ISO 9001: 2015 CERTIFIED	Civil Aviation Authority of Fiji **Air Operator Certificate Statement of Compliance**	Form **OP 109E**

Compliance Statement

The purpose of the statement of compliance is to ensure that the applicant has addressed all the regulatory requirements, to speed up the certification process, and that the contents of the Operation Manual suite forms part of the flight safety document system.

This Compliance Statement is a tool for the applicant to construct a document suite that provides sufficient detail to demonstrate to the CAAF that the applicant understands the requirements of the Civil Aviation Act 1976, Air Navigation Regulations 1981, and the Civil Aviation Authority's Standards Documents. And that the applicant has put in place the appropriate instructions, procedures, and practices as the minimum compliance requirements for the issue or renewal of an Air Operator Certificate.

The completed compliance matrix must be submitted by the applicant both for initial certification, variations and for renewal. Additionally, the certificate holder should maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests. The intention of this matrix is to assist rather than instruct the applicant in an initial application or request for renewal. If, for your operation, compliance is required with a rule not listed in the matrix, please add it to the list and identify the operation manual suite reference.

SECTION 1
You will need to complete this section with the details as they appear on your current AOC or as it appears on your application for an initial issue of an AOC.

It is mandatory to complete the questions marked with an asterisk (*).

Name of Applicant*: …… Title: …… Date (dd/mm/yyyy): ……. / ……. / 20……

Company registered name and trading name if different:

Registered Name*:
……

Trading Name*:
……

Primary Place of Business		**Certificates Held**	
Telephone*		AOC #*	
Fax		Date of Issue*	
E-Mail*		Date of Expiry*	
Website*			
Address*			
Proposed start-up date:			

The Compliance Statement is in **five (5)** sections. This matrix must to be completed by every applicant for an Air Operator Certificate, and shall include a detailed description of how the applicant intends to show compliance, and show the operation manual suite pages and paragraph numbers that satisfy the regulatory requirements in the ***Applicant's Comments and Document / Manual Reference*** column. Where the applicant does not meet the rule requirement or deems it not applicable, the column must be annotated N/A, and an explanation given as to why it is not applicable. **Please note ticks () are not acceptable**. ✓

The completed matrix must accompany the operation manual suite documents and preferably be included as a component of the Operations Manual.

General Manual Layout and Distribution Guidance.

Manual binders:

Can the manual be amended easily? (Three- or four-ring binders are preferred: two-ring binders are not recommended as the pages are too easily torn). If permanently bound, do you intend to re-issue at every amendment? This may inhibit frequency of needed amendments.

Electronic Operations Manuals:

Is the matrix included as part of the file(s)? If so, is it up to date? Have you considered the methods for distributing to the CAAF and how you will manage amendments?

Management Accountability.

By signing the Compliance Statement, the signatory accepts management accountability for compliance with those legislative provisions.

FALSE REPRESENTATION STATEMENT

Note: The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 17A(5)(b) of the Civil Aviation Authority Act 1979 and Regulation 128 of the Air Navigation Regulations 1981 and the applicant is subject to prosecution as well as the revocation, suspension or cancellation of their aviation document or in the event of initial issue, the rejection of the application.

AOC COMPLIANCE MATRIX

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 1 - Administration and Control of Manuals			
ANR 43. SD-AOC	Title page		
ANR 43. SD-AOC	A list of effective pages or paragraphs.		
ANR 43. SD-AOC	Description of the distribution system for the manuals, amendments.		
ANR 43 (3)(b) SD-AOC	Description of Revision Procedure		
ANR 43 (3)(b) SD-AOC	A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety.		
ANR 43 (3)(b) SD-AOC	A record of amendments and revisions with insertion dates and effective dates.		
SD-AOC	A list and brief description of the various parts, their contents, applicability and use.		
ANR 43 (3)(a)	A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.		
SD-AOC	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC).		
SD-AOC	Explanations and definitions of terms and words needed for the use of the manual.		
SD-AOC	On every page, headers and/or footers to include: (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number		

Organisation and Responsibilities			
ANR 43 (4) (a) SD-AOC	Organisational structure. A description of the organisational structure, including the general organogram and operations departments' organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, etc., which pertain to the safety of flight operations, must be shown.		
ANR 43 (4) (a) (i) SD-AOC	Nominated persons. The name of each nominated person responsible for flight operations, crew training and ground operations. A description of their function and responsibilities must be included.		
ANR 43 (4) (a) (i) SD-AOC	Responsibilities and duties of operations management personnel.		
ANR 43 (4) (a) (i) SD-AOC	A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.		
ANR 43 (4) (a) (i) SD-AOC	Authority, duties and responsibilities of the pilot-in-command. A statement defining the authority, duties and responsibilities of the pilot-in-command.		
ANR 43 (4) (a) (i) SD-AOC	Duties, qualifications, and responsibilities of crew members other than the pilot-in-command, cabin crew, flight operations officer and other operations personnel:		
OPERATIONAL CONTROL AND SUPERVISION			
ANR 43 (4) (a) (i) SD-AOC	Supervision of the operation by the operator. A description of the system for supervision of the operation by the operator. This must show how the safety of flight operations		

	and the qualifications of personnel are supervised. In particular, the procedures related to the following items must be described: (a) licence and qualification validity, (b) competence of operations personnel, (c) control, analysis and storage of the required records. (d) Information to be retained on the ground.		
SD-AOC	System and responsibility for promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation should be included.		
ANR 36 SD-AOC	Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety. Procedures for an aircraft tracking system.		
ANR 131, 148, 151, SD-AOC	Powers of the authority. A description of the powers of the competent authority and guidance to staff on how to facilitate inspections by authority personnel.		
ANR 47, 51, 126. 127 SD-AOC	Retention of Records		
ANR 31 (8) SD-AOC	Flight Hours Reporting		
ANR 124 SD-AOC	Personal Logbooks		
ANR 34 (2), 43(4) (q) SD-MF, SD - AOC	Operator's Policy on Mercy Flights		
SAFETY MANAGEMENT SYSTEM: **ICAO Annex 6 Part 1, 2, & 3, ICAO Annex 19, ANR 1981; 43, SD - Air Operator's Certificate, SD - Safety Management Systems**			

