# AMC/GM to Annex III (Part-ORO) — Issue 2

# **Change information**

# The amendments are presented as follows:

| Text to be deleted   | Text to be deleted is shown with a line through it.   |
|--|---|
| New text to be inserted  | New text to be inserted is highlighted with grey shading.   |
| New text to replace existing text                                  | Text to be deleted is shown with a line through it followed by the replacement text which is highlighted with grey shading. |
| Text unchanged   | Text without a horizontal line through it or grey shading remains the same.   |
| Remaining text is unchanged in front of or following the amendment |   |

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### Amendments to AMC/GM to Annex III (Part-ORO)

### **Subpart GEN — General requirements**

#### **SECTION I — GENERAL**

1) GM1 ORO.GEN.105 was amended as follows:

#### GM1 ORO.GEN.105 Competent authority

#### NON-COMMERCIAL OPERATIONS

- (a) For the determination of the principal place of business 'activities referred to in this Part' means those activities to which Part-ORO, or Part-NCC or Part-SPO apply. For organisations that also exercise activities that are not subject to Part-ORO, or Part-NCC or Part-SPO, the determination of the principal place of business should consider that part of the organisation that is responsible for the operation of aircraft subject to Part-ORO, or Part-NCC or Part-SPO. For non-commercial operations, this is usually the home base or the main maintenance base of the aircraft concerned, or the location of the flight department.
- (b) For organisations that also exercise activities not subject to Part-ORO, or Part-NCC or Part-SPO, the reference to the accountable manager is intended to mean the manager who has the authority to ensure that all activities subject to Part-ORO, or Part-NCC or Part-SPO can be financed and carried out in accordance with the applicable requirements.
- (c) If the accountable manager is not located in that part of the organisation that is responsible for the operation of aircraft, but the majority of other management personnel are located there, the location of the accountable manager may not need to be considered for the determination of the principal place of business.
- 2) A new AMC1 GEN.110(e) is added as follows:

#### AMC1 ORO.GEN.110(e) Operator responsibilities

#### MEL TRAINING PROGRAMME

- (a) The operator should develop a training programme for ground personnel dealing with the use of the MEL and detail such training in the continuing airworthiness maintenance exposition CAME and OM as appropriate. Such training programme should include:
  - (1) the scope, extent and use of the MEL;
  - (2) placarding of inoperative equipment;
  - (3) deferral procedures;
  - (4) dispatching; and
  - (5) any other operator's MEL related procedures.
- (b) The operator should develop a training programme for crew members and detail such training in the Operations Manual. Such training programme should include:

- (1) the scope, extent and use of the MEL;
- (2) the operator's MEL procedures;
- (3) elementary maintenance procedures in accordance with Commission Regulation (EC) No 2042/2003; and
- (4) pilot-in-command/commander responsibilities.
- 3) A new GM1 ORO.GEN.110(e) is added as follows:

## GM1 ORO.GEN.110(e) Operator responsibilities

#### GROUND PERSONNEL

For the purpose of the MEL training programme referred to in AMC1 ORO.GEN.110(e) ground personnel include maintenance personnel, flight dispatchers and operations officers.

4) AMC1 ORO.GEN.125 was amended as follows:

# AMC1 ORO.GEN.125 Terms of approval and privileges of an operator holder

#### MANAGEMENT SYSTEM DOCUMENTATION

The management system documentation should contain the privileges and detailed scope of activities for which the operator is certified, as relevant to the applicable requirements. The scope of activities defined in the management system documentation should be consistent with the terms of approval.

5) AMC1 ORO.GEN.130 was amended as follows:

#### AMC1 ORO.GEN.130 Changes related to an AOC holder

#### APPLICATION TIME FRAMES

- (a) The application for the amendment of an air operator certificate should be submitted at least 30 days before the date of the intended changes.
- (b) In the case of a planned change of a nominated person, the operator should inform the competent authority at least 10 days before the date of the proposed change.
- (c) Unforeseen changes should be notified at the earliest opportunity, in order to enable the competent authority to determine continued compliance with the applicable requirements and to amend, if necessary, the air operator certificate and related terms of approval.
- 6) GM1 ORO.GEN.130(a) was amended as follows:

# GM1 ORO.GEN.130(a) Changes related to an AOC holder

#### **GENERAL**

- (a) Typical examples of changes that may affect the air operator certificate or the operations specifications or the operator's management system, as required in ORO.GEN.200 (a)(1) and (a)(2), are listed below:
  - (1) the name of the operator;
  - (2) a change of legal entity;
  - (3) the operator's principal place of business;
  - (4) the operator's scope of activities;
  - (5) additional locations of the operator;
  - (6) the accountable manager;
  - (7) any of the persons referred to in ORO.GEN.210 (a) and (b);
  - (8) the operator's documentation, as required by this Annex, safety policy and procedures;
  - (9) the facilities.
- (b) Prior approval by the competent authority is required for any changes to the operator's procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.
- (c) Changes requiring prior approval may only be implemented upon receipt of formal approval by the competent authority.
- 7) GM2 ORO.GEN.130(a) was amended as follows:

#### GM2 ORO.GEN.130(a) Changes related to an AOC holder

#### CHANGE OF NAME

A change of name requires the operator to submit a new application as a matter of urgency.

Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to the competent authority under the previous name, as a means of demonstrating how the operator complies with the applicable requirements.

