

Checklist Operations Manual Part-B

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		
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-B	Non-compliances

List of remarks	
Ref OM-B	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 OPS SPECS and operations described in the OM.		☐ 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.			☐ 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.	Assess consistency and usability of the OM in case it is contained in several parts with cross-references. Check that cross-references to other manual (e.g. AFM,...) are adequate and how the operator ensures that crew members are aware of the amendments to the other manuals. Make a sample check with the latest amendments of the AFM to verify that it was reflected as necessary in the OM-B		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
AMC1 ORO.MLR.100(c)	(c) The OM should be such that: (1) all parts of the manual are consistent and compatible in form and content;	Check that the OM-B follows the principles described in OM A.0		☐ N/A	

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	(2) the manual can be readily amended; and (3) the content and amendment status of the manual is controlled and clearly indicated.			☐ C ☐ NC ☐ R ☐ N/R	
0. GENERAL INFORMATION AND UNITS OF MEASUREMENTS					
ORO.MLR.100	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.	- Aircraft registrations to which the manual is applicable - Aircraft dimensions - Units of measurements - Conversion tables		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
1. LIMITATIONS					
Paragraph 8.2, annex V, regulation 2018/1139 AMC5 ORO.MLR.100	1.1 A description of the certified limitations and the applicable operational limitations should include the following: (a) certification status (e.g. EASA (supplemental) type certificate, environmental certification, etc.); (b) passenger seating configuration for each aircraft type, including a pictorial presentation; (c) types of operation that are approved (e.g. VFR/IFR, CAT II/III, RNP, flights in known icing conditions, etc.); (d) crew composition; (e) mass and centre of gravity; (f) speed limitations; (g) flight envelope(s); (h) wind limits, including operations on contaminated runways; (i) performance limitations for applicable configurations; (j) (runway) slope; (k) for aeroplanes, limitations on wet or contaminated runways; (l) airframe contamination; (m) system limitations.	Check that all limitations are described in this section (certification and operational limitations (e.g. due to absence of oxygen)). For all information coming from the AFM, check that the most updated version has been used. The aircraft to which the manual is applicable should be mentioned. In case modifications (STC, AD, SB,...) may affect the limitations, these limitations and the affected aircraft should be listed. (c) Check consistency with the operator's operational approvals. (d) Check consistency with OM A-4 (e) Check consistency with OM A-8.1.8 (g) Check that it includes: ○ Manufacturer information: ▪ Limitations from the AFM ▪ Maximum demonstrated crosswind values when more limiting values are not published in the AFM ▪ Gust values		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		- Operational experience; and - Operating environment factors such as runways width, RWY surface condition and prevailing weather conditions. The use of a lower landing mass for determining the VAT is a prior approval item. Check that the lower landing mass used is permanent (not dependent on the day conditions) and is therefore adequately reflected in the limitations section and in all documents/software used (loadsheets, EFB,...).			
2. NORMAL PROCEDURES					
CAT.GEN.MPA.105 CAT.OP.MPA.230 CAT.OP.MPA.130/131 +AMCs CAT.OP.MPA.115 AMC M.A.301(1) CAT.OP.MPA.140 +AMCs CAT.OP.MPA.126 +AMCs CAT.OP.MPA.175(b)(1) AMC1 ORO.GEN.110(f) AMC1 ORO.GEN.110(f)(h) CAT.GEN.MPA.124 +AMCs CAT.OP.MPA.311 +AMCs	The normal procedures and duties assigned to the crew, the appropriate checklists, the system for their use and a statement covering the necessary coordination procedures between flight and cabin/other crew members. The normal procedures and duties should include the following: (a) pre-flight, (b) pre-departure, (c) altimeter setting and checking, (d) departure briefing (e) taxi, take-off and climb, (f) noise abatement, (g) cruise and descent, (h) approach, landing preparation and briefing, (i) VFR approach, (j) IFR approach, (k) visual approach and circling, (l) missed approach, (m) normal landing, (n) post-landing, (o) for aeroplanes, operations on wet and contaminated runways.	Check that procedures have been established for all phases of flight and associated check-lists. Check task sharing between PF and PM (in particular for a single-pilot certified aircraft operated with 2 pilots). Check that the sterile flight crew compartment procedures are applied during the required phases of the flight. Check consistency between the check-lists and the expanded procedures. Check conformity with manufacturer's procedures in AFM/FCOM (or equivalent). Check for the presence of PBN specific items during the flight (pre-flight, departure, arrival and approach). (a) Check content of the pre-flight against AMC M.A.301(1). Check if SPA specific pre-flight items are specified (e.g. RVSM, ETOPS, NVIS,...). (b) A pre-departure check is required for non-ETOPS operations 120-180 mn (d) For the taxi phase, check the criteria of CAT.GEN.MPA.124. (e) For aeroplanes, check that 2 noise abatement procedures (NADP1 and NADP2) have been established.