APPENDIX 2. ORGANIZATION AND CONTENTS OF AN OPERATIONS MANUAL

(Chapter 4, 4.2.3.1, refers)

1. ORGANIZATION

An operations manual, which may be issued in separate parts corresponding to specific aspects of operations, provided in accordance with Chapter 4, 4.2.3.1, shall be organized with the following structure:

a) General;

b) Aircraft operating information;

c) Areas, routes and aerodromes; and

d) Training.

2. CONTENTS

The operations manual referred to in 1 shall contain at the least the following:

2.1 General

2.1.1 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.

2.1.2 Information and policy relating to fatigue management including:

a) policies pertaining to flight time, flight duty period, duty period limitations and rest requirements for flight and cabin crew members in accordance with Chapter 4, 4.10.2 a); and

b) where applicable, policy and documentation pertaining to the operator's FRMS in accordance with Appendix 7.

2.1.3 A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.

2.1.4 Where relevant to the operations, the long-range navigation procedures, engine failure procedure for EDTO and the nomination and utilization of diversion aerodromes.

2.1.5 The circumstances in which a radio listening watch is to be maintained.

2.1.6 The method for determining minimum flight altitudes.

2.1.7 The methods for determining aerodrome operating minima.

2.1.8 Safety precautions during refuelling with passengers on board.

2.1.9 Ground handling arrangements and procedures.

2.1.10 Procedures, as prescribed in Annex 12, for pilots-in-command observing an accident.

2.1.11 The flight crew for each type of operation including the designation of the succession of command.

2.1.12 Specific instructions for the computation of the quantities of fuel and oil to be carried, taking into account all circumstances of the operation including the possibility of loss of pressurization and the failure of one or more engines while en route.

2.1.13 The conditions under which oxygen shall be used and the amount of oxygen determined in accordance with Chapter 4, 4.3.9.2.

2.1.14 Instructions for mass and balance control.

2.1.15 Instructions for the conduct and control of ground de-icing/anti-icing operations.

2.1.16 The specifications for the operational flight plan.

2.1.17 Standard operating procedures (SOPs) for each phase of flight.

2.1.18 Instructions on the use of normal checklists and the timing of their use.

2.1.19 Departure contingency procedures.

2.1.20 Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out.

2.1.21 Instructions on the use of autopilots and auto-throttles in IMC.

Note.— Instructions on the use of autopilots and auto-throttles, together with 2.1.26 and 2.1.30, are essential for avoidance of approach and landing accidents and controlled flight into terrain accidents.

2.1.22 Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.

2.1.23 Departure and approach briefings.

2.1.24 Procedures for familiarization with areas, routes and aerodromes.

2.1.25 Stabilized approach procedure.

2.1.26 Limitation on high rates of descent near the surface.

2.1.27 Conditions required to commence or to continue an instrument approach.

2.1.28 Instructions for the conduct of precision and non-precision instrument approach procedures.

2.1.29 Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach operations.

2.1.30 Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS).

2.1.31 Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS).

Note.— Procedures for the operation of ACAS are contained in PANS-OPS (Doc 8168), Volume I, and in PANS-ATM (Doc 4444), Chapters 12 and 15.

2.1.32 Information and instructions relating to the interception of civil aircraft including:

a) procedures, as prescribed in Annex 2, for pilots-in-command of intercepted aircraft; and

b) visual signals for use by intercepting and intercepted aircraft, as contained in Annex 2.

2.1.33 For aeroplanes intended to be operated above 15 000 m (49 000 ft):

a) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and

b) procedures in the event that a decision to descend is taken, covering:

1) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and

2) the action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.

Note.— Guidance material on the information to be provided is contained in Circular 126 — Guidance Material on SST Aircraft Operations.

2.1.34 Details of the safety management system (SMS) provided in accordance with Chapters 3 and 4 of Annex 19.

2.1.35 Information and instructions on the carriage of dangerous goods, in accordance with Chapter 14, including action to be taken in the event of an emergency.

Note.— Guidance material on the development of policies and procedures for dealing with dangerous goods incidents on board aircraft is contained in Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods *(Doc 9481).*

2.1.36 Security instructions and guidance.

2.1.37 The search procedure checklist provided in accordance with Chapter 13, 13.3.

2.1.38 Instructions and training requirements for the use of head-up displays (HUD) and enhanced vision systems (EVS) equipment as applicable.

