|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Applicant:** |  | **Date:**  |  |
| **Address:** |  | **Contact No.****Email:**  |  |
| **Appendix 1 to CAR OPS-3.1045 – OM A** |
| **S No.** | **General/Basic Administration and control of Operations Manual** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
| **0.1** | **Introduction** |  |  |  |  |
|  | A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate. |  |  |  |  |
|  | A statement that the manual contains operationalinstructions that are to be complied with by therelevant personnel. |  |  |  |  |
|  | A list and brief description of the various parts,their contents, applicability and use. |  |  |  |  |
|  | Explanations and definitions of terms and words needed for the use of the manual. |  |  |  |  |
| **0.2** | **System of amendment and revision** |  |  |  |  |
|  | Details of the person(s) responsible for the issuance and insertion of amendments and revisions. |  |  |  |  |
|  | A record of amendments and revisions with insertion dates and effective dates. |  |  |  |  |
|  | A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety. |  |  |  |  |
|  | A description of the system for the annotation of pages and their effective dates. |  |  |  |  |
|  | A list of effective pages. |  |  |  |  |
|  | Annotation of changes (on text pages and, as far as practicable, on charts and diagrams). |  |  |  |  |
|  | Temporary revisions. |  |  |  |  |
|  | A description of the distribution system for the manuals, amendments and revisions |  |  |  |  |
|  | **Organization and Responsibilities****1.1 Organizational structure*.***  |  |  |  |  |
|  | A description of the organizational structure including the general company organigram and operations department organigram. The organigram 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. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S No.** | **Appendix 1 to CAR OPS-3.1045 – OM A****General/Basic Administration and control of Operations Manual** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **1.2 Nominated postholders.**The name of each nominated postholder responsible for flight operations, the maintenance system, crew training and ground operations, as prescribed in CAR–OPS 3.175(j). A description of their function and responsibilities must be included |  |  |  |  |
|  | **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. |  |  |  |  |
|  | * 1. **Authority, duties and responsibilities of the commander.**
 |
|  | A statement defining the Authority, duties and responsibilities of the commander. |  |  |  |  |
|  | **1.5 Duties and responsibilities of crew members other than the commander.** |  |  |  |  |
| **2**.  | **Operational Control and Supervision** * 1. **Supervision of the operation by the operator.**
 |
|  | A description of the system for supervision of the operation by the operator (See Appendix 2 to CAR– OPS 3.175). 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: |  |  |  |  |
|  | **2.1.1 License and qualification validity; and** |  |  |  |  |
|  | **2.1.2 Competence of operations personnel; and** |  |  |  |  |
|  | **2.1.3.** Control, analysis and storage of records, flight documents, additional information and data; and preserving recorder data and recorder as necessary after an accident/incident. |  |  |  |  |
|  | **2.1.4**. Information is to retained on the ground. |  |  |  |  |
|  | **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 Operations Manual. The applicability of this information and the responsibilities for its promulgation must be included. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S No.** | **Appendix 1 to CAR OPS-3.1045 – OM A****(Contd.) 2. Operational Control and Supervision** **2.1 Supervision of the operation by the operator.** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **2.3 Accident prevention and flight safety programme*.*** A description of the main aspects of the flight safety programme with respect to its integration within the Safety Management System established as per CAR OPS-3.037. |  |  |  |  |
|  | **2.4 Operational control*.*** A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety and procedures for an aircraft tracking system. |  |  |  |  |
|  | **2.5 Powers of the Authority.**A description of the powers of the Authority and guidance to staff on how to facilitate inspections by Authority personnel. |  |  |  |  |
| **3.**  | **Quality System** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | A description of the quality system adopted including at least: |  |  |  |  |
|  | Quality policy; |  |  |  |  |
|  | A description of the organization of the Quality System; and |  |  |  |  |
|  | Allocation of duties and responsibilities |  |  |  |  |
| **4.**  |  **Crew Composition** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **4.1 Crew Composition*.*** An explanation of the method for determining crew compositions taking account of the following |  |  |  |  |
|  | **4.1.1** The type of helicopter being used; |  |  |  |  |
|  | **4.1.2** The area and type of operation being undertaken; |  |  |  |  |
|  | **4.1.3** The phase of the flight; |  |  |  |  |
|  | **4.1.4** The minimum crew requirement and flight duty period planned |  |  |  |  |
|  | **4.1.5** Experience (total and on type), recency and qualification of the crew members; |  |  |  |  |
|  | **4.1.6** 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 Appendix 1 to CAR–OPS 3.940.). |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **(Contd.) 4. Crew Composition** | **Applicant’sOM - A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | The designation of the In-charge cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the in-charge cabin crew member and any other member of the cabin crew. |  |  |  |  |
|  | * 1. **Designation of the commander,**

