

Application for an Air Operators Certificate (Aeroplanes)

Operations Manual (Part B) Guidance and Checklist



The following pages have been written and produced for guidance to be used by the applicant when producing an Operations Manual (Part B), in accordance with the provisions of ORO.AOC.100 and ORO.MLR.100, to be submitted to the UK Civil Aviation Authority (UK CAA) for acceptance/approval.

The compliance statement will guide the applicant through the structure of the operations manual in accordance with AMC3 ORO.MLR.100.

It includes the applicable EASA Implementing Rules (IR), Acceptable Means of Compliance (AMC) and Guidance Material (GM) that should be considered when writing the operations manual. Any additional UK CAA guidance/best practice is highlighted in **GREEN**.

If the operator also intends to conduct Part-NCC and/or Part-SPO operations under the provisions of this operations manual, additional regulations may apply. The operator should ensure that these regulations are incorporated into the operations manual.

If the applicant wishes to deviate in any way to the AMC, they will need to apply to the UK CAA for an Alternative Means of Compliance (AltMoc). For additional information regarding the AltMoc process, please refer to CAA Form [SRG1840](#).

The completed statement should be sent with the proposed operations manual to NPA@caa.co.uk.

AOC GB No:		The Compliance Statement should be completed for each individual part of the Operations Manual. The completed statement should be sent to NPA@caa.co.uk .
Operations Manual (OM) Date:		
(OM) Revision No:		
(OM) Issue No:		

Operations Manual Reference	EASA Reference	OM Ref	Operators Comment	CAA Comment
PART B AIRCRAFT OPERATING MATTERS – TYPE RELATED Taking account of the differences between types/classes, and variants of types, under the following headings:				
0 GENERAL INFORMATION AND UNITS OF MEASUREMENT				
0.1 General information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables.	Approved Flight Manual			

Operations Manual Reference	EASA Reference	OM Ref	Operators Comment	CAA Comment
PART B AIRCRAFT OPERATING MATTERS – TYPE RELATED Taking account of the differences between types/classes, and variants of types, under the following headings:				
1 LIMITATIONS				
1.1 A description of the certified limitations and the applicable operational limitations should include the following: (a) certification status (e.g. EASA (supplemental) type certificate, environmental certification, etc.); (b) passenger seating configuration for each aircraft type including a pictorial presentation; (c) types of operation that are approved (e.g. VFR/IFR, CAT II/III, RNP, flights in known icing conditions etc.); (d) crew composition; (e) mass and centre of gravity; (f) speed limitations; (g) flight envelope(s); (h) wind limits including operations on contaminated runways; (i) performance limitations for applicable configurations; (j) (runway) slope; (k) limitations on wet or contaminated runways; (l) airframe contamination; (m) system limitations.	Approved Flight Manual			

Operations Manual Reference	EASA Reference	OM Ref	Operators Comment	CAA Comment
PART B AIRCRAFT OPERATING MATTERS – TYPE RELATED Taking account of the differences between types/classes, and variants of types, under the following headings:				
2 NORMAL PROCEDURES				
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. The normal procedures and duties should include the following: (a) pre-flight, (b) pre-departure, (c) altimeter setting and checking, (d) taxi, take-off and climb, (e) noise abatement, (f) cruise and descent, (g) approach, landing preparation and briefing, (h) VFR approach, (i) IFR approach, (j) visual approach and circling, (k) missed approach, (l) normal landing, (m) post-landing, (n) operations on wet and contaminated runways.	ORO.GEN.110(h) AMC1 ORO.GEN.110(f)(h) Regulation (EU) 2018/1139 (The 'Basic Regulation') Annex II, 2.1(e)			