



European Aviation Safety Agency

**COMMENT RESPONSE DOCUMENT (CRD)
TO NOTICE OF PROPOSED AMENDMENT (NPA) 2008-22c & 2009-02c**

**for an Agency Opinion on a Commission Regulation establishing the Implementing
Rules for organisations in the field of air operations and personnel requirements
and**

**a draft Decision of the Executive Director of the European Aviation Safety Agency on
Acceptable Means of Compliance and Guidance Material
related to the Implementing Rules for organisations in the field of air operations and
personnel requirements**

“Organisation Requirements”

CRD b.2 – Resulting text Part-OR

*Part-OR***TABLE OF CONTENTS**

TABLE OF CONTENTS	2
ANNEX 1 TO IMPLEMENTING REGULATION	7
SUBPART GEN – General requirements	7
SECTION I – GENERAL	7
OR.GEN.105 COMPETENT AUTHORITY	7
OR.GEN.115 APPLICATION FOR AN ORGANISATION CERTIFICATE	7
OR.GEN.120 MEANS OF COMPLIANCE	7
OR.GEN.125 TERMS OF APPROVAL AND PRIVILEGES OF AN ORGANISATION	8
OR.GEN.130 CHANGES TO ORGANISATIONS SUBJECT TO CERTIFICATION	8
OR.GEN.135 CONTINUED VALIDITY	8
OR.GEN.140 ACCESS	9
OR.GEN.145 DECLARATION	9
OR.GEN.150 FINDINGS	9
OR.GEN.155 IMMEDIATE REACTION TO A SAFETY PROBLEM.....	9
OR.GEN.160 OCCURRENCE REPORTING.....	9
SECTION II – MANAGEMENT	10
OR.GEN.200 MANAGEMENT SYSTEM	10
OR.GEN.205 CONTRACTING AND PURCHASING	10
OR.GEN.210 PERSONNEL REQUIREMENTS	10
OR.GEN.215 FACILITY REQUIREMENTS	11
OR.GEN.220 RECORD-KEEPING	11
Subpart OPS – Air Operations	11
SECTION I – GENERAL REQUIREMENTS	11
OR.OPS.GEN.100 SCOPE	11
OR.OPS.GEN.105 OPERATOR RESPONSIBILITIES.....	11
SECTION II – MANUALS, LOGS AND RECORDS	12
OR.OPS.MLR.100 OPERATIONS MANUAL – GENERAL.....	12
OR.OPS.MLR.101 OPERATIONS MANUAL – STRUCTURE FOR COMMERCIAL OPERATIONS AND NON-COMMERCIAL SPECIALISED OPERATIONS WITH COMPLEX MOTOR-POWERED AIRCRAFT	13
OR.OPS.MLR.105 MINIMUM EQUIPMENT LIST (MEL)	13
OR.OPS.MLR.110 JOURNEY LOG.....	14
OR.OPS.MLR.115 RECORD-KEEPING	14
SECTION III – AIR OPERATOR DECLARATION	15
OR.OPS.DEC.100 DECLARATION	15

Part-OR

OR.OPS.DEC.105	CONTENT OF THE DECLARATION	16
SECTION IV – AIR OPERATOR CERTIFICATION.....		17
OR.OPS.AOC.100	APPLICATION FOR AN AIR OPERATOR CERTIFICATE	17
OR.OPS.AOC.105	OPERATION SPECIFICATIONS AND PRIVILEGES OF AN AIR OPERATOR CERTIFICATE (AOC) HOLDER	17
OR.OPS.AOC.110	LEASING AGREEMENT	17
OR.OPS.AOC.115	CODE-SHARE AGREEMENTS.....	18
OR.OPS.AOC.120	AOC APPROVALS TO PROVIDE PART-CC TRAINING AND TO ISSUE CABIN CREW ATTESTATIONS.....	18
OR.OPS.AOC.125	NON-COMMERCIAL OPERATIONS OF AIRCRAFT SUBJECT TO AN AOC	19
OR.OPS.AOC.130	FLIGHT DATA MONITORING – AEROPLANES	19
OR.OPS.AOC.135	PERSONNEL REQUIREMENTS	19
OR.OPS.AOC.140	FACILITY REQUIREMENTS	20
OR.OPS.AOC.150	DOCUMENTATION REQUIREMENTS	20
SECTION V – FLIGHT CREW		20
OR.OPS.FC.005	SCOPE	20
Chapter 1 - Common requirements.....		21
OR.OPS.FC.100	COMPOSITION OF FLIGHT CREW	21
OR.OPS.FC.105	DESIGNATION AS PILOT-IN-COMMAND/COMMANDER.....	21
OR.OPS.FC.110	FLIGHT ENGINEER.....	22
OR.OPS.FC.115	CREW RESOURCE MANAGEMENT (CRM) TRAINING.....	22
OR.OPS.FC.120	OPERATOR CONVERSION TRAINING	22
OR.OPS.FC.125	DIFFERENCES TRAINING AND FAMILIARISATION TRAINING	22
OR.OPS.FC.130	RECURRENT TRAINING	22
OR.OPS.FC.135	PILOT QUALIFICATION TO OPERATE IN EITHER PILOT'S SEAT	22
OR.OPS.FC.140	OPERATION ON MORE THAN ONE TYPE OR VARIANT	22
OR.OPS.FC.145	PROVISION OF TRAINING.....	22
Chapter 2 – Additional requirements for commercial air transport operations		23
OR.OPS.FC.200	COMPOSITION OF FLIGHT CREW	23
OR.OPS.FC.201.A	IN-FLIGHT RELIEF OF FLIGHT CREW MEMBERS	23
OR.OPS.FC.202	SINGLE-PILOT OPERATIONS UNDER INSTRUMENT FLIGHT RULES (IFR) OR AT NIGHT	24
OR.OPS.FC.205	COMMAND COURSE	25
OR.OPS.FC.215	INITIAL OPERATOR'S CREW RESOURCE MANAGEMENT (CRM) TRAINING	25
OR.OPS.FC.220	OPERATOR CONVERSION TRAINING AND CHECKING.....	25
OR.OPS.FC.230	RECURRENT TRAINING AND CHECKING.....	26

Part-OR

OR.OPS.FC.240	OPERATION ON MORE THAN ONE TYPE OR VARIANT	27
OR.OPS.FC.235	PILOT QUALIFICATION TO OPERATE IN EITHER PILOT'S SEAT	27
OR.OPS.FC.245.A	ALTERNATIVE TRAINING AND QUALIFICATION PROGRAMME	28
OR.OPS.FC.250.A	COMMANDERS HOLDING A COMMERCIAL PILOT LICENCE (AEROPLANE) (CPL(A))	29
OR.OPS.FC.250.H	COMMANDERS HOLDING A COMMERCIAL PILOT LICENCE (HELICOPTER) (CPL(H))	29
Chapter 3 – Additional requirements for commercial operations other than commercial air transport and commercial air transport operations in accordance with OR.OPS.FC.005(b)		29
OR.OPS.FC.330	RECURRENT TRAINING AND CHECKING – OPERATOR PROFICIENCY CHECK.....	29
SECTION VI – CABIN CREW		30
OR.OPS.CC.005	SCOPE	30
Chapter 1 – Common requirements		30
OR.OPS.CC.100	NUMBER AND COMPOSITION OF CABIN CREW	30
OR.OPS.CC.110	CONDITIONS FOR ASSIGNMENT TO DUTIES	30
OR.OPS.CC.115	CONDUCT OF TRAINING COURSES AND ASSOCIATED CHECKING ..	31
OR.OPS.CC.120	INITIAL TRAINING COURSE	31
OR.OPS.CC.125	AIRCRAFT TYPE-SPECIFIC TRAINING AND OPERATOR CONVERSION TRAINING	31
OR.OPS.CC.130	DIFFERENCES TRAINING	32
OR.OPS.CC.135	FAMILIARISATION	33
OR.OPS.CC.140	RECURRENT TRAINING	33
OR.OPS.CC.145	REFRESHER TRAINING.....	34
Chapter 2 – Additional requirements for commercial air transport.....		34
OR.OPS.CC.200	NUMBER AND COMPOSITION OF CABIN CREW	34
OR.OPS.CC.205	MINIMUM NUMBER OF CABIN CREW IN UNFORESEEN CIRCUMSTANCES AND DURING GROUND OPERATIONS	35
OR.OPS.CC.210	CONDITIONS FOR ASSIGNMENT TO DUTIES	35
OR.OPS.CC.215	CONDUCT OF TRAINING COURSES AND ASSOCIATED CHECKING ..	35
OR.OPS.CC.250	OPERATION ON MORE THAN ONE AIRCRAFT TYPE OR VARIANT	35
OR.OPS.CC.255	SINGLE CABIN CREW MEMBER OPERATIONS.....	36
OR.OPS.CC.260	SENIOR CABIN CREW MEMBER.....	36
SECTION VII – TECHNICAL CREW MEMBER IN HEMS, HHO OR NVIS OPERATIONS		37
OR.OPS.TC.100	SCOPE	37
OR.OPS.TC.105	CONDITIONS FOR ASSIGNMENT TO DUTIES	37
OR.OPS.TC.110	TRAINING AND CHECKING	37
OR.OPS.TC.115	INITIAL TRAINING.....	37

Part-OR

OR.OPS.TC.120	OPERATOR CONVERSION TRAINING	38
OR.OPS.TC.125	DIFFERENCES TRAINING	38
OR.OPS.TC.130	FAMILIARISATION FLIGHTS	38
OR.OPS.TC.135	RECURRENT TRAINING	38
OR.OPS.TC.140	REFRESHER TRAINING	38
SECTION IX – SECURITY		39
OR.OPS.SEC.100.A	FLIGHT CREW COMPARTMENT SECURITY	39
OR.OPS.SEC.100.H	FLIGHT CREW COMPARTMENT SECURITY	39
Subpart ATO – Approved Training Organisations.....		40
SECTION I – GENERAL		40
OR.ATO.100	SCOPE	40
OR.ATO.105	APPLICATION.....	40
OR.ATO.110	PERSONNEL REQUIREMENTS	40
OR.ATO.120	RECORD-KEEPING	41
OR.ATO.125	TRAINING PROGRAMME	41
OR.ATO.130	TRAINING MANUAL AND OPERATIONS MANUAL	41
OR.ATO.135	TRAINING AIRCRAFT AND FSTDS	41
OR.ATO.140	AERODROMES AND OPERATING SITES	42
OR.ATO.145	PRE-REQUISITES FOR TRAINING	42
OR.ATO.150	TRAINING IN THIRD COUNTRIES.....	42
SECTION II – ADDITIONAL REQUIREMENTS FOR ATOS PROVIDING TRAINING FOR LICENCES AND RATINGS OTHER THAN THE LAPL, PPL, SPL AND BPL		42
OR.ATO.210	PERSONNEL REQUIREMENTS	42
OR.ATO.225	TRAINING PROGRAMME	42
OR.ATO.230	TRAINING MANUAL AND OPERATIONS MANUAL	43
SECTION III – ADDITIONAL REQUIREMENTS FOR ORGANISATIONS OPERATING FLIGHT SIMULATION TRAINING DEVICES (FSTDS) AND THE QUALIFICATION OF FSTDS		43
Chapter 1 – Requirements for organisations operating FSTDs		43
OR.ATO.300	GENERAL	43
OR.ATO.305	FSTD QUALIFICATION MAINTENANCE	43
OR.ATO.310	MODIFICATIONS	43
OR.ATO.315	INSTALLATIONS.....	44
OR.ATO.320	ADDITIONAL EQUIPMENT	44
Chapter 2 – Requirements for the qualification of FSTDs.....		44
OR.ATO.350	APPLICATION FOR FSTD QUALIFICATION.....	44
OR.ATO.355	CERTIFICATION SPECIFICATIONS FOR FSTDS.....	44

Part-OR

OR.ATO.360	QUALIFICATION BASIS	45
OR.ATO.365	ISSUE OF AN FSTD QUALIFICATION CERTIFICATE	45
OR.ATO.370	INTERIM FSTD QUALIFICATION	45
OR.ATO.375	DURATION AND CONTINUED VALIDITY.....	45
OR.ATO.380	CHANGES TO THE QUALIFIED FSTD	46
OR.ATO.385	TRANSFERABILITY OF AN FSTD QUALIFICATION.....	46
SECTION IV – ADDITIONAL REQUIREMENTS FOR ATOS PROVIDING SPECIFIC TYPES OF TRAINING.....		47
Chapter 1 – Distance Learning Course		47
OR.ATO.400	GENERAL	47
OR.ATO.405	CLASSROOM INSTRUCTION	47
OR.ATO.410	INSTRUCTORS	47
Chapter 2 – Zero Flight Time Training.....		47
OR.ATO.430	GENERAL	47
OR.ATO.435	FULL FLIGHT SIMULATOR	48
Chapter 3 – Multi-crew pilot licence (MPL) courses		48
OR.ATO.450	GENERAL	48
Chapter 4 – Flight test training.....		48
OR.ATO.455	FLIGHT TEST TRAINING ORGANISATIONS	48
Subpart AeMC – Aero-medical Centres		49
SECTION I – GENERAL		49
OR.AEMC.105	SCOPE	49
OR.AEMC.115	APPLICATION.....	49
OR.AEMC.135	CONTINUED VALIDITY	49
SECTION II – MANAGEMENT		49
OR.AEMC.200	MANAGEMENT SYSTEM	49
OR.AEMC.210	PERSONNEL REQUIREMENTS	49
OR.AEMC.215	FACILITY REQUIREMENTS	49
OR.AEMC.220	RECORD-KEEPING	50

Part-OR

III. DRAFT OPINION PART-OR

ANNEX 1 TO IMPLEMENTING REGULATION
PART ORGANISATION REQUIREMENTS (OR)
SUBPART GEN – General requirements

SECTION I – GENERAL

OR.GEN.105 Competent authority

- (a) For the purpose of this Part, the competent authority certifying or receiving the declaration shall be:
- (1) In the case of organisations:
- (i) for organisations having their principal place of business in a Member State, the authority designated by that Member State;
 - (ii) for organisations having their principal place of business located in a third country, the Agency.
- (2) In the case of FSTDs
- (i) the Agency, for:
 - FSTDs located outside the EU; and
 - FSTDs located within the EU and operated by organisations having their principle place of business outside the EU;
 - (ii) for FSTDs located within the EU and operated by organisations having their principal place of business within the EU, the authority designated by the Member State where the organisation operating it has its principle place of business, or the Agency, if so requested by the Member State concerned.

