**OPERATIONS MANUAL CONTENT AND COMPLIANCE FORM**

**NCC**

**CAA OF LATVIA**

**AIRCRAFT OPERATIONS DIVISION**

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

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

|  |
| --- |
| **Table of contents** |
| **Amendment control status and list of effective pages or paragraphs, unless the entire manual is re-issued and the manual has an effective date on it** |
|  | 1. A statement that the manual complies with all applicable regulations and submitted declaration.
2. A statement that the manual contains operational instructions to be complied by the relevant personnel.
3. A list and brief description of the various parts, their contents, applicability and use.
4. Explanations and definitions of terms and words needed for the use of the manual.
 | ORO.MLR.100AMC1 ORO.MLR.100ORO.MLR.101 |  |  |
|  | 1. Details of the person(s) responsible for the issuance and insertion of amendments and revisions.
2. A record of amendments and revisions with insertion dates and effective dates.
3. A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety.
4. A description of the system for the annotation of pages or paragraphs and their effective dates.
5. A list of effective pages or paragraphs.
6. Annotation of changes (in the text and, as far as practicable, on charts and diagrams).
7. Temporary revisions.
8. A description of the distribution system for the manuals, amendments and revisions.
 | ORO.MLR.100AMC1 ORO.MLR.100ORO.MLR.101 |  |  |
| **Duties, responsibilities and succession of management and operating personnel** |
|  | Management personnel:1. Operation of the aircraft in accordance with Annex IV to Regulation (EC) No 216/2008, as applicable, the relevant requirements of this Annex and its air operator certificate (AOC).
2. Every flight shall be conducted in accordance with the provisions of the operations manual.
3. For ground operations, whenever passengers are embarking, on board or disembarking in the absence of flight crew members, emergency procedures are established.
4. Procedures and a checklist system for cabin crew with respect to the aircraft cabin are established.
5. Dangerous goods training programmes for personnel as required by the technical instructions are established and maintained.
6. Security training programme for crew members, including theoretical and practical elements is established and maintained.
7. Security training programme for ground personnel is established and maintained.
 | ORO.GEN.110ORO.AOC.140ICAO Security Manual Doc 9811 |  |  |
|  | Pilot-in-command1. The pilot-in-command shall be responsible for:
	1. the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations as referred to in 1.c of Annex IV to Regulation (EC) No 216/2008;
	2. the initiation, continuation, termination or diversion of a flight in the interest of safety;
	3. ensuring that all instructions, operational procedures and checklists are complied with in accordance with the operations manual and as referred to in 1.b of Annex IV to Regulation (EC) No 216/2008;
	4. only commencing a flight if he/she is satisfied that all operational limitations referred to in 2.a.3 of Annex IV to Regulation (EC) No 216/2008 are complied with, as follows:
2. the aircraft is airworthy;
3. the aircraft is duly registered;
4. instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, as required in NCC.IDE.A.105 or NCC.IDE.H.105;
5. the mass of the aircraft and centre of gravity location are such that the flight can be conducted within the limits prescribed in the airworthiness documentation;
6. all cabin baggage, hold luggage and cargo are properly loaded and secured;
7. the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;
8. each flight crew member holds a valid licence in accordance with Regulation (EU) No 1178/2011;
9. flight crew members are properly rated and meet competency and recency requirements; and
10. any navigational database required for performance-based navigation is suitable and current;
	1. not commencing a flight if any flight crew member is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;
	2. not continuing a flight beyond the nearest weather-permissible aerodrome or operating site, when the capacity of any flight crew member to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;
	3. deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), as applicable;
	4. recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft; and
	5. ensuring that:
11. flight recorders are not disabled or switched off during flight;
12. in the event of an occurrence other than an accident or a serious incident that shall be reported according to ORO.GEN.160(a), flight recorders’ recordings are not intentionally erased; and
13. in the event of an accident or a serious incident, or if preservation of recordings of flight recorders is directed by the investigating authority:

(A) flight recorders’ recordings are not intentionally erased;(B) flight recorders are deactivated immediately after the flight is completed; and(C) precautionary measures to preserve the recordings of flight recorders are taken before leaving the flight crew compartment.1. The pilot-in-command shall have the authority to refuse carriage of or disembark any person, baggage or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.
2. The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.
3. Notwithstanding the provision of (a)(6), in a multi-crew operation the pilot-in-command may continue a flight beyond the nearest weather-permissible aerodrome when adequate mitigating procedures are in place.
