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

*Checklist for an Operations manual Part-A check*

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

|  |
| --- |
| **Pakeitimai susiję su:***OM Changes regarding***:** |
| [ ]  Įgūlų išteklių valdymu*Crew Resource Management* (CRM) |
| [ ]  Orlaivio tipu: …………..*Aircraft type:* |
| [ ]  Saugos vadybos sistema *Safety Management System* (SMS) |
| [ ]  Atitikties stebėsenos Sistema*Compliance monitoring* (CM) |
| [ ]  Pavojingaisiais kroviniais*Dangerous goods* (DG) |
| [ ]  Aviacijos saugumas *Aviation Security* |
| [ ]  Kita (nurodyti): *Other (provide a description)*  |

|  |
| --- |
| **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*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Patikros lapo pateikimo ir pildymo instrukcijos**

*Instructions for filling and submitting the checklist (CL).*

Prašome pateikti dvi patikros lapų kopijas:

*When submitting for review, please provide two copies of the checklists*

* užpildytą patikros lapą .docx formatu (tinkami ir kiti MS Word programos palaikomi formatai);

*Completed checklist in .docx format (or any other format that is supported by MS Word)*

* užpildytą patikros lapą PDF formatu.

*Completed checklist in PDF format.*

**Su SVV-A dalies patikros lapu susiję leidimų patikros lapai**:

*Approval checklists that are complimentary to the OM-A checklist*

* Skrydžių įgulų vykdančių skrydžius su daugiau nei vienu tipu arba variantu patikros lapas

*Flight crew operating on more than one type/ variant CL*

* Skrydžio laiko specifikacijų-schemų patikros lapas

*Flight time specification-schemes (FTSS)*

* Metodo naudojamo nustatyti oro uostų minimus patvirtinimo patikros lapas

*Checklist for approval of the method used to determine operational minima*

* Patikros lapas SET-IMC leidimui

*SET IMC approval CL*

* Patikros lapas specialiąjam kuro pildymui

*Special refuelling approval CL*

* Patikros lapas RVSM leidimui

*Reduced Vertical Separation Minima (RVSM) CL*

* Patikros lapas NAT HLA leidimui

*North Atlantic High Level Airspace (NAT HLA) CL*

* Patikros lapas ETOPS leidimui

*ETOPS CL*

* Patikros lapas Non-ETOPS 120-180 NM leidimui

*Non ETOPS 120-180 NM CL*

* Patikros lapas gauti leidimą naudotis EFB (Electronic Flight Bag)

*EFB CL*

* Pavojingųjų krovinių vežimo oro transportu klausimynas

*SPA DG CL*

Jei SVV-A dalis tvirtinama pirma kartą (pirminis oro vežėjo pažymėjimo išdavimas) prašome pateikti visą užpildytą patikros lapą ir su SVV-A dalimi susijusius leidimų patikros lapus, kurie aktualūs oro vežėjui.

Pvz. kandidatas gauti oro vežėjo pažymėjimą (AOC) siekia išduodant AOC gauti ir RVSM leidimą. Tokiu atveju pateikiamas SVV-A patikros lapas ir patikros lapas RVSM leidimui.

*For the initial issue of an air operator certificate (AOC) the candidate has to provide the completed OM-A checklist and the complimentary OM-A checklists, which are applicable for the candidate. Example: A candidate for an AOC would like to receive an RVSM approval when receiving an AOC. In this case the candidate would need to provide the completed OM-A checklist and the RVSM checklist.*

 Siekiant gauti SVV-A dalies leidimo ar revizijos patvirtinimą (išskyrus pirminį oro vežėjo pažymėjimo išdavimą) prašome pateiki OM-A dalies patikros lapą, kuriame būtų pildomi tik tie klausimyno punktai, kurie yra susiję su pakeitimais. Jei SVV-A dalyje atliekami pakeitimai susiję su patvirtinimo reikalaujančiais leidimais, papildomai pateikiami ir atitinkami leidimų patikros lapai (taip pat pildomi tik tie klausimyno punktai, kurie yra susiję su pakeitimais).

*For an approval of an OM-A issue or revision (except for the initial certification), please provide the OM-A checklist completed with the items that are applicable to the amendment. It is not necessary to complete the whole checklist. If there are any amendments to the OM-A regarding special approvals, the OM-A checklist as well as the associated approval checklists have to be completed and provided (only the items that are associated with the amendment)*

**Papildomos pastabos**

*Additional remarks*

Raudonai patikros lape išskirta informacija susijusi su leidimais reikalaujančiais atskiro patvirtinimo, pvz. :

*Red marks information associated with items requiring prior approval*



Pažymėjimas naudojamas tik atkreipti dėmėsį.

*The marking is used only to remind and bring attention to items requiring prior approval.*