2.1.39 Instructions and training requirements for the use of the EFB, as applicable.

2.2 Aircraft operating information

2.2.1 Certification limitations and operating limitations.

2.2.2 The normal, abnormal and emergency procedures to be used by the flight crew and the checklists relating thereto as required by Chapter 6, 6.1.4.

2.2.3 Operating instructions and information on climb performance with all engines operating, if provided in accordance with Chapter 4, 4.2.4.3.

2.2.4 Flight planning data for pre-flight and in-flight planning with different thrust/power and speed settings.

2.2.5 The maximum crosswind and tailwind components for each aeroplane type operated and the reductions to be applied to these values having regard to gusts, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances, or any other relevant operational factors.

2.2.6 Instructions and data for mass and balance calculations.

2.2.7 Instructions for aircraft loading and securing of load.

2.2.8 Aircraft systems, associated controls and instructions for their use, as required by Chapter 6, 6.1.4.

2.2.9 The minimum equipment list and configuration deviation list for the aeroplane types operated and specific operations authorized, including any requirements relating to operations where performance-based navigation is prescribed.

2.2.10 Checklist of emergency and safety equipment and instructions for its use.

2.2.11 Emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crew member.

2.2.12 The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists relating thereto and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight and cabin crew.

2.2.13 Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off, including procedures to determine the required amount of oxygen and the quantity available.

2.2.14 The ground-air visual signal code for use by survivors, as contained in Annex 12.

2.3 Routes and aerodromes

2.3.1 A route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, and such other information as the operator may deem necessary for the proper conduct of flight operations.

2.3.2 The minimum flight altitudes for each route to be flown.

2.3.3 Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.

2.3.4 The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.

2.3.5 Instructions for determining aerodrome operating minima for instrument approaches using HUD and EVS.

2.3.6 The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of:

a) take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance;

b) take-off climb limitations;

c) en-route climb limitations;

d) approach climb limitations and landing climb limitations;

e) landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance; and

f) supplementary information, such as tire speed limitations.

2.4 Training

2.4.1 Details of the flight crew training programme, as required by Chapter 9, 9.3.

2.4.2 Details of the cabin crew duties training programme as required by Chapter 12, 12.4.

2.4.3 Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision in accordance with Chapter 4, 4.2.1.

Note.— Details of the flight operations officer/flight dispatcher training programme are contained in Chapter 10, 10.2.

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APPENDIX 3. ADDITIONAL REQUIREMENTS FOR APPROVED OPERATIONS BY SINGLE-ENGINE TURBINE-POWERED AEROPLANES AT NIGHT AND/OR IN INSTRUMENT METEOROLOGICAL CONDITIONS (IMC)

(*Chapter 5, 5.4.1, refers*)

Airworthiness and operational requirements provided in accordance with Chapter 5, 5.4.1, shall satisfy the following:

1. TURBINE ENGINE RELIABILITY

1.1 Turbine engine reliability shall be shown to have a power loss rate of less than 1 per 100 000 engine hours.

Note.— Power loss in this context is defined as any loss of power, the cause of which may be traced to faulty engine or engine component design or installation, including design or installation of the fuel ancillary or engine control systems. (See Attachment G.)

1.2 The operator shall be responsible for engine trend monitoring.

1.3 To minimize the probability of in-flight engine failure, the engine shall be equipped with:

a) an ignition system that activates automatically, or is capable of being operated manually, for take-off and landing, and during flight, in visible moisture;

b) a magnetic particle detection or equivalent system that monitors the engine, accessories gearbox, and reduction gearbox, and which includes a flight deck caution indication; and

c) an emergency engine power control device that permits continuing operation of the engine through a sufficient power range to safely complete the flight in the event of any reasonably probable failure of the fuel control unit.

