



Section/division
Telephone number:
Physical address
Postal address:

Flight Operations / Certification
011-545-1000
Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng
Private Bag X73, Halfway House 1685

Fax Number:

Form Number: CA AOC-F-009
011-545-1350 or 011-545-1013

Website: www.caa.co.za

AOC: MANUAL CONTROL ROSTER

NAME OF APPLICANT / OPERATOR	
DATE OF FORMAL APPLICATION ACCEPTED	
KIND(S) OF OPERATION	
AOC / AIR SERVICE LICENCE NUMBER	
AIRCRAFT TYPE OPERATED (FLEET/S)	

Instructions: Use this form to track dates, when manuals were submitted by the Applicant, when we returned the manual to the Applicant, or when we send or receive corrections to the Manual and may be used by Inspectors during the cursory review of the Manual System to establish that all the documents required by the CAR and associated CATS have been submitted. The information fields are unlimited text. Press the return key i.e. to add another date in same field. Move through the fields using the **"tab"** key to go forward and **"shift+tab"** to go backwards. This document may also be printed and filled out by hand. This form will be retained and become part of the Certification History package. Note: This is a suggested list and is neither a complete list nor is it a mandatory list. The Applicant's actual manuals may vary in name or quantity. **Refer to the relevant CAR and Inspector Handbooks (i.e. MOP FO, MOP AW and MOP AVMED) to determine which manuals require to be approved.**

OM: the company specific manual system may be presented as stand-alone user manuals within the OM system and may consist of several volumes such as the FCOM/FOM, CCMM, QAM, etc. or as chapters within the OM), such as Qualification requirements, Handling of aviation accidents and incidents and may have different titles. Some of the most frequently used titles for chapters, volumes and/or user manuals within OM systems have been noted in *bold cursive text*.

Manual/Document	AC Type Check box	Division (unit)	Inspector	Revision No.	Eff. Date	Date received	Date returned	Date accepted or approved	
List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet							Approved	Accepted
Operations Manual : (A system of manuals)									
"Flight Crew Operations Manual (FCOM)" "Flight Operations Manual" (FOM)									
Cabin Crew Member Manual (CCMM)									
OM PART 1: GENERAL	FOD								
1. Administration and control of OM		FOD							
2. Organization and Responsibilities:		FOD							
3. Operational Control and Supervision: "Operational Control / Dispatcher Manual"		FOD							
4. Quality Control System: "Quality Assurance Manual"		FOD							
5. Flight crew composition		FOD							
6. Qualification requirements		FOD							
7. Flight crew health precautions		FOD							
8. Flight time limitations		FOD							
9. Operating procedures: "SOPs" (Standard Operating Procedures)"		FOD							
(1) Flight preparation instructions		FOD							
(2) Ground handling instructions: "Ground Handling Manual"		FOD							
(a) Fuelling procedures "Fueling/Refueling/De-fueling Manual"		FOD AW							
(b) Aeroplane, passengers and cargo handling procedures related to safety		FOD AVSEC							

Manual/Document	AC Type Check box	Division (unit)	Inspector	Revision No.	Eff. Date	Date received	Date returned	Date accepted or approved		
List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet									
								Approved	Accepted	
“Passenger /and Cargo Handling Manual”										
(c) Procedures for the refusal of embarkation and for disembarkation		FOD CS								
(c) De-icing and anti-icing on the ground “Deicing/Anti Icing Plan/Program”		FOD AW								
(3) Flight procedures “SOPs” (Standard Operating Procedures)”		FOD								
ETOPS		FOD AW								
Provision of Procedures for:		FOD AW								
MNPS		FOD AW								
RNP		FOD AW								
CAT 1		FOD AW								
11		FOD AW								
111		FOD AW								
RVSM		FOD AW								
ACAS/TCAS		FOD AW								
(6) Use of the minimum equipment and configuration deviation lists “Company Policy with provision for the use of MEL and CDL”		FOD AW								
(7) Non-revenue flights: (Procedures and limitations)		FOD AW								
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List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet							Approved	Accepted
(8) Oxygen requirements		FOD							
10. Dangerous goods and weapons: "Dangerous Goods Manual" / Chapter		FOD DG							
11. Security (1)(non-confidential Policies and procedures for Operations Personnel (2)A description of preventative security measures and training. "OM: Security Chapter" "Security Manual"		FOD AVSEC							
12. Handling of aviation accidents and incidents		FOD							
Safety Plan "SMS Manual"		FOD							
Emergency Response Plan "Company Emergency Response Manual"		FOD							
13. Rules of the air		FOD							
OM PART 2: AEROPLANE OPERATING MATTERS - TYPE RELATED									
Aircraft Operating Manual (AOM) system		FOD							
(AFM available in SACAA Tech. Library?)		FOD							
1. General information and units of measurement		FOD							
2. Limitations		FOD							
"Aircraft Check Lists":		FOD							
3. Normal Procedures		FOD							
4. Abnormal/Non-normal and Emergency Procedures		FOD							