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		(i)(j) Check that all types of approaches used (precision and non-precision) are described. For helicopter operations iaw SPA.HOFO, check procedures for airborne radar approaches (ARAs) to offshore locations. (n) Check that post landing procedures includes the notification of the ATS in case of runway braking action encountered during the landing roll not as good as that reported by the aerodrome operator in the runway condition report (RCR). The terminology to be used by the FC should be as well described. Check that it includes operating procedures for the use of datalink systems (iaw AUR.COM.2010) and transponder (iaw. AUR.SUR.2020)			
CAT.OP.MPA.115	Approach operations for a particular approach to a particular runway not flown as stabilised approach operations	<u>Procedure for not flying an approach as a stabilised approach on a particular runway is a prior approval item.</u> Check the eligibility of the procedure wrt the stabilised approach criteria. Check the demonstration of the operator that its procedure ensures an acceptable level of safety compared to the criteria of AMC1 CAT.OP.MPA.115(a)		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.115	Approach operations on a particular runway using non-precision approach (NPA) procedures flown with a flight technique other than the CDFA	<u>The use of other than CDFA approach flight technique on a particular approach/runway combination is a prior approval item.</u> Check the following criteria: ○ The approach is flown to an altitude/height at or above the MDA/H where a level flight segment at or above MDA/H may be flown to the MAPt. ○ The relevant procedures for ensuring a controlled and stable path to MDA/H are followed. ○ Procedures are implemented to ensure that early descent to the MDA/H will not result in a subsequent flight below MDA/H without adequate visual reference, including: ▪ awareness of radio altimeter information with reference to the approach profile; ▪ terrain awareness warning system (TAWS); ▪ limitation of rate of descent; ▪ limitation of the number of repeated approaches; ▪ safeguards against too early descents with prolonged flight at MDA/H; and		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		▪ specification of visual requirements for the descent from the MDA/H. ○ when the MDA/H is high, it may be appropriate to make an early descent to MDA/H with appropriate safeguards such as the application of a significantly higher RVR or VIS. ○ The procedures that are flown with level flight at or above the MDA/H are listed in the OM. ○ The operator has categorised aerodromes where there are approaches that require level flight at or above MDA/H as B or C.			
3. ABNORMAL AND EMERGENCY PROCEDURES					
CAT.OP.MPA.290 Reg. 1332/2011 CAT.OP.MPA.195 SERA.11014 AMC1 ORO.GEN.110(f)(h)	The abnormal and/or emergency procedures and duties assigned to the crew, the appropriate checklists, the system for their use and a statement covering the necessary coordination procedures between flight and cabin/other crew members. The abnormal and/or emergency procedures and duties should include the following: (a) crew incapacitation, (b) fire and smoke drills, (c) for aeroplanes, un-pressurised and partially pressurised flight, (d) for aeroplanes, exceeding structural limits such as overweight landing, (e) lightning strikes, (f) distress communications and alerting ATC to emergencies, (g) engine/burner failure, (h) system failures, (i) guidance for diversion in case of serious technical failure, (j) ground proximity warning, including for helicopters audio voice alerting device (AVAD) warning, (k) ACAS/TCAS warning for aeroplanes/audio voice alerting device (AVAD) warning for helicopters, (l) windshear, (m) emergency landing/ditching, (n) for aeroplanes, departure contingency procedures.	Check task sharing between PF and PM (in particular for a single-pilot certified aircraft operated with 2 pilots). (a) Check consistency with OM A.4.3 and A.8.3.14 (b) if an EFB is used, the procedure should include provisions for EFB emitting smoke. (j) Check consistency with OM A.8.3.5 (k) Check consistency of the ACAS procedures with the ACAS policy in OM A.8.3.5. Check that ACAS 7.1 installation is reflected in the procedures (i.e. Level off, level off). 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: ○ SIB 2013-11R1, included recommended provisions to be included in OM, and ○ 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. Check conformity with manufacturer's procedures in AFM/FCOM (or equivalent).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
4. PERFORMANCE					

