COMPANY OPERATIONS MANUAL CONTENT ASSESSMENT CHECKLIST

This checklist is designed as an aid to ensuring that an Operations Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for.

This operations Manual has been complied with the requirements of *KCASR 6 AMC3 ORO.MLR.100* Operations manual.

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
PART A - GENERAL/BASIC			
0. ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL			
0.1 Introduction:	ORO.MLR.100		
(a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC).	AMC1-4 ORO.MLR.100		
(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.	GM1 ORO.MLR.100		
(c) A list and brief description of the various parts, their contents, applicability and use.	GM1 ORO.MLR.100(h)		
(d) Explanations and definitions of terms and words needed for the use of the manual.	ORO.MLR.101		
0.2 System of amendment and revision:			
(a) Details of the person (s) responsible for the issuance and insertion of amendments and revisions.			
(b) A record of amendments and revisions with insertion dates and effective dates.			
(c) A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety.			
(d) A description of the system for the annotation of pages or paragraphs and their effective dates.			
(e) A list of effective pages or paragraphs.			
(f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams).			
(g) Temporary revisions.			
(h) A description of the distribution system for the manuals, amendments and revisions.			

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
1. ORGANISATION AND RESPONSIBILITIES			
1.1 Organisational structure. A description of the organisational structure, including the general organogram and operations departments' organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments etc, which pertain to the safety of flight operations, should be shown.	ORO.GEN.200		
1.2 Nominated persons. The name of each nominated person responsible for flight operations, crew training and ground operations, as prescribed in ORO.AOC.135. A description of their function and responsibilities should be included.	ORO.GEN.210 ORO.AOC.135 AMC1-2 ORO. AOC. 135(a)		
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.	ORO.AOC.135 GM1-2 ORO. AOC. 135(a) CAT.GEN.MPA.105 and 110		
1.4 Authority, duties and responsibilities of the pilot-in-command/commander. A statement defining the authority, duties and responsibilities of the pilot-in-command/commander.	CAT.GEN.MPA.100 AMC1 CAT. GEN. MPA. 100(c)(1)		
1.5 Duties and responsibilities of crew members other than the pilot-in-command /commander.	AMC1 CAT. GEN. MPA. 100(c)(2)		
2. OPERATIONAL CONTROL AND SUPERVISION			
2.1 Supervision of the operation by the operator. A description of the system for supervision of the operation by the operator (see ORO.GEN. 110 (c)). This should show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items should be described: (a) licence and qualification validity, (b) competence of operations personnel, (c) control, analysis and storage of the required records.	ORO.GEN.110 AMC1 & GM1. ORO. GEN. 110(c)		