ANR 34 (2), 43(4) (b) SD - SMS	Management commitment and responsibilities		
ANR 34 (2), 43(4) (b) SD - SMS	Company safety policy		
ANR 34 (2), 43(4) (b) SD - SMS	Safety accountabilities		
ANR 34 (2), 43(4) (b) SD - SMS	Appointment of key safety personnel and allocation of duties and responsibilities		
ANR 34 (2), 43(4) (b) SD - SMS	Emergency response planning		
ANR 34 (2), 43(4) (b) SD - SMS	SMS documentation		
ANR 34 (2), 43(4) (b) SD - SMS	The process for identifying safety hazards and for evaluating and managing the associated risks		
ANR 34 (2), 43(4) (b) SD - SMS	Safety risk assessment and mitigation		
ANR 34 (2), 43(4) (b) SD - SMS	Safety performance monitoring and measurement		
ANR 34 (2), 43(4) (b) SD - SMS	The management of change		
ANR 34 (2), 43(4) (b) SD - SMS	Continuous improvement of the SMS		
ANR 34 (2), 43(4) (b) SD - SMS	Training, education and communication		
ANR 34 (2), 43(4) (b) SD - SMS	Mandatory Occurrence Reports, including numbers per aircraft type.		
ANR 34 (2), 43(4) (b) SD - SMS	Trends.		
ANR 34 (2), 43(4) (b) SD - SMS	Rectification Action.		
ANR 34 (2), 43(4) (b) SD - SMS	Investigation Reports.		
ANR 34 (2), 43(4) (b) SD - SMS	Flight Data Analysis Programme.		
ANR 34 (2), 43(4) (b) SD - SMS	Safety Program (part of SMS).		

CREW COMPOSITION **References: ICAO Annex 6 Parts 1, 2 & 3, ANR 1981; 30, 31, 35, 43, 46, SD - Air Operator's Certificate,**			
ANR 36 (1) (a), 43(4) (b) 34 (2), 43(4) (e) (i) SD - AOC	Crew composition. An explanation of the method for determining crew compositions, and the minimum Crew Requirement, taking account of the following: (a) the type of aircraft being used; (b) the area and type of operation being undertaken; (c) the phase of the flight; (d) the minimum crew requirement and flight duty period planned; (e) experience (total and on type), recency and qualification of the crew members;		
ANR 36 (1) (a), 43(4) (b) SD - AOC	The designation of the pilot-in-command and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in-command or other members of the flight crew.		
ANR 30A	Augmented Crew Operations		
SD-AOC SD-ICAT	The designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew.		
ANR 34 (2), 43(4) (e) (i) SD - AOC	Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation.		
SD-AOC	Two pilot Communication Rule		
SD-AOC	Operation on more than one type. A statement indicating which aircraft are considered as one type for the purpose of: (a) flight crew scheduling; and (b) cabin crew scheduling.		
SD-AOC	Freelance or Part-Time Flight Crew		

QUALIFICATION REQUIREMENTS (ANR 43) REFERENCES: ICAO ANNEX 6 PARTS 1, 2 & 3, ANR 1981; 30, 30A, 31, 35, 43, 46, 53 – 66, SD - AIR OPERATOR'S CERTIFICATE			
ANR 34 (2), 43(4) (e) (i) SD - AOC	A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration must be given to the aircraft type, kind of operation and composition of the crew.		
SD-AOC	Flight Crew Requirements (a) Pilot-in-command, (b) Pilot relieving the pilot-in-command, (c) Co-pilot, (d) Pilot relieving the co-pilot, (e) Pilot under supervision, (f) System panel operator, (g) Operation on more than one type or variant.		
SD-AOC SD-ICAT	Cabin Crew Requirements (a) Senior cabin crew member, (b) Cabin crew member: (i) Required cabin crew member, (ii) Additional cabin crew member and cabin crew member during familiarisation flights, (c) Operation on more than one type or variant.		
ANR 43, 44, 45, SD-AOC SD-ICAT	Training, checking and supervision personnel: (a) for flight crew; and (b) for cabin crew.		
SD-AOC SD-ICAT	Flight Dispatcher Requirements		

SD-AOC SD-ICAT	Loader dispatchers.		
SD-AOC SD-ICAT	Other Operations Personnel Requirements		
CREW HEALTH PRECAUTIONS **References: ICAO Annex 6 Parts 1, 2 & 3. ANRs 43, 56, 70, 72. SD - Air Operator's Certificate**			
ANR 72, SD-AOC	Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following:		
ANR 72, SD-AOC	Use of Alcohol, Yaqona (Kava)		
ANR 72, SD-AOC	Drugs Narcotics		
ANR 72, SD-AOC	Drugs (Medicines)		
ANR 72, SD-AOC	Sleeping Tablets		
ANR 72, SD-AOC	Anti-Depressants		
ANR 72, SD-AOC	Pharmaceutical Preparations		
ANR 72, SD-AOC	Immunisation		
ANR 72, SD-AOC	Sports and Deep-Sea Diving		
ANR 72, SD-AOC	Blood / Bone Marrow Donation		
ANR 72, SD-AOC	Meal Precautions Prior to and During Flight		
ANR 72, SD-AOC	Sleep and Rest		
ANR 72, SD-AOC	Surgical Operations		
ANR 72, SD-AOC	Fitness		
ANR 72, SD-AOC	General and Local Anaesthetic		

ANR 72, SD-AOC	Minor Accidents involving Potential Concussion or Shock		
ANR 72, SD-AOC	General Precautions to be taken when Operating in Hot Climates		
ANR 72, SD-AOC	Illness after return to Fiji		
ANR 72, SD-AOC	Notification of unfitness to the authority		
ANR 72, SD-AOC	Notification to the operator of unfitness for any reason		
FLIGHT TIME LIMITATIONS - ANR PART IV **References: ICAO Annex 6 Parts 1, 2 & 3. ANR 1981; 43, 48-52. SD - Air Operator's Certificate,** **SD– Avoidance of Fatigue in Aircrew, Part 1 Domestic Operations. SD-AFA-Part 2 International Operations**			
ANR 34 (2), 43 (4) (d) 48, SD-AFA	A description of the fatigue risk management (FRM), including at least the following: (a) the philosophy and principles; (b) documentation of processes; (c) scientific principles and knowledge; (d) hazard identification and risk assessment processes; (e) risk mitigation process; (f) FRM safety assurance processes; and (g) FRM promotion processes The Flight and duty limitations shall include the following as a minimum;		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Application and responsibility		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Definitions		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Night operations.		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Multi pilot operations		

