

135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
1.	STRUCTURE OF OPERATIONS MANUAL				
PART A	a.	An operator must ensure that the main structure of the Operations Manual is as follows:			
		Part 1: General			
	i.	This part must comprise all non-type related operational policies and procedures needed for a safe operation and must comply with all relevant CARs.			
		Part 2: Aeroplane operating matters			
	ii.	This part must comprise all type-related operational policies and procedures needed for a safe operation. It must take account of the different types of aeroplanes or variants used by the operator.			
		Part 3: Route and Aerodrome instructions and information			
	iii.	This part must comprise all instructions and information needed for the area of operation.			
		Part 4: Training			
	iv.	This part must comprise all training instruction of personnel required for safe operation.			
	b.	An operator must ensure that the contents of the operations manual are in accordance with paragraph 2 of this technical standard, and relevant to the area and type of operation.			
c.	An operator must ensure that the Director of Civil Aviation (DCA) approves the detailed structure of the operations manual.				
2.	CONTENTS OF THE OPERATIONS MANUAL				
	PART 1: GENERAL				
	Administration and control of the operations manual				
	a.	Introduction			
	i.	A statement that the manual complies with all applicable CARs and with the terms and conditions of the applicable operating certificate.			

		ii. A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.				
		iii. A list and brief description of the various parts, their contents, applicability and use				
		iv. Explanations and definitions of terms and words needed for the use of the manual				
	b. (2)	System of amendment and revision				
		i. Who is responsible for the issuance and insertion of amendments and revisions.				
		ii. A record of amendments and revisions with insertion dates and effective dates.				
		iii. A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment and revision in the interests of aviation safety.				
		iv. A description of the system for the annotation of pages and their effective dates.				
135.04.2	REGULATION		N/A	Satisfactory	Not Satisfactory	Note no
3.	Administration and control of the operations manual					
	a.	A list of effective pages				
		Annotation of changes (on text pages and, as far as practicable, on charts and diagrams)				

		b. Temporary revisions				
		A description of the distribution system for the manuals, amendments and revisions.				
4.	ORGANISATION AND RESPONSIBILITIES					
		Organizational structure				
		A description of the organizational structure including the general organogram and operations department organogram. The organogram must depict the relationship between the Operations Department and the other Department of the organisation. In particular, the subordination and reporting lines of all divisions, department etc., which pertain to the safety of flight operations, must be shown.				
		Nominated Post holders				
		The name of each nominated post holder responsible for flight operations, the maintenance system, flight crew training and ground operations. A description of their function and responsibilities must be included				
		Responsibilities and duties of Operations management personnel				
		A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable CARs.				
		Authority, duties and responsibilities of the pilot-in-command				
		A statement defining the authority, duties and responsibilities of pilot-in-command				
		Duties and responsibility of flight crew other than pilot-in-command				
		A statement defining the duties and responsibilities of flight crew				
5.	OPERATION CONTROL AND SUPERVISION					

		Supervision of the operation by the operator				
		A description of the system for supervision of the operation by the operator. This must show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items must be described Licence and qualification validity (a) Competence of operations personnel; and Control, analysis and storage of records, flight documents, additional information and data.				
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6.	OPERATION CONTROL AND SUPERVISION					
(2)	System of promulgation of additional operational instruction and info.					
	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 must be included.					
(3)	Accident prevention and flight safety programme					
	A description of the main aspects of the flight safety programme including: - (a) Programme to achieve and maintain risk-awareness by all persons involved in flight operations; and (b) Evaluation of aviation accidents and incidents and the promulgation of related information.					
(4)	Operational Control					
	A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety.					
7.	QUALITY MANAGEMENT SYSTEM					
	Terminology					
135.10.7	a	Has the applicant included relevant				

