



# FOCA GM/INFO

Guidance Material / Information

## Private Operation with Aeroplane listed on AOC

In accordance with ORO.AOC.125



Scope	How to integrate private operation of aeroplanes listed on AOC into MS & OMs
Applies to	AOC holders
Valid from	13 October 2020
Business object	033.1-1/107/2
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Released by	SB AFS / 13 October 2020
Distribution	Internal / External

## Log of Revision (LoR)

Date	Issue	Revision	Highlight of Revision
13.10.2020	1	0	<p>First Issue as the GM/INFO based on the last version as AltMoC as of 28 August 2018. - Implementation of Regulation (EU) 2019/1384 diminished the <i>prior approval</i> for ORO.AOC.125 operations.</p> <ul style="list-style-type: none"> <li>• New chapter 8.9 in OM-A according to AMC3 ORO.MLR.100 implemented.</li> <li>• Info/philosophy implementation on ORO.AOC.125 vs. ORO.GEN.310</li> <li>• Editorials</li> </ul>

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## List of Abbreviations

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The following abbreviations are within this GM/INFO:

<b>Abbreviation</b>	<b>Definition</b>	<b>Abbreviation</b>	<b>Definition</b>
AGL	Administrative Guidance Leaflet	C/G Operation	C - Commercial operation G - Private operation (as in the ICAO flight plan)
ACM	Accountable Manager	CISM	Critical Stress Management
AED	Automatic External Defibrillator	CL	Certification Leaflet
AeMC	Aero Medical Centres	CMC	Crisis Management Centre
A/C	Aircraft	CMM	Compliance Monitoring Manager
ALARP	As low as reasonably practicable	CMPA	Complex Motor-Powered Aircraft
AltMoC	Alternative Means of Compliance	CMS	Compliance Monitoring System
AMC	Acceptable Means of Compliance	CofA	Certificate of Airworthiness
AME	Authorised Medical Examiner	CORA	Consistency of Organisation Approvals
AMS	Aero Medical Section	CPL	Commercial Pilot Licence
ANS	Air Navigation Services	CRD	Comment Response Document
AOC	Air Operator Certificate	CS	Certification Specifications
ARA	Authority Requirements Air Crew	CTKI	Chief Theoretical Knowledge Instructor (ATO)
ARINC	Aeronautical Radio Incorporated	CV	Curriculum Vitae
ARO	Authority Requirements Operators	CVR	Cockpit Voice Recorder
Art.	Article	DEF	Definition
ATC	Air Traffic Control	DG	Dangerous Goods
ATM	Air Traffic Management	DOC	Document
ATO	Approved Training Organisation	EASA	European Aviation Safety Agency
ATPL	Airline Transport Pilot Licence	EC	European Commission
BITD	Basic Instrument Training Devices	EDP	Electronic Data Processing
BPL	Balloon Pilot Licence	EFB	Electronic Flight Bag
BR	Basic Regulation	ERP	Emergency Response Planning
CA	Competent Authority	ESQ	Either Seat Qualified
CAM	Continuing Airworthiness Manager	ETOPS	Extended Range Operations with two Engine Aeroplanes
CAME	Continuing Airworthiness Management Exposition	EU	European Union
CAMO	Continuing Airworthiness Maintenance Organisation	FC	Flight Crew
CC	Cabin Crew	FCL	Flight Crew Licensing
CFI	Chief Flight Instructor (ATO)		

<b>Abbreviation</b>	<b>Definition</b>	<b>Abbreviation</b>	<b>Definition</b>
FDM	Flight Data Monitoring	MEL	Minimum Equipment List
FDR	Flight Data Recorder	MLR	Manuals, Logs and Records
FFP	FSTD Focal Point	MMEL	Master Minimum Equipment List
FOCA	Federal Office of Civil Aviation	MOE	Maintenance Organisation Exposition
FRM	Fatigue Risk Management	Mount.	Mountainous
FRMS	Fatigue Risk Management System	MRO	Maintenance/Repair and Overhaul
FSO	Flight Safety Officer	MS	Management System
FSTD	Flight Simulation Training Device	NCC	Non-Commercial Air Operations with Complex Motor-Powered Aircraft
FTE	Full Time Equivalent	NCO	Non-Commercial Air Operations with Other-Than Complex Motor-Powered Aircraft
FTL	Flight and Duty Time Limitation	No.	Number
GAR	Green-Amber-Red Model	NP	Nominated Person
GEN	General	NPA	Notice of Proposed Amendment
GM	Guidance Material	NPCT	Nominated Person Crew Training
HAeMC	Head of Aero Medical Centre	NPFO	Nominated Person Flight Operations
HEMS	Helicopter Emergency Medical Service	NPGO	Nominated Person Ground Operations
HHO	Helicopter Hoist Operations	NVIS	Night Vision Imaging Systems
HoA	Highlights of latest Amendment	oCMPA	Other than Complex Motor-Powered Aircraft
HT	Head of Training (ATO)	OD	Operational Directive
ICAO	International Civil Aviation Organisation	OM	Operations Manual
IR	Implementing Rule	OM A	Operations Manual Part A, General / Basic
Inc.	Incorporated	OM B	Operations Manual Part B, Aeroplane Operating Matters
ISS	Issue	OM C	Operations Manual Part C, Route, Role, Area and Aerodrome, Operating Site Instructions and Information
JAA	Joint Aviation Authorities	OM D	Training
LAPL	Light Aircraft Pilot Licence	OMM	Organisation's Management Manual
LD	Landing Distance	ORA	Organisation Requirements Air Crew
LFL	Landing Field Length (= factored LD; e.g. LDx1.67 = LFL for jet A/C)	Org.	Organisation
LoC	List of Effective Chapters		
LoP	List of Effective Pages		
LoR	Log of Revision		
LPC	Licence Proficiency Check		
LVO	Low Visibility Operation		