4. The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.d of Annex IV to Regulation (EC) No 216/2008. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.
5. The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.
6. The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.
 | NCC.GEN.106;AMC1 NCC.GEN.106 FLIGHT PREPARATION FOR PBN OPERATIONS;AMC2 NCC.GEN.106 DATABASE SUITABILITY;GM1 NCC.GEN.106 GENERAL;GM1 NCC.GEN.106(a)(9) IDENTIFICATION OF THE SEVERITY OF AN OCCURRENCE BY THE PILOT-IN-COMMAND;GM1 NCC.GEN.106(b) AUTHORITY TO REFUSE CARRIAGE OR DISEMBARK;AMC1 NCC.GEN.106(c) REPORTING OF HAZARDOUS FLIGHT CONDITIONS;AMC1 NCC.GEN.106(d) MITIGATING MEASURES — FATIGUE;GM1 NCC.GEN.106(d) MITIGATING MEASURES — FATIGUE — CONTROLLED REST IN THE FLIGHT CREW COMPARTMENT;AMC1 NCC.GEN.106 (e) VIOLATION REPORTING;NCC.GEN.110 Compliance with laws, regulations and procedures |  |  |
|  | Crew members1. The crew member shall be responsible for the proper execution of his/her duties.
2. During critical phases of flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the crew member shall be seated at his/her assigned station and shall not perform any activities other than those required for the safe operation of the aircraft.
3. During flight, the flight crew member shall keep his/her safety belt fastened while at his/her station.
4. During flight, at least one qualified flight crew member shall remain at the controls of the aircraft at all times.
5. The crew member shall not undertake duties on an aircraft:
6. if he/she knows or suspects that he/she is suffering from fatigue as referred to in 7.f of Annex IV to Regulation (EC) No 216/2008 or feels otherwise unfit, to the extent that the flight may be endangered; or
7. when under the influence of psychoactive substances or alcohol or for other reasons as referred to in 7.g of Annex IV to Regulation (EC) No 216/2008.
8. The crew member who undertakes duties for more than one operator shall:
	1. maintain his/her individual records regarding flight and duty times and rest periods as referred to in Annex III (Part-ORO), Subpart FTL to Regulation (EU) No 965/2012; and
	2. provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
9. The crew member shall report to the pilot-in-command:
	1. any fault, failure, malfunction or defect, which he/she believes may affect the airworthiness or safe operation of the aircraft, including emergency systems; and
	2. any incident that was endangering, or could endanger, the safety of the operation.
 | NCC.GEN.105;GM1 NCC.GEN.105(e)(2) GENERAL; AMC1 NCC.GEN.105(g) OCCURRENCE REPORTING |  |  |
| **Description of the management system** |
|  | 1. A description of the organisational structure, including the general organogram and operations departments’ organograms.
2. Overall philosophies and principles of the operator with regard to safety, referred to as the safety policy are described.
 | ORO.GEN.200; ORO.GEN.210 |  |  |
|  | 1. The name of each nominated person responsible for flight operations, crew training and ground operations. Description of their function and responsibilities.
2. Requirements with regard to adequacy and competency of personnel and supervision of personnel are established.
3. Ground and flight operations personnel are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.
4. The operator develops a training programme for ground personnel dealing with the use.
5. MEL training programme for crew members and ground personnel (include maintenance personnel, flight dispatchers and operations officers) is developed and detailed in CAME and OM as appropriate.
6. Procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities, for all types of operation on the ground and in flight are established.
7. Procedures and instructions for a sterile flight crew compartment are established. All crew members should be trained, as appropriate to their duties.
8. Checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions is established. The design and utilisation of checklists observe human factors principles and take into account the latest relevant documentation from the aircraft manufacturer.
9. The operator issues instructions concerning the consumption of alcohol by crew members.
 | ORO.GEN.110ORO.AOC.135ORO.GEN.210(b) |  |  |
|  | Composition of flight crew | ORO.FC.100;AMC1 ORO.FC.100(c) OPERATIONAL MULTI-PILOT LIMITATION (OML) |  |  |
|  | Designation as pilot-in-command | ORO.FC.105 |  |  |
|  | Number and composition of cabin crew | ORO.CC.100 |  |  |
|  | Conditions for assignment to duties | ORO.CC.110 |  |  |
| **Operational control system** |
|  | All personnel are aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and that are pertinent to the performance of their duties. | ORO.GEN.110ORO.GEN.200 |  |  |
|  | Operational control1. System for exercising operational control over any flight operated under the terms of its declaration is established and maintained.
