



Operations manual certification checklist

Name of Operator:

	Information provided in the Operations Manual	Operations Manual or Other Manuals	Section of Manual
1. General			
1.1	A statement that the operations manual complies with applicable laws and AOC conditions and the corresponding operations specifications.		
1.2	A list and a summarized description of the different parts of the manual, their contents, applicability and utilization.		
1.3	A statement that the operations manual contains operating instructions, which are required to be complied with by all personnel.		
1.4	A registration sheet for the amendments and revisions with the dates of registration and validity.		
1.5	A list of effective pages.		
1.6	Amendment and revision changes indicated by marks or signals in text, graphics and diagrams.		
1.7	Implementing changes made in the Flight Manual.		
1.8	Instructions outlining the responsibilities of management and operations personnel pertaining to the conduct of flight operations ensuring duties, responsibilities, functional tasks, lines of reporting and authorities are clearly defined (covering but not limiting to safety management, quality assurance management and emergency management).		
1.9	Provision of duty, flight time limits, flight duty periods, duty period, rest periods etc. Are provided for crewmembers as defined in CAD 2306.		
1.10	Responsibilities and authority for operational control and related policies, processes, standards and procedures.		
1.11	Require that a certified true copy of the AOC and corresponding OPSPECS including leased aircraft is carried on board at all times.		
1.12	Aircraft operating information contains an approved MEL/CDL for the aeroplane types operated and specific operations authorized.		
1.13	An organization and management system for the operational control of all flights in accordance with specific operating regulations applicable to aircraft operations.		



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1.14	Adequate procedures for the preparation and dissemination of pre-flight aeronautical information essential for the safety, regularity and efficiency of air navigation.		
1.15	Adequate procedures for the preparation and dissemination of information contained in the NOTAM, AIP, AIC and AIRAC to flight crew and operations personnel.		
2. Standard Operating Procedures (SOPs)			
2.1	Standard operating procedures (SOP) for each phase of flight		
2.2	Checklists as an integral part of its SOPs and has instructed its flight crew on how to use them.		
2.3	Crew briefings as an integral part of the SOPs.		
3 In-Flight Procedures			
3.1	Policy and procedures for flight crew to record and report on routine meteorological observation during departure and en-route and climb-out phases of the flight and special and other non-routine observations during any phase of the flight.		
3.2	Policy and procedures for flight crew to record and report on volcanic activity.		
3.3	Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS) are as per PANS-OPS (Doc 8168), Volume 1, Part VIII, Chapter 3, and in PANS-ATM (Doc 4444), Chapters 12 and 15.		
3.4	Instructions on the clarification and acceptance of air traffic control (ATC) clearances, particularly where terrain clearance is involved		
4 Air Operator Safety Management			
4.1	Establishment of a Safety Management System		
4.2	A post holder responsible for the development and establishment of the safety management system are clearly defined and documented in the flight safety documents system.		
4.3	Establishment and maintenance of a flight data analysis programme as part of the safety management system.		
4.4	Flight data analysis programme is non punitive and contains adequate safeguards to protect the source(s) of the data.		
4.5	Procedures for the retention of flight recorder records and flight recorders in safe custody pending their disposition in accordance with Annex 13.		



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4.6	Instructions for the preservation of flight recorder records and, if necessary, associated flight recorders to the extent possible, in the event that the aeroplane becomes involved in accident or incident.		
5.1 Training Programme (Flight Crew)			
5.1.1	The training manual covering training programmes and syllabi for initial, recurrent, transition (conversion), re-qualification, upgrade, recency of experience, familiarization, differences, safety management and/or other specialized training.		
5.1.2	Instructions and training requirements for the avoidance of controlled flight into terrain (CFIT) and policy for the use of the ground proximity warning system (GPWS).		
5.1.3	Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards.		
5.1.4	Address the following, as applicable: 1. Training policies and directives. 2. Administrative support of air operator. 3. List of designated instructors and line check airmen. 4. Comprehensive syllabi, including lesson plans for approved training. 5. Procedures for the conduct of examinations and maneuvers tolerances. 6. Procedures to require that flight crew members are properly trained and examined on abnormal and emergency conditions. 7. Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards.		
5.1.5	Training provided and flight documentation used are correctly reflected in the operators' flight safety documents system.		
5.1.6	Adequate ground and flight training facilities, simulators and/or cockpit procedure training devices (fixed-based simulator [FBS], computer based training [CBT], etc.) and syllabus materials.		
5.2 Training Program (Cabin Crew)			
5.2.1	Details of the cabin crew duties training programme.		



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5.2.2	<p>Basic indoctrination in the different functions, duties and responsibilities of cabin crew members to cover:</p> <ol style="list-style-type: none"> 1. Introduction to aircraft systems and limitations. 2. Aircraft emergency evacuation, life-safety equipment and related information to passengers. 3. Cabin crew members' assignment, coordination and two-way communication. 4. Knowledge and skills related to the transport of dangerous goods. 5. Security procedures. 6. Recurrent training programme including an examination to determine competence. 7. Limits of flight duty periods and provision of adequate rest periods for crew members. 		
5.2.3	Annual training and testing on the awareness of the different types of dangerous goods must be carried out for cabin crew.		
5.3 Training Programme (Flight Dispatcher)			
5.3.1	<p>Training programmes to include:</p> <ol style="list-style-type: none"> 1. Flight dispatch/flight operations officer 2. Aviation indoctrination 3. Use of operations manual 4. Aircraft performance 5. Navigation 6. Flight planning and monitoring 7. Rules of the air, communication and air traffic management 8. Meteorology 9. Mass and balance control 10. Use of MEL/CDL 11. Transport of dangerous goods by air 12. Security procedures 13. Emergency response plan 14. Flight observation 15. Recurrent training programme 		
5.3.2	Recurrent training of the knowledge, skills and qualifications of flight dispatch/flight operations officers and ground instructors.		
5.3.3	Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision.		



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6. Security		
6.1 Security training programme has been established. <ol style="list-style-type: none"> 1. Security of the flight crew compartment 2. Aircraft search procedure checklist 3. Determination of the seriousness of any occurrences 4. Crew communication and coordination 5. Appropriate self-defense responses 6. Use of authorized non lethal protective devices assigned to crew members 7. Understanding of behaviour of terrorists 8. Live situational training exercises regarding various threat conditions 9. Post-flight concerns for the crew 		
6.2 Procedures to enable cabin crew to discreetly communicate to flight crew in the event of suspicious activity or security breaches in the passenger cabin.		
6.3 Procedures in relation to the flight crew compartment access.		
6.4 Procedures in relation to a bomb threat or warning, when the aircraft is on the ground or in flight.		
6.5 Developed a procedure checklist for searching a bomb and/or inspecting an aircraft for concealed weapons, explosives and other dangerous devices.		
7. Ground Handling		
7.1 Training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling operations.		
7.2 Organizational structure which includes the responsibilities and authority for the management of all ground handling functions.		
7.3 The line of responsibilities is clearly defined for ground handling functions and associated with the following, when applicable: <ol style="list-style-type: none"> 1. Ramp operations 2. Passenger services 3. Baggage services 4. Cabin services 5. Weight and balance control 6. Ground support equipment 7. Fuel services 		
7.4 Air operator ground handling responsibility is permanently maintained, when all or part of the functions and tasks related to ground handling services have been contracted to a service provider.		



Declaration

I declare that the information given in this application form is true in every respect.

Name & Designation

Signature & Date

For Official Use

Contents checked against Ops manual: **SAT / NOT SAT**

Operations Inspector In-charge

Signature & Date