



Flight Operations Standards Department
Commercial Air Transport (A) – AOC Documents Evaluation
Ground Operation Procedures Manual Compliance List

• Operator Name		• Inspector Name	
• Operator Focal Point Contact Details	Name	Phone No.	E-mail

The Ground Operations Procedures Manual is part of the operations manual part A and it falls under chapter 8.2, whatever applicable for Operations Manual part A regarding chapter 0 Administration and control of operations manual, & chapter 1 Organization and responsibilities (detailed below) will be applicable for the Ground Operations Procedures manual, moreover the Ground Operations Procedures manual will not substitute chapter 8.2 of operations manual part A

Chapter 0	ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL
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JCARs OPS 1 Ref.	Requirements	QM Ref.	Comments	App
1.1040 (c) 1.025	Unless otherwise approved by the Authority, or prescribed by national law, an operator must prepare the Operations Manual (Ground Operation Procedures Manual) in the English language.			AP
1.1040 (l)	An operator must ensure that the contents of the Operations Manual (Ground Operation Procedures Manual) are presented in a form in which they can be used without difficulty. The design of the Operations Manual (Ground Operation Procedures Manual) shall observe Human Factors principles.			
1.1040 (b) 1.005	An operator shall ensure that the contents of the Operations Manual (Ground Operation Procedures Manual), including all amendments or revisions, do not contravene the conditions contained in the Air Operator Certificate (AOC) or any applicable regulations and are acceptable to, or, where applicable, approved by, the Authority			AC
1.1045 (b)	An operator shall ensure that the contents of the Operations Manual (Ground Operation Procedures Manual) are in accordance with Appendix 1 to OPS 1.1045 and relevant to the area and type of operation			
1.1045 (b) and (c)	An operator shall ensure that, the detailed structure of the Operations Manual (Ground Operation Procedures Manual) is acceptable to the Authority			AC
1.1045 Appendix 1 A 0.1 (a)	A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate			
1.1045 Appendix 1 A 0.1 (b)	A statement that the manual contains operational instructions that is to be complied with by the relevant personnel			
1.020 (1)	All employees are made aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and which are pertinent to the performance of their duties			
1.1045 Appendix 1 A 0.1 (d)	Explanations and definitions of terms and words needed for the use of the manual			
1.1045 Appendix 1 A 0.2 (a)	Details of the person(s) responsible for the issuance and insertion of amendments and revisions.			
1.1045 Appendix 1 A 0.2 (b)	A record of amendments and revisions with insertion dates and effective dates			
1.1045 Appendix 1 A 0.2 (c)	A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety			
1.1045 Appendix 1 A 0.2 (d)	A description of the system for the annotation of pages and their effective dates			
1.1045 Appendix 1 A 0.2 (e)	A list of effective pages			
1.1045 Appendix 1 A 0.2 (f)	Annotation of changes (on text pages and, as far as practicable, on charts and diagrams).			
1.1045 Appendix 1 A 0.2 (g)	System of amendment and revision for temporary revisions			



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Chapter 1	ORGANIZATION AND RESPONSIBILITIES
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JCARs OPS 1 Ref.	Requirements	QM Ref.	Comments	App
1.1045 Appendix 1 A 0.2 (h)	A description of the distribution system for the manuals, amendments and revisions			
1.1040 (l)	An operator must ensure that the contents of the Operations Manual (Ground Operation Procedures Manual) are presented in a form in which they can be used without difficulty. The design of the Operations Manual (Ground Operation Procedures Manual) shall observe Human Factors principles.			
1.1045 (b)	An operator shall ensure that the contents of the Operations Manual (Ground Operation Procedures Manual) are in accordance with Appendix 1 to OPS 1.1045 and relevant to the area and type of operation.			
1.1045 Appendix 1 A 1.1	Organizational structure. A description of the organizational structure including the general company organigram and flight operations, crew training, ground operations and maintenance system department organigram. The organigram must depict the relationship between the Quality Manager/Unit/Department and the other Departments of the company.			
1.1045 Appendix 1 A 1.2 and 1.175 (h)	The operator must have nominated an accountable manager (name) acceptable to the Authority. The nominated an accountable manager has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority.			AC
1.1045 Appendix 1 A 1.2 and 1.175 (i)	The name of each nominated post holder responsible for flight operations, the maintenance system, crew training and ground operations acceptable to the Authority, (as prescribed in OPS 1.175(i)). A description of the functions and the responsibilities of the nominated post holders must be contained in the Operations Manual (Quality Manual).			AC
1.175 Appendix 2 (b)(1)	A description of the functions and the responsibilities of the nominated post holders, including their names, must be contained in the Operations Manual (Quality Manual) and the Authority must be given notice in writing of any intended or actual change in appointments or functions.			
1.185 (f)	Other than in exceptional circumstances, the Authority must be given at least 10 days prior notice of a proposed change of a nominated post holder.			
1.1045 Appendix 1 A 1.3	Responsibilities and duties of quality management personnel. A description of the duties, responsibilities and authority of quality management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.			



