Note: Operator shall indicate the references in the Operations Manual where the requirements are met.

Name of Operator : Click here to enter text.

| **Elements of the Operations Manual as per the Fourth Schedule of ANR-121/ANR-135**  | **Operations Manual Reference** |
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| **1** | **PART A - GENERAL** |  |
| 1.1 | The instructions outlining the responsibilities of each crew member and the other members of the operating personnel pertaining to the conduct of flight operations[ANR-121/ANR-135 Fourth Schedule, 2(a)] | Click here to enter text. |
| 1.2 | The flight and duty time limitations and rest schemes for flight and cabin crew members[ANR-121/ANR-135 Fourth Schedule, 2(b)] | Click here to enter text. |
| 1.3 | A list of the navigational equipment to be carried including any requirements relating to operations in RNP airspace[ANR-121/ANR-135 Fourth Schedule, 2(c)] | Click here to enter text. |
| 1.4 | Where relevant to the operations, the long-range navigation procedures, engine failure procedure for ETOPS and the nomination and utilization of diversion aerodromes[ANR-121/ANR-135 Fourth Schedule, 2(d)] | Click here to enter text. |
| 1.5 | The circumstances in which a radio listening watch is to be maintained[ANR-121/ANR-135 Fourth Schedule, 2(e)] | Click here to enter text. |
| 1.6 | The method for determining minimum flight altitudes[ANR-121/ANR-135 Fourth Schedule, 2(f)] | Click here to enter text. |
| 1.7 | The methods for determining aerodrome operating minima[ANR-121/ANR-135 Fourth Schedule, 2(g)] | Click here to enter text. |
| 1.8 | The safety precautions during refuelling with passengers on board[ANR-121/ANR-135 Fourth Schedule, 2(h)] | Click here to enter text. |
| 1.9 | The ground handling arrangements and procedures[ANR-121/ANR-135 Fourth Schedule, 2(i)] | Click here to enter text. |
| 1.10 | The procedures for a pilot-in-command when an accident is observed[ANR-121/ANR-135 Fourth Schedule, 2(j)] | Click here to enter text. |
| 1.11 | The composition of the flight crew for each type of operation including the designation of the succession of command[ANR-121/ANR-135 Fourth Schedule, 2(k)] | Click here to enter text. |
| 1.12 | The specific instructions for the computation of the quantities of fuel and oil to be carried, taking into account all circumstances of the operation including the possibility of loss of pressurisation and the failure of one or more engines while en‑route[ANR-121/ANR-135 Fourth Schedule, 2(l)] | Click here to enter text. |
| 1.13 | The conditions under which oxygen must be used and the amount of oxygen determined in accordance with Division 6[ANR-121/ANR-135 Fourth Schedule, 2(m)] | Click here to enter text. |
| 1.14 | The instructions for mass and balance control[ANR-121/ANR-135 Fourth Schedule, 2(n)] | Click here to enter text. |
| 1.15 | Instructions for the conduct and control of ground de-icing/anti-icing operations[ANR-121/ANR-135 Fourth Schedule, 2(o)] | Click here to enter text. |
| 1.16 | The specifications for the operational flight plan[ANR-121/ANR-135 Fourth Schedule, 2(p)] | Click here to enter text. |
| 1.17 | Standard operating procedures (SOP) for each phase of flight[ANR-121/ANR-135 Fourth Schedule, 2(q)] | Click here to enter text. |
| 1.18 | Instructions on the use of normal checklists and the timing of their use[ANR-121/ANR-135 Fourth Schedule, 2(r)] | Click here to enter text. |
| 1.19 | Departure contingency procedures[ANR-121/ANR-135 Fourth Schedule, 2(s)] | Click here to enter text. |
| 1.20 | Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out[ANR-121/ANR-135 Fourth Schedule, 2(t)] | Click here to enter text. |
| 1.21 | Instructions on the use of autopilots and auto-throttles in IMC[ANR-121/ANR-135 Fourth Schedule, 2(u)] | Click here to enter text. |
| 1.22 | Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved[ANR-121/ANR-135 Fourth Schedule, 2(v)] | Click here to enter text. |
| 1.23 | Departure and approach briefings[ANR-121/ANR-135 Fourth Schedule, 2(w)] | Click here to enter text. |
| 1.24 | Procedures for familiarization with areas, route and aerodromes[ANR-121/ANR-135 Fourth Schedule, 2(x)] | Click here to enter text. |
| 1.25 | Stabilized approach procedure[ANR-121/ANR-135 Fourth Schedule, 2(y)] | Click here to enter text. |
| 1.26 | Any limitations on high rates of descent near the surface[ANR-121/ANR-135 Fourth Schedule, 2(z)] | Click here to enter text. |
| 1.27 | Conditions required to commence or to continue an instrument approach[ANR-121/ANR-135 Fourth Schedule, 2(za)] | Click here to enter text. |
| 1.28 | Instructions for the conduct of precision and non-precision instrument approach procedures[ANR-121/ANR-135 Fourth Schedule, 2(zb)] | Click here to enter text. |