8) GM3 ORO.GEN.130(b) was amended as follows:

# GM3 ORO.GEN.130(b) Changes related to an AOC holder

CHANGES REQUIRING PRIOR APPROVAL

For commercial operations, tThe following GM is a non-exhaustive checklist, in alphabetical order, of items that require prior approval from the competent authority as specified in the applicable Implementing Rules:

- (a) alternative means of compliance;
- (b) procedures regarding items to be notified to the competent authority;
- (c) cabin crew:

- (1) evacuation procedures with a reduced number of required cabin crew during ground operations or in unforeseen circumstances;
- (2) for commercial air transport (CAT) operators, conduct of the training, examination and checking required by Annex V (Part-CC) to Commission Regulation (EU) No 290/2012<sup>1</sup> and issue of cabin crew attestations;
- (3) procedures for cabin crew to operate on four aircraft types;
- (4) training programmes, including syllabi;

...

9) GM3 ORO.GEN.200(a)(3) was amended as follows:

## GM2GM3 ORO.GEN.200(a)(3) Management system

RISK MANAGEMENT OF FLIGHT OPERATIONS WITH KNOWN OR FORECAST VOLCANIC ASH CONTAMINATION

...

10) GM4 ORO.GEN.200(a)(3) was amended as follows:

### GM3GM4 ORO.GEN.200(a)(3) Management system

SAFETY RISK ASSESSMENT — RISK REGISTER

...

11) AMC1 ORO.GEN.200(b) was amended as follows:

#### AMC1 ORO.GEN.200(b) Management system

SIZE, NATURE AND COMPLEXITY OF THE ACTIVITY

- (a) An operator should be considered as complex when it has a workforce of more than 20 full time equivalents (FTEs) involved in the activity subject to Regulation (EC) No 216/2008<sup>2</sup> and its Implementing Rules.
- (b) Operators with up to 20 FTEs involved in the activity subject to Regulation (EC) No 216/2008<sup>3</sup> and its Implementing Rules may also be considered complex based on an assessment of the following factors:

Commission Regulation (EU) No 290/2012 of 30 March 2012 amending Commission Regulation (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.

Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC. *OJ L* 79, 19.3.2008, p. 1.

Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC. *OJ L* 79, 19.3.2008, p. 1.

- (1) in terms of complexity, the extent and scope of contracted activities subject to the approval;
- (2) in terms of risk criteria, whether any of the following are present:
  - (i) operations requiring the following specific approvals: performance-based navigation (PBN), low visibility operation (LVO), extended range operations with two-engined aeroplanes (ETOPS), helicopter hoist operation (HHO), helicopter emergency medical service (HEMS), night vision imaging system (NVIS) and dangerous goods (DG);
  - (ii) commercial specialised operations requiring an authorisation;
  - (iii) different types of aircraft used;
  - (ivii) the environment (offshore, mountainous area etc.).
- 12) GM1 ORO.GEN.205 was amended as follows:

#### GM1 ORO.GEN.205 Contracted activities

CONTRACTING — GENERAL

- (a) Operators may decide to contract certain activities to external organisations for the provision of services related to areas such as:
  - (1) ground de-icing/anti-icing;
  - (2) ground handling;
  - (3) flight support (including performance calculations, flight planning, navigation database and dispatch);
  - (4) training; and
  - (5) manual preparation.
- (b) Contracted activities include all activities within the operator's scope of approval that are performed by another organisation either itself certified or authorised to carry out such activity or if not certified or authorised, working under the operator's approval.
- (bc) The ultimate responsibility for the product or service provided by external organisations should always remain with the operator.
- 13) GM2 ORO.GEN.205 was amended as follows:

#### GM2 ORO.GEN.205 Contracted activities

RESPONSIBILITY WHEN CONTRACTING ACTIVITIES

- (a) Regardless of the approval status of the contracted organisation, the contracting operator is responsible to ensure that all contracted activities are subject to hazard identification and risk management, as required by ORO.GEN.200 (a)(3), and to compliance monitoring, as required by ORO.GEN.200 (a)(6).
- (b) When the contracted organisation is itself certified or authorised to carry out the contracted activities, the operator's compliance monitoring should at least check that the approval effectively covers the contracted activities and that it is still valid.
- 14) AMC1 ORO.AOC.110(c) was amended as follows:

# AMC1 ORO.AOC.110(c) Leasing agreement

#### WET LEASE-IN

If the operator is not intending to apply EU safety requirements for air operations and continuing airworthiness when wet leasing-in an aircraft registered in a third country, it should demonstrate to the competent authority that the standards complied with are equivalent to the following requirements:

- (a) for commercial air transport (CAT) operations, Annex IV (Part-CAT);
- (b) Part-ORO:
  - (1) ORO.GEN.110 and Section 2 of Subpart GEN;
  - (2) ORO.MLR, excluding ORO.MLR.105;
  - (3) ORO.FC;
  - (4) ORO.CC, excluding ORO.CC.200 and ORO.CC.210(a);
  - (5) ORO.TC;
  - (6) ORO.FTL, including related CS-FTL; and
  - (7) ORO.SEC;
- (c) Annex V (Part-SPA), if applicable;
- (d) for continuing airworthiness management of the third country operator, Part-M<sup>4</sup> Subpart-B, Subpart-C and Subpart-G, excluding M.A.707, and M.A.710;
- (e) for the maintenance organisation used by the third country operator during the lease period: Part-145<sup>5</sup>; and
- (f) the operator shall should provide the competent authority with a full description of the flight time limitation scheme(s), operating procedures and safety assessment demonstrating compliance with the safety objectives set out in points (b) (1)-(6).
- 15) A new GM1 ORO.AOC.140(b);(c) is added as follows:

Commission Regulation (EC) No 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 315, 28.11.2003, p. 1). Regulation as last amended by Commission Regulation (EU) No 1149/2011 of 21 October 2011 (OJ L 298, 16.11.2011, p. 1).

