

**G D C A of the REPUBLIC of ARMENIA
FLIGHT OPERATION'S DEPARTMENT**

14. 2. OPERATION'S MANUAL APPROVAL CHECK LIST

14. 2. 1. OPERATION'S MANUAL INITIAL APPROVAL CHECK LIST

14. 2. 2. OPERATION'S MANUAL CHECK LIST

14. 2. 3. OPERATION'S MANUAL REVISION APPROVAL CHECK LIST

14. 2. 4. ARM - AIR OPS to O.M. REFERENCES CHECK LIST

OPERATOR'S DETAILS	
Organization :	AOC N° :
Registered Name :	
Registered Office :	Phone :
Location :	Fax :
Accountable Manager :	
Postholder Flight Operations :	
Postholder Training :	
Identification of Aircraft to be Operated :	
Name of the responsible Technical Coordinator	
E-mail :	Date :

14.2.1. OPERATION's MANUAL INITIAL APPROVAL CHECK LIST

(According to ARM - AIR OPS Annex III Part - ORO Subpart - MLR Requirements).

APPLICANT DETAILS				
Company Name :			Location :	
Date :	Phone :		E-mail :	
Flight Operation Post Holder :				
OPERATIONS MANUAL CONTENTS				
PART A. GENERAL / BASIC				
SUBPART 0. ADMINISTRATION and CONTROL of OPERATIONS MANUAL				
0.1. INTRODUCTION	S	U/S	N/A	FINDINGS
0.1.1. A statement that the OM complies with all applicable regulations & with the terms and conditions of the applicable AOC				
0.1.2. A statement that the OM contains operational instructions that are to be complied with by the relevant personnel				
0.1.3. A list & brief description of the various parts, their contents, applicability and use				
0.1.4. Explanations and definitions of terms and words needed for the use of the Manual.				
0.2. SYSTEM of AMENDMENT & REVISION				
0.2.1. Details of the person(s) responsible for the issuance and insertion of Amendments and Revisions				
0.2.2. A record of amendments and revisions with insertion dates and effective dates				
0.2.3. A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety				
0.2.4. A description of the system for the annotation of pages or paragraphs and their effective dates ;				
0.2.5. A list of effective pages or paragraphs ;				
0.2.6. Annotation of changes (in the text and, as far as practicable, on charts and diagrams) ;				
0.2.7. Temporary Revisions ;				
0.2.8. A description of the distribution system for the manuals, amendments and revisions.				
SUBPART 1. ORGANIZATION and RESPONSIBILITIES				
1.1. Organizational Structure				
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1.3. Responsibilities & Duties of Ops Management Pers-nel				
1.4. Authority, Duties & Responsibilities of the PIC				
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2.1.2. Competence of Operations Personnel				
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2.2. System & Responsibility for Promulgation of Additional Operational Instructions & Information				
2.3. Operational Control.				
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4.1.3. The Phase of the Flight				
4.1.4. The Minimum Crew Requirement and Flight Duty Period Planned				
4.1.5. Experience, Recency & Qualification of the Crew Members				
4.1.6. The Designation of the PIC & , if necessitated by the Duration of the flight, the Procedures for the Relief of the Commander or other Members of the FC				
4.1.7. The Designation of the SCC Member and, if necessitated by the Duration of the Flight, the Procedures for the Relief of the SCC Member & any other Member of the CC				
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5.2.2. Pilot Relieving the PIC / Commander				
5.2.3. Co - pilot				
5.2.4. Pilot Relieving the Co - pilot				
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	S	U/S	N/A	FINDINGS
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8.1.2. Criteria and Responsibilities for Determining the Adequacy of Aerodromes to be used.				
8.1.3. Methods and Responsibilities for Establishing Aerodrome Operating Minima				
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SUBPART 8. OPERATING PROCEDURES / cont ' d /				
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8.1.8.10. For (H) Operations, Standard Load Plans				
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8.2.2.5. Operation of Aircraft Doors				
8.2.2.6. Safety on the Aerodrome / Operating Site, including Fire Prevention and Safety in Blast & Suction Areas				
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8.2.4.2. Characteristics				
8.2.4.3. Effects on Aircraft Performance				
8.2.4.4. Hold - over Times				
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8.3.2.3. In - flight Re - planning				
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8.3.2.5. RVSM, for Aeroplanes				
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8.3.3.2. Use of QFE Operating Procedures				
8.3.4. Altitude Alerting System Procedures for (A) or Audio Voice Alerting Devices for (H)				
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8.3.6. Policy & Procedures for the use of TCAS / ACAS for (A) and, when applicable, for (H)				
8.3.7. Policy & Procedures for in-flight Fuel Management				
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8.3.8.3. Procedures for Operating in, or avoiding Turbulence				
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8.3.8.5. Procedures for Operating in, or avoiding Jetstream				
8.3.8.6. Procedures for Operating in, and / or avoiding Volcanic Ash Clouds				
8.3.8.7. Procedures for Operating in, and / or avoiding Heavy Precipitation				
8.3.8.8. Procedures for Operating in, or avoiding Sand Storms				
8.3.8.9. Procedures for Operating in, and / or avoiding Mountain Waves				
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8.3.10. Crew Members at their Stations				
8.3.11. Use of Restraint Devices for Crew & Passengers				
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8.3.13. Use of Vacant Crew Seats				
8.3.14. Incapacitation of Crew Members				
8.3.15. Cabin Safety Requirements				
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8.3.15.2. Procedures to Ensure that Passengers are Seated where, in the Event that an Emergency Evacuation is Required, they may best assist & Not hinder Evacuation from the Aircraft				
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Section 8.5. ETOPS				
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8.7.1. Procedures & Limitations, for NCO by AOC Holders, a Description of the Differences to Commercial Operations				
8.7.2 Procedures & Limitations for Commercial Op-s				
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8.7.4. Procedures & Limitations for Delivery Flights				
8.7.5. Procedures & Limitations for Ferry Flights				
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8.7.7. Procedures & Limitations for Positioning Flights, including the kind of Persons who may be carried on such flights				
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8.8.2. The Oxygen Requirements specified for the following Persons				
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9.1.2. Guidance on the Requirements for Acceptance, Labeling, Handling, Stowage & Segregation of DG				
9.1.3. Special Notification Requirements in the event of an Accident or Occurrence when DG are being Carried				
9.1.4. Procedures for Responding to Emergency Situations involving DG				
9.1.5. Duties of all Personnel involved				
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9.2. The Conditions under which Weapons, Munitions of War & Sporting Weapons may be Carried				
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10.1. Security Instructions, Guidance, Procedures, Training & Responsibilities				
SUBPART 11. HANDLING, NOTIFYING & REPORTING ACCIDENTS, INCIDENTS & OCCURRENCES and USING the CVR RECORDING				
11.0. Procedures for Handling, Notifying & Reporting Accidents, Incidents and Occurrences				

