SOUTH AFRICAN CIVIL AVIATION AUTHORITY

*Section/division* **GENERAL AVIATION**
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*Physical address* **Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng**
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# CAOC: MANUAL CONTROL ROSTER

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|---|---|
| **NAME OF APPLICANT / OPERATOR** | |
| **DATE OF FORMAL APPLICATION ACCEPTED** | |
| **KIND(S) OF OPERATION** | Corporate Aviation |
| **CAOC NUMBER / REFERANCE NUMBER** | |
| **AIRCRAFT TYPE OPERATED (FLEET/S)** | |

**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 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.**

**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 *bold cursive text*.**

| 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 93.04.2)* | Fill in AC types in fleet | | | | | | | | | | | | | | | | *Approved* | *Accepted* |
| **Operations Manual :** (A system of manuals) | | | | | | | | | | | | | | | | | | |
| ***"Flight Crew Operations Manual (FCOM)" "Flight Operations Manual" (FOM)*** | | | | | | | | | | | | | | | | | | |
| ***Cabin Crew Member Manual (CCMM)*** | | | | | | | | | | | | | | | | | | |
| **OM PART 1: GENERAL** | | | | | | | | | | | GAD | | | | | | | |
| 1. Administration and control of OM | | | | | | | | | | | GAD | | | | | | | |
| 2. Organization and Responsibilities: | | | | | | | | | | | GAD | | | | | | | |
| 3. Operational Control and Supervision: ***"Operational Control / Dispatcher Manual"*** | | | | | | | | | | | GAD | | | | | | | |
| 4. Quality Control System: ***"Quality Assurance Manual"*** | | | | | | | | | | | GAD | | | | | | | |
| 5. Flight crew composition | | | | | | | | | | | GAD | | | | | | | |
| 6. Qualification requirements | | | | | | | | | | | GAD | | | | | | | |
| 7. Flight crew health precautions | | | | | | | | | | | GAD | | | | | | | |
| 8. Flight time limitations | | | | | | | | | | | GAD | | | | | | | |
| 9. Operating procedures: ***"SOPs" (Standard Operating Procedures")*** | | | | | | | | | | | GAD | | | | | | | |
| (1) Flight preparation instructions | | | | | | | | | | | GAD | | | | | | | |
| (2) Ground handling instructions: ***"Ground Handling Manual"*** | | | | | | | | | | | GAD | | | | | | | |
| (a) Fuelling procedures ***"Fueling/Refueling/De-fueling Manual"*** | | | | | | | | | | | GAD AW | | | | | | | |
| (b) Aeroplane, passengers and cargo handling procedures related to safety **"Passenger /and Cargo Handling Manual"** | | | | | | | | | | | FOD AVSEC | | | | | | | |

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| (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 | | | | | | | | | | | GAD AW | | | | | | | |
| Provision of Procedures for: | | | | | | | | | | | GAD AW | | | | | | | |
| MNPS | | | | | | | | | | | GAD AW | | | | | | | |
| RNP | | | | | | | | | | | GAD AW | | | | | | | |
| CAT 1 | | | | | | | | | | | GAD AW | | | | | | | |
| 11 | | | | | | | | | | | GAD AW | | | | | | | |
| 111 | | | | | | | | | | | GAD AW | | | | | | | |
| RVSM | | | | | | | | | | | GAD AW | | | | | | | |
| ACAS/TCAS | | | | | | | | | | | GAD AW | | | | | | | |
| (6) Use of the minimum equipment and configuration deviation lists ***"Company Policy with provision for the use of MEL and CDL"*** | | | | | | | | | | | GAD AW | | | | | | | |
| (7) Non-revenue flights: (Procedures and limitations) | | | | | | | | | | | GAD AW | | | | | | | |
| (8) Oxygen requirements | | | | | | | | | | | GAD | | | | | | | |
| 10. Dangerous goods and weapons: ***"Dangerous Goods Manual" / Chapter*** | | | | | | | | | | | GAD DG | | | | | | | |

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| 11. Security<br>(1) (non-confidential Policies and procedures for Operations Personnel<br>(2) A description of preventative security measures and training.<br>***"OM: Security Chapter"***<br>***"Security Manual"*** | | | | | | | | | | | FOD<br>AVSEC | | | | | | | |
| 12. Handling of aviation accidents and incidents | | | | | | | | | | | GAD | | | | | | | |
| Safety Plan<br>***"SMS Manual"*** | | | | | | | | | | | GAD | | | | | | | |
| Emergency Response Plan<br>**"Company Emergency Response Manual"** | | | | | | | | | | | GAD | | | | | | | |
| 13. Rules of the air | | | | | | | | | | | GAD | | | | | | | |
| **OM PART 2: AEROPLANE OPERATING MATTERS - TYPE RELATED** | | | | | | | | | | | | | | | | | | |
| **Aircraft Operating Manual (AOM) system** | | | | | | | | | | | GAD | | | | | | | |
| (AFM available in SACAA Tech. Library?) | | | | | | | | | | | GAD | | | | | | | |
| 1. General information and units of measurement | | | | | | | | | | | GAD | | | | | | | |
| 2. Limitations | | | | | | | | | | | GAD | | | | | | | |
| ***"Aircraft Check Lists":*** | | | | | | | | | | | GAD | | | | | | | |
| 3. Normal Procedures | | | | | | | | | | | GAD | | | | | | | |
| 4. Abnormal/Non-normal and Emergency Procedures | | | | | | | | | | | GAD | | | | | | | |
| 5. Performance<br>***"Performance Manual"*** | | | | | | | | | | | GAD | | | | | | | |
| 6. Flight Planning | | | | | | | | | | | GAD | | | | | | | |
| 7. Mass and Balance<br>***"Weight and Balance Plan /Program"*** | | | | | | | | | | | GAD | | | | | | | |

