Checklist Operations Manual Part-A

Operator [(1)]**:**	
OM issue number:	
OM revision number:	
OM revision date:	
Purpose of a check:	
Submission date to MKDCAA:	

	Inspector (Name/signature) [(2)]	Date of check
POI		
FOI		
GOI		
CCI		
DGI		
Other(s)		

[(2)] *By signing this checklist, I hereby confirm that, at the time of performing this activity, I did not have any conflict of interest to declare regarding the above-mentioned operator* [(1)].

List of non-compliances identified			
No	Ref Non-compliance	Ref OM-A	Non-compliances

List of remarks	
Ref OM-A	Remarks

Additional notes/comments:

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

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
GENERAL					
ORO.MLR.100(b)	The content of the OM shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC), the SPO authorisation or the declaration and the list of specific approvals, as applicable.	Verify consistency between OPS SPECS and operations described in the OM. Check that the OM is customised and reflects the current operations. In particular, it should not be a copy/paste of the requirements but rather describe how the operator is complying with them.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100(d) ORO.MLR.100(e) ORO.MLR.100(f)	(d) All operations personnel shall have easy access to the portions of the OM that are relevant to their duties. (e) All personnel shall be made aware of the changes that are relevant to their duties. (f) Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100(k)	The operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written.	Check the potential misleading use of “should” in the OM suggesting recommendations rather than mandatory practices.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100(k)	The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles.	Examples of issues linked with HF: inadequate linguistic quality, scanned paragraphs of poor quality, different fonts and font sizes, paragraphs highlighted for no apparent reason, duplicated paragraph, no list of effective pages, superfluous information,…Assess consistency and usability of the OM in case it is contained in several parts including cross-references. Check that cross-references to other manuals (e.g. AFM,…) are adequate and how the operator ensures that crew members are aware of the amendments to the other manuals.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
0. ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL					
ORO.GEN.110 (a) ORO.MLR.100	**0.1 Introduction** (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate.	- Check that it is stated that the OM has to reflect the latest version of the AFM, as applicable. - Make a sample check with the latest amendments of the AFM		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.110 (b)	(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.101	(c) A list and brief description of the various parts, their contents, applicability and use.	Part A, B, C, D and any associated document/manual. Note: The structure may be different for single-engined propeller-driven aeroplanes with an MOPSC of 5 or less or single-engined non-complex helicopters with an MOPSC of 5 or less, taking off and landing at the same aerodrome or operating site, under VFR by day.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Part-DEF	(d) Explanations and definitions of terms and words needed for the use of the manual.	Definitions to be compliant with Part-DEF (Annex I to Reg.(EU) 965/2012) (e.g. definition of hostile environment). Check the conformity of the definition of the critical phases of flight.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	**0.2 System of amendment and revision** (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.	**The procedure for the management of changes not requiring a prior approval is a prior approval item.** - for amendments not associated with a prior approval item, the operator shall supply the competent authority with intended amendments in advance of the effective date;		☐ N/A ☐ C ☐ NC ☐ R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		- for amendments to procedures associated with prior approval items, approval is required before the amendment becomes effective.		☐ N/R	
ORO.MLR.100	(b) A record of amendments and revisions with insertion dates and effective dates.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	(c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.	Description of the process. For amendment associated with prior approval items, approval shall have been applied for.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	(d) A description of the system for the annotation of pages and their effective dates.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	(e) A list of effective pages.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	(f) Annotation of changes (on text pages and, as far as practicable, on charts and diagrams).	Description on how changes to the OM are identified.		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
				☐ R ☐ N/R	
ORO.MLR.100 AMC1 ORO.MLR.100	(g) Temporary revisions.	Description of the process for the issuance of temporary revisions.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.150 ORO.MLR.100	(h) A description of the distribution system for the manuals, amendments and revisions.	Description on how the manuals are made available to the relevant persons.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
1. ORGANISATION AND RESPONSIBILITIES					
ORO.GEN.200 ORO.GEN.210	**1.1 Organisational structure.** A description of the organisational structure including the general company organogram and operations department organogram. The organogram must depict the relationship between the Operations Department and the other Departments of the company. In particular, the subordination and reporting lines of all Divisions, Departments etc, which pertain to the safety of flight operations, must be shown.	Check that the lines of responsibility and accountability throughout the operator are clearly defined. Check that the accountable manager has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. Check that the responsibilities for ground handling activities are described, including for the following, as applicable: • Ramp operations • Passenger services • Baggage services • Cabin services • Weight and balance control • Ground support equipment Fuel services.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.210 ORO.AOC.135	**1.2 Nominated persons.** The name of each nominated person responsible for flight operations, crew training and ground operations, as prescribed in ORO.AOC.135. A description of their function and responsibilities must be included.	Nominated persons required in the following areas: (1) flight operations; (2) crew training; (3) ground operations; and (4) continuing airworthiness.		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		The names of the NP should be included in the OM. Assess the suitability In case of persons holding more than one nominated posts. Check if arrangements are defined in case of long absence of a nominated person.		☐ R ☐ N/R	
ORO.GEN.200 ORO.AOC.135	**1.3 Responsibilities and duties of operations management personnel.** A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.	Check that a sufficient number of supervisors have been appointed and that their duties and responsibilities are described.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.GEN.MPA.100 CAT.GEN.MPA.105 SERA.8015(b)(2)	**1.4 Authority, duties and responsibilities of the commander.** A statement defining the authority, duties and responsibilities of the commander.	Check that the commander responsibilities and authority are adequately described. Check that it includes the responsibility for ensuring that any clearances issued by air traffic control units are safe with regards to prevention of collision with terrain and the information of ATC in such case. Note: this may be included in another section of the OM. Check that it includes in terms of weather reporting to ATS: • the reporting of hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft; • the reporting of routine weather observations when designated by ATS for such reports during en-route and climb-out phases; • the reporting of volcanic ash observation. Note: Hazardous weather or flight conditions that are likely to affect the safety includes the following: • moderate or severe turbulence; or • moderate or severe icing; or • severe mountain wave; or • thunderstorms, without hail, that are obscured, embedded, widespread or in squall lines; or • thunderstorms, with hail, that are obscured, embedded, widespread or in squall lines; or • heavy dust storm or heavy sandstorm; or		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		• volcanic ash cloud; or • pre-eruption volcanic activity or a volcanic eruption; • runway braking action encountered is not as good as reported; or • windshear.			