Commission Regulation (EC) No 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 315, 28.11.2003, p. 1). Regulation as last amended by Commission Regulation (EU) No 1149/2011 of 21 October 2011 (OJ L 298, 16.11.2011, p. 1).

# GM1 ORO.AOC.140(b);(c) Facility requirements

VFR DAY OPERATIONS WITH AEROPLANES WITH A MOPSC OF LESS THAN 7 AND HELICOPTERS WITH A MOPSC OF LESS THAN 5 TAKING OFF AND LANDING AT THE SAME AERODROME OR OPERATING SITE

Taking into account the size of the operator and the type of operations, appropriate facilities may consist in arrangements for:

- (a) suitable office accommodation for the nominated person(s), as requested by ORO.AOC.135, and
- (b) adequate working space for the flight preparation to be performed by the flight crew.
- 16) A new Subpart SPO COMMERCIAL SPECIALISED OPERATIONS is added as follows:

# SUBPART SPO — COMMERCIAL SPECIALISED OPERATIONS

17) A new AMC1 ORO.SPO.100(a) is added as follows:

# AMC1 ORO.SPO.100(a) Personnel requirements

#### NOMINATED PERSONS

- (a) The person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the scale and scope of the commercial specialised operation.
- (b) A description of the functions and the responsibilities of the nominated persons, including their names, should be contained in the operations manual.
- (c) A commercial specialised operator should make arrangements to ensure continuity of supervision in the absence of nominated persons.
- (d) The person nominated by a commercial specialised operator should normally not be nominated by another commercial specialised operator.
- (e) Persons nominated should be contracted to work sufficient hours to fulfil the management functions associated with the scale and scope of the commercial specialised operation.
- 18) A new AMC2 ORO.SPO.100(a) is added as follows:

# AMC2 ORO.SPO.100(a) Personnel requirements

### COMBINATION OF NOMINATED PERSONS RESPONSIBILITIES

- (a) The acceptability of a single person holding several posts, possibly in combination with being the accountable manager, should depend upon the nature and scale of the commercial specialised operation. The two main areas of concern should be competence and an individual's capacity to meet his/her responsibilities.
- (b) As regards competence in different areas of responsibility, there should not be any difference from the requirements applicable to persons holding only one post.

- (c) The capacity of an individual to meet his/her responsibilities should primarily be dependent upon the scale of the commercial specialised operation. However the complexity of the organisation or of the operation may prevent, or limit, combinations of posts which may be acceptable in other circumstances.
- (d) In most circumstances, the responsibilities of a nominated person should rest with a single individual. However, in the area of ground operations, it may be acceptable for responsibilities to be split, provided that the responsibilities of each individual concerned are clearly defined.
- 19) A new GM1 ORO.SPO.100(a) is added as follows:

# GM1 ORO.SPO.100(a) Personnel requirements

#### NOMINATED PERSONS

The smallest organisation that can be considered is the one-man organisation where all of the nominated posts are filled by the accountable manager, and audits are conducted by an independent person.

20) A new GM2 ORO.SPO.100(a) is added as follows:

# GM2 ORO.SPO.100(a) Personnel requirements

#### COMPETENCE OF NOMINATED PERSONS

- (a) Nominated persons in accordance with ORO.AOC.135 should normally be expected to possess the experience and meet the licensing provisions that are listed in (b) to (f). There may be exceptional cases where not all of the provisions can be met. In that circumstance, the nominee should have comparable experience and also the ability to perform effectively the functions associated with the post and with the scale of the specialised operation.
- (b) Nominated persons should have:
  - (1) practical experience and expertise in the application of aviation safety standards and safe operating practices;
  - (2) comprehensive knowledge of:
    - (i) the applicable EU safety regulations and any associated requirements and procedures;
    - (ii) the operator's high-risk specialised operation authorisation, if applicable; and
    - (iii) the need for, and content of, the relevant parts of the commercial specialised operator's operations manual;
  - (3) familiarity with management systems preferably in the area of aviation;
  - (4) appropriate management experience, preferably in a comparable organisation; and
  - (5) 5 years of relevant work experience of which at least 2 years should be from the aeronautical industry in an appropriate position.
- (c) Flight operations. The nominated person should hold or have held a valid flight crew licence and the associated ratings appropriate to the type of commercial

- specialised operations conducted by the operator. In case the nominated person's licence and ratings are not current, his/her deputy should hold a valid flight crew licence and the associated ratings.
- (d) Crew training. The nominated person or his/her deputy should be a current type rating instructor on a type/class operated by the commercial specialised operator. The nominated person should have a thorough knowledge of the operator's crew training concept for flight crew and when relevant other crew.
- (e) Ground operations. The nominated person should have a thorough knowledge of the commercial specialised operator's ground operations concept.
- (f) Continuing airworthiness. The nominated person should have the relevant knowledge and appropriate experience requirements related to aircraft continuing airworthiness as detailed in Part-M<sup>6</sup>.
- 21) A new AMC1 ORO.SPO.100(c) is added as follows:

# AMC1 ORO.SPO.100(c) Common requirements for commercial specialised operators

LEASING OF THIRD COUNTRY OPERATOR OR AIRCRAFT — INFORMATION TO BE PROVIDED TO THE COMPETENT AUTHORITY

The operator intending to lease-in an aircraft or operator should provide the competent authority with the following information:

- (a) the aircraft type, registration markings and serial number;
- (b) the name and address of the registered owner;
- (c) a copy of the valid certificate of airworthiness;
- (d) a copy of the lease agreement or description of the lease provisions, except financial arrangements;
- (e) duration of the lease.