2. A general description and location of the facilities referred to in ORO.GEN.215.
3. Responsibilities concerning the initiation, continuation and termination or diversion of each flight are specified.
4. Flight Operations officers (if employed) training should be described in the operations manual.
5. Aircraft are equipped and its crews are qualified as required for the area and type of operation.
6. Flight planning procedures are specified in OM to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes.
 | ORO.GEN.110ORO.GEN.215ORO.GEN.220ICAO Doc 7192Training Manual, Part D-3 |  |  |
|  | Powers of the authority1. For the purpose of determining compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, the operator shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to declaration, whether it is contracted or not, to any person authorised by one of the following authorities:
	1. the competent authority defined in ORO.GEN.105;
	2. the authority acting under the provisions of ARO.GEN.300(d), ARO.GEN.300(e) or ARO.RAMP.
 | ORO.GEN.140SPA.GEN.100 |  |  |
| **Flight time limitations** |
|  | Flight and duty time limitations and rest requirements | Part-ORO SUBPART FTL |  | Assessment of flight time specification scheme APP 9.17 checklist |
|  | Exceedance of flight and duty time limitations and/or reductions of rest periods |  |  |  |
| **Standard operating procedures (SOPs)\*** - use a checklist below |
| **Weather limitations** |
|  | Adverse and potentially hazardous atmospheric conditionsProcedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following:1. thunderstorms,
2. icing conditions,
3. turbulence,
4. wind-shear,
5. jet stream,
6. volcanic ash clouds,
7. heavy precipitation,
8. sand storms,
9. mountain waves,
10. significant temperature inversions;
11. commander duties on IFR flights (aeroplanes and helicopters);
12. commander duties on VFR flights (helicopters)
 |  |  |  |
| **Emergency procedures** |
|  | The abnormal and/or emergency procedures and duties should include the following:1. crew incapacitation,
2. fire and smoke drills,
3. for aeroplanes, un-pressurised and partially pressurised flight,
4. for aeroplanes, exceeding structural limits such as overweight landing,
5. lightning strikes,
6. distress communications and alerting ATC to emergencies,
7. engine/burner failure,
8. system failures,
9. guidance for diversion in case of serious technical failure,
10. ground proximity warning, including for helicopters audio voice alerting device (AVAD) warning,
11. ACAS/TCAS warning for aeroplanes/audio voice alerting device (AVAD) warning for helicopters,
12. Wind-shear,
13. emergency landing/ditching,
14. for aeroplanes, departure contingency procedures
 | Click here to enter text. |  |  |
| **Accidents/incidents considerations** |
|  | Occurrence reporting.Operator shall demonstrate compliance with REGULATION (EU) No 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation and REGULATION (EU) 2015/1018 laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014.  | ORO.GEN.160 |  | Use APP 3.15 ASSESSMENT OF ORGANISATION’S OCCURRENCE REPORTING SYSTEM CHECKLIST |
| **Security procedures** |
|  | Flight crew compartment security — aeroplanes | ORO.SEC.100 |  |  |
|  | Flight crew compartment security — helicopters | ORO.SEC.105 |  |  |
|  | Security instructions, guidance, procedures, training and responsibilities  | Regulation (EC) No 300/2008 |  |  |
| **Minimum equipment list (MEL)** |
|  | Minimum equipment list | ORO.MLR.105; |  | Use MINIMUM EQUIPMENT LIST (MEL) COMPLIANCE EVALUATION CHECKLIST APP 9.3 |
| **Personnel qualifications and training** |
|  | Crew resource management (CRM) training | ORO.FC.115 |  | Use CRM TRAINING INSPECTION CHECKLIST APP 7.8.1 |
|  | Operator conversion training | ORO.FC.120 |  | Use OPERATOR CONVERSION TRAINING AND CHECKING CHECKLIST APP 9.4 |