CAT.GEN.MPA.100	**1.5 Duties and responsibilities of crew members other than the commander.**	Check that duties and responsibilities of crew members other than the commander are adequately described. In case the operator makes use of additional crew members other than CC carrying out duties in the passenger compartment, such crew should not be assigned safety related tasks.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
2. OPERATIONAL CONTROL AND SUPERVISION					
ORO.GEN.110 (d)(e)(g) ORO.GEN.220 ORO.MLR.115 CAT.GEN.MPA.185	**2.1 Supervision of the operation by the operator** A description of the system for supervision of the operation by the operator [see ORO.GEN.110(c)]. This must show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items must be described: (a) Licence and qualification validity; (b) Competence of operations personnel; and (c) Control, analysis and storage of required records.	- Assess the operator's process for the supervision of operations; - If flight operations dispatchers are used, check their responsibilities and the process to ensure they are qualified and remain competent. - Check that it includes the implementation of the mitigations defined in the frame of the management system for flights over or near a conflict zone. - Check the operator's recording system to ensure protection from damage, alteration and theft (the format of the records should be described); - Check defined retention periods of the different records.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.150	**2.2 System of promulgation of additional operational instructions and information.** A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation must be included.	Check the description of this process.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.110(c) ORO.AOC.140(c) CAT.GEN.MPA.205 +AMCs CAT.GEN.MPA.185	**2.3 Operational control.** A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety, including but not limited to:	- The procedures and responsibility should at least include the description of the responsibility for the initiation, continuation, termination or diversion of a flight in the interest of safety;		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
	(a) responsibilities for the initiation, continuation, diversion and termination of flights; (b) risk management when intending to operate over or near conflict zones and other external threats; and (c) aircraft tracking and location of an aeroplane in distress, when applicable.	- In case, the dispatch is contracted, it should be described in this section. - It should include as well the process for the initiation of a new flight (e.g. new destination); - Check the description of the aircraft tracking system. It should include criteria for the identification of abnormal flight behaviour and the procedure for the notification of the competent ATS unit. - Check that the operator has defined procedures related to the operations over or near a conflict zone. - Check the provisions related to the information which need to be retained on the ground.		☐ R ☐ N/R	
CAT.GEN.MPA.205	**2.3.1 Aircraft tracking (aeroplanes) (if applicable)**	Note: this section may be addressed in another chapter of the OM. (See the base audit C/L for further details.) Check that the operator has described its aircraft tracking system, including: o The equipment used and its performance, including: ▪ Position report intervals ▪ Content of position reports ▪ Source o The associated procedures, including: ▪ Identification and action following a loss of tracking data ▪ Recording/preservation of recordings. ▪ Abnormal behaviours identification and related actions		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.GEN.MPA.210	**2.3.2 Location of an aircraft in distress (aeroplanes) (if applicable)**	Note: this section may be addressed in another chapter of the OM. (See the base audit C/L for further details.) Check that the operator has described its system to locate an aircraft in distress, including: o The equipment used and its performance (including transmission equipment/system) o The associated procedures, including: ▪ FC procedures ▪ OPS control procedures ▪ Disabling of the system in case of false alerts.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
ORO.GEN.140 CAT.GEN.MPA.190	**2.4 Powers of the Authority.** A description of the powers of the competent Authority and guidance to staff on how to facilitate inspections by Authority personnel.	Check that procedures specify that access to facilities, aircraft, records, data and procedures is granted to the operator's competent authority and authorities conducting ramp inspections.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
3. MANAGEMENT SYSTEM					
ORO.GEN.130 ORO.GEN.150 ORO.GEN.200 + all AMCs ORO.GEN.205 ORO.GEN.220 ORO.MLR.115 CAT.GEN.MPA.215 + AMCs	A description of the management system, including at least the following: (a) Safety policy; (b) The process for identifying safety hazards and for evaluating and managing the associated risks; c) Compliance monitoring system; d) Allocation of duties and responsibilities; e) Documentation of all key management system processes. f) Flight crew support programme	- The description of the operator's management system may be contained in a separate manual (e.g. MSM); check that it is made available to all relevant staff. - Use the dedicated management system check-list for the review of the description of the operator's management system. - In case the operator has established a MSM and has also described succinctly its management system in OM A-3, check the consistency of the provisions. - Check that the flight crew support programme is adequately described. It may be described in another manual with a reference to it in this section.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
4. CREW COMPOSITION					
ORO.FC.100 ORO.FC.105 ORO.FC.200 ORO.FC.240 AMC1 ORO.FC.200(a) ORO.FC.202 ORO.FC.H.250 AMC2 SPA.SET-IMC.105(c) CAT.OP.MPA.210	**4.1 Crew Composition (flight crew).** An explanation of the method for determining crew compositions taking account of the following: (a) The type of aircraft being used; (b) The area and type of operation being undertaken; (c) The phase of the flight; (d) The minimum crew requirement and flight duty period planned; (e) Experience (total and on type), recency and qualification of the crew members; (f) The designation of the commander and, if necessitated by the duration of the flight, the procedures for the relief of the commander or other members of the flight crew. (See ORO.FC.105);	Check that the described crew composition is compliant with: - AFM; - requirements on the qualifications of FC; - requirement on the rostering of inexperienced crew; - requirement for IFR/night operations with aeroplanes (incl. criteria for single-pilot operations in case of turbo-propeller aeroplanes with an MOPSC of less than 9); - requirements for helicopter operations (incl. criteria for single-pilot operations under IFR or helicopters with an MOPSC of more than 19 or at night with helicopter with an MOPSC of less than 9; - specific requirements for CAT SET-IMC operations (if applicable).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Check the description of the process to ensure ORO.FC requirements are complied with for freelance crew members (if applicable). Check that the procedure for the relief of the commander or other members of the FC (if applicable) addresses: • the responsibilities and command chain in the FC compartment during the absence of the CMD; • the assignment of FC member stations or seats to relieving crew members (all types), accounting for different phases of flight (incl. minimum flight level/altitude), including any possible emergency scenarios and controlled rest periods; • any handover and related briefing between flight crew members covering essential information on command delegation and associated task sharing. **Flight crew operating on more than one type /variant is a prior approval item.** Refer to the related C/L.			
CAT.OP.MPA.210 ORO.CC.100 AMC1 ORO.CC.100 ORO.CC.110 ORO.CC.200 AMC1/2 ORO.CC.200(e) GM1/2 ORO.CC.200(e) ORO.CC.205 AMC1/2 ORO.CC.205(d) GM1 ORO.CC.205(b)(2) CAT.GEN.MPA.115 ORO.CC.255 AMC1 ORO.CC.100(d)(2)	**4.1 <u>Crew Composition (cabin crew)</u>.** An explanation of the method for determining crew compositions taking account of the following: (a) The type of aircraft being used; (b) The area and type of operation being undertaken; (c) The phase of the flight; (d) The minimum crew requirement and flight duty period planned; (e) Experience (total and on type), recency and qualification of the crew members; (g) The designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew.	Check that the described crew composition is compliant with: - ORO.CC.100+ AMC1; and - TCDS; - Requirement for the nomination of a SCCM. <u>Note:</u> Use for the evaluation the EASA certification memorandum CM-CS-008 which provides guidance and EASA expectations on the topic. Check, if applicable, the case of flight conducted with only ground staff on-board. Check the procedures to select the most appropriately qualified CCM to act as SCCM if the nominated SCCM becomes unable to operate. Check the procedure for the relief of the SCCM or other members of the CCM (if applicable). Check the procedure and risk assessment related to the reduction of the number of cabin crew during ground operations and in		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		unforeseen circumstances and the differentiation between at home base and away from home base (including the procedure to ensure an equivalent level of safety, in particular for the evacuation). See ORO.CC.205 and AMCs. Check the description of duties and responsibilities of crew members other than CC carrying out duties in the passenger compartment (if applicable); such crew should not be assigned safety related tasks. The criteria for single cabin crew operations should be described (see 5.3 as well). **Non-commercial operations with aircraft with an MOPSC of more than 19 performed without an operating cabin crew member is a prior approval item.** Check that for such operations the operator's procedures address the following: o Training of FC for flights without CC o Consideration of the categories of passengers and their knowledge. o The criteria of para c) to AMC1 ORO.CC.100(d)(2).			