The information mentioned above should be accompanied by a statement signed by the lessee that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.

22) A new GM1 ORO.SPO.100(c) is added as follows:

# GM1 ORO.SPO.100(c) Common requirements for commercial specialised operators

LEASE AGREEMENTS BETWEEN OPERATORS REGISTERED IN AN EU MEMBER STATE

No approval is required for any lease agreements between operators having their principle place of business in an EU Member State.

Commission Regulation (EC) No 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 315, 28.11.2003, p. 1). Regulation as last amended by Commission Regulation (EU) No 1149/2011 of 21 October 2011 (OJ L 298, 16.11.2011, p. 1).

23) A new AMC1 ORO.SPO.100(c)(1) is added as follows:

# AMC1 ORO.SPO.100(c)(1) Common requirements for commercial specialised operators

#### WET LEASE-IN OF AN AIRCRAFT REGISTERED IN A THIRD COUNTRY

If the operator is not intending to apply EU safety requirements for air operations and continuing airworthiness when wet leasing-in an aircraft registered in a third country, it should demonstrate to the competent authority that the standards complied with are equivalent to the following requirements:

- (a) Annex VIII (Part-SPO);
- (b) Part-ORO:
  - (1) ORO.GEN.110 and Section 2 of Subpart GEN;
  - (2) ORO.MLR, excluding ORO.MLR.105;
  - (3) ORO.FC;
- (c) Annex V (Part-SPA), if applicable;
- (d) for continuing airworthiness management of the third country operator, Part-M<sup>7</sup> Subpart-B, Subpart-C and Subpart-G, excluding M.A.707, and M.A.710;
- (e) for the maintenance organisation used by the third country operator during the lease period: Part-145<sup>8</sup>; and
- (f) the operator should provide the competent authority with a full description of the operating procedures and safety assessment demonstrating compliance with the requirements safety objectives set out in points (b) (1)-(3).
- 24) A new AMC2 ORO.SPO.100(c)(1) is added as follows:

# AMC2 ORO.SPO.100(c)(1) Common requirements for commercial specialised operators

WET LEASE-IN

The lessee should maintain a record of occasions when lessors are used, for inspection by the competent authority.

Commission Regulation (EC) No 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 315, 28.11.2003, p. 1). Regulation as last amended by Commission Regulation (EU) No 1149/2011 of 21 October 2011 (OJ L 298, 16.11.2011, p. 1).

Commission Regulation (EC) No 2042/2003 of 20 November 2003 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L 315, 28.11.2003, p. 1). Regulation as last amended by Commission Regulation (EU) No 1149/2011 of 21 October 2011 (OJ L 298, 16.11.2011, p. 1).

25) A new GM1 ORO.SPO.100(c)(1) is added as follows:

# GM1 ORO.SPO.100(c)(1) Common requirements for commercial specialised operators

#### SHORT-TERM WET LEASE-IN

In anticipation of an operational need the operator may enter into a framework agreement with more than one third country operator provided that these operators comply with ORO.SPO.110 (c). These third country operators should be placed in a list maintained by the lessee.

26) A new GM1 ORO.SPO.110(a) is added as follows:

# GM1 ORO.SPO.110(a) Authorisation of high-risk commercial specialised operations

#### DECLARATION/AUTHORISATION

Any commercial specialised operator should declare its activity to its competent authority, as required by ORO.DEC.100.

27) A new GM2 ORO.SPO.110(a) is added as follows:

# GM2 ORO.SPO.110(a) Authorisation of high-risk commercial specialised operations

#### VALIDITY OF THE AUTHORISATION

The operator may submit an application to its competent authority for a single event, a defined series of flights or for an unlimited duration, depending on the type of operations foreseen.

28) A new GM1 ORO.SPO.115(a) is added as follows:

#### GM1 ORO.SPO.115(a) Changes

#### **GENERAL**

Any change to information contained in the authorisation, but not leading to an amendment of the SOPs or the operator's risk assessment should be notified by the commercial specialised operator to its competent authority which should amend the authorisation.

29) AMC2 ORO.MLR.100 was amended as follows:

### AMC2 ORO.MLR.100 Operations manual — General

CONTENTS — NON-COMMERCIAL OPERATIONS WITH COMPLEX MOTOR-POWERED AIRCRAFT AND COMMERCIAL AIR TRANSPORT OPERATIONS WITH SINGLE-ENGINED PROPELLER DRIVEN AEROPLANES WITH A MOPSC OF 5 OR SINGLE ENGINED NON-COMPLEX HELICOPTERS WITH A MOPSC OF 5, TAKING OFF AND LANDING AT THE SAME AERODROME OR OPERATING SITE, UNDER VFR BY DAY AND COMMERCIAL AIR TRANSPORT OPERATIONS WITH SAILPLANES AND BALLOONS

The OM should contain at least the following information, where applicable:

...

30) AMC3 ORO.MLR.100 was amended as follows:

#### AMC3 ORO.MLR.100 Operations manual — general

CONTENTS — COMMERCIAL AIR TRANSPORT OPERATIONS

...