<b>Abbreviation</b>	<b>Definition</b>	<b>Abbreviation</b>	<b>Definition</b>
ORO	Organisation Requirements Air Operations	TKI	Theoretical Knowledge Instructor (ATO)
Para.	Paragraph	TM	Training Manual
PBN	Performance Based Navigation		
PM	Project Management		
PPL	Private Pilot Licence		
PRA	Proposed Revision / Amendment Form		
PTO	Pilot Training Organisation		
PVT	Private		
QTG	Qualification Test Guide		
Ref.	Reference		
REGA	(REttungsflugwacht GARde AéRIenne or Guardia Area) Swiss Air Rescue		
REV	Revision		
RVSM	Reduced Vertical Separation Minima		
SAG	Safety Action Group		
SCMM	Safety Management and Compliance Monitoring Manual		
SE	Safety Experts		
SEC	Security		
SET IMC	Commercial Air Transport with Single Engine Turbine Aeroplane in IMC or at Night		
SM	Safety Manager		
SMM	Safety Management Manual		
SMS	Safety Management System		
SOP	Standard Operating Procedures		
SoR	State of Register		
SPA	Single Pilot Aeroplane		
SPI	Safety Performance Indicator		
SPL	Sailplane Pilot Licence		
SRB	Safety Review Board		
SWANS	Swiss Aviation Notification System		
TC	Third Country		

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## 0 Introduction

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All Guidance Material/Information (GM/INFO) are intended to assist the organisation/operator in administrative matters. The administrative requirements and processes will facilitate liaising with the Federal Office of Civil Aviation (FOCA). It is to be considered a tool for the organisation/operator in order to ease processes of obtaining required and defined approvals and authorisations issued by the FOCA. Using the GM/INFO will be conducive to establishing compliance with FOCA requirements and will lead through the respective certification or variation process in regard to administrative tasks.

### 0.1 Terms and Conditions

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The use of the male **gender** should be understood to include male and female persons.

The most frequent **abbreviations** used by the **EASA** are listed here: [easa.europa.eu/abbreviations](https://easa.europa.eu/abbreviations).

When used throughout the GM/INFO the following terms shall have the meaning as defined below:

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	<a href="#">EC English Style Guide</a>
<i>may</i>	This term expresses a positive permission.	<a href="#">EC English Style Guide</a>
<i>shall not, will not</i>	These terms express an obligation, a negative command.	<a href="#">EC English Style Guide</a>
<i>may not, must not</i>	These terms express a prohibition.	<a href="#">EC English Style Guide</a>
<i>need not</i>	This term expresses a negative permission.	<a href="#">EC English Style Guide</a>
<i>should</i>	This term expresses an obligation when an acceptable means of compliance should be applied.	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	<a href="http://oxforddictionaries.com/definition/english/could">http://oxforddictionaries.com/definition/english/could</a>
<i>ideally</i>	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation

### 0.2 Legal References

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Commission Regulation (EU) No 965/2012:

- ORO.AOC.125

### 0.3 Purpose of this GM/INFO

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According to ORO.AOC.125: *'The holder of an AOC may conduct non-commercial/private operations with an aircraft otherwise used for commercial air transport operations that is listed in the operations specifications of its AOC, provided that the operator describes such operations in detail in the operation's manual'*.

Note that ORO.AOC.125 only applies for non-commercial/private operation on behalf of the AOC holder. For other cases refer to ORO.GEN.310 (see note at the end of this document).

By the introduction of Regulation (EU) 2019/1384 the prior approval for ORO.AOC.125 operations has been deleted. Furthermore new AMCs and GMs were added to ORO.AOC.125 where there were none before.

Thus FOCA hereby changes the AltMoC on the subject into a guidance material for AOC holders on how to integrate the requirements into their MS and OMs.



## 0.4 Scope

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This GM/INFO shall be a help on how AOC holders can guarantee full integrity of the AOC aeroplanes when operated non-commercially/privately on their behalf. The principle is: The AOC/CAT-requirements onto the aeroplanes, crew, maintenance etc. may never be adversely affected by such operations under any circumstances.

## 0.5 Organisation / Operator Responsibilities

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It is assumed that the operator assures its compliance with ORO.AOC.125 and its associated AMCs.

Basically the operator should develop a system that catches all the possible differences between normal operation (=CAT) versus the non-commercial/private flights (demonstration flights, maintenance check flights, ferry flights, training flights etc.).

Especially when non-company pilots, or non-company cabin crew are planned to be part of the operation, special emphasizes should be given to introduction, training and checking (if required). A non-exhaustive, but helpful list is found in AMC1 ORO.AOC.125(a)(2).

Chapter 2 of this GM/INFO concludes a list according to the OM-A, OM-B, OM-C and OM-D structure of an AOC holder that indicates, chapter-by-chapter, what differences should be addressed, thought of, be described, may be explored, etc. It serves as the «work-off» tool of this GM/INFO.

## 1 Principles

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Operation of an aeroplane listed on an AOC is part of a fully integrated management system comprising planification and operational control, qualifications, training, composition and behavior of air- and cabin crew (as applicable) as well as management of airworthiness and reportings in a commercial activity environment.

However, in some special cases a flight of such an aeroplane may not qualify as CAT but as a non-commercial/private flight, e.g. when the private owner of the aeroplane makes use of the equipment for strictly personal purposes. In such a case it must be assured that the operation fully stays within the integrity of the AOC. However, for a limited number of issues other rules than those for CAT may be applied, i.e. NCC, or NCO respectively as an absolute minimum. To keep the integrity of the AOC, these differences have to be fully documented and be made familiar to all personnel involved.

This GM/INFO defines and describes the possible differences between the standards applicable to non-commercial/private and CAT under the same AOC. It further provides guidance for their description and handling within the Management- and Operation Manual-System of the certified operator.

