



# FOCA GM/INFO

Guidance Material / INFORMATION

## EASA Air Operations Part-SPO

This guidance shall assist the commercial operators in becoming compliant with EASA Air Operations Part-SPO requirements applicable when declaring in Switzerland.



Scope	Guidance material to fulfil EASA Air Operations Part-SPO (specialised operations) requirements for helicopter operators in Switzerland
Who is concerned	SPO-operators
valid from	2016-09-20
Purpose	for guidance / for information

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20.09.2016	1	1	<ul style="list-style-type: none"> <li>– Editorials (chapter numbering OM-A and OM-B) in Chapter «GM 3 Operations Manual (OM)»</li> <li>– Title and text corrections in OM-A (deletion of non-relevant articles for SPO; icing procedures on ground; Smoking)</li> <li>– Ch. 9.2.4: SPO.OP.175 added/adapted</li> <li>– Ch. 9.3.11: SPO.OP.165 title adapted (Smoking)</li> <li>– ORO.FC.105: Point (d) deleted</li> <li>– ORO.GEN.110: Last bullet point deleted</li> </ul>

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## List of Abbreviations

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The following abbreviations are within this GM/INFO:

<b>Abbreviation</b>	<b>Definition</b>	<b>Abbreviation</b>	<b>Definition</b>
AGM	Alternative guidance material	NAA	National Aviation Authority
AltMOC	Alternative means of compliance	NCC	Non Commercial Complex
AMC	Acceptable means of compliance	nCMPA	Non Complex Motor Powered Aircraft
AOC	Air Operator Certificate	NCO	Non Commercial other than Complex
ARO	Authority Requirements Air Operations	ORO	Organisation Requirements Air Operations
CAMO	Continuing. Airworthiness Management Organisation	OM	Operations Manual
CMPA	Complex Motor Powered Aircraft	OMM	Organisation Management Manual
CAT	Commercial Air Transport	PDF	Portable Document Format
CMTOM	Certificated Max Take-off Mass	SBHE	Section Helicopter Flight Operations
CS	Certification Specifications	SMS	Safety Management System
EASA	European Aviation Safety Agency	SOP	Standard Operation Procedures
EC	European Commission	SPO	Specialized Operations
ECS	External Cargo Sling	SPA	Specific Approvals
ERP	Emergency Response Plan		
EU	European Union		
FOCA	Federal Office of Civil Aviation		
FTE	Full Time Equivalent		
GM/INFO	Guidance Material / Information		
HCS	Human Cargo Sling		
HESLO	Helicopter External Sling Load Operation		
IDE	Instruments Data Equipment		
IR	Implementing Rule		
MEL	Minimum Equipment List		
MMEL	Master Minimum Equipment List		
MS	Member State		
MS	Management System		

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## GM 0 Introduction

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All Guidance Material/Information (GM/INFO) are intended to assist the organisation/operator in administrative matters. The administrative requirements and processes will facilitate liaising with the Federal Office of Civil Aviation (FOCA). It is to be considered a tool for the organisation/operator in order to ease processes of obtaining required and defined approvals and authorisations issued by the Federal Office of Civil Aviation (FOCA). Using the GM/INFO will be conducive to establishing compliance with FOCA requirements and will lead through the respective certification or variation process in regard to administrative tasks.

### 0.1. Introductionary note

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After 21 April 2017 and in accordance with Regulation (EU) 379/2014 amending Regulation (EU) No 965/2012 on Air Operations, Annex VIII (Part-SPO) will be applicable to specialised operations for helicopters. This means operations as for example: aerial photography flights; helicopter external loads operations; human external cargo operations; parachute operations, skydiving; etc.

For further information regarding the implementation of EASA Part-SPO in Switzerland refer to FOCA's web page: [www.bazl.admin.ch/spo](http://www.bazl.admin.ch/spo)

### 0.2. Purpose of this GM/INFO

Ch. 0.2 ISS 1 / REV 0 / 01.07.2016

This FOCA guidance material shall assist Swiss commercial operators of helicopters (incl. non-commercial SPO operators with complex helicopters) in becoming compliant with the applicable regulations regarding specialised operations (SPO). It further provides a self-assessment tool for organisations to verify the compliance with the relevant requirements. The SPO regulation and its AMCs/GMs do not provide training instructions/syllabi for the different types of SPO (e.g. HESLO) nor its levels. Therefore FOCA provides training checklists, based on the former ECS/HCS forms (**publication will follow on FOCA's Part-SPO website soon**).

Complementary the GM/INFO «standard operation procedures (SOPs)» guides operators in developing SOPs for their specialised operations (e.g. external load operations, avalanche mining, etc.).

### 0.3. Scope

Ch. 0.3 ISS 1 / REV 0 / 01.07.2016

In the interest of the user, this guide intends to facilitate EASA Air-Operations Part-SPO compliance for the commercial SPO helicopter operator.

## 0.4. Terms and Conditions

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When used throughout the Administrative Guidance Leaflet the following terms shall have the meaning as defined below:

Term	Meaning	Reference
<i>shall, must, will</i>	These terms express an obligation, a positive command.	EC English Style Guide: Ch. 7.19
<i>may</i>	This term expresses a positive permission.	EC English Style Guide: Ch. 7.21
<i>shall not, will not</i>	These terms express an obligation, a negative command.	EC English Style Guide: Ch. 7.20
<i>may not, must not</i>	These terms express a prohibition.	EC English Style Guide: Ch. 7.20
<i>need not</i>	This term expresses a negative permission.	EC English Style Guide: Ch. 7.22
<i>should</i>	This term expresses an obligation when an acceptable means of compliance should be applied .	EASA Acceptable Means of Compliance publications FOCA policies and requirements
<i>could</i>	This term expresses a possibility.	<a href="http://oxforddictionaries.com/definition/english/could">http://oxforddictionaries.com/definition/english/could</a>
<i>ideally</i>	This term expresses a best possible means of compliance and/or best experienced industry practice.	FOCA recommendation

**Note:** To highlight an information or editorial note, a specific note box is used.

- The use of the male gender should be understood to include male and female persons.