- (c) If there are sections that, because of the nature of the operation, do not apply, it is recommended that operators maintain the numbering system described in ORO.MLR.101 and above and insert 'Not applicable' or 'Intentionally blank' where appropriate.
- 31) AMC4 ORO.MLR.100 was amended as follows:

# AMC4 ORO.MLR.100 Operations manual — General

CONTENTS — NON-COMMERCIAL SPECIALISED OPERATIONS WITH COMPLEX MOTOR-POWERED AIRCRAFT AND COMMERCIAL SPECIALISED OPERATIONS

#### Reserved

(a) The OM should contain at least the following information, where applicable, as relevant to the area and type of operation:

#### A GENERAL/BASIC

For chapters 0-7 refer to AMC3 ORO.MLR.100.

# In addition:

- 6.2 The relevant regulations and guidance to crew members concerning dangerous goods used for specialised tasks (pesticides and chemicals, etc.).
- 8 OPERATING PROCEDURES
- 8.1 Flight preparation instructions. As applicable to the operation:
  - 8.1.1 General procedures;
  - 8.1.2 Minimum flight altitudes. A description of the method of determination and application of minimum altitudes, including a procedure to establish the minimum altitudes/flight levels;
  - 8.1.3 Criteria and responsibilities for determining the adequacy of aerodromes/operating sites to be used;

- 8.1.4 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;
- 8.1.5 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. The system for maintaining fuel and oil records should also be described;
- 8.1.6 Procedure for the determination of the mass of loads, the calculation of performance margins and the centre of gravity;
- 8.1.7 Emergency procedures, e.g. load, fuel or chemical jettison (to include the actions of all personnel);
- 8.1.8 System for supply of NOTAMS, meteorological and other safety-critical information both at base and in field locations;
- 8.1.9 Mandatory equipment for specific tasks (mirror, cargo sling, load cell, special radio equipment, radar altimeters, etc.);
- 8.1.10 Guidance on the CDL and MEL;
- 8.1.11 Policy on completion and carriage of documents including operator's aircraft technical log and journey log, or equivalent;
- 8.1.12 Any task-specific standard operating procedures not covered above.
- 8.2 Ground handling instructions. As applicable to the operation:
  - 8.2.1 Briefing requirements for in-flight and ground task specialists;
  - 8.2.2 Decontamination procedures;
  - 8.2.3 Fuelling procedures, including safety precautions during refuelling and defuelling including quality checks required in the field location, precautions against spillage and environmental damage;
  - 8.2.4. De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground.
- 8.3 Flight procedures. As applicable to the operation:
  - 8.3.1 Procedures relevant to the aircraft type, specific task and area;
  - 8.3.2 Altimeter setting procedures;
  - 8.3.3 Actions following alerts from audio warning devices;
  - 8.3.4 GPWS/TAWS for aeroplanes. 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 OM-D 2.1);
  - 8.3.5 Policy and procedures for the use of TCAS/ACAS for aeroplanes and, when applicable, for helicopters;
  - 8.3.6 Policy and procedures for in-flight fuel management;
  - 8.3.7 Procedures for operating in adverse and potentially hazardous atmospheric conditions;

- 8.3.8 Wake turbulence and rotor downwash for helicopters;
- 8.3.9 Use of restraint devices;
- 8.3.10 Policy on use of vacant seats;
- 8.3.11 Cabin safety requirements including smoking.
- 8.4 Task-specific weather limitations.
- 8.5 Use of the minimum equipment and configuration deviation list(s).
- 8.6 Oxygen requirements. An explanation of the conditions under which oxygen should be provided and used (altitude, exposure times, night etc.).
- 9 DANGEROUS GOODS AND WEAPONS
- 9.1 Information, instruction and general guidance on the transport of dangerous goods as internal or external loads, including:
  - 9.1.1 The operator's policy on the transport of dangerous goods;
  - 9.1.2 Guidance on the requirements for acceptance, labelling, handling, stowage, and segregation of dangerous goods;
  - Procedures for responding to emergency situations involving dangerous goods;
  - 9.1.4 Duties of all personnel involved; and
  - 9.1.5 Instructions on carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried.
- 9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.
- 10 SECURITY

Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) No 300/2008. Some parts of the security instructions and guidance may be kept confidential.

11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES

Procedures for the handling, notifying and reporting of accidents and occurrences. This section should include:

- 11.1 Definitions of accidents and occurrences and responsibilities of all persons involved;
- 11.2 Reporting procedures (including any mandatory forms); and
- 11.3 Special notification when dangerous goods are carried.
- 12 RULES OF THE AIR

In addition to the items referred to in AMC3 ORO.MLR.100, territorial procedures for obtaining permissions and exemptions, e.g. for underslung loads and lowflying clearances.

13 LEASING

Refer to AMC3 ORO.MLR.100.

#### B AIRCRAFT OPERATING MATTERS — TYPE RELATED

For chapters 0-1 refer to AMC3 ORO.MLR.100.

#### 2 NORMAL PROCEDURES

The normal procedures and duties assigned to the crew, the appropriate checklists and the system for their use, including any task or specific role equipment procedures not contained in the AFM.

# 3 ABNORMAL AND/OR EMERGENCY PROCEDURES

The abnormal and/or emergency procedures and duties assigned to the crew, the appropriate checklists and the system for their use, including any task or specific role equipment emergency procedures not contained in the AFM.

