EASA Operations Manual Template for Helicopters

Note: The references given are for guidance only and are not exhaustive.

PART A GENERAL/BASIC		
0	ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL	
0,1	Introduction: (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. (c) A list and brief description of the various parts, their contents, applicability and use. (d) Explanations and definitions of terms and words needed for the use of the manual.	ORO.MLR.100 AMC1-4 ORO.MLR.100 GM1 ORO.MLR.100 GM1 ORO.MLR.100(b)
0.2	System of amendment and revision: (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. (b) A record of amendments and revisions with insertion dates and effective dates. (c) A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. (d) A description of the system for the annotation of pages or paragraphs and their effective dates. (e) A list of effective pages or paragraphs. (f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams). (g) Temporary revisions. (h) A description of the distribution system for the manuals, amendments and revisions.	
15	ORGANISATION AND RESPONSIBILITIES	Note: the Operator shall avoid duplication of the information contained in this chapter and in chapter 3 or in a separate Operator Management Manual (OMM).

Step System Manual

Chao Zhang

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