## 0.5. List of References

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This guidance material is based on:

Reference	Subject
(EC) No 216/2008 Amended	Common rules in the field of civil aviation and establishing a European Aviation Safety Agency
(EU) No 965/2012 Amended	Technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008
(EU) No 800/2013	Technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008
(EU) No 376/2014	On the reporting, analysis and follow-up of occurrences in civil aviation
ICAO Annex 6 (General Aviation)	International General Aviation Aeroplane and Helicopter
832.20 Federal Law on Accident Insurance	Bundesgesetz über die Unfallversicherung (UVG) Loi fédérale sur l'assurance-accidents (LAA) Legge federale sull'assicurazione contro gli infortuni (LAINF)
832.30 Regulation on the prevention of accidents and occupational diseases	Verordnung über die Verhütung von Unfällen und Berufskrankheiten (Verordnung über die Unfallverhütung, VUV) Ordonnance sur la prévention des accidents et des maladies professionnelles (Ordonnance sur la prévention des accidents, OPA) Ordinanza sulla prevenzione degli infortuni e delle malattie professionali (Ordinanza sulla prevenzione degli infortuni, OPI)
930.11 Federal Law on product safety	Bundesgesetz über die Produktesicherheit (PrSG) Loi fédérale sur la sécurité des produits (LSPro) Legge federale sulla sicurezza dei prodotti (LSPro)
819.14 Regulation on the safety of machines	Verordnung über die Sicherheit von Maschinen (Maschinenverordnung, MaschV) Ordonnance sur la sécurité des machines (Ordonnance sur les machines, OMach) Ordinanza concernente la sicurezza delle macchine (Ordinanza sulle macchine, OMacch)
748.411 Regulation on air transport	Verordnung über den Lufttransport (LTrV) Ordonnance sur le transport aérien (OTrA) Ordinanza sul trasporto aereo (OTrA)
DIRECTIVE 2006/42/EC	Directive on machinery



## GM 1 The SPO operator

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### 1.1. How to get started

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Before starting operations according EASA Air Operations Part-SPO, the operator shall analyse his present documentation and existing processes and establish a gap analysis towards the applicable EASA Air Operations Part-ORO, -SPO, -SPA requirements with the help of this FOCA guidance material.

As a second step, the following elements shall be either established or complemented:

- a Management System (MS) which may be documented in a separate Organisation Management Manual (OMM) or which may be integrated into the Operations Manual (OM);
- an Operations Manual (OM) in accordance with AMC4 to Part-ORO MLR.100;
- ensure operational compliance with:
  - EASA Air Operations Part-ORO in parts as listed in this guide,
  - Part-SPO in full
  - Part-SPA where applicable.
- submit to FOCA a filled in and signed SPO declaration form which can be downloaded from the FOCA's website once all requirements are complied with;
- If applicable set up all required material for your commercial high risk specialised operations and submit to FOCA the associated application(s). For further information refer to title [www.bazl.admin.ch/spo](http://www.bazl.admin.ch/spo) «High risk commercial specialised operations»
- submit to FOCA the list of specific approvals with the necessary legal evidence such as authorisations or certificates of specific approvals (ops specs) obtained by the competent authority of the state of registry or any EASA MS or non-EASA State competent authority. The list of specific approvals may be found attached to the declaration form which can be downloaded from the FOCA's website.

**Note:** This FOCA guidance material lists the applicable regulations which must be fulfilled by the SPO operator. However, this guide does not provide full details on how to achieve the requirement. The operator should therefore consult the EASA regulations platform via <https://easa.europa.eu/regulations> and scroll for the tab **Air Operations**.

When clicking on the tabs **Show regulations**, **Part-ORO**, **Part-SPO**, **Part-SPA**, the applicable version of the Implementing Rules (IR) as well as all Acceptable Means of Compliance (AMC), Guidance Material (GM) may be found which provide detailed information on how the respective requirement may be achieved.

## Air Operations

Commission Regulation(EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council

▼ Show regulations

### Acceptable Means of Compliance and Guidance Material

GM to the Cover Regulation	DEF	Part-ARO
Part-ORO	Part-CAT	Part-SPA
Part-NCC	Part-NCO	Part-SPO

### Certification Specification

CS-FSTD(A)	CS-FSTD(H)	CS-FTL.1
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For easy retrieval, the EASA AMCs, GM and CS are all listed with the same number as the regulation (IR) itself. The operator should pay attention on the correct number when looking up

details in the associated AMCs and GM as the requirements for CAT (commercial air transport) and SPO (specialized operations) are mixed in the same Part-ORO document.

The operator shall be compliant with the applicable requirements latest on 21. April 2017 or when submitting the signed declaration to the FOCA.

Within 12 month of receiving the SPO declaration, the FOCA will integrate the declaring SPO operator into the mandatory FOCA SPO oversight program which is in accordance with EASA Part-ARO regulations. Within 48 months of having received the SPO declaration, the FOCA will conduct an inspection of the declaring SPO operator. For operators holding a high risk commercial SPO authorisation, an oversight cycle not exceeding 24 months will apply. The visit will either be accomplished as an audit and/or inspection, including unannounced inspection. The FOCA will use the attached reference list to check compliance of the SPO operator with the applicable regulations.

The indexation for the SPO operations manual as listed in this guide under GM 3 Operations Manual (OM) is taken from EASA Air Operations AMC4 to ORO.MLR.100. The reflected indexation describes the order of subjects a SPO Operator has to implement into his operations manual (OM).

If an operator elects to place a specific subject in a different chapter, he may do so if this serves legibility, provided he lists this as alternative means of compliance in the declaration.

**Note:** This GM/INFO is only applicable to SPO operators who have to declare in Switzerland. This Guide on EASA Part-SPO remains valid until revoked or amended by the FOCA. To get updated information on the subject EASA Air Operations Part-SPO, visit: <https://www.bazl.admin.ch/spo> or [www.easa.europa.eu](http://www.easa.europa.eu)

The principal place of business means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised.

## 1.2. Operators holding already a CAT AOC

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An existing Management System (OMM) of an AOC holder is quite in compliance with SPO regarding the requirements for the Management System. Anyway, some passages of the OMM need to be complemented with new or different SPO requirements.

In contrast, even when partially identical, the content of the CAT Operations Manuals may differ essentially in regard to the SPO requirements. Therefore, and in order to reduce complexity of the manuals, the SPO Operations Manual should not be integrated in an already existing CAT Operations Manual, a separate Operations Manual should be created for SPO only. When compiling an OM, the operator may take advantage of the contents of already existing documents (e.g. by reference to a CAT OM).

For the structure of the Operations Manual the SPO operator should use the SPO layout according to AMC4 ORO.MLR.100.

## 1.3. «Complex» versus «Non-Complex» Operator

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In accordance with Air Operations Part-ORO, the SPO operator is required to build up a management system to systematically manage safety including the necessary organisational structures, account-abilities, policies and procedures associated to commercial specialised operations.