- 4 PERFORMANCE
- 4.1 Performance data should be provided in a form in which it can be used without difficulty.
- 4.2 Performance data. Performance material which provides the necessary data for compliance with the performance requirements prescribed in Part-SPO.
- 5 FLIGHT PLANNING
- 5.1 Data and instructions necessary for pre-flight and in-flight planning.
- 5.2 Procedures for specialised tasks.
- 6 MASS AND BALANCE

Instructions and data for the calculation of the mass and balance, including:

- 6.1 Calculation system (e.g. index system);
- 6.2 Information and instructions for completion of mass and balance documentation; and
- 6.3 Limitations.
- 7 LOADING

Refer to AMC3 ORO.MLR.100.

8 CONFIGURATION DEVIATION LIST (CDL)

Refer to AMC3 ORO.MLR.100.

9 MINIMUM EQUIPMENT LIST (MEL)

The MEL for each aircraft type or variant operated and the type(s)/area(s) of operation. It should also contain procedures to be followed when an aircraft is being dispatched with one or more inoperative items, in accordance with the MEL.

- 10 SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN
- 10.1 A list of the survival equipment to be carried, taking into account the nature of the area of operation, such as a hostile or a non-hostile environment.
- 10.2 A checklist for assessing the serviceability of the equipment and instructions for its use prior to take-off.
- 10.3 The procedure for determining the amount of oxygen required and the quantity that is available.
- 11 EMERGENCY EVACUATION PROCEDURES

11.1 Emergency evacuation procedures, crew coordination and occupant handling in the event of a forced landing, ditching or other emergency.

#### 12 AIRCRAFT SYSTEMS

A description of the aircraft systems and all equipment specific to the tasks. Additional equipment, systems or fitting, related special procedures including any supplements to the AFM.

#### C TASKS AND OPERATING AREAS INSTRUCTIONS AND INFORMATION

Specific instructions related to the specialised tasks and operating areas in accordance with AMC3 ORO.MLR.100.

## D TRAINING

- 1 Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight.
- 2 Training syllabi and checking programmes should include:
- 2.1 For flight crew, all relevant items prescribed in Part-SPO, Part-SPA and this Part;
- 2.2 For other crew members, all relevant items prescribed in Part-SPO and this Part, as applicable;
- 2.3 For in-flight and ground task specialists concerned, including crew members:
  - a. All relevant items prescribed in SPA.DG; and
  - b. All relevant items prescribed in Part-SPO and ORO.SEC; and
- 2.4 For operations personnel other than crew members, all other relevant items pertaining to their duties prescribed in Part-SPO and this Part.
- 3 Procedures:
- 3.1 Procedures for training and checking.
- 3.2 Procedures to be applied in the event that personnel do not achieve or maintain the required standards.
- 3.3 A system for tracking expiry dates for qualifications, checks, tests, recency and licences.
- 4 Description of documentation to be stored and storage periods.
- (b) If there are sections that, because of the nature of the operation, do not apply, it is recommended that operators maintain the numbering system described in ORO.MLR.101 and above and insert 'Not applicable' or 'Intentionally blank' where appropriate.
- 32) GM1 ORO.MLR.100 was deleted:

# GM1 ORO.MLR.100 Operations manual - general

### **CONTENTS**

If there are sections that, because of the nature of the operations, do not apply, it is recommended that operators maintain the numbering system described in ORO.MLR.101

and AMC3 ORO.MLR.100 and insert 'Not applicable' or 'Intentionally blank' where appropriate.

33) GM1 ORO.MLR.100(h) was amended as follows:

# GM1 ORO.MLR.100 $\frac{h}{k}$ Operations manual — general

**HUMAN FACTORS PRINCIPLES** 

...

34) GM1 ORO.MLR.105(a) was amended as follows:

# GM1 ORO.MLR.105(a) Minimum equipment list

**GENERAL** 

- (a) The Minimum Equipment List (MEL) is a document that lists the equipment that may be temporarily inoperative, subject to certain conditions, at the commencement of flight. This document is prepared by the operator for their own particular aircraft taking account of their aircraft configuration and all those individual variables that cannot be addressed at MMEL level, such as operating environment, route structure, geographic location, aerodromes where spare parts and maintenance capabilities are available etc., in accordance with a procedure approved by the competent authority.
- (b) The MMEL as defined in the mandatory part of the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 is developed in compliance with CS-MMEL or CS-GEN-MMEL. These certification specifications contain, among other, guidance intended to standardise the level of relief granted in MMELs, in particular for items that are subject to operational requirements. If an MMEL established as part of the operational suitability data is not available and items subject to operational requirements are listed in the available MMEL without specific relief or dispatch conditions but only with a reference to the operational requirements, the operator may refer to CS-MMEL or CS-GEN-MMEL guidance material, as applicable, to develop the relevant MEL content for such items.
- 34) AMC1 ORO.MLR.105(c) was amended as follows:

#### AMC1 ORO.MLR.105(c) Minimum equipment list

AMENDMENTS TO THE MEL FOLLOWING CHANGES TO THE MMEL — APPLICABLE CHANGES AND ACCEPTABLE TIMESCALES

- (a) The following are applicable changes to the MMEL that require amendment of the MEL:
  - (1) a reduction of the rectification interval;
  - (2) change of an item, only when the change is applicable to the aircraft or type of operations and is more restrictive.