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| 8. Loading ***"Ground Handling Manual"*** | | | | | | | | | | | GAD | | | | | | | |
| 9. Configuration Deviation List (CDL) | | | | | | | | | | | GAD | | | | | | | |
| 10. Minimum Equipment List (MEL) | | | | | | | | | | | GAD | | | | | | | |
| 11. Survival and emergency equipment including oxygen (list) | | | | | | | | | | | GAD | | | | | | | |
| 12. Emergency and evacuation procedures | | | | | | | | | | | GAD | | | | | | | |
| 13. Aeroplane Systems | | | | | | | | | | | GAD | | | | | | | |
| **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** | | | | | | | | | | | GAD | | | | | | | |
| 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)"*** | | | | | | | | | | | GAD | | | | | | | |
| **OM PART 4: TRAINING** | | | | | | | | | | | GAD | | | | | | | |
| **(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.** | | | | | | | | | | | GAD | | | | | | | |
| **(2) Training Syllabi and checking** | | | | | | | | | | | GAD | | | | | | | |

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| **programs** | | | | | | | | | | | | | | | | | | |
| **(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)"*** | | | | | | | | | | | GAD | | | | | | | |
| Basic Indoctrination ***"Ab Initio Training" /*** | | | | | | | | | | | GAD | | | | | | | |
| Emergency Training ***"SEPT"*** | | | | | | | | | | | GAD | | | | | | | |
| Initial Training ***"Initial Ground /CBT Training"*** ***"Initial Simulator Training"*** ***"Initial Flight Training"*** | | | | | | | | | | | GAD | | | | | | | |
| Ground Training ***"Computer Based Training"*** | | | | | | | | | | | GAD | | | | | | | |
| Flight Training ***"Aircraft Flight Training"*** | | | | | | | | | | | GAD | | | | | | | |
| Recurrent Training ***"Recurrent Ground Training"*** ***"Recurrent CBT"*** ***"Recurrent Simulator Training"*** ***"Recurrent Aircraft Flight Training'*** | | | | | | | | | | | GAD | | | | | | | |
| Transition/Upgrade Training | | | | | | | | | | | GAD | | | | | | | |
| Differences Training ***"Variance Training"*** | | | | | | | | | | | GAD | | | | | | | |
| Security Training | | | | | | | | | | | GAD | | | | | | | |
| Dangerous Goods Training ***"D G"*** | | | | | | | | | | | GAD | | | | | | | |
| DFE/Instructor Training | | | | | | | | | | | GAD | | | | | | | |
| **Specialized Training:** | | | | | | | | | | | GAD | | | | | | | |

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| TCAS11 (Version 7 or better) | | | | | | | | | | | GAD | | | | | | | |
| MNPS | | | | | | | | | | | GAD | | | | | | | |
| RNP | | | | | | | | | | | GAD | | | | | | | |
| CAT 11 | | | | | | | | | | | GAD | | | | | | | |
| 111 | | | | | | | | | | | GAD | | | | | | | |
| RVSM | | | | | | | | | | | GAD | | | | | | | |
| ETOPS | | | | | | | | | | | GAD | | | | | | | |
| (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: (i) All relevant items prescribed in Part 92; and (ii) All relevant items regarding operator security. | | | | | | | | | | | | | | | | | | |
| Basic Indoctrination | | | | | | | | | | | | | | | | | | |

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| Security Training | | | | | | | | | | | | | | | | | | |
| (c) For operations personnel other than flight crew members (e.g. dispatcher, handling personnel etc.)<br>All other relevant items pertaining to their duties.<br>**"Dispatch Training Program"** | | | | | | | | | | | FOD: Dispatch Specialist | | | | | | | |
| Basic Indoctrination<br>***"Induction Training"***<br>***"Initial Training"***<br>***"Ab Initio Training"*** | | | | | | | | | | | | | | | | | | |
| Ground Training | | | | | | | | | | | | | | | | | | |
| Recurrent Training | | | | | | | | | | | | | | | | | | |
| Differences Training | | | | | | | | | | | | | | | | | | |
| (3) Procedures | | | | | | | | | | | GAD | | | | | | | |
| (a) Procedures for training and checking. | | | | | | | | | | | GAD | | | | | | | |
| (b) Procedures to be applied in the event that personnel do not achieve or maintain the required standards. | | | | | | | | | | | GAD | | | | | | | |
| (c) Procedures to ensure that ab-normal (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. | | | | | | | | | | | GAD | | | | | | | |
| (4) Description of documentation to be stored and storage periods. | | | | | | | | | | | GAD | | | | | | | |
| Station Manual | | | | | | | | | | | GAD | | | | | | | |

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| *List of Manuals/ chapters of the OM as (CATS 93.04.2)* | | | | | | | | | | | | | | | | *Approved* | *Accepted* |
| Operations Specifications "OpSpecs" | | | | | | | | | | GAD AW | | | | | | | |
| Statement of Compliance "Compliance Document" Conformance Report" (Note:SoC: All areas to be accepted unless required to be approved by SA-CAR. | | | | | | | | | | GAD AW DG AVSEC | | | | | | | |

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

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| **SIGNATURE OF CAOC PROJECT MANAGER** | **NAME IN BLOCK LETTERS** | **DATE** |