Note: Operator shall indicate the references in the Operations Manual or other manual(s) where the requirements are met.

Name of Operator: Click here to enter text.

| **Information provided in the Operations Manual** | | **Operations Manual or other manuals** | **Section of Manual** |
| --- | --- | --- | --- |
| **1** | **General** |  |  |
| 1.1 | A statement that the operations manual complies with applicable laws and AOC conditions and the corresponding operations specifications.  ANR 119-21(1) (Pg 16)  ANR 119-9 (Pg 6) | Click here to enter text. | Click here to enter text. |
| 1.2 | A list and a summarised description of the different parts of the manual, their contents, applicability and utilization.  ANR 121-FOURTH SCHEDULE, 1 (a)(b)(c) & (d)  (Pg 157-158) | Click here to enter text. | Click here to enter text. |
| 1.3 | A statement that the operations manual contains operating instructions, which are required to be in compliance with by all personnel, where applicable, approved or accepted by the authority.  ANR 121-21(3)(a)(b) (Pg 19-20) | Click here to enter text. | Click here to enter text. |
| 1.4 | A registration sheet for the amendments and revisions with the dates of registration and validity, where applicable, approved or accepted by the authority.  ANR 119 38(1) (Pg 27) | Click here to enter text. | Click here to enter text. |
| 1.5 | A list of effective pages, where applicable, approved or accepted by the authority.  ANR 119 38(1) (Pg 27) | Click here to enter text. | Click here to enter text. |
| 1.6 | Amendment and revision changes indicated by marks or signals in text, graphics and diagrams, where applicable, approved or accepted by the authority.  ANR 119 38(1) (Pg 27) | Click here to enter text. | Click here to enter text. |
| 1.7 | Implementing changes made in the Flight Manual, where applicable, approved or accepted by the authority.  ANR 119 38(1) (Pg 27)  ANR 91 110 (Pg 81) | Click here to enter text. | Click here to enter text. |
| 1.8 | Instructions outlining the responsibilities of management and operations personnel pertaining to the conduct of flight operations ensuring duties, responsibilities, functional tasks, lines of reporting and authorities are clearly defined (covering but not limiting to safety management, quality assurance management and emergency management).  ANR 121-FOURTH SCHEDULE, 2 (a) to (zm) (Pg 158-161) | Click here to enter text. | Click here to enter text. |
| 1.9 | Provision of duty, flight time limits, flight duty periods, duty period, rest periods etc. are provided for crewmembers as defined in;  ANR 121, 178-(1) (Pg 136) and  FIFTH SCHEDULE PART 1 & 2 (Pg 164 – 179) | Click here to enter text. | Click here to enter text. |
| 1.10 | Responsibilities and authority for operational control and related policies, processes, standards and procedures as per;  ANR 121-22(2) (Pg 20) | Click here to enter text. | Click here to enter text. |
| 1.11 | A certified true copy of the AOC and corresponding OPS SPECS including leased aircraft is carried on board at all times.  ANR 91 7-(1)(2) (Pg 9) | Click here to enter text. | Click here to enter text. |
| 1.12 | Aircraft certification and operating limitations in accordance with;  ANR 121 FOURTH SCHEDULE, PART B 3  (Pg 161) | Click here to enter text. | Click here to enter text. |
| 1.13 | Aircraft operating information contains an approved MEL/CDL for the aeroplane types operated and specific operations authorised.  ANR 121 82-(1)(2) (Pg 59)  ANR 121 FOURTH SCHEDULE, PART B 3h | Click here to enter text. | Click here to enter text. |
| 1.14 | An organisation and management system for the operational control of all flights in accordance with specific operating regulations applicable to aircraft operations.  ANR 121 22-(1)(2)(3) (Pg 20) | Click here to enter text. | Click here to enter text. |
| 1.15 | Adequate procedures for the preparation and dissemination of pre-flight aeronautical information essential for the safety, regularity and efficiency of air navigation.  ANR 91 7(1)(2) (Pg 9-10) | Click here to enter text. | Click here to enter text. |