		terminology?				
	Quality Policy and Strategy					
	a	Formal policy statement from Accountable Manager?				
	b	Explain what the system is intended to achieve?				
	c	Cite continued compliance with relevant CAR and AOC holder's standards?				
	d	Does Accountable Manager have overall responsibility for the Quality System?				
135.10.8 (2)	Purpose: Statement that quality system should enable the operator to monitor compliance with:					
	a	Relevant sections of the CAR?				
	b	Operations, Maintenance Control Manual?				
	c	Any other standards established by the AOC holder or CAA?				
CATS 135.10.8	Quality Manager					
	a	Do responsibilities include activities that verify:				
	1	Standards required by CAA and the AOC holders are being carried out properly under the supervision of the relevant manager?				
	2	Quality assurance programme is properly established, implemented, maintained and continuously renewed and improved?				
	3	Has access to the Accountable Manager, and all parts of the operator and ant sub-contractor's organization?				
	Are the functions of the Quality Manager carried out by different but complementary Quality Assurance programmes?					

Regulatory Ref.	REQUIREMENTS	N/A	Satisfactory	Not Satisfactory	Note No.
CATS 135.10.8	Quality System				
	a Ensure compliance with and adequacy of operational and maintenance activities conducted?				
	b Basic structure specified?				
	c Structured according to the size and complexity of the operation?				
135.10.8 (d)	Scope Does the scope of the Quality Manual address:				
	a Terminology?				
	b The operator's organizational structure?				
	c Plans and Company Objectives?				
	d The operator's Quality Policy?				
	e The operator's additional standards and operating procedures?				
	f Identification of persons responsible for the development, establishment and management of the				

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	Quality System?				
	g Documentation (manuals, reports, records)?				
	h Accident Prevention and Flight Safety Programme quality procedures?				
	i The Quality Assurance Programme?				
	j The required financial, material, and human resources?				
	k The training syllabus?				
	l Document control?				
135.10.7 (8)g	Feedback System				
	a Corrective action identified and addressed?				
	b Responsible person identified?				
	c Procedure for when corrective action not completed within stated time limit?				
8.	Document Control Are procedures developed to ensure documents are:				
	a Authorised				
	b Adequate?				
	c Security classified?				
	d In standardised form?				
	e Revised and amended when required?				
	f Appropriately distributed?				
	g Stored?				
	h Periodically reviewed?				
	i Appropriately disposed?				
	Is non-compliance recorded?				
	Are corrective actions developed in response to findings (issues)?				
	Corrective actions monitored to verify completion?				
	And to verify effectiveness?				
135.10.7 g(ii)	9h <i>Corrective Action</i> Following each quality inspection/audit, is:				
	• Immediate need for corrective action established?				
	• Origin of the finding established?				
	• Type of corrective action determined?				
	• Corrective action schedule established?				
	• Individual/department responsible for implementing corrective action identified?				
	• Accountable manager allocating resources where appropriate?				
135.10.7 (8)h	9i <i>Is the Quality Manager:</i>				
	• Verifying that the responsible manager takes corrective action?				
	• Monitoring the implementation and completion of corrective action?				

Regulatory Ref.	REQUIREMENTS	N/A	Satisfactory	Not Satisfactory	Note No.
135.10.7 (8)h	<ul style="list-style-type: none"> Providing management with an independent assessment of corrective action implementation and completion? 				
	<ul style="list-style-type: none"> Evaluating the effectiveness of corrective action through follow-up? 				
	9j <i>Management Evaluation</i>				
	<ul style="list-style-type: none"> Process for identification of trends? 				
	<ul style="list-style-type: none"> Prevention of non-conformities? 				
135.10.7 (4)	9k <i>Recording</i> : Process established for retaining the following records for 5 years:				
	<ul style="list-style-type: none"> Audit schedules? 				
	<ul style="list-style-type: none"> Quality inspection and audit reports? 				
	<ul style="list-style-type: none"> Responses to findings? 				
	<ul style="list-style-type: none"> Corrective action reports? 				
	<ul style="list-style-type: none"> Follow-up and closure reports? 				
	<ul style="list-style-type: none"> Management evaluation reports? 				
135.10.7 (4)	Quality Assurance Responsibility For Sub-Contractors				
	A	Are any of the AOC holders' activities contracted out to external agencies?			
	B	Does a written agreement exist between the AOC holder and the sub-contractor?			
	C	Are the sub-contractor's safety related activities included in the AOC holder's quality assurance programme?			
	Quality System Training For those responsible for managing the quality system, does training cover:				
	a	An introduction to the quality system concept?			
	b	Quality management?			
	c	Concept of quality assurance?			
	d	Quality manuals?			
	e	Audit techniques?			
	f	Reporting and recording?			
	g	The way the quality system will function in the company?			
	For those not responsible for managing the quality system, does training cover:				
a	A briefing on the way the quality system will function in the company?				