|  | Differences training and familiarisation training | ORO.FC.125;AMC1 ORO.FC.125 GENERAL |  |  |
|  | Recurrent training and checking | ORO.FC.130 |  | Use RECURRENT TRAINING AND CHECKING CHECKLIST APP 9.6 |
|  | Pilot qualification to operate in either pilot’s seat | ORO.FC.135 |  |  |
|  | Operation on more than one type or variant | ORO.FC.140 |  |  |
|  | Provision of training.Training and checking programmes, including syllabi and use of individual flight simulation training devices (FSTDs), approval by the competent authority is not applicable. | ORO.FC.145;AMC1 ORO.FC.145(b) NON-MANDATORY (RECOMMENDATION) ELEMENTS OF OPERATIONAL SUITABILITY DATA;AMC1 ORO.FC.145(d) FULL FLIGHT SIMULATORS (FFS); |  |  |
|  | Conduct of training courses and associated checking | ORO.CC.115 |  |  |
|  | Initial training course | ORO.CC.120;AMC1 ORO.CC.120(a)(1) NEW ENTRANTS IN OPERATIONS OTHER THAN CAT OPERATIONS |  |  |
|  | Aircraft type specific training and operator conversion training | ORO.CC.125 |  |  |
|  | Differences training | ORO.CC.130 |  |  |
|  | Familiarisation | ORO.CC.135 |  |  |
|  | Recurrent training | ORO.CC.140 |  |  |
|  | Refresher training | ORO.CC.145 |  |  |
| **Record-keeping** |
|  | Record-keeping | ORO.GEN.220;AMC1 ORO.GEN.220(b);ORO.MLR.115;AMC1 ORO.MLR.115 TRAINING RECORDS  |  |  |
| **Normal flight operations** |
|  | Use of aerodromes and operating sites | NCC.OP.100  |  |  |
|  | Specification of isolated aerodromes — aeroplanes | NCC.OP.105 |  |  |
|  | Aerodrome operating minima — general | NCC.OP.110 |  |  |
|  | Aerodrome operating minima — NPA, APV, CAT I operations | NCC.OP.111 |  |  |
|  | Aerodrome operating minima — circling operations with aeroplanes | NCC.OP.112 |  |  |
|  | Aerodrome operating minima — onshore circling operations with helicopters | NCC.OP.113 |  |  |
|  | Departure and approach procedures | NCC.OP.115 |  |  |
|  | Performance-based navigation — aeroplanes and helicopters | NCC.OP.116;AMC1 NCC.OP.116PBN OPERATIONS;AMC2 NCC.OP.116MONITORING AND VERIFICATION;AMC3 NCC.OP.116MANAGAMENT OF THE NAVIGATION DATABASE;AMC4 NCC.OP.116DISPLAYS AND AUTOMATION;AMC5 NCC.OP.116VECTORING AND POSITIONING;AMC6 NCC.OP.116ALERTING AND ABORT;AMC7 NCC.OP.116CONTINGENCY PROCEDURES;AMC8 NCC.OP.116RNAV 10 |  |  |
|  | Noise abatement procedures | NCC.OP.120 |  |  |
|  | Minimum obstacle clearance altitudes — IFR flights | NCC.OP.125 |  |  |
|  | Fuel and oil supply — aeroplanes | NCC.OP.130 |  |  |
|  | Fuel and oil supply — helicopters | NCC.OP.131 |  |  |
|  | Stowage of baggage and cargo | NCC.OP.135 |  |  |
|  | Passenger briefing | NCC.OP.140 |  |  |
|  | Flight preparation | NCC.OP.145;GM1 NCC.OP.145(b) OPERATIONAL FLIGHT PLAN |  |  |
|  | Take-off alternate aerodromes — aeroplanes | NCC.OP.150 |  |  |
|  | Destination alternate aerodromes — aeroplanes | NCC.OP.151 |  |  |
|  | Destination alternate aerodromes — helicopters | NCC.OP.152;AMC1 NCC.OP.152 OFFSHORE ALTERNATE AERODROMES |  |  |
|  | Destination aerodromes — instrument approach operations | NCC.OP.153;AMC1 NCC.OP.153 PBN OPERATIONS |  |  |
|  | Refuelling with passengers embarking, on board or disembarking | NCC.OP.155;AMC1 NCC.OP.155 OPERATIONAL PROCEDURES - GENERAL –AEROPLANES - HELICOPTERS |  |  |
|  | Use of headset | NCC.OP.160 |  |  |
|  | Carriage of passengers | NCC.OP.165 |  |  |
|  | Securing of passenger compartment and galley(s) | NCC.OP.170 |  |  |
|  | Smoking on board | NCC.OP.175 |  |  |
|  | Meteorological conditions | NCC.OP.180 |  |  |
|  | Ice and other contaminants — ground procedures | NCC.OP.185;GM1 NCC.OP.185 TERMINOLOGY; ANTI-ICING CODES; GM2 NCC.OP.185 DE-ICING/ANTI-ICING — PROCEDURES; GM3 NCC.OP.185 DE-ICING/ANTI-ICING — BACKGROUND INFORMATION |  |  |
|  | Ice and other contaminants — flight procedures | NCC.OP.190; AMC1 NCC.OP.190 FLIGHT IN EXPECTED OR ACTUAL ICING CONDITIONS |  |  |
|  | Take-off conditions | NCC.OP.195 |  |  |
|  | Simulated situations in flight | NCC.OP.200 |  |  |
