

KINGDOM OF BAHRAIN
Ministry of Transportation
and Telecommunications



مملكة البحرين
وزارة المواصلات والاتصالات

ANTR OPS 3

COMMERCIAL & PRIVATE AIR TRANSPORTATION (HELICOPTER)

FOREWORD

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Bahrain CAA Publication Revisions Highlight Sheet

ANTR: OPS 3 CAP: _____ TPM: _____

The following pages of ANTR IV OPS 3 have been revised to ICAO Annex 6 Part III, 10th Edition dated July 2020.

Item	Paragraph number	Page	Reason
1	Foreword, Contents (general) and Contents (details)	i	To indicate the current revision status.
Section 1			
1	ANTR OPS 3.225	1-D-9	Paragraphs 4 and 5 are deleted and Note 1 amended to incorporate ICAO Annex-6, Part-III SARP.
2	ANTR OPS 3.430	1-E-3	Paragraphs (f) b) 4) and 5) are deleted and Note 1 amended to incorporate ICAO Annex-6, Part-III SARP.
3	ANTR OPS 3.865	1-L-5	Paragraph (d) amended to incorporate ICAO Annex-6, Part-III SARP.
4	Appendix 1 to ANTR OPS 3.1045	1-P-12	Paragraph 8 Item 8.3.2 (b) is amended to incorporate ICAO Annex-6, Part-III SARP.
Section 2			
1	IEM OPS 3.1040(b)	2-P-1	Paragraph 3 amended to incorporate ICAO Annex-6, Part-III SARP.

FOREWORD

1 The Kingdom of Bahrain Civil Aviation Affairs, known in these regulations as the “BCAA” has implemented ANTR OPS 3 (Air Navigation Technical Regulations – Operations Helicopters) based on the ICAO Annexes, with a view to harmonizing legislation and to regulate commercial air transport and private operations of helicopters.

Note: ICAO Annexes means Annexes to the Chicago Convention.

2 ICAO Annex 6 has been selected to provide the basic structure of ANTR OPS 3 and for Air Operator Certification and Private Operator Authorisation, but with additional sub-division where considered appropriate. The content of Annex 6 has been used and added to where acceptable.

3 The BCAA has adopted associated compliance or interpretative material wherever possible and, unless specifically stated otherwise, clarification will be based on this material or other ICAO documentation.

4 Future development of the requirements of ANTR OPS 3 will be in accordance with Notice of Proposed Amendment (NPA) procedures. These procedures allow for the amendment of ANTR-OPS to be harmonized with amendments to ICAO Annexes and EASA documents in a timely manner.

5 Definitions and abbreviations of terms used in ANTR OPS 3 that are considered generally applicable are contained in Part 1 - Definitions and Abbreviations. However, definitions and abbreviations of terms used in ANTR-OPS that are specific to a Subpart of ANTR-OPS are normally given in the Subpart concerned or, exceptionally, in the associated compliance or interpretative material.

6 The editing practices used in this document are as follows:

- (a) ‘Shall’ is used to indicate a mandatory requirement and may appear in ANTRs.
- (b) ‘Should’ is used to indicate a recommendation and normally appears in AMCs and IEMs.
- (c) ‘May’ is used to indicate discretion by the BCAA, the industry or the applicant, as appropriate.
- (d) ‘Will’ indicates a mandatory requirement and is used to advise of action incumbent on the BCAA.

NOTE: The use of the male gender implies the female gender and vice versa.

7 New, amended and corrected text will be indicated with a side bar beside paragraphs, until a subsequent “amendment” is issued.

8 Section 1 regulations are presented in Times Roman font and Section 2 material presented in Arial font

9 This is 3rd Edition Revision 8, XX XXX 2022.

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SUBPART D – OPERATIONAL PROCEDURES

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ANTR OPS 3.225 Heliport Operating Minima

Instrument approach operations shall be classified based on the designed lowest operating minima below which an approach operation shall only be continued with the required visual reference as follows:

- (a) Type A: a minimum descent height or decision height at or above 75 m (250 ft); and
- (b) Type B: a decision height below 75 m (250 ft). Type B instrument approach operations are categorized as:
 - (1) Category I (CAT I): a decision height not lower than 60 m (200 ft) and with either a visibility not less than 800 m or a runway visual range not less than 550 m;
 - (2) Category II (CAT II): a decision height lower than 60 m (200 ft), but not lower than 30 m (100 ft) and a runway visual range not less than 300 m;
 - (3) Category III (CAT III): a decision height lower than 30 m (100 ft) or no decision height and a runway visual range less than 300 m or no runway visual range limitations;

Note 1: Where decision height (DH) and runway visual range (RVR) fall into different categories of operation, the instrument approach operation would be conducted in accordance with the requirements of the most demanding category (e.g. an operation with a DH in the range of CAT III but with an RVR in the range of CAT II would be considered a CAT III operation or an operation with a DH in the range of CAT II but with an RVR in the range of CAT I would be considered a CAT II operation). This does not apply if the RVR and/or DH has been approved as operational credits.

Note 2: The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach operation the required visual reference is the runway environment.

Note 3: Regulations on approach classification as it relates to instrument approach operations, procedures, runways and navigation systems is contained in ANTR OPS 3.430 for each departure, destination or alternate aerodrome authorised to be used in accordance with ANTR OPS 3.220.