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2.1.5	(1)FLIGHT CREW COMPOSITIONS An explanation of the method for determining flight crew compositions taking into account of the following:				

2.1.6	<ul style="list-style-type: none"> a) The type of aeroplane being used b) The area and type of ops being undertaken c) The phase of the flight d) The minimum flight crew requirement and flight & duty period planned e) Experience (total and on type), recency and qualification of the flight crew members; and f) The designation of the pilot-in-command and, if necessitated by the duration of the flight, the procedures of the relief of the pilot-in-command or other members of the flight crew 				
	(2) Designation of the Pilot-in-command <ul style="list-style-type: none"> • The rules applicable to the designation of the pilot-in-command 				
	(3) Flight crew incapacitation <ul style="list-style-type: none"> • Instruction on the succession of command in the event of flight • crew incapacitation 				
	Qualification Requirements				
	(1) A Description of the required licence rating(s) qualification/competency (e.g. for routes & aerodromes) experience training, checking and recency for operations personnel to conduct their duties. Consideration must be given to the aeroplane type kind of operation and composition of flight crew				
	(2) Flight Deck Crew <ul style="list-style-type: none"> a) Pilot-in-command b) Co-pilot c) Pilot under supervision d) Operation on more than one type or variant 				
	(3) Cabin crew <ul style="list-style-type: none"> a) Senior Cabin crew member b) 2 Cabin crew member, Required cabin crew member and additional crew member during familiarization flights. 				
	(4) Training, checking and supervision personnel <ul style="list-style-type: none"> a) For flight deck crew b) For cabin crew 				
	(5) Other operations personnel				
	2.1.7	(1) Flight crew health precautions The relevant regulations and guidance to flight crew members concerning health including: - <ul style="list-style-type: none"> a) Alcohol and other intoxicating liquor b) Narcotics c) Drugs d) Sleeping tablets e) Pharmaceutical preparations 			

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2.1.7	(1) Flight crew health precautions <ul style="list-style-type: none"> a) Immunization b) Scuba diving c) Blood donation d) Meal precautions prior to and during flight e) Sleep and rest and f) Surgical operations Note: see document SA-CATS-MR				
2.1.8 CAT135.03.10	Flight time limitations (1) Flight and Duty period limitations and rest requirements <ul style="list-style-type: none"> • A Description of the flight time and duty period limitation and rest requirements prescribed in the Technical Standards as applicable to the operation. (2) Exceedances of flight time and duty period limitation and/or reduction of rest periods. <ul style="list-style-type: none"> • Conditions under which flight time and duty period may be exceed or rest period may be reduced and the procedures used to report these modifications. 				
2.1.9	Operating Procedures (1) Flight preparation instructions <ul style="list-style-type: none"> a) Minimum flight altitudes; a description of the method of determination and application of minimum altitudes including b) A procedure to establish the minimum altitudes/FL for VFR flights; and c) A procedure to establish the minimum altitudes/FL for IFR flights. d) Criteria for determination of the usability of aerodromes e) Methods for the determination of aerodrome operating minima; f) The method for establishing aerodrome operating minima for IFR flights in accordance with Technical Standards 135.07.7 REF must be made to procedures for the determination of visibility and/or RVR and for the applicability of the actual visibility by the pilot or reported. g) En route operating minima for VFR flights or VFR portions of a flight and where single-engine aeroplanes are used, instructions for route selection with respect to the availability of surfaces, which permit safe forced landing. 				