ORO.FC.105 ORO.FC.A.201	**4.2 Designation of the commander.** The rules applicable to the designation of the commander.	Check the operator's criteria (and particular the minimum experience) for the nomination of the commander (incl. the case where several captains are on board (line training/checking flights, augmented crew,…)). Check that the route/area and aerodrome knowledge is taken into account in the designation. Note: alleviations are available for day VFR operations with performance class B and C aeroplanes and helicopters.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.110(f)	**4.3 Flight crew incapacitation.** Instructions on the succession of command in the event of flight crew incapacitation.	The role of each crew member involved should be described.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
ORO.FC.140 ORO.FC.240 AMC1/2 ORO.FC.240 ORO.CC.250 AMC1 ORO.CC.250(b)	**4.4 Operation on more than one type.** A statement indicating which aircraft are considered as one type for the purpose of: (a) Flight crew scheduling; and (b) Cabin crew scheduling.	**Procedures for operations on more than one type or variant is a prior approval item.** The criteria to allow FC to operate on more than one type/variant should be described (if applicable)., including: o FC minimum experience o Minimum experience on one type or variant, before training and operations of another type or variant o Description of the process o Recent experience requirements. Where available, OSD provisions on credits for operation of more than type/variant shall be observed For combination of helicopter and aeroplane, check that it includes the specific limitations. **CC assignment to more than 3 aircraft types is a prior approval item.** Check the description the conditions to assign CC to operate on more than 3 aircraft types (if applicable).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
5. QUALIFICATION REQUIREMENTS					
Part-FCL ORO.FC	**5.1 A description of the required licence, rating(s), (re)qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties**. Consideration must be given to the aircraft type, kind of operation and composition of the crew.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.FC	**5.2 Flight crew** (a) Commander, (b) Pilot relieving the commander, (c) Co-pilot, (d) Pilot relieving the co-pilot, (e) Pilot under supervision, (f) System panel operator, (g) Operation on more than one type or variant.	Check consistency with OM-D. Check that it includes, if applicable, the minimum level of experience for a F/O to be designated to act as pilot relieving the CMD. **ATQP and EBT (if applicable) are prior approval items.**		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Within an EBT programme, the extension of the validity of the line evaluation of competence and the extension the period of assessment and training on the location and use of all emergency and safety equipment carried on the aircraft, are prior approval items.			
ORO.CC	**5.3 Cabin crew.** (a) Senior cabin crew member, (b) Cabin crew member: (i) Required cabin crew member, (ii) Additional cabin crew member and cabin crew member during familiarisation flights, (c) Operation on more than one type or variant. (d) Single cabin crew member operations	Check consistency with OM-D. **Operations on more than 3 aircraft types is a prior approval item.**		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
AMC3 ORO.FC.115 ORO.FC.146 ORO.FC.230 ORO.CC.115 AMC3 ORO.CC.115(e)	**5.4 Training, checking and supervision personnel.** (a) For flight crew. (b) For cabin crew.	Check consistency with OM-D.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.TC.105	**5.5 Other operations personnel (including technical crew and crew members other than flight, cabin & technical crew)**	Check the required qualification for crew members other than CC carrying out duties in the passenger compartment (if applicable).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
6. CREW HEALTH PRECAUTIONS					
CAT.GEN.MPA.100(c) AMC1 CAT.GEN.MPA.100(c)(1) GM1 CAT.GEN.MPA.100(c)(2) CAT.GEN.MPA.170	**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,	- The criteria related to alcohol consumption should be described. - As of 14/02/2021, verify that the operator's policy and procedures regarding prevention and detection of misuse of psychoactive substances by crew members addresses the following: o The staff concerned. o A just and fair treatment of the related staff. o An objective, transparent and non-discriminatory testing. o The requirement for testing:		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
AMC1 CAT.GEN.MPA.170(b) AMC2 CAT.GEN.MPA.170(b) AMC1 CAT.GEN.MPA.170(c) CAT.GEN.MPA.175 AMC1 CAT.GEN.MPA.175(b) AMC1 CAT.GEN.MPA.175(c)	(h) Deep-sea diving, (i) Blood/bone marrow donation, (j) Meal precautions prior to and during flight, (k) Sleep and rest, (l) Surgical operations.	▪ upon employment by the operator; and ▪ following a reasonable suspicion, following an assessment by appropriately trained personnel and after a serious incident or accident (provided that testing is possible). o The testing process: ▪ means to ensure confidentiality and protection of data. ▪ the responsibilities of the person carrying out a test. ▪ the timing and suitable locations for testing. ▪ the body responsible for testing (independent, accredited body using standard guidelines on psychoactive substance testing in line with national legislation). ▪ the psychoactive substances to be tested for. ▪ the applicable national legislation and use of recognised quality standards applied to the testing methodology. ▪ initial screening and confirmation methods used. ▪ handling of test results (conducted by impartial and trained personnel, in order to ensure adherence to the procedure, to determine the true positives and to prevent false positives). ▪ applicable limits applying to psychoactive substance tests. ▪ the process to be followed in case of a confirmed positive test result; and ▪ the internal appeal process. o Staff training. *Note: refer to the OM-D dedicated C/L TE.AOC.00009 for the training part.* - Check that the operator's procedure related to FC psychological assessment includes the following: o the methodology followed, including the possible use of industry standards. o the personnel involved. o the assessment criteria and instruments used in the assessment; and o the validity period.			

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Note: Non-complex operators may replace the psychological assessment by an internal assessment of the psychological attributes and suitability of the FC. - The operator should as well define how psychological assessments performed by other operators are accepted.			