 The rules applicable to the designation of the  commander.  |  |  |  |  |
|  | * 1. **Flight crew incapacitation***.*

Instructions on the succession of command in the event of flight crew incapacitation. |  |  |  |  |
|  | **4.4 Operation on more than one type**. A statement indicating which helicopters are considered as one type for the purpose of: |  |  |  |  |
|  | **4.4.1** Flight crew scheduling; and |  |  |  |  |
|  | **4.4.2** Cabin crew scheduling |  |  |  |  |
| **5**.  | **5. Qualification Requirements** | **Applicant’s****OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **5.1** A description of the required license, rating(s), 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 helicopter type, kind of operation and composition of the crew. |  |  |  |  |
|  | 5.2 Flight Crew |  |  |  |  |
|  | 5.2.1 Commander |  |  |  |  |
|  | 5.2.2 Pilot relieving the commander. |  |  |  |  |
|  | 5.2.3 Co-pilot. |  |  |  |  |
|  | 5.2.4 Pilot under supervision. |  |  |  |  |
|  | 5.2.5 Operation on more than one type or variant. |  |  |  |  |
|  | * 1. Cabin crew.
 |  |  |  |  |
|  | 5.3.1 In-charge cabin crew member. |  |  |  |  |
|  | 5.3.2 Cabin crew member |  |  |  |  |
|  | 5.3.2.1 Required cabin crew member |  |  |  |  |
|  | 5.3.2.2 Additional cabin crew member and cabin crew member during familiarization flights |  |  |  |  |
|  | 5.3.3 Operation on more than one type or variant. |  |  |  |  |
|  | **5.4 Training, checking and supervision personnel** |  |  |  |  |
|  | 5.4.1 For flight crew. |  |  |  |  |
|  | 5.4.2 For cabin crew. |  |  |  |  |
|  | **(Contd.) Training, checking and supervision personnel** | **Applicant’s****OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | 5.5 Other operations personnel |  |  |  |  |
|  | **Crew Health Precautions.** |  |  |  |  |
|  | The relevant regulations and guidance to crew members concerning health including: |  |  |  |  |
|  | 6.1.1 Alcohol and other intoxicating liquor; |  |  |  |  |
|  | 6.1.2 Narcotics; |  |  |  |  |
|  | 6.1.3 Drugs; |  |  |  |  |
|  | 6.1.4 Sleeping tablets |  |  |  |  |
|  | 6.1.5 Pharmaceutical preparations; |  |  |  |  |
|  | 6.1.6 Immunization; |  |  |  |  |
|  | 6.1.7 Deep diving |  |  |  |  |
|  | 6.1.8 Blood donation |  |  |  |  |
|  | 6.1.9 Meal precautions prior to and during flight; |  |  |  |  |
|  | 6.1.10 Sleep and rest; |  |  |  |  |
|  | 6.1.11 Surgical operations |  |  |  |  |
|  | **Flight Time**  | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **7.1** **Flight and Duty Time Limitations and Rest Requirements**.The scheme developed by the operator in accordance with Subpart Q (or existing national requirements until such time as Subpart Q has been adopted). |  |  |  |  |
|  | **7.2 Exceedances of flight and duty time limitations and/or reductions of rest periods.** Conditions under which flight and duty time may be exceeded or rest periods may be reduced and the procedures used to report these modifications. |  |  |  |  |
|  | 7.3. A description of the fatigue risk management, including at least the following |  |  |  |  |
|  | * + 1. The philosophy and principles;
 |  |  |  |  |
|  | * + 1. Documentation of processes;
 |  |  |  |  |
|  | * + 1. Scientific principles and knowledge;
 |  |  |  |  |
|  | * + 1. Hazard identification and risk assessment processes;
 |  |  |  |  |
|  | * + 1. Risk mitigation process;
 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **(Contd.) Flight Time**  | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | 7.3.6 FRM safety assurance processes |  |  |  |  |
|  | 7.3.7 FRM promotion processes |  |  |  |  |
|  | **Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | * 1. **Flight Preparation Instructions as applicable to the operation:** **Minimum Flight Altitudes.**