| 1.16 | Adequate procedures for the preparation and dissemination of information contained in the NOTAM, AIP, AIC and AIRAC to flight crew and operations personnel.  ANR 91 9(a)-(c) (Pg 10-11) | Click here to enter text. | Click here to enter text. |
| **2** | **Standard Operating Procedures (SOPs)** |  |  |
| 2.1 | Standard operating procedures (SOP) for each phase of flight.  ANR 121, 148-(3)(d) (Pg 114)  FOURTH SCHEDULE PART A 2(q) (Pg 159) | Click here to enter text. | Click here to enter text. |
| 2.2 | Checklists as an integral part of its SOPs and instructions to the flight crew on how to use them.  ANR 121 48-(1), 49(1) (Pg 41) and;  FOURTH SCHEDULE PART A 2 & PART B 3.  (Pg 159-161) | Click here to enter text. | Click here to enter text. |
| 2.3 | Crew briefings as an integral part of the SOPs.  ANR 121 FOURTH SCHEDULE PART B (Pg.159) | Click here to enter text. | Click here to enter text. |
| **3** | **In-flight Procedures** |  |  |
| 3.1 | Policy and procedures for flight crew to record and report on routine meteorological observation during departure and en-route and climb-out phases of the flight and special and other non-routine observations during any phase of the flight;  ANR 91 48(1)(2) (Pg 38-39) | Click here to enter text. | Click here to enter text. |
| 3.2 | Policy and procedures for flight crew to record and report on volcanic activity.  ANR 91 48(1)(2) – (Pg 39) | Click here to enter text. | Click here to enter text. |
| 3.3 | Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS II)  ANR 121, 124-(1)(2) (Pg 97)  ANR 121, 125-(1)(2) (Pg 97)  ANR 91, 41(Pg 35)  ANR 121 FOURTH SCHEDULE, PART A 2(ze) (Pg 160) | Click here to enter text. | Click here to enter text. |
| 3.4 | Instructions on the clarification and acceptance of air traffic control (ATC) clearances, particularly where terrain clearance is involved.  ANR 121, 31(b) (Pg 24)  ANR 121 FOURTH SCHEDULE, PART A 2(v) (Pg 159) | Click here to enter text. | Click here to enter text. |
| **4** | **Air Operator’s Safety Management System** |  |  |
| 4.1 | An AOC holder must establish and maintain a safety management system and commensurate to the size of the AOC holder’s organisation and the complexity of the AOC holder’s operations.  ANR 119 16(1)(a)(b) (Pg 12) | Click here to enter text. | Click here to enter text. |
| 4.2 | A post holder responsible for the development and establishment of the safety management system are clearly defined and documented in the flight safety documents system.  ANR 119 16-(2)(3) (Pg 12) | Click here to enter text. | Click here to enter text. |
| 4.3 | Establishment and maintenance of a flight data analysis programme as part of the safety management system  ANR119 17-(1) (Pg 12) | Click here to enter text. | Click here to enter text. |
| 4.4 | Flight data analysis programme is non-punitive and contains adequate safeguards to protect the source(s) of the data.  ANR119 17-(2)(3) (Pg 12-13) | Click here to enter text. | Click here to enter text. |
| 4.5 | Procedures for the retention of flight recorder records and flight recorders in safe custody pending their disposition in accordance with Annex 13.  ANR 91 21-(3)(a)(b) SIXTH SCHEDULE Table 6 (6), (Pg 117) | Click here to enter text. | Click here to enter text. |
| **5.1** | **Training Programme (Flight Crew)** |  |  |
| 5.1.1 | The training manual covering training programmes and syllabi for initial, recurrent, transition (conversion), re-qualification, upgrade, recency and experience, familiarisation, differences, safety management and/or other specialised training.  ANR 121, 143-(1)-(7) (Pg 110)  ANR 121 FOURTH SCHEDULE PART D. | Click here to enter text. | Click here to enter text. |
| 5.1.2 | Instructions and training requirements for the avoidance of controlled flight into terrain (CFIT) and policy for the use of the ground proximity warning system (EGPWS)  ANR121 FOURTH SCHEDULE, Part A General (zd) (i) (Pg 159) | Click here to enter text. | Click here to enter text. |