SUBPART 11. HANDLING, NOTIFYING & REPORTING ...	S	U/S	N/A	FINDINGS
11. 1. Definition of Accident, Incident & Occurrence and of the relevant Responsibilities of all Persons Involved				
11. 2. Illustrations of Forms to be used for Reporting all Types of Accident, Incident and Occurrence, Instructions on how they are to be completed, the addresses to which they should be sent & the Time allowed for this to be done				
11. 3. In the event of an Accident, descriptions of which Departments, Authorities & other organizations have to be Notified, how this will be done and in what Sequence				
11. 4. Procedures for verbal notification to ATS Units of Incidents involving ACAS RA, Bird Hazards, DG and Hazardous Conditions				
11. 5. Procedures for Submitting Written Reports on ATS Incidents, ACAS RA's, Bird Strikes, DG Incidents or Accidents, and Unlawful Interference				
11. 6. Reporting Procedures				
11. 7. Procedures for the Preservation of Recordings of the Flight Recorders following an Accident or a Serious Incident or when so Directed by the Investigating Authority. These procedures should include : <i>1) a full quotation of CAT GEN. MPA. 195 (a) ; and</i> <i>2) instructions & means to prevent inadvertent reactivation, repair or reinstallation of the flight recorders by personnel of the operator or of third parties, & to ensure that flight recorder recordings are preserved for the needs of the investigating aut.</i>				
11. 8. Procedures Required by CAT. GEN. MPA. 195 for using the CVR Recording or its transcript without prejudice to CR (EU) N° 996 / 210, when Applicable				
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12. 1. Visual and Instrument Flight Rules				
12. 2. Territorial Application of the Rules of the Air				
12. 3. Communication Procedures, including Communication - Failure Procedures				
12. 4. Information and Instructions relating to the Interception of Civil Aircraft				
12. 5. The Circumstances in which a Radio Listening Watch is to be Maintained				
12. 6. Signals				
12. 7. Time System used in Operation				
12. 8. ATC Clearances, Adherence to Flight Plan and Position Reports				
12. 9. Visual Signals used to Warn an unauthorized aircraft flying in or about to enter a Restricted, Prohibited or Danger Area				
12. 10. Procedures for Flight Crew observing an Accident or receiving a Distress transmission				
12. 11. The Ground / Air Visual Codes for use by Survivors, and description and use of signal aids				
12. 12. Distress and Urgency Signals.				
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A description of the operational arrangements for Leasing and Code-share, associated procedures & management responsibilities				

