**OPERATIONS MANUAL CONTENT AND COMPLIANCE FORM**

**NON-COMMERCIAL SPECIALISED OPERATIONS WITH COMPLEX MOTOR-POWERED**

**AIRCRAFT AND COMMERCIAL SPECIALISED OPERATIONS**

**CAA OF LATVIA**

**AIRCRAFT OPERATIONS DIVISION**

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| **Applicant** *(official name, address, telephone number, fax number and e-mail address)*: Click here to enter text. |
| **Applicant has adopted manufacturer’s type-related standard operating procedures (SOPs) or has developed customized SOPs** *(manufacturer’s FCOM or AFM, including last revision/OM-B):* Click here to enter text. |
| **Operations manual content and compliance form completed by** *(name, surname/position/e-mail address/date)***:** Click here to enter text. |
| **Applicant’s controlled documents verified by** *(name, surname/position/e-mail address/date)*:Click here to enter text. |

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| **Assessment performed by LV CAA Inspectors** *(name, surname/position)*: Click here to enter text. | **Date:** |

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| **A** | **GENERAL/BASIC** |  |  |  |
| **0** | **ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL** |  |  |  |
| 0.1 | Introduction.   1. A statement that the manual complies with all applicable regulations and declaration. 2. A statement that the manual contains operational instructions to be complied by the relevant personnel. 3. A list and brief description of the various parts, their contents, applicability and use. 4. Explanations and definitions of terms and words needed for the use of the manual. | Annex IV to Regulation (EC) No 216/2008;  Annex III (Part-ORO); Annex V (Part-SPA);  Annex VIII (Part-SPO);  SPO.GEN.005 Scope;  AMC1 SPO.GEN.005  CRITERIA;  GM1 SPO.GEN.005  LIST OF SPECIALISED OPERATIONS;  ORO.MLR.100;  ORO.MLR.101 |  |  |
| 0.2 | System of amendment and revision.   1. Details of the person(s) responsible for the issuance and insertion of amendments and revisions. 2. A record of amendments and revisions with insertion dates and effective dates. 3. A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. 4. A description of the system for the annotation of pages or paragraphs and their effective dates. 5. A list of effective pages or paragraphs. 6. Annotation of changes (in the text and, as far as practicable, on charts and diagrams). 7. Temporary revisions. 8. A description of the distribution system for the manuals, amendments and revisions. | ORO.GEN.115  ORO.AOC.150 |  |  |
| **1** | **ORGANISATION AND RESPONSIBILITIES** |  |  |  |
| 1.1 | Organisational structure.   1. A description of the organisational structure, including the general organogram and operations departments’ organograms. 2. Overall philosophies and principles of the operator with regard to safety, referred to as the safety policy are described. | ORO.GEN.200 ORO.GEN.210 |  |  |
| 1.2 | Nominated persons.   1. The name of each nominated person responsible for flight operations, crew training and ground operations. Description of their function and responsibilities. 2. Requirements with regard to adequacy and competency of personnel. Supervision of personnel is established.   Nominated persons should be aware of:   * Ground and flight operations personnel are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole. * The training programme for ground personnel is developed. * MEL training programme for crew members and ground personnel (include maintenance personnel, flight dispatchers and operations officers) is developed and detailed in CAME and OM as appropriate. * Procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities, for all types of operation on the ground and in flight are established. * Procedures and instructions for a sterile flight crew compartment are established. All crew members should be trained, as appropriate to their duties. * Checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions is established. The design and utilisation of checklists observe human factors principles and take into account the latest relevant documentation from the aircraft manufacturer. * The operator issues instructions concerning the consumption of alcohol by crew members. | ORO.GEN.110  ORO.AOC.135  ORO.GEN.210(b) |  |  |
| 1.3 | Responsibilities, duties and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations. | ORO.GEN.110  ORO.AOC.140  ICAO Security Manual Doc 9811 |  | 1. Operation of the aircraft in accordance with Annex IV to Regulation (EC) No 216/2008, as applicable, the relevant requirements of this Annex and submitted declaration: 2. Every flight shall be conducted in accordance with the provisions of the operations manual: 3. For ground operations, whenever passengers are embarking, on board or disembarking in the absence of flight crew members, emergency procedures are established: 4. Procedures and a checklist system for cabin crew with respect to the aircraft cabin are established: 5. Dangerous goods training programmes for personnel as required by the technical instructions are established and maintained: 6. Security training programme for crew members, including theoretical and practical elements is established and maintained: 7. Security training programme for ground personnel is established and maintained: |
| 1.4 | Pilot-in-command responsibilities and authority. | SPO.GEN.107;  AMC1 SPO.GEN.107 FLIGHT PREPARATION FOR PBN OPERATIONS;  AMC2 SPO.GEN.107  DATABASE SUITABILITY, DATABASE CURRENCY;  GM1 SPO.GEN.107  GENERAL;  GM1 SPO.GEN.107(a)(8) RECORDING UTILISATION DATA;  GM1 SPO.GEN.107(a)(9)  IDENTIFICATION OF THE SEVERITY OF AN OCCURRENCE BY THE PILOT-IN-COMMAND;  AMC1 SPO.GEN.107(c) REPORTING OF HAZARDOUS FLIGHT CONDITIONS;  AMC1 SPO.GEN.107(e) VIOLATION REPORTING |  |  |
|  | Pilot-in-command responsibilities and authority — balloons | SPO.GEN.108;  GM1 SPO.GEN.108(c)  PROTECTIVE CLOTHING; |  |  |
|  | Compliance with laws, regulations and procedures | SPO.GEN.110 |  |  |
|  | Common language | SPO.GEN.115 |  |  |
|  | Documents, manuals and information to be carried | SPO.GEN.140 |  |  |
| 1.5 | Duties and responsibilities of crew members other than commander | CAT.GEN.MPA.100 |  | 1. Report to the commander any fault, failure, malfunction or defect. 2. Report to the commander any incident that endangered, or could have endangered, the safety of the operation. 3. Comply with the relevant requirements of the operator’s occurrence reporting schemes. 4. Comply with all flight and duty time limitations (FTL) and rest requirements. 5. Specified provisions when crew member shall not perform duties on an aircraft. |