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2.2 System and responsibility for promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation should be included.	Part FCL to Regulation ORO.GEN.110(e) ORO.MLR.115, AMC1 ORO. MLR.115		
2.3 Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety.	ORO.GEN.105		
2.4 Powers of the authority. A description of the powers of the competent authority and guidance to staff on how to facilitate inspections by authority personnel	ORO.GEN.140 CAT.GEN.MPA190		
3. MANAGEMENT SYSTEM			
A description of the management system, including at least the following: (a) safety policy; (b) the process for identifying safety hazards and for evaluating and managing the associated risks; (c) compliance monitoring system; (d) allocation of duties and responsibilities; (e) Documentation of all key management system processes.	ORO.GEN.200 AMC1 ORO. GEN. 200 (a) (1) ; (2);(3) & (5) AMC1 & GM1-2 ORO. GEN. 200 (a) (1) AMC1 & GM1 ORO. GEN 200 (a) (2) AMC1 & GM1 ORO. GEN. 200 (a) (3) AMC1 & GM1 ORO. GEN. 200 (a) (4) AMC1-2 & GM ORO. GEN. 200 (a) (5) AMC 1 & GM 1-4 ORO. GEN. 200 (a) (6) AMC 1 ORO. GEN. 200 (b).		
4. CREW COMPOSITION			
4.1 Crew composition. An explanation of the method for determining crew compositions, taking account of the following: (a) the type of aircraft being used; (b) the area and type of operation being undertaken; (c) the phase of the flight;	ORO. FC. 100, AMC1. ORO. FC. 100 (c)		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
(d) the minimum crew requirement and flight duty period planned; (e) experience (total and on type), recency and qualification of the crew members; (f) the designation of the pilot-in-command /commander and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in-command/commander or other members of the flight crew. (see ORO. FC. 105); (g) the designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew. 4.2 Designation of the pilot-in-command/ commander. The rules applicable to the designation of the pilot-in-command/ commander. 4.3 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 aircraft are considered as one type for the purpose of: (a) flight crew scheduling; and (b) cabin crew scheduling.	ORO.FC.105(b);(c) AMC1 ORO. FC. 105 (b) (2) ; (c) ORO. FC. 005 (d) ORO. FC. 201 ORO. CC. 200, AMC1 ORO. CC. 100 GM1 ORO. CC. 100, AMC1 ORO. CC. 200 (c) ; (d) AMC1 ORO. CC. 200(d) ORO. FC. 200 ORO. FC. 105 ORO. FC. 201 ORO. CC. 200 AMC1. ORO. CC.200(c) See (f) Operators Procedures ORO. FC. 140 & 240 AMC1 ORO. FC. 240 ORO. CC. 250 AMC1 ORO. CC. 250(b) GM1 ORO. CC. 250		
5. QUALIFICATION REQUIREMENTS			
5.1 A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration should be given to the aircraft type, kind of operation and composition of the crew. 5.2 Flight crew: (a) Pilot-in-command/commander, (b) Pilot relieving the pilot-in-command/ commander, (c) Co-pilot, (d) Pilot relieving the co-pilot, (e) Pilot under supervision, (f) System panel operator,	ORO. GEN. 110(d)&(e) ORO. FC. 105 & 205 AMC1 ORO. FC. 105 (b) (2) ; (c) AMC.1-2 ORO. FC. 105 (c) GM 1 ORO. FC. 105 (d) ORO. FC. 115/215; 120 /220 ; 125 ; 130 /230; 135 /235 ; ORO. FC. A. 250		

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(g) Operation on more than one type or variant. 5.3 Cabin crew: (a) Senior cabin crew member, (b) Cabin crew member: (i) Required cabin crew member, (ii) Additional cabin crew member and cabin crew member during familiarisation flights, (c) Operation on more than one type or variant. 5.4 Training, checking and supervision personnel: (a) for flight crew; and (b) for cabin crew. 5.5 Other operations personnel (including technical crew and crew members other than flight, cabin and technical crew).	ORO.FC.140/240 ORO.CC.110/210; 120; 125; 130; 135; 140; 145; 200; 250 & 255. Refer to OM Part D for more detail of course syllabi. ORO. FC. 145 (a) (2) ORO. CC. 115, AMC1. ORO. CC. 105		
6. CREW HEALTH PRECAUTIONS			
6.1 Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following: (a) alcohol and other intoxicating liquids, (b) narcotics, (c) drugs, (d) sleeping tablets, (e) anti-depressants, (f) pharmaceutical preparations, (g) immunisation, (h) deep-sea diving, (i) blood/bone marrow donation, (j) meal precautions prior to and during flight, (k) sleep and rest, (l) surgical operations	SEE PART MED		
7. FLIGHT TIME LIMITATIONS			
7.1 Flight and duty time limitations and rest requirements. 7.2 Exceedance 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.	Part ORO. FTL		