| 5.1.3 | Address the following, as applicable:   1. Training policies and directives. 2. Administrative support of air operator. 3. List of designated instructors and line check airmen. 4. Comprehensive syllabi, including lesson plans for approved training. 5. Procedures for the conduct of examinations and manoeuvre tolerances. 6. Procedures to require that flight crew members are properly trained and examined on abnormal and emergency conditions. 7. Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards. 8. A process to obtain authority’s approval for subsequent changes to the training manual.   ANR 119, 13-(1)-(3), ANR 119 14-(1)-(3) (Pg 10-11)  ANR 121, 143 (Pg 110) | Click here to enter text. | Click here to enter text. |
| 5.1.4 | Training provided and flight documentation used are correctly reflected in the operators’ flight safety documents system.  Note: If a separate training organization is approved to provide crew training, the training provided and flight documentation used correctly reflect the operator’s flight safety documents system.  ANR 119, 20-(1) (a)-(b) (Pg 15)  ANR 119, 13-(1)-(3), 14-(1)-(3) (Pg 10-11)  ANR 121, 144 (Pg 111) | Click here to enter text. | Click here to enter text. |
| 5.1.5 | Adequate ground and flight training facilities, simulators and/or cockpit procedure training devices (fixed-based simulator [FBS], computer based training [CBT], etc.) and syllabus materials.  ANR 119, 13-(1)-(3), 14-(1)-(3) (Pg 10-11)  ANR 119, 19-1(h) (Pg 13)  ANR 121, 144 (Pg 111) | Click here to enter text. | Click here to enter text. |
| **5.2** | **Training Program (Cabin Crew)** |  |  |
| 5.2.1 | Basic indoctrination in the different functions, duties and responsibilities of cabin crew members to cover:  1 Introduction to aircraft systems and limitations.  2. Aircraft emergency evacuation, life-safety equipment and related information to passengers.  3. Cabin crew members’ assignment, coordination and two-way communication.  4. Knowledge and skills related to the transport of dangerous goods.  5. Security procedures.  6. Recurrent training programme including an examination to determine competence.  7. Limits of flight duty periods and provision of adequate rest periods for crew members  ANR 121, 149, 150 (Pg 115-116) | Click here to enter text. | Click here to enter text. |
| 5.2.2 | Annual training and testing on the awareness of the different types of dangerous goods must be carried out for cabin crew.  ANR 121, 153-(1)-(2) (Pg 118) | Click here to enter text. | Click here to enter text. |
| 5.2.3 | Automated External Defibrillator (AED) – if carried by the operator, training must be provided.  ANR 121, 149 (2)(e) (Pg 116) | Click here to enter text. | Click here to enter text. |
| **5.3** | **Training Programme (Flight Dispatcher)** |  |  |
| 5.3.1 | 1. Training programmes to include: 2. Flight dispatch/flight operations officer 3. Aviation indoctrination 4. Use of operations manual 5. Aircraft performance 6. Performance Based Navigation (PBN) 7. Performance Based Communication and Surveillance (PBCS) 8. Flight planning and monitoring 9. Aircraft Tracking 10. Rules of the air, communication and air traffic management 11. Meteorology 12. Mass and balance control 13. Use of MEL/CDL 14. Transport of dangerous goods by air 15. Security procedures 16. Emergency response plan 17. Flight observation 18. Recurrent training programme   ANR 121, 23-(1) (Pg 20)  ANR 121,143-(1) to (7) (Pg 110)  ANR 121,149, (2) (Pg 110) | Click here to enter text. | Click here to enter text. |
| 5.3.2 | Recurrent training of the knowledge, skills and qualifications of flight dispatch/flight operations officers and ground instructors.  ANR 121 143(1) to (7) (Pg 110) | Click here to enter text. | Click here to enter text. |