| **Inspector comments:** | | | | |
| **2** | **OPERATIONAL CONTROL AND SUPERVISION** |  |  |  |
| 2.1 | Supervision of the operation by the operator | ORO.GEN.110  ORO.GEN.200  AMC1 CAT.GEN.MPA.100(c)(1) |  | All personnel are aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and that are pertinent to the performance of their duties. |
| 2.2 | System and responsibility for promulgation of additional operational instructions and information | AMC3 ORO.MLR.100 |  | A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation  should be included. |
| 2.3 | Operational control | ORO.GEN.110  ORO.GEN.215  ORO.GEN.220  CAT.GEN.MPA.180  CAT.GEN.MPA.185  CAT.GEN.MPA.190  ICAO Doc 7192  Training Manual, Part D-3 |  | 1. System for exercising operational control over any flight operated under the terms of its certificate is established and maintained. 2. A general description and location of the facilities referred to in ORO.GEN.215. 3. Responsibilities concerning the initiation, continuation and termination or diversion of each flight are specified. 4. Flight Operations officers (if employed) training should be described in the operations manual. 5. Aircraft are equipped and its crews are qualified as required for the area and type of operation. 6. Flight planning procedures are specified in OM to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes. |
| 2.4 | Powers of the authority | ORO.GEN.140;  SPA.GEN.100;  SPO.GEN.100 |  | 1. Competent authority. 2. Operator grants access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification. 3. Access to the aircraft includes the possibility to enter and remain in the aircraft during flight operations unless otherwise decided by the commander for the flight crew compartment in accordance with CAT.GEN.MPA.135 in the interest of safety. |
| **Inspector comments:** | | | | |
| **3** | **MANAGEMENT SYSTEM** |  |  |  |
|  | 1. safety policy; 2. the process for identifying safety hazards and for evaluating and managing the associated risks; 3. compliance monitoring system; 4. allocation of duties and responsibilities; 5. documentation of all key management system processes   Note.  Regarding safety management refer to:   1. APP 3.7 FDM PROGRAMME IMPLEMENTATION ASSESSMENT JOB AID; 2. APP 4.4 GROUND HANDLING AND OPERATIONAL SUPPORT FACILITIES ASSESSMENT JOB AID; 3. APP 3.12 SAFETY MANAGEMENT MANUAL ASSESSMENT; 4. APP 9.14 VOLCANIC ASH SAFETY RISK ASSESSMENT (VA SRA); 5. APP 9.18 FRM EVALUATION FORM | ORO.GEN.125  ORO.GEN.130  ORO.GEN.135  ORO.GEN.150  ORO.GEN.155  ORO.GEN.200  AMC1 ORO.GEN.200(a)(2)  ORO.GEN.205  ORO.AOC.130  AMC1 ORO.AOC.130  GM1 ORO.AOC.130 |  | 1. The titles and names of persons referred to in ORO.GEN.210 (a) and (b). 2. Clearly defined lines of responsibility and accountability throughout the operator, including a direct safety accountability of the Accountable manager. Chart shows the lines of responsibility between the persons referred to in ORO.GEN.210. 3. Safety policy:  * be endorsed by the accountable manager; * reflect organisational commitments regarding safety and its proactive and systematic management; * be communicated, with visible endorsement, throughout the operator; and * include safety reporting principles  1. The safety policy should include a commitment:  * to improve towards the highest safety standards; * to comply with all applicable legislation, meet all applicable standards and consider best practices; * to provide appropriate resources; * to enforce safety as one primary responsibility of all managers; and * not to blame someone for reporting something which would not have been otherwise detected:  1. Senior management should:  * continually promote the safety policy to all personnel and demonstrate their commitment to it; * provide necessary human and financial resources for its implementation; and * establish safety objectives and performance standards:  1. Safety management system (refer to APP 3.12 SMM assessment). 2. Flight data monitoring programme:  * FDM analysis * Sharing safety information * Reporting of events * Data recovery and retention strategies * Procedure to prevent disclosure of crew identity, including written document signed by all parties  1. Documentation of all key management system processes. 2. The management system documentation contains the privileges and detailed scope of activities for which the operator is certified, as relevant to the applicable requirements. The scope of activities defined in the management system documentation is consistent with the terms of approval. 3. Amendment to an existing certificate is made in a form and manner established by the competent authority. 4. Amendment or revision procedure for the operator’s management system documentation is established. 5. For changes that may affect the AOC or the operations specifications or the operator’s management system, as required in ORO.GEN.200 (a)(1) and (a)(2), the operator applies for and obtains an approval (list of changes). 6. All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with ARO.GEN.310(c) (checklist of items). 7. Prior approval is required for any changes to the operator’s procedure describing how changes not requiring prior approval will be managed and notified to the competent authority. 8. The operator manages safety risks related to a change. 9. Continued validity of an AOC. 10. Actions on receipt of notification of findings. 11. Immediate reaction to a safety problem. 12. Management system contains compliance monitoring function, including a feedback system of findings to the Accountable manager. 13. Procedures specifying how the operator ensures compliance with the applicable requirements. 14. Organisation has established provisions on the monitoring compliance according to:AMC1 ORO.GEN.200(a)(6); GM1 ORO.GEN.200(a)(6); GM2 ORO.GEN.200(a)(6); GM3 ORO.GEN.200(a)(6). 15. Complex operator’s organisational structure includes safety manager and a safety review board. |
| **Inspector comments:** | | | | |
| **4** | **CREW COMPOSITION** |  |  |  |