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
CAT.POL.A.105(b) CAT.POL.H.105(b)	4.0 Performance data should be provided in a form that can be used without difficulty.	Check that all graphs and tables are in a size which allow their use.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.POL.A.105(b) CAT.POL.H.105(b) CAT.POL.A.210(b)(4) CAT.POL.A.240	4.1 Performance data. Performance material that provides the necessary data for compliance with the performance requirements prescribed in Annex IV (Part-CAT). For aeroplanes, this performance data should be included to allow the determination of the following: (a) take-off climb limits — mass, altitude, temperature; (b) take-off field length (for dry, wet and contaminated runway conditions); (c) net flight path data for obstacle clearance calculation or, where applicable, take-off flight path; (d) the gradient losses for banked climb-outs; (e) en-route climb limits; (f) approach climb limits; (g) landing climb limits; (h) landing field length (for dry, wet and contaminated runway conditions) including the effects of an in-flight failure of a system or device, if it affects the landing distance; (i) landing field length for the purpose of the in-flight check of the landing distance at time of arrival (LDTA); (j) brake energy limits; (k) speeds applicable for the various flight stages (also considering dry, wet and contaminated runway conditions).	Check that all the data is coming from the AFM. <u>The operations with increased bank angles is a prior approval item (CAT.POL.A.240).</u> For such operations check that it is limited to: - Increased bank angles of not more than 20° between 200 and 400 ft; - Increased bank angles of not more than 30° above 400 ft. Check also that the operator provided evidence that: - The AFM contains approved data for the required increase of speed and data to allow the construction of the flight path considering the increased bank angles/speeds; - Visual guidance is available for navigation accuracy; - Weather minima and wind limitations are specified for each runway; and - the FC has obtained adequate knowledge of the route to be flown and of the procedures to be used. <u>Steep approach operations is a prior approval item (CAT.POL.A.245/345). Refer to the related C/L.</u> <u>Short landing operations is a prior approval item (CAT.POL.A.250/350). Refer to the related C/L.</u> <u>Reduced required landing distance operations is a prior approval item (CAT.POL.A.255/355). Refer to the related C/L.</u> <u>Helicopter operations to PIS is a prior approval item (CAT.POL.H.225).</u>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
		<u>Helicopter operations without an assured safe forced landing capability is a prior approval item (CAT.POL.H.305).</u> <u>Helicopter operations over a hostile environment located outside a congested area is a prior approval item (CAT.POL.H.420).</u>			
CAT.POL.A.105(b) CAT.POL.H.105(b)	4.1.1 Supplementary data covering flights in icing conditions. Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative.	Check that all the data is coming from the AFM.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.POL.A.105(b) CAT.POL.H.105(b)	4.1.2 If performance data, as required for the appropriate performance class, are not available in the AFM, then other data should be included. The OM may contain cross-reference to the data contained in the AFM where such data are not likely to be used often or in an emergency.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.POL.A.105(b) CAT.POL.H.105(b)	4.2 Additional performance data for aeroplanes. Additional performance data, where applicable, including the following: (a) all engine climb gradients, (b) drift-down data, (c) effect of de-icing/anti-icing fluids, (d) flight with landing gear down, (e) for aircraft with 3 or more engines, one-engine-inoperative ferry flights, (f) flights conducted under the provisions of the configuration deviation list (CDL).	Check that all the data is coming from the AFM.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
5. FLIGHT PLANNING					
CAT.OP.MPA.175 + AMCs CAT.OP.MPA.106 SPA.ETOPS.105	5.1 Data and instructions necessary for pre-flight and in-flight planning including, for aeroplanes, factors such as speed schedules and power settings. Where applicable, procedures for engine(s)-out operations, ETOPS (particularly the one-engine inoperative cruise	<u>Aeroplane operations to isolated aerodromes is a prior approval item</u>		☐ N/A ☐ C	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
	speed and maximum distance to an adequate aerodrome determined in accordance with Annex IV (Part-CAT)) and flights to isolated aerodromes should be included.			☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.181	5.2 The method for calculating fuel needed for the various stages of flight.	Check consistency with OM A.8.1.7. <u>The fuel scheme is a prior approval item.</u>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
SPA.ETOPS.105 CAT.OP.MPA.140	5.3 When applicable, for aeroplanes, performance data for ETOPS critical fuel reserve and area of operation, including sufficient data to support the critical fuel reserve and area of operation calculation based on approved aircraft performance data. The following data should be included: (a) detailed engine(s)-inoperative performance data, including fuel flow for standard and non-standard atmospheric conditions and as a function of airspeed and power setting, where appropriate, covering: (i) drift down (includes net performance), where applicable; (ii) cruise altitude coverage including 10 000 ft; (iii) holding; (iv) altitude capability (includes net performance); and (v) missed approach; (b) detailed all-engine-operating performance data, including nominal fuel flow data, for standard and non-standard atmospheric conditions and as a function of airspeed and power setting, where appropriate, covering: (i) cruise (altitude coverage including 10 000 ft); and (ii) holding; (c) details of any other conditions relevant to ETOPS operations which can cause significant deterioration of performance, such as ice accumulation on the unprotected surfaces of the aircraft, ram air turbine (RAT) deployment, thrust-reverser deployment, etc.; and (d) the altitudes, airspeeds, thrust settings, and fuel flow used in establishing the ETOPS area of operations for each airframe-engine combination should be used in showing the corresponding terrain and obstruction clearances in accordance with Annex IV (Part-CAT).	<u>ETOPS is a prior approval item.</u> <u>Non-ETOPS operations 120-180 mn is a prior approval item.</u>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
6. MASS AND BALANCE					