**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 A – reference\*** | **TCA Eval.\*\*** | **Remarks/ Inspector code\*\*** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **General** |
|  | **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 between OPS SPECS and operations described in the OM.Check that the OM is customised and reflects 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. | Check the potential misleading use of “should” in the OM suggesting recommendations rather than mandatory practices. |  | [ ] 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, scanned paragraphs of poor quality, different fonts and font sizes, paragraphs highlighted for 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 including cross-references.Check that cross-references to other manuals (e.g. AFM,…) 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 |  |
|  | **0. Administration and control of the operations manual** |
|  | **AMC3 ORO.MLR.100****ORO.GEN.110 (a)****ORO.MLR.100** | **0.1 Introduction**(a) 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)** | (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **AMC3 ORO.MLR.100****ORO.MLR.101** | (c) A list and brief description of the various parts, their contents, applicability and use. | Part A, B, C, D and any associated document/manual.  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **Part-DEF** | (d) Explanations and definitions of terms and words needed for the use of the manual. | Definitions to be compliant with Part-DEF (Annex I to Reg.(EU) 965/2012) Check the conformity of the definition of the critical phases of flight. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **AMC3 ORO.MLR.100****ORO.MLR.100** | **0.2 System of amendment and revision**(a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | **The procedure for the management of changes not requiring a prior approval is a prior approval item.**- for amendments not associated with a prior approval item, the operator shall supply the competent authority with intended amendments in advance of the effective date;- for amendments to procedures associated with prior approval items in accordance with ORO.GEN.130, approval is required before the amendment becomes effective. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.MLR.100** | (b) 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 |  |
|  | **ORO.MLR.100** | (c) 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 |  |
|  | **ORO.MLR.100** | (d) A description of the system for the annotation of pages and their effective dates. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.MLR.100** | (e) A list of effective pages. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.MLR.100** | (f) Annotation of changes (on text pages and, as far as practicable, on charts and diagrams). | Description on how changes to the OM are identified.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 |  |
|  | **ORO.MLR.100****AMC1 ORO.MLR.100** | (g) Temporary revisions. | Description of the process for the issuance of temporary revisions. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.AOC.150****ORO.MLR.100** | (h) A description of the distribution system for the manuals, amendments and revisions. | Description on how the manuals are made available to the relevant persons.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 |  |
|  | **1. Organisation and responsibilities** |
|  | **ORO.GEN.200****ORO.GEN.210** **AMC1 ORO.GEN.200** **(a)(1);(2);(3);(5)** **AMC1 ORO.GEN.200(a)(1) AMC1 ORO.GEN.200(a)(2) AMC1 ORO.GEN.200(a)(3) AMC1 ORO.GEN.200(a)(4) AMC1 ORO.GEN.200(a)(5)****AMC1 ORO.GEN.200(a)(6) AMC1 ORO.GEN.200(b)** | **1.1 Organisational structure.**A description of the organisational structure including the general company organogram and operations department organogram. The organogram must depict the relationship between the Operations Department and the other Departments of the company. In particular, the subordination and reporting lines of all Divisions, Departments etc, which pertain to the safety of flight operations, must be shown. | Check that the lines of responsibility and accountability throughout the operator are clearly defined and the direct safety accountability of the accountable manager is included.Check that the accountable manager has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.210****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 must be included. | In accordance with ORO.GEN.210(b). nominated persons required in the following areas:(1) flight operations;(2) crew training;(3) ground operations; and(4) continuing airworthiness.The names of the NP should be included in the OM. Assess the suitability In case of persons holding more than one nominated posts.Check if arrangements are defined in case of long absence of a nominated person. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **AMC3 ORO.MLR.100** **ORO.GEN.110** **AMC1 ORO.GEN.110(c) AMC1 ORO.GEN.110(e)****ORO.GEN.200****ORO.AOC.135** | **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. | Check that a sufficient number of supervisors have been appointed and that their duties and responsibilities are described and arrangements shall be made to ensure that they can exercise their supervisory responsibilities. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.100****CAT.GEN.MPA.105****AMC1 CAT.GEN.MPA.110(b****AMC1** **CAT.GEN.MPA.110(c)(1)** | **1.4 Authority, duties and responsibilities of the commander.**A statement defining the authority, duties and responsibilities of the commander. | Check that the commander responsibilities and authority are adequately described and compliant with CAT.GEN.MPA.105. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.100****ORO.GEN.110 (f)****AMC1 CAT.GEN.MPA.100(b)** **AMC1** **CAT.GEN.MPA.100(c)(1) CAT.GEN.MPA.125** | **1.5 Duties and responsibilities of crew members other than the commander.** | Check that duties and responsibilities of crew members other than the commander are adequately described and compliant with CAT.GEN.MPA.100.Procedures shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraftIn case the operator makes use of additional crew members other than CC carrying out duties in the passenger compartment, such crew should not be assigned safety related tasks. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **2. Operational control and supervision** |
|  | **AMC3 ORO.MLR.100** **ORO.GEN.110 (c)(d)(e)** **AMC1 ORO.GEN.110(c)** **AMC1 ORO.GEN.110(e) ORO.FC.100(c)** **AMC1 ORO.FC.100(c)****AMC3 ORO.MLR.100** **ORO.GEN.110 (c)** **ORO.GEN.110 (e) (g)** **AMC1 ORO.GEN.110(c)****AMC1 ORO.GEN.110(e) AMC2 ORO.GEN.110(e) AMC1 ORO.GEN.110(c)&(e) AMC2 ORO.GEN.110(f)****AMC3 ORO.MLR.100** **ORO.GEN.220** **ORO.MLR.115** **AMC1 ORO.MLR.115** | **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 must show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items must be described:(a) Licence and qualification validity;(b) Competence of operations personnel; and(c) Control, analysis and storage of required records. | - If flight operations dispatchers are used, check their responsibilities and the process to ensure they are qualified and remain competent;- Check the operator’s recording system to ensure protection from damage, alteration and theft (the format of the records should be described) covering in particular all of elements detailed in ORO.GEN.200;-The format of the records shall be specified in the operator`s procedures;Records and activities mentioned in ORO.GEN.200 shall be stored for at least five years. This requirement maybe referenced in the management system documentation. In such a case a reference to it could be made.The following information used for the preparation and execution of a flight, and associated reports, shall be stored for three months: (1) the OFP; (2) NOTAMs and AIS briefing documentation, if edited by the operator; (3) M&B documentation; (4) notification of special loads, including written information to the commander about dangerous goods; (5) the journey log, or equivalent; and(6) flight report(s) for recording details of any occurrence, or any event that the commander deems necessary to report or record; Personnel records shall be stored as required in ORO.MLR.115 (c). Check that the format of the records is defined |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.AOC.150** | **2.2 System of promulgation of additional operational instructions and information.**A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation must be included. | The operator should be able to determine if operational instructions and other important information distributed by the operator has reached the intended recipients. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **AMC1 ORO.GEN.110(c)&(e)****AMC2 ORO.GEN.110(f)****ORO.AOC.140(c)****CAT.GEN.MPA.205 +AMCs****CAT.GEN.MPA.185** | **2.3 Operational control.**A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety. | - The procedures and responsibility should at least include the description of the responsibility for the initiation, continuation, termination or diversion of a flight in the interest of safety;- In case, the dispatch is contracted, it should be described in this section.- It should include as well the process for the initiation of a new flight (e.g. new destination);- Check the description of the aircraft tracking system.It should include criteria for the identification of abnormal flight behaviour and the procedure for the notification of the competent ATS unit.Flights shall be tracked by the operator from take-off to landing, except when the planned route and the planned diversion routes are fully included in airspace blocks where: (1) ATS surveillance service is normally provided which is supported by ATC surveillance systems locating the aircraft at time intervals with adequate duration; and (2) the operator has provided to competent air navigation service providers necessary contact information. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.140****CAT.GEN.MPA.190** | **2.4 Powers of the Authority.**A description of the powers of the competent Authority and guidance to staff on how to facilitate inspections by Authority personnel. | Check that procedures specify that access to facilities, aircraft, records, data and procedures is granted to the operator’s competent authority and authorities conducting ramp inspections.SAFA inspections should be addressed separately in this paragraph. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **3. Management system** |