## 2 Details on the Integration

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The following pages (table 1, according to AMC3 ORO.MLR.100 – «Operations manual – general, CAT operations») describe the details on the integration of non-commercial/private operations with aeroplanes listed on the AOC along the operational issues to be covered in the AOC's operation manuals (note: Items that may be not applicable, such as e.g. 'cabin crew' in small aircraft or 'crew composition' in a single pilot operation may be skipped accordingly):

	△ C-G Ops	Subject	Detail/Tools
<b>OM-A GENERAL / BASIC</b>			
<b>0. ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL</b>			
0.1.	Introduction		
	(a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate.	identical	<i>The statement for the rest of the Manuals also applies to all parts that refer to privately operated A/C on the AOC. No additional text to be added.</i>
	(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.	identical	<i>The statement for the rest of the Manuals also applies to all parts that refer to privately operated A/C on the AOC. No additional text to be added.</i>
	(c) A list and brief description of the various parts, their contents, applicability and use.	identical	<i>Special parts referring to privately operated A/C on the AOC shall be mentioned.</i>
	(d) Explanations and definitions of terms and words needed for the use of the manual.	identical	<i>Explanations and definitions of terms and words needed for the use of the manual apply for privately operated A/C on the AOC also.</i>

		<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
0.2.	System of amendment and revision  all subchapters (a)-(h)	identical		<i>The principles and regulations also apply in total to all parts that refer to privately operated A/C on the AOC.</i>
<b>1. ORGANISATION AND RESPONSIBILITIES</b>				
	all subchapters 1.1-1.5	identical		The OM shall clearly state that private operations with A/C on the AOC fully qualify as operations under the same organizational charts, duties and responsibilities of personnel as applicable for commercial operations under the AOC.
<b>2. OPERATIONAL CONTROL AND SUPERVISION</b>				
2.1.	Supervision of the operation by the operator. A description of the system for supervision of the operation by the operator (see ORO.GEN 110(c)). This should show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items should be described:	identical	Private operation crew members qualification and validity control as well as private operation control, supervision and analysis shall be defined along the same principles as applicable to commercial operations.	
	(a) Licence and qualification validity;	<b>differences acceptable</b>	Private operation crew members qualification and validity shall be defined.	<i>License requirements may be reduced to requirements of Private Pilot Licenses, if the reduced privileges are sufficient in accordance with the Air Crew Regulation (Regulation No 1178/2011 and its amending regulations).</i>
	(b) Competence of operations personnel; and	<b>differences acceptable</b>	Private operation control, supervision and analysis shall be defined.	<i>Threshold of operational competences and performance may be set lower than for commercially operating personnel. However, company introduction, information and training requirements with regard to responsibilities, company and reporting procedures as well as knowledge of the OM shall meet the same requirements as for commercially operating personnel.</i>

		▲ C-G Ops	Subject	Detail/Tools
	(c) Control, analysis and storage of records, flight documents, additional information and data.	identical		
2.2.	System of promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the Operations Manual. The applicability of this information and the responsibilities for its promulgation should be included.	identical		
2.3.	Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety.	identical		
2.4.	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.	identical		
<b>3. MANAGEMENT SYSTEM</b>				
	A description of the management system, including at least the following:	identical	The MS shall be fully compliant with the <a href="#">FOCA GM/INFO «Certification Leaflet Management System»</a> . The MS shall reflect rules set for private operations with A/C on the AOC.	
	(a) safety policy;	identical		
	(b) the process for identifying safety hazards and for evaluating and managing the associated risks;	identical		
	(c) compliance monitoring system;	identical		
	(d) allocation of duties and responsibilities;	identical		
	(e) documentation of all key management system processes.	identical		
<b>4. CREW COMPOSITION</b>				

		<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
4.1.	Crew Composition. An explanation of the method for determining crew compositions taking account of the following:	identical	Policy, definition, crew composition, age restriction, cabin crew, freelance crew	Full description shall be provided for private OPS also.
	(a) The type of aeroplane being used;	<b>differences acceptable</b>	The restriction to use more than two type of aeroplanes to be described	<i>NCC.GEN.106(a)(4)(vii &amp; viii)</i>
	(b) The area and type of operation being undertaken;	<b>differences acceptable</b>	The area of operation may be differently described	
	(c) The phase of the flight;	identical		
	(d) The minimum crew requirement and flight duty period planned;	<b>differences acceptable</b>	May define less restrictive requirements for pilots exclusively fly in private ops	<i>For Air Crew members operating commercial as well as private flights the private operations shall be considered as an integral part of their duty in CAT. Special emphasis is for possible single pilot operation when multi pilot operation would be required for commercial operation.</i>
	(e) Experience (total and on type), recency and qualification of the crew members; and	<b>differences acceptable</b>	May define less restrictive requirements	
	(f) The designation of the commander and, if necessitated by the duration of the flight, the procedures for the relief of the commander or other members of the flight crew (see ORO.FC.105).	identical		
	(g) 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.	identical		
4.2.	Designation of the commander. The rules applicable to the designation of the commander.	identical		
4.3.	Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation.	identical		
4.4.	Operation of more than one type. A statement indicating which aeroplanes are considered as one type for the purpose of:			
	(a) Flight crew scheduling; and	identical		
	(b) Cabin crew scheduling.	identical		

