



Croatian Civil Aviation Agency

Zahtjev / Lista usklađenosti za odobrenje Dio-ORA Operativnog priručnika  
*Application / Compliance Checklist for Part-ORA Operations Manual approval*

Upravne pristojbe  
70,00 kn

**UPUTE:**

Ovaj zahtjev/listu usklađenosti potrebno je ispuniti kod inicijalnog stjecanja odobrenja Operativnog priručnika u skladu sa zahtjevima Uredbe Komisije (EU) br. 1178/2011 i njezinih izmjena i dopuna.

Uz ovaj zahtjev/listu usklađenosti potrebno je dostaviti:

- 70,00 kn upravnih pristojbi;
- Operativni priručnik (u papirnatom i elektroničkom (CD/DVD) izdanju).

Upute za ispunjavanje:

U rubriku "*Organisation Reference*" potrebno je upisati referencu na priručnik (ime priručnika i poglavlje) gdje je zahtjev opisan ili označiti N/A ukoliko nije primjenjivo.

Ispunjavanjem liste usklađenosti odgovorne osobe organizacije potvrđuju usklađenost priručnika sa primjenjivim zahtjevima.

Rubrika "*Results*" (*Satisfactory-S, Unsatisfactory – U, Not applicable – N/A*) ispunjava se od strane CCAA inspektora. Rubrike S, U i N/A označavaju se sa znakom "X".

Uputa za buduće ishodaenje odobrenja izmjena Operativnog priručnika:

Nije potrebno ispunjavati ovaj zahtjev/listu usklađenosti, već je potrebno dostaviti zahtjev za odobrenje izmjena Operativnog priručnika (sa popisom izmjena i dopuna) sa 70,00 kn upravnih pristojbi, te izmjene priručnika u papirnatom i elektroničkom (CD/DVD) izdanju.



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OPERATIONS MANUAL				
	Organization reference	RESULTS		
		S	U	N/A
<b>Annex VII, Subpart ATO, Section I, General</b>				
<b>ORA.ATO.130 Training Manual and Operations Manual</b>				
(a) The ATO shall establish and maintain a training manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.				
(b) The ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO's approval documentation.				
(c) In the case of ATOs providing flight test training, the operations manual shall comply with the requirements for the flight test operations manual, as established in Part-21.				
(d) The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with Part-ORO.				
<b>Annex VII, Subpart ATO, Section II, Additional requirements for ATOs providing training for CPL, MPL and ATPL and the associated ratings and certificates</b>				
<b>ORA.ATO.230 Training manual and operations manual</b>				
(b) The operations manual shall provide relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.				
<b>AMC &amp; GM to Part-ORA, Subpart ATO, Section II,</b>				
<b>Additional requirements for ATOs providing training for CPL, MPL and ATPL and the associated ratings and certificates</b>				
<b>AMC1 ORA.ATO.230 (b) Training manual and operations manual</b>	<b>All ATOs, except those providing flight test training</b>			
The operations manual for use at an ATO conducting integrated or modular flight training courses should include the following:				



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OPERATIONS MANUAL				
	Organization reference	RESULTS		
		S	U	N/A
<b>(a) General:</b>				
(1) a list and description of all volumes in the operations manual;				
(2) administration (function and management);				
(3) responsibilities (all management and administrative staff);				
(4) student discipline and disciplinary action;				
(5) approval or authorisation of flights;				
(6) preparation of flying programme (restriction of numbers of aircraft in poor weather);				
(7) command of aircraft;				
(8) responsibilities of the PIC;				
(9) carriage of passengers;				
(10) aircraft documentation;				
(11) retention of documents;				
(12) flight crew qualification records (licences and ratings);				
(13) revalidation (medical certificates and ratings);				
(14) flight duty period and flight time limitations (flying instructors);				
(15) flight duty period and flight time limitations (students);				
(16) rest periods (flight instructors);				
(17) rest periods (students);				



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OPERATIONS MANUAL				
	Organization reference	RESULTS		
		S	U	N/A
(18) pilots' log books;				
(19) flight planning (general);				
(20) safety (general): equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc..				
<b>(b) Technical:</b>				
(1) aircraft descriptive notes;				
(2) aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.);				
(3) emergency procedures;				
(4) radio and radio navigation aids;				
(5) allowable deficiencies (based on the master minimum equipment list (MMEL), if available).				
<b>(c) Route:</b>				
(1) performance (legislation, take-off, route, landing etc.);				
(2) flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.);				
(3) loading (load sheets, mass, balance and limitations);				
(4) weather minima (flying instructors);				
(5) weather minima (students – at various stages of training);				
(6) training routes or areas.				
<b>(d) Personnel training</b>				



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OPERATIONS MANUAL				
	Organization reference	RESULTS		
		S	U	N/A
(1) appointments of persons responsible for standards/competence of flight personnel;				
(2) initial training;				
(3) refresher training;				
(4) standardisation training;				
(5) proficiency checks;				
(6) upgrading training;				
(7) ATO personnel standards evaluation.				



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Naziv organizacije:		
Datum podnošenja zahtjeva:		
	Ime i prezime:	Potpis:
Šef školstva <i>(Head of Training):</i>		
Voditelj nadgledanja usklađenosti <i>(Compliance Monitoring Manager):</i>		
Odgovorni rukovoditelj <i>(Accountable Manager):</i>		

Position	Name and Surname	Signature	Date
CCAA Inspector			
CCAA Inspector			

Note: CCAA Inspector shall provide detailed list of non-compliances, if found.