

**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^o :
Registered Name :	
ICAO Code (three letters)	
Registered Office :	Phone :
Location :	Fax :
Accountable Manager :	
Postholder Flight Operations :	
Postholder Training :	
Identification of Aircraft Operated :	
Name of the responsible Technical Coordinator :	
Last Normal Revision N^o :	Last Temporary Revision N^o :
E-mail :	Date :

14.2.2. OPERATION's MANUAL CHECK LIST

(Applied during Operator AOC Renewal Procedures & during Periodical Operator Audit).

OPERATIONS MANUAL REVISED ITEMS / CONTENTS				
PART A. GENERAL / BASIC				
SUBPART 0. ADMINISTRATION and CONTROL of OPERATIONS MANUAL				
	S	U/S	N/A	FINDINGS
0.1. Introduction				
0.2. System of Amendment & Revision				
SUBPART 1. ORGANIZATION and RESPONSIBILITIES				
1.1. Organizational Structure				
1.2. Nominated Persons				
1.3. Responsibilities & Duties of Ops Management Personnel				
1.4. Authority, Duties & Responsibilities of the PIC				
1.5. Duties & Responsibilities of Crew Members other ...				
SUBPART 2. OPERATIONAL CONTROL and SUPERVISION				
2.1. Supervision of the Operation by the Operator				
2.2. System & Responsibility for Promulgation of ...				
2.3. Operational Control				
2.4. Powers of the Authority				
SUBPART 3. MANAGEMENT SYSTEM				
3.1. A Description of the Management System				
SUBPART 4. CREW COMPOSITION				
4.1. Crew Composition				
4.2. Designation of the PIC / Commander				
4.3. Flight Crew Incapacitation				
4.4. Operation on more than one Type				
SUBPART 5. QUALIFICATION REQUIREMENTS				
5.1. A Description of the Required Licence, Rating(s), ..				
5.2. Flight Crew				
5.3. Cabin Crew				
5.4. Training, Checking & Supervision Personnel				
5.5. Other Operations Personnel				
SUBPART 6. CREW HEALTH PRECAUTIONS				
6.1. Crew Health Precautions				
SUBPART 7. FLIGHT TIME LIMITATIONS				
7.1. Flight & Duty Time Limitations & Rest Requirements				
7.2. Exceedance of Flight & Duty Time Limitations and ..				
SUBPART 8. OPERATING PROCEDURES				
Section 8.1. FLIGHT PREPARATION INSTRUCTIONS				
8.1.1. Minimum FA. A Description of the Method of ...				
8.1.2. Criteria and Responsibilities for Determining the ...				
8.1.3. Methods and Responsibilities for Establishing ...				
8.1.4. En-route Operating Minima for VFR Flights or VFR				
8.1.5. Presentation & Application of Aerodrome and ...				
8.1.6. Interpretation of Meteorological Information				
8.1.7. Determination of the Quantities of Fuel, Oil and ..				
8.1.8. Mass and Centre of Gravity				
8.1.9. Air Traffic Services (ATS) Flight Plan				
8.1.10. Operational Flight Plan				
8.1.11. Operator's Aircraft Technical Log				
8.1.12. List of Documents, Forms and Additional				

Section 8.2. GROUND HANDLING INSTRUCTIONS	S	U/S	N/A	FINDINGS
8.2.1. Fuelling Procedures				
8.2.2. Aircraft, Passengers & Cargo Handling Procedures				
8.2.3. Procedures for the Refusal of Embarkation ...				
8.2.4. De-icing and Anti-icing on the Ground ...				
Section 8.3. FLIGHT PROCEDURES				
8.3.1. VFR / IFR Policy				
8.3.2. Navigation Procedures. A Description of all ...				
8.3.3. Altimeter Setting Procedures				
8.3.4. Altitude Alerting System Procedures for (A) or				
8.3.5. GPWS / TAWS, for Aeroplanes				
8.3.6. Policy & Procedures for the use of TCAS / ACAS				
8.3.7. Policy & Procedures for in-flight Fuel Management				
8.3.8. Adverse & Potentially Hazardous Atmospheric Condi-s				
8.3.9. Wake Turbulence. W-T Separation Criteria				
8.3.10. Crew Members at their Stations				
8.3.11. Use of Restraint Devices for Crew & Passengers				
8.3.12. Admission to Flight Crew Compartment				
8.3.13. Use of Vacant Crew Seats				
8.3.14. Incapacitation of Crew Members				
8.3.15. Cabin Safety Requirements				
8.3.16. Passenger Briefing Procedures				
8.3.17. Procedures for A/c Operated whenever Required				
8.3.18. Policy on the use of Autopilot and Autothrottle ..				
Section 8.4. LVO - Low Visibility Operations				
Section 8.5. ETOPS				
Section 8.6. MEL / CDL				
Section 8.7. Non - revenue Flights				
8.7.1. Procedures & Limitations, for NCO by AOC Holders				
8.7.2. Procedures & Limitations for Commercial Op-s				
8.7.3. Procedures & Limitations for Training Flights				
8.7.4. Procedures & Limitations for Delivery Flights				
8.7.5. Procedures & Limitations for Ferry Flights				
8.7.6. Procedures & Limitations for Demonstration Flights				
8.7.7. Procedures & Limitations for Positioning Flights,				
Section 8.8. Oxygen Requirements				
8.8.1. An explanation of the conditions under which ...				
8.8.2. The Oxygen Requirements specified for the ...				
SUBPART 9. DANGEROUS GOODS and WEAPONS				
9.1. Information, Instructions & General Guidance on the ...				
9.2. The Conditions under which Weapons, Munitions & ..				
SUBPART 10. SECURITY				
10.1. Security Instructions, Guidance, Procedures, Training ..				
SUBPART 11. HANDLING, NOTIFYING & REPORTING ACCIDENTS, INCIDENTS &				
11.0. Procedures for Handling, Notifying & Reporting				
11.1. Definition of Accident, Incident & Occurrence and ..				
11.2. Illustrations of Forms to be used for Reporting all ..				
11.3. In the event of an Accident, descriptions of which ...				
11.4. Procedures for verbal notification to ATS Units ..				
11.5. Procedures for Submitting Written Reports on ...				
11.6. Reporting Procedures				
11.7. Procedures for the Preservation of Recordings of the				
11.8. Procedures Required by CAT. GEN. MPA. 195 for ..				