OPERATIONS MANUAL CONTENTS				
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	S	U/S	N/A	FINDINGS
SUBPART 0. GENERAL INFORMATION and UNITS of MEASUREMENT				
0.1. General Information - Including a Description of the Units of Measurement used for the Operation of the Aircraft Type Concerned & Conversion Tables				
SUBPART 1. LIMITATIONS				
1.1. A Description of the Certified Limitations and the Applicable Operational Limitations				
1.1.1. Certification Status (e.g. EASA (Supplemental) Type Certificate ; Environmental Certification, etc.)				
1.1.2. Passenger Seating Configuration for each Aircraft Type, including a Pictorial Presentation				
1.1.3. Types of Operation that are Approved (e.g. VFR / IFR, CAT II/III, RNP, Flights in known icing conditions, etc				
1.1.4. Crew Composition				
1.1.5. Mass and Centre of Gravity				
1.1.6. Speed Limitations				
1.1.7. Flight Envelope(s)				
1.1.8. Wind Limits, including Operations on Contaminated RW				
1.1.9. Performance Limitations for applicable Configurations				
1.1.10. (Runway) Slope				
1.1.11. For Aeroplanes, Limitations on Wet / Contaminated RW				
1.1.12. Airframe Contamination				
1.1.13. System Limitations				
SUBPART 2. NORMAL PROCEDURES				
2.0. The Normal Procedures and Duties assigned to the Crew, the appropriate Check-Lists, the System for their use and a statement covering the necessary Coordination Procedures between Flight & Cabin / other Crew Members				
2.1. Pre - flight				
2.2. Pre - departure				
2.3. Altimeter Setting and Checking				
2.4. Taxi, Take - off and Climb				
2.5. Noise Abatement				
2.6. Cruise and Descent				
2.7. Approach, Landing Preparation and Briefing				
2.8. VFR Approach				
2.9. IFR Approach				
2.10. Visual Approach and Circling				
2.11. Missed Approach				
2.12. Normal Landing				
2.13. Post - landing				
2.14. For A / c, Operations on Wet & Contaminated RW				

	S	U/S	N/A	FINDINGS
SUBPART 3. ABNORMAL and / or EMERGENCY PROCEDURES				
3.1. Crew Incapacitation				
3.2. Fire and Smoke Drills				
3.3. For A/c, un-pressurized & partially Pressurized Flight				
3.4. For A/c, Exceeding Structural Limits such as OWL				
3.5. Lightning Strikes				
3.6. Distress Communications & Alerting ATC to Emerg's				
3.7. Engine / Burner failure				
3.8. System Failures				
3.9. Guidance for Diversion in case of Serious Tech. Failure				
3.10. GPWS, including for (H) AVAD Warning				
3.11. ACAS / TCAS (A) / AVAD Warning for (H)				
3.12. Windshear				
3.13. Emergency Landing / Ditching				
3.14. For (A), Departure Contingency Procedures				
SUBPART 4. PERFORMANCE				
4.0. Performance Data should be Provided in a Form that can be used without Difficulty				
4.1. Performance Data for Aeroplanes				
4.1.1. Take-off Climb Limits - Mass, Alt, Temperature				
4.1.2. Take-off Field Length (<i>dry, wet & contaminated RW</i>)				
4.1.3. Net Flight Path Data for Obstacle Clearance Calculation or, where Applicable, Take-off Flight Path				
4.1.4. The Gradient Losses for Banked Climb-outs				
4.1.5. En - route Climb Limits				
4.1.6. Approach Climb Limits				
4.1.7. Landing Climb Limits				
4.1.8. Landing Field Length (<i>dry, wet & contaminated RW</i>) including the effects of an in-flight failure of a system or device, if it affects the Landing Distance				
4.1.9. Brake Energy Limits				
4.1.10. Speeds Applicable for the Various Flight Stages				
4.2. Additional Performance Data for A/c where Applicable				
4.2.1. All Engine Climb Gradients				
4.2.2. Drift - down Data				
4.2.3. Effect of De - icing / Anti - icing Fluids				
4.2.4. Flight with Landing Gear Down				
4.2.5. For A/c with 3 or more engines, OEI Ferry Flights				
4.2.6. Flights Conducted under the provisions of the CDL				
SUBPART 5. FLIGHT PLANNING				
5.1. Data & Instructions necessary for Pre-flight & In-flight Planning including, factors such as Speed Schedules & power settings. Where applicable, Procedures for Engine(s)-out Operations, ETOPS and Flights to Isolated Aerodromes				
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 & area of operation, including sufficient data to support the critical fuel reserve & area of operation calculation based on approved aircraft performance data				

