OTAR followed by § may not generate material appropriate for inclusion in Operations Manuals for all operators

[ ]  **OK** – Satisfies *Standard*

[ ]  **NC** – Does not satisfy *Standard*

[ ]  **N/A** – Not applicable to this operator

| OTAR | OM Reference | Review Results | Notes |
| --- | --- | --- | --- |
| **Appendix 1 to OTAR 121.1250; 135.1250** |  |  |  |
| **A** **Part A General/Basic** |  |  |  |
| **A 0.0 Administration and Control of Manual** |  |  |  |
| **A 0.1 Introduction:**1. Statement that OM complies with Regulations and terms of AOC.
2. Statement that OM contains Operational instructions which are to be complied with by relevant personnel.
3. List and description of all parts of the OM.
4. Explanations and definitions of terms.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 0.2 System of amendments and revisions**1. Details of person responsible for amendments etc.
2. A record of amendments and effective dates
3. Statement that no handwritten amendments, unless immediate need for safety reason.
4. Description of page notation and effective dates
5. List of effective pages.
6. Annotation of changes
7. Temporary revisions
8. Description of the system for staff to propose amendments
9. Description of distribution system of manual and amendments
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 1.0 Organisation and Responsibilities**  |  |  |  |
| **A 1.1 Organisation structure - organigram** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 1.2 Nominated postholders (OTAR 119 refers) for:**1. Flight Operations,
2. Maintenance,
3. Crew Training, and
4. Ground Operations

  |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 1.3 Responsibilities and duties of Operations management personnel.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 1.4 Authority and duties of PIC.** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **A 1.5 Duties and responsibilities of crew members other than PIC. §** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 2.0 Operational Control and Supervision**  |  |  |  |
| **A 2.1 Supervision of the Operation:**a. Licence and qualification validityb. Competence of Operations Personnel,c. Control, analysis and storage of records, flight documents, additional information and data. |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 2.2 Supplementary Flight Safety documents** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 2.3 Operational Control**  |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 2.4 Use of S.O.P.s** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 2.5 Power of the Authority (to inspect)** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 3.0 Management Systems** |  |  |  |
| A description of the Safety Management and Quality System to include: |  |  |  |
| a. Policyb. Organisation description andc. Duties and responsibilities. |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 4.0 Crew Composition** |  |  |  |
| **A 4.1 Explanation of method for determining crew composition in relation to:**1. Aircraft type and variant,
2. Area of operation,
3. Phase of flight,
4. Minimum crew and flight duty requirements
5. Experience, recency and qualifications,
6. Designation of PIC and procedures for relief of the PIC,
7. Designation of senior cabin crew.§
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 4.2 Rules applicable to designating PIC.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 4.3 Flight crew incapacitation and command succession.§** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 4.4 Operation more than one type.§** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 5.0 Qualification Requirements**  |  |  |  |
| **A 5.1 Descriptions of:**1. Required licence and ratings,
2. Qualifications and experience,
3. Training,
4. Checking and recency
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 5.2 Flight Crew:**1. Pilot-in-Command (PIC)
2. Pilot relieving the PIC §
3. Co-pilot §
4. Pilot under supervision §
5. System panel operator §
6. Operation on more than one type or variant. §
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 5.3 Cabin Crew: §**1. Senior cabin crew member,
2. Cabin crew member,
3. Required cabin crew member,
4. Additional cabin crew during familiarization,
5. Operation on more than one type or variant.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 5.4 Training, Checking and Supervision personnel:**1. For flight crew
2. For cabin crew §
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 6.0 Crew Health Precautions** |  |  |  |
| **A 6.1 Crew health precautions and guidance to include:**1. Psychoactive substances including

i Anti-depressantsii Narcoticsiii Alcoholiv Drugsv Sleeping tablets1. Pharmaceutical preparations
2. Immunisation
3. Diving and under water breathing devices
4. Blood/Bone marrow donation
5. Meal precautions prior to and during flight
6. Sleep and rest
7. Surgical operations
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
|  **A 7.0 Flight Time Limitations** |  |  |  |
| **A 7.1 FTL Scheme developed by the operator** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 7.2 Conditions for exceedances on FTL**  |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 7.3 Management of fatigue in other staff** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.0 Operating Procedures** |  |  |  |
| **A 8.1 Flight preparation instructions:** |  |  |  |
|  **A 8.1.1**  **Minimum flight altitudes and method of determination:**1. For VFR flight
2. For IFR flight
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.1.2** **Criteria for determining the usability of aerodromes** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
|  **A 8.1.3 Method for determining aerodrome operating minima for IFR flights with respect to:**1. Visibility or runway visual range (RVR)
2. Applicability of actual visibility observed by the pilots
3. The reported visibility
4. The reported runway visual range (RVR)
5. The margin of time established for planning the estimated time of use of an aerodrome
6. Method for determining aerodrome operating minima with respect to:
7. Using Head up Display (HUD) and Enhanced Visual Systems (EVS)§
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
|  **A 8.1.4 En-route operating minima for VFR flights and for single-engine aircraft route selection in relation to safe forced landings**  |  | [ ]  OK [ ]  NC [ ]  N/A |  |
|  **A 8.1.5 Application and presentation of Aerodrome and En-route operating minima.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.1.6 Interpretation of Meteorological information. Information of decoding forecasts and reports.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.1.7** **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 replanning and of failure of one or more of the aircraft’s power plants. The system for maintaining fuel and oil records must also be described. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.1.8** **Mass and Centre of Gravity. The general principles of mass and centre of gravity including:**1. Definitions;
2. Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations;
3. The policy for using either standard and/or actual masses;