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JCARs OPS 1 Ref.	Requirements	QM Ref.	Comments	App
1.175 Appendix 2 (b)(2)	The operator must make arrangements to ensure continuity of supervision in the absence of Accountable Manager.	1.7		
1.175 Appendix 2 (b)(2)	The operator must make arrangements to ensure continuity of supervision in the absence of nominated post holder for flight operations.	1.7		
1.175 Appendix 2 (b)(2)	The operator must make arrangements to ensure continuity of supervision in the absence of nominated post holder for the maintenance system.	1.7		
1.175 Appendix 2 (b)(2)	The operator must make arrangements to ensure continuity of supervision in the absence of nominated post holder for crew training.	1.7		
1.175 Appendix 2 (b)(2)	The operator must make arrangements to ensure continuity of supervision in the absence of nominated post holder for ground operations.	1.7		
AMC OPS 1.035 2.4	The duties and responsibilities of the Quality Manager			
1.035 (c)	The Quality System and the Quality Manager must be acceptable to the Authority.			AC
1.175 Appendix 2 (c)(3) and 1.205	The duties and responsibilities of staff supervisors must be defined, and any flying commitments arranged so that they can discharge their supervisory responsibilities. The supervision of crew members and ground staff must be exercised by individuals possessing experience and personal qualities sufficient to ensure the attainment of the standards specified in the operations manual. An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.			
1.1040 (l)	An operator must ensure that the content of the Quality System in the Operations Manual (Quality Manual) is presented in a form in which it can be used without difficulty. The design of the Operations Manual shall observe Human Factors principles.			



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JCARs OPS 1 Ref.	Requirements	OM Ref.	Comments	App
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JCARs OPS 1 Ref.	Requirements	OM Ref.	Comments	App
	8.2 Ground Handling Instructions			
	8.2.1 Fuelling procedures			
1.1045 Appendix 1 A 8.2.1	A description of fuelling procedures			
1.1045 Appendix 1 A 8.2.1 (a)	A description of fuelling procedures, including safety precautions during refueling and defueling including when an APU is in operation or when a turbine engine is running and the prop-brakes are on.			
1.1045 Appendix 1 A 8.2.1 (b) and 1.305 Appendix 1 and 1.311 1.311 Appendix 1	A description of fuelling procedures, including Refueling and defueling when passengers are embarking, on board or disembarking. An operator shall ensure that no airplane is refueled/defueled with Avgas or wide cut type fuel (e.g. Jet-B or equivalent) or when a mixture of these types of fuel might occur, when passengers are embarking, on board or disembarking. An operator shall ensure that, whenever any passengers are on board an airplane, the minimum number of cabin crew required in accordance with OPS 1.990(a),(b),(c) and (d) are present in the passenger cabin.			
1.305 Appendix 1	An operator must establish operational procedures for re/defueling with passengers embarking, on board or disembarking according to OPS 1.305 Appendix 1.			
1.305	An operator shall ensure that no airplane is refueled/defueled with Avgas or wide cut type fuel (e.g. Jet-B or equivalent) or when a mixture of these types of fuel might occur, when passengers are embarking, on board or disembarking. In all other cases necessary precautions must be taken and the airplane must be properly manned by qualified personnel ready to initiate and direct an evacuation of the airplane by the most practical and expeditious means available			
1.307 and IEM OPS 1.307	An operator shall establish procedures for refueling/defueling with wide-cut fuel (e.g. Jet-B or equivalent) if this is required.			
1.1045 Appendix 1 A 8.2.1 (c)	Precautions to be taken to avoid mixing fuels.			



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JCARs OPS 1 Ref.	Requirements	OM Ref.	Comments	App
	8.2.2 Airplane, passengers and cargo handling procedures related to safety			
1.1045 Appendix 1 A 8.2.2	A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the airplane. Further procedures, aimed at achieving safety whilst the airplane is on the ramp, must also be given			
1.605 Appendix 1 (c)(1) and 1.311	An operator must ensure that the loading of its airplanes is performed under the supervision of qualified personnel. An operator shall ensure that, whenever any passengers are on board an airplane, the minimum number of cabin crew required in accordance with OPS 1.990(a),(b),(c) and (d) are present in the passenger cabin			
1.605 Appendix 1 (c)(2)	An operator must ensure that the loading of the freight is consistent with the data used for the calculation of the airplane mass and balance.			
1.605 Appendix 1 (c)(3)	An operator must comply with additional structural limits such as the floor strength limitations, the maximum load per running meter, the maximum mass per cargo compartment, and/or the maximum seating limits.			
1.280 IEM OPS 1.280	An operator shall establish procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the airplane. Note: OPS 1.005(a) Appendix 1 (b)(14) Operations of performance class B airplanes: OPS 1.280 Passenger Seating: Not Applicable to VFR operations of single engine airplanes.			
1.1045 Appendix 1 A 8.2.2 (a) and 1.260(a)	Handling procedures must include Children/infants, sick passengers and Persons with Reduced Mobility.			
IEM OPS 1.260 2	In normal circumstances a person with reduced mobility (PRM) should not be seated adjacent to an emergency exit. (See also IEM OPS 1.280).			
IEM OPS 1.260 para 3	The number of PRMs should not exceed the number of able-bodied persons capable of assisting with an emergency evacuation			
1.260(b)(1)	An operator shall ensure that PRMs are not allocated, nor occupy, seats where their presence could impede the crew in their duties;			
1.260(b)(2)	An operator shall ensure that PRMs are not allocated, nor occupy, seats where their presence could obstruct access to emergency equipment;			
1.260(b)(3)	An operator shall ensure that PRMs are not allocated, nor occupy, seats where their presence could impede the emergency evacuation of the airplane.			
1.260(c)	The commander must be notified when PRMs are to be carried on board			



