

Checklist Operations Manual Part-C

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-C	Non-compliances

List of remarks	
Ref OM-C	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
ROUTE/ROLE/AREA AND AERODROME/OPERATING SITE INSTRUCTIONS AND INFORMATION					
ORO.MLR.100	1. Instructions and information relating to communications, navigation and aerodromes/operating sites, including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome/operating site planned to be used, including the following: (a) minimum flight level/altitude; (b) operating minima for departure, destination and alternate aerodromes; (c) communication facilities and navigation aids; (d) runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities; (e) approach, missed approach and departure procedures including noise abatement procedures; (f) communication-failure procedures; (g) search and rescue facilities in the area over which the aircraft is to be flown; (h) a description of the aeronautical charts that should be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity; (i) availability of aeronautical information and MET services; (j) en-route communication/navigation procedures; (k) aerodrome/operating site categorisation for flight crew competence qualification; (l) special aerodrome/operating site limitations (performance limitations and operating procedures, etc.).	- Check that the OM contains required instruction and information. - Make a sample check with the latest amendments of the aeronautical charts that should be used		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.MLR.100	2. Information related to landing sites available for operations approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012, including: (a) a description of the landing site (position, surface, slope, elevation, etc.); (b) the preferred landing direction; and (c) obstacles in the area.	<u>For the operators with SPA SET-IMC.</u>		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	