| 5.3.3 | Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision.  ANR 121 143(1) to (7) (Pg 110) | Click here to enter text. | Click here to enter text. |
| **6** | **Security** |  |  |
| 6.1 | Security training programme has been established.  (a) Determination of the seriousness of any occurrence.  (b) Crew communication and coordination.  (c) Appropriate self-defense responses.  (d) Use of non-lethal protective devices assigned to crew members whose use is authorized by the NCASA.  (e) Potentially disruptive passengers.  (f) Understanding of behavior of terrorists so as to facilitate the ability of crew members to cope with hijacker behavior and passenger responses.  (g) Live situational training exercises regarding various threat conditions.  (h) Flight deck procedures to protect the aeroplane.  (i) Aeroplane search procedures and guidance on least-risk bomb locations where practicable.  (j) Recognition of firearms, explosives and incendiary devices and their components.  (k) Instructions and guidance for searching a bomb and/or inspecting an aircraft for concealed weapons, explosives and other dangerous devices.  (l) Policy and procedures in relation to a bomb threat or warning, when the aircraft is on ground or in flight.  (m) Instructions and guidance on appropriate course of action to be taken should a bomb or suspicious object be found.  (n) Information on the least risk bomb location specific to the aeroplane.  (o) Discreet communication to flight crew by cabin crew in the event of suspicious activity or security breaches in the passenger cabin.  ANR 121, 57(1) (Pg 45)  ANR 121, 84-(1)-(2) (Pg 60-61)  AC 121-9-1 (rev0) Paragraph 3.2 | Click here to enter text. | Click here to enter text. |
| 6.2 | Procedures to enable cabin crew to discreetly communicate to flight crew in the event of suspicious activity or security breaches in the passenger cabin.  ANR 121, FOURTH SCHEDULE, PART A 2 (zj) (zk) (Pg 160)  ANR 121, 84 (Pg 60-61) | Click here to enter text. | Click here to enter text. |
| 6.3 | Procedures in relation to the flight crew compartment access.  ANR 121, FOURTH SCHEDULE, PART A 2 (zj) (zk) (Pg 160)  ANR 121, 19 (1)-(3) (Pg18-19) | Click here to enter text. | Click here to enter text. |
| 6.4 | Procedures in relation to a bomb threat or warning, when the aircraft is on the ground or in flight.  ANR 121, FOURTH SCHEDULE, PART A 2 (zj) (zk) (Pg 160) | Click here to enter text. | Click here to enter text. |
| 6.5 | Developed a procedure checklist for searching a bomb and/or inspecting an aircraft for concealed weapons, explosives and other dangerous devices.  ANR 121, FOURTH SCHEDULE, PART A 2 (zj) (zk) (Pg 160) | Click here to enter text. | Click here to enter text. |
| **7** | **Ground Handling** |  |  |
| 7.1 | Training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling operations.  ANR 119, 13-(2)(3) (Pg 10)  ANR 119, 18-(1) (2)(a) (Pg 13)  ANR 119, 19-(5) (c) (Pg 14) | Click here to enter text. | Click here to enter text. |
| 7.2 | Organisational structure which includes the responsibilities and authority for the management of all ground handling functions.  ANR 119, 12 (1)-(2) (Pg 8) | Click here to enter text. | Click here to enter text. |
| 7.3 | The line of responsibilities is clearly defined for ground handling functions and associated with the following, when applicable:   1. Ramp operations 2. Passenger services 3. Baggage services 4. Cabin services 5. Mass and balance control 6. Ground support equipment 7. Fuel services   ANR 119, 18-(1) (2) (Pg 13)  ANR 119, 19-(5) (Pg 14) | Click here to enter text. | Click here to enter text. |
| 7.4 | Air operator ground handling responsibility is permanently maintained, when all or part of the functions and tasks related to ground handling services have been contracted to a service provider.  ANR 119, 13-(2)-(3) (Pg 10) | Click here to enter text. | 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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| 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)