| 4.1 | Crew composition. An explanation of the method for determining crew compositions, taking account of the following:   1. the type of aircraft being used; 2. the area and type of operation being undertaken; 3. the phase of the flight; 4. the minimum crew requirement and flight duty period planned; 5. experience (total and on type), recency and qualification of the crew members; 6. 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); 7. the designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew | ORO.FC.100  ORO.CC.100  ORO.CC.110  ORO.CC.200  ORO.CC.205  CAT.GEN.MPA.115 |  | 1. When engaging the services of flight crew members who are working on a freelance or part-time basis, the operator verifies that all applicable requirements of this Subpart and the relevant elements of Annex I (Part-FCL) to Regulation (EU) No 1178/2011, including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:  * the total number of aircraft types or variants operated; and * the applicable flight and duty time limitations and rest requirements:  1. Operator ensures that pilots with an OML on their medical certificate only operate aircraft in multi-pilot operations when the other pilot is fully qualified on the relevant type of aircraft, is not subject to an OML and has not attained the age of 60 years. |
| 4.2 | Designation of the commander | ORO.FC.105  AMC1 ORO.FC.105(b)(2);(c)  GM1 ORO.FC.105 (b)(2)  AMC1 ORO.FC.105(c) |  | The operator designates a flight crew member to act as commander if he/she has:   1. the minimum level of experience specified in the operations manual; 2. 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, completed an operator’s command course if upgrading from co-pilot to commander; 4. Commander shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12-month period; 5. Complexity of the area or route is assessed by the operator. Operator uses methods of familiarisation for:  * less complex areas or routes, familiarisation by self-briefing with route documentation, or by means of programmed instruction; * more complex areas or routes, in-flight familiarisation as a commander or co-pilot under supervision, observer, or familiarisation in a flight simulation training device (FSTD) using a database appropriate to the route concerned:  1. Aerodrome knowledge:  * Aerodrome training should include knowledge of obstructions, physical layout, lighting, approach aids and arrival, departure, holding and instrument approach procedures, applicable operating minima and ground movement considerations. * The method of categorisation of aerodromes is described in OM and a list of aerodromes categorised as B or C is provided.  1. Prior operating provisions to B and C categorised aerodromes are specified. 2. Level of environmental knowledge related to the prevention of aeroplane upsets is defined. |
| 4.3 | Flight crew incapacitation | Click here to enter text. |  | Instructions on the succession of command in the event of flight crew incapacitation are defined: |
| 4.4 | Operation on more than one type. The procedures or operational restrictions for operation on more than one type or variant established in the operations manual and approved by the competent authority. | ORO.FC.140  ORO.FC.240  AMC1 ORO.FC.240  AMC2 ORO.FC.240 |  | 1. Operational restrictions covers:  * the flight crew members’ minimum experience level; * the minimum experience level on one type or variant before beginning training for and operation of another type or variant; * the process whereby flight crew qualified on one type or variant will be trained and qualified on another type or variant; and * all applicable recent experience requirements for each type or variant:  1. Operator’s statement indicates which aircraft are considered as one type for the purpose of:  * flight crew scheduling; and * cabin crew scheduling;  1. Operator has nominated one aircraft as the base aircraft from which to show differences with the second aircraft type or variant. 2. Operator difference requirements (ODR), are presented. 3. Operator ensures compliance with:  * minimum flight crew complement as specified in the operations manual; * exercising the privileges of licence endorsements; * training, checking and recent experience requirements established in Commission Regulation (EU) No 1178/2011 for each type operated; * required line flying experience on each type as specified in the operations manual: |
| **Inspector comments:** | | | | |
| **5** | **QUALIFICATION REQUIREMENTS** |  |  |  |
| 5.1 | A description of the:   * required licence, * rating(s), * qualification/competency (e.g. for routes and aerodromes), * experience, * training, checking and recency for operations personnel to conduct their duties   Consideration should be given to the aircraft type, kind of operation and composition of the crew. |  |  | FCL.040 Exercise of the privileges of licences  FCL.045 Obligation to carry and present documents  FCL.060 Recent experience  FCL.065 Curtailment of privileges of licence holders aged 60 years or more in commercial air transport  FCL.305 CPL — Privileges and conditions  FCL.505 ATPL — Privileges  FCL.625 IR — Validity, revalidation and renewal  FCL.700 Circumstances in which class or type ratings are required  FCL.705 Privileges of the holder of a class or type rating  FCL.710 Class and type ratings — variants  FCL.725 Requirements for the issue of class and type ratings  FCL.740 Validity and renewal of class and type ratings  ORO.FC.200 Composition of flight crew  AMC1 ORO.FC.200(a) Composition of flight crew |
| 5.2 | Flight crew:  (a) pilot-in-command/commander,  (b) pilot relieving the pilot-in-command/commander,  (c) co-pilot,  (d) pilot relieving the co-pilot,  (e) pilot under supervision,  (f) system panel operator,  (g) operation on more than one type or variant | ORO.FC.A.250  ORO.FC.H.250  ORO.FC.110  ORO.FC.A.201  ORO.FC.202 |  | 1. Commanders holding a CPL(A) 2. Commanders holding a CPL(H) 3. Flight engineer 4. In-flight relief of flight crew members 5. Single-pilot operations under IFR or at night |
| 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 | ORO.CC.100  ORO.CC.110  ORO.CC.200  AMC1 ORO.CC.200(d)  AMC1 ORO.CC.200(e)  ORO.CC.210  ORO.CC.250  ORO.CC.255 |  | 1. Number and composition of cabin crew. 2. Conditions for assignment to duties. 3. Senior cabin crew member. 4. Senior cabin crew member responsibility to the commander (turbulence). 5. Senior cabin crew member – unable to operate. 6. Additional conditions for assignment to duties. 7. Operation on more than one aircraft type or variant. 8. Single cabin crew member operations. |