The organisational set-up should be proportionate to the size and complexity of the operator. EASA has therefore published AMC1 to ORO.GEN.200(b) referring to the Management system and listing criteria to judge the complexity of an organisation. EASA differs two categories of organisations, the simple one which is called a «non-complex» operator or organisation and the organisation which has to deal with higher complexity which is therefore called a «complex»

operator or organisation. There are significant differences stated in the AMCs for the two set-ups. Details can be found in the AMCs and GM to EASA Part-ORO.GEN.200.

**Note:** EASA uses the term «complex» in the same document with different meanings. The term «complex» motor-powered aircraft should not be confused with the term complex operator or organisation. Although the same adjective is used they have nothing in common.

#### 1.4. **Complex helicopter**

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«Complex motor-powered aircraft» means a helicopter certificated:

- for a maximum take-off mass exceeding 3 175 kg, or
- for a maximum passenger seating configuration of more than nine, or
- for operation with a minimum crew of at least two pilots.

#### 1.5. **Non-complex operator or organisation**

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An operator should be considered as a non-complex organisation when it has a workforce of 20 full time equivalents (FTEs) or less involved in the activity subject to Regulation (EC) No 216/2008 and its Implementing Rules. If the operator fulfills further criteria as listed below under complex operator, the organisational set-up should be adopted to the higher criteria.

#### 1.6. **Complex operator or organisation**

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An operator should be considered as a complex organisation when it has a workforce of more than 20 FTEs involved in the activity subject to Regulation (EC) No 216/2008 and its Implementing Rules.

Operators with up to 20 FTEs involved in the activity subject to Regulation (EC) No 216/2008 and its Implementing Rules may also be considered complex based on an assessment of the following factors:

- in terms of complexity, the extent and scope of contracted activities subject to the approval;
  - in terms of risk criteria, whether any of the following are present: operations requiring the following specific approvals: performance-based navigation (PBN), low visibility operation (LVO), helicopter hoist operation (HHO), helicopter emergency medical service (HEMS), night vision imaging system (NVIS) and dangerous goods (DG); different types of aircraft used;
  - commercial specialised operations requiring an authorisation;
  - different types of aircraft used;
  - the environment (offshore, mountainous area, etc.).

#### 1.7. **National non aviation law «Safety, health at work and accident prevention»**

Ch. 1.7 ISS 1 / REV 0 / 01.07.2016

Regarding the safety, health at work and accident prevention the operator has also to be in compliance with the following national requirements:

- the Accident Insurance law (UVG),
- decree on the prevention of accidents and occupational illnesses (VUV),
- Federal Law on product safety (PrSG),
- Regulation on the safety of machines (Machinery Directive, MaschV).

GM5 summarises the applicable national law within this context.

## 1.8. Helicopter operations – national directives, recommendations and guidelines

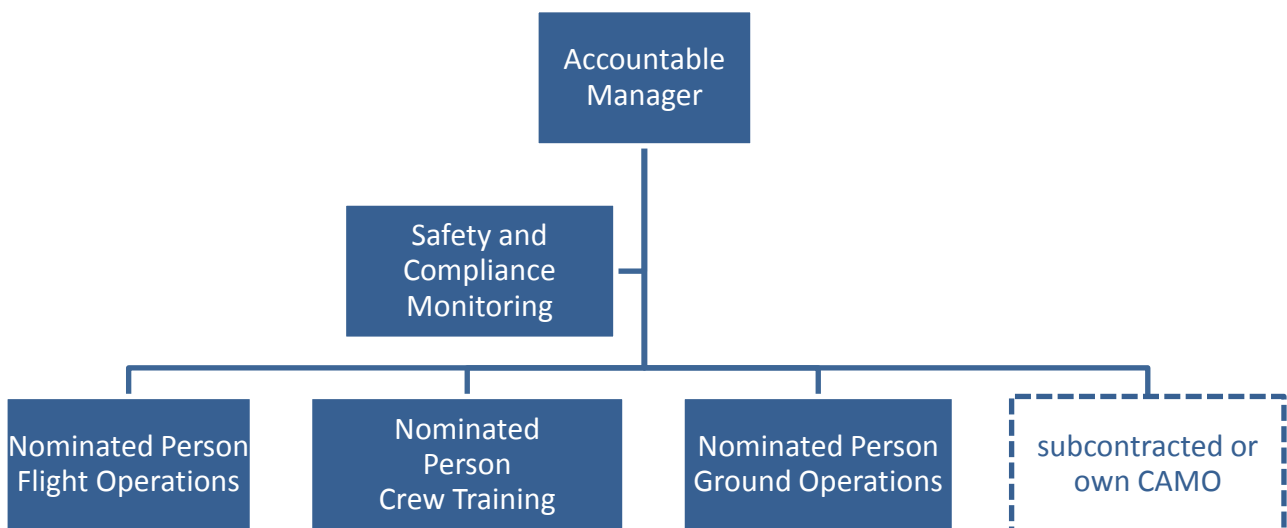
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GM6 refers (links) to the following additional applicable national directives, recommendations and guidelines:

- Use of mobile platforms for helicopter operations, FOCA, 8.9.2008
- Directive, avalanche mining with helicopters, FOCA, 1.12.2008
- Simultaneous transports of passengers and external loads, FOCA, 19.11.2009
- External load operations within congested area with special hazard to third party, FOCA, 6.12.2011
- Instruction and coaching of flight operations personnel, FOCA, 7.1.2013
- Artificial avalanche mining, State Secretariat for Education Research and Innovation SERI, Jan. 2013
- DG Training approval and Instructors' qualification, FOCA, 17.11.2014
- Transport of persons: passenger or task specialist, FOCA, 15.10.2015

## 1.9. Sample structure of a SPO organisation

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Depending on the size and complexity of the organisation (operator), various functions may be combined or covered by one single person. The smallest organisational set-up for a non-complex operator is one person in charge of all positions including compliance monitoring. To ensure independence of compliance monitoring, the operator should in such a case mandate the necessary audits and inspections to personnel not responsible for the function/process being audited.

## 1.10. Management System for a Non-Complex Operator or Organisation

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Safety risk management may be performed using hazard checklists or similar risk management tools or processes, which are integrated into the activities of the operator. Checklist samples may be found in the respective AMCs and GM to ORO.GEN.200.

The operator should manage safety risks related to a change. The «management of change» should be a documented process to identify external and internal changes that may have an adverse effect on safety. The management of change should thereby make use of the operator's existing hazard identification, risk assessment and mitigation processes.