	▲ C-G Ops	Subject	Detail/Tools
<b>5. QUALIFICATION REQUIREMENTS</b>			
5.1.	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 should be given to the aeroplane type, kind of operation and composition of the crew.	<b>differences acceptable</b>	<i>License and/or ops specific requirements may be reduced to requirements of Private Pilot Licenses, if the reduced privileges are sufficient in accordance with the Air Crew Regulation, Air Operations Regulation, specifically with Part-NCC or -NCO (as applicable).</i>
5.2.	Flight crew:		
	(a) pilot in command/commander,	<b>differences acceptable</b>	May define less restrictive requirements <i>License and/or ops specific requirements may be reduced to requirements of Private Pilot Licenses, if the reduced privileges are sufficient in accordance with the Air Crew Regulation, Air Operations Regulation, specifically with Part-NCC or -NCO (as applicable).</i>
	(b) Pilot relieving the pilot in command/commander,	<b>differences acceptable</b>	May define less restrictive requirements <i>License and/or ops specific requirements may be reduced to requirements of Private Pilot Licenses, if the reduced privileges are sufficient in accordance with the Air Crew Regulation Air Operations Regulation, specifically with Part-NCC or -NCO (as applicable).</i>
	(c) co-pilot,	<b>differences acceptable</b>	May define less restrictive requirements <i>License and/or ops specific requirements may be reduced to requirements of Private Pilot Licenses, if the reduced privileges are sufficient in accordance with the Air Crew Regulation Air Operations Regulation, specifically with Part-NCC or -NCO (as applicable).</i>
	(d) pilot relieving the co-pilot,	identical	
	(e) pilot under supervision,	identical	
	(f) system panel operator,	identical	
	(g) operation on more than one type or variant.	identical	

		▲ C-G Ops	Subject	Detail/Tools
5.3.	Cabin crew.			
	(a) Senior cabin crew member.	<b>differences acceptable</b>	May define less restrictive requirements	
	(b) Cabin crew member.	<b>differences acceptable</b>	May define less restrictive requirements	
	(i) Required cabin crew member.	identical		
	(ii) Additional cabin crew member and cabin crew member during familiarisation flights,	identical		
	(c) operation on more than one type or variant.	identical		
5.4.	Training, checking and supervision personnel:			
	(a) for flight crew, and	identical		
	(b) for cabin crew.	identical		
5.5.	Other operations personnel (including technical crew and crew members other than flight, cabin and technical crew)	identical		
<b>6. CREW HEALTH PRECAUTIONS</b>				
6.1.	Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following:	identical		
	(a) Alcohol and other intoxicating liquor;	identical		
	(b) Narcotics;	identical		
	(c) Drugs;	identical		
	(d) Sleeping tablets;	identical		
	(e) anti-depressants;	identical		
	(f) Pharmaceutical preparations;	identical		
	(g) Immunisation;	identical		
	(h) deep-sea diving;	identical		
	(i) Blood/bone donation;	identical		
	(j) Meal precautions prior to and during flight;	identical		
	(k) Sleep and rest; and	identical		
	(l) Surgical operations.	identical		
<b>7. FLIGHT TIME LIMITATIONS</b>				
7.1	Flight and duty time limitations and rest requirements.	<b>differences acceptable</b>	May define less restrictive requirements in suitable accommodation: maximum FDP, night duty, commanders discretion and absolute limits on flying/duty hours, definition on rest periods and days off. However, for all crew	<i>Refer to AMC1 ORO.AOC.125(a).  Combined types of operations must be part of the safety risk assessment</i>

		▲ C-G Ops	Subject	Detail/Tools
			also operating in CAT the private operations are to be an integral part of the duties in CAT.	
7.2.	Exceedance of flight and duty time limitations and/or reductions of rest periods. Conditions under which flight and duty time may be exceeded or rest periods may be reduced and the procedures used to report these modifications.	identical	Acceptable exceedance/exemption limits and procedures to be described in the same way as for CAT operations.	
7.3	A description of the fatigue risk management, including at least the following:	identical		<i>Also Refer to presentation by FOCA «FRM – Fatigue Risk Management – a System for Operators».</i>
	(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.			
<b>8. OPERATING PROCEDURES</b>				
8.1.	Flight Preparation Instructions. As applicable to the operation:	<b>differences acceptable</b>		<i>Filed Flight Plan "G"</i>
	8.1.1. Minimum Flight Altitudes. A description of the method of determination and application of minimum altitudes including:	identical		
	(a) A procedure to establish the minimum altitudes/flight levels for VFR flights; and	identical		
	(b) A procedure to establish the minimum altitudes/flight levels for IFR flights.	identical		
	8.1.2. Criteria and responsibilities for determining the adequacy of aerodromes to be used.	<b>differences acceptable</b>	May define less restrictive requirements	<i>Different definitions for operation to airports of category B and C</i>



	△ C-G Ops	Subject	Detail/Tools
8.1.3. Methods for establishing of aerodrome operating minima. Reference should 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.	identical		
8.1.4. En-route Operating Minima for VFR Flights or VFR portions of a flight and, where single engined aeroplanes are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing.	Identical Except for oCMPA	For oCMPA refer to Part-NCO requirements	
8.1.5. Presentation and Application of Aerodrome and En-route Operating Minima	identical		
8.1.6. 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.	identical		
8.1.7. 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 replanning and of failure of one or more of the aeroplane's power plants. The system for maintaining fuel and oil records should also be described.	<b>differences acceptable</b>	May define different requirements	<i>(Caution: International requirements may be more restrictive)</i>
8.1.8. Mass and Centre of Gravity. The general principles of mass and centre of gravity including:	identical		
(a) Definitions;	identical		