| 5.4 | Training, checking and supervision personnel  (a) for flight crew; and  (b) for cabin crew | AMC3 ORO.FC.115  AMC1 ORO.FC.220&230  ICAO Document 10011 (‘Manual on UPRT’)  AMC1 ORO.FC.230 |  | FC   1. FC CRM trainer responsible for classroom CRM training:  * Qualification of flight crew CRM trainer * Training of flight crew CRM trainer * Assessment of flight crew CRM trainer * Recency and renewal of qualification as flight crew CRM trainer  1. Personnel providing FSTD UPRT 2. Suitably qualified commander nominated by the operator 3. Type rating examiner (TRE) or a synthetic flight examiner (SFE) 4. Ground and refresher training by suitably qualified personnel 5. Flight training by a flight instructor (FI), type rating instructor (TRI) or class rating instructor (CRI) or, in the case of the FSTD content, a synthetic flight instructor (SFI) 6. Emergency and safety equipment training by suitably qualified personnel   CC   1. CC CRM trainer responsible for classroom CRM training:  * Qualification of cabin crew CRM trainer * Training of cabin crew CRM trainer * Assessment of cabin crew CRM trainer * Recency and renewal of qualification as cabin crew CRM trainer  1. Personnel appropriately qualified for the subject to be covered |
| 5.5 | Other operations personnel (including technical crew and crew members other than flight, cabin and technical crew) | ORO.TC.105 |  | 1. Suitably qualified and experienced in the subject to be covered |
| **Inspector comments:** | | | | |
| **6** | **CREW HEALTH PRECAUTIONS** |  |  |  |
| 6.1 | Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following:  (a) alcohol and other intoxicating liquids,  (b) narcotics,  (c) drugs,  (d) sleeping tablets,  (e) anti-depressants,  (f) pharmaceutical preparations,  (g) immunisation,  (h) deep-sea diving,  (i) blood/bone marrow donation,  (j) meal precautions prior to and during flight,  (k) sleep and rest,  (l) surgical operations | CAT.GEN.MPA.100  AMC1 CAT.GEN.MPA.100(c)(1)  Annex IV  (Part-MED) to Commission Regulation (EU) No 1178/2011 |  | 1. Instructions concerning the consumption of alcohol by crew members 2. MED.A.020 Decrease in medical fitness |
| 6.2 | The relevant regulations and guidance to crew members concerning dangerous goods used for specialised tasks (pesticides and chemicals, etc.). |  |  |  |
| **Inspector comments:** | | | | |
| **7** | **FLIGHT TIME LIMITATIONS** |  |  |  |
| 7.1 | Flight and duty time limitations and rest requirements | Part-ORO SUBPART FTL |  | Assessment of flight time specification scheme APP 9.17 checklist |
| 7.2 | Exceedance of flight and duty time limitations and/or reductions of rest periods |  |  |  |
| **Inspector comments:** | | | | |
| **8** | **OPERATING PROCEDURES** |  |  |  |
| 8.1 | Flight preparation instructions. As applicable to the operation |  |  | 1. a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and 2. a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights |
| 8.1.1 | General procedures. |  |  |  |
| 8.1.2 | Minimum flight altitudes. A description of the method of determination and application of minimum altitudes, including a procedure to establish the minimum altitudes/flight levels. |  |  |  |
| 8.1.3 | Criteria and responsibilities for determining the adequacy of aerodromes/operating sites to be used. |  |  |  |
| 8.1.4 | 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. |  |  |  |
| 8.1.5 | 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. The system for maintaining fuel and oil records should also be described. |  |  |  |
| 8.1.6 | Procedure for the determination of the mass of loads, the calculation of performance margins and the centre of gravity. |  |  |  |
| 8.1.7 | Emergency procedures, e.g. load, fuel or chemical jettison (to include the actions of all personnel). |  |  |  |
| 8.1.8 | System for supply of NOTAMS, meteorological and other safety-critical information both at base and in field locations. |  |  |  |
| 8.1.9 | Mandatory equipment for specific tasks (mirror, cargo sling, load cell, special radio equipment, radar altimeters, etc.). |  |  |  |
| 8.1.10 | Guidance on the CDL and MEL |  |  |  |
| 8.1.11 | Policy on completion and carriage of documents including operator’s aircraft technical log and journey log, or equivalent |  |  |  |
| 8.1.12 | Any task-specific standard operating procedures not covered above. |  |  |  |
| **8.2** | **Ground handling instructions. As applicable to the operation** |  |  |  |
| 8.2.1 | Briefing requirements for in-flight and ground task specialists. |  |  |  |
| 8.2.2 | Decontamination procedures. |  |  |  |
| 8.2.3 | Fuelling procedures, including safety precautions during refuelling and de-fuelling including quality checks required in the field location, precautions against spillage and environmental damage. |  |  |  |
| 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. |  |  |  |
|  | Portable electronic devices | SPO.GEN.130;  GM1 SPO.GEN.130 DEFINITIONS;  GM2 SPO.GEN.130  GENERAL |  |  |
| **8.3** | **Flight Procedures** |  |  |  |
| 8.3.1 | Procedures relevant to the aircraft type, specific task and area |  |  |  |
| 8.3.2 | Altimeter setting procedures.  Where appropriate, use of:  (a) metric altimetry and conversion tables; and  (b) QFE operating procedures.   1. System of flight levels 2. Transition altitude 3. Transition level 4. References to vertical position 5. TAKE-OFF AND CLIMB 6. EN ROUTE  * Terrain clearance  1. APPROACH AND LANDING  * References to vertical positioning after approach clearance  1. MISSED APPROACH 2. Altimeter corrections:  * Pressure correction * Temperature correction. | ICAO Doc 8168  Part III |  |  |
| 8.3.3 | Actions following alerts from audio warning devices. |  |  |  |
| 8.3.4 | GPWS/TAWS for aeroplanes. Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface (the related training requirements are covered in OM-D 2.1). |  |  |  |
| 8.3.5 | Policy and procedures for the use of TCAS/ACAS for aeroplanes and, when applicable, for helicopters. |  |  |  |
| 8.3.6 | Policy and procedures for in-flight fuel management. |  |  |  |