|  | ORO.GEN.130ORO.GEN.150ORO.GEN.200**+ all AMCs****ORO.GEN.205****ORO.GEN.220****ORO.MLR.115****CAT.GEN.MPA.215 + AMCs** | 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.f) Flight crew support programme | - The description of the operator’s management system may be contained in a separate manual (e.g. MSM); check that it is made available to all relevant staff. - Check content of safety policy with:AMC1 ORO.GEN.200(a)(2)GM1 ORO.GEN.200(a)(2).- Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary.- Use the dedicated management system check-list for the review of the description of the operator’s management system.- In case the operator has established a MSM and has also described succinctly its management system in OM A-3, check the consistency of the provisions.- Check that the flight crew support programme is adequately described. It may be described in another manual with a reference to it in this section.- References could made to the management system manual where applicable. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **4. Crew composition** |
|  | **ORO.FC.100****ORO.FC.105****ORO.FC.200****ORO.FC.240****AMC1 ORO.FC.200(a)****ORO.FC.202****ORO.FC.H.250****AMC2 SPA.SET-IMC.105(c)****CAT.OP.MPA.210****ORO.CC.100****AMC1 ORO.CC.100****ORO.CC.110****ORO.CC.200****AMC1/2 ORO.CC.200(e)****GM1/2 ORO.CC.200(e)****ORO.CC.205****AMC1/2 ORO.CC.205(d)****GM1 ORO.CC.205(b)(2)****CAT.GEN.MPA.115****ORO.CC.255****AMC1 ORO.CC.100(d)(2)** | **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 crew members;(f) The designation of the commander and, if necessitated by the duration of the flight, the procedures for the relief of the 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. | Flight crew: Check that the described crew composition is compliant with:- AFM;- requirements on the qualifications of FC;- requirement on the rostering of inexperienced crew;- requirement for IFR/night operations with aeroplanes (incl. criteria for single-pilot operations in case of turbo-propeller aeroplanes with an MOPSC of less than 9);- requirements for helicopter operations (incl. criteria for single-pilot operations under IFR or helicopters with an MOPSC of more than 19 or at night with helicopter with an MOPSC of less than 9;- specific requirements for CAT SET-IMC operations (if applicable).Check the description of the process to ensure ORO.FC requirements are complied with for freelance crew members (if applicable).Check the procedure for the relief of the commander or other members of the FC (if applicable).**Flight crew operating on more than one type /variant is a prior approval item.****Refer to the related C/L..**Cabin crew: Check that the described crew composition is compliant with:- ORO.CC.100+ AMC1; and- TCDS;- Requirement for the nomination of a SCCM.Use for the evaluation the EASA certification memorandum CM-CS-008 which provides guidance and EASA expectations on the topic.In the specific case of non-commercial operations, check the criteria of AMC1 ORO.CC.100(d)(2).Check, if applicable, the case of flight conducted with only ground staff on-board.Check the procedures to select the most appropriately qualified CCM to act as SCCM if the nominated SCCM becomes unable to operate. Check the procedure for the relief of the SCCM or other members of the CCM (if applicable).Check the procedure and risk assessment related to the reduction of the number of cabin crew during ground operations and in unforeseen circumstances and the differentiation between at home base and away from home base (including the procedure to ensure an equivalent level of safety, in particular for the evacuation). See ORO.CC.205 and AMCs. Check the description of duties and responsibilities of crew members other than CC carrying out duties in the passenger compartment (if applicable); such crew should not be assigned safety related tasks.The criteria for single cabin crew operations should be described (see 5.3 as well). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.FC.105****ORO.FC.A.201** | **4.2 Designation of the commander.**The rules applicable to the designation of the commander. | Check the operator’s criteria (and particular the minimum experience) for the nomination of the commander (incl. the case where several captains are on board (line training/checking flights, augmented crew,…)).Check that the route/area and aerodrome knowledge is taken into account in the designation.In accordance with point 8.6 of Annex V to Regulation (EU) 2018/1139, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, shall be designated by the operator as pilot-in-command or, for commercial air transport operations, as commander.  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(f)** | **4.3 Flight crew incapacitation.**Instructions on the succession of command in the event of flight crew incapacitation. | The role of each crew member involved should be described. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.FC.140****ORO.FC.240****AMC1/2 ORO.FC.240****ORO.CC.250****AMC1 ORO.CC.250(b)** | **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. | **Procedures for operations on more than one type or variant is a prior approval item.**The criteria to allow FC to operate on more than one type/variant should be described (if applicable). Where available, OSD provisions on credits for operation of more than type/variant shall be observed**CC assignment to more than 3 aircraft types is a prior approval item.**Check the description the conditions to assign CC to operate on more than 3 aircraft types (if applicable). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **5. Qualification requirements** |
|  | **Part-FCL****ORO.FC** | **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 must be given to the aircraft type, kind of operation and composition of the crew. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.FC** | **5.2 Flight crew**(a) Commander,(b) Pilot relieving the 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. | Check consistency with OM-D.The operator shall only designate a flight crew member to act as pilot-in-command/commander if all of the following apply: (1) the flight crew member has the minimum level of experience specified in the operations manual; (2) the flight crew member has adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; (3) in the case of multi-crew operations, the flight crew member has completed an operator’s command course if upgrading from co-pilot to pilot-in-command/commander.Flight crew members that operate more than one type or variant of aircraft shall comply with the requirements prescribed in this Subpart for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the mandatory part of the operational suitability data established in accordance with Regulation (EU) No 748/2012 for the relevant types or variants. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.CC** | **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.(d) Single cabin crew member operations | Check consistency with OM-D.**Operations on more than 3 aircraft types is a prior approval item.** |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **AMC3 ORO.FC.115****ORO.FC.145****ORO.FC.230****ORO.CC.115****AMC3 ORO.CC.115(e)** | **5.4 Training, checking and supervision personnel.**(a) For flight crew.(b) For cabin crew. | Check consistency with OM-D. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.TC.105** | **5.5** **Other operations personnel (including technical crew and crew members other than flight, cabin & technical crew)** | Check the required qualification for crew members other than CC carrying out duties in the passenger compartment (if applicable). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **6. Crew health precautions** |
|  | **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)****AMC2 CAT.GEN.MPA.170(b)****AMC1 CAT.GEN.MPA.170(c)****CAT.GEN.MPA.175****AMC1 CAT.GEN.MPA.175(b)****AMC1 CAT.GEN.MPA.175(c)** | **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. | - The criteria related to alcohol consumption should be described.- As of 14/02/2021, verify that the operator’s policy and procedures regarding prevention and detection of misuse of psychoactive substances by crew members addresses the following:* The staff concerned.
* A just and fair treatment of the related staff.
* An objective, transparent and non-discriminatory testing.
* The requirement for testing:
* upon employment by the operator; and
* following a reasonable suspicion, following an assessment by appropriately trained personnel and after a serious incident or accident (provided that testing is possible).
* The testing process:
* means to ensure confidentiality and protection of data.
* the responsibilities of the person carrying out a test.
* the timing and suitable locations for testing.
* the body responsible for testing (independent, accredited body using standard guidelines on psychoactive substance testing in line with national legislation).
* the psychoactive substances to be tested for.
* the applicable national legislation and use of recognised quality standards applied to the testing methodology.
* initial screening and confirmation methods used.
* handling of test results (conducted by impartial and trained personnel, in order to ensure adherence to the procedure, to determine the true positives and to prevent false positives).
* applicable limits applying to psychoactive substance tests.
* the process to be followed in case of a confirmed positive test result; and
* the internal appeal process.
* Staff training.