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SUBPART E – ALL WEATHER OPERATIONS

Note: Whenever the use of Flight Simulator or Synthetic Training Device is required by this Subpart, it shall be approved in accordance with the requirements of ANTR- FSTD H.

ANTR OPS 3.430 Heliport or Landing Location Operating Minima - General

(See Appendix 1 to ANTR OPS 3.430)

- (a) The BCAA requires the operator to establish, for each heliport or landing location planned to be used in operation, the landing location operating minima that are not lower than the values given in Appendix 1. The method of determination of such minima must be approved by BCAA. Such minima shall not be lower than any that may be established for such heliports or landing locations by the State in which the heliport is located, except when specifically approved by that State.
- (b) Notwithstanding paragraph (a) above, in-flight calculation of minima for use at unplanned alternate heliports and/or for approaches utilising EVS shall be carried out in accordance with a method acceptable to the Authority.

Note: The above paragraph does not prohibit in-flight calculation of minima for a non-planned alternate heliport if carried out in accordance with an accepted method.

- (c) The BCAA may approve operational credit(s) for operations with helicopters equipped with automatic landing systems, a HUD or equivalent displays, EVS, SVS or CVS. Such approvals shall not affect the classification of the instrument approach procedure. Operational credit includes:
 - (1) for the purposes of an approach ban (See ANTR OPS 3.405(b)), a minima below the aerodrome operating minima;
 - (2) reducing or satisfying the visibility requirements; or
 - (3) requiring fewer ground facilities as compensated for by airborne capabilities.

Note 1: Guidance on operational credit for aircraft equipped with automatic landingsystems, a HUD or equivalent displays, EVS, SVS and CVS shall be in accordancewith the Manual of All-Weather Operations (ICAO DOC 9365) and the CAP 33 describes in detail.

Note 2: Automatic landing system (helicopter) - is an automatic approach using airborne systems which provide automatic control of the flight path, to a point aligned with the landing surface, from which the pilot can transition to a safe landing by means of natural vision without the use of automatic control.

- (d) Prior to the approval of an automatic landing system, HUD or equivalent displays, EVS, SVS or CVS the operator shall submit documentation to the BCAA to ensure that:
 - (1) the equipment meets the appropriate airworthiness certification requirements;
 - (2) the operator has carried out a safety risk assessment of the operations supported by the automatic landing system, HUD or equivalent displays, EVS, SVS or CVS;

- (3) the operator has established and documented procedures for the use of, and training requirements for, automatic landing systems, HUD or equivalent displays, EVS, SVS or CVS.

Note: Guidance on safety risk assessment is contained in ANTR Volume III Part 19.

- (e) In establishing the heliport or landing location operating minima which will apply to any particular operation, the operator must take full account of:
 - (1) The type, performance and handling characteristics of the helicopter;
 - (2) The composition of the flight crew, their competence and experience;
 - (3) The physical characteristics of the heliport, and direction of approach;
 - (4) The adequacy and performance of the available visual and non-visual ground aids;
 - (5) The equipment available on the helicopter for the purpose of navigation, acquisition of visual references and/or control of the flight path, as appropriate, during the take-off, the approach, the flare, the hover, the landing, roll-out and the missed approach;
 - (6) For the determination of obstacle clearance, the obstacles in the approach, missed approach areas and the obstacle clearance altitude/height for the instrument approach procedures;
 - (7) The obstacles in the approach, missed approach and the climb-out areas required for the execution of contingency procedures and necessary clearance margins;
 - (8) The obstacle clearance altitude/height for the instrument approach procedures; and
 - (9) The means to determine and report meteorological conditions.
 - (10) The flight technique to be used during the final approach.
- (f) Instrument approach operations shall be classified based on the designed lowest operating minima below which an approach operation shall only be continued with the required visual reference as follows:
 - a) Type A: a minimum descent height or decision height at or above 75 m (250 ft); and
 - b) Type B: a decision height below 75 m (250 ft). Type B instrument approach operations are categorized as:
 - 1) Category I (CAT I): a decision height not lower than 60 m (200 ft) and with either a visibility not less than 800 m or a runway visual range not less than 550 m;
 - 2) Category II (CAT II): a decision height lower than 60 m (200 ft), but not lower than 30 m (100 ft) and a runway visual range not less than 300 m;
 - 3) Category IIIA (CAT IIIA): a decision height lower than 30 m (100 ft) or no decision height and a runway visual range not less than 175 m;



Note 1: Where decision height (DH) and runway visual range (RVR) fall into different categories of operation, the instrument approach operation would be conducted in accordance with the requirements of the most demanding category (e.g. an operation with a DH in the range of CAT III but with an RVR in the range of CAT II would be considered a CAT III operation or an operation with a DH in the range of CAT II but with an RVR in the range of CAT I would be considered a CAT II operation). This does not apply if the RVR and/or DH has been approved as operational credits.

Note 2: The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach operation the required visual reference is the runway environment.

Note 3: Guidance on approach classification as it relates to instrument approach operations, procedures, runways and navigation systems is contained in the Manual of All-Weather Operations (Doc 9365).

- (g) Category II and Category III instrument approach operations shall not be authorized unless RVR information is provided.
- (h) The operator shall specify the method of determining aerodrome operating minima in the operations manual.
- (i) The minima for a specific approach and landing procedure shall only be used if all the following conditions are met:
 - (1) the ground equipment shown on the chart required for the intended procedure is operative;
 - (2) the aircraft systems required for the type of approach are operative;
 - (3) the required aircraft performance criteria are met; and
 - (4) the crew is appropriately qualified.