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8. OPERATING PROCEDURES			
8.1 Flight preparation instructions. As applicable to the operation: 8.1.1 Minimum flight altitudes. A description of the method of determination and application of minimum altitudes including: (a) a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and (b) a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights.	CAT. OP. MPA. 175, AMC1 CAT. OP. MPA. 175 (a) GM1 CAT. OP. MPA. 175 (b) (5) CAT. OP. MPA 145, AMC1 CAT. OP. MPA. 145 (a) GM1 CAT. OP. MPA. 145 (a) AMC1 CAT. OP. MPA 175 (a) GM1 CAT. OP. MPA. 175 (b) (5) CAT. OP. MPA. 270		
8.1.2 Criteria and responsibilities for determining the adequacy of aerodromes to be used.	CAT. OP. MPA. 105, 106, 107 & 180		
8.1.3 Methods and responsibilities for establishing aerodrome operating minima. Reference should be made to procedures for the determination of the visibility and/or runway visual range (RVR) and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported RVR.	CAT. OP. MPA. 110; 125; AMC1-11 CAT. OP. MPA 110 GM1-3 CAT. OP. MPA. 110 GM1 CAT. OP. MPA 110 (a) CAT. OP. MPA. 265 ; 300 ; 305 & 320 AMC1 CAT. OP. MPA 300 AMC1 CAT. OP. MPA 305 (e) GM1 CAT. OP. MPA. 3		
8.1.4 En-route operating minima for VFR flights or VFR portions of a flight and, where single-engined aircraft are used, instructions for route selection with respect to the availability of surfaces that permit a safe forced landing.	CAT. OP. MPA. 135 & 136		
8.1.5 Presentation and application of aerodrome and en-route operating minima.	CAT. OP. MPA. 135, 185, 245, 246 GM1 CAT. OP.MPA.185		

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8.1.6 Interpretation of meteorological information. Explanatory material on the decoding of meteorological (MET) forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.			
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 should also include instructions on the measurement and distribution of the fluid carried on board. Such instructions should take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aircraft's power plants. The system for maintaining fuel and oil records should also be described.	CAT. OP. MPA. 106, CAT. OP. MPA. 150 (151 for Perf B aircraft) AMC1-2 CAT. OP. MPA. 150 (b) GM1 CAT. OP. MPA. 150 (b) GM1 CAT. OP. MPA. 150 (c) (3) (i) GM1 CAT. OP. MPA. 150 (c) (3) (ii) CAT. OP. MPA. 260		
8.1.8 Mass and centre of gravity. The general principles of mass and centre of gravity including the following: (a) definitions; (b) methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations; (c) the policy for using standard and/or actual masses; (d) the method for determining the applicable passenger, baggage and cargo mass; (e) the applicable passenger and baggage masses for various types of operations and aircraft type; (f) general instructions and information necessary for verification of the various types of mass and balance documentation in use; (g) last-minute changes procedures; (h) specific gravity of fuel, oil and water methanol (i) seating policy/procedures; (j) for helicopter operations, standard load plans.	CAT. POL. MAB. 100 & 105 AMC1-3 CAT. POL. MAB. 100 (b) AMC1-2 CAT. POL. MAB. 100 (d) AMC1-2 CAT. POL. MAB. 100 (e) GM1-3 CAT. POL. MAB. 100 (e) AMC1 CAT. POL. MAB. 105 (a)-(c) GM1-2 CAT. POL. MAB 105(e) GM1 CAT. POL. MAB. 100(g)		
8.1.9 Air traffic services (ATS) flight plan. Procedures and responsibilities for the preparation and submission of the ATS flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.	CAT. OP. MPA. 190 AMC1 CAT. OP. MPA. 190		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
8.1.10 Operational flight plan. Procedures and responsibilities for the preparation and acceptance of the operational flight plan. The use of the operational flight plan should be described including samples of the operational flight plan formats in use.	CAT. OP. MPA. 175 (a) AMC1 CAT. OP. MPA. 175 (a) CAT. GEN. MPA. 150 ORO.MLR.110(Journey Log)		
8.1.11 Operator's aircraft technical log. The responsibilities and the use of the operator's aircraft technical log should be described, including samples of the format used.	Refer to KCASR 8 PART M		
8.1.12 List of documents, forms and additional information to be carried.	CAT. GEN. MPA. 180 AMC1 CAT. GEN. MPA. 180 GM1s CAT. GEN. MPA (a)(5); (a)(9); (a)(13); (a)(14) & (a)(23)		
8.2 Ground handling instructions. As applicable to the operation: 8.2.1 Fuelling procedures. A description of fuelling procedures, including: (a) safety precautions during refuelling and defuelling including when an auxiliary power unit is in operation or when rotors are running or when an engine is or engines are running and the rotor-brakes is on; (b) refuelling and defuelling when passengers are embarking, on board or disembarking; and (c) precautions to be taken to avoid mixing fuels.	CAT. OP. MPA. 195 & 200 AMC CAT.OP.MPA.195 GM1 CAT.OP. MPA.200		
8.2.2 Aircraft, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats, embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, should also be given. Handling procedures should include: (a) special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody; (b) permissible size and weight of hand baggage; (c) loading and securing of items in the aircraft;	CAT.OP.MPA.155 AMC1 CAT. OP. MPA. 155 (b) CAT.OP.MPA.160 AMC1-2 CAT. OP.MPA. 160		