ANR 34 (2), 43 (4) (d) 48, SD-AFA	Single pilot operations.		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Mixed Duties.		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Cumulative Duty Time.		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Circadian Rhythm.		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	General restrictions		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Travelling / duty time		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Positioning.		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Pilot-in-command discretion to extend flight duty period		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Standby duty		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Split duty		
ANR 34 (2), 43 (4) (d) 50, SD-AFA	Minimum rest periods		
ANR 34 (2), 43 (4) (d) 52, SD-AFA	Pilot-in-command discretion to reduce a rest period		
ANR 34 (2), 43 (4) (d) 48, SD-AFA	Rest facilities		
ANR 34 (2), 43 (4) (d) 50, SD-AFA	Flight and duty time limitations		
ANR 34 (2), 43 (4) (d) 50, SD-AFA	Rosters. Operators policy on rosters and changing from one to another.		
ANR 34 (2), 43 (4) (d) 51,	Record keeping		
OPERATING PROCEDURES ICAO Annex 2, Annex 6 Parts 1, 2 & 3. ICAO Annex 14. **ANR 1981;** PARTs I, II, III, IV, V, VI, VII, VIII. FIJI AICs. Fiji AIP. Standards Documents suite.			
ANR 34 (2), 37, 38, 43 SD-AOC	Flight preparation instructions as applicable to the operation:		

ANR 34 (2), 37, 38, 43 (4) (h) SD-AOC	Minimum flight altitudes. A description of the method of determination and application of minimum altitudes including: (a) a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and (b) a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights.		
ANR 34 (2), 37, 38, 43 (4) (i) SD-AOC	Criteria and responsibilities for determining the adequacy of aerodromes to be used.		
ANR 34 (2), 37, 38, 43 (4) (i) SD-AOC	Presentation and application of aerodrome and en-route operating minima.		
ANR 34 (2), 37, 38, 43 (4) (i) SD-AOC	Minimum runway width		
ANR 34 (2), 37, 38, 43 (4) (i) SD-AOC	Methods and responsibilities for establishing aerodrome operating minima. Reference must be made to procedures for the determination of the visibility and/or runway visual range (RVR) and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported RVR.		
ANR 34 (2), 37, 38, 43 (4) (i) (iii) SD-AOC	Increase of aerodrome minima in case of degradation of approach or aerodrome facilities		
ANR 34 (2), 43 (4) (e) (xii), SD-AOC	Departure contingency procedures		
ANR 34 (2), 43 (4) (e) (xiii), SD-AOC	Instructions on the maintenance of altitude awareness and the use of automated or flight crew callout		
ANR 34 (2), 43 (4) (e) (xiv), SD-AOC	Instructions on the use of auto-pilots and auto throttles in IMC		
ANR 34 (2), 43 (4) (e) (xv), SD-AOC	Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved;		
ANR 34 (2), 43 (4) (e) (xvi), SD-AOC	Departure and approach briefings		
ANR 34 (2), 43 (4) (e) (xvii), SD-AOC	Route and destination familiarisation		

ANR 34 (2), 43 (4) (e) (xviii), SD-AOC	Stabilised approach procedure		
ANR 34 (2), 43 (4) (e) (xix), SD-AOC	Limitation on high rates of descent near the earth ‘s surface		
ANR 34 (2), 43 (4) (e) (xx), SD-AOC	Conditions required to commence or continue an instrument approach in accordance with regulation 37		
ANR 34 (2), 43 (4) (e) (xxi), SD-AOC	Instructions for the conduct of precision and non-precision approaches		
ANR 34 (2), 43 (4) (e) (xxii), SD-AOC	Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations		
ANR 34 (2), 37, 38, 43 SD-AOC	En-route operating minima for VFR flights		
ANR 34 (2), 37, 38, 43 SD-AOC	En-route operating minima for IFR flights		
ANR 98	Flights over or near water or on its surface		
ANR 34 (2), 37, 38, 43 SD-AOC	Performance Planning.		
ANR 34 (2,) 46 SD-AOC	Interpretation of meteorological information. Explanatory material on the decoding of meteorological (MET) forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.		
ANR 32 (2), 39, 40, 43 (4) (e) (iii) SD-AOC	Determination of the quantities of fuel, oil and water methanol carried. The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in-flight. This section should also include instructions on the measurement and distribution of the fluid carried on board. Such instructions should take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aircraft’s power plants. The system for maintaining fuel and oil records should also be described.		
ANR 32 (2), 41, 43 (4) (e) (v) SD-AOC	Mass and centre of gravity. The general principles of mass and centre of gravity including the following: (a) definitions;		

	(b) methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations; (c) the policy for using standard and/or actual masses; (d) the method for determining the applicable passenger, baggage and cargo mass; (e) the applicable passenger and baggage masses for various types of operations and aircraft type; (f) general instructions and information necessary for verification of the various types of mass and balance documentation in use; (g) last-minute changes procedures; (h) specific gravity of fuel, oil and water methanol; (i) seating policy/procedures; (j) for helicopter operations, standard load plans.		
ANR 32 (2), 41, SD-AOC	Centralized Load Control (as applicable).		
ANR 32 (2), 41, SD-AOC	Load data Reconciliation.		
ANR 99, 104	Air traffic services (ATS) flight plan. Procedures and responsibilities for the preparation and submission of the ATS flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.		
ANR 32 (2), 41, 43 (4) (e) (vii) SD-AOC	Operational flight plan. Procedures and responsibilities for the preparation and acceptance of the operational flight plan. The use of the operational flight plan should be described including samples of the operational flight plan formats in use.		
ANR 15, 33, 123,	Operator's aircraft technical log. The responsibilities and the use of the operator's aircraft technical log should be described, including samples of the format used.		
ANR 23(6), 32, 33, 43 (4) (e) (vi) SD-AOC	List of documents, forms and additional information to be carried.		
ANR 32 (2), 41, 43 (4) (e) (vi) SD-AOC	Ground handling instructions. As applicable to the operation:		
SD-AOC, SD-ICAT	Duties of flight operations officer/flight dispatcher		