|  | In-flight fuel management | NCC.OP.205 |  |  |
|  | Use of supplemental oxygen | NCC.OP.210 |  |  |
|  | Ground proximity detection | NCC.OP.215; GM1 NCC.OP.215 TAWS FC TRAININGPROGRAMMES |  |  |
|  | Airborne collision avoidance system (ACAS) | NCC.OP.220; GM1 NCC.OP.220 ACAS FC TRAINING |  |  |
|  | Approach and landing conditions | NCC.OP.225 |  |  |
|  | Commencement and continuation of approach | NCC.OP.230; AMC1 NCC.OP.230 VISUAL REFERENCES FOR INSTRUMENT APPROACH OPERATIONS |  |  |
|  | Normal procedures and duties include:1. pre-flight,
2. pre-departure,
3. altimeter setting and checking,
4. taxi, take-off and climb,
5. noise abatement,
6. cruise and descent,
7. approach, landing preparation and briefing,
8. VFR approach,
9. IFR approach,
10. visual approach and circling,
11. missed approach,
12. normal landing,
13. post-landing,
14. for aeroplanes, operations on wet and contaminated runways
 | Click here to enter text. |  | Shall be assessed using SOPs checklist below. |
| **Performance operating limitations** |
|  | Operating limitations — all aircraft | NCC.POL.100 |  |  |
|  | Mass and balance, loading | NCC.POL.105; AMC1 NCC.POL.105(a) CENTRE OF GRAVITY LIMITS — OPERATIONAL CG ENVELOPE AND IN-FLIGHT CG;AMC1 NCC.POL.105(b) WEIGHING OF AN AIRCRAFT;AMC1 NCC.POL.105(c) DRY OPERATING MASS;AMC1 NCC.POL.105(d) MASS VALUES FOR PASSENGERS AND BAGGAGE;GM1 NCC.POL.105(d) ADJUSTMENT OF STANDARD MASSES;GM1 NCC.POL.105(e) TYPE OF FLIGHTS;GM1 NCC.POL.105(g) FUEL DENSITY |  |  |
|  | Mass and balance data and documentation | NCC.POL.110 |  |  |
|  | Mass and balance data and documentation — alleviations | NCC.POL.111 |  |  |
|  | Performance — general | NCC.POL.115 |  |  |
|  | Take-off mass limitations — aeroplanes | NCC.POL.120 |  |  |
|  | Take-off — aeroplanes | NCC.POL.125;AMC1 NCC.POL.125 TAKE-OFF MASS;AMC2 NCC.POL.125 CONTAMINATED RUNWAY PERFORMANCE DATA;AMC3 NCC.POL.125 ADEQUATE MARGIN;GM1 NCC.POL.125 RUNWAY SURFACE CONDITION |  |  |
|  | En-route — one engine inoperative — aeroplanes | NCC.POL.130 |  |  |
|  | Landing — aeroplanes | NCC.POL.135;AMC1 NCC.POL.135 GENERAL;AMC2 NCC.POL.135 ALLOWANCES |  |  |
|  |  |  |  |  |
| **Procedures for the preservation of recordings of the flight recorders in order to prevent inadvertent reactivation, repair or reinstallation of the flight recorders following an accident or a serious incident or when this preservation is directed by the investigating authority** |
|  | Pilot-in-command responsibilities and authority | NCC.GEN.106 |  |  |
| **Handling of dangerous goods** |
|  | Transport of dangerous goods | SPA.DG.100 |  |  |
|  | Approval to transport dangerous goods | SPA.DG.105;AMC1 SPA.DG.105(a) TRAINING PROGRAMME;AMC1 SPA.DG.105(b) PROVISION OF INFORMATION IN THE EVENT OF AN IN-FLIGHT EMERGENCY |  |  |
|  | Dangerous goods information and documentation | SPA.DG.110;AMC1 SPA.DG.110(a) INFORMATION TO THE PILOT-IN-COMMAND;AMC1 SPA.DG.110(b) ACCEPTANCE OF DANGEROUS GOODS |  |  |

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

**CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **Captain’s (pilot in-command/commander) authority** | Click here to enter text. |  |  |
| **2** | **Use of automation** |  |  |  |
| 2.1 | Operator’s automation policy | Click here to enter text. |  |  |
| 2.2 | Specific guidance in selection of appropriate levels of automation | Click here to enter text. |  |  |
| 2.3 | Autopilot/flight director mode selection | Click here to enter text. |  |  |
| 2.4 | Flight management system (FMS) target entries (e.g., airspeed, heading, altitude) | Click here to enter text. |  |  |
| **3** | **Checklist objectives** |  |  |  |
| 3.1 | Providing logical sequences of coverage of the flight deck panels | Click here to enter text. |  |  |
| 3.2 | Providing logical sequences of actions to meet both internal and external flight deck operational requirements | Click here to enter text. |  |  |
