

ATTACHMENT 20 Control Manual Contents

This attachment was established in accordance with Article 182 of this AOR proper, and ICAO Doc. 9760.

The following minimum requirements for material that must be included in the flight operations manual and other related documents.

1. Management and supervision of flight operations

1.1 Duties and responsibilities

1.2 Check list for emergency and safety equipment

1.3 Minimum equipment list and special operations authorization, including operation requirement in RNP airspace

1.4 Safety measurements of refueling while passengers on board

2. Self-audit and accident prevention plan in light of the articles of this AOR, including the descriptions safety policy and personnel duties

3. Flight operations training

3.1 The details of flight crewmembers training programmes

Note: Procedures for upset prevention and recovery training in a flight simulation training device could refer to “the Procedures for Air Navigation Services — Training” (PANS-TRG, Doc 9868). Guidance on upset prevention and recovery training in a flight simulation training device could refer to the “Manual on Aeroplane Upset Prevention and Recovery Training” (Doc 10011). Guidance material to design flight crew training programmes could refer to the “Manual of Evidence-based Training” (Doc 9995).

3.2 The details of cabin crewmembers training programmes

4. The limitations of flight time, flight Duty Period and duty period

Flight time, flight duty period and duty period of flight crew member shall comply with this AOR, and provide provisions of in flight rest time and procedures of in-flight crew composition and in-flight relief.

5. Flight operations

5.1 Command and responsibility of each flight crewmember in each phase of flight

5.2 Accountability of each flight crewmember in normal and abnormal situations

5.3 Fuel policy regarding all occasions and including one or more engines inoperative during cruise

5.4 The carriage and supply of Oxygen in accordance with this AOR

5.5 Operational Control of weight and balance

5.6 Operation of ground anti-icing/deicing

5.7 Format, content and utilization of operational flight plan

5.8 Normal, abnormal and emergency procedures for Flight crewmembers and the related information

5.9 Standard operational procedures for each phase of flight

5.10 Rules for the usage of normal procedures checklist

5.11 Emergency evacuation procedures

5.12 Contingency procedures for abnormal condition in departure

5.13 The awareness of altitude hold and alert call-out in auto-pilot flight

5.14 The utilization of auto-pilot and auto-throttle in IFR and in the condition of 5.19 and 5.23

5.15 Confirmation and acknowledge of ATC clearance and terrain awareness

5.16 Departure and approach briefings

5.17 Familiarization of routes and designation airports

5.18 Details of stable approach

5.19 The limitation of descent rate in low altitude

5.20 GO/NO GO conditions for IFR approach

5.21 Guideline for conducting precision and non-precision instrument approach

5.22 Flight crewmembers duties assignment and workload management during night flying, IMC flying and approach/landing phases

5.23 Instructions, training and policy requirements for CFIT and GPWS

5.24. Information regarding the interception for civil aircraft, including:

5.24.1. Procedures for the response of intercepted aircraft by PIC as set forth in ICAO Annex 2

5.24.2. Visual signals for the intercepting and intercepted aircraft as set forth in ICAO Annex 2

5.25 Operations above 15,000 m (49,000 ft)

5.25.1 Provide adequate information about actions taken after the overdose of cosmic radiation

5.25.2 Procedures for emergency descent, including:

5.25.2.1 The necessity of early warning to the appropriate air traffic control unit and get special permit for emergency descent, and;

5.25.2.2 Actions taken while suffering from jamming or loss communication with air traffic control unit.

6. Aircraft performance

Normal climb and operation performance information as set for the this AOR

7. Route guides and Aeronautical charts to ensure the communication, nav aids, airports and other information are accessible for each flight

8. Minimum flight altitudes

8.1 Method for determining flight

8.2 List of minimum flight altitudes for each route to be flown

9. Aerodrome operating minima

9.1 Method for determining aerodrome operating minima

9.2 Aerodrome operating minima for regular and alternate designations

9.3 Increments of operating minima while the downgrade of airport nav aids

10. Rescue and Fire Fighting Services (RFFS) Levels

10.1 Visual signals for air-ground communication as set forth in ICAO Annex 12.

10.2 Captain observation procedures as set forth in ICAO Annex 12.

10.3 An operator shall, as part of its safety management system, assess the level of rescue and fire fighting service (RFFS) protection available at any aerodrome intended to be specified in the operational flight plan in order to ensure that an acceptable level of protection is available for the aeroplane intended to be used, as set forth in ICAO Annex 6.

11 Operations for the carriage of dangerous goods including actions taken in emergency situations

12. Navigation

12.1 List of airborne navigation equipment, including any required in RNP airspace

12.2 Procedures for long range navigation

13. Communication-situations of maintenance of standby on guard channel

14. Security

14.1 Instructions and procedures for security operations

14.2 Compliance of security requirements as set forth in this AOR

15 Proper considerations of human factors in training programme

Note: refers to the ICAO Doc.9683 Human factor training manual

A General Maintenance Manual (GMM) or other related documents should be carried into effect to meet the maintenance requirement of the operator.

1. Maintenance department organization chart

2. Commitment of maintenance supervisor to airworthiness responsibility

3. Responsibilities of maintenance managers

4. Job descriptions of maintenance personnel

5. Maintenance facilities and capabilities

6. Manual revision, distribution and effective pages/versions control

7. Maintenance and service procedures

8. Hand-off of maintenance tasks

9. The development of maintenance plan and its revisions

10. Maintenance and service methods and means approved by CAA
11. Procedures of Return to Service (RTS)
12. Quality audit policies and system
13. Inspection system, aircraft inspection, shop inspection, parts receiving inspection
14. Authorization and release, qualification of authorized inspectors, authorized rating and roster
15. RII and inspection procedures
16. Control of aircraft weight and balance
17. Re-fueling and de-fueling procedures while passenger on board
18. Management of Precise Measuring Equipment (PME)
19. Management of Airworthiness Directive (AD)
20. Management of work sheet /engineering order
21. Management of technical publication
22. Standards and procedures for major repairs, major alternation
23. Policies for non-mandatory technical modifications
24. Maintenance control system
25. Management of maintenance records
26. MEL and Defer/Defect correction procedures
27. Parts management
28. Evaluation and management of contracting maintenance
29. Sample of maintenance document, forms and tags
30. Reliability control program
31. Policy and procedures for test flight
32. Special operations procedures
33. Regulation
34. Service difficult report and incident reporting procedures
35. Operation procedures for line maintenance