OR.GEN.115 Application for an organisation certificate

- (a) An application for an organisation certificate or an amendment to an existing certificate shall be made in a form and manner established by the competent authority, taking into account the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) Applicants for an initial certificate shall provide the competent authority with documentation demonstrating how they will comply with the requirements established in Regulation (EC) No 216/2008 and its Implementing Rules. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.

OR.GEN.120 Means of compliance

- (a) Alternative means of compliance to those adopted by the Agency may be used by an organisation to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) When an organisation subject to certification wishes to use an alternative means of compliance to that adopted by the Agency to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules, it shall, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

Part-OR

The organisation may implement these alternative means of compliance subject to notification by the competent authority, as prescribed in AR.GEN.120(c).

- (c) An organisation required to declare its activity shall notify the competent authority when it uses alternative means of compliance to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

OR.GEN.125 Terms of approval and privileges of an organisation

A certified organisation shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

OR.GEN.130 Changes to organisations subject to certification

- (a) Any change affecting:
- (1) the scope of the certificate or the terms of approval of an organisation; or
 - (2) any of the elements of the organisation's management system as required in OR.GEN.200 shall require prior approval by the competent authority.

- (b) Changes requiring prior approval:

For any changes requiring prior approval in accordance with Regulation (EC) No 216/2008 and its Implementing Rules a certified organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EC) No 216/2008 and its Implementing Rules and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

The organisation shall provide the competent authority with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority.

The organisation shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

- (c) Changes not requiring prior approval:

All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure approved by the competent authority in accordance with AR.GEN.310 (c).

- (d) Without prejudice to any additional enforcement measures, failure to comply with the requirements in (b) shall result in suspension, limitation or revocation of the organisation's certificate.

OR.GEN.135 Continued validity

- (a) An organisation's certificate shall remain valid subject to:
- (1) the organisation remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under OR.GEN.150;
 - (2) the competent authority being granted access to the organisation as defined in OR.GEN.140 to determine continued compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules; and
 - (3) the certificate not being surrendered or revoked.
- (b) Upon revocation or surrender the certificate shall be returned to the competent authority without delay.

*Part-OR***OR.GEN.140 Access**

For the purpose of determining compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, an organisation shall grant access to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification or declaration, whether it is contracted or not, to any person authorised by:

- (a) the competent authority certifying or receiving the declaration; or
- (b) the competent authority conducting oversight.

OR.GEN.145 Declaration

- (a) When required to declare its activity to the competent authority, an organisation shall:
 - (1) provide the competent authority with all relevant information, using the form established in the Appendix to this Part.
 - (2) provide the competent authority with a list of the alternative means of compliance used;
 - (3) maintain compliance with the applicable requirements and with the information given in the declaration;
 - (4) notify the competent authority of any changes to its declaration or the means of compliance it uses through submission of an amended declaration.
- (b) When the organisation ceases the activity subject to declaration, it shall notify the competent authority.

OR.GEN.150 Findings

After receipt of notification of findings raised by the overseeing competent authority, the organisation shall:

- (a) identify the root cause of the non-compliance;
- (b) define a corrective action plan, including short-term remedial action; and
- (c) demonstrate remedial and corrective action implementation to the satisfaction of the competent authority certifying or receiving the declaration within a period agreed with that authority as defined in AR.GEN.350(d).

OR.GEN.155 Immediate reaction to a safety problem

The organisation shall implement:

- (a) any safety measures mandated by the competent authority in accordance with AR.GEN.135; and
- (b) any relevant mandatory safety information issued by the Agency, including airworthiness directives and safety directives.

OR.GEN.160 Occurrence reporting

- (a) The organisation shall report any accident and serious incident to the competent authority and any other organisation required by the State of the operator to be informed.
- (b) The organisation shall report to the competent authority any incident, malfunction, technical defect or exceeding of technical limitations that endangered the safe operation of the aircraft.
- (c) Reports shall be made in a form and manner established by the competent authority and contain:
 - (1) all pertinent information about the condition known to the organisation; and

Part-OR

- (2) details of actions the organisation intends to take to prevent similar occurrences in the future.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.

SECTION II – MANAGEMENT**OR.GEN.200 Management system**

- (a) An organisation shall establish, implement and maintain a management system that includes:
 - (1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
 - (2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
 - (3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking effective actions to mitigate the risk; .
 - (4) maintaining personnel trained and competent to perform their tasks;
 - (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities, and its amendment procedure;
 - (6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (7) any additional requirements that are prescribed in the relevant subparts of this Part or other applicable Parts..
- (b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

OR.GEN.205 Contracting and purchasing

- (a) Contracted activities include all activities within the organisation's scope of approval that are performed by another organisation either itself certified to carry out such activity or if not certified, working under the contracting organisation's approval. The organisation shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.
- (b) When a certified organisation contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of the contracting organisation. The contracting organisation shall ensure that the competent authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

OR.GEN.210 Personnel requirements

- (a) The organisation shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements.

Part-OR

- (b) A person or group of persons shall be nominated by the organisation, with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.
- (c) The organisation shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- (d) The organisation shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c) above.
- (e) The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

OR.GEN.215 Facility requirements

The organisation shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

OR.GEN.220 Record-keeping

- (a) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in OR.GEN.200.
- (b) The format of the records shall be specified in the organisation's procedures.
- (c) Records shall be stored in a manner that ensures protection from damage, alteration and theft.

Subpart OPS – Air Operations**SECTION I – GENERAL REQUIREMENTS****OR.OPS.GEN.100 Scope**

This subpart establishes additional requirements to be followed by an air operator:

- (a) Conducting non-commercial operations with complex motor-powered aircraft; or
- (b) To qualify for the issue or continuation of an air operator certificate to conduct commercial operations.

OR.OPS.GEN.105 Operator responsibilities

- (a) The operator is responsible for the operation of the aircraft in accordance with Annex IV of Regulation (EC) No 216/2008, the relevant requirements of this Part and its declaration or certificate.
- (b) Every flight shall be conducted in accordance with the provisions of the operations manual.
- (c) An operator shall establish and maintain a system for exercising operational control over any flight operated under the terms of its declaration or certificate.
- (d) An operator shall ensure that its aircraft are equipped and its crews are qualified as required for the area and type of operation.
- (e) An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.
- (f) An operator shall establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities for

Part-OR

all types of operation on the ground and in flight. These procedures shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft.

- (g) An operator shall ensure that all personnel are made aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and which are pertinent to the performance of their duties.
- (h) An operator shall establish a checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the operations manual are followed. The design and utilisation of checklists shall observe human factor principles and take into account the latest relevant documentation from the aircraft manufacturer.
- (i) The operator shall ensure that the pilot-in-command has operating instructions and information on aeroplane climb performance that will enable the determination of the climb gradient that can be achieved during the departure phase for the existing take-off conditions and intended take-off technique.
- (j) An operator shall specify flight planning procedures to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes/operating sites concerned. These procedures shall be included in the operations manual.
- (k) An operator shall establish and maintain personnel training programmes as required by the ICAO Technical Instructions (ICAO Doc 9284 - Technical Instructions for the Safe Transport of Dangerous Goods by Air). Training programmes shall be commensurate with the responsibilities of personnel.

SECTION II – MANUALS, LOGS AND RECORDS

OR.OPS.MLR.100 Operations manual – General

- (a) The operator shall establish an operations manual (OM) as specified under 8.b. of Annex IV to Regulation (EC) No 216/2008.
- (b) The content of the OM shall reflect the requirements set out in this Part and Part-CAT, Part-NCC, Part-SPO and Part-SPA, as applicable, and shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC) or the declaration.
- (c) The OM may be issued in separate parts.
- (d) All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.
- (e) The OM shall be kept up-to-date. All personnel shall be made aware of the changes that are relevant to their duties.
- (f) Crew members shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the operator.
- (g) For AOC holders:
 - (1) for amendments required to be notified in accordance with OR.GEN.115(b), OR.GEN.130(c) and AR.GEN.310(c), the operator shall supply the competent authority with intended amendments and revisions in advance of the effective date; and

Part-OR

- (2) for amendments to procedures associated with prior approval items in accordance with OR.GEN.130, approval shall be obtained before the amendment becomes effective.
- (h) Notwithstanding (g), amendments or revisions which are required immediately in the interest of safety, may be published and applied immediately, provided that the operator has also applied for approval from the competent authority, where applicable.
- (i) The operator shall incorporate all amendments and revisions required by the competent authority.
- (j) The operator shall ensure that information taken from approved documents, and any amendment thereof, is correctly reflected in the OM. This does not prevent the operator from publishing more conservative data and procedures in the OM.
- (k) The operator shall ensure that all personnel are able to understand the language in which those parts of the OM, which pertain to their duties and responsibilities, are written. The content of the OM shall be presented in a form which can be used without difficulty and observes human factors principles.

OR.OPS.MLR.101 Operations manual – Structure for commercial operations and non-commercial specialised operations with complex motor-powered aircraft

The main structure of the OM shall be as follows:

- (a) Part A: General/Basic, comprising all non-type-related operational policies, instructions and procedures;
- (b) Part B: Aircraft operating matters, comprising all type-related instructions and procedures, taking into account differences between types/classes, variants or individual aircraft used by the operator;
- (c) Part C, as applicable:
 - (1) Commercial air transport operations, comprising route/role/area and aerodrome/operating site instructions and information;
 - (2) Non-commercial specialised operations with complex motor-powered aircraft and commercial specialised operations, comprising tasks and operating area instructions and information;
- (d) Part D: Training, comprising all training instructions for personnel required for a safe operation.

OR.OPS.MLR.105 Minimum equipment list (MEL)

- (a) A minimum equipment list (MEL) shall be established as specified under 8.a.3. of Annex IV to Regulation (EC) No 216/2008, based on the relevant Master Minimum Equipment List (MMEL) as defined in the operational suitability data established in accordance with Commission Regulation (EC) No 1702/2003.
- (b) The MEL and any amendment thereto shall be approved by the competent authority. For non-commercial operations with complex motor-powered aircraft registered in a third country, the operator shall obtain an approval for the MEL from the State of Registry of the aircraft.
- (c) The operator shall amend the MEL after any applicable change to the MMEL within acceptable timescales.
- (d) In addition to the list of items, the MEL shall contain:
 - (1) a preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL;
 - (2) the revision status of the MMEL upon which the MEL is based and the revision status of the MEL; and

Part-OR

- (3) the scope, extent and purpose of the MEL.
- (e) The operator shall:
 - (1) establish rectification intervals for each instrument, item of equipment or function inoperative listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL;
 - (2) establish an effective rectification programme; and
 - (3) only operate the aircraft after expiry of the rectification interval specified in the MEL, when:
 - (i) the defect has been rectified; or
 - (ii) the rectification interval has been extended in accordance with (f).
- (f) Subject to approval of the competent authority, the operator may use a procedure for the one time extension of the categories B, C and D rectification intervals, provided that:
 - (1) the extension of the rectification interval is within the scope of the MMEL for the aircraft type;
 - (2) the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL;
 - (3) the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have precluded rectification;
 - (4) a description of specific duties and responsibilities for controlling extensions is established by the operator;
 - (5) the competent authority is notified of any extension of the applicable rectification interval; and
 - (6) a plan to accomplish the rectification at the earliest opportunity is established.
- (g) The operator shall establish the operational and maintenance procedures referenced in the MEL taking into account the operational and maintenance procedures referenced in the MMEL. These procedures shall be part of the operator's manuals or the MEL.
- (h) The operator shall amend the operational and maintenance procedures referenced in the MEL after any applicable change to the operational and maintenance procedures referenced in the MMEL.
- (i) Unless otherwise specified in the MEL, the operator shall accomplish:
 - (1) the operational procedures referenced in the MEL, when planning for and/or operating with the listed item inoperative; and
 - (2) the maintenance procedures referenced in the MEL, prior to operating with the listed item inoperative.