| 3.3 | Allowing mutual monitoring among flight crew members to keep all flight crew members in the informationloop | Click here to enter text. |  |  |
| 3.4 | Facilitating crew coordination to assure a logical distribution of flight deck tasks | Click here to enter text. |  |  |
| **4** | **Walk-around** | Click here to enter text. |  |  |
| **5** | **Checklists** |  |  |  |
| 5.1 | Safety check prior to power on | Click here to enter text. |  |  |
| 5.2 | Originating/receiving | Click here to enter text. |  |  |
| 5.3 | Before start | Click here to enter text. |  |  |
| 5.4 | After start | Click here to enter text. |  |  |
| 5.5 | Before taxi | Click here to enter text. |  |  |
| 5.6 | Before take-off | Click here to enter text. |  |  |
| 5.7 | After take-off | Click here to enter text. |  |  |
| 5.8 | Climb check | Click here to enter text. |  |  |
| 5.9 | Cruise check | Click here to enter text. |  |  |
| 5.10 | Approach | Click here to enter text. |  |  |
| 5.11 | Landing  | Click here to enter text. |  |  |
| 5.12 | After landing  | Click here to enter text. |  |  |
| 5.13 | Parking and securing  | Click here to enter text. |  |  |
| 5.14 | Emergency procedures | Click here to enter text. |  |  |
| 5.15 | Abnormal procedures | Click here to enter text. |  |  |
| **6** | **Communication**  |  |  |  |
| 6.1 | Who handles radios | Click here to enter text. |  |  |
| 6.2 | Primary language used with ATC and on the flight deck | Click here to enter text. |  |  |
| 6.3 | Keeping both pilots “in the loop”  | Click here to enter text. |  |  |
| 6.4 | Operator’s radio procedures | Click here to enter text. |  |  |
| 6.5 | Flight deck signals to cabin | Click here to enter text. |  |  |
| 6.6 | Cabin signals to flight deck | Click here to enter text. |  |  |
| **7** | **Briefings** |  |  |  |
| 7.1 | CFIT risk considered | Click here to enter text. |  |  |
| 7.2 | Special airport qualifications considered | Click here to enter text. |  |  |
| 7.3 | Pre-flight | Click here to enter text. |  |  |
| 7.4 | Departure | Click here to enter text. |  |  |
| 7.5 | Arrival | Click here to enter text. |  |  |
| **8** | **Flight deck access** |  |  |  |
| 8.1 | On ground/in flight | Click here to enter text. |  |  |
| 8.2 | Jump seat | Click here to enter text. |  |  |
| 8.3 | Access signals, keys. Safety and security risks associated with flight crew members leaving the flight crew compartment due to operational or physiological needs during non-critical phases of flight/access procedures. | Click here to enter text. |  |  |
| **9** | **Flight deck discipline** |  |  |  |
| 9.1 | STERILE FLIGHT CREW COMPARTMENT | AMC1 ORO.GEN.110(f); GM1 ORO.GEN.110(f) Operator responsibilities |  |  |
| 9.2 | Maintaining outside vigilance | Click here to enter text. |  |  |
| 9.3 | Transfer of control | Click here to enter text. |  |  |
| 9.4 | Additional duties | Click here to enter text. |  |  |
| 9.5 | Flight kits/EFB | Click here to enter text. |  |  |
| 9.6 | Headsets/Audio selector panel | Click here to enter text. |  |  |
| 9.7 | Boom or throat microphone | Click here to enter text. |  |  |
| 9.8 | Maps/approach charts | Click here to enter text. |  |  |
| 9.9 | Meals  | Click here to enter text. |  |  |
| **10** | **Altitude awareness** |  |  |  |
| 10.1 | Altimeter-setting and cross-checking procedures | Click here to enter text. |  |  |
| 10.2 | Transition altitude/flight level | Click here to enter text. |  |  |
| 10.3 | Standard calls (verification of) | Click here to enter text. |  |  |
| 10.4 | Minimum safe altitudes | Click here to enter text. |  |  |
| 10.5 | Temperature corrections | Click here to enter text. |  |  |
| **11** | **Report times** |  |  |  |
| 11.1 | Check-in | Click here to enter text. |  |  |
| 11.2 | On flight deck | Click here to enter text. |  |  |
| 11.3 | Checklist accomplishment | Click here to enter text. |  |  |