 A description of the method of determination and application of minimum altitudes including: |  |  |  |  |
|  | A procedure to establish the minimum altitudes/flight levels for VFR flights; and |  |  |  |  |
|  | A procedure to establish the minimum altitudes/flight levels for IFR flights. |  |  |  |  |
|  | **8.1.2** Criteria for determining the usability of aerodromes |  |  |  |  |
|  | **8.1.3** Methods for establishing aerodrome operating minima.The method for establishing aerodrome operating minima for IFR flights in accordance with CAR–OPS 3 Subpart E. |  |  |  |  |
|  | Reference must be made to procedures for the determination of the visibility and/or runway visual range and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported runway visual range. |  |  |  |  |
|  | **8.1.4** En-route Operating Minima for VFR Flights or VFR portions of a flight and, where single engine helicopters are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing. |  |  |  |  |
|  | **8.1.5** Presentation and Application of Aerodrome and En-route Operating Minima |  |  |  |  |
|  | **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. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **(Contd.) Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **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 inflight re-planning and of failure of one or more of the helicopter’s power plants. |  |  |  |  |
|  | The system for maintaining fuel and oil records must also be described. |  |  |  |  |
|  | **8.1.8 Mass and Centre of Gravity**. The general principles of mass and center of gravity including:Definitions; |  |  |  |  |
|  | Methods, procedures and responsibilities for preparation and acceptance of mass and center of gravity calculations; |  |  |  |  |
|  | The policy for using standard and/or actual masses; |  |  |  |  |
|  | The method for determining the applicable passenger, baggage and cargo mass; |  |  |  |  |
|  | The applicable passenger and baggage masses for various types of operations and helicopter type; |  |  |  |  |
|  | General instruction and information necessary for verification of the various types of mass and balance documentation in use; |  |  |  |  |
|  | Last Minute Changes procedures; |  |  |  |  |
|  | Specific gravity of fuel, oil and water methanol; and |  |  |  |  |
|  | Seating policy/ procedures. |  |  |  |  |
|  | **8.1.9 ATS Flight Plan*.***Procedures and responsibilities for the preparation and submission of the air traffic services flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans. |  |  |  |  |
|  | The use of the operational flight plan must be described including samples of the operational flight plan formats in use. |  |  |  |  |
|  | **8.1.11** Operator’s Helicopter Technical Log. The responsibilities and the use of the operator’s Helicopter Technical Log must be described, including samples of the format used. |  |  |  |  |
|  | **(Contd.) Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **8.1.12** List of documents, forms and additional information to be carried. |  |  |  |  |
|  | * 1. Ground Handling Instructions
 |  |  |  |  |
|  | * + 1. Fuelling procedures. A description of fuelling procedures, including:
 |  |  |  |  |
|  | Safety precautions during refuelling and defuelling including when an APU is in operation or when a turbine engine is running and the prop-brakes are on; |  |  |  |  |
|  | Refuelling and defuelling when passengers are embarking, on board or disembarking; and |  |  |  |  |
|  | Precautions to be taken to avoid mixing fuels |  |  |  |  |
|  | **8.2.2** Helicopter, 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 helicopter. Further procedures, aimed at achieving safety whilst the helicopter is on the ramp, must also be given. |  |  |  |  |
|  | **Handling procedures must include:**Children/infants, sick passengers and Persons with Reduced Mobility; |  |  |  |  |
|  | Transportation of inadmissible passengers, deportees or persons in custody; |  |  |  |  |
|  | Permissible size and weight of hand baggage; |  |  |  |  |
|  | Loading and securing of items in the helicopter; |  |  |  |  |
|  | Special loads and classification of load compartments |  |  |  |  |
|  | Positioning of ground equipment; |  |  |  |  |
|  | Operation of helicopter doors |  |  |  |  |
|  | **Safety on the ramp, including fire prevention, blast and suction areas;** |  |  |  |  |
|  | Start-up, ramp departure and arrival procedures; |  |  |  |  |
|  | Servicing of helicopters |  |  |  |  |
|  | Documents and forms for helicopter handling |  |  |  |  |
|  | Multiple occupancy of helicopter seats |  |  |  |  |
|  | **8.2.3 Procedures for the refusal of embarkation.** 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. |  |  |  |  |
|  | **(Contd.) Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **8.2.4 De-icing and Anti-icing on the ground.** A description of the de- icing and anti-icing policy and procedures for helicopters on the ground. These shall include descriptions of the types and effects of icing and other contaminants on helicopters whilst stationary, during ground movements and during take-off. |  |  |  |  |
|  | In addition, a description of the fluid types used must be given including: |  |  |  |  |
|  | Proprietary or commercial names; |  |  |  |  |
|  | Characteristics; |  |  |  |  |
|  | Effects on helicopter performance; |  |  |  |  |
|  | Hold-over times; and |  |  |  |  |
|  | Precautions during usage. |  |  |  |  |
|  | * 1. **Flight Procedures**