OR.OPS.MLR.110 Journey log

Particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a journey log, or equivalent.

OR.OPS.MLR.115 Record-keeping

- (a) The following records shall be stored for at least 5 years:
 - (1) Records of the activities referred to in OR.GEN.200; and
 - (2) For non-commercial operations with complex motor-powered aircraft, records of the activities referred to in the operator's declaration.

Part-OR

- (b) The following information used for the preparation and execution of a flight, and associated reports, shall be stored for 3 months:
- (1) For commercial air transport operations, operational flight plan;
 - (2) Route-specific notice to airmen (NOTAM)/aeronautical information services (AIS) briefing documentation if edited by the operator;
 - (3) Mass and balance documentation;
 - (4) Notification of special loads including written information to the commander/pilot-in-command about dangerous goods;
 - (5) Journey log, or equivalent; and
 - (6) Flight report(s) for recording details of any occurrence, or any event which the commander/pilot-in-command deems necessary to report/record;
- (c) Personnel records shall be stored for the periods indicated below:
- | | |
|---|---|
| Flight crew licence and cabin crew attestation | As long as the crew member is exercising the privileges of the licence or attestation for the aircraft operator |
| Crew member training and checking | 3 years |
| Records on crew member recent experience | 15 months |
| Crew member route and aerodrome / task and area competence, as appropriate | 3 years |
| Dangerous Goods training, as appropriate | 3 years |
| Training / qualification records of other personnel for whom a training programme is required | last 2 training records |
- (d) The operator shall:
- (1) maintain records of all training, checking and qualifications undertaken by a crew member, as prescribed in OR.OPS; and
 - (2) make such records available, on request, to the crew member concerned.
- (e) The operator shall preserve the information used for the preparation and execution of a flight and personnel training records, even if the operator ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in (c).
- (f) If a crew member becomes a crew member for another operator, the operator shall make the crew member's records available to the new operator, provided this is within the timescales prescribed in (c).

SECTION III – AIR OPERATOR DECLARATION**OR.OPS.DEC.100 Declaration**

- (a) Prior to commencing operations, an operator shall declare its capability and means to discharge the responsibilities associated with the non-commercial operation of complex motor-powered aircraft to the competent authority.
- (b) The operator shall inform the competent authority of any changes to the content of the declaration through submission of an amended declaration.

Part-OR

OR.OPS.DEC.105 Content of the declaration

The declaration and any change to the declaration shall be made on the form contained in Appendix I to this Part.

*Part-OR***SECTION IV – AIR OPERATOR CERTIFICATION****OR.OPS.AOC.100 Application for an air operator certificate**

- (a) Without prejudice to Regulation (EC) No 1008/2008, prior to commencing commercial air operations, the operator shall apply for and obtain an air operator certificate (AOC) issued by the competent authority.
- (b) Applicants shall provide the following information to the competent authority:
 - (1) the official name and business name, address, and mailing address of the applicant;
 - (2) a description of the proposed operation, including the type(s), and number of aircraft to be operated
 - (3) a description of the management system, including organisational structure;
 - (4) the name of the accountable manager;
 - (5) the names of the nominated persons required by OR.OPS.135.AOC(a) together with their qualifications and experience; and
 - (6) a copy of the Operations manual required by OR.OPS.MLR.100.
- (c) Applicants shall demonstrate to the competent authority that:
 - (1) they comply with all the applicable requirements of Annex IV to Regulation (EC) No 216/2008, this Part and Part –CAT, Part-SPO and Part-SPA, as applicable;
 - (2) all aircraft operated have a certificate of airworthiness in accordance with Part-21; and
 - (3) its organisation and management are suitable and properly matched to the scale and scope of the operation.

OR.OPS.AOC.105 Operation specifications and privileges of an air operator certificate (AOC) holder

The privileges of the operator, including those granted in accordance with Part-SPA, shall be specified in the operations specifications of the certificate.

OR.OPS.AOC.110 Leasing agreement**ANY LEASE-IN**

- (a) Without prejudice to Regulation (EC) No 1008/2008, any lease agreement concerning aircraft used by an operator certified in accordance with this Part shall be subject to prior approval of the competent authority.

WET LEASE-IN

- (b) An operator certified in accordance with this Part shall only wet lease-in aircraft from a third country operator that is not subject to an operating ban pursuant to Regulation (EC) No 2111/2005 and, in the case of the third country operator holding an authorisation issued in accordance with Part-TCO, if that authorisation has not been suspended or revoked
- (c) An applicant for the approval of the wet lease-in of an aircraft shall demonstrate to the competent authority that:
 - (1) the third country operator:
 - (i) holds a valid air operator certificate (AOC) issued in accordance with ICAO Annex 6;
 - (ii) complies with the applicable EU safety requirements for air operations and organisations or equivalent standards;
 - (iii) complies with Regulation (EC) No 2042/2003;

Part-OR

- (2) the aircraft has a standard certificate of airworthiness issued in accordance with ICAO Annex 8;
- (3) the pilots hold a Part-FCL licence or a licence that was accepted in accordance with the provisions of Annex III to *[Regulation on personnel requirements]*.

DRY LEASE-OUT

- (d) An operator certified in accordance with this Part intending to dry lease-out one of its aircraft shall apply for prior approval of the competent authority. The application shall be accompanied by copies of the intended lease agreement and all other relevant documentation.

WET LEASE-OUT

- (e) Prior to the wet lease-out of an aircraft, an operator certified in accordance with this Part shall notify the competent authority.

OR.OPS.AOC.115 Code-share agreements

- (a) A code-share agreement between an operator certified in accordance with this Part and a third country operator shall be subject to prior approval of the competent authority.
- (b) An operator certified in accordance with this Part shall only enter into a code-share agreement with a third country operator that is not subject to an operating ban pursuant to Regulation (EC) No 2111/2005.
- (c) To obtain an approval the operator shall demonstrate to the competent authority that the third country operator holds:
 - (1) a valid AOC issued in accordance with ICAO Annex 6; and
 - (2) an authorisation in accordance with Part-TCO or it has established a code-share audit programme providing a system for auditing and continuous compliance monitoring.
- (d) When implementing the code-share audit programme in (c)(2) the operator shall conduct an initial onsite audit and regular audits of the third country operator for the duration of the code-share agreement to ensure compliance of the third country operator with the Annex IV to Regulation (EC) No 216/2008. On-site audits shall be conducted once every 24 months.
- (e) The audits, including any findings, shall be recorded in an audit report. Level 1 findings shall be closed before entering into or continuing a code-share agreement; level 2 findings shall be closed within six months after the audit. The operator shall submit the audit report including findings and their closure, to the competent authority. All audit reports, shall be kept for at least five years.

OR.OPS.AOC.120 AOC approvals to provide Part-CC training and to issue cabin crew attestations

- (a) When intending to provide the training courses required in Part-CC, an operator shall apply for and obtain an approval issued by the competent authority. For this purpose, operators shall demonstrate to the competent authority that they comply with Subpart TRA of Part-CC and shall provide:
 - (1) the date of intended commencement of activity;
 - (2) the personal details and qualifications of the instructors as relevant to the training elements to be covered;
 - (3) the name(s) and address(es) of the training sites at which the training is to be conducted;
 - (4) a description of the facilities, training methods, manuals and devices to be used; and

Part-OR

- (5) the syllabi and associated programmes for the training courses.
- (b) Holders of, or applicants for, the approval referred to in (a) may apply for extending their privileges to issue cabin crew attestations on behalf of the competent authority. In this case, operators shall:
 - (1) demonstrate to the competent authority that they comply with AR.CC.200, AR.CC.205 and Subpart CCA of Part-CC; and
 - (2) provide the procedures and a description of the conditions for:
 - (i) conducting the examination and checking required by Part-CC;
 - (ii) issuing cabin crew attestations; and
 - (iii) providing the competent authority with all relevant documentation necessary to comply with AR.GEN.220.
- (c) The approvals referred to in (a) and (b) shall be specified in the air operator certificate as required by OR.OPS.AOC.105.

OR.OPS.AOC.125 Non-commercial operations of aircraft subject to an AOC

The holder of an AOC may conduct non-commercial operations with an aircraft subject to its AOC without being required to submit a declaration in accordance with this Part, provided that the operator:

- (a) describes such operations in detail in the operations manual, including:
 - (1) identification of the applicable requirements;
 - (2) a clear identification of any differences between operating procedures used when conducting commercial and non-commercial operations; and
 - (3) a means of ensuring that all personnel involved in the operation are fully familiar with the associated procedures;
- (b) submits the procedures referred to in (a)(2) to the competent authority for prior approval;

OR.OPS.AOC.130 Flight data monitoring – aeroplanes

- (a) An operator shall establish and maintain a flight data monitoring system, which shall be integrated in its management system, for aeroplanes with a maximum certificated take-off mass of more than 27 000 kg, unless they are operated temporarily and only for ferry flights or test flights.
- (b) The flight data monitoring system shall be non-punitive and contain adequate safeguards to protect the source(s) of the data.

OR.OPS.AOC.135 Personnel requirements

- (a) In accordance with OR.GEN.210(b), an operator shall nominate persons responsible for the management and supervision of the following areas:
 - (1) flight operations;
 - (2) crew training; and
 - (3) ground operations.
- (b) Adequacy and competency of personnel.
 - (1) The operator shall employ sufficient personnel for the planned ground and flight operations.
 - (2) All personnel assigned to, or directly involved in, ground and flight operations shall:
 - (i) be properly trained;

Part-OR

- (ii) demonstrate their capabilities in the performance of their assigned duties; and
 - (iii) be aware of their responsibilities and the relationship of their duties to the operation as a whole.
- (c) Supervision of personnel
- (1) The operator shall appoint a sufficient number of personnel supervisors, taking into account the structure of the operator's organisation and the number of personnel employed.
 - (2) The duties and responsibilities of these supervisors shall be defined, and any other necessary arrangements shall be made to ensure that they can discharge their supervisory responsibilities.
 - (3) The supervision of crew members and personnel involved in the operation shall be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.

OR.OPS.AOC.140 Facility requirements

In accordance with OR.GEN.215, the operator shall:

- (a) have appropriate ground handling facilities to ensure the safe handling of its flights;
- (b) arrange operational support facilities at the main operating base, appropriate for the area and type of operation;
- (c) ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews.

OR.OPS.AOC.150 Documentation requirements

- (a) The operator shall make arrangements for the production of manuals and any other documentation required and associated amendments.
- (b) The operator shall be capable of distributing operational instructions and other information without delay.

SECTION V – FLIGHT CREW**OR.OPS.FC.005 Scope**

- (a) This section establishes requirements to be met by an operator related to flight crew training, experience and qualification and comprises:
 - (1) Chapter 1 specifying common requirements applicable to both non-commercial operations with complex motor-powered aircraft and any commercial operation;
 - (2) Chapter 2 specifying additional requirements applicable to commercial air transport operations, with the exception of those referred to in (b); and
 - (3) Chapter 3 specifying additional requirements applicable to commercial operations other than commercial air transport.
- (b) Operators carrying out the following commercial air transport operations shall comply with the requirements referred to in (a)(1) and (3):
 - (1) commercial air transport operations with sailplanes or balloons; or
 - (2) commercial air transport operations of passengers conducted under visual flight rule(VFR) day, starting and ending at the same aerodrome/operating site and with a maximum duration of 30 minutes, or within a distance specified by the competent authority, with:

Part-OR

- (i) single-engine propeller-driven aeroplanes having a maximum certified take-off mass of 5700 kg or less and carrying a maximum of six persons including the pilot; or
- (ii) single-engine helicopters and carrying a maximum of six persons including the pilot.