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(d) positioning of ground equipment; (e) operation of aircraft doors; (f) safety on the aerodrome/operating site, including fire prevention and safety in blast and suction areas; (g) start-up, ramp departure and arrival procedures; (h) servicing of aircraft; (i) documents and forms for aircraft handling; (j) special loads and classification of load compartments; and (k) multiple occupancy of aircraft seats.	CAT. OP. MPA.165 AMC1-2 CAT. OP. MPA.165 GM1 CAT. OP. MPA. 165 CAT. OP. MPA. 220 CAT. OP. MPA. 230 CAT. POL. MAB. 105 AMC CAT. POL. MAB. 105		
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.	CAT. OP. GEN. 170		
8.2.4 De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These should include descriptions of the types and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used should be given, including the following: (a) proprietary or commercial names, (b) characteristics, (c) effects on aircraft performance, (d) hold-over times, (e) precautions during usage.	CAT. OP. MPA. 250 GM1-3 CAT. OP. MPA. 250 CAT. OP. MPA. 255 AMC1 CAT. OP. MPA. 255		
8.3 Flight Procedures: 8.3.1 VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or for requiring flights to be made under IFR, or for changing from one to the other.	CAT. IDE. A. 125, 130 AMC/GM CAT. IDE. 123, 130 Operator Policy		
8.3.2 Navigation Procedures. A description of all navigation procedures, relevant to the type(s) and area(s) of operation. Special consideration should be given to:	Operator Policy		