The operator should identify a person who fulfils the role of safety manager and who is responsible for coordinating the safety management system. This person may be the accountable manager or a person with an operational role within the operator's organisation.

Within the operator, responsibilities should be identified for hazard identification, risk assessment and mitigation.

The safety policy should be documented in the OMM or OM and include a signed commitment by the accountable manager to improve towards the highest safety standards, to comply with all applicable legal requirements, to meet all applicable standards and to consider best practices and provide appropriate resources.

### **1.11. Management System for a Complex Operator or Organisation**

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The management system of an operator should encompass safety by including a safety manager, a safety review board and a safety action group in the organisational structure.

The safety manager should act as the focal point and be responsible for the development, administration and maintenance of an effective safety management system. The functions of the safety manager should be to:

- facilitate hazard identification, risk analysis and management;
- monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan;
- provide periodic reports on safety performance;
- ensure maintenance of the safety management documentation;
- ensure that there is safety management training available and that it meets acceptable standards;
- provide advice on safety matters; and
- ensure initiation and follow-up of internal occurrence/accident investigations.

The safety review board should be a high level committee that considers matters of strategic safety in support of the accountable manager's safety accountability. The board should be chaired by the accountable manager and be composed of heads of functional areas.

The safety review board should monitor:

- safety performance against the safety policy and objectives;
- that any safety action is taken in a timely manner; and
- the effectiveness of the operator's safety management processes.

The safety review board should ensure that appropriate resources are allocated to achieve the established safety performance.

The safety manager or any other relevant person may attend, as appropriate, safety review board meetings. He/she may communicate to the accountable manager all information, as necessary, to allow decision making based on safety data.

Depending on the size of the operator and the nature and complexity of its activities, the safety manager may be assisted by additional safety personnel for the performance of all safety management related tasks. Regardless of the organisational set-up it is important that the safety manager remains the unique focal point as regards the development, administration and maintenance of the operator's safety management system.

A safety action group may be established as a standing group or as an ad-hoc group to assist or act on behalf of the safety review board. More than one safety action group may be established depending on the scope of the task and specific expertise required. The safety action group should

report to and take strategic direction from the safety review board and should be comprised of managers, supervisors and personnel from operational areas.

The safety action group should:

- monitor operational safety;
- resolve identified risks;
- assess the impact on safety of operational changes; and
- ensure that safety actions are implemented within agreed timescales.

The safety action group should review the effectiveness of previous safety recommendations and safety promotion.

The management system shall further address:

- a safety policy in accordance with AMC1 ORO.GEN.200(a)(2)
- a hazard identification and risk assessment and mitigation process in accordance with AMC1 ORO.GEN.200(a)(3)
- internal safety investigation and monitoring and safety performance monitoring and measurement
- the management of change
- aiming for continuous improvement
- the emergency response plan (ERP)
- training and communication on safety.

**Note:** FOCA's Certification Leaflet «Management System ([CL MS](#))» may serve as a guideline how to establish a management system for complex as well as non-complex organisation.

## 1.12. Use of the SPO Declaration Form and List of Specific Approvals

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The FOCA has published a GM/INFO with a PDF SPO declaration form included which is in line with the EU 379/2014 EASA document in Part-ORO Appendix 1 and which may be downloaded with a link from the FOCA SPO webpage <https://www.bazl.admin.ch/spo>.

The operator shall submit the filled in declaration signed by the accountable manager to the FOCA to declare compliance with the applicable regulations. If the operator plans to amend or change content of the Declaration or ceases operations, he shall indicate the date on which the changes become effective.

The intent of the declaration is to:

- have the operator acknowledge its responsibilities under the applicable safety regulations and that it holds all necessary approvals;
- inform the competent authority of its existence; and
- enable the competent authority to fulfil its oversight responsibilities in accordance with ARO.GEN.300 and 305.

## 1.13. Instrumentation and equipment

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The operator shall consult EASA Air Operations Part-SPO.IDE regulations with associated AMCs and GM to obtain information on required instrumentation and equipment for their intended operation. This FOCA SPO guide does not provide detailed information on IDE such requirements.

### 1.14. Specific approvals SPAs

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The subject specific approvals is not addressed in this guide. If an operator wishes to implement any new specific approval with FOCA, detailed information may be found in the respective EASA Air Operations Part-SPA sections with associated AMCs and GM and on the FOCA website.

The operator should contact the FOCA's sections SBHE (helicopter) to receive advice on how any specific approval may be obtained. The subject should be implemented into the operations manual sections as mentioned by the chapter title.

Operators already holding a specific approval (e.g. for Dangerous Goods) don't need to re-apply for the specific approval again to comply with the SPO rules.

### 1.15. Alternative Means of Compliance for SPO operators

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Alternative means of compliance to those adopted by the Agency may be used by an operator to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

If the SPO operator wishes to deviate from existing AMCs by use of alternative means of compliance, he may do so according ORO.GEN.120(c) if such alternative means are listed in the declaration form and provided the operator has performed a documented safety and risk assessment which indicates an equal level of safety is achieved to meet the regulation. The FOCA will assess any alternative means of compliance used by the SPO operator during inspections.

When an operator subject to SPO authorisation wishes to use alternative means of compliance and when alternative means of compliance affects the standard operating procedures that are part of the authorisation, it shall, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance according ORO.GEN.120(d). The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

### 1.16. General Note to the attached reference list

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The subsequent section with the listed regulations starting with the Management System (GM 2) and commencing with the Operations Manual (GM 3) act as a control sheet for the SPO operator. The operator however will have to integrate the AMC and consult the GM material to get further details on how to fulfill the respective requirements. AMCs are considered binding unless alternative means of compliance are used as stated in chapter 1.13. above. Within the lists, AMCs are only partially mentioned, where the Implementing Rule itself does not provide the necessary information to describe the required content regarding the topic. To highlight the required changes for already existing OMMs of CAT operators, passages of the management system requirements are **written in red**.

GM 5 summarises the additional OM content for commercial operations with complex helicopter (e.g. >3'175 kg) and/or or operations under IFR.

## GM 2 Management System

GM 2 ISS 1 / REV 1 / 20.09.2016

Following requirements shall be covered by the management system. The management system may be described in a separate document typically called Organisation Management Manual (OMM) or it may be fully implemented into the Operations Manual (OM) Part A GENERAL/BASIC under 3 MANAGEMENT SYSTEM.