| 8.3.7 | Procedures for operating in adverse and potentially hazardous atmospheric conditions.  Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following:   1. thunderstorms, 2. icing conditions, 3. turbulence, 4. windshear, 5. jet stream, 6. volcanic ash clouds, 7. heavy precipitation, 8. sand storms, 9. mountain waves, 10. significant temperature inversions; 11. commander duties on IFR flights (aeroplanes and helicopters); 12. PIC duties on VFR flights (helicopters). |  |  |  |
| 8.3.8 | Wake turbulence and rotor downwash for helicopters.   1. Separation criteria, taking into account aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. 2. For helicopters, consideration should also be given to rotor downwash. 3. Wake turbulence categories of aircraft. 4. Indication of heavy wake turbulence category. 5. Minimum separation between departing aircraft. | ICAO Doc 4444 |  |  |
| 8.3.9 | Use of restraint devices.  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:   * Crew members * Passengers |  |  |  |
| 8.3.10 | Policy on use of vacant seats. |  |  |  |
| 8.3.11 | Cabin safety requirements including smoking.  Portable electronic devices. | SPO.GEN.130;  GM1 SPO.GEN.130 DEFINITIONS;  GM2 SPO.GEN.130  GENERAL |  |  |
| **8.4** | **Task-specific weather limitations.** |  |  |  |
| **8.5** | **Use of the minimum equipment and configuration deviation list(s).** |  |  |  |
| **8.6** | **Oxygen requirements. An explanation of the conditions under which oxygen should be provided and used (altitude, exposure times, night etc.).** |  |  |  |
| **9** | **DANGEROUS GOODS AND WEAPONS** |  |  |  |
| 9.1 | Information, instruction and general guidance on the transport of dangerous goods as internal or external loads, including:  9.1.1 The operator's policy on the transport of dangerous goods;  9.1.2 Guidance on the requirements for acceptance, labelling, handling, stowage, and segregation of dangerous goods;  9.1.3 Procedures for responding to emergency situations involving dangerous goods;  9.1.4 Duties of all personnel involved; and  9.1.5 Instructions on carriage of the operator’s personnel on cargo aircraft when dangerous goods are being carried. | Part-SPA SUBPART G |  |  |
| 9.2 | The conditions under which weapons, munitions of war and sporting weapons may be carried |  |  |  |
| **10** | **SECURITY**  Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) No 300/2008. | Regulation (EC) No 300/2008  Part-ORO SUBPART SEC |  |  |
| **11** | **HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES AND USING THE CVR RECORDING**  Procedures for handling, notifying and reporting accidents, incidents and occurrences.  This section should include:  11.1 Definitions of accidents and occurrences and responsibilities of all persons involved;  11.2 Reporting procedures (including any mandatory forms);  11.3 Special notification when dangerous goods are carried; and  11.4 Procedures for the preservation of recordings of the flight recorders in order to prevent inadvertent reactivation, repair or reinstallation of the flight recorders following an accident or a serious incident or when this preservation is directed by the investigating authority.  Note: Operator shall demonstrate compliance with REGULATION (EU) No 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation and REGULATION (EU) 2015/1018 laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 (ref to APP 3.15 for OM assessment). | ORO.GEN.160 |  |  |
| **12** | **RULES OF THE AIR**   1. Visual and instrument flight rules, 2. Territorial application of the rules of the air, 3. Communication procedures, including communication-failure procedures, 4. Information and instructions relating to the interception of civil aircraft, 5. The circumstances in which a radio listening watch is to be maintained, 6. Signals, 7. Time system used in operation, 8. ATC clearances, adherence to flight plan and position reports, 9. Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area, 10. Procedures for flight crew observing an accident or receiving a distress transmission, 11. The ground/air visual codes for use by survivors, and description and use of signal aids, 12. Distress and urgency signals. 13. Territorial procedures for obtaining permissions and exemptions, e.g. for underslung loads and low-flying clearances. | SERA;  ICAO Doc 7030;  ICAO Doc 4444 |  |  |
| **13** | **LEASING**   1. Operational arrangements for leasing, including lease agreement approvals by the competent authority. 2. Procedures. 3. Management responsibilities. |  |  |  |
|  | | | | |
| **B** | **AIRCRAFT OPERATING MATTERS — TYPE RELATED** |  |  |  |
| **0** | **GENERAL INFORMATION AND UNITS OF MEASUREMENT** |  |  |  |
| 0.1 | General information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables. | Click here to enter text. |  |  |
| **1** | **LIMITATIONS** |  |  |  |
| 1.1 | A description of the certified limitations and the applicable operational limitations.   1. Certification status (e.g. EASA (supplemental) type certificate, environmental certification, etc.); 2. Passenger seating configuration for each aircraft type, including a pictorial presentation; 3. Types of operation that are approved (e.g. VFR/IFR, 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(s); 8. Wind limits, including operations on contaminated runways; 9. Performance limitations for applicable configurations; 10. (Runway) slope; 11. For aeroplanes, limitations on wet or contaminated runways; 12. Airframe contamination; 13. System limitations. | Click here to enter text. |  |  |
| **2** | **NORMAL PROCEDURES**  The normal procedures and duties assigned to the crew, the appropriate checklists and the system for their use, including any task or specific role equipment procedures not contained in the AFM. | SPO.GEN.120 Taxiing of aeroplanes;  GM1 SPO.GEN.120  SAFETY-CRITICAL ACTIVITY;  GM1 SPO.GEN.120(b)(4) Taxiing of aeroplanes  SKILLS AND KNOWLEDGE;  SPO.GEN.125 Rotor engagement;  GM1 SPO.GEN.125  INTENT OF THE RULE |  | Ref to B AIRCRAFT OPERATING MATTERS — TYPE RELATED STANDARD OPERATING PROCEDURES (SOPs) checklist below |