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SUBPART L – COMMUNICATION, NAVIGATION AND SURVEILLANCE EQUIPMENT

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ANTR OPS 3.865 Communication and Navigation equipment for operations under IFR, or under VFR over routes not navigated by reference to visual landmarks

- (a) The operator shall not operate a helicopter under IFR, or under VFR over routes that cannot be navigated by reference to visual landmarks, unless the helicopter is equipped with radio (communication and SSR transponder) and navigation equipment in accordance with the requirements of air traffic services in the area(s) of operation.
- (b) *Radio equipment.* The operator shall ensure that radio equipment comprises not less than:
 - (1) Two independent radio communication systems necessary under normal operating conditions to communicate with an appropriate ground station from any point on the route including diversions; and
 - (2) When mandated by airspace requirements, a pressure-altitude reporting transponder which operates in accordance with ICAO Annex 10, Volume IV.
- (c) *Navigation equipment.* The operator shall ensure that navigation equipment will enable it to proceed in accordance with its flight plan; and in accordance with the requirements of air traffic services; and
 - (1) Comprises not less than:
 - (i) Two independent navigation aids appropriate to the route/area to be flown;
 - (ii) An approach aid suitable for the destination and alternate heliports or landing locations;
 - (iii) An Area Navigation System when area navigation is required for the route/area being flown;
 - (iv) Two VOR receiving systems on any route, or part thereof, where navigation is based only on VOR signals; and
 - (v) Two ADF systems on any route, or part thereof, where navigation is based only on NDB signals, or
 - (2) For operations where a navigation specification for performance-based navigation (PBN) has been prescribed, a helicopter shall, in addition to requirements specified in this Subpart;
 - (i) be provided with navigation equipment which will enable it to operate in accordance with the prescribed navigation specification(s); and
 - (ii) have information relevant to the helicopter navigation specification capabilities listed in the helicopter flight manual or other helicopter documentation approved by the State of Design or the BCAA as the State of Registry, and
 - (iii) have information relevant to the helicopter navigation specification capabilities included in the MEL (See also AC OPS 1.243).

(See also IEM OPS 3.243).

- (3) On flights in which it is intended to land in instrument meteorological conditions, a helicopter shall be provided with appropriate navigation equipment providing guidance to a point from which a visual landing can be effected. This equipment shall be capable of providing such guidance at each heliport at which it is intended to land in instrument meteorological conditions and at any designated alternate heliports.
- (d) Operations where a navigation specification for PBN has been prescribed, the operator shall establish and document:
 - (1) normal and abnormal procedures, including contingency procedures;
 - (2) flight crew qualification and proficiency requirements, in accordance with appropriate navigation specifications;
 - (3) a training programme for relevant personnel consistent with the intended operations; and
 - (4) appropriate maintenance procedures to ensure continued airworthiness, in accordance with appropriate navigation specifications.
- (e) The BCAA shall issue a specific approval for operations based on PBN authorisation required (AR) navigation specifications.
- (f) The operator may operate a helicopter that is not equipped with the navigation equipment specified in sub-paragraph(s) (c)(1)(iv) and/or (c)(1)(v) above, provided that it is equipped with alternative equipment authorised for the route/area being flown by the BCAA. The reliability and the accuracy of alternative equipment must allow safe navigation for the intended route.
- (g) When operating in regional airspace requiring FM immunity performance standards, the operator shall ensure that VHF communication equipment, ILS Localiser and VOR receivers installed on helicopters to be operated under IFR are of a type that has been approved as complying with the FM immunity performance standards (see AC OPS 3.865(e)).
- (h) Where not more than one item of equipment specified in (a) above is unserviceable when the helicopter is about to begin a flight, the helicopter may nevertheless take-off on that flight if:
 - (1) It is not reasonably practical to repair or replace that item, before the commencement of the flight;
 - (2) The helicopter has not made more than one flight since the item was found to be unserviceable; and
 - (3) The commander has satisfied himself that, taking into account the latest information available as to the route/area and heliport or landing location to be used (including any planned diversion) and the weather conditions likely to be encountered, the flight can be made safely and in accordance with any relevant requirements of the appropriate air traffic control limit.

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SUBPART P – MANUALS, LOGS AND RECORDS

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Appendix 1 to ANTR OPS 3.1045**Operations Manual Contents**

(See IEM to Appendix 1 to ANTR OPS 3.1045)

The operator shall ensure that the Operations Manual contains the following:

A GENERAL/BASIC**0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL****0.1 Introduction**

- (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate/Authorisation.
- (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.
- (c) A list and brief description of the various parts, their contents, applicability and use.
- (d) Explanations and definitions of terms and words needed for the use of the manual.

0.2 System of amendment and revision

- (a) Who is responsible for the issuance and insertion of amendments and revisions.
- (b) A record of amendments and revisions with insertion dates and effective dates.
- (c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.
- (d) A description of the system for the annotation of pages and their effective dates.
- (e) A list of effective pages.
- (f) Annotation of changes (on text pages and, as far as practicable, on charts and diagrams).
- (g) Temporary revisions.
- (h) A description of the distribution system for the manuals, amendments and revisions.

