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Form Number: CA AOC-F-009
011-545-1350 or 011-545-1013

Website: www.caa.co.za

AOC: MANUAL CONTROL ROSTER (FLIGHT SAFETY DOCUMENTATION SYSTEM)

NAME OF APPLICANT / OPERATOR	
DATE OF FORMAL APPLICATION ACCEPTED	
KIND(S) OF OPERATION	
AOC / AIR SERVICE LICENCE NUMBER	
AIRCRAFT TYPE OPERATED (FLEET/S)	
<p>Instructions: Use this form to track dates, when manuals were submitted by the Applicant, when we returned the manual to the Applicant, or when we send or receive corrections to the Manual and may be used by Inspectors during the cursory review of the Manual System to establish that all the documents required by the CAR and associated CATS have been submitted. The information fields are unlimited text. Press the return key i.e. to add another date in same field. Move through the fields using the “tab” key to go forward and “shift+tab” to go backwards. This document may also be printed and filled out by hand. This form will be retained and become part of the Certification History package. Note: This is a suggested list and is neither a complete list nor is it a mandatory list. The Applicant’s actual manuals may vary in name or quantity. Refer to the relevant CAR and Inspector Handbooks (i.e. MOP FO, MOP AW and MOP AVMED) to determine which manuals require to be approved.</p>	
<p>OM: the company specific manual system may be presented as stand-alone user manuals within the OM system and may consist of several volumes such as the FCOM/FOM, CCMM, QAM, etc. or as chapters within the OM), such as Qualification requirements, Handling of aviation accidents and incidents and may have different titles. Some of the most frequently used titles for chapters, volumes and/or user manuals within OM systems have been noted in <i>bold cursive text</i>.</p>	

Manual/Document	AC Type Check box	Division (unit)	Inspector	Revision No.	Eff. Date	Date received	Date returned	Date accepted or approved	
List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet							Approved	Accepted
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Operations Manual : (A system of manuals)									
"Flight Crew Operations Manual (FCOM)" "Flight Operations Manual" (FOM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cabin Crew Member Manual (CCMM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OM PART 1: GENERAL	FOD								
1. Administration and control of OM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Organization and Responsibilities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Operational Control and Supervision: "Operational Control / Dispatcher Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality Control System: "Quality Assurance Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Flight crew composition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Qualification requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Flight crew health precautions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Flight time limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Operating procedures: "SOPs" (Standard Operating Procedures")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Flight preparation instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Ground handling instructions: "Ground Handling Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Fuelling procedures "Fueling/Refueling/De-fueling Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Aeroplane, passengers and cargo handling procedures related to safety "Passenger /and Cargo Handling Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Manual/Document	AC Type Check box								Division (unit)	Inspector	Revision No.	Eff. Date	Date received	Date returned	Date accepted or approved	
	Fill in AC types in fleet														Approved	Accepted
List of Manuals/ chapters of the OM as (CATS 121.04.2)																
(c) Procedures for the refusal of embarkation and for disembarkation									FOD CS							
(c) De-icing and anti-icing on the ground "Deicing/Anti Icing Plan/Program"									FOD AW							
(3) Flight procedures "SOPs" (Standard Operating Procedures)									FOD							
ETOPS									FOD AW							
Provision of Procedures for:									FOD AW							
MNPS									FOD AW							
RNP									FOD AW							
CAT 1									FOD AW							
11									FOD AW							
111									FOD AW							
RVSM									FOD AW							
ACAS/TCAS									FOD AW							
(6) Use of the minimum equipment and configuration deviation lists "Company Policy with provision for the use of MEL and CDL"									FOD AW							
(7) Non-revenue flights: (Procedures and limitations)									FOD AW							
(8) Oxygen requirements									FOD							
10. Dangerous goods and weapons: "Dangerous Goods Manual" / Chapter									FOD DG							

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	Fill in AC types in fleet																Approved	Accepted	
List of Manuals/ chapters of the OM as (CATS 121.04.2)																			
11. Security (1) (non-confidential Policies and procedures for Operations Personnel (2) A description of preventative security measures and training. "OM: Security Chapter" "Security Manual"												FOD AVSEC							
12. Handling of aviation accidents and incidents												FOD							
Safety Plan "SMS Manual"												FOD							
Emergency Response Plan "Company Emergency Response Manual"												FOD							
13. Rules of the air												FOD							
OM PART 2: AEROPLANE OPERATING MATTERS - TYPE RELATED																			
Aircraft Operating Manual (AOM) system												FOD							
(AFM available in SACAA Tech. Library?)												FOD							
1. General information and units of measurement												FOD							
2. Limitations												FOD							
"Aircraft Check Lists":												FOD							
3. Normal Procedures												FOD							
4. Abnormal/Non-normal and Emergency Procedures												FOD							
5. Performance "Performance Manual"												FOD							
6. Flight Planning												FOD							
7. Mass and Balance "Weight and Balance Plan /Program"												FOD							
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	Fill in AC types in fleet																Approved	Accepted	
List of Manuals/ chapters of the OM as (CATS 121.04.2)																			
8. Loading "Ground Handling Manual"											FOD								
9. Configuration Deviation List (CDL)											FOD								
10. Minimum Equipment List (MEL)											FOD AW								
11. Survival and emergency equipment including oxygen (list)											FOD								
12. Emergency and evacuation procedures											FOD								
13. Aeroplane Systems											FOD								
Procedures/manuals to be included into the OM system																			
Carry on Baggage Plan/Program											FOD:CSI								
Exit Row Seating Plan/Program											FOD:CSI								
Passenger Briefing Cards											FOD:CSI								
OM PART 3: ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION											FOD								
Instructions and information relating to communications, navigation and aerodromes including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome planned to be used. "Airport Data and En route Charts (Jeppesen)"											FOD								
OM PART 4: TRAINING											FOD								
(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.											FOD								