	<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
(b) Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations;	<b>differences acceptable</b>	May define different requirements	
(c) The policy for using either standard and/or actual masses;	<b>differences acceptable</b>	May define different requirements	
(d) The method for determining the applicable passenger, baggage and cargo mass;	<b>differences acceptable</b>	May define different requirements	
(e) The applicable passenger and baggage masses for various types of operations and aeroplane type;	<b>differences acceptable</b>	May define different requirements	
(f) General instruction and information necessary for verification of the various types of mass and balance documentation in use;	<b>differences acceptable</b>	May define different requirements	
(g) Last Minute Changes procedures;	<b>differences acceptable</b>	May define different requirements	<i>may use different procedure</i>
(h) Specific gravity of fuel, oil and water methanol;	identical		
(i) Seating policy/procedures; and	identical		
(j) – n/a (for aeroplanes)			
8.1.9. ATS Flight Plan. Procedures and responsibilities for the preparation and submission of the air traffic services flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.	<b>differences acceptable</b>	Must define different requirements	<i>must be filed "G"</i>
8.1.10. Operational Flight Plan (OFP). 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 OFP formats in use.	identical		<i>must be filed "G"</i>
8.1.11. Operator's Aeroplane Technical Log. The responsibilities and the use of the operator's Aeroplane Technical Log should be described, including samples of the format used.	identical		<i>Except: Must indicate e.g. "G" or "C" (nature of flight)</i>
8.1.12. List of documents, forms and additional information to be carried.	identical		
8.1.13. For commercial air transport operations with single-engined turbine aeroplanes in instrument meteorological conditions or at			

	△ C-G Ops	Subject	Detail/Tools
night (CAT SETIMC) approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012:			
(a) the procedure for route selection with respect to the availability of surfaces, which permits a safe forced landing;	<b>differences acceptable</b>	May define less restrictive requirements	<i>Acc. Part-NCC or -NCO (as applicable)</i>
(b) the instructions for the assessment of landing sites (elevation, landing direction, and obstacles in the area); and	<b>differences acceptable</b>	May define less restrictive requirements	<i>Acc. Part-NCC or -NCO (as applicable) Except for LVO (acc. Part-SPA)</i>
(c) the instructions for the assessment of the weather conditions at those landing sites.	<b>differences acceptable</b>	May define less restrictive requirements	<i>Acc. Part-NCC or -NCO (as applicable) Except for LVO (acc. Part-SPA)</i>
8.2. Ground Handling Instructions	identical		
8.2.1. Fuelling procedures. A description of fuelling procedures, including:	identical		
(a) Safety precautions during refuelling and defuelling including when an APU is in operation or when a turbine engine is running and the prop-brakes are on;	identical		
(b) Refuelling and defuelling when passengers are embarking, on board or disembarking; and	<b>differences acceptable</b>	May define different requirements	
(c) Precautions to be taken to avoid mixing fuels.	identical		
8.2.2. Aeroplane, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the aeroplane. Further procedures, aimed at achieving safety whilst the aeroplane is on the ramp, should also be given. Handling procedures should include:	identical		
(a) Special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody	<b>requirement</b> For NCC and NCO to be applied		<i>INAD, DEPU, DEPA not allowed on non-revenue flights.</i>
(b) Permissible size and weight of hand baggage;	identical		
(c) Loading and securing of items in the aircraft;	identical		

	△ C-G Ops	Subject	Detail/Tools
(d) Positioning of ground equipment;	identical		
(e) Operation of aircraft doors;	identical		
(f) Safety on the aerodrome/operating site, including fire prevention and safety in blast and suction areas;	identical		
(g) Start-up, ramp departure and arrival procedures including, for aeroplanes, push-back and towing operations;	identical		
(h) Servicing of aircraft;	identical		
(i) Documents and forms for aeroplane handling;	identical		
(j) Special loads and classification of load compartments; and			
(l) Multiple occupancy of aeroplane seats.	identical		
8.2.3. 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.	identical		
8.2.4. De-icing and Anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aeroplanes on the ground. These shall include descriptions of the types and effects of icing and other contaminants on aeroplanes whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used should be given including the following:	identical		
(a) Proprietary or commercial names;	identical		
(b) Characteristics;	identical		
(c) Effects on aircraft performance;	identical		
(d) Hold-over times;	identical		
(e) Precautions during usage.	identical		
8.3. Flight Procedures			

	△ C-G Ops	Subject	Detail/Tools
8.3.1. VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or of requiring flights to be made under IFR, or of changing from one to the other.	identical		
8.3.2. Navigation Procedures. A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration should be given to:	identical		
(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	identical		
(b) Required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas;	identical		
(c) In-flight replanning; and	identical		
(d) Procedures in the event of system degradation; and	identical		
(e) RVSM, for aeroplanes	identical		
8.3.3. Altimeter setting procedures including use, where appropriate, of	identical		
(a) Metric altimetry and conversion tables; and	identical		
(b) QFE operating procedures	identical		
8.3.4. Altitude alerting system procedures for aeroplanes or voice alerting devices, for helicopters	identical		
8.3.5. 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 (the related training requirements are covered in OM-D, chapter 2.1).	identical		
8.3.6. Policy and procedures for the use of TCAS/ACAS for aeroplanes, when applicable, for helicopters	identical		

	<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
8.3.7. Policy and procedures for in-flight fuel management	<b>differences acceptable</b>	May define less restrictive requirements	<i>(Caution: International requirements may be more restrictive)</i>
8.3.8. Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following:	identical		
(a) Thunderstorms;	identical		
(b) Icing conditions;	identical		
(c) Turbulence;	identical		
(d) Wind shear;	identical		
(e) Jet stream;	identical		
(f) Volcanic ash clouds;	identical		
(g) Heavy precipitation;	identical		
(h) Sand storms;	identical		
(i) Mountain waves;	identical		
(j) Significant temperature inversions.	identical		
8.3.9. Wake Turbulence. Wake turbulence separation criteria, taking into account aircraft types	Identical		
8.3.10. 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 also include procedures for controlled rest in the flight deck compartment.	Identical		
8.3.11. 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.	Identical		
8.3.12. 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 should also be included.	Identical		

