

APPROVED TRAINING ORGANIZATION (ATO) - OPERATIONS MANUAL CONTENT CHECKLIST

This checklist is designed as an aid to ensuring that an Operations Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for.

This Operations Manual has been complied with the requirements of KCASR 1 Part AMC 1 ORA. ATO. 230 (b).

PART 1 – GENERAL SECTION

S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
a)	A list of effective pages and version number, a list and description of all volumes in the Operation Manual plus all other requirements as detailed in the DGCA document control guide.		
b)	Administration (function and management)		
c)	Responsibilities (all management and administrative staff) to include latest definitions as per ORA.GEN.210		
d)	List of all Training Sites and the approved course conducted at each		
e)	List of Approved signatories to include scope of authority, e.g. course completion certificate etc. This should include the criteria by which these people are considered appropriately qualified and a sample of their signature.		
f)	Alternative means of compliances as detailed in ORA.GEN.120. Does the school have any agreed AMCs and what procedure is used to assess and demonstrate compliance with the regulation?		
g)	Procedure by which OEM manual, checklist and documentation changes are traced and implemented in the course and any examination papers.		
h)	Student discipline and disciplinary action		
i)	Approval/authorization of flights		

S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
j)	Preparation of flying programme (including weather restrictions)		
k)	Command of aircraft		
l)	Responsibilities of Pilot-in-Command		
m)	Carriage of Passengers		
n)	Aircraft documentation		
o)	Retention of documents		
p)	Flight crew qualification records (Licenses and ratings.)		
q)	Revalidation (medical certificates and ratings)		
r)	Flying duty period and flight time limitation (flying Instructors)		
s)	Rest periods (flying Instructors)		
t)	Pilots logbooks		
u)	Flight Planning (General.)		
v)	Safety (General) –Equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.		
w)	Occurrence reporting as per ORA.GEN.160.		
PART 2 – TECHNICAL SECTION			
S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
a)	Aircraft descriptive notes		
b)	FSTD descriptive notes if applicable		
c)	Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements etc.)		
d)	Emergency procedures		

S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
e)	Radio and radio navigation aids		
f)	Allowable deficiencies (based on MMEL if available.)		
g)	This should include the means by which the training impact of any deficiency is monitored and managed.		

PART 3 – ROUTE SECTION

S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
a)	Performance (legislation, take-off, route, landing)		
b)	Flight planning (fuel, oil, minimum safe altitude, navigation equipment)		
c)	Loading (load sheets, mass & balance, limitations)		
d)	Weather minima (flight Instructors)		
e)	Weather minima (students at various stage of training)		
f)	Training routes/areas including airfield details applicable to the type of proposed training		

PART 4 – PERSONNEL TRAINING

S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
a)	Appointment of persons responsible for standards/competence of flying staff including persons nominated by ATO for Revalidation and Renewal of MCCI certificate in accordance with FCL.930 (A) (3) if applicable.		
b)	Initial training (include IOS and emergency training if FSTDs are used).		
c)	Refresher training (include IOS and emergency training if FSTDs are used).		
d)	Standardization training		
e)	Proficiency checks		

S/No.	Content	Company Manual Reference	DGCA/ASD Remarks
f)	Upgrading training		
g)	ATO personnel standards evaluation		

Notes:

To be completed by an Independent (Company) Representative:

I hereby confirm that the content of the Operations Manual complies with KCASR 1 Part-FCL requirements currently applied.

Name & Designation:	Signature:	Date:
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OVERALL RESULT:	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>
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DGCA/ASD Inspector Name & Signature:	Date:
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Head of Personnel Licensing Name & Signature:	Date:
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