



ATTACHMENT 3.A

A COMPANY OPERATIONS MANUAL

Supplementary to 3.4.2.2

The following is the minimum content of a company operations manual. It may be issued in separate parts corresponding to specific aspects of an operation. It should include the instructions and information necessary to enable the personnel concerned to perform their duties safely and shall contain at least the following information:

- a) table of contents;
- b) amendment control page and list of effective pages, unless the entire document is reissued with each amendment and the document has an effective date on it;
- c) duties, responsibilities and succession of management and operating personnel;
- d) operator safety management system;
- e) operational control system;
- f) MEL procedures (where applicable);
- g) normal flight operations;
- h) SOPs;
- i) weather limitations;
- j) flight and duty time limitations;
- k) emergency operations;
- l) accident/incident considerations;
- m) personnel qualifications and training;
- n) record keeping;
- o) a description of the maintenance control system;
- p) security procedures (where applicable);
- q) performance operating limitations;
- r) use/protection of FDR/CVR records (where applicable);
- s) handling of dangerous goods; and
- t) use of head-up displays (HUD)/enhanced vision systems (EVS).