CAT.GEN.MPA.170 + AMCs	**6.2 Policy on the prevention of misuse of psychoactive substances by flight and cabin crew members and by other safety-sensitive personnel under the operator's direct control, including training and testing procedures.**	- Check that the policy includes: o Overall principles to ensure a fair and consistent implementation. o Training and/or educational material. o Testing principles, including methodology. o Actions to be taken in case of a positive result.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.GEN.MPA.175 + AMCs	**6.3 Policy and procedures for the psychological assessment of flight crew.**	- Check that the policy includes: o Assessment criteria and instrument used in the assessment. o Procedure for assessment o Competencies required for the conduct/oversight of assessments o Periodicity of the assessments (see criteria in AMC1) Note: in case of non-complex operator, an internal assessment may replace the psychological assessment.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
7. FLIGHT TIME LIMITATIONS					
ORO.FTL CAT.OP.MPA.210 EU-OPS Subpart Q National provisions	**7.1 Flight and Duty Time Limitations and Rest requirements.**	**The FTSS, including an FRM (if applicable) is a prior approval item.** Use the dedicated checklist for FTSS review. For aeroplane operators not subject to ORO.FTL (air taxi, EMS and SP CAT operations), check compliance with EU-OPS subpart Q and any additional national provision (e.g. split duty, reduced rest, stand-by,…). The operator's controlled rest policy (if applicable) should be described. For helicopter operators, check compliance with national provisions.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
ORO.FTL.205 OPS 1.1120 National provisions	**7.2 <u>Exceedance of flight and duty time limitations and/or reductions of rest periods</u>.** Conditions under which flight and duty time may be exceeded or rest periods may be reduced and the procedures used to report these modifications.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.FTL.120	**7.3 <u>A description of the fatigue risk management, including at least the following:</u>** (a) the philosophy and principles; (b) documentation of processes; (c) scientific principles and knowledge; (d) hazard identification and risk assessment processes; (e) risk mitigation process; (f) FRM safety assurance processes; and (g) FRM promotion processes.	Use the dedicated checklist for FRM. Unless the operator has an established FRM, the following provisions related to FRM should not be included in the operator's FTSS: • reduced rest • crew members in unknown state of acclimatisation on a longer FDP. The following provisions require the operator to apply fatigue management principles (not an established FRM): • protection of an 8-hour sleep opportunity during reserve • management fatigue effect of night duties of more than 10 hours		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
8. OPERATING PROCEDURES					
CAT.OP.MPA.145 AMC1 CAT.OP.MPA.145(a) AMC1.1 CAT.OP.MPA.145(a) GM1 CAT.OP.MPA.145(a) CAT.OP.MPA.270 SERA.5005 para f) CAT.OP.MPA.135(a) (2)	**8.1.1 <u>Minimum Flight Altitudes</u>.** A description of the method of determination and application of minimum altitudes including: (a) A procedure to establish the minimum altitudes/flight levels for VFR flights; and (b) A procedure to establish the minimum altitudes/flight levels for IFR flights.	**<u>The method to establish minimum flight altitudes is a prior approval item</u>** The procedure should include: ○ Responsibilities ○ Method used for calculating minimum flight altitudes (Jeppesen, KSS, ATLAS, LIDO, etc) ○ Aircraft position accuracy ○ Probable inaccuracies in the indication of the altimeter used ○ Characteristics of the terrain ○ Probability of encountering unfavourable meteorological conditions (e.g. severe turbulence) ○ Possible inaccuracies in aeronautical charts ○ In case the operator uses its own navigation charts: ▪ Definitions ▪ Methodology to obtain obstacles information		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		○ Specific limitations (e.g. 10000 ft for non-pressurised aircrafts) And should consider: ○ corrections for temperature and pressure variations from standard values ○ ATC requirements; and ○ Contingency procedures. Check that the operator identified the performance capabilities of the concerned aircraft as a criteria to consider. Check that any SERA related requirement has been considered. **The procedure to descend below the specified minimum altitudes is as well a prior approval item.** It should include for VFR flights: ○ Related aircraft type/variant ○ Minimum flight altitude over congested (300 m) and non-congested (150 m) areas ○ Area(s) where this procedure is used ○ Specific related SOPs (see SPO.OP.230 as guidance) ○ Outcome of the risk assessment established by the operator before conducting such operations.			
ORO.GEN.110(i) CAT.OP.MPA.105 CAT.OP.MPA.106 CAT.OP.MPA.107	**8.1.2 Criteria and responsibilities for the authorisation of the use of aerodromes**	Description of the process for the verification of the adequacy of an aerodrome before its use. Check that it includes the review of the RFFS level available and that it has been considered by the operator's management system. Check that specific operations are consistent with AFM limitations (e.g. narrow runway operations). For helicopter operations, the operator should have a procedure for the survey of sites by a competent person. In addition, for sites that are not pre-surveyed a procedure that enables the pilot to make, from the air, a judgment on the suitability of a site. AMC1 CAT.OP.MPA.105 should be considered. For helicopter operations, limitations regarding FATO/helidecks should be mentioned.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.110 and AMCs CAT.OP.MPA.320	**8.1.3 Methods and responsibilities for establishing aerodrome operating minima.**	**The methodology for the determination of operating minima is a prior approval item.**		☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
SPA.LVO.100 and AMCs CAT.OP.MPA.182 + AMCs Cat.OP.MPA.115	Reference must be made to procedures for the determination of the visibility and/or runway visual range (RVR) and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported RVR.	- Use the dedicated ops minima check-list. If the operator is approved for LVO, the methodology should address the LVO operations subject to the approval. The landing configuration considered for the determination of the aircraft category should be specified. Check the means selected by the operator to prevent operations below MDH/A in case of missed approach for approaches using CDFA (e.g. add-on to DA/H) Check that the establishment of specific EFVS 200 operating minima is addressed if the operator intends to conduct EFVS 200 operations.		☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.135(b) CAT.OP.MPA.136 CAT.OP.MPA.137	**8.1.4 En-route Operating Minima for VFR.** VFR flights or VFR portions of a flight and, where single engined aircraft are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing.	Methodology to ensure that surfaces permitting a safe forced landing are available along the route (if applicable). This is not applicable to aeroplane operators approved in accordance with SPA.SET-IMC (see 8.1.13). This is not applicable to PC3 helicopter operations if approved iaw CAT.POL.H.420. Check the specific conditions for costal transit with helicopters in PC3.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.110	**8.1.5 Presentation and Application of Aerodrome and En-route Operating Minima**	Presentation of the minima on the approach charts used.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	**8.1.6 Interpretation of meteorological information.** Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.	Interpretation of information provided by meteorological offices iaw Part-MET. (ref. ICAO Annexe 3)		☐ N/A ☐ C ☐ NC ☐ R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
				☐ N/R	
CAT.OP.MPA.180 CAT.OP.MPA.181 CAT.OP.MPA.190 CAT.OP.MPA.191	**8.1.7 Determination of the quantities of fuel, oil and water methanol carried.** The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in flight. This section must also include instructions on the measurement and distribution of the fluid carried on board. Such instructions must take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aircraft's power plants. The system for maintaining fuel and oil records must also be described.	The fuel scheme, including fuel planning and in-flight replanning, in-flight fuel management and aerodrome selection, is a prior approval item. - Use the dedicated fuel scheme check-list. - Use the dedicated check-list for special refuelling/defueling, aif applicable. - The isolated aerodrome procedure should be included only if the operator is approved for such operations.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Part-DEF CAT.POL.MAB.100 + AMCs CAT.POL.MAB.105 + AMCs CAT.OP.MPA.165 + AMCs	**8.1.8 Mass and Centre of Gravity.** The general principles of mass and centre of gravity including: (a) Definitions; (b) Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations; (c) The policy for using standard and/or actual masses; (d) The method for determining the applicable passenger, baggage and cargo mass; (e) The applicable passenger and baggage masses for various types of operations and aircraft type; (f) General instructions and information necessary for verification of the various types of mass and balance documentation in use; (g) Last Minute Changes procedures (h) Specific gravity of fuel, oil and water methanol; (i) Seating policy/procedures; (j) For helicopter operations, standard load plans.	(c)(d)(e): the operator should state its policy regarding the use of standard or actual masses, and the standard masses when they are used. Check the correctness of the passengers and crew masses used. If passenger are weighed, the process should be described (where, how, by whom). Check consistency with OM B-6. Check the consistent use of Lbs or kg (and consistency with OM B-6). For A/C with 19 seats or less, the actual mass of checked baggage should be determined by weighing. (f) The process for the establishment of the M&B documentation should be described. Samples of M&B documentation used should be provided. Check that the described M&B documentation contains all the required elements of CAT.POL.MAB.105(a). Check that the policy foresees the signature of the person supervising the loading and the signature of the commander accepting the M&B documentation. If electronic signatures are used, check the adequacy of the policy, against AMC1 CAT.POL.MAB.105(c).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		In case of computerised M&B documentation, the process should include integrity checks at regular intervals (6 months max) and should be described. The use of such system should be described. (g) The LMC in terms of passenger number and hold load should be specified (Nota: LMC for fuel is in principle not allowed). (h) The operator's policy regarding the use of the fuel density (actual or calculated one based on a defined method) should be described. (i) Procedures established to ensure an even distribution of passengers in the cabin (including corrective action by flight or cabin crew if extreme longitudinal seat selection occurs in cases where free seating is applied).			
