



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

• Operator Name			
• Inspector Name			
• Airplane Type (s)			
• Area of Operations			
• AOC Applicant/Holder Contact Details	Name	Phone No.	E-mail

Part A	GENERAL / BASIC
---------------	------------------------

No.	JCAR OPS 1 Requirements	OPS Manual Reference	Compliance	
			YES	NO

0	Administration and Control of Operations Manual			
0.1	Introduction			
(a)	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate			
(b)	A statement that the manual contains operational instructions that are to be complied with by the relevant personnel			
(c)	A list and brief description of the various parts, their contents, applicability and use			
(d)	Explanations and definitions of terms and words needed for the use of the manual			
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 and their effective dates.			
(e)	A list of effective pages			
(f)	Annotation of changes (on text pages 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.			

1	Organization and Responsibilities			
1.1	Organizational structure. A description of the organizational structure including the general e other Departments of the company. In particular, the subordination and reporting lines of all Divisions, Departments, etc., which pertaicompany organigram and operations department organigram. The organigram must depict the relationship between the Operations Department and thns to the safety of flight operations, must be shown.			
1.2	Names of nominated post holders. The name of each nominated post holder responsible for flight operations, the maintenance system, crew training and ground operations, as prescribed in JCAR OPS 1.175(i). 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.			
1.4	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.			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
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 JCAR OPS 1.175(g)). 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:			
(a)	License and qualification validity			
(b)	Competence of operations personnel; and			
(c)	Control, analysis and storage of records, flight documents, additional information and data.			
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			
2.3	Accident prevention and flight safety program. A description of the main aspects of the flight safety program			
2.4	Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety			
2.5	Powers of CARC. A description of the powers of CARC, and guidance to staff on how to facilitate inspections by CARC personnel			
3	Quality System. A description of the quality system adopted including at least:			
(a)	Quality policy;			
(b)	A description of the organization of the Quality System; and			
(c)	Allocation of duties and responsibilities			
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;			
(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 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 JCAR OPS 1.940)			
(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 commander. The rules applicable to the designation of the 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 airplanes are considered as one type for the purpose of:			
(a)	Flight crew scheduling; and			
(b)	Cabin crew scheduling			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
5	Qualification Requirements			
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 airplane type, kind of operation and composition of the crew			
5.2	Flight crew			
(a)	Commander			
(b)	Pilot relieving the commander			
(c)	Co-pilot			
(d)	Pilot under supervision			
(e)	System panel operator			
(f)	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 familiarization flights			
(c)	Operation on more than one type or variant.			
5.4	Training, checking and supervisory personnel			
(a)	For flight crew			
(b)	For cabin crew			
5.5	Other operations personnel			
6	Crew Health Precautions			
6.1	Crew health precautions The relevant regulations and guidance to crew members concerning health including			
(a)	Alcohol and other intoxicating liquor			
(b)	Narcotics			
(c)	Drugs			
(d)	Sleeping tablets			
(e)	Pharmaceutical preparations			
(f)	Immunization			
(g)	Deep diving			
(h)	Blood donation			
(i)	Meal precautions prior to and during flight			
(j)	Sleep and rest			
(k)	Surgical operations			
(l)	Suspected communicable disease			
7	Flight Time Limitations			
7.1	Flight and Duty Time limitations and Rest requirements The scheme developed by the operator in accordance with applicable requirements.			
7.2	Exceedances of flight and duty time limitations and/or reduction 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			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
8	Operating Procedures			
8.1	Flight Preparation Instructions As applicable to the operation:			
8.1.1	Minimum Flight Altitudes. Adscription of the method of determination and application of minimum altitudes including:			
	(a) A procedure to establish the minimum altitudes/flight levels for VFR flights; and			
	(b) A procedure to establish the minimum altitudes/flight levels for IFR flights.			
8.1.2	Criteria and responsibilities for the authorization of the use of aerodromes taking into account the applicable requirements of Subparts D, E, F, G, H, I and J			
8.1.3	Methods for establishing of aerodrome operating minima. The method for establishing aerodrome operating minima for IFR flights in accordance with JCAR OPS 1 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 airplanes 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			
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 in-flight re planning and of failure of one or more of the airplane'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 centre of gravity including:			
	(a) Definitions;			
	(b) Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations;			
	(c) The policy for using either 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 instruction 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; and			
	(i) 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			
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 must be described including samples of the operational flight plan formats in use			