	<ul style="list-style-type: none"> h) Presentation and application of aerodrome and en route operating minima i) Interpretation of meteorological information; Explanatory material on the decoding of MET forecast and MET reports relevant to the area of operations, including the including the interpretation of conditional expressions. j) Determination of the qualities of fuel, oil and water methanol carried, are determined and monitored in flight. This section must also include instruction on the measurement and distribution of the fluid carried on board. Such instructions must take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re planning and of failure of one or more of the aeroplane power plants. The system for maintaining fuel and oil records must also be described. 				
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2.1.9	<p>(1) Flight preparation instructions</p> <ul style="list-style-type: none"> a) Mass and Centre of gravity; the general principle including: - <ul style="list-style-type: none"> I. Definitions; II. Methods, procedures and responsibilities for preparation and acceptance of mass and Centre of gravity calculations III. The policy for using either standard and/or actual masses IV. The method of determining the applicable passenger, baggage and cargo masses V. The applicable passenger and baggage masses for various types of operations and aeroplane type VI. General instruction and information necessary for verification of the various types of mass and balance documentations in use VII. Last minute changes procedures VIII. Specific gravity of fuel, oil and water methanol; and IX. Seating policy/procedure b) ATS flight plan Procedures and responsibilities for the preparation and submission of the air traffic service flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans. 				

	<ul style="list-style-type: none"> c) Operational Flight Plan Procedure and responsibilities for the preparation and acceptance of the operational flight plan. The use of the operational flight plan must be described including samples of the operational flight plan formats in use d) Operator's flight folio The responsibilities and the use of the operator's flight folio must be described, including samples of the format in use. e) List of documents, forms and additional information to be carried. 				
	<p>(2) Ground handling instructions</p> <ul style="list-style-type: none"> a) Fuel Procedures; a description including: - <ul style="list-style-type: none"> I. Safety precautions during refueling and defueling including when an APU is in operation or when a turbine engine is running and the prop-brakes are on; II. Refueling and defueling when passengers are embarking, on-board or disembarking; and III. Precautions to be taken to avoid mixing fuels. IV. A company specific fuel policy. b) Fuel Procedures; a description including: - <ul style="list-style-type: none"> V. Safety precautions during refueling and defueling including when an APU is in operation or when a turbine engine is running and the prop-brakes are on; VI. Refueling and defueling when passengers are embarking, on-board or disembarking; and VII. Precautions to be taken to avoid mixing fuels. VIII. A company specific fuel policy. 				

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2.1.9	<p>(3) Flight procedures</p> <ul style="list-style-type: none"> I. MNPS and POLAR navigation and navigation in other designated areas; II. RNAV; III. In-flight replanning; and IV. Procedures in the event of system degradation <p>c) Altimeter settling procedures</p> <p>d) Altitude alerting system procedures</p> <p>e) Ground proximity warning system procedures</p> <ul style="list-style-type: none"> V. Policy and procedures for the use of TCAS/ACAS <p>f) Policy and procedures for in-flight fuel management.</p> <p>g) Adverse and potentially hazardous atmospheric conditions Procedures for operating in and/or avoiding, potentially hazardous atmospheric conditions including: -</p> <ul style="list-style-type: none"> I. Thunderstorms; II. Icing conditions; III. Turbulence; IV. Windshear; V. Jetstream; VI. Volcanic ash clouds; VII. Heavy precipitation; VIII. Sand storms; IX. Mountain waves; and X. Significant temperature inversions. <p>h) Wake turbulence Wake turbulence separation criteria, taking into account aeroplane types, wind conditions and runway location</p> <p>i) Flight crew members at their stations The requirements for flight crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interests of aviation safety.</p> <p>j) Use of safety belts for flight crew and passengers The requirement for flight crew and passengers to use safety belts and/or harnesses during the different phases of flight or whenever deemed necessary in the interest of aviation safety.</p> <p>k) Admission to flight deck The conditions for the admission to the flight deck of persons other than the flight</p>				