1 ORGANISATION AND RESPONSIBILITIES

1.1 *Organisational structure.* A description of the organisational structure including the general company organigram and operations department organigram. The organigram must depict the relationship between the Operations Department and the other Departments of the company. In particular, the subordination and reporting lines of all Divisions, Departments etc., which pertain to the safety of flight operations, must be shown.

SECTION 1

ANTR-OPS 3 Subpart P

1.2 *Nominated postholders.* The name of each nominated postholder responsible for flight operations, the maintenance system, crew training and ground operations, as prescribed in ANTR OPS 3 Subpart C. A description of their function and responsibilities must be included.

1.3 *Responsibilities and duties of operations management personnel.* A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.

1.4 *Authority, duties and responsibilities of the commander.* A statement defining the BCAA, duties and responsibilities of the commander.

1.5 *Duties and responsibilities of crew members other than the commander*

2 OPERATIONAL CONTROL AND SUPERVISION

2.1 *Supervision of the operation by the operator.* A description of the system for supervision of the operation by the operator (see ANTR OPS 3.175(g)). This must show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items must be described:

- (a) Licence and qualification validity;
- (b) Competence of operations personnel; and
- (c) Control, analysis and storage of records, flight documents, additional information and data.

2.2 *System of promulgation of additional operational instructions and information.* A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the Operations Manual. The applicability of this information and the responsibilities for its promulgation must be included.

2.3 *Safety management system.* A description of the main aspects of the flight safety programme.

2.4 *Operational control.* A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety.

2.5 *Powers of the BCAA.*

A description of the powers of the BCAA.

3 QUALITY SYSTEM

A description of the quality system adopted including at least:

- (a) Quality policy;
- (b) A description of the organisation of the Quality System; and
- (c) Allocation of duties and responsibilities.

4 CREW COMPOSITION

4.1 *Crew Composition.* An explanation of the method for determining crew compositions taking account of the following:

- (a) The type of helicopter being used;
- (b) The area and type of operation being undertaken;
- (c) The phase of the flight;
- (d) The minimum crew requirement and flight duty period planned;
- (e) Experience (total and on type), recency and qualification of the crew members; and
- (f) The designation of the commander.
- (g) The designation of the senior cabin crew member.

4.2 *Intentionally blank*

4.3 *Flight crew incapacitation.* Instructions on the succession of command in the event of flight crew incapacitation.

4.4 *Operation on more than one type.* A statement indicating which helicopters are considered as one type for the purpose of:

- (a) Flight crew scheduling; and
- (b) Cabin crew scheduling.

5 QUALIFICATION REQUIREMENTS

5.1 A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration must be given to the helicopter type, kind of operation and composition of the crew.

5.2 *Flight crew*

- (a) Commander.
- (b) Pilot relieving the commander.
- (c) Co-pilot.
- (d) Pilot under supervision.
- (e) System panel operator.
- (f) Operation on more than one type or variant.

5.3 *Cabin crew*

- (a) Senior cabin crew member.
- (b) Cabin crew member.
 - (i) Required cabin crew member.
 - (ii) Additional cabin crew member and cabin crew member during familiarisation flights.

- (c) Operation on more than one type or variant.

5.4 *Training, checking and supervision personnel*

- (a) For flight crew.
- (b) For cabin crew.

5.5 *Other operations personnel*

6 CREW HEALTH PRECAUTIONS

6.1 *Crew health precautions.* The relevant regulations and guidance to crew members concerning health including:

- (a) Psychoactive substances including but not limited to:
 - (i) Anti depressants;
 - (ii) Alcohol and other intoxicating liquids;
 - (iii) Narcotics;
 - (iv) Drugs; and
 - (v) Sleeping tablets.

(See also ANTR-FCL 3 (medical) - 3.035 & 3.040)

- (b) Pharmaceutical preparations;
- (c) Immunisation;
- (d) Diving involving underwater pressure breathing devices;
- (e) Blood/bone marrow donation;
- (f) Meal precautions prior to and during flight;
- (g) Sleep and rest; and
- (k) Surgical operations.

7 FLIGHT TIME LIMITATIONS

7.1 *Flight and Duty Time Limitations and Rest Requirements.* A description of the flight and duty time limitations and rest requirements prescribed in OPS Part 3 Subpart Q as applicable to the operation.

7.2 *Exceedances of flight and duty time limitations and/or reductions of rest periods.* Conditions under which flight and duty time may be exceeded or rest periods may be reduced and the procedures used to report these modifications.

8 OPERATING PROCEDURES

8.1 *Flight Preparation Instructions.* As applicable to the operation:

8.1.1 *Minimum Flight Altitudes.* A description of the method of determination and application of minimum altitudes including:

- (a) A procedure to establish the minimum altitudes/flight levels for VFR flights; and
- (b) A procedure to establish the minimum altitudes/flight levels for IFR flights.

8.1.2 *Criteria for determining the usability of aerodromes*

8.1.3 *Methods for the determination of aerodrome operating minima.* The method for establishing aerodrome operating minima for IFR flights in accordance with OPS Part 3 Subpart E. Reference must be made to procedures for the determination of the visibility and/or runway visual range and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported runway visual range.