8.1.11	Operator's Aircraft Technical Log. The responsibilities and the use of the operator's Airplane Technical Log must be described, including samples of the format used			
8.1.12	List of documents, forms and additional information to be carried			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
8.2	Ground Handling Instructions			
8.2.1	Fueling procedures. A description of fuelling procedures, including:			
(a)	Safety precautions during refueling and defueling including when an APU is in operation or when a turbine is running and the propbrakers are on.			
(b)	Refueling and defueling when passengers are embarking, on board or disembarking; and			
(c)	Precautions to be taken to avoid mixing fuels			
8.2.2	Aircraft, 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 airplane. Further procedures, aimed at achieving safety whilst the airplane is on the ramp, must also be given. Handling procedures must include:			
(a)	Children/infants, sick passengers and Persons with Reduced Mobility;			
(b)	Transportation of inadmissible passengers, deportees or persons in custody;			
(c)	Permissible size and weight of hand baggage;			
(d)	Loading and securing of items in the Aircraft			
(e)	Special loads and classification of load compartments;			
(f)	Positioning of ground equipment;			
(g)	Operation of Aircraft doors;			
(h)	Safety on the ramp, including fire prevention, blast and suction areas;			
(i)	Start-up, ramp departure and arrival procedures; including push-back and towing operations			
(j)	Servicing of Aircrafts;			
(k)	Documents and forms for Aircraft handling; and			
(l)	Multiple occupancy of Aircraft 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, except medical patients under proper care, are refused embarkation. This does not apply to medical patients under proper care			
8.2.4	De-icing and Anti-icing on the Ground. A description of the de-icing and anti-icing policy and procedures for airplanes on the ground. These shall include descriptions of the types and effects of icing and other contaminants on airplanes whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used must be given including:			
(a)	Proprietary or commercial names			
(b)	Characteristics			
(c)	Effects on Aircraft performance;			
(d)	Hold-over times; and			
(e)	Precautions during usage			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
8.3	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:			
(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;			
(b)	MNPS and POLAR navigation and navigation in other designated areas			
(c)	RNAV. A description of the relevant RNAV procedures specified in Part C;			
(d)	In-flight re-planning;			
(e)	Procedures in the event of system degradation; and			
(f)	RVSM			
8.3.3	Altimeter setting procedures including use, where appropriate, of - metric altimetry and conversion tables; and - QFE operating procedures			
8.3.4	Altitude alerting system procedures			
8.3.5	Ground Proximity Warning System/Terrain Avoidance Warning System. 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).			
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:			
(a)	Thunderstorms			
(b)	Icing conditions			
(c)	Turbulence			
(d)	Wind shear			
(e)	Jet stream			
(f)	Volcanic ash clouds			
(g)	Heavy precipitation			
(h)	Sand storms			
(i)	Mountain waves; and			
(j)	Significant Temperature inversions			
8.3.9	Wake Turbulence. Wake turbulence separation criteria, taking into account airplane 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 on the flight deck			
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 CARC must also be included			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
8.3.13	Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats			
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			
(a)	Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys			
(b)	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 Aircraft			
(c)	Procedures to be followed during passenger embarkation and disembarkation			
(d)	Procedures in the event of fuelling with passengers on board or embarking and disembarking; and			
(e)	Smoking on board.			
8.3.16	Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with JCAR OPS 1.285			
8.3.17	Procedures for airplanes 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 on the use of Autopilot and Auto throttle			
8.4	All Weather Operations. A description of the operational procedures associated with All Weather operations (see also JCAR OPS Subpart D and E).			
8.5	ETOPS. A description of the ETOPS operational procedures.			
8.6	Use of the Minimum Equipment and Configuration Deviation List(s)			
8.7	Non revenue flights. Procedures and limitations for:			
(a)	Training flights			
(b)	Test flights			
(c)	Delivery flights			
(d)	Ferry flights			
(e)	Demonstration flights; and			
(f)	Positioning flights, including the kind of persons who may be carried on such flights.			
8.8	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:			
(a)	Flight crew;			
(b)	Cabin crew; and			
(c)	Passengers			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
9	Dangerous Goods and Weapons			
9.1	Information, instructions and general guidance on the transport of dangerous goods including:			
(a)	Operator's policy on the transport of dangerous goods;			
(b)	Guidance on the requirements for acceptance, labeling, 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 as per JCAR-OPS 1;and			
(f)	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			
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			
11	Handling , notification and reporting occurrences			
11.1.	Procedures for the handling, notifying and reporting occurrences This section must include:			
(a)	Definitions of occurrences and of the relevant responsibilities of all persons involved			
(b)	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;			
(c)	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;			
(d)	Procedures for verbal notification to air traffic service units of incidents involving ACAS 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 to ensure compliance with JCAR-OPS 1 .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.			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