The Management System (OMM) of AOC holders should already cover most of the required content. Anyway, new requirements need to be implemented and some passages of the OMM need to be complemented with new SPO requirements. To highlight new or changed requirements of the management system are written in red.

**Note:** All text blocks are copied out of the Air Operations Regulation 965/2014 and associated amendments.

Regulation Reference	Subject	Definition	Operator's Control Tool (enter Name/Date when checked) Subject location in OM or OMM	FOCA Inspection checklist for future use
ORO.GEN.105	Competent authority	For the purpose of this Annex, the competent authority exercising oversight over operators subject to a certification, <b>declaration obligation or specialised operation authorisation</b> shall be for operators having their principal place of business in a Member State, the authority designated by that Member State.	-	<input type="checkbox"/>
SPO.GEN.100	Competent authority	The competent authority shall be the authority designated by the Member State in which the operator has its principal place of business or is residing.		<input type="checkbox"/>
ORO.GEN.110	Operator responsibilities (a) to (k)	<i>Accountable Manager or Nominated Person – Responsible:</i> <ul style="list-style-type: none"> <li>to ensure operation of the aircraft in accordance with Annex IV to Regulation (EC) No 216/2008, as applicable, the relevant requirements of this Annex and its declaration.</li> <li>to ensure that every flight is conducted in accordance with the provisions of the operations manual</li> <li>to establish and maintain a system for exercising operational control over any flight operated under the terms of its certificate, SPO authorisation or declaration.</li> </ul>		<input type="checkbox"/>



- to ensure that the aircraft is equipped and its crews are qualified as required for the area and type of operation.
- to 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.
- to establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities, for all types of operation on the ground and in flight. Those procedures and instructions shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft. Procedures and instructions for a sterile flight crew compartment shall also be included.  
*New for all operators: AMC1 ORO.GEN.110(f) Sterile flight crew compartment*
- to ensure that all personnel are made aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and that are pertinent to the performance of their duties.
- to establish a checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the operations manual are followed. The design and utilisation of checklists shall observe human factors principals and take into account the latest relevant documentation from the aircraft manufacturer (Manufacturer documentation may fulfil the requirement).
- to specify flight planning procedures to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes or operating sites concerned. These procedures shall be included in the operations

		<p>manual.</p> <ul style="list-style-type: none"> <li>to establish and maintain dangerous goods training programmes for personnel as required by the technical instructions which shall be subject to review and approval by the competent authority. Training programmes shall be commensurate with the responsibilities of personnel.</li> </ul>		
ORO.GEN.120	Means of compliance (a)	Alternative means of compliance to those adopted by the Agency may be used by an operator to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.		<input type="checkbox"/>
ORO.GEN.120	Means of compliance (b) to (d)	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>When an operator subject to certification wishes to use an alternative means of compliance to the acceptable means of compliance (AMC) adopted by the Agency to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules, responsible, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met. The operator may implement these alternative means of compliance subject to prior approval by the competent authority and upon receipt of the notification as prescribed in ARO.GEN.120(d).</li> <li>to ensure notifying the competent authority (FOCA) of any alternative means of compliance used to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules if applicable</li> <li><b>An operator required to declare its activity:</b> to notify to the competent authority the list of alternative means of compliance it uses to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.</li> <li><b>When an operator subject to SPO authorisation</b> wishes to</li> </ul>		<input type="checkbox"/>

		use alternative means of compliance, to comply with ORO.GEN.120 (b) whenever such alternative means of compliance affects the standard operating procedures that are part of the authorisation and with ORO.GEN.120 (c) for the declared part of its organisation and operation.		
<b>SPO.GEN.101</b>	<b>Means of compliance</b>	Alternative means of compliance to those adopted by the Agency may be used by an operator to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.		<input type="checkbox"/>
<b>ORO.GEN.140</b>	<b>Access (a)</b>	<i>Accountable Manager or Nominated Person – Responsible:</i> For the purpose of determining compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, the operator shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, <b>SPO authorisation or declaration</b> , whether it is contracted or not, to any person authorised by one of the following authorities: (1) the competent authority defined in ORO.GEN.105; (2) the authority acting under the provisions of ARO.GEN.300(d), ARO.GEN.300(e) or ARO.RAMP.		<input type="checkbox"/>
<b>ORO.GEN.150</b>	<b>Findings</b>	<i>Accountable Manager or Nominated Person (e.g. Compliance Monitoring Manager) - Responsible:</i> After receipt of notification of findings, to: (a) identify the root cause of the non-compliance; (b) define a corrective action plan; and (c) demonstrate corrective action implementation to the satisfaction of the competent authority within a period agreed with that authority as defined in ARO.GEN.350 (d).		<input type="checkbox"/>
<b>ORO.GEN.155</b>	<b>Immediate reaction to a safety problem (a) (b)</b>	<i>Accountable Manager or Nominated Person - Responsible to ensure implementation of:</i> (a) any safety measures mandated by the competent authority in accordance with ARO.GEN.135(c); and (b) any relevant mandatory safety information issued by the		<input type="checkbox"/>

		Agency, including airworthiness directives.		
ORO.GEN.160	Occurrence reporting (a)	<p><i>Accountable Manager or Nominated Person -</i> Responsible to ensure reporting to the competent authority (FOCA), and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Regulation (EU) No 376/2014 and Regulation 2015/1018.</p> <p><i>The Directive 2003/42/EC of the European Parliament and the Council of 13 June, 2003, on occurrence reporting in civil aviation has been repealed by the European Commission. The new regulation (EU) No 376/2014 will apply from the 15 November, 2015. The moment of the effective implementation in Switzerland is dependent on the adoption of the Joint Committee and becomes effective in Switzerland on 1st of April 2016: <a href="#">FOCA Internet SRM</a></i></p>		<input type="checkbox"/>
ORO.GEN.160	Occurrence reporting (b) to (e)	<p><i>Accountable Manager or Nominated Person –</i> <i>Responsible:</i></p> <ul style="list-style-type: none"> <li>to ensure reporting to the competent authority and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations or occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data established in accordance with Regulation (EU) No 748/2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.</li> <li>Without prejudice to Regulation (EU) No 996/2010, Directive 2003/42/EC, Commission Regulation (EC) No 1321/20073 and Commission Regulation (EC) No 1330/20074, the reports referred in paragraphs (a) and (b) shall be made in a form and manner established by the competent authority and contain all pertinent information about the condition known to the operator.</li> <li>where relevant, responsible to produce a follow-up report to provide details of actions it intends to take to prevent</li> </ul>		<input type="checkbox"/>