	<p>crew.</p> <p>l) Use of vacant flight crew seats</p> <p>m) The conditions and procedures for the use of vacant flight crew seats</p> <p>n) Incapacitation of flight crew members Procedures to be followed in the event of incapacitation of a flight crew members in flight. Examples of the types of incapacitation and the means for recognizing them must be included.</p> <p>o) Cabin Safety requirements Procedures covering: -</p> <p style="padding-left: 20px;">I. Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys;</p>				
135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
2.1.9	<p>(3) Flight Procedures</p> <p style="padding-left: 20px;">II. Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuations from the aeroplane;</p> <p style="padding-left: 20px;">III. Procedures to be followed during passenger embarkation and disembarkation;</p> <p style="padding-left: 20px;">IV. Procedures in the event of fueling with passengers on board or embarking and disembarking;</p> <p style="padding-left: 20px;">V. Smoking on board.</p> <p>p) Passenger Briefing procedures The contents, means and timing of passenger briefing in accordance with CAR 91.07.19</p> <p>q) Procedures of aeroplane operated whenever required cosmic or solar radiation detection equipment is carried.</p> <p>r) Procedures for the use of cosmic and solar radiation detection equipment and for recording its readings including actions to be taken in the even that limit values specified in the operations manual are exceeded. In addition, the procedures, including ATS</p>				

	procedures to be followed in the event that a decision to descend or re-route is taken.				
	(4) All weather operations				
	(5) Extended Diversion Time Operations (ETOPS applies)				
	(6) Use of the minimum equipment and configuration deviation list(s)				
	(7) Non revenue flights Procedures and limitations for: - a) Training flights b) Test flights c) Delivery flights d) Ferry flights e) Demonstration flights and f) Positioning flights Including the kind of persons who may be carried on such flights.				
	(8) Oxygen requirements a) An explanation of the condition under which oxygen must be provided and used. b) The oxygen requirements specified for: - I. Flight deck crew II. Cabin crew III. passengers				
	Dangerous Goods and weapons				
	(1) Information instruction and general guidance on the conveyance of dangerous good including a) Operator's policy on the conveyance of dangerous goods; b) Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods; c) Procedures for responding to emergency situations involving dangerous goods; d) Duties of all personnel involved as referred to in a Part 92; and e) Instruction on the carriage of the operator's employees.				

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2.1.10	Dangerous Goods and weapons				
	(2) The conditions under which weapons, munitions of war and sporting weapons may be carried.				
2.1.11	Security				
	<p>(1) Security instructions and guidance of a non-confidential nature, which must include the authority, and responsibilities of operations personnel. Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats and hijacking must also be included</p> <p>(2) A description of preventative security measures and training</p> <p>Note: Parts of the security instructions and guidance may be kept confidential.</p>				
2.1.12	Handling of aviation Accidents and Incidents				
	<p>Procedures for the handling, notifying and reporting of aviation accidents and incidents, this section must: -</p> <p>(1) Definitions of aviation accidents and incidents and the relevant responsibilities of all persons involved;</p> <p>(2) The description of which operator departments, authorities or other institutions have to be notified by which means and in which sequence in case of an aviation accident.</p> <p>(3) Special notification requirements in the event of an aviation accident or incident when dangerous goods are being carried;</p> <p>(4) A description of the requirements to report specific aviation accidents and incidents</p> <p>(5) The forms used for reporting and the procedure for submitting them to the relevant authority must also be included; and</p> <p>(6) If the operator develops additional safety related reporting procedures for its own internal use, a description of the applicability and related forms to be used.</p>				
2.1.13	Rules of the Air				