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(a) 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 aircraft; and (b) required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas; (c) in-flight re-planning; (d) procedures in the event of system degradation; and (e) reduced vertical separation minima (RVSM)	SPA. PBN. 100 GM1 SPA. PBN. 100 SPA. MNPS. 100 GM1 SPA. MNPS. 100 SPA. RVSM. 100, 105, 110, 115 AMC1-2 SPA. RVSM. 105 GM1 SPA. RVSM. 105 (d) (9) AMC1SPA.RVSM.110(a)		
8.3.3 Altimeter setting procedures, including, where appropriate, use of: (a) metric altimetry and conversion tables; and (b) QFE operating procedures.	Operator Policy		
8.3.4 Altitude alerting system procedures for aeroplanes.	CAT. IDE. A. 140		
8.3.5 Ground proximity warning system (GPWS)/ terrain avoidance warning system (TAWS), for aeroplanes. 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 OM-D 2.1).	CAT. IDE. A. 150 AMC1 CAT. IDE. A. 150 GM1 CAT. IDE. A. 150 CAT. OP. MPA. 290 GM1CAT.OP. MPA. 290		
8.3.6 Policy and procedures for the use of traffic collision avoidance system (TCAS)/airborne collision avoidance system (ACAS) for aeroplanes and, when applicable, for helicopters.	CAT. IDE. A. 155 CAT. OP. MPA. 295 GM1.CAT.OP.MPA. 295		
8.3.7 Policy and procedures for in-flight fuel management.	CAT. OP. MPA. 280		
8.3.8 Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following: (a) thunderstorms, (b) icing conditions, (c) turbulence, (d) windshear, (e) jet stream, (f) volcanic ash clouds,	KCASR 0 Basic regulation, 2.a.4 States "Special attention must be given to potentially hazardous atmospheric conditions".		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
(g) heavy precipitation, (h) sand storms, (i) mountain waves, (j) significant temperature inversions.			
8.3.9 Wake turbulence. Wake turbulence separation criteria, taking into account aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash.			
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 including procedures for controlled rest in the flight crew compartment.	CAT. OP. MPA. 210 & 225 AMC1 CAT. OP. MPA. 210 (b) GM1 CAT. OP. MPA. 210		
8.3.11 Use of restraint devices for crew and passengers. The requirements for crew members and passengers to use safety belts and/or restraint systems during the different phases of flight or whenever deemed necessary in the interest of safety.	CAT. OP. MPA. 225		
8.3.12 Admission to flight crew compartment. The conditions for the admission to the flight crew compartment of persons other than the flight crew. The policy regarding the admission of inspectors from an authority should also be included.	ORO. GEN. 140 CAT. GEN. MPA. 135 AMC1 CAT. GEN. MPA. 135 (a) (3)		
8.3.13 Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.	Operator Policy		
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 recognising them should be included.	Operator Policy		
8.3.15 Cabin Safety Requirements. Procedures: (a) covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys;	CAT. OP. MPA. 155 CAT. OP. MPA. 165 CAT. OP. MPA. 195 CAT. OP. MPA. 220		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
(b) 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 aircraft; (c) to be followed during passenger embarkation and disembarkation; (d) when refuelling/defuelling with passengers embarking, on board or disembarking; (e) covering the carriage of special categories of passengers; (f) covering smoking on board; (g) covering the handling of suspected infectious diseases.	CAT. OP. MPA. 230 CAT. OP. MPA. 240 AMC1 CAT. OP. MPA. 155 (b) AMC1-2 CAT. OP. MPA. 165 GM1 CAT. OP. MPA. 165 AMC1 CAT. OP. MPA. 195		
8.3.16 Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with Annex IV (Part-CAT).	CAT. OP. MPA. 170 AMC1-1.1 CAT. OP. MPA. 170		
8.3.17 Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried.	Even when specific equipment is not carried, the requirement for operators to monitor cosmic radiation levels		
8.3.18 Policy on the use of autopilot.	Operator Policy		
8.4 Low visibility operations (LVO). A description of the operational procedures associated with LVO.	SPA Subpart E – Low Visibility Operations (SPA. LVO and associated AMC/GM)		
8.5 Extended-range operations with two engined aeroplanes (ETOPS). A description of the ETOPS operational procedures.	CAT. OP. MPA. 140 AMC1/GM1 CAT. OP. MPA. 140 (c) SPA. ETOPS. 100-115 & associated AMC/GM		
8.6 Use of the minimum equipment and configuration deviation list(s).	ORO. MLR. 105 AMC1s ORO. MLR. 105 (c); (d) (3); (f); (g); (h) 7 (g) GM1s ORO. MLR. 105 (a) ; (e) ; (f) ; (f) ; (g); & (j)		

