

# SAFETY REGULATION FLIGHT OPERATIONS

## FLIGHT OPERATIONS DIRECTIVES



3/2008

**Applicability:** All Aeroplane and Helicopter AOC Holders

1. Operations Manual Amendments
2. Operations Manual Review for compliance to JAR OPS 1 and 3
3. Effectivity of UK CAA CAP 648 and 649

### 1. Operations Manual Amendments

#### 1.1 Introduction

1.1.1 JAR-OPS 1/3.1040 paragraph (i) states that:

*“An operator shall supply the Authority with intended amendments and revisions in advance of the effective date. When the amendment concerns any part of the Operations Manual which must be approved in accordance with JAR-OPS, this approval shall be obtained before the amendment becomes effective. When immediate amendments or revisions are required in the interests of safety, they may be published and applied immediately, provided that any approval has been applied for.”*

1.1.2 The amendment process must be a controlled sequence of events with close co-ordination between the operator and the Flight Operations Inspectorate. The Flight Operations Inspectorate considers that *“in advance of the effective date”* shall normally be a period of not less than 28 working days. This will allow a proper review of the amended material to take place and any Approvals to be issued or amended. The use of the provision for immediate amendments or revisions shall be limited to those occasions where they are the only means available of securing the interests of safety. In the case of such an immediate revision or amendment being required, it shall be published in the form of a temporary revision to the Operations Manual, or by means of a Notice to Crew or similar, and be incorporated in the Operations Manual, if appropriate, at the next formal revision. In such cases, the Authority shall be provided with a copy immediately after the issue of such Notice or temporary amendment.

## 1.2 The Amendment Process

- 1.2.1 In order to facilitate the provisions of JAR-OPS and to ensure the shortest possible time between an operator submitting an Operations Manual amendment, its acceptance and any associated Approval being issued, each Operations Manual amendment submitted to the Authority shall be accompanied by a Notice of Proposed Amendment (NPA). The NPA shall contain the following information:
- Details of the amendment (i.e: the section/paragraph(s) etc. of the Operations Manual being amended)
  - Proposed amendment or revision number
  - The reason for the amendment
  - The effective date
  - The request for any Approval required as a consequence of the amendment, or for any change required to an existing Approval
  - Reference to the relevant JAR OPS or other regulatory requirement that the matter has impact
- 1.2.2 Amended text shall also be highlighted on the relevant Operations Manual page(s) by a vertical line in the margin or by a similar means adopted.
- 1.2.3 The amended pages shall be presented as the proposed final pages with the amended text, effective dates and amendment or revision number.
- 1.2.4 The effective date of the amendment shall be at least 28 working days after the date of NPA.
- 1.2.5 All pages that require amendment as a result of the proposed amendment such as the list of effective pages shall be submitted with the NPA.
- 1.2.6 On completion of the review of the amendment, and after agreeing with the operator any further changes required, the assigned Flight Operations Inspector will indicate to the operator, in writing, that the material is acceptable and process the issuing of any Approval required as a consequence, or amend any existing Approval held if necessary.
- 1.2.7 The operator will then publish the amendment in the normal way and distribute copies to all holders of the Operations Manual, including the Authority.
- 1.2.8 In order to reduce the amount of paperwork involved and to facilitate the tracking of amendments, operators are encouraged to adopt standard wordings for the Authority's acceptance on the NPA.
- 1.2.9 The Authority has examined and researched the existing provisions of UK CAA CAP 648 and 649, section 0.2.4 and 0.2.5 and has found that the intent of the sample proposed amendment form and process is for amendments proposed by operating staff to the various post holders in regards to content of the Operations Manual. As such, it is designed for internal use.

- 1.2.10 A sample NPA in the preferred format, including standard wordings to be added for the acceptance by the Authority, is shown at Appendix 1. Operators shall utilise this format and content whenever providing a proposed amendment. Section 0.2.4 or equivalent paragraph shall be amended to refer to this amendment process of the Authority. The existing amendment proposed form that follows 0.2.5 and associated paragraph shall be reviewed and revised to ensure that it clear that this is for internal use. This shall be accomplished by 1<sup>st</sup> March 2008.
- 1.2.11 The Authority receives an enormous number of Operations Manual amendments and the process of their review and acceptance will be facilitated and shortened by operators providing full details of the impact of the amendment with its submission. It is also important that operators assume responsibility for ensuring that they hold appropriate Approvals for those areas of their operation that require them. The process described above will ensure that Operations Manual amendments are dealt with in a standard and efficiently manner.
- 1.2.12 Operators are reminded that the responsibility for the accuracy of the content of the Operations Manual, and for its compliance with the requirements and specific aircraft operated, belongs with them and not the Authority. It is therefore important that amendments are thoroughly prepared and proof read and undergoes the required Quality Assurance process before submission, to ensure that they are entirely satisfied with the content.
- 1.2.13 NPA shall be formally proposed and signed by the nominated post holders responsible for the associated content.