- (b) An acceptable timescale for submitting the amended MEL to the competent authority is 90 days from the effective date of applicability specified in the approved change to the MMEL.
- (c) Reduced timescales for the implementation of safety-related amendments may be required if the Agency and/or the competent authority consider it necessary.
- 35) A new AMC1 ORO.MLR.105(d) is added as follows:

# AMC1 ORO.MLR.105(d) Minimum equipment list

#### **MEL FORMAT**

- (a) The MEL format and the presentation of items and dispatch conditions should reflect those of the MMEL.
- (b) The ATA 100/2200 Specification numbering system for MEL items is preferred.
- (c) Other formats and item numbering systems may be used provided they are clear and unambiguous.
- 36) A new AMC1 ORO.MLR.105(d)(1) is added as follows:

# AMC1 ORO.MLR.105(d)(1) Minimum equipment list

#### MEL PREAMBLE

The MEL preamble should:

- (a) reflect the content of the MMEL preamble as applicable to the MEL scope and extent;
- (b) contain terms and definitions used in the MEL;
- (c) contain any other relevant specific information for the MEL scope and use that is not originally provided in the MMEL;
- (d) provide guidance on how to identify the origin of a failure or malfunction to the extent necessary for appropriate application of the MEL;
- (e) contain guidance on the management of multiple unserviceabilities, based on the guidance given in the MMEL; and
- (f) contain guidance on placarding of inoperative items to inform crew members of equipment condition, as appropriate. In particular, when such items are accessible to the crew during flight, the control(s) and indicator(s) related to inoperative unit(s) should be clearly placarded.
- 37) A new AMC1 ORO.MLR.105(d)(3) is added as follows:

# AMC1 ORO.MLR.105(d)(3) Minimum equipment list

SCOPE OF THE MEL

The MEL should include:

(a) The dispatch conditions associated with flights conducted in accordance with special approvals held by the operator in accordance with Part-SPA.

- (b) specific provision for particular types of operations carried out by the operator. in accordance with ORO.AOC.125.
- 38) A new GM1 ORO.MLR.105(d)(3) is added as follows:

### GM1 ORO.MLR.105(d)(3) Minimum equipment list

SCOPE OF THE MEL

- (a) Examples of special approvals in accordance with Part-SPA may be:
  - (1) RVSM,
  - (2) ETOPS,
  - (3) LVO.
- (b) Examples of operations carried out by the operator in accordance with ORO.AOC.125 may be:
  - (1) crew training,
  - (2) positioning flights,
  - (3) demonstration flights.
- (c) When an aircraft has installed equipment which is not required for the operations conducted, the operator may wish to delay rectification of such items for an indefinite period. Such cases are considered to be out of the scope of the MEL, therefore modification of the aircraft is appropriate and deactivation, inhibition or removal of the item should be accomplished by an appropriate approved modification procedure.
- 39) A new GM2 ORO.MLR.105(d)(3) is added as follows:

#### GM2 ORO.MLR.105(d)(3) Minimum equipment list

PURPOSE OF THE MEL

The MEL is an alleviating document having the purpose to identify the minimum equipment and conditions to operate safely an aircraft having inoperative equipment. Its purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety, as intended in the applicable airworthiness and operational requirements is maintained. The continued operation of an aircraft in this condition should be minimised.

40) AMC1 ORO.MLR.105(g) was amended as follows:

#### AMC1 ORO.MLR.105(g) Minimum equipment list

OPERATIONAL AND MAINTENANCE PROCEDURES

(a) The operational and maintenance procedures referenced in the MEL should be based on the operational and maintenance procedures referenced in the MMEL. Modified procedures may, however, be developed by the operator when they provide the same level of safety, as required by the MMEL. Modified maintenance

procedures should be developed in accordance with Commission Regulation (EC) No 2042/2003.

...

41) GM1 ORO.MLR.105(g) was amended as follows:

## GM1 ORO.MLR.105(g) Minimum equipment list

OPERATIONAL AND MAINTENANCE PROCEDURES

...

- (c) Normally, maintenance procedures are accomplished by the maintenance personnel; however, other personnel may be qualified and authorised to perform certain functions in accordance with Commission Regulation (EC) No 2042/2003.
- (d) Operator's manuals may include the OM, the continued airworthiness management organisation manual (CAME) or other documents. Operational and maintenance procedures, regardless of the document where they are contained, should be readily available for use when needed for the application of the MEL.

....

42) AMC1 ORO.MLR.105(h) was amended as follows:

# AMC1 ORO.MLR.105(h) Minimum equipment list

OPERATIONAL AND MAINTENANCE PROCEDURES - APPLICABLE CHANGES

- (a) Changes to the operational and maintenance procedures referenced in the MMEL are considered applicable and require the amendment of the maintenance and operating procedures referenced in the MEL when the:
  - (1) modified procedure is applicable to the operator's MEL; and
  - (2) purpose of this change is to improve compliance with the intent of the associated MMEL dispatch condition.
- (b) An acceptable timescale for the amendments of maintenance and operating procedures, as defined in (a), should be 90 days from the date when the amended procedures referenced in the MMEL are made available. Reduced timescales for the implementation of safety related amendments may be required if the competent authority considers it necessary.
- 43) AMC1 ORO.FC.105(b)(2);(c) was amended as follows:

#### AMC1 ORO.FC.105(b)(2);(c) Designation as pilot-in-command/commander

ROUTE/AREA AND AERODROME KNOWLEDGE FOR COMMERCIAL AIR TRANSPORT OPERATIONS

For commercial air transport (CAT) operations, the experience of the route or area to be flown and of the aerodrome facilities and procedures to be used should include the following:

...

44) AMC2 ORO.FC.105(c) was amended as follows:

## AMC2 ORO.FC.105(c) Designation as pilot-in-command/commander

ROUTE/AREA AND AERODROME RECENCY — PERFORMANCE CLASS B AEROPLANES OPERATED UNDER VFR BY NIGHT OR IFR IN CAT OPERATIONS AND COMMERCIAL OPERATIONS OTHER THAN CAT

In the case of CAT operations with performance class B aeroplanes operating under visual flight rules (VFR) by night or instrument flight rules (IFR) or commercial operations other than CAT, the knowledge should be maintained as follows:

...