4. The method for determining the applicable

passenger, baggage and cargo mass;1. The applicable passenger and baggage masses for various types of operations and aircraft type;
2. General instruction and information necessary for verification of the various types of mass and balance documentation in use;
3. Last Minute Changes procedures;
4. Specific gravity of fuel, oil and water methanol;
5. Seating policy/procedures; and
6. Standard load plans
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
|  **8.1.9 ATS Flight Plan. Procedures and responsibilities for the preparation and submission of the air traffic services flight plan.** Factors to be considered include the means of submission for both individual and repetitive flight plans. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.1.10 Operational Flight Plan. Procedures and responsibilities for the preparation and acceptance of the operational flight plan.** The use of the operational flight plan must be described including samples of the operational flight plan formats in use. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.1.11 Operator’s Technical Log**. The responsibilities and the use of the operator’s Technical Log must be described, including samples of the format used |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.1.12 List of documents, forms and additional information to be carried** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **A 8.2 Ground Handling instructions:** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **8.2.1 Fuelling procedures. A description of fuelling procedures, including:**1. Safety precautions during refueling and defueling including rotors running, engine(s) running and when an APU is in operation
2. Refueling and defueling when passengers are embarking, on board or disembarking; and
3. Precautions to be taken to avoid mixing fuels.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **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 must include:1. Children/infants, sick passengers and persons with reduced mobility;
2. Transportation of inadmissible passengers, deportees or persons in custody §;
3. Permissible size and mass of hand baggage;
4. Loading and securing of items in the aircraft;
5. Special loads (including dangerous goods) and classification of load compartments;
6. Positioning of ground equipment;
7. Operation of aircraft doors;
8. Safety on the ramp, including fire prevention, blast and suction areas;
9. Start-up, ramp departure and arrival procedures including push-back and towing operations:
10. Servicing of aircraft;
11. Documents and forms for aircraft handling;
12. Multiple occupancy of aircraft seats
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **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, except medical patients under proper care, are refused embarkation. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **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 shall 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:1. Proprietary or commercial names;
2. Characteristics;
3. Effects on aircraft performance
4. Hold-over times;
5. Precautions during usage.
6. Recording details in the technical log
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.3 Flight Procedures:** |  |  |  |
| **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. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.2 Navigation Procedures.** A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration must be given to:1. a Standard navigational procedures for carrying out independent cross-checks including policy of keyboard entries where these affect the flight path to be followed by the aircraft;
2. MNPS and POLAR navigation and navigation in other designated areas §;
3. PBN. A description of the relevant PBN procedures specified in Part C;
4. In-flight replanning;
5. Procedures in the event of system degradation;
6. RVSM §;
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.3 Altimeter setting procedure** including use, where appropriate, of1. Metric altimetry and conversion table §;
2. QFE operating procedures.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.4 Altitude alerting system procedures.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.5 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 D.2.1) . |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.6 Policy and procedures for the use of TCAS/ACAS**  |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.7 Policy and procedures for in-flight fuel management.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.8 Procedures for operating in and/or avoiding, potentially hazardous atmospheric conditions** including:1. Thunderstorms;
2. Icing;
3. Turbulence;
4. Windshear;
5. Jet Stream §;
6. Volcanic Ash;
7. Heavy precipitation;
8. Sand Storms §;
9. Mountain waves;
10. Significant temperature inversions.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.9 Wake Turbulence** and Rotor downwash separation taking into account aircraft types, wind conditions and runway location. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.10 The requirements for crew members to occupy their assigned stations or seats during the different phases of flight.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.11 The requirements for crew members and passengers to use safety belts or harnesses during the different phases of flight.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.12 Conditions for the admission of persons, other than the flight crew to the cockpit, Also policy in relation to Authority Inspectors.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.13 Conditions for the use of vacant crew seats.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.14 Procedures to be followed in the event of incapacitation of crew members in flight,** plus examples of incapacitation and means for recognizing them. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.15 Cabin Safety Requirements.**1. Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys;
2. Procedure to ensure passengers are seated where in the event of an emergency evacuation, they may best assist and not hinder the evacuation §;
3. Procedures to be followed during passenger embarkation and disembarkation;
4. Procedures for fuelling with passengers on board or embarking or disembarking, and
5. Smoking on board.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.16 Passenger briefing procedures.** The contents, means and timing of passenger briefing in accordance with 121.130. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.17 Procedures for the use of cosmic or solar radiation detection equipment and for recording** its readings including actions to be taken in the event that limit values specified in the operations manual are exceeded. In addition, the procedures, including ATS procedures, to be followed in the event that a decision to descend or re-route is taken. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **8.3.18 Policy on autopilot and auto throttle usage** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.4 All Weather Operations:** |  |  |  |
| 1. A description of the operational procedures associated with all weather operations.