		<p>similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the competent authority.</p> <ul style="list-style-type: none"> <li>to ensure reporting is made as soon as practicable, but in any case within 72 hours of the operator identifying the condition to which the report relates, unless exceptional circumstances prevent this.</li> </ul>		
<b>ORO.GEN.200</b>	<b>Management system (a)</b>	<p><i>Accountable Manager or Nominated Person</i> – Responsible to establish, implement and maintain a management system that includes:</p> <ul style="list-style-type: none"> <li>clearly defined lines of responsibility and accountability throughout the operator, including a direct safety accountability of the accountable manager;</li> <li>a description of the overall philosophies and principles of the operator with regard to safety, referred to as the safety policy;</li> <li>the identification of aviation safety hazards entailed by the activities of the operator, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;</li> <li>the management system shall be maintained and include: maintaining personnel trained and competent to perform their tasks;</li> <li>the management system shall be maintained and include: documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;</li> <li>any additional requirements that are prescribed in the relevant subparts of the applicable regulations.</li> </ul>		<input type="checkbox"/>
<b>ORO.GEN.200</b>	<b>Management system (b)</b>	<p>The management system shall correspond to the size of the operator and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.</p>		<input type="checkbox"/>

ORO.GEN.205	<b>Contracted activities (a) (b)</b>	<p><i>Accountable Manager or Nominated Person –</i></p> <ul style="list-style-type: none"> <li>Responsible to ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.</li> <li>When the certified operator <b>or the SPO authorisation</b> holder contracts any part of its activity to an organisation that is not itself certified or authorised in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of the operator. The contracting organisation shall ensure that the competent authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.</li> </ul>		<input type="checkbox"/>
ORO.GEN.210	<b>Personnel requirements (a)</b>	<p><i>Accountable Manager –</i></p> <p>The operator shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.</p>		<input type="checkbox"/>
ORO.GEN.210	<b>Personnel requirements (b)</b>	<p><i>Compliance Monitoring Manager –</i></p> <p>A person or group of persons shall be nominated by the operator, with the responsibility of ensuring that the operator remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.</p> <p><i>Also refer to FOCA's AltMOC «Management Personnel»</i></p>		<input type="checkbox"/>
ORO.GEN.210	<b>Personnel requirements (c)</b>	<p><i>Accountable Manager –</i></p> <p>The operator shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.</p>		<input type="checkbox"/>
ORO.GEN.210	<b>Personnel requirements (d)</b>	<p><i>Accountable Manager or Nominated Person (e.g. NPCT) –</i></p> <p>The operator shall maintain appropriate experience, qualification and training records to show compliance with point (c).</p>		<input type="checkbox"/>

ORO.GEN.210	<b>Personnel requirements (e)</b>	<i>Accountable Manager or Nominated Person (e.g. NPFO) –</i> Responsible to ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.		<input type="checkbox"/>
ORO.GEN.215	<b>Facility requirements</b>	<i>Accountable Manager –</i> Responsible to have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements		<input type="checkbox"/>
ORO.GEN.220	<b>Record-keeping (a)</b>	<i>Accountable Manager or Nominated Person or Compliance Monitoring function (e.g. Compliance Monitoring Manager) –</i> Responsible to ensure record keeping, adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORO.GEN.200.		<input type="checkbox"/>
ORO.GEN.220	<b>Record-keeping (b)</b>	The format of the records shall be specified in the operator's procedures.		<input type="checkbox"/>
ORO.GEN.220	<b>Record-keeping (c)</b>	Records shall be stored in a manner that ensures protection from damage, alteration and theft.		<input type="checkbox"/>
ORO.DEC.100	<b>Declaration (a) to (e)</b>	<i>Accountable Manager –</i> The operator of complex motor-powered aircraft engaged in non-commercial operations or non-commercial specialised operations, and the commercial specialised operator shall be responsible: <ul style="list-style-type: none"> <li>• to provide the FOCA with all relevant information prior to commencing operations, using the declaration form (FOCA Web page).</li> <li>• notify to FOCA a list of the alternative means of compliance used;</li> <li>• notify FOCA without delay of any changes to its declaration or the means of compliance it uses through submission of an amended declaration using the form contained in Appendix I to this Annex; and</li> <li>• notify FOCA when it ceases operation.</li> </ul>		<input type="checkbox"/>

ORO.SPO.100	<b>Common requirements for commercial specialised operators (a) (b)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• To in addition to ORO.DEC.100 also comply with ORO.AOC.135, ORO.AOC.140 and ORO.AOC.150.</li> </ul> <p><i>Also refer to FOCA’s AltMOC «Management Personnel»</i></p> <ul style="list-style-type: none"> <li>• Aircraft have a certificate of airworthiness (CofA) in accordance with Regulation (EU) No 748/2012 or shall be leased-in in accordance with ORO.SPO.100 (c).</li> </ul>		<input type="checkbox"/>
ORO.SPO.100	<b>Common requirements for commercial specialised operators (c)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• to obtain prior approval of the competent authority and comply with the following conditions, if: <ul style="list-style-type: none"> <li>○ Wet leasing-in an aircraft of a third country operator: <ul style="list-style-type: none"> <li>○ The safety standards of a third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by Regulation (EC) No 2042/2003 and this Regulation;</li> <li>○ The aircraft of a third country operator has a standard CofA issued in accordance with ICAO Annex 8;</li> <li>○ The duration of the wet lease-in does not exceed seven months in any 12 consecutive month period; or</li> </ul> </li> <li>○ Dry leasing-in an aircraft registered in a third country: <ul style="list-style-type: none"> <li>○ An operational need has been identified that cannot be satisfied through leasing an aircraft registered in the EU;</li> <li>○ The duration of the dry lease-in does not exceed seven months in any 12 consecutive month period;</li> <li>○ Compliance with the applicable requirements of Regulation (EC) No 2042/2003 is ensured;</li> </ul> </li> </ul> </li> <li>○ The aircraft is equipped in accordance with Annex VIII [Part SPO].</li> </ul>		<input type="checkbox"/>



