

For Official Use Only:

COMPLIANCE STATEMENT

COMPANY MANUALS

AUA-OPS 2(A): General Aviation Regulations (Aeroplane)

Operator:
Aeroplane Type(s):

Instructions: AUA-OPS 2(A) requires that operators (non-commercial air transport) provide Company Manuals for the use and guidance of personnel concerned. The required manuals affected are Operations Manual, Maintenance Control Manual and Safety Management System manual. Items 1-6 are applicable for all manuals whereas items 7-22 are applicable only to the Operations Manual. All manuals should include the instructions and information necessary to enable the personnel concerned to perform their duties safely and shall contain at least the following information.

(Please check appropriate box to indicate compliance)

Item	CONTENT OF COMPANY MANUALS	Yes	No
A.	All Manuals:		
1	Table of contents for all manuals;		
2	Amendment control page and list of effective pages for all manuals;		
3	Log of Revision & Copy holder list;		
4	Description of the manual revision system;		
5	Procedure to assure revision of all issued manuals;		
6	Duties, responsibilities of management, safety and operating personnel for all manuals <i>(including statement ensuring that all employees are familiar with and must comply with the laws, regulations and procedures of those States in which operations are conducted);</i>		
B.	Operations Manual:	Yes	No
7	Operational control system;		
8	MEL procedures;		
9	Normal flight operations <i>(including statement ensuring that when passengers are being carried, no emergency or abnormal situations are simulated);</i>		
10	SOPs;		
11	Weather limitations;		
12	Fatigue Management Programme <i>(including flight and duty time limitations);</i>		
13	Emergency operations;		
14	Accident/incident considerations;		
15	Personnel qualifications and training <i>(including all references to training syllabi);</i>		
16	Record keeping;		
17	Security procedures;		
18	Performance operating limitations;		
19	Use/protection of FDR/CVR records;		

20	<p>Handling of dangerous goods including;</p> <ul style="list-style-type: none"> a. Awareness training b. Carriage of e-cigarettes and lithium batteries 		
21	<p>Specific operating procedures for the following (where applicable);</p> <ul style="list-style-type: none"> a. RVSM b. Designated Areas (e.g. NAT HLA; Polar; NOPAC etc.) c. RNP "X" (e.g 4) d. B-RNAV e. P-RNAV (RNAV 1 and/or 2) f. Electronic Flight Bag (Installed or portable) g. Head Up Display/Enhanced Vision System h. CPDLC i. ADS-B Out j. ADS-C k. All Weather Operations (LVTO or Cat II/III) l. Carriage of Cabin Crew 		
22	<p>Consideration should be given to including normal operating procedures for the following;</p> <ul style="list-style-type: none"> a. Avoidance of CFIT b. ACAS II, including training c. Avoidance of runway incursions d. Reporting of Communicable diseases e. Step Approach Procedures, including training 		
C.	SMS Manual:	Yes	No
23	<p>The Safety Management System Manual (can be a separate manual) should contain the following:</p> <ul style="list-style-type: none"> a. Document control b. SMS regulatory requirements c. Scope and integration of the safety management system d. Safety policy e. Safety objectives f. Safety accountabilities and key personnel g. Safety reporting and remedial actions h. Hazard identification and risk assessment i. Safety performance monitoring and measurement j. Safety-related investigations and remedial actions k. Safety training and communication l. Continuous improvement and SMS audit m. SMS records management n. Management of change o. Emergency/contingency response plan 		
D.	Maintenance Control Manual:	Yes	No
	Maintenance Control Manual (can be separate) and should contain the following:		
24.	Statement signed by the operator to the effect that the specified aeroplanes will be operated in accordance with the MCM and that the manual will be reviewed and updated as appropriate;		



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25.	Description of the Organization chart;		
26.	Duties of all Maintenance personnel according to the organization chart must be clearly defined;		
27.	Operator’s responsibilities must be clearly defined regarding; a. Maintaining the aircraft in airworthy condition b. The operational and emergency equipment necessary for intended flight(s) are kept in serviceable conditions c. C of A of aircraft must remain valid		
28.	Aircraft Registration, Model and the applicable Aircraft Maintenance Program reference;		
29.	Procedures for Releasing aircraft after Line Maintenance;		
30.	Basic content of the Statement of the CRS must be defined; a. Basic detail of the performed maintenance b. Date of completion c. Person identity d. The identity of the Maintenance organisation e. Reference to Aruba Aviation Regulation (AUA-RLW)		
	Maintenance Activity:	Yes	No
31.	a. Procedures assuring properly validated personnel to sign the maintenance and airworthiness release, after Line Maintenance; b. Procedures for the completion and retention of aircraft records;		
32.	Procedures to assure that the aircraft Maintenance Program need to be approved;		
33.	Procedures for informing the Type certificate holder with service information whenever there are faults, malfunctions, defects, and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft;		
34.	Procedures for the implementing action resulting from mandatory continuing airworthiness information based on the accepted TCDS;		
35.	Procedure for gaining approval for Modifications/Repairs/Alterations;		
36.	Details of/or cross-reference to, any required reliability Programme or statistical methods of continuous surveillance and the correction of deficiencies;		
37.	Procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;		
38.	Procedures for advising the DCA of Aruba of significant in-service occurrences;		
<p>COMPLIANCE STATEMENT:</p> <p>We, the undersigned, hereby declare that this compliance statement is truthful and correct and that all the required policies and procedures are compliant with the AUA-OPS 2(A) General Aviation Regulations.</p> <p>Nominated Person for Operations: Date (Day/Month/Year): _____ Signature: _____</p> <p>Nominated Person for Airworthiness: Date (Day/Month/Year): _____ Signature: _____</p>			