8.1.4 *En-route Operating Minima for VFR Flights or VFR portions of a flight and, where single engined helicopters are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing.*

8.1.5 *Presentation and Application of Aerodrome and En-route Operating Minima*

8.1.6 *Interpretation of meteorological information.* Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.

8.1.7 *Determination of the quantities of fuel, oil and water methanol carried.* The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in flight. This section must also include instructions on the measurement and distribution of the fluid carried on board. Such instructions must take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight replanning and of failure of one or more of the helicopter's power plants. The system for maintaining fuel and oil records must also be described.

8.1.8 *Mass and Centre of Gravity.* The general principles of mass and centre of gravity including:

- (a) Definitions;
- (b) Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations;
- (c) The policy for using either standard and/or actual masses;
- (d) The method for determining the applicable passenger, baggage and cargo mass;
- (e) The applicable passenger and baggage masses for various types of operations and helicopter type;
- (f) General instruction and information necessary for verification of the various types of mass and balance documentation in use;
- (g) Last Minute Changes procedures;

- (h) Specific gravity of fuel, oil and water methanol;
- (i) Seating policy/procedures; and
- (j) Standard load plans.

8.1.9 *ATS Flight Plan.* Procedures and responsibilities for the preparation and submission of the airtraffic services flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.

8.1.10 *Operational Flight Plan.* Procedures and responsibilities for the preparation and acceptance of the operational flight plan. The use of the operational flight plan must be described including samples of the operational flight plan formats in use.

8.1.11 *Operator's Helicopter Technical Log.* The responsibilities and the use of the operator's Helicopter Technical Log must be described, including samples of the format used.

8.1.12 *List of documents, forms and additional information to be carried*

8.2 *Ground Handling Instructions*

8.2.1 *Fuelling procedures.* A description of fuelling procedures, including:

- (a) Safety precautions during refuelling and defueling including rotors running, engine(s) running and when an APU is in operation;
- (b) Refuelling and defueling when passengers are embarking, on board or disembarking; and
- (c) Precautions to be taken to avoid mixing fuels.

8.2.2 *Helicopter, passengers and cargo handling procedures related to safety .* A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the helicopter. Further procedures, aimed at achieving safety whilst the helicopter is on the ramp, must also be given. Handling procedures must include:

- (a) Children/infants, sick passengers and Persons with Reduced Mobility;
- (b) Transportation of inadmissible passengers, deportees or persons in custody;
- (c) Permissible size and weight of hand baggage;
- (d) Loading and securing of items in the helicopter;
- (e) Special loads and classification of load compartments;
- (f) Positioning of ground equipment;
- (g) Operation of helicopter doors;
- (h) Safety on the ramp, including fire prevention, blast and suction areas;
- (i) Start-up, ramp departure and arrival procedures;
- (j) Servicing of helicopters; and

- (k) Documents and forms for helicopter handling;
- (l) Multiple occupancy of helicopter seats.

8.2.3 *Procedures for the refusal of embarkation.* Procedures to ensure that persons who appear to be intoxicated or who demonstrate by manner or physical indications that they are under the influence of drugs, except medical patients under proper care, are refused embarkation.

8.2.4 *De-icing and Anti-icing on the ground.* A description of the de-icing and anti-icing policy and procedures for helicopters on the ground. These shall include descriptions of the types and effects of icing and other contaminants on helicopters whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used must be given including:

- (a) Proprietary or commercial names;
- (b) Characteristics;
- (c) Effects on helicopter performance;
- (d) Hold-over times; and
- (e) Precautions during usage.

8.3 *Flight Procedures*

8.3.1 *VFR/IFR Policy.* A description of the policy for allowing flights to be made under VFR, or of requiring flights to be made under IFR, or of changing from one to the other.

8.3.2 *Navigation Procedures.* A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration must be given to:

- (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the helicopter;
- (b) NAT HLA and POLAR navigation and navigation in other designated areas;
- (c) RNAV. A description of the relevant RNAV procedures specified in Part C;
- (d) In-flight replanning; and
- (e) Procedures in the event of system degradation.

8.3.3 *Altimeter setting procedures*

8.3.4 *Audio voice alerting device*

8.3.5 *Intentionally blank*

8.3.6 *Intentionally blank*

8.3.7 *Policy and procedures for in-flight fuel management*

8.3.8 *Adverse and potentially hazardous atmospheric conditions.* Procedures for operating in, and/or avoiding, potentially hazardous atmospheric conditions including:

- (a) Thunderstorms;
- (b) Icing conditions;
- (c) Turbulence;
- (d) Windshear;
- (e) Jet stream;
- (f) Volcanic ash clouds;
- (g) Heavy precipitation;
- (h) Sand storms;
- (i) Mountain waves; and
- (j) Significant Temperature inversions.

8.3.9 *Wake Turbulence and Rotor Downwash.* Wake turbulence and rotor downwash separation, taking into account helicopter types, wind conditions and FATO location.

8.3.10 *Crew members at their stations.* The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety.

8.3.11 *Use of safety belts for crew and passengers.* The requirements for crew members and passengers to use safety belts and/or harnesses during the different phases of flight or whenever deemed necessary in the interest of safety.

8.3.12 *Admission to Cockpit.* The conditions for the admission to the cockpit of persons other than the flight crew. The policy regarding the admission of Inspectors from the BCAA must also be included.

8.3.13 *Use of vacant crew seats.* The conditions and procedures for the use of vacant crew seats.