**8.3.1 VFR/IFR Policy*.***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. |  |  |  |  |
|  | **8.3.2** **Navigation Procedures**.A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration must be given to: |  |  |  |  |
|  | 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 helicopter; |  |  |  |  |
|  | POLAR navigation and navigation in other designated areas; (NA) |  |  |  |  |
|  | RNAV; |  |  |  |  |
|  | In-flight replanning |  |  |  |  |
|  | Procedures in the event of system degradation; and |  |  |  |  |
|  | **8.3.3 Altimeter setting procedures** |  |  |  |  |
| a)  | Metric altimetry and conversion tables; and |  |  |  |  |
| b)  | QFE operating procedures |  |  |  |  |
|  | **8.3.4 Altitude alerting system procedures** |  |  |  |  |
|  | **8.3.5 *Ground Proximity Warning System procedures.***Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface (the related training requirements are covered in D.2.1). |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **(Contd.) Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **8.3.6** **Policy and procedures for the use of TCAS/ACAS** |  |  |  |  |
|  | **8.3.7 Policy and procedures for in-flight fuel management** |  |  |  |  |
|  | **8.3.8** **Adverse and potentially hazardous atmospheric conditions.** Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions including: |  |  |  |  |
|  | Thunderstorms; |  |  |  |  |
|  | Icing conditions; |  |  |  |  |
|  | Turbulence |  |  |  |  |
|  | Wind-shear |  |  |  |  |
|  | Jetstream |  |  |  |  |
|  | Volcanic ash clouds |  |  |  |  |
|  | Heavy precipitation |  |  |  |  |
|  | Sand storms |  |  |  |  |
|  | Mountain waves; and |  |  |  |  |
|  | Significant Temperature inversions |  |  |  |  |
|  | **8.3.9 Wake Turbulence.** Wake turbulence separation criteria, taking into account helicopter types, wind conditions and runway location. |  |  |  |  |
|  | **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 in the flight crew compartment. |  |  |  |  |
|  | **8.3.11 Use of safety belts for crew and passengers**. The requirements for crew members and passengers to use safety belts and/or harnesses during the different phases of flight or whenever deemed necessary in the interest of safety. |  |  |  |  |
|  | **8.3.12 Admission to Flight Deck.** The conditions for the admission to the flight deck of persons other than the flight crew. The policy regarding the admission of Inspectors from the Authority must also be included |  |  |  |  |
|  | **8.3.13 Use of vacant crew seats**. The conditions and procedures for the use of vacant crew seats. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **(Contd.) Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **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 recognizing them must be included. |  |  |  |  |
|  | **8.3.15 Cabin Safety Requirements.** Procedures covering: |  |  |  |  |
|  | Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing the cabin and galleys; |  |  |  |  |
|  | Procedures 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 helicopter; |  |  |  |  |
|  | Procedures to be followed during passenger embarkation and disembarkation; and |  |  |  |  |
|  | Procedures when refuelling/defuelling with passengers embarking, on board or disembarking. |  |  |  |  |
|  | Smoking on-board is not allowed |  |  |  |  |
|  | **8.3.16 Passenger briefing procedures.** The contents, means and timing of passenger briefing in accordance with CAR–OPS 3.285. |  |  |  |  |
|  | **8.3.17 Procedures for helicopters operated whenever required cosmic or solar radiation detection equipment is carried.**Procedures for the use of cosmic or solar radiation detection equipment and for recording its readings including actions to be taken in the event that limit values specified in the Operations Manual are exceeded |  |  |  |  |
|  | In addition, the procedures, including ATS procedures, to be followed in the event that a decision to descend or re-route is taken. |  |  |  |  |
|  | **8.3.18.** **Policy of the use of Autopilot and Auto-throttle** |  |  |  |  |
|  | * 1. **AWO.**

A description of the operational procedures associated with All Weather Operations. (See also CAR-OPS-1, Subparts D & E). |  |  |  |  |
|  | * 1. **ETOPS**.

A description of the ETOPS operational procedures. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **(Contd.) Operating Procedures** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | * 1. **Use of the Minimum Equipment and Configuration Deviation List(s)**
 |  |  |  |  |
|  | * 1. **Non-revenue flights**.