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8.7 Non-revenue flights. Procedures and limitations, for example, for the following: (a) non-commercial operations by AOC holders, a description of the differences to commercial operations, (b) training flights, (c) test flights, (d) delivery flights, (e) ferry flights, (f) demonstration flights, (g) positioning flights, including the kind of persons who may be carried on such flights.	ORO. AOC. 125		
8.8 Oxygen Requirements: 8.8.1 An explanation of the conditions under which oxygen should be provided and used. 8.8.2 The oxygen requirements specified for the following persons: (a) flight crew; (b) cabin crew; (c) passengers.	CAT. OP. MPA. 285 CAT. IDE. A. 230 GM1 CAT. IDE. A. 230 CAT. IDE. A. 235 AMC1/GM1 CAT. IDE. A. 235 CAT. IDE. A. 240 AMC1 CAT. IDE. A. 240 CAT. IDE. A. 245 AMC1 CAT. IDE. A. 245		
9. DANGEROUS GOODS AND WEAPONS			
9.1 Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG) including: (a) operator's policy on the transport of dangerous goods; (b) guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods; (c) special notification requirements in the event of an accident or occurrence when dangerous goods are being carried; (d) procedures for responding to emergency situations involving dangerous goods; (e) duties of all personnel involved; and	SPA Subpart G – Transport of Dangerous Goods (SPA. DG & associated AMC/GM) CAT. GEN. MPA. 155, 160 GM1 CAT. GEN. MPA. 155, 160 CAT. GEN. MPA. 200		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
(f) instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried. 9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.	AMC1 CAT. GEN. MPA. 200 (e) GM1 CAT. GEN. MPA. 200		
10. SECURITY			
Security instructions, guidance, procedures, training and responsibilities. Some parts of the security instructions and guidance may be kept confidential.	ORO. SEC. 100 CAT. GEN. MPA. 135 AMC1 CAT. GEN. MPA. 135 (a) (3)		
11. HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES			
Procedures for handling, notifying and reporting accidents, incidents and occurrences. This section should include the following: (a) definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved; (b) illustrations of forms to be used for reporting all types of accident, incident and occurrence (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; (c) in the event of an accident, descriptions of which departments, authorities and other organisations have to be notified, how this will be done and in what sequence; (d) procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions; (e) procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference; (f) reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by crew members, designed to ensure that the pilot-in-command /commander is informed immediately of any incident that has endangered, or may have endangered, safety during the flight, and that the pilot-in-command /commander is provided with all relevant information. (g) Procedures for the preservation of recordings following a reportable event.	KCASR 0 basic regulation Annex IV, 8. a. 5 ORO. GEN. 160 AMC1 ORO. GEN. 160 ORO. GEN. 200 (a) (3) GM1 ORO. GEN. 200 (a) (3)		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
12. RULES OF THE AIR			
(a) Visual and instrument flight rules (b) Territorial application of the rules of the air (c) Communication procedures, including communication-failure procedures (d) Information and instructions relating to the interception of civil aircraft (e) The circumstances in which a radio listening watch is to be maintained (f) Signals (g) Time system used in operation (h) ATC clearances, adherence to flight plan and position reports (i) Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area (j) Procedures for flight crew observing an accident or receiving a distress transmission (k) The ground/air visual codes for use by survivors, and description and use of signal aids (l) Distress and urgency signals.	Kuwait Rules of the Air apply to all Kuwait registered aircraft. Kuwait registered aircraft must also comply with national Rules of the Air applicable to an operator's area of operation.		
13. LEASING / CODE-SHARE			
A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities.	ORO. AOC. 110 & 115 AMC1 ORO. AOC. 110 AMC1-2 ORO. AOC. 110 (c) GM1. ORO. AOC. 110 (c) AMC1 ORO. AOC. 110 (f) AMC1-2 ORO. AOC. 115 (b)		