ANR 43(4) (t), 142	Fuelling procedures. A description of fuelling procedures, including: (a) safety precautions during refuelling and defuelling including when an auxiliary power unit is in operation or when rotors are running or when an engine is or engines are running and the rotor-brakes is on; (b) refuelling and defuelling when passengers are embarking, on board or disembarking; and (c) precautions to be taken to avoid mixing fuels.		
SD-AOC, SD-ICAT	Aircraft, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats, embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, should also be given. Handling procedures should include: (a) special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody; (b) permissible size and weight of hand baggage; (c) loading and securing of items in the aircraft; (d) positioning of ground equipment; (e) operation of aircraft doors; (f) safety on the aerodrome/operating site, including fire prevention and safety in blast and suction areas; (g) start-up, ramp departure and arrival procedures; (h) servicing of aircraft; (i) documents and forms for aircraft handling; (j) special loads and classification of load compartments; and (k) multiple occupancy of aircraft seats.		
ANR 34 (9),	Procedures for the refusal of embarkation. Procedures to ensure that persons who appear to be intoxicated, or who demonstrate by manner or physical indications that they are under the influence of drugs, are refused embarkation. This does not apply to medical patients under proper care.		
ANR 43, (4) (e) (vi)	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. These must include descriptions of the types		

	and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used should be given, including the following: (a) proprietary or commercial names, (b) characteristics, (c) effects on aircraft performance, (d) hold-over times, (e) precautions during usage.		
SD-AOC, SD-ICAT	VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or for requiring flights to be made under IFR, or for changing from one to the other.		
ANR 22, 43(4) (l) SD-AOC	Navigation Procedures. A description of all navigation procedures, relevant to the type(s) and area(s) of operation. Special consideration must be given to: (a) standard navigational procedures, including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft; and (b) required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas; (c) in-flight re-planning; (d) procedures in the event of system degradation; and (e) reduced vertical separation minima (RVSM)		
SD-AOC	Altimeter setting procedures, including, where appropriate, use of: (a) metric altimetry and conversion tables; and (b) QFE operating procedures.		
SD-AOC	Altitude alerting system procedures for aeroplanes.		
ANR 43(4) (e) (xxiii) SD-AOC	Ground proximity warning system (GPWS) / terrain avoidance warning system (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.		
ANR 43(4) (e) (xxiii), (s), SD-AOC	Policy and procedures for the use of traffic collision avoidance system (TCAS)/airborne collision avoidance		

	system (ACAS) for aeroplanes and, when applicable, for helicopters.		
SD-AOC 1, 7, 8	Policy and procedures for in-flight fuel management.		
SD-AOC, SD-ICAT	Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following: (a) thunderstorms, (b) icing conditions, (c) turbulence, (d) windshear, (e) ITCZ, (f) volcanic ash clouds, (g) heavy precipitation, (h) mountain waves, (i) significant temperature inversions.		
	Wake turbulence. Wake turbulence separation criteria, considering aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash.		
SD-AOC	Crew members at their stations. The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety, and including procedures for controlled rest in the flight crew compartment. Use of headset.		
ANR 23, 35,	Use of restraint devices for crew and passengers. The requirements for crew members and passengers to use safety belts and/or restraint systems during the different phases of flight or whenever deemed necessary in the interest of safety.		
ANR 17 (2) (b)	Admission to flight crew compartment. The conditions for the admission to the flight crew compartment of persons other than the flight crew. The policy regarding the admission of inspectors from an authority must also be included.		

SD-AOC, SD-ICAT	Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.		
SD-AOC	Incapacitation of crew members. Procedures to be followed in the event of incapacitation of crew members in-flight. Examples of the types of incapacitation and the means for recognising them must be included.		
SD-AOC	Cabin Safety Requirements. Procedures: (a) covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys; (b) to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft; (c) to be followed during passenger embarkation and disembarkation; (d) when refuelling/defuelling with passengers embarking, on board or disembarking; (e) covering the carriage of special categories of passengers; (f) covering smoking on board; (g) covering the handling of suspected infectious diseases.		
SD-AOC	Passenger briefing procedures. The contents, means and timing of passenger briefing		
ANR 43 (4) (e) (xxv)	Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried.		
SD-AOC	Policy on the use of autopilot.		
ANR 38A	Low visibility operations (LVO). A description of the operational procedures associated with LVO.		
ANR 36A, 43(4) (h) (i) SD-ETOPS, SD-AOC	Extended-range operations with two engined aeroplanes (ETOPS). A description of the ETOPS operational procedures.		
ANR 43 (4) (r), SD-AOC, SD-AW	Use of the minimum equipment and configuration deviation list(s).		

Currently no reference, however, Operators are encouraged to consider these topics	Non-revenue flights. Procedures and limitations, for example, for the following: (a) non-commercial operations by AOC holders, a description of the differences to commercial operations, (b) training flights, (c) test flights, (d) delivery flights, (e) ferry flights, (f) demonstration flights, (g) positioning flights, including the kind of persons who may be carried on such flights.		
ANR 23 (6), 43(4) (e) (iv) SD-AOC	Oxygen Requirements: An explanation of the conditions under which oxygen must be provided and used. The oxygen requirements specified for the following persons: (a) flight crew; (b) cabin crew; (c) passengers.		
SD-AOC, SD-EFB	Procedures related to the use of type EFB applications.		
DANGEROUS GOODS			
ANR 29, 43 (4) (k) SD-DG, SD-AOC	Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG) including:		
ANR 29, 43 (4) (k) SD-DG, SD-AOC	Operator's policy on the transport of dangerous goods		
ANR 29, 43 (4) (k) SD-DG, SD-AOC	Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods		
ANR 29, 43 (4) (k) SD-DG, SD-AOC	Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried		
ANR 29, 43 (4) (k) (ii) SD-DG, SD-AOC	Procedures for responding to emergency situations involving dangerous goods;		

ANR 29, 43 (4) (k) SD-DG, SD-AOC	Duties of all personnel involved		
ANR 29, 43 (4) (k) SD-DG, SD-AOC	Instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried		
ANR 29, 43 (4) (k) SD-DG, SD-AOC	The conditions under which weapons, munitions of war and sporting weapons may be carried.		
SECURITY			
ANR 43 (4) (n), SD-AOC	Security policies and procedures.		
ANR 43 (4) (n), SD-AOC	Security instructions and guidance.		
ANR 43 (4) (n) (ii), SD-AOC	Aircraft search procedures and guidance on least-risk bomb locations where practicable.		
ANR 43 (4) (n), SD-AOC	Preventative security measures and training.		
HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES			
ANR 43, 70	Procedures for handling, notifying and reporting accidents, incidents and occurrences.		
SD-SMS	Definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved		
SD-SMS	Illustrations of forms to be used for reporting all types of accident, incident and occurrence (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done		
SD-SMS	In the event of an accident, descriptions of which departments, authorities and other organisations have to be notified, how this will be done and in what sequence		

SD-SMS	Procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions		
ANR 43, 70, 77	Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference		
SD-SMS	Reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by crew members, designed to ensure that the pilot-in-command is informed immediately of any incident that has endangered, or may have endangered, safety during the flight, and that the pilot-in-command is provided with all relevant information		
SD-SMS	Procedures for the preservation of recordings following a reportable event.		
RULES OF THE AIR **ANR 1981 Fiji Aeronautical Information Publication (AIP)**			
Fiji AIP	Visual and instrument flight rules		
	Territorial application of the rules of the air		
ANR 107 (3), 43 (4) (m) Fiji AIP	Communication procedures, including communication-failure procedures		
ANR 43 (4) (e) (xxiv), 110.	Information and instructions relating to the interception of civil aircraft		
ANR 43 (4) (m), 110, 107, 116.	The circumstances in which a radio listening watch is to be maintained		
ANR 43 (4) (j) (i).	Ground Air Signals		
Fiji AIP	Time system used in operation		