 |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| 1. Instructions for the use of head-up displays (HUD)

and enhanced vision systems (EVS) equipment asapplicable. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.5 EDTO: A description of the EDTO operational procedures** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.6 Use of the MEL and CDL:** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.7 Non-revenue flights: Procedures and limitations for:** |  |  |  |
| 1. Training flights
2. Test flights
3. Delivery flights
4. Ferry flights
5. Demonstration flights; and
6. Positioning flights, including the kind of persons who may be carried on such flights
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 8.8 Oxygen Requirements:** |  |  |  |
| A 8.8.1 Conditions under which oxygen must be provided and used |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| A 8.8.2 Oxygen requirements specified for:1. Flight Crew
2. Cabin Crew; and
3. Passengers
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 9.0 DANGEROUS GOODS AND WEAPONS** |  |  |  |
| **A 9.1 Information, instructions and general guidance on the transport of dangerous goods including:**1. Operator policy
2. Guidance on acceptance, labeling, handling stowage and segregation of dangerous goods
3. Special notification in the event of an accident or occurrence when dangerous goods are being carried
4. Procedures for responding to emergency situations involving dangerous goods
5. Duties of all personnel involved; and
6. Instructions on the carriage of the operator’s employees
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 9.2 Conditions under which weapons and munitions of war and sporting weapons may be carried.** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **A 10.0 SECURITY** |  |  |  |
| **A 10.1 Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking must also be included.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **A 10.2 Description of preventive security measures and training, including search procedures and guidance on least-risk bomb locations where practicable (parts may be kept confidential)** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **A 11.0 HANDLING, NOTIFYING AND REPORTING OCCURENCES** |  |  |  |
| **Procedures for the handling, notifying and reporting occurrences. This section must include:**1. Definition of occurrences and of the relevant responsibilities of all persons involved;
2. Emergency Response Plan
3. In the event of an accident, descriptions of which departments, Authorities and other organizations that have to be notifies and in what manner and sequence;
4. Procedures for verbal notification to ATC service units of incidents involving ACAS RAs, bird hazards, dangerous goods and hazardous conditions;
5. Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;
6. Reporting procedures
7. Illustration of forms used for reporting and completion instructions.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 12.0 RULES OF THE AIR** |  |  |  |
| Rules of the Air including:1. Visual and instrument flight rules,
2. Territorial application of the Rules of the Air,
3. Communications procedures including COM-failure procedures,
4. Interception of civil aircraft instructions
5. Circumstances for a radio listening watch;
6. Signals;
7. Time used in operation;
8. ATC clearances, adherence to flight plan and position reports;
9. Visual signals used to warn an unauthorized aircraft flying in or about to enter a restricted, prohibited or danger area;
10. Procedures for pilots observing an accident or receiving a distress transmission
11. The ground/air visual codes used by survivors, description and use of signal aids; and
12. Distress and urgency signals
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **A 13.0 LEASING** |  |  |  |
| **Description of the operational arrangements for leasing, associated procedures and management responsibilities.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B** **Part B Aircraft Operating Matters – Type Related** |  |  |  |
| Taking account of the differences between types and variants of types, under the following headings |  |  |  |
| **B 0.0 GENERAL INFORMATION AND UNITS OF MEASUREMENT** |  |  |  |
| **B 0.1 General information (e.g. dimensions)**  |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 1.0 LIMITATIONS** |  |  |  |
| **B 1.1 Description of the certified limitations and applicable operational limitations, including:**1. Certification status (eg. ECAR 23/25 or FAR 23/25 etc)
2. Maximum approved seating (MAPSC) with pictorial presentation;
3. Types of operation that are approved (eg. IFR/VFR, CAT II/III, RNP, flights in known icing conditions etc.);
4. Crew composition
5. Mass and centre of gravity;
6. Speed limitations;
7. Flight envelope;
8. Wind limits;
9. Performance limitations for applicable configurations;
10. Runway slope;
11. Limitations on wet or contaminated runways;
12. Airframe contamination;
13. System limitations
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 2.0 NORMAL PROCEDURES** |  |  |  |
| **B 2.1 The normal procedures and duties assigned to the crew, the appropriate checklists, the system for use of the check lists and a statement covering the necessary coordination procedures between flight and cabin crew. The following normal procedures and duties must be included:**1. Pre-flight;