8.3.14 *Incapacitation of crew members.* Procedures to be followed in the event of incapacitation of crew members in flight. Examples of the types of incapacitation and the means for recognising them must be included.

8.3.15 *Cabin Safety Requirements.* Procedures covering:

- (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys;
- (b) 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 helicopter;
- (c) Procedures to be followed during passenger embarkation and disembarkation;
- (d) Procedures in the event of fuelling with passengers on board or embarking and disembarking; and
- (e) Smoking on board.

- 8.3.16 *Passenger briefing procedures.* The contents, means and timing of passenger briefing in accordance with ANTR OPS 3.285.
- 8.3.17 Other Policy and Procedures. The addition of policy and procedures for the following;
- (a) Implementation of Flight Manual changes made mandatory or approved by the BCAA or State of Registry;
 - (b) Retention of Flight Recorder recording and flight recorders in safe custody pending disposition in accordance with ANTR Part VI.
 - (c) Standard Operating Procedures for each phase of flight
 - (d) Instructions on the clarification and acceptance of air traffic clearances particularly where terrain clearance is involved;
 - (d) Recording and reporting by flight crew on routine meteorological observations during en-route and climb phases of the flight and special and other non-routine observations during any phase of flight; and
 - (e) Recording and reporting by flight crew on volcanic activity.
- 8.4 *AWO.* A description of the operational procedures associated with All Weather Operations. (See OPS Part 3 Subparts D & E) including instructions and requirements for the use of head up display (HUD) and enhanced vision system (EVS) equipment.
- 8.5 *Intentionally blank*
- 8.6 *Use of the Minimum Equipment and Configuration Deviation List(s)*
- 8.7 *Non revenue flights.* Procedures and limitations for:
- (a) Training flights;
 - (b) Test flights;
 - (c) Delivery flights;
 - (d) Ferry flights;
 - (e) Demonstration flights; and
 - (f) Positioning flights,
- including the kind of persons who may be carried on such flights.
- 8.8 *Oxygen Requirements*
- 8.8.1 An explanation of the conditions under which oxygen must be provided and used.
- 8.8.2 The oxygen requirements specified for:
- (a) Flight crew;

- (b) Cabin crew; and
- (c) Passengers.

9 DANGEROUS GOODS AND WEAPONS

- 9.1 Information, instructions and general guidance on the transport of dangerous goods including:
- (a) Operator's policy on the transport of dangerous goods;
 - (b) Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods;
 - (c) Procedures for responding to emergency situations involving dangerous goods;
 - (d) Duties of all personnel involved as per ANTR OPS 3.1215; and
 - (e) Instructions on the carriage of the operator's employees.
- 9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.

10 SECURITY

10.1 Security instructions and guidance of a non-confidential nature which must include the BCAA and responsibilities of operations personnel. Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking must also be included.

10.2 A description of preventative security measures and training.

Note: Parts of the security instructions and guidance may be kept confidential.

11 HANDLING OF ACCIDENTS AND OCCURRENCES

Procedures for the handling, notifying and reporting occurrences. This section must include:

- (a) Definitions of occurrences and of the relevant responsibilities of all persons involved;
- (b) Illustrations of forms used for reporting all types of occurrences (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done;
- (c) In the event of an accident, descriptions of which company departments, Authorities and other organizations that have to be notified, how this will be done and in what sequence;
- (d) Procedures for verbal notification to air traffic service units of incidents involving ACAS RAs, bird hazards, dangerous goods and hazardous conditions;
- (e) Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;
- (f) Reporting procedures to ensure compliance with ANTR OPS 3.085(b) and 3.420. These procedures must include internal safety related reporting procedures to be followed by crew members, designed to ensure that the commander is informed immediately of any incident that has endangered, or may have endangered, safety during flight and that he is provided with all relevant information.

12 RULES OF THE AIR

Rules of the Air including:

- (a) Visual and instrument flight rules;
- (b) Territorial application of the Rules of the Air;
- (c) Communication procedures including COM-failure procedures;
- (d) Information and instructions relating to the interception of civil helicopters;
- (e) The circumstances in which a radio listening watch is to be maintained;
- (f) Signals;
- (g) Time system used in operation;
- (h) ATC clearances, adherence to flight plan and position reports;
- (i) Visual signals used to warn an unauthorised helicopter flying in or about to enter a restricted, prohibited or danger area;
- (j) Procedures for pilots observing an accident or receiving a distress transmission;
- (k) The ground/air visual codes for use by survivors, description and use of signal aids; and
- (l) Distress and urgency signals.

13 LEASING.

A description of the operational arrangements for leasing, associated procedures and management responsibilities.

B HELICOPTER OPERATING MATTERS – TYPE RELATED

Taking account of the differences between types, and variants of types, under the following headings:

0 GENERAL INFORMATION AND UNITS OF MEASUREMENT

0.1 General Information (e.g. helicopter dimensions), including a description of the units of measurement used for the operation of the helicopter type concerned and conversion tables.

1 LIMITATIONS

1.1 A description of the certified limitations and the applicable operational limitations including:

- (a) Certification status (e.g. FAR/CS-27, FAR/CS-29, ICAO Annex 16 (CS-34 and CS-36) etc.);
- (b) Passenger seating configuration for each helicopter type including a pictorial presentation;
- (c) Types of operation that are approved (e.g. IFR/VFR, CAT II/III, PBN, flights in known icing conditions etc.);
- (d) Crew composition;
- (e) Mass and centre of gravity;

- (f) Speed limitations;
- (g) Flight envelope(s);
- (h) Wind limits;
- (i) Performance limitations for applicable configurations;
- (j) Slope;
- (k) Airframe contamination;
- (l) System limitations.