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	Fill in AC types in fleet																Approved	Accepted	
List of Manuals/ chapters of the OM as (CATS 121.04.2)																			
(2) Training Syllabi and checking programs												FOD							
(a) For flight deck crew (All relevant items prescribed in Parts 61 and 63 and Subpart 3 of Part 121;) "Pilot Training Program" "OM Part 4: Flight Crew Operations Manual (FCOM)"												FOD							
Basic Indoctrination "Ab Initio Training" /												FOD							
Emergency Training "SEPT"												FOD							
Initial Training "Initial Ground /CBT Training" "Initial Simulator Training" "Initial Flight Training"												FOD							
Ground Training "Computer Based Training"												FOD							
Flight Training "Aircraft Flight Training"												FOD							
Recurrent Training "Recurrent Ground Training" "Recurrent CBT" "Recurrent Simulator Training" "Recurrent Aircraft Flight Training"												FOD							
Transition/Upgrade Training												FOD							
Differences Training "Variance Training"												FOD							
Security Training												FOD							
Dangerous Goods Training "D G"												FOD							
DFE/Instructor Training												FOD							
Specialized Training:												FOD							

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	Fill in AC types in fleet														Approved	Accepted
List of Manuals/ chapters of the OM as (CATS 121.04.2)																
TCAS11 (Version 7 or better)									FOD							
MNPS									FOD							
RNP									FOD							
CAT 11									FOD							
111									FOD							
RVSM									FOD							
ETOPS									FOD							
(b) For cabin crew (All relevant items prescribed in Part 64 and Subpart 3 of Part 121;) “Cabin Crew Training Program”									FOD							
Basic Indoctrination “Ab Initio Training” /									FOD							
Emergency Training “SEPT”									FOD							
Recurrent Training									FOD							
Differences Training “Variance Training”									FOD							
Security Training																
Hazardous Materials (Dangerous Goods) “DG Training”									FOD:CS							
Competency Check/Instructor Training																
(b) For operations personnel concerned, including flight crew members: and (i) All relevant items prescribed in Part 92; (ii) All relevant items regarding operator security.																
Basic Indoctrination																

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List of Manuals/ chapters of the OM as (CATS 121.04.2)																		
Security Training																		
(c) For operations personnel other than flight crew members (e.g. dispatcher, handling personnel etc.) All other relevant items pertaining to their duties. "Dispatch Training Program"												FOD: Dispatch Specialist						
Basic Indoctrination "Induction Training" "Initial Training" "Ab Initio Training"																		
Ground Training																		
Recurrent Training																		
Differences Training																		
(3) Procedures												FOD						
(a) Procedures for training and checking.												FOD						
(b) Procedures to be applied in the event that personnel do not achieve or maintain the required standards.												FOD						
(c) Procedures to ensure that abnormal (non-normal) or emergency situations requiring the application of part or all of abnormal or emergency procedures and simulation of IMC by artificial means, are not simulated during commercial flights.												FOD						
(4) Description of documentation to be stored and storage periods.												FOD						
Station Manual												FOD						

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List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet																	Approved	Accepted
												FOD AW							
Operations Specifications "OpSpecs"											FOD AW DG AVSEC								
Statement of Compliance "Compliance Document" Conformance Report (Note:SoC: All areas to be accepted unless required to be approved by SA-CAR.																			

Maintenance Control Manual (system of manuals) (MCM) Part 1: General may be issued in separate parts																		
(1) Description of the procedures											AW							
(2) Maintenance programme											AW							
<i>"Maintenance Technical Manuals"</i>											AW							
Airframe/Power plant											AW							
Structural Repair											AW							
Parts Catalogue											AW							
Inspection Procedures											AW							
Manufacturer's or Vendor's Manual											AW							
Wiring Manual											AW							
Overhaul Manual											AW							
Fueling/Refueling/De-fueling Manual											AW							
Ground Servicing Manual											AW							
Reliability Program											AW							
Continuous Analysis/Surveillance System (CASS)											AW							
<i>"Maintenance Training Manual"</i>											AW							
Hazardous Material											AW							
Security											AW							
Basic Indoctrination											AW							
Ground Training											AW							
SIGNATURE OF AOC PROJECT MANAGER	NAME IN BLOCK LETTERS									DATE								