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| **Introduction** | | | | | | |
| The Statement of Compliance benefits the applicant by systematically ensuring that all applicable specific regulatory requirements are appropriately addressed during the certification process. The Statement of Compliance also serves as a master index to the applicant’s Manual System. The Statement of Compliance is an important source document and serves as the applicant’s “roadmap of compliance” during the initial certification process as well as after the certificate is granted. | | | | | | |
| **Instructions for completion:**  When completing this document, it is important to make a positive statement showing how the applicant complies with any relevant requirement in the column and procedure reference, if any part is not relevant then N/A should be inserted in the column. It should be stated in the comments why the part is not applicable. If additional information is required to demonstrate compliance, please use the space below or attach an appropriately referenced continuation sheet. Where the term 'The Owner' is used this also means 'The Operator'. | | | | | | |
| **Flight Safety Documentation System** | | | | | | |
| **No** | **Requirement** | 1. **CAR OPS-1.037 (e)** | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
|  | (See CAR OPS- 1.037(e)) | An operator shall establish a flight safety documents system, for the use and guidance of operational personnel, as part of its safety management system. (See AMC-2 OPS-1.037(e)) |  |  |  |  |
|  | AMC-2 OPS- 1.037(e) (1) | It should be understood that the development of a flight safety documents system is a complete process, and changes to each document comprising the system may affect the entire system.  **(a)** It is important for operational documents to be consistent with each other, and consistent with regulations, manufacturer requirements and Human Factors principles. It is also necessary to ensure consistency across departments as well as consistency in application. Hence there is an emphasis on the introduction of the integrated approach, based on the notion of the operational documents are a complete system. |  |  |  |  |
|  | AMC-2 OPS- 1.037(e) (b) | The guidelines in this AMC address the major aspects of the operator’s flight safety documents system development process, with the aim of ensuring compliance with the guidelines given in Annex 6, Attachment G, which are based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance. |  |  |  |  |

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| **No** | **2. Organizational Requirements** | | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
|  | AMC-2 OPS- 1.037(e) (a) | 1. A flight safety documents system shall be organized according to criteria which ensures easy access to information required for flight and ground operations contained in the various operational documents comprising the system, which also facilitates the management of the distribution and revision of operational documents. |  |  |  |  |
|  | AMC-2 OPS- 1.037(e) (b) | 1. Information contained in a flight safety documents system shall be grouped according to the importance and use of the information, as follows: |  |  |  |  |
| 1. time-critical information, e.g., information that can jeopardize the safety of the operation if not immediately available; |  |  |  |  |
| 1. time-sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period; |  |  |  |  |
| 1. frequently used information; |  |  |  |  |
| 1. reference information, e.g., information that is required for the operation but does not fall under ii) or iii) above; and |  |  |  |  |
| 1. information that can be grouped based on the phase of operation in which it is used. |  |  |  |  |
|  | AMC-2 OPS- 1.037(e) (c) | 1. Time-critical information shall be placed early and prominently in the flight safety documents system. |  |  |  |  |
|  | AMC-2 OPS- 1.037(e) (d) | 1. Time-critical information, time-sensitive information, and frequently used information shall be placed in cards and quick- reference guides |  |  |  |  |

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| **No** | **(3) Validation of the Flight Safety Documents** | | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
|  | AMC-2 OPS- 1.037(e) (3) | The flight safety documents system shall be validated before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions among all groups that can occur during operations shall also be included in the validation process. |  |  |  |  |
| **No** | (**4) Design of the Flight Safety Documents System** | | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
|  | AMC-2 OPS- 1.037(e)(4) (a) | A flight safety documents system shall maintain consistency in terminology and in the use of standard terms for common items and actions. |  |  |  |  |
|  | (b) | Operational documents shall include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system shall be defined. |  |  |  |  |
|  | (c) | A flight safety documents system shall ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes. |  |  |  |  |
|  | (d) | A flight safety documents system shall include a master index to locate, in a timely manner, information included in more than one operational document. Note: The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access. |  |  |  |  |
|  | (e) | A flight safety documents system shall comply with the requirements of the operator’s quality system, if applicable. |  |  |  |  |

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| **No** | **(5) Deployment of the Flight Safety Documents System** | | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
| A. | AMC-2 OPS- 1.037(e)(5) | Operators shall monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring shall include a formal feedback system for obtaining input from operational personnel. |  |  |  |  |
| **No** | **(6) Amendment Process** | | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
|  | AMC-2 OPS- 1.037(e)(6)  (a) | Operators shall develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors. Note: Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of operators. Operators shall ensure that such information meets their specific needs and approved by the CAA. |  |  |  |  |
|  | AMC-2 OPS- 1.037(e)(6)  (b) | Operators shall develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including: |  |  |  |  |
| 1. changes resulting from the installation of new equipment; |  |  |  |  |
| 1. changes in response to operating experience; |  |  |  |  |
| 1. changes in the operator’s policies and procedures; |  |  |  |  |
| 1. changes in the operator certificate; and |  |  |  |  |
| 1. changes for purposes of maintaining cross fleet standardization. |  |  |  |  |
| *Note: Operators shall ensure that crew coordination philosophy, policies and procedures are specific to their operation* |  |  |  |  |
| **No** | **(Contd.) (6) Amendment Process** | | **Applicants Manual**  **Reference** | **S/US** | **Required corrective action** | **Comments** |
| C. | (c). | A flight safety documents system shall be reviewed: |  |  |  |  |
| 1. on a regular basis (at least once a year); |  |  |  |  |
| 1. after major events (mergers, acquisitions, rapid growth, downsizing, etc.); |  |  |  |  |
| 1. after technology changes (introduction of new equipment); and |  |  |  |  |
| 1. after changes in safety regulations. |  |  |  |  |
| D. | (d) | Operators shall develop methods of communicating new information. The specific methods shall be responsive to the degree of communication urgency. Note: As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the flight safety documents system |  |  |  |  |
| E. | (e) | New information shall be reviewed and validated considering its effects on the entire flight safety documents system |  |  |  |  |
| F. | (f) | The method of communicating new information shall be complemented by a tracking system to ensure currency by operational personnel. The tracking system shall include a procedure to verify that operational personnel have the most recent updates |  |  |  |  |

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| **This is to certify that the Company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.** | | |
| **Postholder Operations Name** | **Signature:** | **Date:** |
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| **7. CAA Use Only** | | | |
| **Title** | **Name of CAA Inspector** | **Signature** | **Date:** |
| **FOI** |  |  |  |
| **GOI/DGI** |  |  |  |
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| **Chief Operations Section (COS) Name** | **Signature** | **Date:** |
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