| **3** | **ABNORMAL AND/OR EMERGENCY PROCEDURES**  The abnormal and/or emergency procedures and duties assigned to the crew, the appropriate checklists and the system for their use, including any task or specific role equipment emergency procedures not contained in the AFM.  The abnormal and/or emergency procedures and duties should include the following:   1. crew incapacitation, 2. fire and smoke drills, 3. for aeroplanes, un-pressurised and partially pressurised flight, 4. for aeroplanes, exceeding structural limits such as overweight landing, 5. lightning strikes, 6. distress communications and alerting ATC to emergencies, 7. engine/burner failure, 8. system failures, 9. guidance for diversion in case of serious technical failure, 10. ground proximity warning, including for helicopters audio voice alerting device (AVAD) warning, 11. ACAS/TCAS warning for aeroplanes/audio voice alerting device (AVAD) warning for helicopters, 12. Wind-shear, 13. emergency landing/ditching, 14. for aeroplanes, departure contingency procedures. | Click here to enter text. |  |  |
| **4** | **PERFORMANCE** |  |  |  |
| 4.1 | Performance data should be provided in a form, in which it can be used without difficulty. | Click here to enter text. |  |  |
| 4.2 | Performance data. Performance material which provides the necessary data for compliance with the performance requirements prescribed in Part-SPO. |  |  |  |
| **5** | **FLIGHT PLANNING** |  |  |  |
| 5.1 | Data and instructions necessary for pre-flight and in-flight planning. |  |  | Prescribed authorities and responsibilities for:   1. pre-flight planning:  * meteorological information, * information concerning operations plans, * instructions concerning aircraft and crew use, * load requirements and availability, * routes, altitudes, tracks and technical stops that will be necessary and what alternate aerodromes are considered suitable for the various terminals, * fuel requirements, * aircraft gross weight and balance, * any irregular operation of airport, airway, navigation or communication facilities;  1. delay (revised plans); 2. dispatch release of the flight; 3. in-flight assistance:  * diversion, * flight return, * en-route delay or cancellation, * revised routes, altitudes and alternates, * commercial and technical considerations, * monitoring adequacy of remaining fuel, * supplying or arranging for the supply of supplementary information, including significant weather information, irregularities in operation of navigation and communication facilities, etc.;  1. guidance and procedures to prepare the OFP and ATS flight plan |
| 5.2 | Procedures for specialised tasks. |  |  |  |
| **6** | **MASS AND BALANCE** |  |  |  |
| 6.1 | Instructions and data for the calculation of the mass and balance, including calculation system (e.g. index system). |  |  |  |
| 6.2 | Information and instructions for completion of mass and balance documentation. |  |  |  |
| 6.3 | Limitations. |  |  |  |
| **7** | **LOADING**  Procedures and provisions for loading and unloading and securing the load in the aircraft |  |  | . |
| **8** | **CONFIGURATION DEVIATION LIST**  The CDL(s), if provided by the manufacturer, taking account of the aircraft types and variants operated.  Procedures to be followed when an aircraft is being dispatched under the terms of its CDL. | Click here to enter text. |  |  |
| **9** | **MINIMUM EQUIPMENT LIST (MEL)**  The MEL for each aircraft type or variant operated and the type(s)/area(s) of operation. It should also contain procedures to be followed when an aircraft is being dispatched with one or more inoperative items, in accordance with the MEL. | ORO.MLR.105 |  |  |
| **10** | **SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN** | SPO.GEN.135 Information on emergency and survival equipment carried;  AMC1 SPO.GEN.135 CONTENT OF INFORMATION |  |  |
| 10.1 | A list of the survival equipment to be carried, taking into account the nature of the area of operation, such as a hostile or a non-hostile environment. |  |  |  |
| 10.2 | A checklist for assessing the serviceability of the equipment and instructions for its use prior to take-off. |  |  |  |
| 10.3 | The procedure for determining the amount of oxygen required and the quantity that is available. |  |  |  |
| **11** | **EMERGENCY EVACUATION PROCEDURES** |  |  |  |
| 11.1 | Emergency evacuation procedures, crew coordination and occupant handling in the event of a forced landing, ditching or other emergency. |  |  |  |
| **12** | **AIRCRAFT SYSTEMS**  A description of the aircraft systems and all equipment specific to the tasks. Additional equipment, systems or fitting, related special procedures including any supplements to the AFM. | Click here to enter text. |  |  |
|  | | | | |
| **C** | **TASKS AND OPERATING AREAS INSTRUCTIONS AND INFORMATION** |  |  |  |
| 1 | Instructions and information relating to communications, navigation and aerodromes/operating sites, including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome/operating site planned to be used.  Instructions and information regarding:   1. minimum flight level/altitude; 2. operating minima for departure, destination and alternate aerodromes; 3. communication facilities and navigation aids; 4. runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities; 5. approach, missed approach and departure procedures including noise abatement procedures; 6. communication-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 should be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity; 9. availability of aeronautical information and MET services; 10. en-route communication/navigation procedures; 11. aerodrome/operating site categorisation for flight crew competence qualification; 12. Special aerodrome/operating site limitations (performance limitations and operating procedures, etc.) | Click here to enter text. |  |  |
|  | | | | |
| **D** | **TRAINING** |  |  |  |
| 1 | Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight. | ORO.FC.145 |  |  |
| 2 | Training syllabi and checking programmes should include the following: |  |  |  |
| 2.1 | For flight crew, all relevant items prescribed in Part-SPO, Part-SPA and Part-ORO. |  |  |  |
| 2.2 | For other crew members, all relevant items prescribed in Part-SPO and Part-ORO, as applicable. |  |  |  |
| 2.3 | For in-flight and ground task specialists concerned, including crew members:  a. All relevant items prescribed in SPA.DG; and  b. All relevant items prescribed in Part-SPO and ORO.SEC. |  |  |  |
| 2.4 | For operations personnel other than crew members, all other relevant items pertaining to their duties prescribed in Part-SPO and Part-ORO. |  |  |  |
| 3 | Procedures |  |  |  |
| 3.1 | Procedures for training and checking.  . | Click here to enter text. |  |  |
| 3.2 | Procedures to be applied in the event that personnel do not achieve or maintain the required standards. | Click here to enter text. |  |  |