Chapter 1 - Common requirements**OR.OPS.FC.100 Composition of flight crew**

- (a) The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the aircraft flight manual or operating limitations prescribed for the aircraft.
- (b) The flight crew shall include additional flight crew members when required by the type of operation, and shall not be reduced below the number specified in the operations manual.
- (c) All flight crew members shall hold a licence and ratings issued or accepted in accordance with Commission Regulation (EC) No xxx/xxxx and appropriate to the duties assigned to them.
- (d) A flight crew member may be relieved in flight of his/her duties at the controls by another suitably qualified flight crew member.
- (e) When engaging the services of flight crew members who are working on a freelance or part-time basis, an operator shall verify that all applicable requirements of this Section and the relevant elements of Part-FCL, such as recent experience requirements, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:
 - (1) the total number of aircraft types or variants operated; and
 - (2) the applicable flight and duty time limitations and rest requirements.

OR.OPS.FC.105 Designation as pilot-in-command/commander

- (a) In accordance with 8.e of Annex IV to Regulation (EC) No 216/2008, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Part-FCL, shall be designated by the operator as pilot-in-command, or, for commercial air transport operations, as commander.
- (b) The operator shall only designate a flight crew member to act as pilot-in-command/commander if he/she has:
 - (1) the minimum level of experience specified in the operations manual;
 - (2) except in the case of balloons, adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; and
 - (3) in the case of multi-crew operations, completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.
- (c) In the case of commercial operations with aeroplanes and helicopters, the pilot-in-command/commander or the pilot to whom the conduct of the flight may be delegated, shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge should be maintained by operating at least once on the route or area or to the aerodrome within a 12 month period.
- (d) Paragraph (c) shall not apply to performance class B aeroplanes involved in visual flight rules (VFR) day commercial air transport operations.

*Part-OR***OR.OPS.FC.110 Flight engineer**

When a separate flight engineer station is incorporated in the design of an aeroplane, the flight crew shall include one crew member who is suitably qualified in accordance with applicable national rules.

OR.OPS.FC.115 Crew resource management (CRM) training

- (a) Before operating, a flight crew member shall have received CRM training, appropriate to their role, as specified in the operations manual.
- (b) Elements of CRM training shall be included in the aircraft type or class training and recurrent training as well as in the command course.

OR.OPS.FC.120 Operator conversion training

- (a) In the case of operations with aeroplanes or helicopters, a flight crew member shall complete the operator conversion training course before commencing unsupervised line flying:
 - (1) when changing to an aircraft for which a new type or class rating is required; or
 - (2) when joining an operator.
- (b) The operator conversion training course shall include training on the equipment installed on the aircraft as relevant to flight crew members' roles.

OR.OPS.FC.125 Differences training and familiarisation training

- (a) Flight crew members shall complete differences or familiarisation training when required by Part-FCL and when changing equipment or procedures requiring additional knowledge on types or variants currently operated.
- (b) The operations manual shall specify when such differences or familiarisation training is required.

OR.OPS.FC.130 Recurrent training

- (a) Each flight crew member shall complete annual recurrent flight and ground training relevant to the type or variant of aircraft on which he/she operates, including training on the location and use of all emergency and safety equipment carried.
- (b) Each flight crew member shall be periodically checked to demonstrate competence in carrying out normal, abnormal and emergency procedures.

OR.OPS.FC.135 Pilot qualification to operate in either pilot's seat

Flight crew members who may be assigned to operate in either pilot's seat shall complete appropriate training and checking as specified in the operations manual.

OR.OPS.FC.140 Operation on more than one type or variant

- (a) Flight crew members operating more than one type or variant of aircraft shall comply with the requirements prescribed in this Section for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the operational suitability data established in accordance with Part-21 for the relevant types or variants.
- (b) Appropriate procedures and/or operational restrictions shall be specified in the operations manual for any operation on more than one type or variant.

OR.OPS.FC.145 Provision of training

- (a) All the training required in this section shall be conducted:
 - (1) in accordance with the training programmes and syllabi established by the operator in the operations manual;

Part-OR

- (2) by appropriately qualified personnel. In the case of flight and flight simulation training, the personnel providing the training and conducting the checks shall be qualified in accordance with Part-FCL.
- (b) When establishing the training programmes and syllabi, the operator shall take into account the standards of the operational suitability data established in accordance with Part-21 for the relevant types.
- (c) In the case of commercial operations, training and checking programmes, including syllabi and use of individual flight simulation training devices (FSTD), shall be approved by the competent authority.
- (d) The FSTD shall replicate the aircraft used by the operator, as far as practicable. Differences between the FSTD and the aircraft shall be described and addressed through a briefing or training, as appropriate.
- (e) The operator shall establish a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programmes.

Chapter 2 – Additional requirements for commercial air transport operations**OR.OPS.FC.200 Composition of Flight Crew**

- (a). There shall not be more than one inexperienced flight crew member in any flight crew.
- (b) The commander may delegate the conduct of the flight to another pilot suitably qualified in accordance with Part-FCL providing the requirements of OR.OPS.FC.105(b)(1), (b)(2) and (c) are complied with.
- (c) Specific requirements for aeroplane operations under instrument flight rules (IFR) or at night.
 - (1) The minimum flight crew shall be two pilots for all turbo-propeller aeroplanes with a maximum passenger seating configuration of more than nine and all turbojet aeroplanes.
 - (2) Aeroplanes other than those covered by (c)(1) shall be operated with a minimum crew of two pilots, unless the requirements of OR.OPS.FC.202 are complied with, in which case they may be operated by a single pilot.
- (d) Specific requirements for helicopter operations.
 - (1) For all operations using helicopters with a maximum passenger seating configuration (MPSC) of more than 19 and for IFR operations using helicopters with a MPSC of more than 9:
 - (i) The minimum flight crew shall be two pilots; and
 - (ii) The commander shall be the holder of an Airline Transport Pilot Licence (Helicopter) with an instrument rating issued in accordance with Part-FCL.
 - (2) Operations not covered by paragraph (d)(1) may be operated by a single pilot under IFR or at night provided that the requirements of OR.OPS.FC.202 are complied with.

OR.OPS.FC.201.A In-flight relief of flight crew members

- (a) The commander may delegate the conduct of the flight to:
 - (1) another qualified commander; or
 - (2) for operations only above flight level (FL) 200, a pilot that complies with the following minimum qualifications:
 - (i) airline transport pilot licence;

Part-OR

- (ii) conversion training and checking, including type rating training, in accordance with OR.OPS.FC.220;
 - (iii) all recurrent training and checking in accordance with OR.OPS.FC.230 and OR.OPS.FC.240; and
 - (iv) route/area and aerodrome competence in accordance with OR.OPS.FC.105.
- (b) The co-pilot may be relieved by:
- (1) another suitably qualified pilot;
 - (2) for operations only above FL200, a cruise relief co-pilot that complies with the following minimum qualifications:
 - (i) valid commercial pilot licence with an instrument rating;
 - (ii) conversion training and checking, including type rating training, in accordance with OR.OPS.FC.220 except the requirement for take-off and landing training; and
 - (iii) recurrent training and checking in accordance with OR.OPS.FC.230 except the requirement for take-off and landing training.
- (c) A flight engineer may be relieved in flight by a crew member suitably qualified in accordance with applicable national rules.

OR.OPS.FC.202 Single-pilot operations under instrument flight rules (IFR) or at night

In order to be able to fly under IFR or at night with a minimum flight crew of one pilot, as foreseen in OR.OPS.FC.200(c)(2) and (d)(2), the following shall be complied with:

- (a) The operator shall include in the operations manual a pilot's conversion and recurrent training programme which includes the additional requirements for a single-pilot operation. The pilot shall have undertaken training on the operator's procedures, in particular regarding:
 - (1) engine management and emergency handling;
 - (2) use of normal, abnormal and emergency checklist;
 - (3) air traffic control (ATC) communication;
 - (4) departure and approach procedures;
 - (5) autopilot management, if applicable;
 - (6) use of simplified in-flight documentation; and
 - (7) single-pilot crew resource management.
- (b) The recurrent checks required by OR.OPS.FC.230 shall be performed in the single-pilot role on the relevant type or class of aircraft in an environment representative of the operation.
- (c) For aeroplane operations under IFR the pilot shall have:
 - (1) a minimum of 50 hours flight time under IFR on the relevant type or class of aeroplane, of which 10 hours are as commander; and
 - (2) completed during the preceding 90 days on the relevant type or class of aeroplane:
 - (i) five IFR flights, including three instrument approaches, in a single-pilot role; or
 - (ii) an IFR instrument approach check.
- (d) For aeroplane operations at night the pilot shall have:

Part-OR

- (1) a minimum of 15 hours flight time at night which may be included in the 50 hours flight time under IFR in paragraph (c)(1) above; and
 - (2) completed during the preceding 90 days on the relevant type or class of aeroplane:
 - (i) three take-offs and landings at night in the single pilot role; or
 - (ii) a night take-off and landing check.
- (e) For helicopter operations under IFR the pilot shall have:
- (1) 25 hours total IFR flight experience in the relevant operating environment; and
 - (2) 25 hours flight experience as a single pilot on the specific type of helicopter, approved for single-pilot IFR, of which 10 hours may be flown under supervision, including five sectors of IFR line flying under supervision using the single-pilot procedures; and
 - (3) completed during the preceding 90 days:
 - (i) five IFR flights as a single pilot, including three instrument approaches, carried out on a helicopter approved for this purpose; or
 - (ii) an IFR instrument approach check as a single pilot on the relevant type of helicopter, Flight Training Device(FTD) or Full Flight Simulator (FFS).

OR.OPS.FC.205 Command course

- (a) For operations with aeroplanes and helicopters, the command course shall include at least the following elements:
- (1) training in a Flight Simulation Training Device (FSTD), which includes line oriented flight training (LOFT); and/or flight training;
 - (2) the operator proficiency check, operating as commander;
 - (3) command responsibilities training;
 - (4) line training as commander under supervision, for a minimum of:
 - (i) 10 flight sectors, in the case of aeroplanes; and
 - (ii) 10 hours, including at least 10 flight sectors, in the case of helicopters;
 - (5) completion of a line check as commander and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; and
 - (6) crew resource management training.
 - (7) The holder of a CPL(A) shall only act as commander in multi-pilot operations if he/she has completed a command course .

OR.OPS.FC.215 Initial operator's crew resource management (CRM) training

- (a) A flight crew member shall have completed an initial CRM training course before commencing unsupervised line flying.
- (b) Initial CRM training shall be conducted by at least one suitably qualified CRM trainer who may be assisted by experts in order to address specific areas.
- (c) If the flight crew member has not previously received theoretical training in human factors to the airline transport pilot licence (ATPL) level, he/she shall complete, before or combined with the initial CRM training, a theoretical course provided by the operator and based on the human performance and limitations syllabus for the ATPL as established in Part-FCL.

OR.OPS.FC.220 Operator conversion training and checking

- (a) CRM training shall be integrated into the operator conversion training course.

Part-OR

- (b) Once an operator conversion course has been commenced, a flight crew member shall not be assigned to flying duties on another type or class of aircraft until the course is completed or terminated. Crew members operating only performance class B aeroplanes may be assigned to flights on other types of performance class B aeroplanes during conversion courses to the extent necessary to maintain the operation.
- (c) The amount of training required by the flight crew member for the operator's conversion course shall be determined in accordance with the standards of qualification and experience specified in the operations manual, taking into account his/her previous training and experience.
- (d) The flight crew member shall complete:
 - (1) the operator proficiency check and the emergency and safety equipment training and checking before commencing line flying under supervision (LIFUS); and
 - (2) the line check upon completion of line flying under supervision. For performance class B aeroplanes, LIFUS may be performed on any aeroplane within the applicable class.
- (e) In the case of aeroplanes, pilots that have been issued a type rating based on a zero flight time training (ZFTT) course shall:
 - (1) commence line flying under supervision not later than 21 days after the completion of the skill test or after appropriate training provided by the operator. The content of such training shall be described in the operations manual.
 - (2) complete six take-offs and landings in a FSTD not later than 21 days after the completion of the skill test under the supervision of a type rating instructor for aeroplanes (TRI(A)) occupying the other pilot seat. If these take-offs and landings have not been performed within 21 days, the operator shall provide refresher training. The content of such training shall be described in the operations manual.
 - (3) conduct the first four take-offs and landings of the LIFUS in the aeroplane under the supervision of a TRI(A) occupying the other pilot seat.