ANR 43, 104.	ATC clearances, adherence to flight plan and position reports		
ANR 43, 101.	Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area		
ANR 43 (4) (j) (ii).	Procedures for flight crew observing an accident or receiving a distress transmission		
ANR 43 (4) (j) (i), 101.	The ground/air visual codes for use by survivors, and description		
ANR 101, SD-AOC	Distress and urgency signals.		
SD-AOC	A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities.		
SD-AOC	Codeshare		

I certify that I have read the legislation referred to in this section and understand its applicability to the company operations. I, as the Accountable Manager, accept the responsibility for the compliance of the AOC operations for the operator I represent.

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Title / Appointment	**Name**	**Signature**	**Date**

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 2 - AIRCRAFT OPERATING INFORMATION.			
ANR 43.	General information and units of measurement.		
ANR?? SD-AW	Certification and operational limitations.		
ANR 43 (4) (e) (ii), SD AOC	Specific flight deck procedures:		
ANR 43 (4) (a) (ii), (e) (x), SD AOC	Normal procedures.		
ANR 43 (4) (a) (ii), (e) (viii), SD AOC	Abnormal and emergency procedures and duties.		
ANR 42, 43 (4) (f) (i), SD AOC, SD-AWP	Performance data		
ANR 42, 43 (4) (f) (i), SD AOC, SD-AWP	Supplementary performance data:		
ANR 42, 43 (4) (f) (i), SD AOC, SD-AWP	Other acceptable performance data		
ANR 42, 43 (4) (f) (i), SD AOC, SD-AWP	Additional performance data		
SD-AOC	Flight planning data:		
ANR 39, 40 SD-AOC	VFR Fuel calculations		
ANR 39, 40 SD-AOC	IFR Fuel calculations		
ANR 41, 43 (4) (e) (v) SD-AOC	Mass and balance calculations.		

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 2 - AIRCRAFT OPERATING INFORMATION.			
ANR 41, 43 (4) (e) (v) SD-AOC	Loading procedures		
ANR 29, 43 (4) (k), SD-DG, SD-AOC	Loading dangerous goods		
If supplied by the manufacturer.	Configuration deviation list		
ANR 43 (4) (r), SD-AOC, SD-AW	The Minimum Equipment List (MEL)		
ANR 23 (6) 43 (4) (e) (iv) SD-AOC	Survival and emergency equipment including oxygen:		
ANR 23 (6) 43 (4) (e) (iv) SD-AOC	Oxygen usage.		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Emergency equipment usage.		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Emergency evacuation procedures		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Escape devices		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Interior emergency exit marking		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Interior emergency lighting		

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 2 - AIRCRAFT OPERATING INFORMATION.			
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Floor proximity emergency escape path		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Exterior emergency exit marking		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Exterior emergency lighting		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Over-wing escape routes		
ANR 23 (6) 43 (4) (e) (xi) SD-AOC	Escape devices		
SD-AOC	Aircraft systems.		

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Title / Appointment	**Name**	**Signature**	**Date**

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 3 - Route Guide. The necessary information for compliance with all flight profiles, including but not limited to, the determination of take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance for each Airfield or Landing Site.			
ANR 43 (4) (g) SD-AOC SD-ICAT	Minimum flight level/altitude for each aircraft to be flown;		
ANR 43 (4) (g) SD-AOC SD-ICAT	Operating minima for departure, destination and alternate aerodromes;		
ANR 43 (4) (g) SD-AOC SD-ICAT	The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities;		
SD-AOC SD-ICAT	Runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities;		
SD-AOC SD-ICAT	Take-off performance limitations		
SD-AOC SD-ICAT	ASDA and TORA		
SD-AOC SD-ICAT	Loss of Runway length due to alignment		
SD-AOC SD-ICAT	Take-off obstacle clearance limitations		
SD-AOC SD-ICAT	Take-off climb performance		
SD-AOC SD-ICAT	En-route limitations		
SD-AOC SD-ICAT	En-route climb performance		
SD-AOC SD-ICAT	Landing limitations		
SD-AOC SD-ICAT	Landing weight limitations		
SD-AOC SD-ICAT	Landing distance required		
SD-AOC SD-ICAT	Aircraft configuration and procedures		
SD-AOC SD-ICAT	Supplementary information, such as tire speed limitations.		

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
SD-AW, SD-AOC, SD-ICAT	Unserviceable equipment		
SD-AOC SD-ICAT	Approach, missed approach and departure procedures including noise abatement procedures;		
ANR 43 (4) (g) SD-AOC SD-ICAT	Communication facilities		
ANR 43 (4) (g) SD-AOC SD-ICAT	Navigation aids;		
Fiji AIP	Communication-failure procedures;		
ANR 43 (4) (j), 46 (1) (e)	Search and rescue facilities in the area over which the aircraft is to be flown;		
ANR 31 (6)	A description of the aeronautical charts that should be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;		
SD-AOC, Fiji AIP	Availability of aeronautical information and MET services;		
ANR 43 (4) (m),	En-route communication/navigation procedures; Provision of Flight Watch, Radio Listening Watch, Communication Procedures, Navigation Procedures		
SD-AOC	Aerodrome/operating site categorisation for flight crew competence qualification;		
SD-AOC	Special aerodrome/operating site limitations (performance limitations and operating procedures etc.).		

I certify that I have read the legislation referred to in this section and understand its applicability to the company operations. I, as the Accountable Manager, accept the responsibility for the compliance of the AOC operations for the operator I represent.