| 3.3 | A system for tracking expiry dates for qualifications, checks, tests, recency and licences. | Click here to enter text. |  |  |
| 4 | Description of documentation to be stored and storage periods | ORO.MLR.115 |  |  |

**B AIRCRAFT OPERATING MATTERS — TYPE RELATED STANDARD OPERATING PROCEDURES (SOPs)**

**CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Captain’s (pilot in-command/commander) authority** | Click here to enter text. |  |  |
| **2** | **Use of automation** |  |  |  |
| 2.1 | Operator’s automation policy | Click here to enter text. |  |  |
| 2.2 | Specific guidance in selection of appropriate levels of automation | Click here to enter text. |  |  |
| 2.3 | Autopilot/flight director mode selection | Click here to enter text. |  |  |
| 2.4 | Flight management system (FMS) target entries (e.g., airspeed, heading, altitude) | Click here to enter text. |  |  |
| **3** | **Checklist objectives** |  |  |  |
| 3.1 | Providing logical sequences of coverage of the flight deck panels | Click here to enter text. |  |  |
| 3.2 | Providing logical sequences of actions to meet both internal and external flight deck operational requirements | Click here to enter text. |  |  |
| 3.3 | Allowing mutual monitoring among flight crew members to keep all flight crew members in the information  loop | Click here to enter text. |  |  |
| 3.4 | Facilitating crew coordination to assure a logical distribution of flight deck tasks | Click here to enter text. |  |  |
| **4** | **Walk-around** | Click here to enter text. |  |  |
| **5** | **Checklists** |  |  |  |
| 5.1 | Safety check prior to power on | Click here to enter text. |  |  |
| 5.2 | Originating/receiving | Click here to enter text. |  |  |
| 5.3 | Before start | Click here to enter text. |  |  |
| 5.4 | After start | Click here to enter text. |  |  |
| 5.5 | Before taxi | Click here to enter text. |  |  |
| 5.6 | Before take-off | Click here to enter text. |  |  |
| 5.7 | After take-off | Click here to enter text. |  |  |
| 5.8 | Climb check | Click here to enter text. |  |  |
| 5.9 | Cruise check | Click here to enter text. |  |  |
| 5.10 | Approach | Click here to enter text. |  |  |
| 5.11 | Landing | Click here to enter text. |  |  |
| 5.12 | After landing | Click here to enter text. |  |  |
| 5.13 | Parking and securing | Click here to enter text. |  |  |
| 5.14 | Emergency procedures | Click here to enter text. |  |  |
| 5.15 | Abnormal procedures | Click here to enter text. |  |  |
| **6** | **Communication** |  |  |  |
| 6.1 | Who handles radios | Click here to enter text. |  |  |
| 6.2 | Primary language used with ATC and on the flight deck | Click here to enter text. |  |  |
| 6.3 | Keeping both pilots “in the loop” | Click here to enter text. |  |  |
| 6.4 | Operator’s radio procedures | Click here to enter text. |  |  |
| 6.5 | Flight deck signals to cabin | Click here to enter text. |  |  |
| 6.6 | Cabin signals to flight deck | Click here to enter text. |  |  |
| **7** | **Briefings** |  |  |  |
| 7.1 | CFIT risk considered | Click here to enter text. |  |  |
| 7.2 | Special airport qualifications considered | Click here to enter text. |  |  |
| 7.3 | Pre-flight | Click here to enter text. |  |  |
| 7.4 | Departure | Click here to enter text. |  |  |
| 7.5 | Arrival | Click here to enter text. |  |  |
| **8** | **Flight deck access** |  |  |  |
| 8.1 | On ground/in flight | Click here to enter text. |  |  |
| 8.2 | Jump seat | Click here to enter text. |  |  |
| 8.3 | Access signals, keys. Safety and security risks associated with flight crew members leaving the flight crew compartment due to operational or physiological needs during non-critical phases of flight/access procedures. | Click here to enter text. |  |  |
| **9** | **Flight deck discipline** |  |  |  |
| 9.1 | STERILE FLIGHT CREW COMPARTMENT | AMC1 ORO.GEN.110(f); GM1 ORO.GEN.110(f) Operator responsibilities |  |  |
| 9.2 | Maintaining outside vigilance | Click here to enter text. |  |  |
| 9.3 | Transfer of control | Click here to enter text. |  |  |
| 9.4 | Additional duties | Click here to enter text. |  |  |
| 9.5 | Flight kits/EFB | Click here to enter text. |  |  |
| 9.6 | Headsets/Audio selector panel | Click here to enter text. |  |  |
| 9.7 | Boom or throat microphone | Click here to enter text. |  |  |
| 9.8 | Maps/approach charts | Click here to enter text. |  |  |
| 9.9 | Meals | Click here to enter text. |  |  |
| **10** | **Altitude awareness** |  |  |  |
| 10.1 | Altimeter-setting and cross-checking procedures | Click here to enter text. |  |  |
| 10.2 | Transition altitude/flight level | Click here to enter text. |  |  |
| 10.3 | Standard calls (verification of) | Click here to enter text. |  |  |
| 10.4 | Minimum safe altitudes | Click here to enter text. |  |  |
| 10.5 | Temperature corrections | Click here to enter text. |  |  |
| **11** | **Report times** |  |  |  |
| 11.1 | Check-in | Click here to enter text. |  |  |
| 11.2 | On flight deck | Click here to enter text. |  |  |
| 11.3 | Checklist accomplishment | Click here to enter text. |  |  |
| **12** | **Maintenance procedures** |  |  |  |
| 12.1 | Technical Log items | Click here to enter text. |  |  |
| 12.2 | Aircraft external check | Click here to enter text. |  |  |
| 12.3 | Application of the MEL/CDL | Click here to enter text. |  |  |
| 12.4 | Crew coordination in ground de-icing | Click here to enter text. |  |  |
| **13** | **Flight plans/dispatch procedures** |  |  |  |
| 13.1 | VFR/IFR | Click here to enter text. |  |  |
| 13.2 | Icing considerations | Click here to enter text. |  |  |
| 13.3 | Fuel loads | Click here to enter text. |  |  |
| 13.4 | Weather-information package | Click here to enter text. |  |  |
| 13.5 | Where weather-information package is available | Click here to enter text. |  |  |
| 13.6 | Departure procedure climb gradient analysis | Click here to enter text. |  |  |
| **14** | **Boarding of passengers/cargo** |  |  |  |
| 14.1 | Carry-on baggage | Click here to enter text. |  |  |
| 14.2 | Exit-row seating | Click here to enter text. |  |  |
| 14.3 | Hazardous materials | Click here to enter text. |  |  |
| 14.4 | Inadmissible passengers, deportees or persons in custody/passengers with reduced mobility | Click here to enter text. |  |  |
| 14.5 | Firearms on-board | Click here to enter text. |  |  |
| 14.6 | Count/load | Click here to enter text. |  |  |