OR.OPS.FC.230 Recurrent training and checking

- (a) Each flight crew member shall complete recurrent training and checking relevant to the type or variant of aircraft on which they operate.
- (b) Operator proficiency check:
 - (1) Each flight crew member shall complete operator proficiency checks as part of the normal crew complement to demonstrate competence in carrying out normal, abnormal and emergency procedures.
 - (2) When the flight crew member will be required to operate under instrument flight rules (IFR), the operator proficiency check shall be conducted without external visual reference.
 - (3) The period of validity of the operator proficiency check shall be six calendar months. For visual flight rules (VFR) day operations with performance class B aeroplanes conducted during seasons not longer than eight consecutive months, one operator proficiency check shall be sufficient. The proficiency check shall be undertaken before commencing commercial air transport operations.
 - (4) A flight crew member involved in operations by day and over routes navigated by reference to visual landmarks with an other-than-complex motor-powered helicopter may complete the operator proficiency check in only one of the relevant types held. The operator proficiency check shall be performed each time on the type least recently used for the proficiency check. The relevant helicopter types that may be grouped for the purpose of the operator proficiency check shall be contained in the operations manual.

Part-OR

- (c) Line Check.
Each flight crew member shall complete a line check on the aircraft to demonstrate competence in carrying out normal line operations described in the operations manual. The period of validity of a line check shall be 12 calendar months.
- (d) Emergency and Safety Equipment training and checking.
Each flight crew member shall complete training and checking on the location and use of all emergency and safety equipment carried. The period of validity of an emergency and safety equipment check shall be 12 calendar months.
- (e) CRM training.
- (1) Elements of CRM shall be integrated into all appropriate phases of the recurrent training.
 - (2) Each flight crew member shall undergo specific modular CRM training. All major topics of CRM training shall be covered by distributing modular training sessions as evenly as possible over each three year period.
- (f) Each flight crew member shall undergo ground training and flight training in an FSTD or an aircraft, or a combination of FSTD and aircraft training at least every 12 calendar months.
- (g) The validity periods mentioned in (b)(3), (c) and (d) shall be counted from the end of the month when the check was taken.
- (h) When the training or checks required above are undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

OR.OPS.FC.240 Operation on more than one type or variant

- (a) The procedures or operational restrictions for operation on more than one type or variant established in the operations manual and approved by the competent authority shall cover:
- (1) the flight crew members' minimum experience level;
 - (2) the minimum experience level on one type or variant before beginning training for and operation of another type or variant;
 - (3) the process whereby flight crew qualified on one type or variant will be trained and qualified on another type or variant; and
 - (4) all applicable recent experience requirements for each type or variant.
- (b) When a flight crew member operates both helicopters and aeroplanes, that flight crew member shall be limited to operations on only one type of aeroplane and one type of helicopter.
- (c) Paragraph (a) shall not apply to performance class B aeroplanes if operations are limited to single-pilot classes of reciprocating engine aeroplanes under visual flight rules (VFR) by day. Paragraph (b) shall not apply to performance class B aeroplanes if operations are limited to single-pilot classes of reciprocating engine aeroplanes.

OR.OPS.FC.235 Pilot qualification to operate in either pilot's seat

- (a) Commanders whose duties require them to operate in either pilot seat and carry out the duties of a co-pilot, or commanders required to conduct training or checking duties, shall complete additional training and checking as specified in the operations manual. The check may be conducted together with the operator proficiency check prescribed in OR.OPS.FC.230(b).
- (b) The additional training and checking shall include at least the following:
- (1) an engine failure during take-off;

Part-OR

- (2) a one engine-inoperative approach and go-around; and
- (3) a one-engine-inoperative landing.
- (c) In the case of helicopters, commanders shall also complete their proficiency checks from left- and right-hand seats, on alternate proficiency checks, provided that when the type rating proficiency check is combined with the operator proficiency check the commander completes his/her training or checking from the normally occupied seat.
- (d) When engine-out manoeuvres are carried out in an aircraft, the engine failure shall be simulated.
- (e) When operating in the co-pilot's seat, the checks required by OR.OPS.FC.230 shall be carried out for each seat.
- (f) A pilot relieving the commander shall have demonstrated, concurrent with the operator proficiency checks prescribed in OR.OPS.FC.230(b), practice of drills and procedures which would not, normally, be his/her responsibility. Where the differences between left- and right-hand seats are not significant, then practice may be conducted in either seat.
- (g) A pilot other than the commander occupying the commander's seat shall demonstrate practice of drills and procedures, concurrent with the operator proficiency checks prescribed in OR.OPS.FC.230(b), which are the commander's responsibility acting as pilot monitoring. Where the differences between left- and right-hand seats are not significant, then practice may be conducted in either seat.

OR.OPS.FC.245.A Alternative training and qualification programme

- (a) An aeroplane operator having appropriate experience may substitute the following training and checking requirements for flight crew by an alternative training and qualification programme (ATQP), approved by the competent authority:
 - (1) SPA.LVO.120 flight crew training and qualifications;
 - (2) conversion training and checking;
 - (3) differences training and familiarisation training;
 - (4) command course;
 - (5) recurrent training and checking; and/or
 - (6) operation on more than one type or variant.
- (b) The ATQP shall contain training and checking which establishes and maintains at least an equivalent level of proficiency achieved by complying with the provisions of OR.OPS.FC.220 and OR.OPS.FC.230. The level of flight crew training and qualification proficiency shall be demonstrated prior to being granted the ATQP approval by the competent authority.
- (c) An operator applying for an ATQP approval shall provide the competent authority with an implementation plan, including a description of the level of flight crew training and qualification proficiency to be achieved.
- (d) In addition to the checks required by OR.OPS.FC.230 and FCL.060, each flight crew member shall complete a line oriented evaluation (LOE) conducted in a flight simulation training device (FSTD). The period of validity of an LOE shall be 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the LOE is undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.
- (e) After two years of operating with an approved ATQP, an operator may, with the approval of the competent authority, extend the periods of validity of the checks in OR.OPS.FC.230 as follows:
 - (1) Operator proficiency check to 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the check is

Part-OR

undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

- (2) Line check to 24 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken within the last six months of the validity period, the new validity period shall be counted from the original expiry date.
- (3) Emergency and safety equipment checking to 24 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken within the last six months of the validity period, the new validity period shall be counted from the original expiry date.

OR.OPS.FC.250.A Commanders holding a Commercial Pilot Licence (Aeroplane) (CPL(A))

- (a) The holder of a CPL(A) shall only act as commander in commercial air transport on a single-pilot aeroplane if:
 - (1) when carrying passengers under visual flight rules (VFR) outside a radius of 50 NM (90 km) from an aerodrome of departure, he/she has a minimum of 500 hours of flight time on aeroplanes or holds a valid instrument rating; or
 - (2) when operating on a multi-engine type under instrument flight rules (IFR), he/she has a minimum of 700 hours of flight time on aeroplanes, including 400 hours as pilot-in-command. These hours shall include 100 hours under IFR and 40 hours in multi-engine operations. The 400 hours as pilot-in-command may be substituted by hours operating as co-pilot within an established multi-pilot crew system prescribed in the operations manual, on the basis of two hours of flight time as co-pilot for one hour of flight time as pilot-in command.
 - (3) paragraph (a)(1) shall not apply to VFR day operations with performance class B aeroplanes.

OR.OPS.FC.250.H Commanders holding a Commercial Pilot Licence (Helicopter) (CPL(H))

- (a) The holder of a CPL(H) shall only act as commander in commercial air transport on a single-pilot helicopter if:
 - (1) when operating under instrument flight rules (IFR), he/she has a minimum of 700 hours total flight time on helicopters, including 300 hours as pilot-in-command. These hours shall include 100 hours under IFR. The 300 hours as pilot-in-command may be substituted by hours operating as co-pilot within an established multi-pilot crew system prescribed in the operations manual on the basis of two hours of flight time as co-pilot for one hour flight time as pilot-in command.
 - (2) When operating under visual meteorological conditions (VMC) at night, he/she has:
 - (i) a valid instrument rating; or
 - (ii) 300 hours of flight time on helicopters, including 100 hours as pilot-in-command and 10 hours as pilot flying at night.

Chapter 3 – Additional requirements for commercial operations other than commercial air transport and commercial air transport operations in accordance with OR.OPS.FC.005(b)

OR.OPS.FC.330 Recurrent training and checking – operator proficiency check

- (a) Each flight crew member shall complete annual operator proficiency checks to demonstrate his/her competence in carrying out normal, abnormal and emergency

Part-OR

procedures, covering the relevant aspects associated with the specialised tasks described in the operations manual.

- (b) Appropriate consideration shall be given when operations are undertaken under instrument flight rules (IFR) or at night.
- (c) The period of validity of the operator proficiency check shall be 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the operator proficiency check is undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

SECTION VI – CABIN CREW

OR.OPS.CC.005 Scope

This section establishes the requirements to be met by an operator when operating an aircraft with cabin crew and includes:

- (a) Chapter 1 specifying common requirements applicable to both non-commercial operations with complex motor-powered aircraft and commercial air transport operations, and
- (b) Chapter 2 specifying additional requirements only applicable to commercial air transport operations.

Chapter 1 – Common requirements

OR.OPS.CC.100 Number and composition of cabin crew

- (a) The number and composition of cabin crew shall be determined in accordance with 7.a. of Annex IV to Regulation (EC) No 216/2008, taking into account operational factors or circumstances of the particular flight to be operated. At least one cabin crew member shall be assigned for the operation of any aircraft with a maximum passenger seating configuration of more than 19 when carrying one or more passenger(s).
- (b) The minimum number of cabin crew shall be the greater of:
 - (1) the number of cabin crew identified by the evacuation demonstration, or analysis, carried out for the cabin configuration of the aircraft to be operated, to show compliance with the applicable airworthiness code; or
 - (2) one cabin crew member for every 50, or fraction of 50, passenger seats installed on the same deck of the aircraft to be operated.
- (c) For operations where more than one cabin crew member is assigned the operator shall nominate one cabin crew member to be responsible to the pilot-in-command/commander.

OR.OPS.CC.110 Conditions for assignment to duties

- (a) Cabin crew members shall only be assigned to duties on an aircraft if they:
 - (1) are at least 18 years of age;
 - (2) have been assessed in accordance with Subpart E of Part-MED as physically and mentally fit to perform their duties and discharge their responsibilities safely;
 - (3) have successfully completed all applicable training and checking required by this Section and are competent to perform the assigned duties in accordance with the procedures specified in the operations manual.
- (b) Before assigning to duties cabin crew members who are working on a freelance or part-time basis, an operator shall verify that all applicable requirements of this Section are

Part-OR

complied with, taking into account all services rendered by the cabin crew member to any other operator(s) to determine in particular:

- (1) the total number of aircraft types and variants operated; and
 - (2) the applicable flight and duty time limitations and rest requirements.
- (c) Operating, cabin crew members as well as their role with regard to the safety of passengers and flight shall be clearly identified to the passengers.

OR.OPS.CC.115 Conduct of training courses and associated checking

- (a) A detailed programme and syllabus shall be established by an operator for each training course in accordance with the applicable requirements of this Section, and of Part-CC where applicable, to cover the duties and responsibilities to be discharged by the cabin crew members.
- (b) Each training course shall include theoretical and practical instruction together with individual or collective practice as relevant to each training subject in order that the cabin crew member achieves and maintains the adequate level of proficiency in accordance with this Section;
- (c) Each training course shall be:
 - (1) conducted in a structured and realistic manner; and
 - (2) performed by personnel suitably qualified and experienced for the subject to be covered.
- (d) During or following completion of all training required by this Section, each cabin crew member shall undergo a check covering all training elements of the relevant training programme, except for crew resource management (CRM) training. Checks shall be performed by personnel suitably qualified to verify that the cabin crew member has attained and/or maintains the required level of proficiency.
- (e) CRM training courses, and CRM modules where applicable, shall be conducted by a cabin crew CRM instructor. When CRM elements are integrated in other training, a cabin crew CRM instructor shall manage the definition and implementation of the syllabus.

OR.OPS.CC.120 Initial training course

Each new entrant who does not already hold a valid cabin crew attestation issued in accordance with Part-CC:

- (a) shall be provided with an initial training course as specified in CC.TRA.120; and
- (b) shall successfully undergo the associated check, or examination in the case of applicants for a cabin crew attestation, before being provided with any other training required by this Section.
- (c) Elements of the initial training programme may be combined with the first aircraft type-specific training or operator conversion training, provided that the requirements of CC.TRA.120 are met and any such element(s) are recorded as elements of the initial training course in the training records of the cabin crew members concerned.