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Title / Appointment	**Name**	**Signature**	**Date**

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 4 – Training The necessary information for compliance with all flight			
ANR 44. SD-AOC, SD-ICAT	Title page		
ANR 44. SD-AOC, SD-ICAT	List of effective pages		
ANR 44. SD-AOC, SD-ICAT	Distribution list		
ANR 44 SD-AOC, SD-ICAT	Record of revision		
ANR 44 SD-AOC, SD-ICAT	Revision Procedure		
ANR 44 SD-AOC, SD-ICAT	Temporary revisions		
ANR 44 SD-AOC, SD-ICAT	Record of temporary revisions		
SD-AOC, SD-ICAT	A list and description of all volumes in the Operations Manual.		
ANR 44 (5)	Make available to each member of his operating staff an operation manual or the portion(s) thereof relevant to his or her functions and responsibilities; and		
SD-AOC, SD-ICAT	Compliance to ANRs SD and CAAF regulations		
SD-AOC, SD-ICAT	Definitions & Abbreviations		

SD-AOC, SD-ICAT	On every page, headers and/or footers to include: (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number		
ANR 44 (6) (b) SD-AOC	The minimum qualifications and experience which the operator requires of persons appointed by him to give or to supervise the said training practice and periodical tests		
ANR 44 (6) (b) SD-AOC	The type of training, practice and periodical tests which each such person is appointed to give or to supervise		
ANR 44 (6) (b) SD-AOC	The type of aircraft in respect of which each such person is appointed to give or to supervise the said training, practice and periodical tests		
ANR 44 (6) (c) SD-AOC	The minimum qualifications and experience required of each member of the crew undergoing the said training, practice and periodical tests.		
ANR 44, SD-AOC, SD-ICAT	The syllabus for, and specimen forms for recordings the said training, practice and periodical tests;		

ANR 44, SD-AOC, SD-ICAT	In the case of aeroplane or helicopter operations, the flight crew member shall complete the operator conversion training course before commencing unsupervised line flying, when changing to an aircraft for which a new type rating is required, when joining an operator. The operator conversion training course shall include training on the equipment installed on the aircraft as relevant to flight crew members' roles.		
ANR 44, SD-AOC, SD-ICAT	Flight crew members shall complete differences or familiarisation training when required and when changing equipment or procedures requiring additional knowledge on types or variants currently operated. The operations manual shall specify when such differences or familiarisation training is required.		
ANR 44, SD-AOC, SD-ICAT	Before operating, the flight crew member shall have received CRM training, appropriate to his/her role, as specified in the operations manual. Elements of CRM training shall be included in the aircraft type and recurrent training as well as in the command course.		

ANR 44, SD-AOC, SD-ICAT	Each flight crew member shall complete annual recurrent flight and ground training relevant to the type or variant of aircraft on which he/she operates, including training on the location and use of all emergency and safety equipment carried. Each flight crew member shall be periodically checked to demonstrate competence in carrying out normal, abnormal and emergency procedures.		
ANR 44, SD-AOC, SD-ICAT	Flight crew members who may be assigned to operate in either pilot's seat shall complete appropriate training and checking as specified in the operations manual.		

ANR 44, SD-AOC, SD-ICAT	All the training required shall be conducted: (1) in accordance with the training programmes and syllabi established by the operator in the operations manual; (2) by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks shall be qualified in accordance SD-Flight Instructor Rating. (b) When establishing the training programmes and syllabi, the operator shall include the mandatory elements for the relevant type as defined in the data established in accordance either the Original Equipment Manufacturer (OEM), the Operational Evaluation Board (OEB) Report and or the Operational Suitability Data (OSD) for each aircraft type. This shall include the theoretical knowledge ground school for each subject, and the airborne serials detailing every manoeuvre. (c) Training and checking programmes, including syllabi and use of individual flight simulation training devices (FSTDs), shall be approved by the authority. (d) The FSTD shall replicate the aircraft used by the operator, as far as practicable. Differences between the FSTD and the aircraft shall be described and addressed through a briefing or training, as appropriate. (e) The operator shall establish a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programmes.		

ANR 44, SD-AOC, SD-ICAT	For aeroplane operations, the command course shall include at least the following elements: (1) training in an FSTD, which includes line-oriented flight training (LOFT) and/or flight training; (2) the operator proficiency check, operating as pilot in command; (3) command responsibilities training; (4) line training as pilot in command under supervision, for a minimum of 10 flight sectors, in the case of aeroplanes. (5) completion of a line check as pilot in command and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; and (6) crew resource management training.		
ANR 44, SD-AOC, SD-ICAT	The flight crew member shall have completed an initial CRM training course before commencing unsupervised line flying. (b) Initial CRM training shall be conducted by at least one suitably qualified and authorised CRM trainer. (c) If the flight crew member has not previously received theoretical training in human factors to the ATPL level, he/she shall complete, before or combined with the initial CRM training, a theoretical course provided by the operator and based on the human performance and limitations syllabus for the ATPL.		

ANR 44, SD-AOC, SD-ICAT	The procedure for administering and recording the periodical tests of all flying staff;		
ANR 44, SD-AOC, SD-ICAT	Operator base / proficiency check (1) Each flight crew member shall complete an operator base / proficiency checks as part of the normal crew complement to demonstrate competence in carrying out normal, abnormal and emergency procedures. (2) When the flight crew member will be required to operate under IFR, the operator base / proficiency check shall be conducted without external visual reference, as appropriate. (3) The validity period of the operator base / proficiency check shall be 6 calendar months. The base / proficiency check shall be undertaken before commencing commercial air transport operations. (4) The flight crew member involved in operations by day and over routes navigated by reference to visual landmarks with a helicopter may complete the operator base / proficiency check in only one of the relevant types held. The operator base / proficiency check shall be performed each time on the type least recently used for the base / proficiency check. The relevant helicopter types that may be grouped for the purpose of the operator base / proficiency check shall be contained in the operations manual, and approved by the Authority. (5) The operator shall state the limits and tolerances for base / proficiency check. The examiner will make allowance for turbulent conditions and the handling qualities and performance of the type of aircraft used.		

ANR 44, SD-AOC, SD-ICAT	Line check (1) Each flight crew member shall complete a line check on the aircraft to demonstrate competence in carrying out normal line operations described in the operations manual. The validity period of the line check shall be 13 calendar months. (2) Line checks may be conducted by a suitably qualified company pilot nominated by the operator, trained in CRM concepts.		
ANR 44, SD-AOC, SD-ICAT	Emergency and safety equipment training and checking. Each flight crew member shall complete training and checking on the location and use of all emergency and safety equipment carried. The validity period of an emergency and safety equipment check shall be 12 calendar months.		

ANR 44, SD-AOC, SD-ICAT	Flight Instructors / Trainers whose duties require them to operate in either pilot seat and carry out the duties of a co-pilot, or PICs required to conduct training or checking duties, shall complete additional training and checking as specified in the operations manual. The check may be conducted together with the operator base / proficiency check. (b) The additional training and checking shall include at least the following: (1) an engine failure during take-off; (2) a one-engine-inoperative approach and go-around; and (3) a one-engine-inoperative landing.		