CAT.OP.MPA.177	**8.1.9 ATS Flight Plan.** Procedures and responsibilities for the preparation and submission of the ATS flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.	A procedure should be defined for cases where it is unable to submit or close the ATS flight plan (if applicable)(see criteria in AMC1 CAT.OP.MPA.177). Check that it meets Reg. (EU) 1033/2006 , Reg.(EU) 2019/123 requirements and Reg. (EU) 2023/1770 (datalink capability and operational status mode S and/or ADS-B)		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.175 (a) AMC1 CAT.OP.MPA.175(a) CAT.OP.MPA.175 (c)	**8.1.10 Operational Flight Plan.** Procedures and responsibilities for the preparation and acceptance of the OFP. The use of the OFP should be described including samples of the OFP formats in use.	The OFP used by the operator should be described and a sample included. Check that the content of the OFP complies with AMC1 CAT.OP.MPA.175(a) (including route segment with checkpoints/waypoints, time and track to the alternate aerodrome).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
M.A.306	**8.1.11 Operator's aircraft Technical Log.** The responsibilities and the use of the operator's aircraft Technical Log should be described, including samples of the format used.	The technical log used by the operator should be described and a sample included.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.GEN.MPA.180 CAT.OP.MPA.135(a)(4)	**8.1.12 List of documents, forms and additional information to be carried.**	Check that the following information is available for the flight preparation: ○ maps and charts;		☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
CAT.OP.MPA.175		○ EU regulations; ○ AIS data/NOTAMs/AIC/AIP/AIRAC; ○ MET information; In case of VFR by day operations with non-complex aircraft taking off and landing at the same aerodrome within 24 hours, or remaining within a local area (to be specified in the OM), the use of the alleviated list is allowed. Meteorological information should include information specified in point (e) of point MET.TR.215 and possibly supplemental information from a certified meteorological service provider or from another reliable sources which has been evaluated by the operator. Check that the AFM is contained in the documents to be carried and the system put in place by the operator to ensure that it is updated after each amendment of it.		☐ NC ☐ R ☐ N/R	
ORO.GEN.110(i) SPA.SET-IMC.105(d)(2) AMC1/2/3 SPA.SET-IMC.105(d)(2)	**8.1.13 For commercial air transport operations with single-engined turbine aeroplanes in instrument meteorological conditions or at night (CAT SET-IMC) approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012:** (a) the procedure for route selection with respect to the availability of surfaces, which permits a safe forced landing; (b) the instructions for the assessment of landing sites (elevation, landing direction, and obstacles in the area); and (c) the instructions for the assessment of the weather conditions at those landing sites.	**SET-IMC operations iaw SPA.SET-IMC is a prior approval item.** Use the related part of the dedicated CAT SET-IMC check-list.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.200 CAT.OP.MPA.240 SPA.HEMS.155	**8.2.1 Fuelling procedures.** A description of fuelling procedures, including: (a) Safety precautions during refuelling and defuelling including when an APU is in operation or, for helicopters, when rotors are running or, for aeroplanes, when an engine is running; (b) Refuelling and defueling when passengers are embarking, on board or disembarking; and (c) Precautions to be taken to avoid mixing fuels.	**Special refuelling/defueling of the aircraft is a prior approval item** Use the related dedicated check-list. For SPA.HEMS approved operators, check that the specific conditions for refuelling with POB are taken into account.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.110(f) ORO.GEN.110(e) CAT.GEN.MPA.135 CAT.GEN.MPA.140	**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.	The operator's seating procedure should be described. The operator's procedure to ensure that only hand luggage that can be stowed are carried, and that all hand luggage are adequately stowed, should be described.		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
CAT.OP.MPA.155 + AMCs CAT.OP.MPA.160 +AMCs CAT.OP.MPA.165 + AMCs CAT.OP.MPA.205 + AMCs CAT.OP.MPA.230 CAT.OPO.MPA.240	Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, must also be given. Handling procedures should include: (a) Special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody; (b) Permissible size and weight of hand baggage; (c) Loading and securing of items in the aircraft; (d) Positioning of ground equipment; (e) Operation of aircraft doors; (f) Safety on the aerodrome/operating site, including fire prevention, blast and suction areas; (g) Start-up, ramp departure and arrival procedures, including for aeroplanes push-back and towing operations; (h) Servicing of aircraft; (i) Documents and forms for aircraft handling; (j) Special loads and classification of load compartments; and (k) Multiple occupancy of aircraft seats.	The operator should describe the conditions for the use of PEDs in flight Barless towing procedures (if applicable) should be described. Procedures for the carriage of special categories of passengers should be defined (information to SCP, seating procedure …) (EASA SIB 2013-06 on evacuation of infants on aircraft equipped with inflatable slides or hatch-type overwing exits is to be considered).. The carriage of PET in the cabin is allowed for pets of maximum 8 kg (see related AMC).		☐ R ☐ N/R	
CAT.GEN.MPA.105 (a)(5) CAT.GEN.MPA.170	**8.2.3 <u>Procedures for the refusal of embarkation</u>.** Procedures to ensure that persons who appear to be intoxicated or who demonstrate by manner or physical indications that they are under the influence of drugs, are refused embarkation. This does not apply to medical patients under proper care.	The process for the refusal of embarkation, including the responsibilities of all the actors, should be described.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.250 + AMC/GM EASA SIB 2014-08R1 EASA SIB 2017-11 EASA SIB 2018-12	**8.2.4 <u>De-icing and Anti-icing on the ground</u>.** A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These should include descriptions of the types and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used must be given including: (a) Proprietary or commercial names; (b) Characteristics; (c) Effects on aircraft performance; (d) Hold-over times; (e) Precautions during usage.	Hold-over time tables (HOT) should be provided. AEA HOT tables are not published anymore and therefore can't be used as reference anymore. FAA HOT tables may be used (TCCA are also acceptable) (see SIB2017-11).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
	8.3.1 <u>VFR/IFR Policy</u>. A description of the policy for allowing flights to be made under VFR, or of requiring flights to be made under IFR, or of changing from one to the other.			☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
				☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.245 CAT.OP.MPA.246 CAT.OP.MPA.247 CAT.OP.MPA.265 CAT.OP.MPA.300 CAT.OP.MPA.305	**8.3.1.1 Standard operating procedures:** - specific SOPs for each phase of flight not addressed in the other sub-sections of OM-A 8.3 or in OM-B.	Note: this section may be addressed in another chapter of the OM. Examples of items (non-exhaustive list) which may be covered here: - Take-off conditions for take-off commencement - Departure and approach briefing - Approach and landing conditions - Commencement and continuation of an approach		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.126 AMCs SPA.PBN SPA.MNPS CAT.OP.MPA.150 CAT.OP.MPA.260	**8.3.2 Navigation Procedures.** A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration should be given to: (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft; (b) PBN, MNPS and POLAR navigation and navigation in other designated areas; (c) In-flight re-planning; (d) procedures in the event of system degradation; and (e) reduced vertical separation minima (RVSM), for aeroplanes.	**RNP AR APCH, RNP 0.3, MNPS and RVSM are prior approval items.** Use the related separate check-lists. For PBN operations for which no SPA approval is required, the operator should establish procedures specifying: (1) normal, abnormal and contingency procedures; (2) electronic navigation database management; and (3) relevant entries in the minimum equipment list (MEL); The OM should specify which PBN operations are authorised (or not). For polar operations, guidance can be found in the FAA AC 120-42B chapter 6.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.101	**8.3.3 Altimeter checking/setting procedures** Including use, where appropriate, of : - Metric altimetry and conversion tables, and - QFE operating procedures.	Check that the operator has established procedures for: o altimeter checking before each departure o altimeter settings for all phases of flight, taking into account the procedures established by the State of the aerodrome or the State of the airspace, if applicable. Check that the latest version of the correction tables are used (see ICAO Doc 8168 Part III)		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.IDE.A.140 CAT.IDE.H.145	**8.3.4 Altitude alerting system procedures for aeroplanes or audio voice alerting devices for helicopters**			☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
				☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.290 CAT.IDE.A.150	**8.3.5 Ground Proximity Warning System procedures / Terrain Avoidance Warning System for aeroplanes.** Procedures and instructions required for the avoidance of controlled flight into terrain (CFIT), including limitations on high rate of descent near the surface; policy for the use of ground proximity warning system (GPWS) / terrain warning system (TAWS), if equipped; related CFIT and GPWS/TAWS training elements should be covered in OM-D 2.1.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.295 SERA.3201 SERA.11014 Reg. 1332/2011 CAT.IDE.A.155	**8.3.6 Policy and procedures for the use of TCAS/ACAS for aeroplanes and, when applicable for helicopters.**	Check that version 7.1 is installed and described in the OM. Check the procedure related to the crew response to an RA are compliant to SERA 3201 and SERA 11014. (See EUROCONTROL ACAS guide for further guidance and/or IATA guidance on the assessment of pilot compliance to TCAS). Check consistency with: o SIB 2013-11R1, included recommended provisions to be included in OM, and o SIB 2009-16 Note: some AFM may describe procedures that allow flight crew to disregard an RA in case of visual acquisition of the traffic. This procedure is not compliant with EU regulations.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.185 CAT.OP.MPA.195	**8.3.7 Policy and procedures for in-flight fuel management**	**The fuel scheme, including fuel planning and in-flight replanning, in-flight fuel management and aerodrome selection, is a prior approval item.** - Use the dedicated fuel scheme check-list. Check if EASA SIB 2018-08 “In-Flight Fuel Management — Phraseology for Fuel-Related Messages between Pilots and Air Traffic Control” has been taken into account.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.255 +AMCs GM2 ORO.GEN.200(a)(3)	**8.3.8 Adverse and potentially hazardous atmospheric conditions.** Procedures for operating in, and/or avoiding, and reporting on adverse and potentially hazardous atmospheric conditions including: (a) Thunderstorms;			☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
SIB 2015-13 Reg. 2018/1139 Annex V, para 2.e	(b) icing conditions, (c) turbulence, (d) windshear, (e) jet stream, (f) volcanic ash clouds, (g) heavy precipitation, (h) sand storms, (i) mountain waves, (j) significant temperature inversions.			☐ NC ☐ R ☐ N/R	
Reg. 2018/1139 Annex V, para 3.d	**8.3.9 Wake Turbulence.** Wake turbulence separation criteria, taking into account aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.210 AMC1 CAT.OP.MPA.210 SIB 2016-09 ORO.GEN.110(f) AMC1 ORO.GEN.110(f)	**8.3.10 Crew members at their stations.** The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety and also include procedures for controlled rest on the flight crew compartment.	The sterile flight crew compartment principles should be described.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.225	**8.3.11 Use of restraint devices for crew and passengers.** The requirements for crew members and passengers to use safety belts and/or restraint systems during the different phases of flight or whenever deemed necessary in the interest of safety.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.GEN.MPA.135 + AMC ORO.GEN.140	**8.3.12 Admission to Flight crew compartment.** The conditions for the admission to the flight deck of persons other than the flight crew. The policy regarding the admission of Inspectors from an Authority should also be included.	The operator should describe its policy for the admission of persons other than flight crew in the flight crew compartment (if applicable).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
	8.3.13 Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
	8.3.14 Incapacitation of crew members. Procedures to be followed in the event of incapacitation of crew members in flight. Examples of the types of incapacitation and the means for recognising them should be included.	Verify consistency with OM A 4.3 and B.3		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.110(f) AMC2 ORO.GEN.110(e) AMC1 ORO.GEN.110(f)(h) CAT.OP.MPA.230 CAT.OP.MPA.165 CAT.OP.MPA.195 CAT.OP.MPA.155 +AMCs CAT.OP.MPA.240 CAT.GEN.MPA.140 CAT.OP.MPA.220	**8.3.15 Cabin Safety Requirements.** Procedures covering: (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing the cabin and galleys; (b) to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft; (c) to be followed during passenger embarkation and disembarkation; (d) when refuelling/defuelling with passengers embarking, on board or disembarking; (e) covering the carriage of special categories of passengers; (f) covering smoking on board; (g) covering the evaluation, based on the presence of fever and certain other signs or symptoms, and handling of suspected infectious diseases, including the transmission of a general declaration to the relevant authorities, if required.	An operator should establish procedures to be followed by cabin crew covering at least: (1) arming and disarming of slides; (2) operation of cabin lights, including emergency lighting; (3) prevention and detection of cabin, oven and toilet fires; (4) actions to be taken when turbulence is encountered; and (5) actions to be taken in the event of an emergency and/or an evacuation. (6) safety aspects of the in-flight entertainment (IFE) system, if installed. Check the policy of the operator related to the use of PEDs in the cabin. If allowed, a procedure for passenger briefing, passenger handling and for the stowage of PEDs should have been defined. Check that it includes a procedure related to: - the evaluation of a traveller with a suspected contagious disease, including the reporting to ATC by the commander (including A/C identification, Departure/arrival A/D, ETA, number of PoB, number of cases and nature of the health risk (if known) and the transmission of a GEN DEC (as required) to the state authorities. The following criteria may be considered to evaluate such cases:		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		• Fever (above 38°C), • Appearing unwell, • Persistent coughing • Impaired breathing • Persistent diarrhoea, • Persistent vomiting, • Skin rash, • Bruising or bleeding without previous injury, or • Confusion of recent onset. - The measures to be taken in case of a suspected case confirmation, including the information to the commander for further action, and the following possible measures to be decided on a case-by-case basis: • Segregation of the related passenger, if possible; • Use of appropriate first-aid equipment, • Clean-up of the area, if necessary and possible, • Use of appropriate personal protective equipment (e.g. masks, gloves), • Disposal of contaminates supplies, • Personal hygiene measures.			