SUBPART 12. RULES of the AIR				S	U/S	N/A	FINDINGS
12.1. Visual and Instrument Flight Rules							
12.2. Territorial Application of the Rules of the Air							
12.3. Communication Procedures, including Failure ...							
12.4. Information & Instructions relating to the Interception ..							
12.5. The Circumstances in which a Radio Listening ...							
12.6. Signals							
12.7. Time System used in Operation							
12.8. ATC Clearances, Adherence to Flight Plan & Position							
12.9. Visual Signals used to Warn an Unauthorized A/c							
12.10. Procedures for Flight Crew observing an Accident							
12.11. The Ground /Air Visual Codes for use by Survivors,							
12.12. Distress and Urgency Signals							
SUBPART 13. LEASING / CODE - SHARE							
A description of the operational arrangements for Leasing and							
PART B. AIRCRAFT OPERATING MATTERS - TYPE RELATED							
SUBPART 0. GENERAL INFORMATION and UNITS							
0.1. General Information-Including a Description of the Units							
SUBPART 1. LIMITATIONS							
1.1. A Description of the Certified Limitations and the ...							
SUBPART 2. NORMAL PROCEDURES							
2.0. The Normal Procedures & Duties assigned to the Crew, the							
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							
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 Emergences							
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	S	U/S	N/A	FINDINGS
4.0. Performance Data should be Provided in a Form that				
4.1. Performance Data for Aeroplanes				
4.2. Additional Performance Data for A/c where Applicable				
SUBPART 5. FLIGHT PLANNING				
5.1. Data & Instructions necessary for Pre-flight & In-flight				
5.2. The method for calculating fuel needed for the various				
5.3. When applicable, Performance Data for ETOPS critical				
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 M & B				
6.3. Limiting M & CG for the types, variants or individual ..				
6.4. Dry Operating Mass & corresponding CG or Index				
SUBPART 7. LOADING				
7.0. Procedures & Provisions for Loading and Unloading &				
SUBPART 8. CONFIGURATION DEVIATION LIST				
8.0. The CDL(s), if provided by the Manufacturer, taking				
SUBPART 9. MINIMUM EQUIPMENT LIST				
9.0. The MEL for each Aircraft Type / Variant Operated &				
SUBPART 10. SURVIVAL & EMERGENCY EQUIPMENT INCLUDING OXYGEN				
10.1. A list of the Survival Equipment to be carried for the routes				
10.2. The Procedure for Determining the amount of oxygen				
SUBPART 11. EMERGENCY EVACUATION PROCEDURES				
11.1. Instructions for Preparation for Emergency Evacuation,				
11.2. Emergency Evacuation Procedures. A description of the				
SUBPART 12. AIRCRAFT SYSTEMS				
12.0. A Description of the Aircraft Systems, related controls				
PART C. ROUTE / ROLE / AREA & AERODROME / OPERATING SITE INSTRUCTIONS and INFORMATION				
SUBPART 1. INSTRUCTIONS and INFORMATION				
1.1. Minimum Flight Level / Altitude				
1.2. Operating Minima for Departure, Destination & Alternate				
1.3. Communication Facilities and Navigation Aids				
1.4. Runway Data & Aerodrome / operating site Facilities				
1.5. Approach, Missed Approach & Departure & NADP				
1.6. Communication - failure Procedures				
1.7. Search & Rescue Facilities in the area over which the...				
1.8. A Description of the Aeronautical Charts that should be				
1.9. Availability of A-nautical Information & MET services				
1.10. En-route Communication / Navigation Procedures				
1.11. Aerodrome Categorization for Flight Crew Competence				
1.12. Special Aerodrome / operating site Limitations				
PART D. TRAINING				
SUBPART 1. DESCRIPTION of SCOPE				
1.1. Training Syllabi & Checking Programs for all ops person				
SUBPART 2. CONTENT				
2.1. Training Syllabi and Checking Programs for FC, ...				
2.2. Training Syllabi & Checking for CC, all relevant items				
2.3. Training Syllabi & Checking for Technical Crew, all				
2.4. Training Syllabi & Checking for Operations Personnel				

