aircraft is to be flown; | As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.180** | (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; | As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.180** | (i) availability of aeronautical information and MET services; | As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **Part-SERA**  **ICAO Doc 7030** | (j) en-route communication/navigation procedures; | As a minimum, the operator is expected to refer to the document where this information may be retrieved. |  | N/A  C  NC  N/R |  |
|  | **ORO.FC.105**  **+AMC1 ORO.FC.105(b)(2);(c)** | (k) aerodrome/operating site categorisation for flight crew competence qualification; | The methodology for the classification should be described.  The list of aerodromes to which the operator regularly operate, together with the associated classification, should be included. |  | N/A  C  NC  N/R |  |
|  | **CAT.POL**  **ORO.FC.105**  **CAT.OP.MPA.105** | (l) special aerodrome/operating site limitations (performance limitations and operating procedures, etc.). |  |  | N/A  C  NC  N/R |  |
|  | **2. 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** | | | | | |
|  | **SPA.SET-IMC.105 + AMC1/AMC3 SPA.SET-IMC.105(d)(2)** | (a) a description of the landing site (position, surface, slope, elevation, etc.);  (b) the preferred landing direction; and  (c) obstacles in the area. | **Operations in accordance with SPA.SET-IMC is a prior approval item.**  For all regular routes operated in accordance with SPA.SET-IMC, the landing sites to be selected along the route should be described. |  | N/A  C  NC  N/R |  |

**TKA rekomendacija tvirtinti leidimą arba pakeitimus**

*TCA Recommendation for approval*

|  |  |
| --- | --- |
| **Dokumento DVS registracijos nr.**  *DVS document registration nr.* |  |

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|  | **Inspektorius rekomenduojantis tvirtinti leidimą arba pakeitimus**  (*vardas, pavardė, parašas (elektroninis parašas pripažįstamas tinkamu)*)  *Inspector (Name/signature)* | **Data**  *Date* |
| **SPS inspektorius**  *Flight operations inspector (FOI)* |  |  |