	<p>Rules of the Air including: -</p> <ol style="list-style-type: none"> (1) Visual and instrument flight rules (2) Territorial application of the rules of the air (3) Communication procedures including COM-failure procedures (4) Information and instructions relating to the interception of civil aeroplanes (5) The circumstances in which a radio listening watch is to be maintained (6) Signals (7) Time system used in operation (8) ATC clearance, adherence to flight plan and position reports (9) Visual signals used to warn an unauthorized aeroplanes flying in or about to enter a restricted, prohibited or danger area (10) Procedures for pilots observing an aviation accident or receiving a distress transmission (11) The ground/air visual codes for use by survivors, description and use of signal aids (12) Distress and urgency signals 				
135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
PART 2 2.2	AEROPLANE OPERATING MATTERS – TYPE RELATED Taking account of the differences between types and variants of types under the following headings				
2.2.1	General information and units of measurement 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				
2.2.2	Limitations A description of the certified limitations and the applicable operational limitations including: - <ol style="list-style-type: none"> 1. Certification status 2. Passengers seating configuration for each aeroplane type including a pictorial presentation 3. Types of operations that are approved (e.g IFR/VFR, CAT II/III, etc.) 4. Flight crew composition; 5. Mass and Centre of gravity; 6. Speed limitations; 7. Flight envelope(s); 8. Wind limits including operations on contaminated runways; 9. Performance limitations for applicable configurations; 10. Runway slope; 				

	<ul style="list-style-type: none"> 11. Limitations on wet or contaminated runways; 12. Airframe contamination; and 13. System limitations 				
2.2.3	<p>Normal procedures</p> <p>The normal procedures and duties to the flight crew the appropriate check-list, the system for use of the check-list and a statement covering the necessary coordination procedures between flight deck crew and cabin crew. The following normal procedures and duties must be included</p>				
	<ul style="list-style-type: none"> 1. Pre-flight; 2. Pre-departure; 3. Altimeter setting and checking; 4. Taxi, take-off and climb; 5. Noise abatement; 6. Cruise and descent; 7. Approach, landing preparation and briefing; 8. VFR approach; 9. Instrument approach; 10. Visual approach and circling; 11. Missed approach; 12. Normal landing; 13. Post landing; and 14. Operation on wet and contaminated runways 				
2.2.4	<p>Abnormal and emergency procedures</p> <p>The abnormal and emergency and duties assigned to the flight crew the appropriate check list, the system for use of the check list and a statement covering the necessary coordination procedures between flight crew and cabin crew. The following abnormal and emergency procedures and duties must be included: -</p>				
	<ul style="list-style-type: none"> 1. Flight crew incapacitation 2. Fire and smoke drills 3. Unpressurised and partially pressurised flight 4. Exceeding structural limits such as overweight landing 5. Exceeding cosmic radiation limits 6. Lightning strikes 7. Distress communications and alerting ATC to emergencies 8. Engine failure 9. System failure 10. Guidance for diversion in case of serious technical failure 				
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2.2.4	<p>Abnormal and emergency procedures</p> <ul style="list-style-type: none"> 11. Ground proximity warning 12. TCAS warning 13. Windshear 14. Emergency landing/ditching 				
2.2.5	Performance				