	(c) In the case of helicopters, PICs shall also complete their base / proficiency checks from left and righthand seats, on alternate base / proficiency checks, provided that when the type rating base / proficiency check is combined with the operator base / proficiency check the PIC completes his/her training or checking from the normally occupied seat. (d) When engine-out manoeuvres are carried out in an aircraft, the engine failure shall be simulated.		

ANR 44, SD-AOC, SD-ICAT	Cabin Crew Training Programme. A detailed programme and syllabus shall be established by the operator for each training course, where applicable, to cover the duties and responsibilities to be discharged by the cabin crew members. Each training course shall include theoretical and practical instruction together with individual or collective practice, as relevant to each training subject, in order that the cabin crew member achieves and maintains the adequate level of proficiency. Each training course shall be: (1) conducted in a structured and realistic manner; and (2) performed by personnel appropriately qualified for the subject to be covered. During or following completion of all training, each cabin crew member shall undergo a check covering all training elements of the relevant training programme, except for crew resource management (CRM) training. Checks shall be performed by		

	personnel appropriately qualified to verify that the cabin crew member has achieved and/or maintains the required level of proficiency. CRM training courses and CRM modules shall be conducted by a cabin crew CRM instructor. When CRM elements are integrated in other training, a cabin crew CRM instructor shall manage the definition and implementation of the syllabus. Each new entrant who does not already hold a valid cabin crew attestation, shall be provided with an initial training course, and shall successfully undergo the associated examination before undertaking other training. Each cabin crew member shall have completed appropriate aircraft type specific training and operator conversion training, as well as the associated checks, before being: (1) first assigned by the operator to operate as a cabin crew member; or (2) assigned by that operator to operate on another aircraft type.		
ANR 44, SD-AOC, SD-ICAT	Senior cabin crew member Shall have successfully completed a senior cabin crew training course and the associated check.		
ANR 44, SD-AOC, SD-ICAT	Flight Operations Officer / Dispatcher. Guidance on the composition of a training syllabus is provided in the Training Manual (ICAO Doc 7192), Part D-3 — Flight Operations Officers/Flight Dispatchers.		

ANR 44, SD-AOC, SD-ICAT	The manner in which instrument flight conditions and engine failure are to be simulated in the aircraft in flight;		
ANR 44, SD-AOC, SD-ICAT	The extent to which the said training and testing is permitted in the course of flights for the purpose of public transport;		
ANR 44, SD-AOC, SD-ICAT	The use to be made in the said training and testing of apparatus approved for the purpose by the Authority.		
ANR 44, SD-AOC, SD-ICAT	The training for operation in specific classes of airspace such as, but not limited to, Reduced Vertical Separation Minima (RVSM), Minimum Navigation Performance Specification (MNPS), Required Navigation Performance (RNP);		
ANR 44, SD-AOC, SD-ICAT	The training for operation and uses of specific types of safety equipment fitted to or installed in the aircraft such as, but not limited to; Traffic Alert and Collision Avoidance Systems (TCAS) or Airborne Collision Avoidance Systems (ACAS), Ground Proximity Warning Systems (GPWS), Global Positioning System (GPS) including any associated augmentation systems.		
ANR 44, SD-AOC, SD-ICAT	The training for operation and uses of the Automatic Dependent Surveillance – Broadcast (ADS-B), both ‘Out ‘and ‘In ‘as fitted to or installed in the aircraft.		
ANR 44, SD-AOC, SD-ICAT	A comprehensive statement of the duties and responsibilities of all training staff;		
ANR 44, SD-AOC, SD-ICAT	Instructions covering re-testing and re-training after an unsatisfactory performance;		

ANR 44, SD-AOC, SD-ICAT	Clear instructions on who is in command in the event of an emergency occurring when the training captain is not in a pilot's seat;		
ANR 44, SD-AOC, SD-ICAT	Minimum standards of experience and of initial and periodic training to be met by all flying staff for each type of aircraft used by the operator;		
ANR 44, SD-AOC, SD-ICAT	The procedures or operational restrictions for operation on more than one type or variant established in the operations manual and approved by the authority shall cover: (1) the flight crew members' minimum experience level; (2) the minimum experience level on one type before beginning training for and operation of another type; (3) the process whereby flight crew qualified on one type will be trained and qualified on another type; and (4) all applicable recent experience requirements for each type.		
ANR 44, SD-AOC, SD-ICAT	Details of the ground training facilities and equipment available to meet the operator 's training requirements		

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Title / Appointment	**Name**	**Signature**	**Date**

Regulation Reference	Subject	Applicant's Comments and Document / Manual Reference	CAAF Review & Comments (for CAAF use only)
Section 5 - MAINTENANCE ORGANISATION.			
SD-AOC	Title page		
SD-AOC	List of effective pages		
SD-AOC	Distribution list		
SD-AOC	Table of Contents		
SD-AOC	List of Effective Pages (LOEP)		
SD-AOC	Record of Amendments		
SD-ANR145C - ANR145.85	Amendment Procedures		
SD-AOC	Make available to each member of the operating staff an operation manual or the portion(s) thereof relevant to his or her functions and responsibilities; and		
SD-AOC	Compliance to ANRs SD and CAAF regulations		
SD-AOC	Definitions & Abbreviations		
SD-AOC	On every page, headers and/or footers to include: (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number		

SD-ANR145C – ANR145.70 (1), IEM145.70(a)	Accountable Manager's Statement		
SD-ANR145C – ANR145.20, ANR145.40, ANR145.70 (8), Appendix 1	ORGANISATIONS SCOPE OF WORK Aircraft Maintenance Aircraft types / Helicopter Types Engines fitted Type of check, e.g.: 100 hour or annual Complex Tasks Embodiment of modifications / changes Engine Maintenance/Types Component Maintenance Specialised Services, such as NDT Issue of Flight Release Certificates. Additional Significant Activities Fabrication of parts Off-site maintenance		
SD-ANR145C – ANR145.70	Organisational structure. A description of the organisational structure, including the general organogram and organisation departments' organograms. The organogram should depict the relationship between the organisation departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, etc., which pertain to the safety of the maintenance organisation, must be shown.		

