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|  | **00** | **Administration And Control Of Operations Manual** | |  |  |  |  | |  |  |  |  |
| **TI** | **00.01** | Introduction | | ORO.MLR.100  AMC1-4 ORO.MLR.100  ORO.MLR.101 |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.01.01** | A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.01.02** | A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.01.03** | A list and brief description of the various parts, their contents, applicability and use. | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.01.04** | Explanations and definitions of terms and words needed for the use of the manual. | |  |  |  | ☐ | | ☐ | ☐ |  |  |
|  |  | *Additional Operator procedure (If required);* | |  |  |  | |  |  |  |  |
|  |  |  | |  |  |  | |  |  |  |  |
| **TI** | **00.02** | System of amendment and revision: | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.01** | Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.02** | A record of amendments and revisions with insertion dates and effective dates. | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.03** | A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.04** | A description of the system for the annotation of pages or paragraphs and their effective dates. | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.05** | A list of effective pages or paragraphs | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.06** | Annotation of changes (in the text and, as far as practicable, on charts and diagrams). | |  |  | ☐ | | ☐ | ☐ |  |  |
| **TI** | **00.02.07** | A description of the distribution system for the manuals, amendments and revisions. | |  |  |  | ☐ | | ☐ | ☐ |  |  |
|  |  | *Additional Operator procedure (If required);* | |  |  |  |  | |  |  |  |  |
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|  | **01** | |  |  |  |  | |  |  |  |  |  |
| **TI** | **01.01** | | Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight. | AMC4 ORO.MLR.100 (D)(1) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **01.01.01** | | Trainer Personnel  (by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks shall be qualified in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011.) | ORO.FC.145 (a)(2) |  |  | |  |  |  |  |  |
|  | **01.02** | | Flight Simulator Training Devices | SHT-STD  AMC1 ORO.FC.145 (d) |  |  | |  |  |  |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **02** | | Training syllabi and checking programmes should include the following: |  |  |  | |  |  |  |  |  |
|  | **02.01** | | **For flight crew,** all relevant items prescribed in Part-SPO, Part-SPA and this Part; | Part SPO  Part SPA  Part ORO |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.01** | | **DESIGNATION AS PILOT IN COMMAND AND COMMAND COURSE** | ORO.FC.105  AMC1 ORO.FC.105 (c)  AMC2 ORO.FC.105 (c) |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **02.01.02** | | **CRM TRAINING** | ORO.FC.115 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.01** | | General | AMC1 ORO.FC115 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.02** | | Initial CRM training | AMC1 ORO.FC115(b) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.03** | | Operator conversion course – CRM training | AMC1 ORO.FC115(c) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.04** | | Annual recurrent CRM training | AMC1 ORO.FC115(d) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.05** | | Command course — CRM training | AMC1 ORO.FC115(e) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.06** | | CRM training syllabus | AMC1 ORO.FC115(g) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.02.07** | | Assessment of CRM skills | AMC1 ORO.FC115(h) |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **02.01.03** | | **OPERATOR CONVERSION TRAINING AND CHECKING** | ORO.FC.120  AMC1 ORO.FC.120&130 |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **02.01.04** | | **RECURRENT TRAINING AND CHECKING** | ORO.FC.130 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.04.01** | | Recurrent Training | ORO.FC.130 (a) |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.04.02** | | Recurrent Checking | ORO.FC.130 (b) |  |  | |  |  |  |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **02.01.05** | | **PILOT QUALIFICATIONS TO OPERATE IN EITHER PILOT SEAT** | ORO.FC.135 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.06** | | **OPERATION ON MORE THAN ONE TYPE OR VARIANT** | ORO.FC.140 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.07** | | **DIFFERENCES TRAINING AND FAMILIARISATION TRAINING** | ORO.FC.125;  AMC1 ORO.FC.125 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.08** | | **PERFORMANCE BASED NAVİGATİON (PBN)** | SPA.PBN |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.09** | | **OPERATİONS WİTH SPECİFİED MİNİMUM NAVİGATİON PERFORMANCE (MNPS)** | SPA.MNPS |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.10** | | **OPERATİONS İN AİRSPACE WİTH REDUCED VERTİCAL SEPERATİON MİNİMA (RVSM)** | SPA.RVSM |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.11** | | **LOW VİSİBİLİTY OPERATİONS (LVO)** | SPA.LVO |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.12** | | **EXTENDED RANGE OPERATİONS WİTH TWO ENGİNED AEROPLANES (ETOPS)** | SPA.ETOPS |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.13** | | **HELİCOPTER OPERATİONS WİTH NİGHT VİSİON IMAGİNG SYSTEMS** | SPA.NVIS |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.14** | | **HELİCOPTER HOİST OPERATİONS** | SPA.HHO |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.15** | | **HELİCOPTER EMERGENCY MEDİCAL SERVİCE OPERATİONS** | SPA.HEMS |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.01.16** | | **HELICOPTER OFFSHORE OPERATIONS** | SPA.HOFO |  |  | |  |  |  |  |  |
|  | **02.01.17** | | **SINGLE-ENGINED TURBINE AEROPLANE OPERATIONS AT NIGHT OR IN INSTRUMENT METEOROLOGICAL CONDITIONS** | SPA.SET |  |  | |  |  |  |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  |  |
|  | **02.02** | | **OTHER CREW MEMBER**  (all relevant items prescribed in Part-SPO and this Part, as applicable;) | Part-ORO  Part-SPO |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  |  |
|  | **02.03** | | **IN-FLIGHT AND GROUND TASK SPECIALISTS CONCERNED, INCLUDING CREW MEMBERS** |  |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.03.01** | | Dangerous Goods | SPA.DG |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **02.03.02** | | Commercial Specialised Operations and Security | ORO.SEC  Part SPO |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  |  |
|  | **02.04** | | **OPERATIONAL PERSONEL OTHER THAN CREW MEMBERS** | Part-SPO  Part-ORO |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **03** | | **PROCEDURES** |  |  |  | |  |  |  |  |  |
|  | **03.01** | | Procedures for training and checking. | AMC4 ORO.MLR.100 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **03.02** | | Procedures to be applied in the event that personnel do not achieve or maintain the required standards. | AMC4 ORO.MLR.100 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **03.03** | | A system for tracking expiry dates for qualifications, checks, tests, recency and licences | AMC4 ORO.MLR.100 |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
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|  | **04** | | Description of documentation to be stored and storage periods. | AMC4 ORO.MLR.100 |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **04.02.** | | Training and Checking Forms |  |  |  | | ☐ | ☐ | ☐ |  |  |
|  | **04.03** | | Nominated Instructors List |  |  |  | | ☐ | ☐ | ☐ |  |  |
|  |  | | *Additional Operator procedure (If required);* |  |  |  | |  |  |  |  |  |
|  |  | |  |  |  |  | |  |  |  |  |  |