PART B – AIRCRAFT OPERATING MATTERS – TYPE RELATED Taking account of the differences between types/classes, and variants of types, under the following headings:			
CONTENT	**KCASR REFERENCE**	**COMPANY MANUAL REF.**	**DGCA/ASD REMARKS**
0. GENERAL INFORMATION AND UNITS OF MEASUREMENT			
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.	Approved Flight Manual		
1. LIMITATIONS			
1.1 A description of the certified limitations and the applicable operational limitations should include the following: (a) certification status (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) limitations on wet or contaminated runways; (l) airframe contamination; (m) system limitations.	Approved Flight Manual		
2. NORMAL PROCEDURES			
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:	ORO. GEN. 110 (h) AMC1. ORO. GEN. 110 (h) KCASR 0 basic regulation Annex I, 2. a. 5		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
(a) pre-flight, (b) pre-departure, (c) altimeter setting and checking, (d) taxi, take-off and climb, (e) noise abatement, (f) cruise and descent, (g) approach, landing preparation and briefing, (h) VFR approach, (i) IFR approach, (j) visual approach and circling, (k) missed approach, (l) normal landing, (m) post-landing, (n) operations on wet and contaminated runways.			
3. ABNORMAL AND/OR EMERGENCY PROCEDURES			
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 following abnormal and/or emergency procedures and duties should include the following: (a) crew incapacitation, (b) fire and smoke drills, (c) un-pressurised and partially pressurised flight, (d) 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/audio voice alerting device (AVAD) warning for helicopters, (l) windshear, (m) emergency landing/ditching, (n) for aeroplanes, departure contingency procedures.	ORO. GEN. 110 (h) AMC1. ORO. GEN. 110 KCASR 0 basic regulation Annex I, 2. a. 5		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
4. PERFORMANCE			
4.0 Performance data should be provided in a form that can be used without difficulty. 4.1 Performance data. Performance material that provides the necessary data for compliance with the performance requirements prescribed in (Part-CAT). This performance data should be included to allow for the determination of the following: (a) take-off climb limits–mass, altitude, temperature; (b) take-off filed length (for dry, wet and contaminated runway conditions); (c) net flight path data for obstacle clearance calculation or, where applicable, take-off 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) brake energy limits; (j) speeds applicable for the various flight stages (also considering dry, wet and contaminated runway conditions). 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. 4.1.2 If performance data, as required for the appropriate performance class, is 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 is not likely to be used often or in an emergency. 4.2 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).	CAT, Subpart C – Aircraft Performance and Operating Limitations Regulations CAT. POL.A and associated AMC/GM. Refer to Chapter 1 for General Requirements and Chapter 2, 3 or 4 for regulations specific to Performance Class of type(s) operated.		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
5. FLIGHT PLANNING			
5.1 Data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s)-out operations, ETOPS (particularly the one-engine-inoperative cruise speed and maximum distance to an adequate aerodrome determined in accordance with (Part-CAT)) and flights to isolated aerodromes should be included. 5.2 The method for calculating fuel needed for the various stages of flight. 5.3 When applicable, 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 (Part-CAT).	Approved Flight Manual CAT. OP. MPA. 140, AMC1/GM1 CAT. OP. MPA. 140 CAT. GEN. MPA. 150 CAT. OP. MPA. 106 CAT. OP. MPA 150/ 151 & associated AMC/GM SPA. ETOPS and AMC 20-6		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
6. MASS AND BALANCE			
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.	Approved Flight Manual		
7. LOADING			
Procedures and provisions for loading and unloading and securing the load in the aircraft.	Approved Flight Manual		
8. CONFIGURATION DEVIATION LIST			
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.	If supplied by the manufacturer.		
9. MINIMUM EQUIPMENT LIST (MEL)			
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.	ORO. MLR. 105 KCASR 0 basic regulation Annex IV 8. a. 3 Also refer to AMC & GM material for ORO. MLR. 105		
10. SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN			
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. 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.	CAT. IDE. A. 220-305 and associated AMC & GM. KCASR 0 basic regulation Annex IV, 5. b		