SD-ANR145C – ANR145.70, IEM145.5, AMC145.3(a), AMC145.65(b), IEM145.70(a), FOREWORD, AMC145.30(a), ANR145.30	Nominated persons. The name of each nominated person responsible for the maintenance organisation, training and ground operations. A description of their function and responsibilities must be included.		
SD-ANR145C – ANR145.70, IEM145.5, AMC145.3(a), AMC145.65(b), IEM145.70(a), FOREWORD, AMC145.30(a), ANR145.30	A description of the duties, responsibilities and authority of management personnel pertaining to the safety of the maintenance organisation and the compliance with the applicable regulations.		
SD-ANR145C – ANR145.70, AMC145.30, AMC145.35(a)(b), Appendix 8	CERTIFYING STAFF and AIRWORTHINESS REVIEW STAFF Aircraft Certifying Staff and Airworthiness Review Staff LAME AME Approved AME Component Certifying Staff Specialised tasks i.e. sheet metal / structural repairs Airworthiness Review Staff e.g. J BLOGGS Part 66 Licence No, Type and Scope CAAF.LAME.0001/3 (plus specimen signature)		
SD-ANR145C – ANR145.30, AMC145.30,	PERSONNEL The operator must state the technical personnel (number, qualifications and experience) Administrative personnel (number)		

SD-ANR145C – ANR145.25, ANR145.70, ANR145.80, ANR145.85, IEM145.10(b), AMC145.25(a)(b)(c)(d),	FACILITIES Geographic location (map) Plan of hangars Specialised workshops Office accommodation Stores Availability of all leased facilities		
SD-ANR145C – ANR145.40, ANR145.85, AMC145.40(a)(b),	TOOLS EQUIPMENT AND MATERIALS List of tools, equipment and material used (including access to tools used on occasional basis) Test apparatus Calibration frequencies		
SD-ANR145C – ANR145.45, AMC145.45(b)(c)(d)(e),	MAINTENANCE DATA		
SD-ANR145C - FOREWORD	ORGANISATIONAL REVIEW Purpose (to ensure that the approved maintenance organisation continues to meet the requirements of Part 145) Responsibility Organisation, frequency, scope and content (including processing of authority's findings) Planning and performance of the review Organisational review checklist and forms Processing and correction of review findings Reporting Review of subcontracted work		

SD-ANR145C – AMC145.30(d), Appendix 7	TRAINING Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training) Description of the personnel records to be retained		
SD-ANR145C – Appendix 6	SUBCONTRACTING OF SPECIALISED TASKS Selection criteria and control Nature of subcontracted work List of subcontractors Nature of arrangements Assignment of responsibilities for the certification of the work performed		
	ONE TIME AUTHORISATIONS Maintenance checks Certifying staff		
SD-ANR145C – ANR145.45, ANR145.65,	WORK ORDER ACCEPTANCE Clarification of the customer work order scope (to be clear and unambiguous) MO's own / Customer supplied / or approved organisation data to be used in the maintenance process		

SD-ANR145C – ANR145.65	PREPARATION AND ISSUE OF WORK PACKAGE Control of the work order		

	Preparation of the planned work Work package content (copy of forms, work cards, procedure for their use, distribution) Responsibilities and signatures needed for the authorisation of the work		
SD-ANR145C – AMC145.40(a), AMC145.25(d), Appendix 7, ANR145.25	LOGISTICS Persons/functions involved Criteria for choosing suppliers Procedures used for incoming inspection and storage of parts, tools and materials Copy of forms and procedure for their use and distribution		
ANR34(2)(7), SD-ANR145C – ANR145.50, ANR145.65, ANR145.70, ANR145.85, IEM145.10(b)(c), AMC145.30(a)(b)(c)(d), ANR145.50(a), IEM145.65(a)(b), IEM145.70, Appendix 1-12	EXECUTION Persons/functions involved and respective role Documentation Used (Work package and Work cards) Copy of Forms and Procedures for their use and distribution Use of Work cards or manufacturers documentation Procedures for accepting components from stores inc eligibility check Procedures for returning unserviceable components to stores		
SD-ANR145C - ANR145.50, AMC145.30(c), AMC145.35(a)(b), AMC145.65(b), Appendix 6,	RELEASE TO SERVICE – CERTIFYING STAFF Authorised certifying staff functions and responsibilities		

SD-ANR145C - AMC145.30(a)(c)	RELEASE TO SERVICE - SUPERVISION Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required. Supervision content Copy of forms and procedure for their use and distribution Control of the work package		
ANR16(3), SD-ANR145C - ANR145.50, ANR145.55, AMC145.50(a)(b), IEM145.55(a)(b), AMC145.65(b), Appendix 3, 6, 9, 10	RELEASE TO SERVICE - CERTIFICATE OF RELEASE TO SERVICE Procedure for signing the CRS (including preliminary actions) Certificate of release to service wording and standardised form Completion of the aircraft continuing airworthiness record system Incomplete maintenance Check flight authorisation		
ANR145.40, ANR145.55, AMC145.25(b), AMC145.35(a), IEM145.55(a)(b)(c), Appendix 7, 8, 10	RECORDS System for control, storage, security and retrieval of records (paper or computer based) Control of access to records (paper and / or computer-based records) Record-keeping systems (essential records) Provision of records (CRS) to or from organisation Retention of records (periods methods and security)		

ANR34(7), SD-ANR145C – ANR145.40, ANR145.50, ANR145.55, ANR145.65, ANR145.70, ANR145.85, IEM145.10(b)(c), AMC145.30(a)(b)(c)(d), ANR145.50(a), IEM145.65(a)(b), IEM145.70, AMC145.25(b), AMC145.35(a), IEM145.55(a)(b)(c), Appendix 1-12	Airworthiness Review Procedures and Records.		
SD-ANR145C – Appendix 6-12	SPECIAL PROCEDURES Aircraft weighing Painting Control of subcontractors (if applicable) Re-certification of parts not having an CAAF form 1 Fabrication of parts Control of special processes, such as welding engine module replacements airframe repairs NDT Disposal of unsalvageable components		
ANR71, Occurrence Reporting and Investigation Regulations 2009	OCCURRENCE REPORTING Occurrences to be reported Timeframe of reports information to be reported Recipients		

SD-ANR145C - FOREWORD	MANAGEMENT OF INDIRECT APPROVAL OF THE MANUAL Amendments content eligible for indirect approval Responsibility Traceability Information to the competent authority Final validation		
SD-ANR145C - Appendix 2 SD-ANR145C – ANR145.70, IEM145.70, ANR145.75, ANR145.85 SD-ANR145C - ANR145.70, IEM145.70, Appendix 2 SD-ANR145C - ANR145.70, IEM145.70, Appendix 2, 6	The maintenance organisation must provide the following: Sample of documents used A list of maintenance locations A list of Part 145 or organisations it interacts with. A list of Subcontracted specialised services		

I certify that I have read the legislation referred to in this section and understand its applicability to the company operations. I, as the Accountable Manager, accept the responsibility for the compliance of the AOC maintenance organisation for the operator I represent.

			…… / ….. / 20…..
Title / Appointment	**Name**	**Signature**	**Date**