	<ol style="list-style-type: none"> 1. Performance data must be provided in a form in which it can be used without difficulty 2. Performance data Performance material which provides the necessary data for compliance with the performance requirements prescribed in part 1 of this technical standard must be included to allow the determination: - <ol style="list-style-type: none"> a) Take-off climb limits – mass, altitude, temperature b) Take-off field length (dry, wet, contaminated) c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path d) The gradient losses for banked climbouts e) En route climb limits f) Approach climb limits g) Landing climb limits 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 i) Brake energy limits j) Speeds applicable for the various flight stages (also considering wet or contaminated runways) 3. Supplementary data covering flights in icing conditions Any certificated performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, must be included. If performance data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the DCA must 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. 4. Additional performance data Where applicable, including: - <ol style="list-style-type: none"> a) All engine climb gradient b) Drift-down data c) Effect of de-icing/anti-icing fluids 				
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	<ul style="list-style-type: none"> d) Flight with landing gear down e) For aeroplanes with 3 or more engines, one engine inoperative ferry flights; and f) Flights conducted under the provision of the CDL 				
2.2.6	<p>Flight Planning</p> <ul style="list-style-type: none"> 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. EDTO/ETOPS and flights to isolated aerodromes must be included 2. The method for calculating fuel needed for the various stages of flight in accordance with TS 135.07.10 				
135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
2.2.7	<p>Mass and balance</p> <p>Instructions and data for the calculation of the mass and balance including: -</p> <ul style="list-style-type: none"> 1. Calculation system (e.g. index system) 2. Information and instruction for completion of mass and balance documentation, including manual and computer generated types; 3. Limiting masses and Centre of gravity of the various versions; and 4. Dry operating mass and corresponding Centre of gravity or index. 				
2.2.8	<p>Loading</p> <p>Procedures and provisions for loading and securing the load in the aeroplane</p>				
2.2.9	<p>Configuration deviation list</p> <p>The Configuration Deviation List (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 dispatched under the terms of its CDL</p>				
2.2.10	<p>Minimum Equipment List ((MEL)</p> <p>The MEL taking account of the aeroplane types and variants operated and the type(s)/area(s) of operation.</p>				
2.2.11	<p>Survival and emergency equipment including oxygen</p> <ul style="list-style-type: none"> 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. 				

	<p>Instructions regarding the location accessibility and use of survival and emergency equipment and its associated checklist(s) must also be included.</p> <p>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 must be considered. The information provided must be in a form in which it can be used without difficulty.</p>				
2.2.12	<p>Emergency Evacuation Procedures</p> <p>1. Instructions for preparation for emergency evacuation including flight crew coordination and emergency station assignment.</p> <p>2. Emergency Evacuation Procedures</p> <p>3. A description of the aeroplane systems, related controls and indications and operating instructions.</p>				
2.2.13	<p>Aeroplane Systems</p> <p>A description of the aeroplane system, related controls and indications and operating instructions.</p>				
PART 3	ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION				
2.3	<p>Instructions and information relating to communications, navigations 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: -</p> <p>1. Minimum flight level/altitude;</p> <p>2. Operating minima for departure, destination and alt aerodrome;</p> <p>3. Communication facilities and navigation aids;</p> <p>4. Runway data and aerodrome facilities;</p> <p>5. Approach, missed approach and departure procedures including noise abatement procedure;</p>				

135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
2.3	<p>ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION</p> <p>6. COM-failure procedures;</p> <p>7. Search and Rescue facilities in the area over which the aeroplane is to be flown;</p> <p>8. A description of the aeronautical charts that must be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;</p> <p>9. Availability of aeronautical information and MET services;</p> <p>10. En route COM/NAV procedures including holding; and</p> <p>11. Aerodrome categorization for flight crew competence qualification.</p>				
PART 4	TRAINING				
2.4	<p>1. Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight. Training should be concise and detailed and should cover the following aspects: -</p> <p>a) Conversion training and the curriculum used.</p> <p>b) Recurrent training and the curriculum used.</p> <p>c) Simulator training and curriculum used.</p> <p>2. Training syllabi and checking programmes must include: -</p> <p>a) For flight deck crew; all relevant items prescribed in Part 135.03.3</p> <p>b) For Cabin Crew; all relevant items prescribed in Part 64</p> <p>c) For operations personnel concerned, including flight crew members;</p> <p>I. All relevant items prescribed in Part 92</p> <p>II. All relevant items regarding operators security</p> <p>d) For operations personnel other than flight crew members (e.g. dispatchers, handling personnel, etc.) all other relevant items pertaining to their duties.</p> <p>3. Procedures</p> <p>a) Procedures for training and checking</p>				