Procedures and limitations for: |  |  |  |  |
|  | Training flights; |  |  |  |  |
|  | Test flights; |  |  |  |  |
|  | Delivery flights; |  |  |  |  |
|  | Ferry flights; |  |  |  |  |
|  |  Demonstration flights; and |  |  |  |  |
|  | Positioning flights, including the kind of persons who may be carried on such flights |  |  |  |  |
|  | * 1. **Oxygen Requirements**

**8.8.1** An explanation of the conditions under which oxygen must be provided and used |  |  |  |  |
|  | **8.8.2** The oxygen requirements specified for:Flight crew; |  |  |  |  |
|  | Cabin crew; and |  |  |  |  |
|  | Passengers. |  |  |  |  |
| **9**  | **Transport of Dangerous Goods** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **9.1** Information, instructions and general guidance on the transport of dangerous goods including: |  |  |  |  |
|  | Operator’s policy on the transport of dangerous goods; |  |  |  |  |
|  | Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods; |  |  |  |  |
|  | Procedures for responding to emergency situations involving dangerous goods; |  |  |  |  |
|  | Duties of all personnel involved as per CAR–OPS 3.1215; and |  |  |  |  |
|  | Instructions on the carriage of the operator’s employees |  |  |  |  |
|  | **9.2** The conditions under which weapons, munitions of war and sporting weapons may be carried. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **10** | **Security** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **10.1** Security instructions and guidance of a non-confidential nature which must include the authority and responsibilities of operations personnel. Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking must also be included. |  |  |  |  |
|  | **10.2** A description of preventative security measures and training.Note: Parts of the security instructions and guidance may be kept confidential. |  |  |  |  |
| **11**. | **Handling, Notifying a and Reporting Occurrences** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | **Procedures for the handling, notifying and reporting occurrences***.* This section must include |  |  |  |  |
|  | Definition of occurrences and of the relevant responsibilities of all persons involved; |  |  |  |  |
|  | Illustrations of forms used for reporting all types of occurrences (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; |  |  |  |  |
|  | In the event of an accident, descriptions of which company departments, Authorities and other organizations that have to be notified, how this will be done and in what sequence; |  |  |  |  |
|  | Procedures for verbal notification to air traffic service units of incidents involving ACAS RAs, bird hazards, dangerous goods and hazardous conditions; |  |  |  |  |
|  | Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference; |  |  |  |  |
|  | Reporting procedures to ensure compliance with CAR-OPS 3.085(b) and CAR-OPS 3.420. These procedures must include internal safety related reporting procedures to be followed by crew members, designed to ensure that the commander is informed immediately of any incident that has endangered, or may have endangered, safety during flight and that he is provided with all relevant information |  |  |  |  |
|  | **Rules of the Air** including: |  |  |  |  |
|  | Visual and instrument flight rules; |  |  |  |  |
|  | Territorial application of the Rules of the Air; |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **11**. | **(Contd.) Handling, Notifying a and Reporting Occurrences** | **Applicant’s OM-A****reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | Communication procedures including COM-failure procedures |  |  |  |  |
|  | Information and instructions relating to the interception of civil helicopters |  |  |  |  |
|  | The circumstances in which a radio listening watch is to be maintained |  |  |  |  |
|  | Signals |  |  |  |  |
|  | Time system used in operation |  |  |  |  |
|  | ATC clearances, adherence to flight plan and position reports |  |  |  |  |
|  | Visual signals used to warn an unauthorised helicopter flying in or about to enter a restricted, prohibited or danger area |  |  |  |  |
|  | Procedures for pilots observing an accident or receiving a distress transmission |  |  |  |  |
|  | The ground/air visual codes for use by survivors, description and use of signal aids; and |  |  |  |  |
|  | Distress and urgency signals. |  |  |  |  |

|  |
| --- |
| **D. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.** |
| **Name of Nominated Postholder Operations**  | **Signature:** | **Date:** |
|  |  |  |

|  |
| --- |
| **CAA Use Only** |
| **Designation** | **Name** | **Signature** | **Date** |
| **Chief Operations Section (COS):** |  |  |  |
| **FOI Inspector:** |  |  |  |
| **AWI Inspector:** |  |  |  |
| **GOI/ DGR Inspector:** |  |  |  |
| **CSI Inspector:** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E. Review No:** | **Results** | **Approved** ☐ | **Not Approved** ☐ |