

Recommendations on the use of this OM Template

Using the template should not be a simple copy/paste exercise. On the contrary, it should be customised to reflect the operator's organisational profile and type of operation.

The operator remains ultimately responsible to ensure that not only its operations manual but its entire organisation and operation are compliant with the applicable requirements for NCC operators.

The operations manual based on this template should be constantly updated to include future requirements applicable to NCC operators after the date of publication of the template (August 2016).

The authors of the OM Template

Organisation
AOPA-Germany
BASF
European Regional Aerodromes Community (ERAC)
Herrenknecht Aviation GmbH
LBA Germany
SAP

Applicable regulation and useful links

Commission Regulation (EU) No 800/2013 amending Regulation (EU) No 965/2012 on air operations (Annex VI – Part-NCC).

On 25 August 2016, the rules became fully applicable to all NCC operators having their principal place of business or residing in an EASA Member State.

The regulation can be downloaded at this link:
<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02012R0965-20160825>

Regulation (EU) No 965/2012 can be downloaded in its consolidated version (a single document including the Commission Regulation and related EASA AMC/GM) from the Easy Access Rules page:
<https://www.easa.europa.eu/document-library/technical-publications/easy-access-rules-air-operations>

Further details about the NCC operations can be found on the EASA NCC page, at this link:
<https://www.easa.europa.eu/easa-and-you/air-operations/non-commercial-operations-ncc-complex-motor-powered-aircraft>

European Aviation Safety Agency
P.O. Box 10 12 53
D-50452 Cologne, Germany
easa.europa.eu/ga

Visiting address:
Konrad-Adenauer-Ufer 3, 50668 Köln

An Agency of the European Union



OPERATIONS MANUAL TEMPLATE FOR NON-COMPLEX NCC OPERATORS



A helpful tool for General Aviation

A new tool is now available on the EASA website!

EASA has published an Operations Manual (OM) Template for non-complex non-commercial operators, developed by a volunteering group of General Aviation organisations and national authorities, to help operators comply with the new European rules for non-commercial operations with complex motor-powered aircraft (NCC).

The Template is in an editable version (MS Word) and is available for download free of charge on the EASA website, at these links: <https://www.easa.europa.eu/easa-and-you/air-operations/non-commercial-operations-ncc-complex-motor-powered-aircraft> or <https://www.easa.europa.eu/easa-and-you/safety-management/safety-promotion>

Project development

The project was initiated at the request of representatives of the General Aviation community, who felt the need to have more guidance on the structure of their operations manuals, in order to comply with the requirements of Reg. (EU) No 965/2012 applicable to NCC operators.

This template of an operations manual (OM) for non-complex NCC operators is compliant with AMC2 ORO.MLR.100 'Operations manual – general'. It was developed by a stakeholder-led working group - representatives of air operators involved in non-commercial operations, national aviation authorities and EASA.

Target audience

The Operations Manual Template for non-complex NCC operators was created for the NCC operators with up to 20 full-time equivalents (FTE) and with a non-complex structure and type of operation.

What is a non-complex NCC operator?

Let's clarify some acronyms, abbreviations and concepts:

NCC stands for “non-commercial operations with complex motor-powered aircraft (CMPA)”. By comparison, NCO stands for “non-commercial operations with other-than complex motor-powered aircraft”.

A complex motor-powered aircraft is (as defined in Article 3 (letter (j)) of Regulation (EC) No 216/2008, the so-called Basic Regulation):

“(i) an aeroplane:

- with a maximum certificated take-off mass exceeding 5 700 kg, or
- certificated for a maximum passenger seating configuration of more than nineteen, or
- certificated for operation with a minimum crew of at least two pilots, or
- equipped with (a) turbojet engine(s) or more than one turboprop engine, or

(ii) a helicopter certificated:

- for a maximum take-off mass exceeding 3 175 kg, or
- for a maximum passenger seating configuration of more than nine, or
- for operation with a minimum crew of at least two pilots, or

(iii) a tilt rotor aircraft”

An NCC operator is an operator that performs non-commercial operations with complex motor-powered aircraft.

The term “**complex operators**” (vs “non-complex operators”) has a dimension related to safety management system (SMS). It is used to describe operators that would fit in the description provided in **AMC1 ORO.GEN.200(b)** ‘Management system | Size, nature and complexity of the activity’.

When the SMS concept was introduced in the OPS rules, it became clear that not only the size of an organisation should count in assessing its complexity, but also its specific activities: the operating environment, the scope, the variety of the fleet, the number and type of subcontracted services, etc. These factors had to be accounted for in order to help operators develop an SMS that would fit their operation while being compliant with the requirements. All these elements were considered to be specific risk criteria.

There is no definition for **non-complex operators** in the Air OPS rules. AMC1 ORO.GEN.200(b) provides some basic criteria to help an operator build a customised SMS, to establish which of the management systems described in the Air OPS rules it should follow: the more comprehensive one, for complex organisations, or the one containing specific alleviations for the non-complex operators.

In conclusion, the term “non-complex”, which announces the publication of this OM template, refers to the operator, not the type of aircraft.

Limitations

The OM Template for non-complex NCC operators does not address the following activities:

- Helicopter operations with CMPA;
- Specialised operations (SPO) (i.e., aerial work) with high-risk activities;
- Operation with cabin crew having safety tasks on board;
- Leasing operations.

There is no governance system put in place for this OM Template. This means that neither the Agency nor the authors engage in keeping the template up-to-date with the upcoming amendments. Any operator that uses this template is responsible to update the manual to include the latest amendments to the applicable rules.

Additional national regulations related to the Air Ops regulation (e.g. health and safety legislation; labour legislation; reporting legislation) may apply and cause changes to the content of the operations manual.

Purpose and legal status of the OM Template

The OM Template has been developed with the purpose of helping operators to write their own operations manual and harmonising the response to requirements for non-complex NCC operators.

Although it has been developed in compliance with Reg. (EU) No 965/2012, it should not be taken ‘as is’, but should be further customised by the operator, in order to reflect its size, type and complexity of operation.

The OM Template is not mandatory. It is not published as EASA Guidance Material, nor is it an industry standard.

This OM Template is only one proposal. There may be other templates proposed in the future.