2. SYSTEMS AND EQUIPMENT

Single-engine turbine-powered aeroplanes approved to operate at night and/or in IMC shall be equipped with the following systems and equipment intended to ensure continued safe flight and to assist in achieving a safe forced landing after an engine failure, under all allowable operating conditions:

a) two separate electrical generating systems, each one capable of supplying all probable combinations of continuous in-flight electrical loads for instruments, equipment and systems required at night and/or in IMC;

b) a radio altimeter;

c) an emergency electrical supply system of sufficient capacity and endurance, following loss of all generated power, to as a minimum:

1) maintain the operation of all essential flight instruments, communication and navigation systems during a descent from the maximum certificated altitude in a glide configuration to the completion of a landing;

2) lower the flaps and landing gear, if applicable;

3) provide power to one pitot heater, which must serve an air speed indicator clearly visible to the pilot;

4) provide for operation of the landing light specified in 2 j);

5) provide for one engine restart, if applicable; and

6) provide for the operation of the radio altimeter;

d) two attitude indicators, powered from independent sources;

e) a means to provide for at least one attempt at engine re-start;

f) airborne weather radar;

g) a certified area navigation system capable of being programmed with the positions of aerodromes and safe forced landing areas, and providing instantly available track and distance information to those locations;

h) for passenger operations, passenger seats and mounts which meet dynamically-tested performance standards and which are fitted with a shoulder harness or a safety belt with a diagonal shoulder strap for each passenger seat;

i) in pressurized aeroplanes, sufficient supplemental oxygen for all occupants for descent following engine failure at the maximum glide performance from the maximum certificated altitude to an altitude at which supplemental oxygen is no longer required;

j) a landing light that is independent of the landing gear and is capable of adequately illuminating the touchdown area in a night forced landing; and

k) an engine fire warning system.

3. MINIMUM EQUIPMENT LIST

The State of the Operator shall require the minimum equipment list of the operator approved in accordance with Chapter 5, 5.4 to specify the operating equipment required for night and/or IMC operations, and for day/VMC operations.

4. FLIGHT MANUAL INFORMATION

The flight manual shall include limitations, procedures, approval status and other information relevant to operations by single-engine turbine-powered aeroplanes at night and/or in IMC.

5. EVENT REPORTING

5.1 The operator approved for operations by single-engine turbine-powered aeroplanes at night and/or in IMC shall report all significant failures, malfunctions or defects to the State of the Operator who in turn will notify the State of Design.

5.2 The State of the Operator shall review the safety data and monitor the reliability information so as to be able to take any actions necessary to ensure that the intended safety level is achieved. The State of the Operator will notify major events or trends of particular concern to the appropriate Type Certificate Holder and the State of Design.

6. OPERATOR PLANNING

6.1 Operator route planning shall take account of all relevant information in the assessment of intended routes or areas of operations, including the following:

a) the nature of the terrain to be overflown, including the potential for carrying out a safe forced landing in the event of an engine failure or major malfunction;

b) weather information, including seasonal and other adverse meteorological influences that may affect the flight; and

c) other criteria and limitations as specified by the State of the Operator.

6.2 The operator shall identify aerodromes or safe forced landing areas available for use in the event of engine failure, and the position of these shall be programmed into the area navigation system.

Note 1.— A 'safe' forced landing in this context means a landing in an area at which it can reasonably be expected that it will not lead to serious injury or loss of life, even though the aeroplane may incur extensive damage.

Note 2.— Operation over routes and in weather conditions that permit a safe forced landing in the event of an engine failure, as specified in Chapter 5, 5.1.2, is not required by Appendix 3, 6.1 and 6.2 for aeroplanes approved in accordance with Chapter 5, 5.4. The availability of forced landing areas at all points along a route is not specified for these aeroplanes because of the very high engine reliability, additional systems and operational equipment, procedures and training requirements specified in this Appendix.

7. FLIGHT CREW EXPERIENCE, TRAINING AND CHECKING

7.1 The State of the Operator shall prescribe the minimum flight crew experience required for night/IMC operations by single-engine turbine-powered aeroplanes.

7.2 The operator's flight crew training and checking shall be appropriate to night and/or IMC operations by single-engine turbine-powered aeroplanes, covering normal, abnormal and emergency procedures and, in particular, engine failure, including descent to a forced landing in night and/or in IMC conditions.

8. ROUTE LIMITATIONS OVER WATER

The State of the Operator shall apply route limitation criteria for single-engine turbine-powered aeroplanes operating at night and/or in IMC on over water operations if beyond gliding distance from an area suitable for a safe forced landing/ditching having regard to the characteristics of the aeroplane, seasonal weather influences, including likely sea state and temperature, and the availability of search and rescue services.

9. OPERATOR CERTIFICATION OR VALIDATION

The operator shall demonstrate the ability to conduct operations by single-engine turbine-powered aeroplanes at night and/or in IMC through a certification and approval process specified by the State of the Operator.

Note.— Guidance on the airworthiness and operational requirements is contained in Attachment G.

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