| **15** | **Pushback/power-back** | Click here to enter text. |  |  |
| **16** | **Taxiing** |  |  |  |
| 16.1 | Single-engine | Click here to enter text. |  |  |
| 16.2 | All-engines | Click here to enter text. |  |  |
| 16.3 | On ice or snow | Click here to enter text. |  |  |
| 16.4 | Prevention of runway incursion | Click here to enter text. |  |  |
| 16.5 | Application of the sterile flight crew compartment procedures | SPO.GEN.119;  AMC1 SPO.GEN.119 PROCEDURES FOR TAXIING |  |  |
| 16.6 | Use of standard radio-telephony (RTF) phraseology |  |  |  |
| 16.7 | Use of lights |  |  |  |
| 16.8 | Measures to enhance the situational awareness of the minimum required flight crew members | AMC1 CAT.GEN.MPA.124 Taxiing of aircraft |  |  |
| **17** | **CRM, including crew briefings (CC and FC)** | Click here to enter text. |  |  |
| **18** | **Weight and balance/cargo loading** |  |  |  |
| 18.1 | Who is responsible for loading cargo and securing cargo? | Click here to enter text. |  |  |
| 18.2 | Who prepares the weight-and-balance data form? Who checks the form; and how a copy of the form is provided to the crew? | Click here to enter text. |  |  |
| **19** | **Flight deck/cabin crew interchange** |  |  |  |
| 19.1 | Boarding | Click here to enter text. |  |  |
| 19.2 | Ready to taxi | Click here to enter text. |  |  |
| 19.3 | Cabin emergency | Click here to enter text. |  |  |
| 19.4 | Prior to take-off/landing | Click here to enter text. |  |  |
| **20** | **Take-off** |  |  |  |
| 20.1 | Who conducts the take-off | Click here to enter text. |  |  |
| 20.2 | Briefing, VFR/IFR | Click here to enter text. |  |  |
| 20.3 | Reduced-power procedures | Click here to enter text. |  |  |
| 20.4 | Tail wind, runway clutter | Click here to enter text. |  |  |
| 20.5 | Intersections/land and hold short operations procedures | Click here to enter text. |  |  |
| 20.6 | Noise-abatement procedures | Click here to enter text. |  |  |
| 20.7 | Special departure procedures | Click here to enter text. |  |  |
| 20.8 | Use/non-use of flight directors | Click here to enter text. |  |  |
| 20.9 | Standard calls | Click here to enter text. |  |  |
| 20.10 | Clean-up | Click here to enter text. |  |  |
| 20.11 | Loss of engine, including rejected take-off after V1 (actions/standard calls) | Click here to enter text. |  |  |
| 20.12 | Flap settings (normal, non-standard and reason for, crosswind) | Click here to enter text. |  |  |
| 20.13 | Close-in turns | Click here to enter text. |  |  |
| **21** | **Climb** |  |  |  |
| 21.1 | Speeds | Click here to enter text. |  |  |
| 21.2 | Configuration | Click here to enter text. |  |  |
| 21.3 | Confirm compliance with climb gradient required in departure procedure | Click here to enter text. |  |  |
| 21.4 | Confirm appropriate cold-temperature corrections made | Click here to enter text. |  |  |
| **22** | **Cruise altitude selection (speeds/weights)** | Click here to enter text. |  |  |
| **23** | **Position reports to ATC and to company** | Click here to enter text. |  |  |
| **24** | **Emergency descents** | Click here to enter text. |  |  |
| **25** | **Holding procedures** | Click here to enter text. |  |  |
| **26** | **Procedures for diversion to alternate airport** | Click here to enter text. |  |  |
| **27** | **Normal descents** |  |  |  |
| 27.1 | Planning top of-descent point | Click here to enter text. |  |  |
| 27.2 | Risk assessment and briefing | Click here to enter text. |  |  |
| 27.3 | Use/non-use of speed brakes | Click here to enter text. |  |  |
| 27.4 | Use of flaps/gear | Click here to enter text. |  |  |
| 27.5 | Icing considerations | Click here to enter text. |  |  |
| 27.6 | Convective activity | Click here to enter text. |  |  |
| **28** | **GPWS or TAWS recovery (“pull-up”)** | Click here to enter text. |  |  |
| **29** | **TCAS/ACAS** | Click here to enter text. |  |  |
| **30** | **Wind shear** |  |  |  |
| 30.1 | Avoidance of likely encounters | Click here to enter text. |  |  |
| 30.2 | Recognition | Click here to enter text. |  |  |
| 30.3 | Recovery/escape maneuver | Click here to enter text. |  |  |
| **31** | **Approach philosophy** |  |  |  |
| 31.1 | Precision approaches preferred | Click here to enter text. |  |  |
| 31.2 | Stabilised approaches standard | Click here to enter text. |  |  |
| 31.3 | Use of navigation aids | Click here to enter text. |  |  |
| 31.4 | FMS/autopilot use and when to discontinue use | Click here to enter text. |  |  |
| 31.5 | Approach gate and limits for stabilised approaches | Click here to enter text. |  |  |
| 31.6 | Use of radio altimeter | Click here to enter text. |  |  |
| 31.7 | Go-around (plan to go around; change plan to land when visual, if stabilised) | Click here to enter text. |  |  |
| **32** | **Individual approach type (all types, including engine-out approaches)** | Click here to enter text. |  |  |
| **33** | **For each type of approach/procedures and techniques** |  |  |  |
| 33.1 | Profile | Click here to enter text. |  |  |
| 33.2 | Flap/gear extension | Click here to enter text. |  |  |
| 33.3 | Standard calls | Click here to enter text. |  |  |
| 33.4 | Procedures | Click here to enter text. |  |  |
| **34** | **Go-around/missed approach/preparation and commitment to go around** |  |  |  |
| 34.1 | Initiation when an approach gate is missed | Click here to enter text. |  |  |
| 34.2 | Procedure | Click here to enter text. |  |  |
| 34.3 | Standard calls | Click here to enter text. |  |  |
| 34.4 | Clean-up profile | Click here to enter text. |  |  |
| **35** | **Landing** |  |  |  |
| 35.1 | Actions and standard calls | Click here to enter text. |  |  |
| 35.2 | Configuration for conditions (visual approach, low visibility, and wet or contaminated runway) | Click here to enter text. |  |  |
| 35.3 | Close-in turns | Click here to enter text. |  |  |
| 35.4 | Crosswind landing | Click here to enter text. |  |  |
| 35.5 | Rejected landing | Click here to enter text. |  |  |
| 35.6 | Transfer of control after first officer’s landing | Click here to enter text. |  |  |
| **36** | **Cabin crew procedures** | AMC1 ORO.GEN.110(f)(h) Operator responsibilities |  |  |

**FLIGHT OPERATIONS INSPECTOR (FOI) REPORT**

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FOI NAME/SIGNATURE DATE

**INFORMATION TO THE OPERATOR**

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FOI NAME/SIGNATURE DATE