2 EMERGENCY PROCEDURES

2.1 The emergency procedures and duties assigned to the crew, the appropriate check-lists, the system for use of the check-lists and a statement covering the necessary coordination procedures between flight and other crew members the design and utilisation of which shall observe Human Factors and CRM principles. The following emergency procedures and duties must be included:

- (a) Crew Incapacitation;
- (b) Fire and Smoke Drills;
- (c) Lightning Strikes;
- (d) Distress Communications and alerting ATC to Emergencies;
- (e) Engine failure;
- (f) System failures;
- (g) Guidance for Diversion in case of Serious Technical Failure;
- (h) AVAD warning;
- (i) Windshear;
- (j) Emergency Landing/Ditching;

3 NORMAL PROCEDURES

3.1 The normal procedures and duties assigned to the crew, the appropriate check-lists, the system for use of the check-lists and a statement covering the necessary coordination procedures between flight and cabin crew. The following normal procedures and duties must be included:

- (a) Pre-flight;
- (b) Pre-departure;
- (c) Altimeter setting and checking;
- (d) Taxy, Take-Off and Climb;

- (e) Noise abatement;
- (f) Cruise and descent;
- (g) Approach, Landing preparation and briefing;
- (h) VFR Approach;
- (i) IFR approach;
- (j) Visual Approach and circling;
- (k) Missed Approach;
- (l) Normal Landing;
- (m) Post Landing.

4 PERFORMANCE

4.0 *Performance data must be provided in a form in which it can be used without difficulty.*

4.1 *Performance data.* Performance material which provides the necessary data for compliance with the performance requirements prescribed in Subparts F, G H and I.

4.2 If performance Data, as required for the appropriate performance class, is not available in the approved HFM, then other data acceptable to the BCAA must be included. Alternatively, the Operations Manual may contain cross-reference to the approved data contained in the HFM where such data is not likely to be used often or in an emergency.

5 MASS AND BALANCE

Instructions and data for the calculation of the mass and balance including:

- (a) Calculation system (e.g. Index system);
- (b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;
- (c) Limiting masses and centre of gravity for the types, variants or individual helicopters used by the operator; and
- (d) Dry Operating mass and corresponding centre of gravity or index.

6 LOADING

Procedures and provisions for loading and securing the load in the helicopter.

7 FLIGHT PLANNING

7.1 Data and instructions necessary for pre-flight and in-flight planning. Where applicable, procedures for engine(s) out operations and flights to isolated heliports or landing locations must be included.

7.2 The method for calculating fuel needed for the various stages of flight, in accordance with ANTR

8 CONFIGURATION DEVIATION LIST

The Configuration Deviation List(s) (CDL), if provided by the manufacturer, taking account of the helicopter types and variants operated including procedures to be followed when a helicopter is being despatched under the terms of its CDL.

9 MINIMUM EQUIPMENT LIST

The Minimum Equipment List (MEL) taking account of the helicopter types and variants operated and the type(s)/area(s) of operation. The MEL must include the navigational equipment and take into account the required navigation performance for the route and area of operation.

10 SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN

10.1 A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) must also be included.

10.2 The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile and number of occupants.

11 EMERGENCY EVACUATION PROCEDURES

11.1 Instructions for preparation for emergency evacuation including crew co-ordination and emergency station assignment.

11.2 *Emergency evacuation procedures.* A description of the duties of all members of the crew for the rapid evacuation of a helicopter and the handling of the passengers in the event of a forced landing, ditching or other emergency.

12 HELICOPTER SYSTEMS

A description of the helicopter systems, related controls and indications and operating instructions.(See IEM to Appendix 1 to ANTR OPS 3.1045.)

C ROUTE AND HELIPORT OR LANDING LOCATION INSTRUCTIONS AND INFORMATION

1 Instructions and information relating to communications, navigation and heliport including minimum flight levels and altitudes for each route to be flown and operating minima for each heliport or landing location planned to be used, including:

- (a) Minimum flight level/altitude;
- (b) Operating minima for departure, destination and alternate aerodromes;
- (c) Communication facilities and navigation aids;
- (d) FATO/runway data and heliport or landing location facilities;
- (e) Approach, missed approach and departure procedures including noise abatement procedures;

- (f) COM-failure procedures;
- (g) Search and rescue facilities in the area over which the helicopter is to be flown;
- (h) A description of the aeronautical charts that must be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;
- (i) Availability of aeronautical information and MET services;
- (j) En-route COM/NAV procedures.
- (k) Information related to the level of RFFS (Rescue and Fire Fighting Services) protection that is deemed acceptable to the operator shall be contained in the Operations Manual.
- (l) Special heliport or landing location limitations (performance operating etc.).

D TRAINING

1 Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight.

2 Training syllabi and checking programmes must include:

2.1 *For flight crew.* All relevant items prescribed in OPS Part 3 Subparts E and N;

2.2 *For cabin crew.* All relevant items prescribed in Subpart O;

2.3 *For operations personnel concerned, including crew members:*

(a) All relevant items prescribed in OPS Part 3 Subpart R (Transport of Dangerous Goods by Air); and

(b) All relevant items prescribed in OPS Part 3, Subpart S (Security).

