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|  | | **Operator fiil this block** | **DGCA expert fiil this block** | | |
| **DGCA/PART OPS Requirements** | **DGCA&EASA IR Ref.** | **Manual Reference** | **C** | **N/C** | **Remarks** |
| Prepared-Control-Approval Page |  |  |  |  |  |
| A record of amendments and revisions with insertion dates and effective dates. | ORO.MLR.100 |  |  |  |  |
| A list of effective pages or paragraphs. | ORO.MLR.100 |  |  |  |  |
| A description of the distribution system for the manuals, amendments and revisions. | ORO.MLR.100 |  |  |  |  |
| Explanations and definitions of terms and words needed for the use of the manual. | ORO.MLR.100  AMC1 ORO.GEN.200(a)(6)-(d) |  |  |  |  |
| A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). | ORO.MLR.100  SHY 6A Md.40 (5) |  |  |  |  |
| The compliance monitoring function should be structured according to the size of the operator and the complexity of the activities to be monitored.  The implementation and use of a compliance monitoring function should enable the operator to monitor compliance with the relevant requirements of this Annex and other applicable Annexes.  The operator should specify the basic structure of the compliance monitoring function applicable to the activities conducted. | AMC1 ORO.GEN.200(a)(6) |  |  |  |  |
| Organisations should monitor compliance with the procedures they have designed to ensure safe activities. In doing so, they should as a minimum, and where appropriate, monitor compliance with:  privileges of the operator;  manuals, logs, and records;  training standards;  management system procedures and manuals. | AMC1 ORO.GEN.200(a)(6)(b) |  |  |  |  |
| To ensure that the operator continues to meet the requirements of this Part and other applicable Parts, the accountable manager should designate a compliance monitoring manager. | AMC1 ORO.GEN.200(a)(6)  SHY 6A Md.20(a) |  |  |  |  |
| Information contained in a **flight safety documents system** should be grouped according to the importance and use of the information, as follows:   1. time-critical information, e.g., information that can jeopardize the safety of the operation if not immediately available; 2. time-sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period; 3. frequently used information; 4. reference information, e.g., information that is required for the operation but does not fall under b) or c) above; and 5. information that can be grouped based on the phase of operation in which it is used. | ICAO Annex 6 Part 1  Chapter 3.3.,  Attachment D Chapter 2.2 |  |  |  |  |
| Operators should monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring should include a formal feedback system for obtaining input from operational personnel. | ICAO Annex 6 Part 1  Chapter 3.3.,  Attachment D Chapter 5 |  |  |  |  |
| Operators should develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors.  Operators should develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:   1. changes resulting from the installation of new equipment; 2. changes in response to operating experience; 3. changes in the operator’s policies and procedures; 4. changes in the operator certificate; and 5. changes for purposes of maintaining cross fleet standardization.   A flight safety documents system should be reviewed:   1. on a regular basis (at least once a year); 2. after major events (mergers, acquisitions, rapid growth, downsizing, etc.); 3. after technology changes (introduction of new equipment); and 4. after changes in safety regulations.   Operators should develop methods of communicating new information. The specific methods should be responsive to the degree of communication urgency.  New information should be reviewed and validated considering its effects on the entire flight safety documents system.  The method of communicating new information should be complemented by a tracking system to ensure currency by operational personnel. The tracking system should include a procedure to verify that operational personnel have the most recent updates. | ICAO Annex 6 Part 1  Chapter 3.3.,  Attachment D Chapter 6 |  |  |  |  |
| The role of the compliance monitoring manager is to ensure that the activities of the operator are monitored for compliance with the applicable regulatory requirements, and any additional requirements as established by the operator, and that these activities are carried out properly under the supervision of the relevant head of functional area. | AMC1 ORO.GEN.200(a)(6)(c)(1) |  |  |  |  |
| The compliance monitoring manager should be responsible for ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved. | AMC1 ORO.GEN.200(a)(6)(c)(2) |  |  |  |  |
| The compliance monitoring manager should:  have direct access to the accountable manager;  not be one of the other persons referred to in ORO.GEN.210 (b);  be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the operator, including knowledge and experience in compliance monitoring; and  have access to all parts of the operator, and as necessary, any contracted operator. | AMC1 ORO.GEN.200(a)(6)(c)(3) |  |  |  |  |
| Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary. | ORO.GEN.200 (a)(6) |  |  |  |  |
| In addition, relevant documentation should also include the following:   1. terminology; 2. specified activity standards; 3. a description of the operator; 4. the allocation of duties and responsibilities; 5. procedures to ensure regulatory compliance; 6. the compliance monitoring programme, reflecting: 7. schedule of the monitoring programme; 8. audit procedures; 9. reporting procedures; 10. follow-up and corrective action procedures; and 11. recording system. 12. the training syllabus 13. document control.     . | AMC1 ORO.GEN.200(a)(6)(d)(2) |  |  |  |  |
| Typical subject areas for compliance monitoring audits and inspections for operators should be, as applicable:  actual flight operations;  ground de-icing/anti-icing;  flight support services;  load control;  technical standards. | GM2 ORO.GEN.200(a)(6)(a) |  |  |  |  |

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| Operators should monitor compliance with the operational procedures they have designed to ensure safe operations, airworthy aircraft and the serviceability of both operational and safety equipment. In doing so, they should, where appropriate, additionally monitor the following:  operational procedures;  flight safety procedures;  operational control and supervision;  aircraft performance;  all weather operations;  communications and navigational equipment and practices;  mass, balance and aircraft loading;  instruments and safety equipment;  ground operations;  flight and duty time limitations, rest requirements, and scheduling;  aircraft maintenance/operations interface;  use of the MEL;  flight crew;  cabin crew;  dangerous goods;  security. | GM2 ORO.GEN.200(a)(6)(b) |  |  |  |  |
| Time should be provided to train all personnel involved in compliance management and for briefing the remainder of the personnel.  The allocation of time and resources should be governed by the volume and complexity of the activities concerned. | AMC1 ORO.GEN.200(a)(6)(e)(3)  AMC1 ORO.GEN.200(a)(6)(e)(4) |  |  |  |  |
| Correct and thorough training is essential to optimise compliance in every operator. In order to achieve significant outcome of such training, the operator should ensure that all personnel understand the objectives as laid down in the operator’s management system documentation. | AMC1 ORO.GEN.200(a)(6)(e)(1) |  |  |  |  |
| The compliance monitoring manager may perform all audits and inspections himself/herself or appoint one or more auditors by choosing personnel having the related competence as defined in AMC1 ORO.GEN.200(a)(6) point (c)(3)(iii), either from, within or outside the operator. | GM1 ORO.GEN.200(a)(6)(a) |  |  |  |  |
| In case external personnel are used to perform compliance audits or inspections:  any such audits or inspections are performed under the responsibility of the compliance monitoring manager; and the operator remains responsible to ensure that the external personnel has relevant knowledge, background and experience as appropriate to the activities being audited or inspected; including knowledge and experience in compliance monitoring.  The operator retains the ultimate responsibility for the effectiveness of the compliance monitoring function, in particular for the effective implementation and follow-up of all corrective actions. | GM1 ORO.GEN.200(a)(6)(c)  GM1 ORO.GEN.200(a)(6)(c)(1)  GM1 ORO.GEN.200(a)(6)(c)(2)  GM1 ORO.GEN.200(a)(6)(d) |  |  |  |  |
| The independence of the compliance monitoring function should be established by ensuring that audits and inspections are carried out by personnel not responsible for the function, procedure or products being audited. | AMC1 ORO.GEN.200(a)(6)(c)(6) |  |  |  |  |