European Union Aviation Safety Agency

ORO.MLR

How should an operator use external material in relation with its operations manual (OM)?

Answer

Reference: Regulation (EU) No 965/2012 on Air Operations, Annex III (Part ORO)

AMC1 ORO.MLR.100 states that when the operator chooses to use material from other sources, either this material is copied or the OM should contain a reference to the appropriate section of this material.

In any case, this material from another source is considered to be part of the OM and therefore should meet all the general requirements applicable to the OM. It includes:

- (c) of ORO.MLR.100, which states that the OM shall be kept up-to-date;
- (d) of ORO.MLR.100, which states that the personnel shall have easy access to the portions of the OM relevant for their duties;
- (c)(3) of AMC1 ORO.MLR.100, which states that the content and amendment status of the manual is controlled and clearly indicated;
- (d)(3) of AMC1 ORO.MLR.100, which states that the OM should include a description of the amendment process which specifies the method by which the personnel are advised of the changes.

Regulation (EU) No 965/2012 does not define any specific way to achieve this; therefore it is left to the operator to identify the best way to achieve these objectives. It is then the responsibility of the operator's competent authority during the initial certification process/evaluation of change process to determine if the solution chosen by the operator allows meeting these requirements.

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