ORO.SPO.110	<b>Authorisation of high risk commercial specialised operations (a)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• to apply for and obtain an authorisation issued by the competent authority of the operator prior to commencing a high risk commercial specialised operation: <ul style="list-style-type: none"> <li>○ that is carried out over an area where the safety of third parties on the ground is likely to be endangered in the event of an emergency, or</li> <li>○ that, as determined by the competent authority of the place where the operation is conducted, due to its specific nature and the local environment in which it is conducted, poses a high risk, in particular to third parties on the ground.</li> </ul> </li> </ul>		☐
ORO.SPO.110	<b>Authorisation of high risk commercial specialised operations (b) (c)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• to provide the following information to the competent authority: <ul style="list-style-type: none"> <li>○ the official name and business name, address, and mailing address of the applicant;</li> <li>○ a description of the management system, including organisational structure;</li> <li>○ a description of the proposed operation, including the type(s), and number of aircraft to be operated;</li> <li>○ the risk assessment documentation and related standard operating procedures, required by SPO.OP.230;</li> <li>○ a statement that all the documentation sent to the competent authority has been verified by the operator and found in compliance with the applicable requirements.</li> <li>○ that the application for an authorisation or its amendment shall be made in a form and manner established by the competent authority, taking into account the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules.</li> </ul> </li> </ul>		☐

ORO.SPO.115	<b>Changes (a) to (d)</b>	<p><i>Accountable Manager or Nominated Person –</i></p> <ul style="list-style-type: none"> <li>Any change affecting the scope of the authorisation or the authorised operations shall require prior approval of the competent authority. Any change not covered by the initial risk assessment, shall require the submission of an amended risk assessment and SOP to the competent authority.</li> <li>The application for approval of a change shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EC) No 216/2008 and its Implementing Rules and to amend, if necessary, the authorisation. The operator shall provide the competent authority with any relevant documentation.</li> <li>The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with ARO.OPS.150.</li> <li>The operator shall operate under the conditions prescribed by the competent authority during such changes, as applicable.</li> </ul>		<input type="checkbox"/>
ORO.SPO.120	<b>Continued validity (a)</b>	<p><i>Accountable Manager or Nominated Person –</i> Responsible:</p> <ul style="list-style-type: none"> <li>when holding a specialised operation authorisation to comply with the scope and privileges defined in the authorisation.</li> </ul>		<input type="checkbox"/>
ORO.SPO.120	<b>Continued validity (b) (c)</b>	<p>The operator's authorisation shall remain valid subject to:</p> <ul style="list-style-type: none"> <li>the operator remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ORO.GEN.150;</li> <li>the competent authority being granted access to the operator as defined in ORO.GEN.140 to determine continued compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules; and</li> </ul>		<input type="checkbox"/>

		<ul style="list-style-type: none"> <li>the authorisation not being surrendered or revoked.</li> <li>upon revocation or surrender the authorisation to return to the competent authority without delay.</li> </ul>		
<b>SPO.GEN.005</b>	<b>Scope (a) (c)</b>	<p><i>Accountable Manager or Nominated Person –</i></p> <ul style="list-style-type: none"> <li>This Annex applies to any <b>specialised operation</b> where the aircraft is used for specialised activities such as agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.</li> <li>the following operations with other-than complex motor-powered aircraft may be conducted in accordance with Annex VII (Part-NCO): <ul style="list-style-type: none"> <li>competition flights or flying displays, on the condition that the remuneration or any valuable consideration given for such flights is limited to recovery of direct costs and a proportionate contribution to annual costs, as well as prizes of no more than a value specified by the competent authority.</li> <li>parachute dropping, sailplane towing or aerobatic flights performed either by a training organisation having its principal place of business in a Member State and approved in accordance with Regulation (EU) No 1178/2011, or by an organisation created with the aim of promoting aerial sport or leisure aviation, on the condition that the aircraft is operated by the organisation on the basis of ownership or dry lease, that the flight does not generate profits distributed outside of the organisation, and that whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation.</li> </ul> </li> </ul>		<input type="checkbox"/>
<b>SPO.GEN.115</b>	<b>Common language</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>to ensure that all crew members and task specialists are able to communicate with each other in a common language.</li> </ul>		<input type="checkbox"/>

SPO.GEN.125	<b>Rotor engagement</b>	<p><i>Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>to ensure that a helicopter rotor shall only be turned under power for the purpose of flight with a qualified pilot at the controls.</li> </ul>		<input type="checkbox"/>
SPO.GEN.130	<b>Portable electronic devices</b>	<p><i>Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>to (to ensure) not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment.</li> </ul>		<input type="checkbox"/>
SPO.GEN.135	<b>Information on emergency and survival equipment carried</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>to have, at all times, available for immediate communication to rescue coordination centres (RCCs) lists containing information on the emergency and survival equipment carried on board.</li> </ul>		<input type="checkbox"/>
SPO.GEN.140	<b>Documents, manuals and information to be carried</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>to make available, within a reasonable time of being requested to do so by the competent authority, the documentation required to be carried on board.</li> </ul>		<input type="checkbox"/>
SPO.GEN.145	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (a) to (g)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>Following an accident, a serious incident or an occurrence identified by the investigating authority, that the aircraft's original recorded data are preserved for a period of 60 days or until otherwise directed by the investigating authority.</li> <li>to conduct operational checks and evaluations of flight data recorder (FDR) recordings, cockpit voice recorder (CVR) recordings and data link recordings to ensure the continued serviceability of the recorders.</li> <li>to save the recordings for the period of operating time of the FDR as required by SPO.IDE.A.145 or</li> </ul>		<input type="checkbox"/>

		<p>SPO.IDE.H.145, except that, for the purpose of testing and maintaining the FDR, up to 1 hour of the oldest recorded material at the time of testing may be erased.</p> <ul style="list-style-type: none"> <li>• to keep and maintain up-to-date documentation that presents the necessary information to convert FDR raw data into parameters expressed in engineering units.</li> <li>• to make available any flight recorder recording that has been preserved, if so determined by the competent authority.</li> <li>• without prejudice to Regulation (EU) No 996/2010 and except for ensuring the CVR serviceability, CVR recordings shall not be disclosed or used unless: <ul style="list-style-type: none"> <li>○ a procedure related to the handling of CVR recordings and of their transcript is in place;</li> <li>○ all crew members and maintenance personnel concerned have given their prior consent; and</li> <li>○ they are used only for maintaining or improving safety.</li> </ul> </li> <li>• when a CVR recording is inspected for ensuring the CVR serviceability, to ensure the privacy of the CVR recording and the CVR recording shall not be disclosed or used for other purposes than ensuring the CVR serviceability.</li> <li>• FDR recordings or data link recordings are only be used for purposes other than for the investigation of an accident or an incident that is subject to mandatory reporting if such records are: <ul style="list-style-type: none"> <li>○ used by the operator for airworthiness or maintenance purposes only;</li> <li>○ de-identified; or</li> <li>○ disclosed under secure procedures.</li> </ul> </li> </ul>		
SPO.GEN.150	Transport of dangerous goods (a)	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• that the transport of dangerous goods by air is conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the Technical Instructions for the Safe Transport of Dangerous Goods</li> </ul>		□