2.4 *For operations personnel other than crew members (e.g. despatcher, handling personnel etc.).* All other relevant items prescribed in OPS pertaining to their duties.

3 *Procedures*

3.1 Procedures for training and checking.

3.2 Procedures to be applied in the event that personnel do not achieve or maintain the required standards.

3.3 Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures and simulation of IMC by artificial means, are not simulated during commercial air transportation flights.

4 Description of documentation to be stored and storage periods. (See Appendix 1 to ANTR-OPS 3.1065.)

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SECTION 2

ADVISORY CIRCULAR (AC) / ACCEPTABLE MEANS OF COMPLIANCE (AMC) / INTERPRETATIVE AND EXPLANATORY MATERIAL (IEM)

1 GENERAL

- 1.1 This Section contains Advisory Circulars (AC), Acceptable Means of Compliance and Interpretative/Explanatory Material that has been agreed for inclusion in ANTR OPS 3.
- 1.2 Where a particular ANTR paragraph does not have an Advisory Circulars (AC), Acceptable Means of Compliance or any Interpretative/Explanatory Material, it is considered that no supplementary material is required.

2 PRESENTATION

- 2.1 The Advisory Circular, Acceptable Means of Compliance and Interpretative/Explanatory Material are presented in full page width on loose pages, each page being identified by the date of issue.
- 2.2 A numbering system has been used in which the Advisory Circular, Acceptable Means of Compliance or Interpretative/Explanatory Material uses the same number as the ANTR paragraph to which it refers. The number is introduced by the letters AMC or IEM to distinguish the material from the ANTR itself.
- 2.3 The acronyms AMC and IEM also indicate the nature of the material and for this purpose the two types of material are defined as follows:

Advisory Circulars (ACs) provide guidelines on a subject matter, such as how to comply with a regulation.

Acceptable Means of Compliance (AMC) illustrate a means, or several alternative means, but not necessarily the only possible means by which a requirement can be met. It should however be noted that where a new AMC is developed, any such AMC (which may be additional to an existing AMC) will be amended into the document following consultation under the NPA procedure.

Interpretative/Explanatory Material (IEM) helps to illustrate the meaning of a requirement.

- 2.4 New AMC or IEM material may, in the first place, be made available rapidly by being published as a Temporary Guidance Leaflet (TGL) or Civil Aviation Publication (CAP).
Note: Any person who considers that there may be alternative AMCs or IEMs to those published should submit details to the BCAA, for alternatives to be properly considered.
- 2.5 New, amended and corrected text will be indicated with a side bar beside paragraphs, until a subsequent "amendment" is issued.

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AC/AMC/IEM P – MANUALS, LOGS & RECORDS

IEM OPS 3.1040(b)

Elements of the Operations Manual subject to approval

See ANTR OPS 3.1040(b)

- 1 A number of the provisions of OPS require the prior approval of the BCAA. As a consequence, the related sections of the Operations Manual should be subject to special attention. In practice, there are two possible options:
 - a. The BCAA approves a specific item (e.g. with a written response to an application) which is then included in the Operations Manual. In such cases, the BCAA merely checks that the Operations Manual accurately reflects the content of the approval. In other words, such text has to be acceptable to the BCAA; or
 - b. The operator's application for an approval includes the related, proposed, Operations Manual text in which case, the BCAA's written approval encompasses approval of the text.
- 2 In either case, it is not intended that a single item should be subject to two separate approvals.
- 3 The following list indicates only those elements of the Operations Manual which require specific approval by the BCAA.

**Ops Manual Section
(App. 1 to ANTR- ANTR OPS 3.1045)
OPS Reference**

Subject	OPS Reference
A 2.4 Operational Control	3.195
A 5.2(f) Procedures for flight crew to operate on more than one type or variant	3.980
A 5.3(c) Procedures for cabin crew to operate on four helicopter types	3.1030(a)
A 8.1.1 Method of determination of minimum flight attitudes	3.250(b)
A 8.1.8 (i) Standard mass values other than those specified in Subpart J Mass and balance:	3.620(i)
(ii) Alternative documentation and related procedures	3.625(c)
(iii) Omission of data from documentation	App. 1 to ANTR OPS 3.625, §(a)(1)(ii)
(iv) Special standard masses for the traffic load	App. 1 to ANTR OPS 3.605, § (b)
A 8.1.11 Tech Log	3.915(b)
A 8.3.2(c) RNAV (PBN)	3.243
A 8.4 All Weather Operations	3.440(a)(3), (b) & App.1 to ANTR OPS 3.455, Note 2
A 8.6 Use of MEL	3.030(a)
A 9 Dangerous Goods	3.1155
B 1.1(b) Max. approved passenger seating configuration	3.480(a)(15)
B 6(b) Use of on-board mass and balance systems	App. 1 to ANTR OPS 3.625, § (c)
B 9 MEL	3.030(a)
D 2.1 Cat II Training syllabus flight crew	3.450(a)(2)
Recurrent training programme flight crew	3.965(a)(2)
D 2.2 Recurrent training programme cabin crew	3.1015(b)
D 2.3(a) Dangerous Goods	3.1220(a)

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