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
CAT.POL.MAB.100 + AMCs CAT.POL.MAB.105 + AMCs CAT.GEN.MPA.141 SPA.EFB.100(b)	Instructions and data for the calculation of the mass and balance, including the following: (a) calculation system (e.g. index system); (b) information and instructions for completion of mass and balance documentation, including manual and computer generated types; (c) limiting masses and centre of gravity for the types, variants or individual aircraft used by the operator; (d) dry operating mass and corresponding centre of gravity or index.	Check consistency with OM A.8.1.8 (e.g. use of kg or Lbs, forms,...). Check the adequacy of the operational CG envelope, accounting for the criteria of AMC1 CAT.POL.MAB.100(a). 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. Check that all aircraft of the type operated are covered. Check that all adequate structural limits are provided (e.g. floor strength limitations, max running load per meter, max mass per cargo compartment,...). Check that dry operating masses and corresponding indexes are up-to-date. <u>The use of standard masses for load items other than standard masses for passengers and checked baggage requires a prior demonstration to the competent authority (CAT.POL.MAB.100(b)).</u> <u>The use of an EFB mass and balance application is a prior approval item (see CAT.GEN.MPA.141 and SPA.EFB).</u>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
7. LOADING					
CAT.OP.MPA.160 CAT.POL.MAB.100 + AMCs	Procedures and provisions for loading and unloading and securing the load in the aircraft.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
8. CONFIGURATION DEVIATION LIST					

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
CAT.GEN.MPA.105 (a)(11) CAT.OP.MPA.175 (b)(2)	The CDL(s), if provided by the manufacturer, taking account of the aircraft types and variants operated, including procedures to be followed when an aircraft is being dispatched under the terms of its CDL.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
9. MINIMUM EQUIPMENT LIST (MEL)					
ORO.MLR.105 +AMCs	The MEL for each aircraft type or variant operated and the type(s)/area(s) of operation. The MEL should also include the dispatch conditions associated with operations required for a specific approval (e.g. RNAV, RNP, RVSM, ETOPS). Consideration should be given to using the ATA number system when allocating chapters and numbers.	Use the dedicated check-list for the review of the MEL. <u>The MEL is a prior approval item.</u> Check that the MEL mentions all the S/N of the type operated. Check that the MEL is customised. Check that the MEL is based on the latest approved MMEL change (90 days to submit an amendment of the MEL). Check that the MEL includes dispatch conditions for the operator's specific approvals (e.g. ETOPS, PBN,...).		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
10. SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN					
CAT.GEN.MPA.145 CAT.IDE.A.285 CAT.IDE.A.305 CAT.IDE.H.295 CAT.IDE.H.300 CAT.IDE.H.305	10.1 A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated checklist(s) should also be included.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
CAT.OP.MPA.285 CAT.IDE.A.230 +AMCs CAT.IDE.A.235 +AMCs CAT.IDE.A/H.240 + AMCs SPA.SET-IMC.110	10.2 The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression should be considered.	Check that the quantity of oxygen available is described. In case of an operator approved iaw. SPA.SET-IMC, the procedure should take it into account.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
11. EMERGENCY EVACUATION PROCEDURES					
ORO.GEN.110(f) AMC1 ORO.GEN.110(f)(h)	11.1 Instructions for preparation for emergency evacuation, including crew coordination and emergency station assignment.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.110(f) AMC1 ORO.GEN.110(f)(h)	11.2 Emergency evacuation procedures. A description of the duties of all members of the crew for the rapid evacuation of an aircraft and the handling of the passengers in the event of a forced landing, ditching or other emergency.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
12. AIRCRAFT SYSTEMS					
ORO.MLR.100	A description of the aircraft systems, related controls and indications and operating instructions. Consideration should be given to use the ATA number system when allocating chapters and numbers.	If the section 12 refers to the manufacturer's documentation, verify its availability and customisation.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	