| 1.29 | Allocation of flight crew duties and procedures for the management of crew workload during instrument approach and landing operations at night and under Instrument Meteorological Conditions[ANR-121/ANR-135 Fourth Schedule, 2(zc)] | Click here to enter text. |
| 1.30 | Instructions, training and awareness programmes, as appropriate for —(i) the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system;(ii) the prevention of and recovery from loss of control of aircraft in-flight; and(iii) the avoidance of level busts, or unauthorised or uncommanded vertical deviation, equal to or more than 300 ft, or 200 ft while in RVSM airspace, if applicable[ANR-121/ANR-135 Fourth Schedule, 2(zd)](iv) the avoidance of and recovery from loss of tail rotor effectiveness in relation to a helicopter **[Only for operations under ANR-135]**[ANR-135 Fourth Schedule, 2(zd)] | Click here to enter text. |
| 1.31 | Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS) **[Only for operations under ANR-121]**[ANR-121 Fourth Schedule, 2(ze)]Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of ACAS II **[Only for operations under ANR-135]**[ANR-135 Fourth Schedule, 2(ze)] | Click here to enter text. |
| 1.32 | Information and instructions relating to the interception of civil aircraft including —(i) procedures, for pilots-in-command of intercepted aircraft; and(ii) visual signals for use by intercepting and intercepted aircraft[ANR-121/ANR-135 Fourth Schedule, 2(zf)] | Click here to enter text. |
| 1.33 | For any aeroplane intended to be operated at an altitude above 49,000 ft (15,000 m) —(i) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and(ii) the procedures in the event that a decision to descend is taken, covering —(A) the necessity of giving the appropriate air traffic services unit prior warning of the situation and of obtaining a provisional descent clearance; and(B) the action to be taken in the event that communication with the appropriate air traffic services unit cannot be established or is interrupted; and(iii) the procedures to maintain records such that the total cosmic radiation dose received by each crew member over a period of 12 consecutive months can be determined[ANR-121/ANR-135 Fourth Schedule, 2(zg)] | Click here to enter text. |
| 1.34 | Information on the safety management system and related flight safety programs as are relevant to flight operations[ANR-121/ANR-135 Fourth Schedule, 2(zh)] | Click here to enter text. |
| 1.35 | Information and instructions on the carriage of dangerous goods [ANR-121/ANR-135 Fourth Schedule, 2(zi)] | Click here to enter text. |
| 1.36 | Security instructions and guidance[ANR-121/ANR-135 Fourth Schedule, 2(zj)] | Click here to enter text. |
| 1.37 | A checklist of the procedures to be followed —(i) when searching for a bomb in case of suspected sabotage; and(ii) when inspecting an aircraft for concealed weapons, explosives or other dangerous devices, when a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference, supported by guidance on the course of action to be taken should a bomb or suspicious object be found and information on the least‑risk bomb location specific to the aircraft[ANR-121/ANR-135 Fourth Schedule, 2(zk)] | Click here to enter text. |
| 1.38 | Instructions and training requirements for the use of head‑up displays and enhanced vision systems equipment if applicable[ANR-121/ANR-135 Fourth Schedule, 2(zl)] | Click here to enter text. |
| 1.39 | Instructions and training requirements for the use of the Electronic Flight Bag, if applicable[ANR-121/ANR-135 Fourth Schedule, 2(zm)] | Click here to enter text. |
| **2** | **PART B – AIRCRAFT OPERATING MATTERS** |  |
| 2.1 | The aeroplane’s certification limitations and operating limitations[ANR-121/ANR-135 Fourth Schedule, 3(a)] | Click here to enter text. |
| 2.2 | The procedures for normal, abnormal and emergency situations and checklists to be used by the flight crew in such situations[ANR-121/ANR-135 Fourth Schedule, 3(b)] | Click here to enter text. |
| 2.3 | Operating instructions and information on climb performance with all engines operating[ANR-121/ANR-135 Fourth Schedule, 3(c)] | Click here to enter text. |
| 2.4 | Flight planning data for pre-flight and in-flight planning with different thrust/power and speed settings[ANR-121/ANR-135 Fourth Schedule, 3(d)] | Click here to enter text. |
| 2.5 | The maximum crosswind and tailwind components for each aeroplane type operated and the reductions to be applied to these values having regard to —(i) gusts;(ii) low visibility;(iii) runway surface conditions;(iv) crew experience;(v) use of autopilot;(vi) abnormal or emergency circumstances; or(vii) any other relevant operational factors[ANR-121/ANR-135 Fourth Schedule, 3(e)] | Click here to enter text. |