45) AMC1 ORO.FC.145(b) was amended as follows:

### AMC1 ORO.FC.145(b) Provision of training

NON-MANDATORY (RECOMMENDATION) ELEMENTS OF OPERATIONAL SUITABILITY DATA

When developing the training programmes and syllabi, the operator should consider the non-mandatory (recommendation) elements for the relevant type that are provided in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012.

46) AMC1 ORO.FC.200(a) was amended as follows:

## AMC1 ORO.FC.200(a) Composition of flight crew

CREWING OF INEXPERIENCED FLIGHT CREW MEMBERS

...

(b) ...

...

(4) credits are defined in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012; or

...

(d) ...

...

- (4) credits are defined in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012.
- 47) AMC1 ORO.FC.220 was amended as follows:

### AMC1 ORO.FC.220 Operator conversion training and checking

OPERATOR CONVERSION TRAINING SYLLABUS

...

# (d) Flight training

(1) Flight training should be conducted to familiarise the flight crew member thoroughly with all aspects of limitations and normal, abnormal and emergency procedures associated with the aircraft and should be carried out by suitably qualified class and type rating instructors and/or examiners. For specific operations, such as steep approaches, ETOPS, or operations based on QFE, additional training should be carried out, based on any additional elements of training defined for the aircraft type in the operational suitability data in accordance with Commission Regulation (EU) No 748/2012, where they exist.

48) AMC1 ORO.FC.230 was amended as follows:

### AMC1 ORO.FC.230 Recurrent training and checking

RECURRENT TRAINING SYLLABUS

...

(3) Line checks

...

- (v) Line checks should be conducted by a commander nominated by the operator. The operator should inform the competent authority about the persons nominated. The person conducting the line check, who is described in (d)(5)(ii), should occupy an observer's seat where installed. His/her CRM assessments should solely be based on observations made during the initial briefing, cabin briefing, flight crew compartment briefing and those phases where he/she occupies the observer's seat.
- 49) AMC1 ORO.FC.240 was amended as follows:

### AMC1 ORO.FC.240 Operation on more than one type or variant

**GENERAL** 

(a) Aeroplanes

...

(2) ...

...

(ii) the flight crew member does not operate more than two aeroplane types or variants for which a separate licence endorsement is required, unless credits related to the training, checking, and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants; and

...

(4) ...

...

- (iii) before commencing training for and operation of another type or variant, flight crew members should have completed 3 months and 150 hours flying on the base aeroplane, which should include at least one proficiency check, unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants;
- (iv) after completion of the initial line check on the new type, 50 hours flying or 20 sectors should be achieved solely on aeroplanes of the new type rating, unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants;

..

- (vii) when credits are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant type or variant, this should be reflected in the training required in ORO.FC.230 and:
  - (A) ORO.FC.230 (b) requires two operator proficiency checks every year. When credits are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for operator proficiency checks to alternate between the types, each operator proficiency check should revalidate the operator proficiency check for the other type(s). The operator proficiency check may be combined with the proficiency checks for revalidation or renewal of the aeroplane type rating or the instrument rating in accordance with Commission Regulation (EU) No 1178/2011.
  - (B) ORO.FC.230 (c) requires one line check every year. When credits are defined in operational suitability data established in accordance for Commission Regulation (EU) No 748/2012 for line checks to alternate between types or variants, each line check should revalidate the line check for the other type or variant.

- (b) Helicopters
  - (1) ...

...

(iii) When credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants, the requirements of ORO.FC.230 with regard to proficiency checks may be met by a 6 monthly check on any one type or variant operated. However, a proficiency check on each type or variant operated should be completed every 12 months.

(iv) ...

- (A) the flight crew member should not fly more than two helicopter types, unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants;
- (B) a minimum of 3 months and 150 hours experience on the type or variant should be achieved before the flight crew member should commence the conversion course onto the new type or variant, unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants;
- (C) 28 days and/or 50 hours flying should then be achieved exclusively on the new type or variant, unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants; and

...

- (v) In the case of all other helicopters, the flight crew member should not operate more than three helicopter types or significantly different variants, unless credits related to the training, checking and recent experience requirements are defined in operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants.
- 50) AMC1 ORO.CC.125(b) & ORO.CC.130(c) was amended as follows:

# AMC1 ORO.CC.125(b) & ORO.CC.130(c) Aircraft type specific training and operator conversion training & differences training

NON-MANDATORY (RECOMMENDATIONS) ELEMENTS OF OPERATIONAL SUITABILITY DATA

When developing the training programmes and syllabi for aircraft-type specific training and for differences training, the operator should consider the non-mandatory (recommendations) elements for the relevant type that are provided in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012<sup>9</sup>.

51) AMC1 ORO.CC.250(b) was amended as follows:

<sup>&</sup>lt;sup>9</sup> OJ L 243, 27.9.2003, p. 6.

# AMC1 ORO.CC.250(b) Operation on more than one aircraft type or variant

DETERMINATION OF AIRCRAFT TYPES AND VARIANTS

...

(c) When determining similarity of doors/exits in the absence of operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant aircraft type(s) or variant(s), the following factors should be assessed, except for self-help exits, such as type III and type IV exits, that need not be included in the assessment:

...