*Note: refer to the OM-D dedicated C/L TE.AOC.00009 for the training part.*- Check that the operator’s procedure related to FC psychological assessment includes the following:* the methodology followed, including the possible use of industry standards.
* the personnel involved.
* the assessment criteria and instruments used in the assessment; and
* the validity period.

*Note: Non-complex operators may replace the psychological assessment by an internal assessment of the psychological attributes and suitability of the FC.*- The operator should as well define how psychological assessments performed by other operators are accepted.The operator should issue instructions concerning the consumption of alcohol by crew members. The instructions should be not less restrictive than the following:(a) no alcohol should be consumed less than 8 hours prior to the specified reporting time for a flight duty period or the commencement of standby; (b) the blood alcohol level should not exceed the lower of the national requirements or 0.2 per thousand at the start of a flight duty period; (c) no alcohol should be consumed during the flight duty period or whilst on standby. 24 hours is a suitable minimum length of time to allow after normal blood donation or normal recreational (sport) diving before returning to flying duties. This should be considered by operators when determining a reasonable time period for the guidance of crew members. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.170 + AMCs** | **6.2 Policy on the prevention of misuse of psychoactive substances by flight and cabin crew members and by other safety-sensitive personnel under the operator’s direct control, including training and testing procedures.** | - Check that the policy includes:* Overall principles to ensure a fair and consistent implementation.
* Training and/or educational material.
* Testing principles, including methodology.
* Actions to be taken in case of a positive result.
 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.175 + AMCs** | **6.3 Policy and procedures for the psychological assessment of flight crew.** | - Check that the policy includes:* Assessment criteria and instrument used in the assessment.
* Procedure for assessment
* Competencies required for the conduct/oversight of assessments
* Periodicity of the assessments (see criteria in AMC1)

Note: in case of non-complex operator, an internal assessment may replace the psychological assessment. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **7. Flight time limitations** |
|  | **ORO.FTL****CAT.OP.MPA.210****EU-OPS Subpart Q (if applicable)****National provisions** | **7.1 Flight and Duty Time Limitations and Rest requirements.** | For aeroplane operators not subject to ORO.FTL (air taxi, EMS and SP CAT operations), check compliance with EU-OPS subpart Q and any additional national provision (e.g. split duty, reduced rest, stand-by,…).The operator’s-controlled rest policy (if applicable) should be described.For helicopter operators, check compliance with national provisions.**The Operator shall complete the FTSS compliance checklist.** |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.FTL.205****OPS 1.1120****National provisions** | **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. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.FTL.120** | **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. | Unless the operator has an established FRM, the following provisions related to FRM should not be included in the operator’s FTSS:* reduced rest
* crew members in unknown state of acclimatisation on a longer FDP.

The following provisions require the operator to apply fatigue management principles (not an established FRM):* protection of an 8-hour sleep opportunity during reserve
* management fatigue effect of night duties of more than 10 hours
 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **8. Operating procedures** |
|  | **8.1 Flight preparation instructions (as applicable to the operation)** |
|  | **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****SERA.5005 para f)** | **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 VFR flights; and(b) A procedure to establish the minimum altitudes/flight levels for IFR flights. | **The method to establish minimum flight altitudes is a prior approval item**The procedure should include:* Responsibilities
* Method used for calculating minimum flight altitudes (Jeppesen, KSS, ATLAS, LIDO, etc)
* Aircraft position accuracy
* Probable inaccuracies in the indication of the altimeter used
* Characteristics of the terrain
* Probability of encountering unfavourable meteorological conditions (e.g. severe turbulence)
* Possible inaccuracies in aeronautical charts
* In case the operator uses its own navigation charts:
* Definitions
* Methodology to obtain obstacles information
* Specific limitations (e.g. 10000 ft for non-pressurised aircrafts)

And should consider:* corrections for temperature and pressure variations from standard values
* ATC requirements; and
* Contingency procedures.