	△ C-G Ops	Subject	Detail/Tools
8.3.13. Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.	Identical		
8.3.14. 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 should be included.	identical		
8.3.15. Cabin Safety Requirements. Procedures:	<b>differences acceptable</b>	May define less restrictive requirements	<i>(Caution: International requirements may be more restrictive)</i>
(a) covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys;	identical		
(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;	identical		
(c) to be followed during passenger embarkation and disembarkation;	identical		
(d) when refuelling/defuelling with passengers embarking, on board or disembarking.	<b>differences acceptable</b>	May define less restrictive requirements	<i>Airport regulations often allow this only for commercial flights</i>
(e) covering the carriage of special categories of passengers			
(f) covering smoking on board.	<b>differences acceptable</b>	May define less restrictive requirements	<i>Smoking flight possible.</i>
(g) covering the handling of suspected infectious diseases			
8.3.16. Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with Annex IV (Part-CAT).	<b>differences acceptable</b>	May define less restrictive requirements	<i>Briefing requirement according to Part-NCC or -NCO (as applicable).</i>
8.3.17. Procedures for an aeroplane operated whenever required cosmic or solar radiation detection equipment is carried.	<b>differences acceptable</b>	May define less restrictive requirements	
8.3.18. Policy on the use of Autopilot and Autothrottle for an aeroplane fitted with these systems.	identical		
8.4. Low visibility operations (LVO). A description of the operational procedures associated with LVO.	identical		

		<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
8.5.	Extended-range operations with two-engined aeroplanes (ETOPS). A description of the ETOPS operational procedures. (Refer to EASA AMC 20-6)	<b>differences acceptable</b>	May define less restrictive requirements	
8.6.	Use of the Minimum Equipment and Configuration Deviation List(s)	identical		
8.7.	Non-commercial operations. Information as required by ORO.AOC.125 for each type of non-commercial flight performed by the AOC holder. A description of the differences from CAT operations. Procedures and limitations, for example, for the following:			
	(a) Training flights;	<b>mandatory to describe applicable differences</b>		
	(b) flights at the end of lease or upon transfer of ownership;	<b>mandatory to describe applicable differences</b>		
	(c) Delivery flights;	<b>mandatory to describe applicable differences</b>		
	(d) Ferry flights;	<b>mandatory to describe applicable differences</b>		
	(e) Demonstration flights; and	<b>mandatory to describe applicable differences</b>		
	(f) Positioning flights; and	<b>mandatory to describe applicable differences</b>		
	(g) other non-commercial flights	<b>mandatory to describe applicable differences</b>		<i>E.g. maintenance check flights (refer to associated GM/INFO by FOCA. See note at the end of this document)</i>
8.8.	Oxygen Requirements	identical		
	8.8.1. An explanation of the conditions under which oxygen should be provided and used.	Identical Except for oCMPA	For operations with oCMPA, less restrictive requirements (acc. Part-NCO) may be defined	<i>Equipment facilities acc. Part-CAT</i>
	8.8.2. The oxygen requirements specified for:	Identical		<i>Equipment facilities acc. Part-CAT</i>
	(a) Flight crew;	Identical Except for oCMPA	For operations with oCMPA, less restrictive requirements (acc. Part-NCO) may be defined	<i>Equipment facilities acc. Part-CAT</i>



		<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
	(b) Cabin crew; and	Identical Except for oCMPA	For operations with oCMPA, less restrictive requirements (acc. Part- NCO) may be defined	<i>Equipment facilities acc. Part-CAT</i>
	(c) Passengers.	Identical Except for oCMPA	For operations with oCMPA, less restrictive requirements (acc. Part- NCO) may be defined	<i>Equipment facilities acc. Part-CAT</i>
8.9.	Procedures related to the use of type B EFB applications.	<b>differences acceptable</b>	May define less restrictive requirements	<i>Acc. Part-NCC or -NCO (as applicable) Think of any associated restrictions (such as e.g. SPAs) that might be generated when using other EFB for the PVT Operation.</i>
<b>9. DANGEROUS GOODS AND WEAPONS</b>				
9.1.	Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG).  including all subchapters (a)- (f)	identical	All requirements for CAT with regard to the safe transport of dangerous goods and weapons also apply to private operations under AOC.	<i>To be clearly stated in the OM.</i>
9.2.	The conditions under which weapons, munitions of war and sporting weapons may be carried.	identical		
<b>10. SECURITY</b>				
	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.	identical	All requirements for CAT with regard to security also apply to private operations under AOC.	
<b>11. HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES AND USING THE CVR RECORDING</b>				
	Procedures for handling, notifying and reporting accidents, incidents and occurrences.  including all subchapters (a)- (h)	identical	All requirements for CAT with regard to handling, notification and reporting of occurrences also apply to private operations under AOC.	Also refer to the <a href="#">FOCA GM/INFO «Certification Leaflet Management System»</a> , chapter 6.2 «Occurrence Reporting»
<b>12. RULES OF THE AIR</b>				
	Valid for all subchapters (a)-(l)		All requirements for CAT with regard to the rules of the air also apply to private operations under AOC.	
<b>13. LEASING</b>				

		<b>△ C-G Ops</b>	<b>Subject</b>	<b>Detail/Tools</b>
	A description of the operational arrangements for leasing, associated procedures and management responsibilities.	identical	Leasing in or out of an aeroplane on the AOC does not differ between CAT or private operations under AOC as the aeroplane must be considered AOC listed all the time under ORO.AOC.125.	

