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**[ \*\*\*\*] Operations Manual**

**Organization Name:**

**Accountable Manager (Military Flying) Name:**

**Reference Number:**

**Version Number:**

**Issue Date:**

**Review Date:**

**Please Note:** This specimen document has been prepared by the Military Aviation Authority for the guidance of those organizations applying for the Contractor Flying Approved Organizations Scheme (CFAOS). It is the Applicant Organizations responsibility to ensure evidence submitted in support of their application is to the latest MAA Regulatory Publications.

**Purpose and Scope of an Operations Manual**

1. It is a regulatory requirement that an Operations Manual shall contain all such Information and instructions as may be necessary to enable the operating staff to perform their duties. Operating staff describes the servants and agents employed by the operator, whether or not as members of the crew of the aircraft, to ensure that the flights of the aircraft are conducted in a safe manner; it includes an operator who himself performs these functions.

2. The form and scope of manuals will vary considerably with the nature and complexity of the operator's organisation and types of aircraft in use. A 'manual' may comprise a number of separate volumes and may well include individual forms, such as prepared navigation flight plans, supplied by the operator to their crew. Instructions and information to particular groups of operating staff - e.g. traffic manuals, crew rostering instructions, and information on weight and balance supplied to handling agents - can all be regarded as part of the Operations Manual. Applicants will be required to lodge copies of their manuals and associated documents with the MAA, together with copies of all amendments and temporary instructions. The Operations Manual will be regarded by the MAA as a primary indication of the standards likely to be achieved by an operator.

3. The operator shall provide operations staff and flight crew with an aircraft-operating manual, for each aircraft type operated, containing the normal, abnormal, emergency procedures and supplementary techniques relating to the operation of the aircraft. The manual shall include details of the aircraft systems and of the checklists to be used. The design of the manual shall observe Human Factors principles.

4. Acceptable Means of Compliance (AMC) represents the preferred means by which the MAA expects the intent of the Regulation to be met. AMCs contain the permissive verb “should,” highlighted in bold for visual impact, to indicate that another approach may be acceptable. Therefore, if the Regulated Entity believes it can better achieve the intent of the Regulatory Article (RA) by using an Alternative AMC (AAMC), it may formally apply to the MAA to have this alternative means approved. Such approval will only be given where the Regulated Entity can produce evidence to show to the satisfaction of the MAA why the AAMC is necessary and appropriate in lieu of the AMC, and that the AAMC can achieve the requisite level of Air Safety. After MAA approval has been given, the applicant is responsible for ensuring that the activities defined in the AAMC are promulgated, understood, and followed appropriately.

5. There may be occasions when the Regulated Community is unable to propose AAMC and therefore be unable to comply with RAs. In such circumstances, a Regulatory Waiver or Exemption may be applied for, to seek the granting of temporary Regulatory Waivers or permanent Regulatory Exemptions from extant RA. When granting a Regulatory Waiver or Exemption, the MAA must be satisfied that any risks associated with non-compliance have been considered fully by the Accountable Manager (Military Flying) (AM(MF)) as appropriate.

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**Amendment Record**

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| --- | --- | --- | --- | --- |
| **Amendment No** | **Date** | **Amendment Details** | **Amended by** | **Date of Inclusion** |
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**Abbreviations Used**

List all the abbreviations used in the Operations Manual

1000 Series: general regulations

RA 1002 - Airworthiness Competent Persons

RA 1002(1): Airworthiness Competent Persons

ADHs, AM(MF)s, AMs, and Heads of ADH-Facing Organizations shall ensure that all persons involved in Airworthiness activities are competent and SQEP.

RA 1005 - Contracting with Competent Organizations

RA 1005(1): General Principles

Organizations that let contracts in the DAE shall ensure that activities are carried out by competent organizations.

RA 1005(2): Design Organizations

For the procurement of Air Systems (including their products, parts, and appliances), Airborne Equipment, Air Launched Weapons (ALW), TAw management and for Post-Design Services (PDS), the contracting organization shall only contract with a competent Design Organization (DO).

RA 1005(3): Maintenance Organizations

For the maintenance of Air Systems (including their products, parts, and appliances) and ALW, the contracting organization shall only contract with competent maintenance organizations.

RA 1005(4): Contractor Flying Organizations

For the delivery of UK military registered Air System flying operations, the contracting organization shall only contract with competent flying organizations.

RA 1005(5): Air Traffic Management Equipment Organizations

For the provision and/or installation of Air Traffic Management (ATM) Equipment, and/or the provision of technical services that support ATM Equipment, contracting organizations shall only contract with competent ATM Equipment Organizations.

RA XXXX

RA XXXX

RA XXXX

2000 sERIES: FLYING REGULATIONS

RA 2101 - Aircrew Qualifications

RA 2101(1): Entitlement to Conduct Flying Duties

Aircrew shall be qualified to operate Air Systems.

RA 2101(2): Certificate of Qualification on Type

The ADH / AM(MF) shall ensure Aircrew possess a valid Certificate of Qualification on Type (CQT) for the Air System they operate.

RA 2102 - Aircrew Competency in Role

RA 2102(1): Certificate of Competence

To fly, or operate, UK military Air Systems in role, Aircrew shall be in possession of an applicable Certificate of Competence.

RA 2102(2): Periodicity of Assessment of Competence

Aircrew competences shall be periodically, independently assessed.

RA XXXX

RA XXXX

RA XXXX

3000 series: AIR TRAFFIC MANAGEMENT regulations

RA 3049 – defence contractor flying organizations responsibilities for uk military air system operating locations

RA 3049(1): Defence Contractor Flying Organizations Operating Location Requirement

AM(MF)s shall ensure that UK Military Registered Air Systems operate from appropriate operating locations.

RA 3049(2): Defence Contractor Flying Organizations Operating Location Support Services

AM(MF)s shall ensure that adequate Support Services are available for the duration of UK Military Registered Air System operations.

RA XXXX

RA XXXX

4000 series: continuing airworthiness engineering regulations

RA XXXX

RA XXXX

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