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List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Performance "Performance Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Flight Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Mass and Balance "Weight and Balance Plan /Program"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Loading "Ground Handling Manual"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Configuration Deviation List (CDL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Minimum Equipment List (MEL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Survival and emergency equipment including oxygen (list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Emergency and evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Aeroplane Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures/manuals to be included into the OM system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry on Baggage Plan/Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit Row Seating Plan/Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passenger Briefing Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OM PART 3: ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION	FOD								
Instructions and information relating to communications, navigation and aerodromes including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome planned to be used. "Airport Data and En route Charts (Jeppesen)"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet								
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OM PART 4: TRAINING	FOD								
(1) Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight.		FOD							
(2) Training Syllabi and checking programs		FOD							
(a) For flight deck crew (All relevant items prescribed in Parts 61 and 63 and Subpart 3 of Part 121;) "Pilot Training Program" "OM Part 4: Flight Crew Operations Manual (FCOM)"		FOD							
Basic Indoctrination "Ab Initio Training" /		FOD							
Emergency Training "SEPT"		FOD							
Initial Training "Initial Ground /CBT Training" "Initial Simulator Training" "Initial Flight Training"		FOD							
Ground Training "Computer Based Training"		FOD							
Flight Training "Aircraft Flight Training"		FOD							
Recurrent Training "Recurrent Ground Training" "Recurrent CBT" "Recurrent Simulator Training" "Recurrent Aircraft Flight Training"		FOD							
Transition/Upgrade Training		FOD							

Manual/Document	AC Type Check box	Division (unit)	Inspector	Revision No.	Eff. Date	Date received	Date returned	Date accepted or approved		
List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet									
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved	Accepted
Differences Training "Variance Training"	<input type="checkbox"/>	FOD								
Security Training	<input type="checkbox"/>	FOD								
Dangerous Goods Training "DG"	<input type="checkbox"/>	FOD								
DFE/Instructor Training	<input type="checkbox"/>	FOD								
Specialized Training:	<input type="checkbox"/>	FOD								
TCAS11 (Version 7 or better)	<input type="checkbox"/>	FOD								
MNPS	<input type="checkbox"/>	FOD								
RNP	<input type="checkbox"/>	FOD								
CAT 11	<input type="checkbox"/>	FOD								
111	<input type="checkbox"/>	FOD								
RVSM	<input type="checkbox"/>	FOD								
ETOPS	<input type="checkbox"/>	FOD								
(b) For cabin crew (All relevant items prescribed in Part 64 and Subpart 3 of Part 121.) "Cabin Crew Training Program"	<input type="checkbox"/>	FOD								
Basic Indoctrination "Ab Initio Training" /	<input type="checkbox"/>	FOD								
Emergency Training "SEPT"	<input type="checkbox"/>	FOD								
Recurrent Training	<input type="checkbox"/>	FOD								
Differences Training "Variance Training"	<input type="checkbox"/>	FOD								
Security Training	<input type="checkbox"/>									
Hazardous Materials (Dangerous Goods) "DG Training"	<input type="checkbox"/>	FOD:CS								

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List of Manuals/ chapters of the OM as (CATS 121.04.2)	Fill in AC types in fleet								
								Approved	Accepted
Competency Check/Instructor Training									
(b) For operations personnel concerned, including flight crew members: and (i) All relevant items prescribed in Part 92; (ii) All relevant items regarding operator security.									
Basic Indoctrination									
Security Training									
(c) For operations personnel other than flight crew members (e.g. dispatcher, handling personnel etc.) All other relevant items pertaining to their duties. "Dispatch Training Program"		FOD: Dispatch Specialist							
Basic Indoctrination "Induction Training" "Initial Training" "Ab Initio Training"									
Ground Training									
Recurrent Training									
Differences Training									
(3) Procedures		FOD							
(a) Procedures for training and checking.		FOD							
(b) Procedures to be applied in the event that personnel do not achieve or maintain the required standards.		FOD							
(c) Procedures to ensure that abnormal (non-normal) or emergency		FOD							