| **12** | **Maintenance procedures** |  |  |  |
| 12.1 | Technical Log items | Click here to enter text. |  |  |
| 12.2 | Aircraft external check | Click here to enter text. |  |  |
| 12.3 | Application of the MEL/CDL | Click here to enter text. |  |  |
| 12.4 | Crew coordination in ground de-icing | Click here to enter text. |  |  |
| **13** | **Flight plans/dispatch procedures** |  |  |  |
| 13.1 | VFR/IFR | Click here to enter text. |  |  |
| 13.2 | Icing considerations | Click here to enter text. |  |  |
| 13.3 | Fuel loads | Click here to enter text. |  |  |
| 13.4 | Weather-information package | Click here to enter text. |  |  |
| 13.5 | Where weather-information package is available | Click here to enter text. |  |  |
| 13.6 | Departure procedure climb gradient analysis | Click here to enter text. |  |  |
| **14** | **Boarding of passengers/cargo** |  |  |  |
| 14.1 | Carry-on baggage | Click here to enter text. |  |  |
| 14.2 | Exit-row seating | Click here to enter text. |  |  |
| 14.3 | Hazardous materials | Click here to enter text. |  |  |
| 14.4 | Inadmissible passengers, deportees or persons in custody/passengers with reduced mobility | Click here to enter text. |  |  |
| 14.5 | Firearms on-board | Click here to enter text. |  |  |
| 14.6 | Count/load | Click here to enter text. |  |  |
| **15** | **Pushback/power-back** | Click here to enter text. |  |  |
| **16** | **Taxiing** | NCC.GEN.119 Taxiing of aircraftAMC1 NCC.GEN.119 PROCEDURES FOR TAXIING |  |  |
| 16.1 | Single-engine | Click here to enter text. |  |  |
| 16.2 | All-engines | Click here to enter text. |  |  |
| 16.3 | On ice or snow | Click here to enter text. |  |  |
| 16.4 | Prevention of runway incursion | Click here to enter text. |  |  |
| 16.5 | Application of the sterile flight crew compartment procedures | Click here to enter text. |  |  |
| 16.6 | Use of standard radio-telephony (RTF) phraseology | Click here to enter text. |  |  |
| 16.7 | Use of lights | Click here to enter text. |  |  |
| 16.8 | Measures to enhance the situational awareness of the minimum required flight crew members | Click here to enter text. |  |  |
| **17** | **CRM, including crew briefings (CC and FC)** | Click here to enter text. |  |  |
| **18** | **Weight and balance/cargo loading** |  |  |  |
| 18.1 | Who is responsible for loading cargo and securing cargo? | Click here to enter text. |  |  |
| 18.2 | Who prepares the weight-and-balance data form? Who checks the form; and how a copy of the form is provided to the crew? | Click here to enter text. |  |  |
| **19** | **Flight deck/cabin crew interchange** |  |  |  |
| 19.1 | Boarding | Click here to enter text. |  |  |
| 19.2 | Ready to taxi | Click here to enter text. |  |  |
| 19.3 | Cabin emergency | Click here to enter text. |  |  |
| 19.4 | Prior to take-off/landing | Click here to enter text. |  |  |
| **20** | **Take-off** |  |  |  |
| 20.1 | Who conducts the take-off | Click here to enter text. |  |  |
| 20.2 | Briefing, VFR/IFR | Click here to enter text. |  |  |
| 20.3 | Reduced-power procedures | Click here to enter text. |  |  |
| 20.4 | Tail wind, runway clutter | Click here to enter text. |  |  |
| 20.5 | Intersections/land and hold short operations procedures | Click here to enter text. |  |  |
| 20.6 | Noise-abatement procedures | Click here to enter text. |  |  |
| 20.7 | Special departure procedures | Click here to enter text. |  |  |
| 20.8 | Use/non-use of flight directors | Click here to enter text. |  |  |
| 20.9 | Standard calls | Click here to enter text. |  |  |
| 20.10 | Clean-up | Click here to enter text. |  |  |
| 20.11 | Loss of engine, including rejected take-off after V1 (actions/standard calls) | Click here to enter text. |  |  |
| 20.12 | Flap settings (normal, non-standard and reason for, crosswind) | Click here to enter text. |  |  |
| 20.13 | Close-in turns | Click here to enter text. |  |  |