**The procedure to descend below the specified minimum altitudes is as well a prior approval item.**It should include for VFR flights:* Related aircraft type/variant
* Minimum flight altitude over congested (300 m) and non-congested (150 m) areas
* Area(s) where this procedure is used
* Specific related SOPs (see SPO.OP.230 as guidance)
 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(i)****CAT. OP.MPA.105****CAT.OP.MPA.106****CAT.OP.MPA.107** | **8.1.2 Criteria and responsibilities for the authorisation of the use of aerodromes** | **Use of isolated aerodrome shall be approved by the authority**Description of the process for the verification of the adequacy of an aerodrome before its use.Check that it includes the review of the RFFS level available and that it has been considered by the operator’s management system.Check that specific operations are consistent with AFM limitations (e.g. narrow runway operations).For helicopter operations, the operator should have a procedure for the survey of sites by a competent person. In addition, for sites that are not pre-surveyed a procedure that enables the pilot to make, from the air, a judgment on the suitability of a site. AMC1 CAT.OP.MPA.105 should be considered.For helicopter operations, limitations regarding FATO/helidecks should be mentioned. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.110 and AMCs****CAT.OP.MPA.320****SPA.LVO.100 and AMCs****CAT.OP.MPA.182 + AMCs****Cat.OP.MPA.115** | **8.1.3 Methods and responsibilities for establishing aerodrome operating minima.**Reference must 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.Implementation of LDTA requirements and Global Reporting Format must also be checked. | The operator shall establish aerodrome operating minima for each departure, destination or alternate aerodrome that is planned to be used in order to ensure separation of the aircraft from terrain and obstacles and to mitigate the risk of loss of visual references during the visual flight segment of instrument approach operations.Criteria to be taken into account when establishing aerodrome operating minima are described in CAT.OP.MPA.110(b).For each IFR flight, the operator shall ensure that sufficient means are available to navigate to and land at the destination aerodrome or at any destination alternate aerodrome in the event of loss of capability for the intended approach and landing operation.If the operator is approved for LVO, the methodology should address the LVO operations subject to the approval.The landing configuration considered for the determination of the aircraft category should be specified.Check the means selected by the operator to prevent operations below MDH/A in case of missed approach for approaches using CDFA (e.g. add-on to DA/H) Check that the establishment of specific EFVS 200 operating minima is addressed if the operator intends to conduct EFVS 200 operations.  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.135(b)****CAT.OP.MPA.136****CAT.OP.MPA.137** | **8.1.4 En-route Operating Minima for VFR.**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 which permit a safe forced landing. | Methodology to ensure that surfaces permitting a safe forced landing are available along the route (if applicable).This is not applicable to aeroplane operators approved in accordance with SPA.SET-IMC (see 8.1.13). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.110** | **8.1.5 Presentation and Application of Aerodrome and En-route Operating Minima** | Presentation of the minima on the approach charts used. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.MLR.100** | **8.1.6 Interpretation of meteorological information.**Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions. | Interpretation of information provided by meteorological offices in accordance with Part-MET.(ref. ICAO Annexe 3) |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.180****CAT.OP.MPA.181****AMC1 CAT.OP.MPA.180****AMC1 CAT.OP.MPA.191(b)(c)** | **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 must also include instructions on the measurement and distribution of the fluid carried on board. Such instructions must take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aeroplane's power plants. The system for maintaining fuel and oil records must also be described. | **The fuel scheme, including fuel planning and in-flight replanning, in-flight fuel management and aerodrome selection, is a prior approval item.**- **Use the dedicated fuel scheme check-list.**- The isolated aerodrome procedure should be included only if the operator is approved for such operations.The operator shall establish, implement, and maintain a fuel/energy scheme that: (1) is appropriate for the type(s) of operation performed; (2) corresponds to the capability of the operator to support its implementation; and (3) is either:(i) a basic fuel/energy scheme, which shall form the basis for a basic fuel/energy scheme with variations and an individual fuel/energy scheme; the basic fuel/energy scheme derives from a large-scale analysis of safety and operational data from previous performance and experience of the industry, applying scientific principles; the basic fuel/energy scheme shall ensure, in this order, a safe, effective, and efficient operation of the aircraft; or (ii) a basic fuel/energy scheme with variations, which is a basic fuel/energy scheme where the analysis referred to in point (i) is used to establish a variation to the basic fuel/energy scheme that ensures, in this order, a safe, effective, and efficient operation of the aircraft; or (iii) an individual fuel/energy scheme, which derives from a comparative analysis of the operator’s safety and operational data, applying scientific principles; the analysis is used to establish a fuel/energy scheme with a higher or equivalent level of safety to that of the basic fuel/energy scheme that ensures, in this order, a safe, effective, and efficient operation of the aircraft. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.POL.MAB.100 + AMCs****CAT.POL.MAB.105 + AMCs****CAT.OP.MPA.165 + AMCs****Annex I to 965/2012** | **8.1.8 Mass and Centre of Gravity.**The general principles of mass and centre of gravity including: (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 aeroplane 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. | (c)(d)(e): the operator should state its policy regarding the use of standard or actual masses, and the standard masses when they are used. Check the correctness of the passengers and crew masses used.If passenger are weighed, the process should be described (where, how, by whom).Check consistency with OM B-6. Check the consistent use of Lbs or kg (and consistency with OM B-6).For A/C with 19 seats or less, the actual mass of checked baggage should be determined by weighing.**Standard masses for load items other than standard masses for passengers & checked baggage shall be approved by the authority.**(f) The process for the establishment of the M&B documentation should be described. Samples of M&B documentation used should be provided.Check that the described M&B documentation contains all the required elements of CAT.POL.MAB.105(a).Check that the policy foresees the signature of the person supervising the loading and the signature of the commander accepting the M&B documentation.If electronic signatures are used, check the adequacy of the policy, against AMC1 CAT.POL.MAB.105(c).In case of computerised M&B documentation, the process should include integrity checks at regular intervals (6 months max) and should be described. The use of such system should be described.(g) The LMC in terms of passenger number and hold load should be specified (Nota: LMC for fuel is in principle not allowed).(h) The operator’s policy regarding the use of the fuel density (actual or calculated one based on a defined method) should be described.(i) Procedures established to ensure an even distribution of passengers in the cabin (including corrective action by flight or cabin crew if extreme longitudinal seat selection occurs in cases where free seating is applied).Mass values for passengers and baggage are in AMC1 CAT.POL.MAB.100(e). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.177** | **8.1.9 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. | A procedure should be defined for cases where it is unable to submit or close the ATS flight plan (if applicable)(see criteria in AMC1 CAT.OP.MPA.177).Check that it meets Reg. (EU) 1033/2006 and Reg.(EU) 2019/123 requirements. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.175 (a)****AMC1 CAT.OP.MPA.175(a)****CAT.OP.MPA.175 (c)** | **8.1.10 Operational Flight Plan.**Procedures and responsibilities for the preparation and acceptance of the OFP. The use of the OFP should be described including samples of the OFP formats in use. | The OFP used by the operator should be described and a sample included.Check that the content of the OFP complies with AMC1 CAT.OP.MPA.175(a) (including route segment with checkpoints/waypoints, time and track to the alternate aerodrome). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **M.A.306** | **8.1.11 Operator's Aeroplane Technical Log.**The responsibilities and the use of the operator's Aeroplane Technical Log should be described, including samples of the format used. | The technical log used by the operator should be described and a sample included. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.180 + AMCs** | **8.1.12 List of documents, forms and additional information to be carried.**  | Check compliance with CAT.GEN.MPA.180 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(i)****SPA.SET-IMC.105(d)(2)****AMC1/2/3 SPA.SET-IMC.105(d)(2)** | **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. | **SET-IMC operations in accordance with SPA.SET-IMC is a prior approval item.****Use the related part of the dedicated CAT SET-IMC check-list.** |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **8.2 Ground Handling instructions (as applicable to the operation)** |