SUBPART 5. FLIGHT PLANNING / cont'd /	S	U/S	N/A	FINDINGS
5.3.1. Detailed OEI performance data, including fuel flow for standard & non-standard atmospheric conditions & as a function of airspeed & power setting, where appropriate, covering				
5.3.1.1. Drift Down, where applicable				
5.3.1.2. Cruise Alt coverage including 10 000 ft				
5.3.1.3. Holding				
5.3.1.4. Altitude Capability (<i>includes net performance</i>)				
5.3.1.5. Missed Approach.				
5.3.2. Detailed all-engine-operating performance data, including nominal fuel flow data, for standard & non-standard atmospheric conditions & as a function of airspeed & power setting				
5.3.2.1. Cruise (<i>Alt coverage including 10 000 ft</i>)				
5.3.2.2. Holding				
5.3.3. 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, RAT deployment, thrust-reverser deployment, etc..				
5.3.4. The Alt, Airspeeds, Thrust settings, & 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.				
SUBPART 6. MASS and BALANCE				
6. 0. Instructions & Data for the calculation of the M & B				
6. 1. Calculation System (<i>e. g. index system</i>)				
6. 2. Information & Instructions for completion of mass and balance documentation, including manual and computer generated types				
6. 3. Limiting Masses & Centre of Gravity for the types, variants or individual aircraft used by the Operator				
6. 4. Dry Operating Mass & corresponding CG or Index				
SUBPART 7. LOADING				
7. 0. Procedures & Provisions for Loading and Unloading and Securing the Load in the Aircraft				
SUBPART 8. CONFIGURATION DEVIATION LIST (CDL)				
8. 0. 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				
SUBPART 9. MINIMUM EQUIPMENT LIST (MEL)				
9. 0. The MEL for each Aircraft Type / Variant Operated & the type / area(s) of operation. The MEL should also include the Dispatch Conditions associated with operations required for a specific approval. Consideration should be given to using the ATA N⁰ system when allocating Chapters & N⁰				
SUBPART 10. SURVIVAL & EMERGENCY EQUIPMENT INCLUDING OXYGEN				
10. 1. A list of the Survival Equipment to be carried for the routes to be flown & the procedures for checking the serviceability of this Equipment prior to Take-off. Instructions regarding the location, accessibility & use of survival emergency equipment & its associated C/L should also be included				

SUBPART 10. SURVIVAL & EMERGENCY EQUIPMENT	S	U/S	N/A	FINDINGS
10.2. The Procedure for Determining the amount of oxygen required & the quantity that is available. The flight profile, number of occupants & possible cabin decompression ...				
SUBPART 11. EMERGENCY EVACUATION PROCEDURES				
11.1. Instructions for Preparation for Emergency Evacuation, including Crew Coordination & 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 & the handling of the passengers in the event of a forced landing, ditching or other emergency				
SUBPART 12. AIRCRAFT SYSTEMS				
12.0. A Description of the Aircraft Systems, related controls & indications and operating instructions. Consideration should be given to use the ATA number system when allocating chapters and numbers				
PART C. ROUTE / ROLE / AREA & AERODROME / OPERATING SITE INSTRUCTIONS and INFORMATION				
SUBPART 1. INSTRUCTIONS and INFORMATION <i>relating to communications, navigation and aerodromes, including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome planned to be used</i>				
1.1. Minimum Flight Level / Altitude				
1.2. Operating Minima for Departure, Destination and Alternate Aerodromes				
1.3. Communication Facilities and Navigation Aids				
1.4. Runway Data & Aerodrome / operating site Facilities				
1.5. Approach, Missed Approach & Departure Procedures including Noise Abatement Procedures				
1.6. Communication - failure Procedures				
1.7. Search & Rescue Facilities in the area over which the Aircraft is to be flown				
1.8. A Description of the Aeronautical Charts that should be carried on board in relation to the type of flight & the route to be flown, including the method to check their validity				
1.9. Availability of A-nautical Information & MET services				
1.10. En-route Communication / Navigation Procedures				
1.11. Aerodrome Categorization for Flight Crew Competence Qualification				
1.12. Special Aerodrome / operating site Limitations				
PART D. TRAINING				
SUBPART 1. DESCRIPTION of SCOPE				
1.1. Training Syllabi & Checking Programs for all operations personnel assigned to operational duties in connection with the preparation & conduct of a flight				
SUBPART 2. CONTENT				
2.1. Training Syllabi and Checking Programs for FC, all relevant items prescribed in ARM-AIR OPS Annex IV Part-CAT, Annex V Part-SPA and ORO. FC				