| **21** | **Climb** |  |  |  |
| 21.1 | Speeds | Click here to enter text. |  |  |
| 21.2 | Configuration | Click here to enter text. |  |  |
| 21.3 | Confirm compliance with climb gradient required in departure procedure | Click here to enter text. |  |  |
| 21.4 | Confirm appropriate cold-temperature corrections made | Click here to enter text. |  |  |
| **22** | **Cruise altitude selection (speeds/weights)** | Click here to enter text. |  |  |
| **23** | **Position reports to ATC and to company** | Click here to enter text. |  |  |
| **24** | **Emergency descents** | Click here to enter text. |  |  |
| **25** | **Holding procedures** | Click here to enter text. |  |  |
| **26** | **Procedures for diversion to alternate airport** | Click here to enter text. |  |  |
| **27** | **Normal descents** |  |  |  |
| 27.1 | Planning top of-descent point | Click here to enter text. |  |  |
| 27.2 | Risk assessment and briefing | Click here to enter text. |  |  |
| 27.3 | Use/non-use of speed brakes | Click here to enter text. |  |  |
| 27.4 | Use of flaps/gear | Click here to enter text. |  |  |
| 27.5 | Icing considerations | Click here to enter text. |  |  |
| 27.6 | Convective activity | Click here to enter text. |  |  |
| **28** | **GPWS or TAWS recovery (“pull-up”)** | Click here to enter text. |  |  |
| **29** | **TCAS/ACAS** | Click here to enter text. |  |  |
| **30** | **Wind shear** |  |  |  |
| 30.1 | Avoidance of likely encounters | Click here to enter text. |  |  |
| 30.2 | Recognition  | Click here to enter text. |  |  |
| 30.3 | Recovery/escape maneuver | Click here to enter text. |  |  |
| **31** | **Approach philosophy** |  |  |  |
| 31.1 | Precision approaches preferred | Click here to enter text. |  |  |
| 31.2 | Stabilised approaches standard | Click here to enter text. |  |  |
| 31.3 | Use of navigation aids | Click here to enter text. |  |  |
| 31.4 | FMS/autopilot use and when to discontinue use | Click here to enter text. |  |  |
| 31.5 | Approach gate and limits for stabilised approaches | Click here to enter text. |  |  |
| 31.6 | Use of radio altimeter | Click here to enter text. |  |  |
| 31.7 | Go-around (plan to go around; change plan to land when visual, if stabilised) | Click here to enter text. |  |  |
| **32** | **Individual approach type (all types, including engine-out approaches)** | Click here to enter text. |  |  |
| **33** | **For each type of approach/procedures and techniques** |  |  |  |
| 33.1 | Profile | Click here to enter text. |  |  |
| 33.2 | Flap/gear extension | Click here to enter text. |  |  |
| 33.3 | Standard calls | Click here to enter text. |  |  |
| 33.4 | Procedures  | Click here to enter text. |  |  |
| **34** | **Go-around/missed approach/preparation and commitment to go around** |  |  |  |
| 34.1 | Initiation when an approach gate is missed | Click here to enter text. |  |  |
| 34.2 | Procedure | Click here to enter text. |  |  |
| 34.3 | Standard calls | Click here to enter text. |  |  |
| 34.4 | Clean-up profile | Click here to enter text. |  |  |
| **35** | **Landing** |  |  |  |
| 35.1 | Actions and standard calls | Click here to enter text. |  |  |
| 35.2 | Configuration for conditions (visual approach, low visibility, and wet or contaminated runway) | Click here to enter text. |  |  |
| 35.3 | Close-in turns | Click here to enter text. |  |  |
| 35.4 | Crosswind landing | Click here to enter text. |  |  |
| 35.5 | Rejected landing | Click here to enter text. |  |  |
| 35.6 | Transfer of control after first officer’s landing | Click here to enter text. |  |  |
| **36** | **Cabin crew procedures** | AMC1 ORO.GEN.110(f)(h) Operator responsibilities |  |  |

**FLIGHT OPERATIONS INSPECTOR (FOI) REPORT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOI NAME/SIGNATURE DATE

**INFORMATION TO THE OPERATOR**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOI NAME/SIGNATURE DATE