CAT.OP.MPA.170 + AMCs	**8.3.16 Passenger briefing procedures.** The contents, means and timing of passenger briefing in accordance with Part-CAT.	Check the description of the content of the briefing provided to passengers against the related AMCs. Check that the safety briefing card uses picture-type instructions to indicate the operation of safety and emergency equipment and emergency exits likely to be used by passengers. Check the content of the passenger safety briefing card against GM2 CAT.OP.MPA.170		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
EURATOM Directive on 13/05/1996 (Article 42)	**8.3.17 Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried.**	Check the transposition of the Euratom Directive into the national regulatory framework and its implementation by the operator.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
EASA SIB 2010-33	**8.3.18. Policy on the use of Autopilot and Autothrottle.**			☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
				☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.300 CAT.OP.MPA.303 CAT.OP.MPA.311	**8.3.19. Methodology for the conduct of the in-flight check of the landing distance assessment at time of arrival (LDTA) and reporting on runway breaking action**	Note: this section may be addressed in another chapter of the OM.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.312	**8.3.20. EFVS 200 (if applicable)**	Note: this section may be addressed in another chapter of the OM. Check that it includes: - Information about the certification status of the aircraft for the intended operations, - The system used - Procedures for the verification of the suitability of runways, FATO and instrument approach procedures suitable for EFVS operations, - The operating procedures (they may be described in a different part/section) - The related MEL entries, - The related maintenance procedures (to be included in the maintenance programme), - The limitations, - A training programme for FC and relevant personnel involved in the flight preparation (to be included.in the OM-D) and recent experience criteria for FC, - The conduct of safety assessment and the establishment of associated safety performance indicators, - The aerodrome operating minima taking into account the capability of the system. **The use of EVS meeting the minimum criteria to conduct EFVS 200 operations is a prior approval item.**		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
SPA.LVO	**8.4. Low visibility operations (LVO).** A description of the operational procedures associated with LVO.	**LVO iaw SPA.LVO is a prior approval item.**		☐ N/A	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Use the dedicated SPA.LVO check-list. In particular check that it includes provisions for failure or downgraded ground equipment for LVO and also a procedure for LVO continuous monitoring.		☐ C ☐ NC ☐ R ☐ N/R	
SPA.ETOPS CAT.OP.MPA.140	**8.5. Extended-range operations with two-engined aeroplanes (EDTO/ETOPS).** A description of the EDTO/ETOPS operational procedures. (Refer to EASA AMC 20-6)	**ETOPS iaw SPA.ETOPS is a prior approval item.** Use the dedicated SPA.ETOPS check-list. The OEI cruising speed and the maximum distance from an adequate aerodrome should be specified even if the operator is not holding an ETOPS approval. For non-ETOPS operations, the pre-departure check should be described (OM-A or OM-B). **Non-ETOPS operations above 120 minutes is a prior approval item.**		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.105 CAT.IDE.A/H.105 + AMC1	**8.6 Use of the Minimum Equipment and Configuration Deviation List(s)**	**The operations within the constraint of the MMEL is a prior approval item.** Guidance and definitions for flight crews and maintenance personnel using the MEL The responsibilities and procedures to retain and control the status of instruments, equipment or functions required for the intended operation, that are not controlled for the purpose of continuing airworthiness management, may be described in this section. **The procedure for the extension of CAT B, C and D rectifications intervals (if applicable) is a prior approval item.**		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.125 + AMCs ORO.GEN.310 + AMCs	**8.7 Non-commercial and SPO operations.** Procedures and limitations for the following: (a) training flights, (b) flights at the end of lease or upon transfer of ownership, (c) delivery flights,	The differences with the CAT flights should be clearly identified and described.		☐ N/A ☐ C ☐ NC ☐ R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
	(d) ferry flights, (e) demonstration flights, (f) positioning flights, (g) other non-commercial flights	A risk assessment is to be established when CAT requirements are not used. In the case of flights with an increase risks, check that the criteria of AMC2 ORO.AOC.125(a)(2) are met. The means to ensure all personnel is aware with these procedures have to be described. In the general case, these conditions should be at least compliant with part-ORO (except for Subpart DEC) and Part- NCC (or NCO depending of the type of aircraft). For maintenance check flights, it should at least comply with Part-SPO for CMPA and NCO for NCMPA. **The procedure for the use of aircraft included in an AOC by other operators for NCC, NCO and specialised operations is a prior approval item.** Refer to the dedicated checklist for the approval of the related procedure. In the case of an operator conducting SPO activities, check the that the operator has: o included in its OM the registration(s) of the concerned aircraft o addressed such operations in its hazard identification and risk mitigation process.		☐ N/R	
CAT.OP.MPA.285	**8.8.1 An explanation of the conditions under which oxygen should be provided and used.**	Check that requirements of CAT.IDE.A.235, CAT.IDE.A/H.240 and related AMCs are fulfilled.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.IDE.A.230 CAT.IDE.A.235 + AMCs CAT.IDE.A/H.240 + AMCs CAT.IDE.A.245	**8.8.2 The oxygen requirements specified for:** (a) Flight crew; (b) cabin crew; (c) passengers.	Presentation of the oxygen requirements per aircraft occupant type. For SPA.SET-IMC approved operator, check the consistency of the engine failure procedure and the operational limitations resulting from the non-availability of automatic deployable		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
SPA.SET-IMC.110		oxygen dispensing units (if applicable). In particular, the cabin pressure leak rate should be provided.		☐ R ☐ N/R	
CAT.GEN.MPA.141 SPA.EFB	**8.9. Procedures related to the use of type B EFB applications**	**The use of type B EFB applications is a prior approval item.** Use the dedicated EFB check-list. Check consistency with provisions in OM-B related to EFB and in particular if an EFB entry exists in the MEL (dispatch conditions should be either in the MEL or in the OM).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
9. DANGEROUS GOODS AND WEAPONS					
CAT.GEN.MPA.200 +AMC1 SPA.DG ICAO Doc 9284	**9.1 Information, instructions and general guidance on the transport of dangerous goods, in accordance with CAT.GEN.MPA.200 and Part-SPA.DG, as applicable, including:** (a) operator's policy on the transport of dangerous goods; (b) guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods, including company material (COMAT), as applicable; (c) special notification requirements in the event of an accident or occurrence when dangerous goods are involved; (d) procedures for responding to emergency situations involving dangerous goods; (e) duties of all personnel involved; and (f) instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried.	**The transport of dangerous goods iaw SPA.DG is a prior approval item.** Check that the table with the provisions for dangerous goods carried by passengers or crew is updated with the latest ICAO Doc 9284 (Table 8-1 of ICAO TI). Check that for all operators a procedure for emergency situation involving DGs has been established. - Operator not approved iaw SPA.DG (a)(c)(d)(e) There should be no procedure for the transport of dangerous goods subject to the technical instructions. A procedure should have been established to prevent inadvertent carriage of DG, including: • a policy not to transport spare parts for maintenance purposes that should be categorized as dangerous goods (Company Material (COMAT); • adequate checks of cargo items for DGs; • the provision of adequate information provided to the passengers about the DG that are prohibited or restricted from transporting aboard an aircraft.