CONTENT	KCASR REFERENCE	COMPANY MANUAL REF.	DGCA/ASD REMARKS
11. EMERGENCY EVACUATION PROCEDURES			
11.1 Instructions for preparation for emergency evacuation including crew coordination and emergency station assignment. 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.	ORO. GEN. 110 (h) AMC1 ORO. GEN. 110 (h) KCASR 0 basic regulation Annex I, 2. a. 5, Annex IV, 3. a. 6 CAT. OP. MPA. 165 AMC1 CAT. OP. MPA. 165 CAT. OP. MPA. 170 AMC1 CAT. OP. MPA. 170		
12. AIRCRAFT SYSTEMS			
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.	AFM		

PART C – ROUTE/ROLE/AREA AND AERODROME/OPERATING SITE INSTRUCTIONS AND INFORMATION			
CONTENT	**KCASR REFERENCE**	**COMPANY MANUAL REF.**	**DGCA/ASD REMARKS**
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.).	Current (Authorised Company) Flight Guide For guidance on MNPS operations refer to NAT DOC 007 in conjunction with SPA. MNPS. 100/105 and associated AMC/GM For guidance on RVSM operations refer to SPA.RVSM.100;105;110;115 and associated AMC/GM For guidance on PBN operations refer to ICAO Doc 9613 in conjunction with SPO.PBN.100;105 and associated AMC/GM		

PART D – TRAINING			
CONTENT	**KCASR REFERENCE**	**COMPANY MANUAL REF.**	**DGCA/ASD REMARKS**
1. Description of scope: Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight.	Flight Crew ORO. FC. 120; 125; 130/230; 135/235; 145; 202 (if applicable); 205; 210; 215; 220; 230; 240 & 245 (if applicable) and all associated AMC /GM		
2. Content: Training syllabi and checking programmes should include the following:			
2.1 for flight crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-SPA) and ORO.FC;			
2.2 for cabin crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-CC) of Commission Regulation (EU) 965/2012 and ORO.CC;	Cabin Crew ORO. AOC. 120 ORO. CC 115/215; 120; 125; 130; 135; 140; 145; 200; 215; 255 and all associated AMC/GM.		
2.3 for technical crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-SPA) and ORO.TC; (n/a for aeroplanes)			
2.4 for operations personnel concerned, including crew members:			
(a) all relevant items prescribed in SPA.DG Subpart G of Annex IV (SPA.DG); and	ORO. GEN. 110 (j)		
(b) all relevant items prescribed in Annex IV (Part-CAT) and ORO.SEC; and	SPA. DG. 105 (a) and associated AMC		
2.5 for operations personnel other than crew members (e.g. dispatcher, handling personnel etc.), all other relevant items prescribed in Annex IV (Part-CAT) and in this Annex pertaining to their duties.	SPA. PBN. 105 (b) SPA. MNPS. 105 (c) SPA. RVSM. 105 (c) / AMC2 SPA. RVSM. 105 (f)		
3 Procedures:			
3.1 Procedures for training and checking.	SPA. LVO. 120		
3.2 Procedures to be applied in the event that personnel do not achieve or maintain the required standards.	AMC1/GM1 SPA. LVO. 120		
3.3 Procedures to ensure that abnormal or emergency situations requiring the application of part or all of the abnormal or emergency procedures, and simulation of instrument meteorological conditions (IMC) by artificial means are not simulated during commercial air transport operations.	SPA. ETOPS. 105 (b) CAT. OP. MPA. 275		
4 Description of documentation to be stored and storage periods.	ORO. MLR. 115 (c)		

Remarks:

To be completed by an Independent (Company) Representative:
*I hereby confirm that the content of the Operations Manual complies with the **KCASR 6 AMC3 ORO.MLR.100** requirements currently applied.*

Name & Position:	**Signature:**	**Date:**

OVERALL RESULT:	**Approved**		**Rejected**	

DGCA/ASD FOI Name & Signature:	**Date:**

Head of Flight Operations Name & Signature:	**Date:**