| 2.6 | Instructions for aircraft loading and securing of load[ANR-121/ANR-135 Fourth Schedule, 3(f)] | Click here to enter text. |
| 2.7 | Aircraft systems, associated controls and instructions for their use[ANR-121/ANR-135 Fourth Schedule, 3(g)] | Click here to enter text. |
| 2.8 | The minimum equipment list and configuration deviation list for the aircraft types operated and specific operations authorised, including any equipment required for an operation with performance‑based navigation[ANR-121/ANR-135 Fourth Schedule, 3(h)] | Click here to enter text. |
| 2.9 | Checklist of emergency and safety equipment and instructions for the use of the equipment[ANR-121/ANR-135 Fourth Schedule, 3(i)] | Click here to enter text. |
| 2.10 | Emergency evacuation procedures, including type specific procedures, crew coordination, assignment of crew’s emergency positions and the emergency duties assigned to each crew member[ANR-121/ANR-135 Fourth Schedule, 3(j)] | Click here to enter text. |
| 2.11 | The procedures for normal, abnormal and emergency situations to be used by the cabin crew, the checklists relating to such procedures and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight crew and cabin crew[ANR-121/ANR-135 Fourth Schedule, 3(k)] | Click here to enter text. |
| 2.12 | Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off, including procedures to determine the required amount of oxygen and the quantity available[ANR-121/ANR-135 Fourth Schedule, 3(l)] | Click here to enter text. |
| 2.13 | The ground-air visual signal code for use by survivors[ANR-121/ANR-135 Fourth Schedule, 3(m)] | Click here to enter text. |
| **3** | **PART C – ROUTES AND AERODROMES** |  |
| 3.1 | A route guide for each flight to ensure that the flight crew will have information relating to —(i) information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation; and (ii) such other information as the AOC holder may deem necessary for the proper conduct of flight operations[ANR-121/ANR-135 Fourth Schedule, 4(a)] | Click here to enter text. |
| 3.2 | The minimum flight altitudes for each route to be flown[ANR-121/ANR-135 Fourth Schedule, 4(b)] | Click here to enter text. |
| 3.3 | Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes[ANR-121/ANR-135 Fourth Schedule, 4(c)] | Click here to enter text. |
| 3.4 | The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities[ANR-121/ANR-135 Fourth Schedule, 4(d)] | Click here to enter text. |
| 3.5 | The instructions for determining aerodrome operating minima for instrument approaches using head‑up displays and enhanced vision systems[ANR-121/ANR-135 Fourth Schedule, 4(e)] | Click here to enter text. |
| 3.6 | The information necessary for compliance with all flight profiles required by regulations, including but not limited to, the determination of —(i) take-off runway length requirements for a dry, contaminated or wet runway, including those dictated by system failures which affect the take‑off distance;(ii) take-off climb limitations;(iii) en-route climb limitations;(iv) approach climb limitations and landing climb limitations;(v) landing runway length requirements for a dry, contaminated or wet runway, including systems failures which affect the landing distance; and(vi) supplementary information, such as tire speed limitations.[ANR-121/ANR-135 Fourth Schedule, 4(f)] | Click here to enter text. |
| **4** | **PART D - TRAINING** |  |
| 4.1 | Details of the flight crew training programme.[ANR-121/ANR-135 Fourth Schedule, 5(a)] | Click here to enter text. |
| 4.2 | Details of the cabin crew duties training programme.[ANR-121/ANR-135 Fourth Schedule, 5(b)] | Click here to enter text. |
| 4.3 | Details of the flight dispatcher training programme who is employed in conjunction with an AOC holder’s method of flight supervision[ANR-121/ANR-135 Fourth Schedule, 5(c)] | Click here to enter text. |
| 4.4 | Details of the training programme any other crew member as applicable[ANR-121/ANR-135 Fourth Schedule, 5(d)] | Click here to enter text. |

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| **Declaration** |
| I declare that the information given in this submission is true in every respect.Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name & Designation Signature & Date (Day / Month / Year) |

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| **For Official Use** |
| Contents checked against Operations manual: **SATISFACTORY / IMPROVEMENT REQUIRED**[[1]](#footnote-1)\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal Operations Inspector (POI) Signature & Date (Day / Month / Year)**For information**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head (Flight Operations) Signature & Date (Day / Month / Year) |

1. \* Delete as appropriate [↑](#footnote-ref-1)