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.GEN.MPA.155 CAT.GEN.MPA.160 CAT.GEN.MPA.161 + AMC1	**9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.**	**The carriage of weapons of war and munitions of war is a prior approval item.**		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Check the operator's procedures (if applicable) for the transportation of weapons and munitions of war include the following: o Requirement to obtain an approval from all States whose airspace is intended to be used for the flight; o Consideration of any definition of weapons/munitions of war established by the concerned States; o Stowage area (weapon, ammunition); ▪ Inaccessible from passenger, or ▪ Not inaccessible provided that the required security conditions in accordance with national laws have been fulfilled and authorisation has been given by the States involved; o Condition (unloaded); o Limitations. o Where weapons/munitions of war are also DG, requirement to hold a SPA.DG approval. Note: it is expected that the operator notifies EASA (as competent authority) each times it intends to carry weapons/munitions of war. Check the operator's procedures (if applicable) for the transportation of sporting weapons and ammunitions include the following: o Stowage in a place inaccessible to passengers; o Required to be unloaded in the case of firearms or other weapons containing ammunitions; o Ammunitions to be carried under the ICAO TI conditions. Check that the operator has defined which weapons are considered sporting weapons (if applicable). Generally, the following firearms are considered sporting weapons: o those designed for shooting game, birds and other animals; o those used for target shooting, clay-pigeon shooting and competition shooting, providing the weapons are not those on standard issue to military forces; and o airguns, dart guns, starting pistols, etc.		☐ R ☐ N/R	
CAT.GEN.MPA.200	**9.3 Information to passengers regarding types of prohibited, restricted or undeclared dangerous goods.**	Check that the latest ICAO table containing the provisions for DG carried by passengers or crew is included.		☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
				☐ NC ☐ R ☐ N/R	
10. SECURITY					
ORO.SEC.100.A ORO.SEC.100.H ORO.SEC.105 CAT.GEN.MPA.135	**10. Security** Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) 300/2008., including an aircraft search procedure checklist as required in point 8.4 of Annex V (Essential requirements for air operations) to Regulation (EU) 2018/1139. Some parts of the security instructions and guidance may be kept confidential.	- Regarding training, check that in addition to the elements of AMC1 ORO.GEN.110(a), it addresses also post-flight concerns for the crew.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
11. HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES AND USING THE CVR RECORDINGS					
ORO.GEN.160 +AMCs Reg. 376/2014 Reg. 2015/1018 CAT.GEN.MPA.195 + AMCs	**11. Handling, notifying and reporting accidents, incidents and occurrences and using the CVR recordings** Procedures for the handling, notifying and reporting of occurrences. This section should include the following: (a) Definitions of accident, incident and occurrences and the relevant responsibilities of all persons involved; (b) illustrations of forms to be used for reporting all types of accident, incident and occurrence (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done; (c) in the event of an accident, descriptions of which departments, authorities and other organisations have to be notified, how this will be done and in what sequence; (d) procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions; (e) procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference; (f) reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by crew members, designed to ensure that the pilot-in-command/commander is informed immediately of any incident that has endangered, or may have endangered, safety during the flight, and that the pilot-in-command/commander is provided with all relevant information.	Verify that Reg. 376/2014 is reflected in the operator's procedures. Verify that the list of occurrences to be reported is compliant with the list of Reg. 2015/1018. Verify that the operator has established a procedure for the preservation of flight recorders recordings (see AMC1) Verify that the operator has described the process to perform at intervals not exceeding 2 years an inspection of the recording of flight recorders other than an FDR, which are installed on an aircraft. A procedure (signed by all parties) to prevent disclosure of crew identity should be established when data access is required for airworthiness and maintenance purposes. Check that the procedure addresses all elements of the AMC1 CAT.GEN.MPA.195(f)(1) Check that the operator has in place a procedure related to the handling of flight crew compartment images that are recorded by a flight recorder (if applicable) (see the criteria of the related AMCs).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
	(g) Procedures for the preservation of recordings of the flight recorders following an accident or a serious incident or when so directed by the investigating authority. These procedures should include: (1) a full quotation of point a) of CAT.GEN.MPA.195; and (2) instructions and means to prevent inadvertent reactivation, repair or reinstallation of the flight recorders by personnel of the operator or of third parties, and to ensure that flight recorder recordings are preserved for the needs of the investigating authority. (h) Procedures required by CAT.GEN.MPA.195 for using the CVR recording or its transcript without prejudice to Regulation (EU) No 996/210, when applicable.	Check that the operator has described the frequency and the methodology to conduct checks and evaluations of the recordings to ensure the continued serviceability of the flight recorders which are required to be carried under this Regulation.			
12. RULES OF THE AIR					
Reg. 923/2012 (part-SERA)	**12. Rules of the air** (a) Visual and instrument flight rules; (b) Territorial application of the rules of the air, (c) Communication procedures, including communication-failure procedures, (d) Information and instructions relating to the interception of civil aircraft, (e) The circumstances in which a radio listening watch is to be maintained, (f) Signals, (g) Time system used in operation, (h) ATC clearances, including instructions on their clarification and acceptance, particularly where terrain clearance is involved, adherence to flight plan and position reports, (i) Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area, (j) Procedures for flight crew observing an accident or receiving a distress transmission, (k) The ground/air visual codes for use by survivors, and description and use of signal aids, (l) Distress and urgency signals.	Verify that chap 12 contains at least the European rules of the air (for flights within the European airspace). Check that in addition it contains the requirement to inform ATC in case of the presence on-board of a passenger with a suspected contagious disease, including the transmission of the following information: • Aircraft identification; • Departure aerodrome; • Destination aerodrome; • Estimated time of arrival; • Number of persons on board; • Number of suspected case(s) on board; and • Nature of the public health risk, if known. Check that it foresees also the transmission of a general declaration form to the authorities of the destination.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
13. LEASING/CODE-SHARE					
ORO.AOC.110 +AMCs ORO.AOC.115 +AMCs	**13. Leasing/code-share** A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities.	**Apart from wet-lease out, all other types of leasing are prior approval items.** In case of TCO operators, check how the operator has demonstrated the equivalence of the related EU requirements.		☐ N/A ☐ C ☐ NC	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		Code share provisions should include a procedure to monitor the continued compliance of the third-country code-share operator and to notify it of any non-compliance identified.		☐ R ☐ N/R	