OR.OPS.CC.125 Aircraft type-specific training and Operator conversion training

- (a) Each cabin crew member shall have completed appropriate aircraft type-specific training and operator conversion training, as well as the associated checks, before being:
 - (1) first assigned by the operator to operate as a cabin crew member; or
 - (2) assigned by that operator to operate on another aircraft type.
- (b) The aircraft type-specific training programme shall:
 - (1) involve training and practice on a representative training device or on the actual aircraft; and

Part-OR

- (2) cover at least the aircraft type-specific training elements specified in (i) to (vii), unless otherwise determined in the Operational suitability data established in accordance with Part-21 for the aircraft type :
 - (i) aircraft general description;
 - (ii) all safety equipment and systems installed relevant to cabin crew duties;
 - (iii) operation and actual opening by each cabin crew member of each type or variant of normal and emergency doors and exits in the normal and emergency modes,
 - (iv) demonstration of the operation of the other exits including flight crew compartment windows;
 - (v) fire and smoke protection equipment where installed;
 - (vi) evacuation slide training, where fitted; and
 - (vii) operation of the seat and harness mechanism and oxygen system equipment relevant to pilot incapacitation.
- (c) The operator conversion training programme for each aircraft type to be operated shall:
 - (1) involve training and practice on a representative training device or on the actual aircraft;
 - (2) include training in the operator's standard operating procedures for cabin crew members to be first assigned to duties by the operator; and
 - (3) cover at least the following operator-specific training elements as relevant to the aircraft type to be operated:
 - (i) description of the cabin configuration;
 - (ii) location, removal and use of all portable safety and emergency equipment carried on-board;
 - (iii) all normal and emergency procedures;
 - (iv) passenger handling and crowd control;
 - (v) fire and smoke training including the use of all related fire-fighting and protective equipment representative of that carried on-board;;
 - (vi) evacuation procedures;
 - (vii) pilot incapacitation procedures; and
 - (viii) crew resource management.

OR.OPS.CC.130 Differences training

- (a) In addition to the training required in OR.OPS.CC.125, a cabin crew member shall complete appropriate training and checking covering any differences before being assigned on:
 - (1) a variant of an aircraft type currently operated; or
 - (2) a currently operated aircraft type or variant with different:
 - (i) safety equipment;
 - (ii) safety and emergency equipment location; or
 - (iii) normal and emergency procedures.
- (b) The differences training programme shall:
 - (1) be determined as necessary on the basis of the training programmes specified in OR.OPS.CC.125(b) and (c); and

Part-OR

- (2) involve training and practice in a representative training device or the actual aircraft

OR.OPS.CC.135 Familiarisation

After completion of operator conversion training on an aircraft type, each cabin crew member shall complete appropriate supervised familiarisation on the type before being assigned to operate as one of the required cabin crew.

OR.OPS.CC.140 Recurrent training

- (a) Each cabin crew member shall complete annually recurrent training and checking covering at least the training elements specified in (b) and (c). The recurrent training programme shall cover all actions assigned to each member of the cabin crew in normal and emergency procedures and drills relevant to each aircraft type or variant to be operated.
- (b) *Aircraft type-specific training elements*
- (1) Training shall include annually touch-drills by each cabin crew member for simulating the operation of each type or variant of normal and emergency doors and exits for passenger evacuation;
- (2) Training shall also include at intervals not exceeding three years:
- (i) operation and actual opening by each cabin crew member, in a representative training device or in the actual aircraft, of each type or variant of normal and emergency exits in the normal and emergency modes;
 - (ii) operation of the flight crew compartment security door in both normal and emergency modes, and of the seat and harness mechanism and oxygen system equipment relevant to pilot incapacitation;
 - (iii) demonstration of the operation of all other exits including the flight crew compartment windows; and
 - (iv) demonstration of the use of the lift raft, or slide raft, where fitted.
- (c) *Operator-specific training elements*
- (1) Training shall include annually:
- (i) by each cabin crew member:
 - location and handling of all safety and emergency equipment installed or carried on board; and
 - the donning of lifejackets, portable oxygen and protective breathing equipment (PBE);
 - (ii) stowage of articles in the cabin;
 - (iii) procedures related to aircraft surface contamination;
 - (iv) emergency procedures;
 - (v) evacuation procedures;
 - (vi) incident and accident review;
 - (vii) crew resource management;
 - (viii) aero-medical aspects and first aid including related equipment; and
 - (ix) security procedures.
- (2) Training shall also include at intervals not exceeding three years:
- (i) use of pyrotechnics (actual or representative devices);
 - (ii) practical demonstration of the use of flight crew check lists;

Part-OR

- (iii) realistic and practical training in the use of all fire-fighting equipment, including protective clothing, representative of that carried in the aircraft; and
- (iv) by each cabin crew member:
 - extinguishing a fire characteristic of an aircraft interior fire; and
 - donning and use of protective breathing equipment in an enclosed simulated smoke-filled environment.

(c) Validity period

- (1) The validity period shall be 12 calendar months counted from the end of the month when the check was taken.
- (2) When recurrent training and checking required in (a) are undertaken within the last three calendar months of the validity period, the new validity period shall be counted from the original expiry date.
- (3) When the validity period of the last recurrent training and checking has expired, cabin crew members shall complete aircraft type-specific training and operator conversion training in accordance with OR.OPS.CC.125(b) and (c) for the aircraft to be operated before being reassigned to flying duties.

OR.OPS.CC.145 Refresher training

- (a) When within the validity period of the last relevant recurrent training and checking,
 - (1) a cabin crew member who has not performed any flying duties for more than six months shall, before being reassigned to such duties, complete for each aircraft type to be operated either:
 - (i) refresher training and checking ; or
 - (ii) recurrent training and checking.
 - (2) a cabin crew member who has not performed flying duties on one particular aircraft type during the preceding six months shall, before being assigned on that type, complete on the aircraft type either:
 - (i) refresher training and checking; or
 - (ii) two familiarisation flights in accordance with OR.OPS.CC.135.
- (b) The refresher training programme for each aircraft type shall at least cover:
 - (1) emergency procedures;
 - (2) evacuation procedures;
 - (3) operation and actual opening, by each cabin crew member, of each type or variant of normal and emergency exits in the normal and emergency modes;
 - (4) demonstration of the operation of the flight crew compartment security door and of all other exits including the flight crew compartment windows; and(5) location and handling of all relevant safety and emergency equipment installed or carried on-board.

Chapter 2 – Additional requirements for commercial air transport**OR.OPS.CC.200 Number and composition of cabin crew**

When more than one cabin crew member is required, the composition of the cabin crew shall include a senior cabin crew member nominated by the operator and qualified in accordance with OR.OPS.CC.260

*Part-OR***OR.OPS.CC.205 Minimum number of cabin crew in unforeseen circumstances and during ground operations**

- (a) Whenever any passengers are on board an aircraft, the applicable minimum required number of cabin crew shall be present in the passenger cabin, except that this number may be reduced either:
- (1) in unforeseen circumstances provided that:
 - (i) the number of passengers to be carried on the flight has been reduced; and
 - (ii) a report is submitted to the competent authority after completion of the flight; or
 - (2) during ground operations when the aircraft is at its parking station provided that no refuelling/defuelling is taking place.

In these cases, the conditions specified in (b) shall be met.

- (b) The conditions to be met as required in (a) are the following:
- (1) procedures providing equivalent safety with the reduced number of cabin crew, in particular for evacuation of passengers, are established in the operations manual;
 - (2) the reduced cabin crew includes a senior cabin crew member as specified in OR.OPS.CC.260;
 - (3) there is at least one cabin crew member for every 50, or fraction of 50, passengers present on the same deck of the aircraft; and
 - (4) the number determined in accordance with (3) shall be increased to include one cabin crew member per pair of floor level emergency exits in the case of ground operations with aircraft requiring more than one cabin crew member.

OR.OPS.CC.210 Conditions for assignment to duties

Cabin crew members shall only be assigned to duties, and operate, on a particular aircraft type or variant if they:

- (a) hold a valid attestation issued in accordance with Part-CC;
- (b) comply with all applicable requirements of this Section; and
- (c) wear the operator's cabin crew uniform.

OR.OPS.CC.215 Conduct of training courses and associated checking

- (a) Training programmes and syllabi required by this Section shall be approved by the competent authority and specified in the operations manual.
- (b) Following the successful completion by cabin crew members of a training course and the associated check required to maintain the validity of their cabin crew attestations, an operator shall:
 - (1) update the training records of each cabin crew attestation holder in accordance with OR.OPS.MLR.115; and
 - (2) provide the holder with an updated list showing the validity period of the relevant training and checking for each aircraft type and variant which the cabin crew member is qualified to operate on.

OR.OPS.CC.250 Operation on more than one aircraft type or variant

- (a) Unless otherwise determined by the relevant operational suitability data established in accordance with Part-21 for the relevant aircraft type, variants of that aircraft type shall be considered as different types for the purpose of cabin crew training and qualifications when they are not similar in all the following aspects:
- (1) emergency exit operation;

Part-OR

- (2) location and type of portable safety and emergency equipment; and
- (3) type-specific emergency procedures.
- (b) Cabin crew members shall not be assigned to operate on more than three aircraft types determined in accordance with (a), except that, with the approval of the competent authority, cabin crew members may be assigned to operate on four aircraft types provided that for at least two of the types:
 - (1) safety and emergency equipment and type-specific normal and emergency procedures are similar; and
 - (2) non-type-specific normal and emergency procedures are identical.

OR.OPS.CC.255 Single cabin crew member operations

- (a) An operator shall select, recruit, train and check the proficiency of cabin crew members to be assigned to single cabin crew member operations according to criteria appropriate to this type of operation.
- (b) Cabin crew members who have no previous operating experience as single cabin crew member shall only be assigned to such type of operation after they have:
 - (1) completed training as required in (c) in addition to other applicable training and checking required by this Section;
 - (2) successfully passed the checks verifying their proficiency in discharging their duties and responsibilities in accordance with the procedures specified in the operations manual; and
 - (3) undertaken familiarisation flying of at least 20 hours and 15 sectors on the aircraft type under the supervision of a suitably experienced cabin crew member.
- (c) The following additional training elements shall be covered to reflect single cabin crew operations:
 - (1) responsibility to the commander for the conduct of normal and emergency procedures;
 - (2) importance of coordination and communication with the flight crew, in particular when managing unruly or disruptive passengers;
 - (3) review of operator requirements and legal requirements;
 - (4) documentation;
 - (5) accident and incident reporting; and
 - (6) flight and duty time limitations and rest requirements.

OR.OPS.CC.260 Senior cabin crew member

- (a) An operator shall nominate cabin crew members to the position of senior cabin crew member only if they:
 - (1) have at least one year of experience as operating cabin crew member; and
 - (2) have successfully completed a senior cabin crew training course and associated checking in accordance with (b).
- (b) The senior cabin crew training course and associated checking shall cover all duties and responsibilities of senior cabin crew members including at least the following elements:
 - (1) pre-flight briefing;
 - (2) co-operation with the crew;
 - (3) review of operator requirements and legal requirements;
 - (4) accident and incident reporting;

Part-OR

- (5) human factors and crew resource management (CRM); and
 - (6) flight and duty time limitations and rest requirements.
- (c) The senior cabin crew member shall be responsible to the commander for the conduct and coordination of normal and emergency procedures specified in the operations manual, including for discontinuing non safety-related duties for safety or security purposes.
- (d) An operator shall establish procedures to select the most suitably qualified and experienced cabin crew member to replace the nominated senior cabin crew member in case he/she becomes unable to operate. Changes to these procedures shall be notified to the competent authority.

SECTION VII – TECHNICAL CREW MEMBER IN HEMS, HHO OR NVIS OPERATIONS**OR.OPS.TC.100 Scope**

This Section establishes the requirements to be met by an operator when operating an aircraft with technical crew members in Commercial Air Transport HEMS, HHO or NVIS operations.

OR.OPS.TC.105 Conditions for assignment to duties

- (a) Technical crew members in commercial air transport HEMS, HHO or NVIS operations shall only be assigned duties if they:
- (1) are at least 18 years of age;
 - (2) are physically and mentally fit to safely discharge assigned duties and responsibilities;
 - (3) have completed all applicable training required by this Section to perform the assigned duties; and
 - (4) have been checked as proficient to perform all assigned duties in accordance with the procedures specified in the operations manual.
- (b) Before assigning to duties technical crew members who are self-employed and/or working on a freelance or part-time basis, the operator shall verify that all applicable requirements, of this Section are complied with, taking into account all services rendered by the technical crew member to other operator(s) to determine in particular:
- (1) the total number of aircraft types and variants operated; and
 - (2) the applicable flight and duty time limitations and rest requirements.