Part B	AIRCRAFT OPERATING MATTERS - TYPE RELATED
---------------	--

Taking account of the differences between types, and variants of types, under the following headings

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
0	Administration and Control of Operations Manual			
1	Limitations			
1.1	A description of the certified limitations and the applicable operational limitations including:			
(a)	Certification status (e.g. JCAR CS-23, JCAR CS-25, ICAO Annex 16 (JCAR CS-36 and JCAR CS-34) etc.);			
(b)	Passenger seating configuration for each Aircraft type including a pictorial presentation;			
(c)	Types of operation that are approved (e.g. IFR/VFR, CAT II/III, RNP Type, 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;			
(i)	Performance limitations for applicable configurations;			
(j)	Runway slope			
(k)	Limitations on wet or contaminated runways			
(l)	Airframe contamination; and			
(m)	System limitations.			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
2	Normal Procedures			
2.1	The normal procedures and duties assigned to the crew, the appropriate check-lists, the system for use of the checklists and a statement covering the necessary coordination procedures between flight and cabin crew. The following normal procedures and duties must be included:			
(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. and			
(n)	Operations on wet and contaminated runways			
3	Abnormal and Emergency Procedures			
3.1	The abnormal and emergency procedures and duties assigned to the crew, the appropriate check-lists, the system for use of the check-lists and a statement covering the necessary coordination procedures between flight and cabin crew. The following abnormal and emergency procedures and duties must be included:			
(a)	Crew Incapacitation;			
(b)	Fire and Smoke Drills;			
(c)	Unpressurised and partially pressurized flight			
(d)	Exceeding structural limits such as overweight landing;			
(e)	Exceeding cosmic radiation limits			
(f)	Lighting strikes			
(g)	Distress communications and alerting ATC to Emergencies			
(h)	Engine failure			
(i)	System failures			
(j)	Guidance for Diversion in case of Serious Technical Failures			
(k)	Ground Proximity Warning			
(l)	TCAS Warning			
(m)	Wind shear;			
(n)	Emergency Landing / Ditching; and			
(o)	Departure contingency procedures			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
4	Performance			
4.0	Performance data must be provided in a form in which it can be used without difficulty			
4.1	Performance data. Performance material which provides the necessary data for compliance with the performance requirements prescribed in JCAR OPS 1 Subparts F, G, H and I must be included to allow the determination of:			
(a)	Take-off climb limits — Mass, Altitude, Temperature			
(b)	Take-off field length (dry, wet, contaminated)			
(c)	Net flight path data for obstacle clearance calculation or, where applicable, take-off flight 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 (dry, wet, contaminated) including the effects of an in-flight failure of a system or device, if it affects the landing distance			
(i)	Brake energy limits; and			
(j)	Speeds applicable for the various flight stages (also considering wet or contaminated runways)			
4.1.1	Supplementary data covering flights in icing conditions. Any certificated performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, must be included			
4.1.2	If performance Data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to CARC must be included. Alternatively, the Operations Manual may contain cross reference to the approved Data contained in the AFM where such Data is not likely to be used often or in an emergency			
4.2	Additional Performance Data. Additional performance data where applicable including:			
(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 airplanes with 3 or more engines, one engine inoperative ferry flights; and			
(f)	Flights conducted under the provision of the CDL			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
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 JCAR OPS 1.245) and flights to isolated aerodromes must be included.			
5.2	The method for calculating fuel needed for the various stages of flight, in accordance with JCAR-OPS 1.255.			
5.3	Performance data for ETOPS critical fuel reserved and area of operation including sufficient data to support the critical fuel reserve and area of operation calculation based on approved airplane performance data. The following data is required:			
(a)	Detailed engine(s) inoperative performance data including fuel flow for standard and non-standard atmospheric condition and as a function of airspeed and power setting, where appropriate, covering:			
(i)	Drift down (includes net performance) see JCAR OPS 1.505 where applicable			
(ii)	Cruise altitude coverage including 10 000 feet			
(iii)	holding			
(iv)	Altitude capacity (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 condition of airspeed and power setting, where appropriate, covering:			
(i)	Cruise (altitude coverage including 10 000 feet); and			
(ii)	holding			
(c)	Details of any other condition relevant to ETOPS operations which can cause significant deterioration of performance, such as ice accumulation on the unprotected surfaces of the airplane, ram air turbine (RAT) deployment, thrust reverser deployment, etc. The altitude, airspeeds, thrust setting, and fuel flow used in establishing the ETOPS area of operations for each airframe engine combination must be used in showing the corresponding terrain and obstruction clearances in accordance with this regulation			
6	Mass and Balance Instructions and data for the calculation of the mass and balance including:			
(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 Aircrafts used by the operator; and			
(d)	Dry Operating mass and corresponding centre of gravity or index.			
7	Loading. Procedures and provisions for loading and securing the load in the airplane			
8	Configuration Deviation List. The Configuration Deviation List(s) (CDL), if provided by the manufacturer, taking account of the airplane types and variants operated including procedures to be followed when an airplane is being dispatched under the terms of its CDL			
9	Minimum Equipment List. The Minimum Equipment List (MEL) taking account of the airplane types and variants operated and the type(s)/area(s) of operation. The MEL must include the navigational equipment and take into account the required performance for the route and area of operation			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