	<ul style="list-style-type: none"> b) Procedures to be applied in the event that personnel do not achieve or maintain the required standards. c) Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal d) or emergency procedures and simulation of IMC by artificial means, are not simulated during commercial flights. <p>4. Description of documentation to be stored and storage periods.</p>				
CATS 135.04.5	OPERATIONAL FLIGHT PLAN				
	ITEMS IN OPERATIONAL FLIGHT PLAN <ul style="list-style-type: none"> 1. An operator must ensure that the operational flight plan used and the entries made during flight contain the following items: - <ul style="list-style-type: none"> a) Aeroplane registration; b) Aeroplane type and variant; c) Date of flight; d) Flight identification; e) Names of flight crew members; 				
135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
CATS 135.04.5	ITEMS IN OPERATIONAL FLIGHT PLAN cont. <ul style="list-style-type: none"> f) Duty assignment of flight crew members; g) Place of departure; h) Time of departure (actual off-block time, take-off time) i) Place of Arrival (planned and actual); j) Time of arrival (actual landing and on-block time) k) Type of operation (ETOPS, VFR, Ferry flight, etc.) l) Route and route segments with checkpoints/waypoints, distance, time and tracks; m) Planned cruising speed and flying times between checkpoints/waypoints. Estimated and actual times overhead; n) Safe altitudes and minimum levels; o) Planned altitudes and flight levels; p) Fuel calculations (records of in-flight fuel checks) q) Fuel on board when starting 				

	<p>engines</p> <p>r) Alternate(s) for destination and, where applicable, take-off and en route, including information required in subparagraph (l),(m),(n) and (o) above;</p> <p>s) Initial ATS flight plan clearance and subsequent re-clearance;</p> <p>t) In-flight re-planning calculations; and</p> <p>u) Relevant meteorological information.</p> <p>2. Items which are readily available in other documentation or from an acceptable source or which are irrelevant to the type of operation, may be omitted from the operational flight plan.</p> <p>3. An operator must ensure that the operational flight plan and its use is described in the operations manual.</p> <p>4. An operator must ensure that all entries in the operational flight plan are made concurrently and that they are permanent in nature.</p>				
135.04.7	RECORDS OF EMERGENCY AND SURVIVAL EQUIPMENT				
	<p>1. Emergency and survival equipment list The minimum information to be contained in an emergency and survival equipment list, is prescribed in CAR 91.01.5</p>				
135.04.9	LOAD AND TRIM SHEET				
	<p>1. The load and trim sheet must contain the following information</p> <p>a) The aeroplane registration and type;</p> <p>b) The flight identification number and date;</p> <p>c) Identify of the pilot-in-command;</p> <p>d) Identify the person who prepared the document;</p> <p>e) Dry operating mass and the corresponding CG of the aeroplane;</p> <p>f) The mass of the fuel at take-off and the mass of trip fuel;</p> <p>g) The mass of consumables other than fuel;</p> <p>h) The components of the load including passengers, baggage, freight and ballast;</p> <p>i) The take-off mass, landing mass and zero fuel mass;</p> <p>j) The load distribution;</p> <p>k) The applicable aeroplane CG position; and</p> <p>l) The limiting mass and CG values</p>				

135.04.2	REGULATION	N/A	Satisfactory	Not Satisfactory	Note no
135.04.9	<p data-bbox="280 192 587 226">LOAD AND TRIM SHEET</p> <ol style="list-style-type: none"> <li data-bbox="331 232 900 483">2. The person superintending the loading of an aeroplane must certify that the load distribution is in accordance with the requirements prescribed in the operations manual or flight manual and that the maximum certified mass has not been exceeded. <li data-bbox="331 490 879 629">3. The load and trim sheet must be signed by the pilot-in-command unless the load and trim sheet is sent to the aeroplane by electronic data transfer. <li data-bbox="331 636 903 853">4. Electronic Data Transfer When the load and trim sheet is sent to the aeroplane by electronic data transfer, a copy of the final load and trim sheet, as accepted by the pilot-in-command must be available on the ground. <li data-bbox="331 860 831 920">5. An example of a load and trim sheet is contained in Annexure B 				
Part 111	Has the security programme been submitted to SACAA for approval?				