OR.OPS.TC.110 Training and checking

- (a) An operator shall establish a training programme in accordance with the applicable requirements of this Section to cover the duties and responsibilities to be performed by technical crew members.
- (b) Following the completion of initial, operator conversion, differences and recurrent training, each technical crew member shall undergo a check to demonstrate their proficiency in carrying out normal and emergency procedures.
- (c) Training and checking shall be conducted for each training course by personnel suitably qualified and experienced for the subject to be covered. The operator shall inform the competent authority about the personnel conducting the checks.

OR.OPS.TC.115 Initial training

Before undertaking the operator conversion training, each technical crew member shall complete initial training, including:

Part-OR

- (a) general theoretical knowledge on aviation and aviation regulations covering all elements relevant to the duties and responsibilities required of technical crew;
- (b) fire and smoke training;
- (c) survival training on ground and in water, appropriate to the type and area of operation;
- (d) aero-medical aspects and first aid; and
- (e) communication and relevant CRM elements of OR.OPS.FC.115 and OR.OPS.FC.215.

OR.OPS.TC.120 Operator conversion training

Each technical crew member shall complete

- (a) operator conversion training, including relevant CRM elements,
 - (1) before being first assigned by the operator as a technical crew member; or
 - (2) when changing to a different aircraft type or class, if any of the equipment or procedures mentioned in (b) are different.
- (b) Operator conversion training shall include:
 - (1) the location and use of all safety and survival equipment carried on the aircraft;
 - (2) all normal and emergency procedures; and
 - (3) on-board equipment used to carry-out duties in the aircraft or on the ground for the purpose of assisting the pilot during HEMS, HHO or NVIS operations.

OR.OPS.TC.125 Differences training

- (a) Each technical crew member shall complete differences training when changing equipment or procedures on types or variants currently operated.
- (b) The operator shall specify in the operations manual when such differences training is required.

OR.OPS.TC.130 Familiarisation flights

Following completion of the operator conversion training, each technical crew member shall undertake familiarisation flights prior to operating as a required technical crew member in HEMS, HHO or NVIS operations.

OR.OPS.TC.135 Recurrent training

- (a) Within every 12-month period, each technical crew member shall undergo recurrent training relevant to the type or class of aircraft and equipment which the technical crew member operates. Elements of CRM shall be integrated into all appropriate phases of the recurrent training.
- (b) Recurrent training shall include theoretical and practical instruction and practice.

OR.OPS.TC.140 Refresher training

- (a) Each technical crew member who has not undertaken duties in the previous six months shall complete refresher training specified in the operations manual.
- (b) A technical crew member who has not performed flying duties on one particular aircraft type or class during the preceding 6 months shall before being assigned on that type or class complete either:
 - (1) refresher training on the type or class; or
 - (2) two familiarisation sectors on the aircraft type or class.

*Part-OR***SECTION IX – SECURITY****OR.OPS.SEC.100.A Flight crew compartment security**

- (a) In an aeroplane which is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which the cabin crew can notify the flight crew in the event of suspicious activity or security breaches in the cabin.
- (b) All passenger-carrying aeroplanes of a maximum certificated take-off mass exceeding 45 500 kg, or with a maximum passenger seating configuration of more than 60 engaged in the commercial transportation of passengers, shall be equipped with an approved flight crew compartment door that is capable of being locked and unlocked from either pilot's station and designed to meet the applicable airworthiness requirements.
- (c) In all aeroplanes which are equipped with a flight crew compartment door in accordance with subparagraph (b) above:
 - (1) this door shall be closed prior to engine start for take-off and will be locked when required by security procedures or by the pilot-in-command until engine shut down after landing, except when deemed necessary for authorised persons to access or egress in compliance with national civil aviation security programmes; and
 - (2) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.

OR.OPS.SEC.100.H Flight crew compartment security

If installed, the flight crew compartment door on a helicopter operated for the purpose of carrying passengers shall be capable of being locked from within the flight crew compartment in order to prevent unauthorised access.

Part-OR

Subpart ATO – Approved Training Organisations**SECTION I – GENERAL****OR.ATO.100 Scope**

This Subpart establishes requirements to be met by an organisation providing training for pilot licences and associated ratings and certificates.

OR.ATO.105 Application

- (a) Applicants for the issue of a certificate as an approved training organisation (ATO) shall provide the competent authority with:
- (1) the following information:
 - (i) name and address of the training organisation;
 - (ii) date of intended commencement of activity;
 - (iii) personal details and qualifications of the head of training (HT), the flight instructor(s), flight simulation training instructors and the theoretical knowledge instructor(s);
 - (iv) name(s) and address(es) of the aerodromes(s) and/or operating site(s) at which the training is to be conducted;
 - (v) list of aircraft to be used for training, including their group, class or type, registration, owners and category of the certificate of airworthiness, if applicable;
 - (vi) list of flight simulation training devices (FSTDs) that the training organisation intends to use, if applicable;
 - (vii) the type of training that the training organisation wishes to provide and the corresponding training programme; and
 - (2) the operations and training manuals.
- (b) *Flight test training organisations.* Notwithstanding (a)(1) (iv) and (v), training organisations providing flight test training will only need to provide:
- (1) the name(s) and address(es) of the main aerodromes and/or operating site(s) at which the training is to be conducted; and
 - (2) a list of the types or categories of aircraft to be used for flight test training.
- (c) In the case of a change to the certificate, applicants shall provide the competent authority with the relevant parts of the information and documentation referred to in (a).

OR.ATO.110 Personnel requirements

- (a) An HT shall be nominated. The HT shall have extensive experience as an instructor in the areas relevant for the training provided by the ATO and shall possess sound managerial capability.
- (b) The HT's responsibilities shall include:
- (1) ensuring that the training provided is in compliance with Part-FCL and, in the case of flight test training, that the relevant requirements of Part-21 and the training programme have been established;
 - (2) ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and
 - (3) supervising the progress of individual students.

Part-OR

- (b) Theoretical knowledge instructors shall have:
 - (1) practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or
 - (2) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.
- (c) Flight instructors and flight simulation training instructors shall hold the qualifications required by Part-FCL for the type of training that they are providing.

OR.ATO.120 Record-keeping

The following records shall be kept for a period of at least three years after the completion of the training:

- (a) details of ground, flight, and simulated flight training given to individual students;
- (b) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and
- (c) information of the licences and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings.

OR.ATO.125 Training programme

- (a) A training programme shall be developed for each type of course offered.
- (b) The training programme shall comply with the requirements of Part-FCL and, in the case of flight test training, the relevant requirements of Part-21.

OR.ATO.130 Training manual and operations manual

- (a) An ATO shall establish and maintain a training manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.
- (b) An ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO's approval documentation.
- (c) In the case of ATOs providing flight test training, the operations manual shall comply with the requirements for the flight test operations manual, as established in Part-21.
- (d) The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with Subpart OR.OPS.

OR.ATO.135 Training aircraft and FSTDs

- (a) An ATO shall have access to an adequate fleet of training aircraft or FSTDs appropriate to the courses of training provided.
- (b) An ATO shall only provide training in FSTDs, when it demonstrates to the competent authority:
 - (1) the adequacy between the FSTD specifications and the related training programme;
 - (2) that the FSTDs used comply with the relevant requirements of Part-FCL;
 - (3) in the case of Full Flight Simulator (FFS), that the FFS adequately represents the relevant type of aircraft; and
 - (4) that it has put in place a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programme.

Part-OR

- (c) If the aircraft used for the skill test is of a different type from the FFS used for the visual flight training, the maximum credit shall be limited to that allocated for FNPT II for aeroplanes and FNPT II/III for helicopters in the relevant flight training programme.
- (d) *Flight test training organisations.* Aircraft used for flight test training shall be appropriately equipped with flight testing instrumentation, according to the purpose of the training.

OR.ATO.140 Aerodromes and operating sites

When providing flight training on an aircraft an ATO shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft used.

OR.ATO.145 Pre-requisites for training

- (a) An ATO shall ensure that the students meet all the pre-requisites for training established in Part-Medical, Part-FCL, and, if applicable, as defined in the operational suitability data (OSD) established in accordance with Part-21.
- (b) In the case of ATOs providing flight test training, the students shall meet all the pre-requisites for training established in Part-21.

OR.ATO.150 Training in third countries

When an ATO is approved to provide training for the instrument rating (IR) in third countries:

- (a) the training programme shall include acclimatisation flying in one of the Member States, before the IR skill test is taken; and
- (b) the IR skill test shall be taken in one of the Member States.

SECTION II – ADDITIONAL REQUIREMENTS FOR ATOS PROVIDING TRAINING FOR LICENCES AND RATINGS OTHER THAN THE LAPL, PPL, SPL AND BPL

OR.ATO.210 Personnel requirements

- (a) *Head of training (HT).* Except in the case of ATOs providing flight test training, the nominated HT shall have extensive experience in training as an instructor for professional pilot licences and associated ratings or certificates.
- (b) *Chief flight instructor (CFI).* An ATO providing flight instruction shall nominate a CFI who shall be responsible for the supervision of flight and flight simulation training instructors and for the standardisation of all flight instruction and flight simulation instruction. The CFI shall hold an instructor certificate with the privilege to instruct for at least one of the training courses provided.
- (c) *Chief theoretical knowledge instructor (CTKI).* An ATO providing theoretical knowledge instruction shall nominate a CTKI who shall be responsible for the supervision of all theoretical knowledge instructors and for the standardisation of all theoretical knowledge instruction. The CTKI shall have extensive experience as a theoretical knowledge instructor in the areas relevant for the training provided by the ATO.

OR.ATO.225 Training programme

- (a) The training programme shall include a breakdown of flight and theoretical knowledge instruction, presented in a week-by-week or phase layout, a list of standard exercises and a syllabus summary.

Part-OR

- (b) The content and sequence of the training programme shall be specified in the training manual.

OR.ATO.230 Training manual and operations manual

- (a) The training manual shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall address the following subjects:
- training plan,
 - briefing and air exercises,
 - flight training in an FSTD, if applicable,
 - theoretical knowledge instruction.
- (b) The operations manual shall provide relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.

**SECTION III – ADDITIONAL REQUIREMENTS FOR ORGANISATIONS OPERATING
FLIGHT SIMULATION TRAINING DEVICES (FSTDs) AND THE QUALIFICATION OF
FSTDs**

Chapter 1 – Requirements for organisations operating FSTDs

OR.ATO.300 General

- (a) An applicant for an FSTD qualification shall demonstrate to the competent authority that it has established a management system in accordance with OR.GEN.200 to ensure that it has, directly or through contract, the capability to maintain the performance, functions and other characteristics specified for the FSTD's qualification level and to control the installation of the FSTD;
- (b) If the applicant is the holder of a certificate issued in accordance with this Part, the FSTD specifications shall be detailed:
- (1) in the terms of the ATO certificate; or
 - (2) in the case of an AOC holder, in the training manual.

OR.ATO.305 FSTD qualification maintenance

- (a) In order to maintain the qualification of the FSTD, the complete set of tests contained within the master qualification test guide (MQTG) and functions and subjective tests shall be run progressively between each annual evaluation conducted by the competent authority.
- (b) The results shall be dated and retained in accordance with OR.ATO.390 in order to demonstrate that the FSTD standards are being maintained.
- (c) A configuration control system shall be established to ensure the continued integrity of the hardware and software of the qualified FSTD.

OR.ATO.310 Modifications

- (a) The holder of an FSTD qualification shall establish and maintain a system to identify, assess and incorporate any important modifications into the FSTDs it operates, especially:

Part-OR

- (1) any aircraft modifications that are essential for training, testing and checking, whether or not enforced by an airworthiness directive; and
 - (2) any modification of an FSTD, including motion and visual systems, when essential for training, testing and checking, as in the case of data revisions.
- (b) Modifications of the FSTD hardware and software that affect handling, performance and systems operation or any major modifications of the motion or visual system shall be evaluated to determine the impact on the original qualification criteria. The organisation shall prepare amendments for any affected validation tests. The organisation shall test the FSTD to the new criteria.
- (c) The organisation shall inform the competent authority in advance of any major changes to determine if the tests carried out are satisfactory. The competent authority shall determine if a special evaluation of the FSTD is necessary prior to returning it to training following the modification.

OR.ATO.315 Installations

- (a) The holder of an FSTD qualification shall ensure that:
- (1) the FSTD is housed in a suitable environment that supports safe and reliable operation;
 - (2) all FSTD occupants and maintenance personnel are briefed on FSTD safety to ensure that they are aware of all safety equipment and procedures in the FSTD in case of an emergency; and
 - (3) the FSTD and its installations comply with the local regulations for health and safety.
- (b) The FSTD safety features, such as emergency stops and emergency lighting, shall be checked at least annually and recorded.