2. Pre-departure
3. Altimeter setting and checking;
4. Taxy, take-off and climb;
5. Noise abatement;
6. Cruise and descent;
7. VFR approach, including stabilized approach parameters;
8. Instrument approach, including stabilized approach parameters;
9. Visual approach and circling;
10. Missed approach;
11. Normal landing;
12. Post landing;
13. Operation on wet and contaminated runways.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 3.0 ABNORMAL AND EMERGENCY PROCEDURES** |  |  |  |
| **B 3.1 The emergency procedures and duties assigned to the crew, the appropriate checklists, the system for use of the checklists and a statement covering the necessary co-ordination procedures between flight and other crew members (the design and utilisation of which shall observe human factors and CRM principles). The following emergency procedures and duties must be included:**1. Crew incapacitation;
2. Fire and smoke drills;
3. Unpressurised and partly pressurized flight;
4. Exceeding structural limits, such as overweight landing;
5. Exceeding cosmic radiation limits;
6. Lightning strikes;
7. Distress communications and alerting ATC to emergencies;
8. Engine failure;
9. System failures;
10. Guidance for diversion in case of serious technical failure;
11. Ground proximity warning (GPWS/TAWS);
12. TCAS alerts and advisories;
13. Windshear;
14. Emergency landing/ditching;
15. Departure contingency procedures (one-engine inoperative procedures).
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 4.0 PERFORMANCE** |  |  |  |
| **B 4.1 Performance data must be provided in a form in which it can be used without difficulty.** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **B 4.2 Performance data. Performance material which provides the necessary data for compliance with the performance requirements must be included;** 1. Take-off climb limits – mass, altitude, temperature;
2. Take-off field length (dry, wet, contaminated);
3. Net flight path for obstacle clearance calculation or, where applicable, take-off flight path;
4. The gradient loss for banked climb outs;
5. En-route climb limits;
6. Approach climb limits;
7. Landing climb limits;
8. Landing field length (dry, wet, contaminated, including the effects of an in-flight failure of a system or device, ifit affects the landing distance;
9. Brake energy limits; and
10. Speeds applicable for the various flight stages (also considering wet or contaminated runways).
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 4.2.1 Supplementary data covering flights in icing conditions. Any certificated performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, must be included.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 4.2.2 If performance data, as required for the appropriate performance class, is not available in the aircraft flight manual, then other data acceptable to the Governor must be included. Alternatively, the operations manual may contain cross-reference to the approved data contained in the aircraft flight manual where such data is not likely to be used often or in an emergency.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 4.3 Additional performance data. Additional performance data where applicable including:**1. **All engine climb gradients;**
2. **Drift-down data;**
3. **Effect of de-icing/anti-icing fluids;**
4. **Flight with landing gear down;**
5. **For aeroplanes with three or more engines, one engine inoperative ferry flights; and**
6. **Flights under the provisions of the CDL.**
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 5.0 FLIGHT PLANNING** |  |  |  |
| **B 5.1 Data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s)-out operations, EDTO (particularly the one-engine inoperative cruise speed / all-engine operating cruising speed and maximum diversion time) and flights to isolated aerodromes must be included.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 5.2 The method for calculating fuel needed for the various stages of flight, in accordance with Part 121.280.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 5.3 Performance Data for EDTO critical fuel and area of operation including sufficient data to support the critical fuel reserve and area of operation calculation based on Approved Aeroplane Performance Data. The following data is required:**1. Detailed engine(s) inoperative performance data including fuel flow for standard and non-standard atmospheric conditions and as a function of airspeed and power setting, where appropriate, covering:
	1. Drift down (includes net performance) –where applicable;
	2. Cruise altitude coverage including 10,000 feet;
	3. Holding;
	4. Altitude capability (includes net performance); and
	5. Missed approach
2. Detailed all-engine-operating performance data, including nominal fuel flow data, for standard and non-standard atmospheric conditions and as a function of airspeed and power setting, where appropriate, covering:
	1. Cruise (altitude coverage including 10,000 feet)
	2. Holding.
3. Details of any other conditions relevant to EDTO operations which can cause significant deterioration of performance, such as ice accumulation on the unprotected surfaces of the aeroplane, ram air turbine (RAT) deployment, thrust-reverser deployment, etc.