Part C	ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION
---------------	---

No.	Requirements	OPS Manual References	Compliance	
			YES	NO

0	Administration and Control of Operations Manual			
0.1	Introduction			
(a)	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate			
(b)	A statement that the manual contains operational instructions that are to be complied with by the relevant personnel			
(c)	A list and brief description of the various parts, their contents, applicability and use			
(d)	Explanations and definitions of terms and words needed for the use of the manual			
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 and their effective dates.			
(e)	A list of effective pages			
(f)	Annotation of changes (on text pages 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.			

1	Instructions and information 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, including:			
(a)	Minimum flight level/altitude;			
(b)	Operating minima for departure, destination and alternate aerodromes			
(c)	Communication facilities and navigation aids;			
(d)	Runway data and aerodrome facilities;			
(e)	Approach, missed approach and departure procedures including noise abatement procedures;			
(f)	COM-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 must 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 COM/NAV procedures.			
(k)	Aerodrome categorization for flight crew competence qualification			
(l)	Special Airport limitations (performance limitation and operating procedures etc.).			



Flight Operations Standards Directorate
Commercial Air Transport Section - Documents Evaluation
Operations Manual Structure Compliance List

Part D	TRAINING SYLLABI AND CHECKING PROGRAMS
---------------	---

No.	Requirements	OPS Manual References	Compliance	
			YES	NO
0	Administration and Control of Operations Manual			
1	General			
2	Flight Crew Training and Checking Programs			
3	Cabin Crew Training and Checking Programs			
4	Flight Dispatcher Training and Checking Programs			
5	Dangerous Goods Training and Checking Programs			
6	Aviation Security Training and Checking Programs			
7	Quality System Training Program			
8	Safety Management System Training Programs			
9	Procedures			
10	Documentation and Storage			

• Overall Inspection Result of Part D Training	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

• Remarks	

Flight Operations Inspector Name	Signature	Date