OR.ATO.320 Additional equipment

Where additional equipment has been added to the FSTD, even though not required for qualification, it will be assessed by the competent authority to ensure that it does not adversely affect the quality of training.

Chapter 2 – Requirements for the qualification of FSTDs**OR.ATO.350 Application for FSTD qualification**

- (a) An application for an FSTD qualification shall be made in a form and manner established by the competent authority:
- (1) in the case of Basic Instrument Training Devices (BITD), by the BITD manufacturer;
 - (2) in all other cases, by the organisation intending to operate the FSTD.
- (b) Applicants for an initial qualification shall provide the competent authority with documentation demonstrating how they will comply with the requirements established in this Part. Such documentation shall include the procedure established to ensure compliance with OR.ATO.130 and OR.ATO.380.

OR.ATO.355 Certification specifications for FSTDs

- (a) The Agency shall issue, in accordance with Article 19 of Regulation (EC) No 216/2008, certification specifications as standard means to show compliance of FSTDs with the essential requirements of Annex III to Regulation (EC) No 216/2008.
- (b) Such certification specifications shall be sufficiently detailed and specific to indicate

Part-OR

to applicants the conditions under which qualifications will be issued.

OR.ATO.360 Qualification basis

- (a) The qualification basis for the issuance of an FSTD qualification shall consist of:
- (1) the applicable certification specifications established by the Agency that are effective on the date of the application for the initial qualification;
 - (2) the aircraft validation data defined by the operational suitability data (OSD) as approved under Part-21, if applicable; and
 - (3) any special conditions prescribed by the competent authority if the related certification specifications do not contain adequate or appropriate standards for the FSTD because the FSTD has novel or different features to those upon which the applicable certification specifications are based.
- (b) The qualification basis shall be applicable for future recurrent qualifications of the FSTD, unless it is re-categorised.

OR.ATO.365 Issue of an FSTD qualification certificate

An FSTD qualification certificate shall be issued by the competent authority when, after completion of an evaluation of the FSTD, the applicant has shown that the FSTD meets the applicable qualification basis in accordance with OR.ATO.360 and the organisation operating the FSTD meets the applicable requirements to maintain the qualification of the FSTD in accordance with OR.ATO.300.

OR.ATO.370 Interim FSTD qualification

- (a) In the case of the introduction of new aircraft programmes, when compliance with the requirements established in this Subpart for FSTD qualification is not possible, the competent authority may issue an interim FSTD qualification level.
- (b) For full flight simulators (FFS) an interim qualification level shall only be granted at levels A, B or C.
- (c) This interim qualification level shall be valid until a final qualification level can be issued and, in any case, shall not exceed three years.

OR.ATO.375 Duration and continued validity

- (a) A full flight simulator (FFS), flight training device (FTD) or flight and navigation procedures trainer (FNPT) qualification shall be issued for an unlimited duration, and shall remain valid subject to:
- (1) the FSTD and the operating organisation remaining in compliance with the applicable requirements;
 - (2) the competent authority being granted access to the organisation as defined in OR.GEN.140 to determine continued compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules; and
 - (3) the FSTD being evaluated at recurrent 12 month periods for compliance with the applicable qualification basis. The start for each recurrent 12 month period is the date of the initial qualification. The FSTD recurrent evaluation shall take place within the 60 days prior to the end of this 12 month recurrent evaluation period; and
 - (4) the qualification not being surrendered or revoked.
- (b) This period of 12 months established in (a)(3) may be extended up to a maximum of 36 months, in the following circumstances:
- (1) the FSTD has been subject to an initial and at least one recurrent evaluation that has established its compliance with the qualification basis;

Part-OR

- (2) the FSTD operator has a satisfactory record of successful regulatory FSTD evaluations over a period of at least three years;
 - (3) the competent authority performs a formal audit of the compliance monitoring system defined in OR.GEN.200 (a)(5) of the organisation every 12 months; and
 - (4) an assigned person of the organisation with adequate experience reviews the regular reruns of the qualification test guide (QTG) and conducts the relevant function and subjective tests every 12 months and sends a report of the results to the competent authority.
- (c) A basic instrument training device (BITD) qualification shall be issued for an unlimited duration and shall remain valid subject to regular evaluation for compliance with the applicable qualification basis by the competent authority at the request of the organisation. This evaluation shall be made at periods not exceeding 36 months.
- (d) Upon surrender or revocation, the FSTD qualification certificate shall be returned to the competent authority.

OR.ATO.380 Changes to the qualified FSTD

- (a) The holder of an FSTD qualification shall inform the competent authority of any proposed changes to the FSTD, such as:
- (1) Major modifications;
 - (2) Relocation of the FSTD; and
 - (3) Any de-activation of the FSTD.
- (b) In case of an upgrade of the FSTD qualification level, the organisation shall apply to the competent authority for an upgrade evaluation. The organisation shall run all validation tests for the requested qualification level. Results from previous evaluations shall not be used to validate FSTD performance for the current upgrade.
- (c) When an FSTD is moved to a new location, the organisation shall inform the competent authority before the planned activity along with a schedule of related events.

Prior to returning the FSTD to service at the new location, the organisation shall perform at least one third of the validation tests, and functions and subjective tests to ensure that the FSTD performance meets its original qualification standard. A copy of the test documentation shall be retained together with the FSTD records for review by the competent authority.

The competent authority may perform an evaluation of the FSTD after relocation. The evaluation shall be in accordance with the original qualification basis of the FSTD.

- (d) If an organisation plans to remove an FSTD from active status for prolonged periods, the competent authority shall be notified and suitable controls established for the period during which the FSTD is inactive.

The organisation shall agree with the competent authority a plan for the de-activation, any storage and re-activation to ensure that the FSTD can be restored to active status at its original qualification level.

OR.ATO.385 Transferability of an FSTD qualification

- (a) When there is a change of the organisation operating an FSTD, the new organisation shall inform the competent authority in advance in order to agree upon a plan of transfer of the FSTD.

Part-OR

- (b) The competent authority may perform an evaluation in accordance with the original qualification basis of the FSTD.
- (c) When the FSTD no longer complies with its initial qualification basis, the organisation shall apply for a new FSTD qualification.

OR.ATO.390 Record-Keeping

The holder of an FSTD qualification shall keep records of:

- (a) all documents describing and proving the initial qualification basis and level of the FSTD for the duration of the FSTD's lifetime;
- (b) any recurrent documents and reports related to each FSTD and to compliance monitoring activities for a period of at least five years.

SECTION IV – ADDITIONAL REQUIREMENTS FOR ATOS PROVIDING SPECIFIC TYPES OF TRAINING

Chapter 1 – Distance Learning Course

OR.ATO.400 General

An ATO may be approved to conduct modular course programmes using distance learning in the following cases:

- (a) modular courses of theoretical knowledge instruction;
- (b) courses of additional theoretical knowledge for a class or type rating; or
- (c) courses of approved pre-entry theoretical knowledge instruction for a first type rating for a multi-engined helicopter.

OR.ATO.405 Classroom instruction

- (a) An element of classroom instruction shall be included in all subjects of modular distance learning courses.
- (b) The amount of time spent in actual classroom instruction shall not be less than 10% of the total duration of the course.
- (c) To this effect, classroom accommodation shall be available either at the principal place of business of the ATO or within a suitable facility elsewhere.

OR.ATO.410 Instructors

All instructors shall be fully familiar with the requirements of the distance learning course programme.

Chapter 2 – Zero Flight Time Training

OR.ATO.430 General

- (a) Approval for zero flight-time training (ZFTT), as specified in Part-FCL, shall only be given to an ATO that also has the privileges to conduct commercial air transport operations or an ATO having a specific arrangement with a commercial air transport operator.
- (b) Approval for ZFTT shall only be given if the operator has at least 90 days of operational experience on the aeroplane type.

Part-OR

- (c) In the case of ZFTT provided by an ATO having a specific arrangement with an operator, the 90 days of operational experience requirements will not apply if the type rating instructor (TRI(A)) involved in the additional take-offs and landings, as required in Subpart OPS, has operational experience on the aeroplane type.

OR.ATO.435 Full flight simulator

- (a) The FFS approved for ZFTT shall be serviceable according to the management system criteria of the ATO.
- (b) The motion and the visual system of the FFS shall be fully serviceable.

Chapter 3 – Multi-crew pilot licence (MPL) courses**OR.ATO.450 General**

The privileges to conduct MPL integrated training courses and MPL instructor courses shall only be given to an ATO if it also has the privilege to conduct commercial air transport operations or a specific arrangement with a commercial air transport operator.

Chapter 4 – Flight test training**OR.ATO.455 Flight test training organisations**

- (a) An ATO that has been approved to provide flight test training for the issue of a category 1 or 2 flight test rating in accordance with Part-FCL may have its privileges extended to providing training for other categories of flight tests and other categories of flight test personnel, provided that the relevant requirements of Part-21 are met, and a specific arrangement exists between the ATO and the Part-21 organisation that employs, or intends to employ, such personnel.
- (b) The training records shall include the written reports by the student, as required by the training programme, including, where applicable, data processing and analysis of recorded parameters relevant to the type of flight test.

*Part-OR***Subpart AeMC – Aero-medical Centres****SECTION I – GENERAL****OR.AeMC.105 Scope**

This Subpart establishes the additional requirements to be met by an organisation to qualify for the issue or continuation of an approval as an aero-medical centre (AeMC) to issue medical certificates, including initial class 1 medical certificates.

OR.AeMC.115 Application

Applicants for an AeMC certificate shall

- (a) comply with Part-Medical MED.C.005; and
- (b) in addition to the documentation for the approval of an organisation required in OR.GEN.015, provide details of clinical attachments to hospitals or medical institutes.

OR.AeMC.135 Continued validity

An AeMC certificate shall be issued for an unlimited duration. It shall remain valid subject to the holder and the aero-medical examiners of the organisation:

- (a) complying with MED.C.030 and
- (b) ensuring their continued experience by performing an adequate number of class 1 medical examinations every year.

SECTION II – MANAGEMENT**OR.AeMC.200 Management system**

An AeMC shall establish and maintain a management system that includes the items addressed in OR.GEN.200 and, in addition, processes:

- (a) for medical certification in compliance with Part-Medical; and
- (b) to ensure medical confidentiality at all times.

OR.AeMC.210 Personnel requirements

- (a) An AeMC shall:
 - (1) have an aero-medical examiner (AME) nominated as head of the AeMC, with privileges to issue class 1 medical certificates and sufficient experience in aviation medicine to exercise his/her duties; and
 - (2) have on staff an adequate number of fully qualified AMEs and other technical staff and experts.
- (b) The head of the AeMC shall be responsible for coordinating the assessment of examination results and signing reports, certificates, and initial class 1 medical certificates.

OR.AeMC.215 Facility requirements

An AeMC shall be equipped with medico-technical facilities adequate to perform aero-medical examinations necessary for the exercise of the privileges included in the scope of the approval.

Part-OR

OR.AeMC.220 Record-keeping

In addition to the records required in OR.GEN.220 the AeMC shall:

- (a) maintain records with details of medical examinations and assessments performed for the issue, revalidation or renewal of medical certificates and their results, for a minimum period of 10 years after the last examination date; and
- (b) keep all medical records in a way that ensures that medical confidentiality is respected at all times.

Part-OR

Appendix I to Annex 1 Part-OR Declaration Form

Declaration
Operator
Name:
Principal place of business:
Name and contact details of the accountable manager:
Aircraft operation
Starting date of operation/applicability date of the change:
Type(s) of operation:
<input type="checkbox"/> Part-NCC: (specify if passenger and/or cargo)
<input type="checkbox"/> Part-SPO: (specify the specialised task)
Type(s) of aircraft and registration(s):
Details of approvals held (attach list of specific approvals to the declaration, if applicable)
List of alternative means of compliance with references to the AMCs they replace (attach to the declaration)
Statements
<input type="checkbox"/> The management system documentation including the operations manual as required by Part-OR reflects the applicable requirements set out in Part-OR, Part-NCC, Part-SPO, and Part-SPA. All flights will be carried out in accordance with that operations manual.
<input type="checkbox"/> All aircraft operated hold a valid certificate of airworthiness and comply with Regulation (EC) No 2042/2003.
<input type="checkbox"/> All flight crew members, cabin crew members and technical crew members, if applicable, are trained in accordance with Part-OR.
<input type="checkbox"/> (If applicable) The operator has implemented and demonstrated conformance to an officially recognised industry standard. Reference of the standard: Certification body: Date of the last conformance audit :
<input type="checkbox"/> Any change in the operation that affects the information disclosed in this declaration will require a new declaration to be provided to the competent authority.
<input type="checkbox"/> The operator confirms that the information disclosed in this declaration is correct.
Date, name of and signature of the accountable manager