



COMPLIANCE CHECKLIST

COMPANY OPERATIONS MANUAL

AUA-OPS 2: General Aviation (Aeroplanes)

Date (d/m/y):	
Operator:	
Aeroplane Type (s):	

Instructions: AUA-OPS 2, chapter 12.4.2.2 requires that operators (non-commercial air transport) provide a Company Operations Manual for the use and guidance of personnel concerned. Other descriptions or statements may also be required for some specific elements. The following is the suggested content of a company operations manual. It may be issued in separate parts corresponding to specific aspects of an operation. It 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.

Manual(s) shall be submitted to the DCA together with the completed INS-3.056CC

	OM Reference:
-COMPANY OPERATIONS MANUAL-	
See AUA-OPS 2, Attachment B, supplementary to 12.4.2.2	
a. Table of contents	
b. Amendment control page and list of effective pages, unless the entire document is reissued with each amendment and the document has an effective date on it	
c. Duties, responsibilities and succession of management and operating personnel	
d. Operator Safety Management System (See AUA-OPS2, 12.3.2)	
1. Safety policy signed by Accountable Executive:	
2. a process to identify actual and potential safety hazards and assess the associated risks:	
3. a process to develop and implement remedial action necessary to maintain an acceptable level of safety:	
4. provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities:	
e. Operational control system, including flight preparation (See AUA-OPS 2, 12.4.3)	
f. MEL procedures, if applicable	
g. Normal flight procedures, including icing conditions and:	
1. Passenger briefing (See AUA-OPS 2, 12.4.2.9)	
2. Procedures in determining destination alternate aerodromes (See AUA-OPS 2, 4.7)	
3. Procedures ensuring cabin crew duties as prescribed in AUA-OPS 2, 12.12	
4. Procedures for refueling with passengers on board (See AUA-OPS 2, 4.18)	
h. Standard operating procedures (SOP's)	
- Normal, abnormal and emergency checklist (see AUA-OPS 2, 12.4.2.5)	
i. Weather limitations	
j. Fatigue Management System including Flight and duty time limitations	
k. Emergency operations and procedures	
l. Accident/incident considerations	

m. Personnel qualifications and training programs (See AUA-OPS 2, 12.9/12.10/12.12)	
n. Record keeping	
o. A description of the maintenance control system	
p. operator compliance 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	
q. Operator compliance statement ensuring that when passenger are being carried, no emergency or abnormal situations are simulated	
r. Compliance statement ensuring that the pilot-in-command is satisfied with the criterias prescribed in AUA-OPS 2, 4.4	
s. Compliance statement ensuring operative weather-detecting equipment (See AUA-OPS 2, 12.6.6)	
t. Radiation indicator, if applicable (See AUA-OPS 2, 12.6.7)	
u. GPWS equipment, if applicable (See AUA-OPS 2, 12.6.8)	
v. ACAS equipment, if applicable (See AUA-OPS 2, 12.6.9)	
w. Pressure-altitude reporting transponder (See AUA-OPS 2, 12.6.11)	
x. Procedures ensuring compliance with microphones proviso (See AUA-OPS 2, 12.6.12)	
y. Compliance statement ensuring capable communication and navigation equipment (See AUA-OPS 2, 7.1/7.2/12.7)	
z. Security program (See AUA-OPS 2, 12.13)	
aa. Performance operating limitations	
bb. Use/protection of Flight Data Recorder/Communication Voice Recorder, if applicable	
cc. Handling of Dangerous Goods, if applicable (HAZMAT)	
dd. Use of Head-Up Displays (HUD)/Enhanced Vision Systems (EVS), if applicable	
--END OF COMPLIANCE CHECKLIST--	
COMPLIANCE STATEMENT:	
<p>I, the undersigned, hereby declare that this compliance checklist is filled out truthfully and correctly and that all the required procedures are compliant with the current Aruba regulations. I declare that the aeroplanes mentioned above will be operated in accordance with the procedures set forth in the COM. Those elements subject to approval, as prescribed by AUA-OPS 2, will require a specific approval by the DCA.</p>	
<p>Director Flight Operations: Date (Day/Month/Year): _____</p>	
<p>_____ Signature</p>	
<p>For official use only:</p>	