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1.1045 Appendix 1 A 8.2.2 (b) and 1.265	Handling procedures must include Transportation of inadmissible passengers, deportees or persons in custody. An operator shall establish procedures for the transportation of inadmissible passengers, deportees or persons in custody to ensure the safety of the airplane and its occupants.			
1.265	The commander must be notified when the above-mentioned persons are to be carried on board. Note: OPS 1.005(a) Appendix 1 (b) (13) Operations of performance class B airplanes: OPS 1.265 Carriage of inadmissible passengers, deportees or persons in custody: For VFR operations of single engine airplanes and where it is not intended to carry inadmissible passengers, deportees or persons in custody, an operator is not required to establish procedures for the carriage of such passengers.			
1.1045 Appendix 1 A 8.2.2 (c)	Handling procedures must include permissible size and weight of hand baggage (see also -OPS 1.270(a) and AMC OPS 1.270).			
1.1045 Appendix 1 A 8.2.2 (d)	Handling procedures must include loading of items in the airplane.			
1.1045 Appendix 1 A 8.2.2 (d)	Handling procedures must include securing of items in the airplane			
1.325(a)	An operator shall establish procedures to ensure that before taxiing, take-off and landing all exits and escape paths are unobstructed			
1.325(b)	The commander shall ensure that before take-off and landing, and whenever deemed necessary in the interest of safety, all equipment and baggage is properly secured.			
1.1045 Appendix 1 A 8.2.2 (e)	Handling procedures must include special loads and classification of load compartments.			
1.1045 Appendix 1 A 8.2.2 (f) and (h)	Handling procedures must include positioning of ground equipment and safety on the ramp, including fire prevention, blast and suction areas.			
1.1045 Appendix 1 A 8.2.2 (g)	Handling procedures must include operation of airplane doors			
1.1045 Appendix 1 A 8.2.2 (i) and 1.308	Handling procedures must include start-up, ramp departure and arrival procedures including push-back and towing operations.			
1.1045 Appendix 1 A 8.2.2 (j)	Handling procedures must include servicing of airplanes			
1.1045 Appendix 1 A 8.2.2 (k)	Handling procedures must include Documents and forms for airplane handling.			



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1.1045 Appendix 1 A 8.2.2 (l)	Handling procedures must include multiple occupancy of airplane seats			
1.320(b)(2)	An operator shall make provision for, and the commander shall ensure that multiple occupancy of airplane seats may only be allowed on specified seats and does not occur other than by one adult and one infant who is properly secured by a supplementary loop belt or other restraint device			
1.075	An operator shall take all measures to ensure that no person is in any part of an airplane in flight which is not a part designed for the accommodation of persons unless temporary access has been granted by the commander to any part of the airplane. Note: OPS 1.005(a) Appendix 1 (b)(3) Operations of performance class B airplanes: OPS 1.075 Methods of carriage of persons: Not required for VFR operations of single engine airplanes.			
1.110	An operator shall not permit any person to use, and take all reasonable measures to ensure that no person does use, on board an airplane a portable electronic device that can adversely affect the performance of the airplane's systems and equipment			
	<p style="text-align: center;">8.2.3 Procedures for the refusal of embarkation</p> <p style="text-align: center;">8.2.4 De-icing and Anti-icing on the ground</p>			
1.115 and 1.1045 Appendix 1 A 8.2.3	An operator shall not permit any person to enter or be in, and take all reasonable measures to ensure that no person enters or is in, an airplane when under the influence of alcohol or drugs to the extent that the safety of the airplane or its occupants is likely to be endangered			
1.1045 Appendix 1 A 8.2.4	A description of the de-icing and anti-icing policy and procedures for airplanes on the ground.			
1.345(a)	An operator shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the airplane(s) are necessary.			
1.345(b)	A commander shall not commence take-off unless the external surfaces are clear of any deposit which might adversely affect the performance and/or controllability of the airplane except as permitted in the Airplane Flight Manual.			
1.1045 Appendix 1 A 8.2.4	Descriptions of the types and effects of icing and other contaminants on airplanes whilst stationary, during ground movements and during take-off.			
1.1045 Appendix 1 A 8.2.4 (a)	A description of the fluid types used must be given including proprietary or commercial names;			