## **2. Operations Manual Review for compliance to JAR OPS 1 and 3**

- 2.1 Operators should note that UK CAA CAP 648 and 649 have been derived using JAR OPS 1 and 3 material based on a JAR amendment status at the time the CAPs were published. With subsequent amendment of JAR OPS 1 and 3, much of the material identified as appropriate for inclusion in the Operations Manual has since been amended.
- 2.2 All operators shall ensure that a review is undertaken on the existing approved Operations Manual to ensure that the content reflects the last JAR OPS 1 and 3 amendment status. Note that CAP 648 and 649 also provides the JAR references and this should assist operators with the task of review. As a result of the review, the required NPA to the Authority shall be raised by 1<sup>st</sup> September 2008 for JAR OPS 1 and 1<sup>st</sup> June 2008 for JAR OPS 3. The NPA for JAR OPS 1 has taken due note of the intended transition to EU-OPS 1 by July 2008.
- 2.3 The review described above shall continue thereafter with each amendment of JAR OPS 1 and 3. Operators shall ensure that the Operations Manual is amended within 3 months of the promulgation of a new JAR amendment.

### **3. Effectivity of UK CAA CAP 648 and 649**

- 3.1 The Authority has taken due note that UK CAP 648 and 649 have since August 2007 been withdrawn by the UK CAA.
- 3.2 The Authority shall continue to maintain its policy (as detailed in COMPOLs 6 and 7/2007) to utilise these two documents, as last amended, as the guidance to operators compiling an Operations Manual. Operators may contact the Authority for copies of these guidance documents.

### **4. Queries**

- 4.1 Any queries as a result of this Flight Operations Directive should be addressed to Head Flight Operations at the following e-mail address: [morr@scaa.sc](mailto:morr@scaa.sc)

### **4. Cancellation**

*Nil*

Marlon A. Orr  
Head Flight Operations  
1<sup>st</sup> April 2008

Recipients of new FODs are asked to ensure that these are copied to their 'in house' or contracted organisations, to relevant outside contractors, and to all members of their staff who could have an interest in the information or who need to take appropriate action in response to this Flight Operations Directive.
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Appendix 1

**OPERATIONS MANUAL  
NOTICE OF PROPOSED AMENDMENT TO THE AUTHORITY**

Operator Name:  
AOC No.:  
Intended Amendment/Revision Number:  
Intended Effective Date:

Part/Section	Reason for Amendment	Impacting JAR or Regulation

Nominated Post Holder's Signature:.....

Nominated Post Holders Name:.....

Nominated Post Holder's Title:.....

Date of NPA :.....

**SCAA COMMENT, ACCEPTANCE AND/OR APPROVAL** *(delete as appropriate)*

The proposed amendment is accepted for incorporation in the Operations Manual effective from ..... *(date)*, but may be subject to comment below or future comment.

The proposed amendment affects material requiring formal approval arising from the following JARs:  
The amendment is approved for incorporation in the Operations Manual effective from ..... *(date)*, and the Operations Approval has been issued/remains effective/has been reissued. *(delete as appropriate)*.

The proposed amendment includes some material that does not affect the continued validity of the Operations Approval and this material is accepted for incorporation in the Operations Manual effective from ..... *(date)*, but may be subject to comment below or future comment. In addition, the proposed amendment affects material requiring formal approval arising from the following JARs:  
The amendment is approved for incorporation in the Operations Manual effective from ..... *(date)*, and the Operations Approval has been issued/remains effective/has been reissued. *(delete as appropriate)*.

The proposed amendment is not approved/accepted for inclusion in the Operations Manual. See comments below.

SCAA Comments:

SCAA Signature:.....

Name:.....

Title:.....

Date:.....