4. The altitudes, airspeeds, thrust settings, and fuel flow used in establishing the EDTO area of operation for each airframe-engine combination must be used in showing the corresponding terrain and obstruction clearances in accordance with this regulation.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 6.0 MASS AND BALANCE** |  |  |  |
| **Instructions and data for the calculation of the mass and balance including:**1. Calculation system (e.g. Index system);
2. Information and instructions for completion of mass and balance documentation, including manual and computer generated types;
3. Limiting masses and centre of gravity for the types, variants or individual aircraft used by the operator; and
4. Limiting masses and centre of gravity for the types, variants or individual aircraft used by the operator; and
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **B 7.0 LOADING** |  |  |  |
| **Procedures and provisions for loading and securing the load in the aircraft.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 8.0 CONFIGURATION DEVIATION LIST** |  |  |  |
| **The Configuration Deviation List(s) (CDL), if provided by the manufacturer, taking account of the aircraft types and variants operated including procedures to be followed when a aircraft is being dispatched under the terms of its CDL.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 9.0 MINIMUM EQUIPMENT LIST** |  |  |  |
| **The Minimum Equipment List (MEL) taking account of the aircraft types and variants operated and the type(s)/area(s) of operation. The MEL must include the navigational equipment and take into account the required navigation specification for the route and area of operation.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 10.0 SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN** |  |  |  |
| **B 10.1 A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) must also be included** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 10.2 The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression must be considered. The information provided must be in a form in which it can be used without difficulty** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 11.0 EMERGENCY EVACUATION PROCEDURES** |  |  |  |
| **B 11.1 Instructions for preparation for emergency evacuation including crew coordination and emergency station assignment.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 11.2 Instructions for preparation for emergency evacuation including crew coordination and emergency station assignment.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **B 12.0 AIRCRAFT SYSTEMS** |  |  |  |
| **A description of the aircraft systems, related controls and indications and operating instruction**s. |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **C** **Part C Route and Aerodrome Instructions and Information** |  |  |  |
| **C 1.0 Instructions and information relating to communications, navigation and aerodrome including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome planned to be used, including:**1. Minimum flight level/altitude;
2. Operating minima for departure, destination and alternate aerodromes;
3. Operating minima for departure, destination and alternate aerodromes;
4. Runway data and aerodrome facilities;
5. Approach, missed approach and departure procedures including noise abatement procedures;
6. COM-failure procedures;
7. Search and rescue facilities in the area over which the aircraft is to be flown;
8. A description of the aeronautical charts that must be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;
9. Availability of aeronautical information and MET services;
10. En-route COM/NAV procedures.
11. Aerodrome categorisation for flight crew competence qualification;
12. Special aerodrome limitations (performance operating etc.).
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **D** **Part D Training** |  |  |  |
|  **D 1.0 Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **D 2.0 TRAINING SYLLABI AND CHECKING PROGRAMMES, INCLUDING:** |  |  |  |
| **D 2.1 For flight crew. All relevant items prescribed in Subparts H, I and J;** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **D 2.2 For cabin crew. All relevant items prescribed in Subparts H, I and J;** |  | [ ]  OK [ ]  NC [ ]  N/A  |  |
| **D 2.3 For operations personnel concerned, including crew members:**1. All relevant items prescribed in Part 92 (Transport of Dangerous Goods by Air); and
2. All other relevant items prescribed in OTARs pertaining to their duties.
 |  | [ ]  OK [ ]  NC [ ]  N/A[ ]  OK [ ]  NC [ ]  N/A |  |
| **D 2.4 For operations personnel other than crew members (e.g. dispatcher, handling personnel etc.). All other relevant items prescribed in OTARs pertaining to their duties.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **D 3.0 PROCEDURES** |  |  |  |
| **D 3.1 Procedures for training and competency checking.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **D 3.2 Procedures to be applied in the event that personnel do not achieve or maintain the required standards.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **D 3.3 Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures and simulation of IMC by artificial means are not simulated during commercial air transportation flights.** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
| **D 3.4 Description of documentation to be stored and storage periods (see Appendix 1 to 91.1265).** |  | [ ]  OK [ ]  NC [ ]  N/A |  |
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