<b>OM-B AEROPLANE OPERATING MATTERS — TYPE RELATED</b>				
Taking account of the differences between types, and variants of types, under the following headings:				
<b>14. GENERAL INFORMATION AND UNITS OF MEASUREMENT</b>				
0.1.	General Information (e.g. aeroplane dimensions), including a description of the units of measurement used for the operation of the aeroplane type concerned and conversion tables.	identical		
<b>15. LIMITATIONS</b>				
1.1.	A description of the certified limitations and the applicable operational limitations		All limitations according to the certificates of the A/C also apply to private operations under the AOC.	
1.x.	For SET IMC operations: Limitations associated to those operations	<b>differences acceptable</b>	Regarding planning and availability for/of an emergency landing site	<i>Refer to Part-SPA.SET-IMC and FOCA GM/INFO at the end of this document</i>  <i>Acc. Part-NCC or -NCO (as applicable)</i>
<b>16. NORMAL PROCEDURES</b>				
	The normal procedures and duties assigned to the crew, the appropriate checklists, the system for their use and a statement covering the necessary coordination procedures between flight and cabin/other crew members.  valid for all subchapters (a)-(n)	identical	All normal procedures in CAT apply to private operations as well.	
	For SET IMC operations: Normal and non-normal or emergency procedures for single engine operations in IMC or at night including instructions in case of an engine failure in flight to proceed to an emergency landing site	<b>differences acceptable</b>	Regarding planning and availability for/of an emergency landing site	<i>Refer to Part-SPA.SET-IMC and FOCA GM/INFO at the end of this document</i>  <i>Acc. Part-NCC or -NCO (as applicable)</i>
<b>17. ABNORMAL AND/OR EMERGENCY PROCEDURES</b>				
	The abnormal and/or emergency procedures and duties assigned to the crew, the appropriate checklists, the system for their use and a statement covering the necessary coordination procedures between flight and cabin/other crew members.  valid for all subchapters (a)-(n)	identical	All abnormal and emergency procedures in CAT apply to private operations as well.	

	For SET IMC operations: Normal and non-normal or emergency procedures for single engine operations in IMC or at night including instructions in case of an engine failure in flight to proceed to an emergency landing site.	<b>differences acceptable</b>	Regarding procedure for choosing and proceeding to an emergency landing site	<i>Refer to Part-SPA.SET-IMC and FOCA GM/INFO at the end of this document</i>  <i>Acc. Part-NCC or -NCO (as applicable)</i>
<b>18. PERFORMANCE</b>				
4.0.	Performance data should be provided in a form in which it can be used without difficulty.	identical		
4.1.	Performance data. Performance material which provides the necessary data for compliance with the performance requirements prescribed in Annex IV (Part-CAT). For aeroplanes, this performance data should be included to allow the determination of the following:	<b>differences acceptable</b>	May define less restrictive requirements	<i>(Caution: International requirements may be more restrictive)</i>
	(a) Take-off climb limits – mass, altitude, temperature;	identical		
	(b) Take-off field length (dry, wet, contaminated);	identical		
	(c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;	identical		
	(d) The gradient losses for banked climb outs;	identical		
	(e) En-route climb limits;	identical		
	(f) Approach climb limits;	identical		
	(g) Landing climb limits;	identical		
	(h) Landing field length (dry, wet, contaminated) including the effects of an in-flight failure of a system or device, if it affects the landing distance;	<b>differences acceptable</b>	May define less restrictive requirements	<i>It is highly recommended to apply CAT-included increments for landing field length requirements</i>
	(i) Brake energy limits; and	identical		
	(j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).	identical		
	4.1.1. Supplementary data covering flights in icing conditions. Any certificated performance related to an allowable con-figuration, or configuration deviation, such as anti-skid inoperative, should be included.	identical		

	4.1.2. If performance Data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the Authority should be included. Alternatively, the Operations Manual may contain cross-reference to the approved Data contained in the AFM where such Data is not likely to be used often or in an emergency.	identical		
4.2.	Additional Performance Data. Additional performance data where applicable including:	identical		
	(a) All engine climb gradients;	identical		
	(b) Drift-down data;	identical		
	(c) Effect of de-icing/anti-icing fluids;	identical		
	(d) Flight with landing gear down;	identical		
	(e) For aeroplanes with 3 or more engines, one engine inoperative ferry flights; and	identical		
	(f) Flights conducted under the provisions of the CDL.	identical		
<b>19. FLIGHT PLANNING</b>				
5.1.	Data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s)-out operations, ETOPS (particularly the one-engine-inoperative cruise speed and maximum distance to an adequate aerodrome determined in accordance with Annex IV, Part CAT) and flights to isolated aerodromes should be included.	<b>differences acceptable</b>	May define less restrictive requirements	<i>(Caution: International requirements may be more restrictive)</i>
5.2.	The method for calculating fuel needed for the various stages of flight.	<b>differences acceptable</b>	May define less restrictive requirements	<i>(Caution: International requirements may be more restrictive)</i>
5.3	When applicable, for aeroplanes, performance data for ETOPS critical fuel reserve and area of operation, including sufficient data to support the critical fuel reserve and area of operation calculation based on approved aircraft performance data.  valid for all subchapters (a)-(d)	<b>differences acceptable</b>	May define less restrictive requirements	

<b>20. MASS AND BALANCE</b>				
	Instructions and data for the calculation of the mass and balance including:	<b>differences acceptable</b>	May define less restrictive requirements	<i>(Caution: International requirements may be more restrictive)</i>
	(a) Calculation system (e.g. Index system);	<b>differences acceptable</b>	May define less restrictive requirements	
	(b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;	<b>differences acceptable</b>	May define less restrictive requirements	
	(c) Limiting masses and centre of gravity for the types, variants or individual aeroplanes used by the operator; and	<b>differences acceptable</b>	May define less restrictive requirements	
	(d) Dry Operating mass and corresponding centre of gravity or index.	<b>differences acceptable</b>	May define less restrictive requirements	
<b>21. LOADING</b>				
	Procedures and provisions for loading and securing the load in the aircraft.	identical		
<b>22. CONFIGURATION DEVIATION LIST</b>				
	The Configuration Deviation List(s) (CDL), if provided by the manufacturer, taking account of the aeroplane types and variants operated including procedures to be followed when an aeroplane is being despatched under the terms of its CDL	identical		
<b>23. MINIMUM EQUIPMENT LIST</b>				
	The MEL for each aeroplane type or variant operated and the type(s)/area(s) of operation. The MEL should also include the dispatch conditions associated with operations required for a specific approval (e.g. RNAV, RNP, RVSM, ETOPS). Consideration should be given to using the ATA number system when allocating chapters and numbers.	identical		
	For SET IMC operations:  In addition to the normal requirements applicable to Part-CAT operators, the MEL shall consider the special SET IMC requirements as outlined in the applicable SPA.SET.IMC All equipment as listed in there shall be operative before take-off.	identical		<i>Refer to Part-SPA.SET-IMC and FOCA GM/INFO at the end of this document</i>