|  | **CAT.OP.MPA.200****CAT.OP.MPA.240****SPA. HEMS.155** | **8.2.1 Fuelling procedures.**A description of fuelling procedures, including:(a) Safety precautions during refuelling and defuelling including when an APU is in operation or, for helicopters, when rotors are running or, for aeroplanes, when an engine is running;(b) Refuelling and defueling when passengers are embarking, on board or disembarking; and(c) Precautions to be taken to avoid mixing fuels. | **Special refuelling/defueling of the aircraft is a prior approval item****Use the related dedicated check-list.**For SPA.HEMS approved operators, check that the specific conditions for refuelling with POB are taken into account.Operational procedures for refuelling and defueling when passengers are embarking, on board or disembarking are detailed in AMC6 CAT.OP.MPA.200  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(f)****AMC2 ORO.GEN.110(e)****CAT.GEN.MPA.135****CAT.GEN.MPA.140****CAT.OP.MPA.155 + AMCs****CAT.OP.MPA.160 +AMCs****CAT.OP.MPA.165 + AMCs****CAT.OP.MPA.205 + AMCs****CAT.OP.MPA.230****CAT.OPO.MPA.240** | **8.2.2 Aircraft, passengers and cargo handling procedures related to safety.**A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the aircraft.Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, must 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, blast and suction areas;(g) Start-up, ramp departure and arrival procedures, including for aeroplanes push-back and towing operations;(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. | The operator’s seating procedure should be described.The operator’s procedure to ensure that only hand luggage that can be stowed are carried, and that all hand luggage are adequately stowed, should be described.The operator should describe the conditions for the use of PEDs in flightBarless towing procedures (if applicable) should be described.Procedures for the carriage of special categories of passengers should be defined (information to SCP, seating procedure …) (EASA SIB 2013-06 on evacuation of infants on aircraft equipped with inflatable slides or hatch-type overwing exits is to be considered)..The carriage of PET in the cabin is allowed for pets of maximum 8 kg (see related AMC).The operator shall establish procedures to ensure that only hand baggage that can be adequately and securely stowed is taken into the passenger compartment.See AMC1 CAT.OP.MPA.160 for more details regarding stowage procedures. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.105****(a)(5)****CAT.GEN.MPA.170** | **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 refused embarkation. This does not apply to medical patients under proper care. | The process for the refusal of embarkation, including the responsibilities of all the persons involved, should be described. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.250 + AMC/GM****EASA SIB 2014-08R1****EASA SIB 2017-11****EASA SIB 2018-12** | **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 must be given including:(a) Proprietary or commercial names;(b) Characteristics;(c) Effects on aircraft performance;(d) Hold-over times;(e) Precautions during usage. | Hold-over time tables (HOT) should be provided.AEA HOT tables are not published anymore and therefore can’t be used as reference anymore. FAA HOT tables may be used (TCCA are also acceptable) (see SIB2017-11).Guidance on procedures are given in GM1/2/3 CAT.OP.MPA.250 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **8.3 Flight procedures (as applicable to the operation)** |
|  | **AMC3 ORO.MLR.100****CAT.OP.MPA.100** | **8.3.1 VFR/IFR Policy.**A description of the policy for allowing flights to be made under VFR, or of requiring flights to be made under IFR, or of changing from one to the other. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.245****CAT.OP.MPA.246****CAT.OP.MPA.247****CAT.OP.MPA.265****CAT.OP.MPA.300****CAT.OP.MPA.305** | **8.3.1.1 Standard operating procedures:**- specific SOPs not addressed in the other sub-sections of OM-A 8.3 or in OM-B. | Note: this section may be addressed in another chapter of the OM.Examples of items (non-exhaustive list) which may be covered here:* Take-off conditions for take-off commencement
* Approach and landing conditions
* Commencement and continuation of an approach
 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.126 + AMCs****SPA.PBN****SPA.MNPS****CAT.OP.MPA.150****CAT.OP.MPA.260****CAT.OP.MPA.181** | **8.3.2 Navigation Procedures.**A description of all navigation procedures relevant to the type(s) and area(s) of operation. 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;(b) RNP, 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. | **RNP AR APCH, RNP 0.3, MNPS and RVSM are prior approval items.****Use the related separate check-lists.**For PBN operations for which no SPA approval is required, the operator should establish procedures specifying:(1) normal, abnormal and contingency procedures;(2) electronic navigation database management; and(3) relevant entries in the minimum equipment list (MEL);The OM should specify which PBN operations are authorised (or not).For polar operations, guidance can be found in the FAA AC 120-42B chapter 6.For MNPS, the following shall be established: (1) flight crew composition and experience requirements; (2) normal procedures; (3) contingency procedures; (4) monitoring and incident reporting. For detailed procedures, check the last edition of ICAO NAT Doc 007 and the MNPS/NAT HLA checklist.For In-Flight re-planning the operator shall: (1) establish a fuel/energy planning and in-flight re planning policy as part of the fuel/energy scheme;(2) ensure that the aeroplane carries a sufficient amount of usable fuel/energy to safely complete the planned flight and to allow for deviations from the planned operation;(3) develop procedures for the fuel/energy planning and in-flight re-planning policy that shall be contained in the operations manual. (4) ensure that the fuel/energy planning of the flight is based on: (i) current aircraft-specific data derived from a fuel/energy consumption monitoring system or, if not available; (ii) data provided by the aeroplane manufacturer. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **AMC3 ORO.MLR.100** **SPA.RVSM.105** **AMC2 SPA.RVSM.105** **SPA.RVSM.110** **SPA.RVSM.115** | **8.3.2 Navigation Procedures. – RVSM for aeroplanes.** | Operating procedures shall include: (1) the equipment to be carried, including its operating limitations and appropriate entries in the MEL; (2) flight crew composition and experience requirements; (3) flight planning; (4) pre-flight procedures; (5) procedures prior to RVSM airspace entry; (6) in-flight procedures; (7) post-flight procedures; (8) incident reporting (see SPA.RVSM.115); (9) specific regional operating procedures. See AMC2 SPA.RVSM.105 for more details and the related RVSM checklist. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.101** | **8.3.3 Altimeter checking/setting procedures**Including use, where appropriate, of:- Metric altimetry and conversion tables, and- QFE operating procedures. | Check that the latest version of the correction tables are used (see ICAO Doc 8168 Part I) |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.IDE.A.140** | **8.3.4 Altitude alerting system procedures for aeroplanes or audio voice alerting devices for helicopters** |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.290****CAT.IDE.A.150** | **8.3.5 Ground Proximity Warning System procedures / Terrain Avoidance Warning System 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). |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.295****SERA.3201****SERA.11014****Reg. 1332/2011****SIB 2013-11****SIB 2009-16****CAT.IDE.A.155** | **8.3.6 Policy and procedures for the use of TCAS/ACAS for aeroplanes and, when applicable for helicopters.** | Check that version 7.1 is installed and described in the OM.Check the procedure related to the crew response to an RA are compliant to SERA 11014.(See EUROCONTROL ACAS guide for further guidance and/or IATA guidance on the assessment of pilot compliance to TCAS).Note: some AFM may describe procedures that allow flight crew to disregard an RA in case of visual acquisition of the traffic. This procedure is not compliant with EU regulations. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.185** | **8.3.7 Policy and procedures for in-flight fuel management** | **The fuel scheme, including fuel planning and in-flight replanning, in-flight fuel management and aerodrome selection, is a prior approval item.****- Use the dedicated fuel scheme check-list.**Check if EASA SIB 2018-08 “In-Flight Fuel Management — Phraseology for Fuel-Related Messages between Pilots and Air Traffic Control” has been taken into account. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.255 +AMCs****GM2 ORO.GEN.200(a)(3)****SIB 2015-13****Reg. 2018/1139 Annex V, para 2.e** | **8.3.8 Adverse and potentially hazardous atmospheric conditions.**Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions including:(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. | (a) The operator shall establish procedures for flights in expected or actual icing conditions. (b) The commander shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions. (c) If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the commander shall exit the icing conditions without delay, by a change of level and/or route, if necessary by declaring an emergency to ATC. See AMC1 & 2 CAT.OP.MPA.255 for more details regarding the procedures |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **SERA.8012** | **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. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.210****AMC1 CAT.OP.MPA.210****SIB 2016-09****ORO.GEN.110(f)****AMC1 ORO.GEN.110(f)****GM1 ORO.GEN.110(f)** | **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 also include procedures for controlled rest on the flight crew compartment. | The sterile flight crew compartment principles should be described.See GM1 ORO.GEN.110(f) for more details. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.225** | **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. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.135 + AMC****ORO.GEN.140** | **8.3.12 Admission to Flight crew compartment.**The conditions for the admission to the flight deck of persons other than the flight crew. The policy regarding the admission of Inspectors from an Authority should also be included. | The operator shall ensure that no person, other than a flight crew member assigned to a flight, is admitted to, or carried in, the flight crew compartment unless that person is: (1) an operating crew member. (2) a representative of the competent or inspecting authority, if required to be there for the performance of his/her official duties; or (3) permitted by and carried in accordance with instructions contained in the OM. (b) The commander shall ensure that: (1) admission to the flight crew compartment does not cause distraction or interference with the operation of the flight; and (2) all persons carried in the flight crew compartment are made familiar with the relevant safety procedures. (c) The commander shall make the final decision regarding the admission to the flight crew compartment. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  |  | **8.3.13 Use of vacant crew seats.**The conditions and procedures for the use of vacant crew seats. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  |  | **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. | Verify consistency with OM A 4.3 and B.3 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(f)****AMC2 ORO.GEN.110(e)****AMC1 ORO.GEN.110(f)(h)****CAT.OP.MPA.230****CAT.OP.MPA.165****CAT.OP.MPA.195****CAT.OP.MPA.155 +AMCs****CAT.OP.MPA.240****CAT.GEN.MPA.140****CAT.OP.MPA.220** | **8.3.15 Cabin Safety Requirements.**Procedures covering:(a) 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. | An operator should establish procedures to be followed by cabin crew covering at least:(1) arming and disarming of slides;(2) operation of cabin lights, including emergency lighting;(3) prevention and detection of cabin, oven and toilet fires;(4) actions to be taken when turbulence is encountered; and(5) actions to be taken in the event of an emergency and/or an evacuation.(6) safety aspects of the in-flight entertainment (IFE) system, if installed.Check the policy of the operator related to the use of PEDs in the cabin. If allowed, a procedure for passenger briefing, passenger handling and for the stowage of PEDs should have been defined.Operational procedures for refuelling/defueling with passengers embarking, on board, or disembarking are detailed in AMC6 CAT.OP.MPA.200 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.170 + AMCs** | **8.3.16 Passenger briefing procedures.**The contents, means and timing of passenger briefing in accordance with Part-CAT. | Check the description of the content of the briefing provided to passengers against the related AMCs.Check that the safety briefing card uses picture-type instructions to indicate the operation of safety and emergency equipment and emergency exits likely to be used by passengers.Check the content of the passenger safety briefing card against GM2 CAT.OP.MPA.170 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **EURATOM Directive on 13/05/1996 (Article 42)** | **8.3.17 Procedures for aeroplanes operated whenever required cosmic or solar radiation detection equipment is carried.** |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **EASA SIB 2010-33** | **8.3.18. Policy on the use of Autopilot and Autothrottle.** | See EASA SIB 2010-33 for more details. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.300****CAT.OP.MPA.303****CAT.OP.MPA.311** | **8.3.19. Methodology for the conduct of the in-flight check of the landing distance assessment at time of arrival (LDTA) and reporting on runway breaking action** | Note: this section may be addressed in another chapter of the OM. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.312** | **8.3.20. EFVS 200 (if applicable)** | Note: this section may be addressed in another chapter of the OM.Check:* The system used
* The procedure for the verification of the suitability of a runway
* The operating procedures (they may be described in a different part/section)
* The limitations.
 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **SPA.LVO** | **8.4. Low visibility operations (LVO).** A description of the operational procedures associated with LVO. | **LVO in accordance with SPA.LVO is a prior approval item.****Use the dedicated SPA.LVO check-list.** In particular check that it includes provisions for failure or downgraded ground equipment for LVO and also a procedure for LVO continuous monitoring. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **SPA.LVO.100****AMCs SPA.LVO.100** | **Description of the different types of LVO** | - LVTO - SA CAT I - CAT II - SA CAT II - CAT III - Approach with Operational credits Details can be found in the relative AMCs.  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **SPA.ETOPS****CAT.OP.MPA.140** | **8.5.** **Extended-range operations with two-engined aeroplanes (ETOPS).** A description of the ETOPS operational procedures. (Refer to EASA AMC 20-6) | **ETOPS in accordance with SPA.ETOPS is a prior approval item.****Use the dedicated SPA.ETOPS check-list.**The OEI cruising speed and the maximum distance from an adequate aerodrome should be specified even if the operator is not holding an ETOPS approval.For non-ETOPS operations, the pre-departure check should be described (OM-A or OM-B).**Non-ETOPS operations above 120 minutes is a prior approval item.** |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.MLR.105****CAT.IDE.A.105 + AMC1** | **8.6 Use of the Minimum Equipment and Configuration Deviation List(s)** | Guidance and definitions for flight crews and maintenance personnel using the MELThe responsibilities and procedures to retain and control the status of instruments, equipment or functions required for the intended operation, that are not controlled for the purpose of continuing airworthiness management, may be described in this section. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.AOC.125 + AMCs****ORO.GEN.310 + AMCs** | **8.7 Non-commercial and SPO operations.** Procedures and limitations 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 | The differences with the CAT flights should be clearly identified and described. A risk assessment is to be established when CAT requirements are not used. In the case of flights with an increase risks, check that the criteria of AMC2 ORO.AOC.125(a)(2) are met.The means to ensure all personnel is aware with these procedures have to be described.In the general case, these conditions should be at least compliant with part-ORO (except for Subpart DEC) and Part- NCC (or NCO depending of the type of aircraft).For maintenance check flights, it should at least comply with Part-SPO for CMPA and NCO for NCMPA.In the case of non-commercial or specialised operations by other operators in accordance with Part-NCC, NCO or SPO ,check that a specific procedure **(prior approval item)** has been established, describing:* The transfer of operational control.
* The handover procedure of the aircraft upon return.
* Any available information related to the operations (name of the other operator, aircraft concerned, frequency of the operations, continuing airworthiness procedure, list of occurrences to be reported, OPS SPECS to be removed from the aircraft).

In addition, check that the operator:* Has included in its OM the registration(s) of the concerned aircraft
* Is maintaining the list of concerned operators;
* Has addressed such operations in its hazard identification and risk mitigation process.
 |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.OP.MPA.285** | **8.8.1 An explanation of the conditions under which oxygen should be provided and used.** | Check that requirements of CAT.IDE.A.235 and related AMCs are fulfilled. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.IDE.A.230****CAT.IDE.A.235 + AMCs****CAT.IDE.A/H.240 + AMCs****CAT.IDE.A.245****SPA.SET-IMC.110** | **8.8.2 The oxygen requirements specified for:**(a) Flight crew;(b) cabin crew;(c) passengers. | Presentation of the oxygen requirements per aircraft occupant type.For SPA.SET-IMC approved operator, check the consistency of the engine failure procedure and the operational limitations resulting from the non-availability of automatic deployable oxygen dispensing units (if applicable). In particular, the cabin pressure leak rate should be provided. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.141****SPA.EFB** | **8.9. Procedures related to the use of type B EFB applications** | **The use of type B EFB applications is a prior approval item.****Use the dedicated EFB check-list**.Procedures for the use of Type B EFB applications may be documented in this part of OM or referred to a separate manual or guide.Check consistency with provisions in OM-B related to EFB and in particular if an EFB entry exists in the MEL (dispatch conditions should be either in the MEL or in the OM). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **9. Dangerous goods and weapons** |
|  | **CAT.GEN.MPA.200 +AMC1****SPA.DG****ICAO Doc 9284** | **9.1 Information, instructions and general guidance on the transport of dangerous goods, in accordance with Part-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. | **The transport of dangerous goods in accordance with SPA.DG is a prior approval item.**Check that the table with the provisions for dangerous goods carried by passengers or crew is updated with the latest ICAO Doc 9284 (Table 8-1 of ICAO TI).Check that for all operators a procedure for emergency situation involving DGs has been established.- Operator not approved in accordance with SPA.DG (a)(c)(d)(e)There should be no procedure for the transport of dangerous goods subject to the technical instructions.A procedure should have been established to prevent inadvertent carriage of DG, including adequate checks of cargo items for DGs.AMC1 CAT.GEN.MPA.200(e) gives further details on reporting. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **CAT.GEN.MPA.155****CAT.GEN.MPA.160****CAT.GEN.MPA.161 + AMC1** | **9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.** | Check that the operator has defined which weapons are considered sporting weapons (if applicable) |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **10. Security** |
|  | **ORO.SEC.100.A****ORO.SEC.100.H****CAT.GEN.MPA.135** | **10. Security**Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) 300/2008.Some parts of the security instructions and guidance may be kept confidential. |  |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **11. Handling, notifying and reporting accidents, incidents and occurrences and using the CVR recordings** |
|  | **ORO.GEN.160 +AMCs****Reg. 376/2014****Reg. 2015/1018****CAT.GEN.MPA.195 + AMCs** | **11. Handling, notifying and reporting accidents, incidents and occurrences and using the CVR recordings**Procedures for the handling, notifying and reporting of occurrences. This section should include the following:(a) Definitions of accident, incident and occurrences and 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;(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; 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. | Verify that Reg. 376/2014 is reflected in the operator’s procedures.Verify that the list of occurrences to be reported is compliant with the list of Reg. 2015/1018.Verify that the operator has established a procedure for the preservation of flight recorders recordings (see AMC1) Verify that the operator has described the process to perform at intervals not exceeding 2 years an inspection of the recording of flight recorders other than an FDR, which are installed on an aircraft.A procedure (signed by all parties) to prevent disclosure of crew identity should be established when data access is required for airworthiness and maintenance purposes. Check that the procedure addresses all elements of the AMC1 CAT.GEN.MPA.195(f)(1)Check that the operator has in place a procedure related to the handling of flight crew compartment images that are recorded by a flight recorder (if applicable) (see the criteria of the related AMCs).Check that the operator has described the frequency and the methodology to conduct checks and evaluations of the recordings to ensure the continued serviceability of the flight recorders which are required to be carried under this Regulation.Reports shall be made as soon as practicable, but in any case within 72 hours of the operator identifying the condition to which the report relates, unless exceptional circumstances prevent this. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **12. Rules of the air** |
|  | **Reg. 923/2012 (part-SERA)** | **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. | Verify that chap 12 contains at least the European rules of the air (for flights within the European airspace). |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **13. Leasing/code-share** |
|  | **ORO.AOC.110 +AMCs****ORO.AOC.115 +AMCs** | **13. Leasing/code-share**A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities. | **Apart from wet-lease out, all other types of leasing are prior approval items.**In case of TCO operators, check how the operator has demonstrated the equivalence of the related EU requirements.Code share provisions should include a procedure to monitor the continued compliance of the third-country code-share operator and to notify it of any non-compliance identified. |  | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |

**TKA rekomendacija tvirtinti leidimą arba pakeitimus**

*TCA Recommendation for approval:*

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

|  |  |  |
| --- | --- | --- |
|  | **Inspektorius rekomenduojantis tvirtinti pakeitimą** (*vardas, pavardė, parašas (elektroninis parašas pripažįstamas tinkamu)*)*Inspector (Name/signature)* | **Data***Date* |
| **SPS inspektorius***Flight operations inspector (FOI)* |  |  |
| **SPS CC****inspektorius***Flight operations Cabin crew inspector (FOI CC)* |  |  |
| **Orlaivių skyriaus inspektorius***Airworthiness Inspector (AWI)* |  |  |
| **Personalo licencijavimo skyriaus inspektorius***POI* |  |  |
| **SPS pavojingų krovinių****inspektorius***FOI DG* |  |  |
| **Kiti***Others* |  |  |