<b>24. SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN</b>				
10.1	A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) should also be included.	Identical Except for oCMPA	For operations with oCMPA, less restrictive requirements (acc. Part-NCO) may be defined	
10.2	The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression should be considered.	Identical Except for oCMPA	For operations with oCMPA, less restrictive requirements (acc. Part-NCO) may be defined	
<b>25. EMERGENCY EVACUATION PROCEDURES</b>				
11.1	Instructions for preparation for emergency evacuation including crew co-ordination and emergency station assignment.	identical		
11.2.	Emergency evacuation procedures. A description of the duties of all members of the crew for the rapid evacuation of an aeroplane and the handling of the passengers in the event of a forced landing, ditching or other emergency.	identical		
<b>26. AIRCRAFT SYSTEMS</b>				
	A description of the aeroplane systems, related controls and indications and operating instructions. Consideration should be given to use the ATA number system when allocating chapters and numbers.	identical		

<b>OM-C ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION</b>				
<b>1. INSTRUCTION AND INFORMATION TO COM, NAV AND AERODROMES/OPERATING SITES</b>				
	Instructions and information relating to communications, navigation and aerodromes including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome planned to be used, including:	identical		
	(a) Minimum flight level/altitude;	identical		
	(b) Operating minima for departure, destination and alternate aerodromes;	identical		
	(c) Communication facilities and navigation aids;	identical		
	(d) Runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities;	identical		
	(e) Approach, missed approach and departure procedures including noise abatement procedures;	identical		
	(f) Communication-failure procedures;	identical		
	(g) Search and rescue facilities in the area over which the aeroplane is to be flown;	identical		
	(h) 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;	identical		
	(i) Availability of aeronautical information and MET services;	identical		
	(j) En-route COM/NAV procedures;	identical		
	(k) Aerodrome/operating site categorisation for flight crew competence qualification;	<b>differences acceptable</b>	May define less restrictive requirements	<i>Different definitions for operation to airports of category B and C</i>
	(l) Special aerodrome site limitations (performance limitations and operating procedures).	<b>differences acceptable</b>	May define less restrictive requirements	<i>Different definitions for operation to airports of category B and C</i>
<b>2. INFORMATION RELATED TO LANDING SITES</b>				
	For SET IMC operations: Information related to landing sites available for operations approved in accordance with the applicable SPA.SET-IMC including:	<b>differences acceptable</b>		<i>Refer to Part-SPA.SET-IMC and FOCA GM/INFO at the end of this document</i>  <i>Acc. Part-NCC or -NCO (as applicable)</i>



	(a) a description of the landing site (position, surface, slope, elevation, etc.); (b) the preferred landing direction; and (c) obstacles in the area.			
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<b>OM-D TRAINING</b>				
<b>1. DESCRIPTION OF SCOPE</b>				
	Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight.	<b>differences acceptable</b>	May define less restrictive requirements	<i>May use reduced OPC requirements, i.e. private operating crew: one OPC/year</i>
<b>2. CONTENT</b>				
	Training syllabi and checking programmes should include the following:	identical		
2.1.	For flight crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-SPA) and ORO.FC;	identical		
2.2.	For cabin crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-CC) of Commission Regulation (EU) 1178/2011 and ORO.CC	identical		
2.3.	For technical crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-SPA) and ORO.TC;			
2.4.	For operations personnel concerned, including crew members:	identical		
	(a) All relevant items prescribed in SPA.DG Subpart G of Annex IV (SPA.DG); and	identical		
	(b) All relevant items prescribed in Annex IV (Part-CAT) and ORO.SEC; and	identical		
2.5.	For operations personnel other than crew members (e.g. dispatcher, handling personnel, etc.), all other relevant items prescribed in Annex IV (Part-CAT) and in this Annex pertaining to their duties.	identical		
<b>3. PROCEDURES</b>				
3.1.	Procedures for training and checking.	<b>differences acceptable</b>	May define less restrictive requirements	<i>May use reduced OPC requirements</i>
3.2.	Procedures to be applied in the event that personnel do not achieve or maintain the required standards.	identical		
3.3.	Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures and simulation of IMC by artificial means are not simulated during CAT operations.	identical		

4. DESCRIPTION OF DOCUMENTATION to be stored and storage periods				
x.x	For SET IMC operations:  The complete training/checking programme covering SET IMC relevant items as required by SPA.SET-IMC.105 must be implemented in the training as applicable.	<b>differences acceptable</b>	May define less restrictive requirements	<i>Refer to Part-SPA.SET-IMC and FOCA GM/INFO at the end of this document</i>  <i>Acc. Part-NCC or -NCO (as applicable)</i>

Table 1: Operations Manual Contents for AOC Aeroplanes privately operated.

**Note:** For SET IMC operations refer to FOCA GM/INFO [«Commercial Air Transport with Single Engine Turbine Aeroplane in IMC or at Night»](#).

**Note:** FOCA has developed a GM/INFO implementation journal for Maintenance Check Flights 'MCF' which may be received by applying to your assigned inspector.

**Note:** FOCA has developed a [GM/INFO on Mixed Operations \(ORO.GEN.310\)](#)