		by Air (ICAO Doc 9284-AN/905), including its attachments, supplements and any other addenda or corrigenda.		
<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (b)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• that dangerous goods are only be transported when approved in accordance with Annex V (Part-SPA), subpart G, to Regulation (EU) No 965/2012 except when: <ul style="list-style-type: none"> <li>○ they are not subject to the Technical Instructions in accordance with Part 1 of those Instructions;</li> <li>○ they are carried by task specialists or crew members or are in baggage which has been separated from its owner, in accordance with Part 8 of the Technical Instructions;</li> <li>○ required on board the aircraft for specialised purposes in accordance with the Technical Instructions;</li> <li>○ they are used to facilitate flight safety where carriage aboard the aircraft is reasonable to ensure their timely availability for operational purposes, whether or not such articles and substances are required to be carried or intended to be used in connection with a particular flight.</li> </ul> </li> </ul>		<input type="checkbox"/>
<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (c) to (g)</b>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• to establish procedures to ensure that all reasonable measures are taken to prevent dangerous goods from being carried on board inadvertently.</li> <li>• to provide personnel with the necessary information enabling them to carry out their responsibilities, as required by the Technical Instructions.</li> <li>• to, in accordance with the Technical Instructions, report without delay to FOCA and the appropriate authority of the State of occurrence in the event of: <ul style="list-style-type: none"> <li>○ any dangerous good accident or incidents;</li> <li>○ the finding of dangerous goods carried by task</li> </ul> </li> </ul>		<input type="checkbox"/>

		<p>specialists or crew, or in their baggage, when not in accordance with Part 8 of the Technical Instructions.</p> <ul style="list-style-type: none"> <li>to ensure that task specialists are provided with information about dangerous goods.</li> <li>to ensure that notices giving information about the transport of dangerous goods are provided at acceptance points for cargo as required by the Technical Instructions.</li> </ul>		
<b>ORO.AOC.135</b> See ORO.SPO.100 (a)	<b>Personnel requirements (a)</b>	<p><i>Accountable Manager or Nominated Person –</i></p> <ul style="list-style-type: none"> <li>In accordance with ORO.GEN.210(b), responsible to nominate persons responsible for the management and supervision of the following areas: <ul style="list-style-type: none"> <li>flight operations;</li> <li>crew training;</li> <li>ground operations; and</li> <li>continuing airworthiness in accordance with Regulation (EC) No 2042/2003.</li> </ul> </li> </ul>		<input type="checkbox"/>
<b>ORO.AOC.135</b> See ORO.SPO.100 (a)	<b>Personnel requirements (b)</b>	<p><i>Accountable Manager or Nominated Person –</i></p> <p>Adequacy and competency of personnel Responsible:</p> <ul style="list-style-type: none"> <li>to employ sufficient personnel for the planned ground and flight operations.</li> <li>that all personnel assigned to, or directly involved in, ground and flight operations are: <ul style="list-style-type: none"> <li>be properly trained;</li> <li>demonstrate their capabilities in the performance of their assigned duties; and</li> <li>be aware of their responsibilities and the relationship of their duties to the operation as a whole.</li> </ul> </li> </ul>		<input type="checkbox"/>
<b>ORO.AOC.135</b> See ORO.SPO.100 (a)	<b>Personnel requirements (c)</b>	<p><i>Accountable Manager or Nominated Person –</i></p> <p>Supervision of personnel, responsible:</p> <ul style="list-style-type: none"> <li>to appoint a sufficient number of personnel supervisors, taking into account the structure of the operator's organisation and the number of personnel employed.</li> <li>that the duties and responsibilities of these supervisors are defined, and any other necessary arrangements are</li> </ul>		<input type="checkbox"/>

		<p>made to ensure that they can discharge their supervisory responsibilities.</p> <ul style="list-style-type: none"> <li>that the supervision of crew members and personnel involved in the operation is exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.</li> </ul>		
<p><b>ORO.AOC.140</b> See ORO.SPO.100 (a)</p>	<p><b>Facility requirements (a) to (c)</b></p>	<p><i>Accountable Manager or Nominated Person –</i> In accordance with ORO.GEN.215, responsible to:</p> <ul style="list-style-type: none"> <li>make use of appropriate ground handling facilities to ensure the safe handling of its flights;</li> <li>arrange operational support facilities at the main operating base, appropriate for the area and type of operation; and</li> <li>ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews.</li> </ul>		☐
<p><b>ORO.AOC.150</b> See ORO.SPO.100 (a)</p>	<p><b>Documentation requirements (a), (b)</b></p>	<p><i>Accountable Manager or Nominated Person –</i> Responsible:</p> <ul style="list-style-type: none"> <li>to make arrangements for the production of manuals and any other documentation required and associated amendments.</li> <li>to be capable of distributing operational instructions and other information without delay.</li> </ul>		☐
<p><b>ORO.MLR.100</b></p>	<p><b>Operations manual general (b) to (k)</b></p>	<p><i>Accountable Manager or Nominated Person –</i> <i>Responsible:</i></p> <ul style="list-style-type: none"> <li>that the content of the OM reflects the requirements set out in this Annex, Annex IV (Part-CAT), Annex V (Part-SPA), Annex VI (Part-NCC) and Annex VIII (<b>Part-SPO</b>), as applicable, and does not contravene the conditions contained in the operations specifications to the air operator certificate (AOC), the <b>SPO authorisation or the declaration</b> and the list of specific approvals, as</li> </ul>		☐



		<p>applicable.</p> <ul style="list-style-type: none"> <li>• to be capable of distributing operational instructions and other information without delay.</li> <li>• to ensure that the OM is kept up to date and all personnel are made aware of any changes that are relevant to their duties.</li> <li>• to ensure that each crew member is being provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the operator.</li> <li>• to ensure that amendments and revisions required by the competent authority are incorporated.</li> <li>• to ensure that information taken from approved documents, and any amendment thereof, is correctly reflected in the OM. This does not prevent the operator from publishing more conservative data and procedures in the OM.</li> <li>• to ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written. The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principals.</li> </ul>		
	<p><b>Minimum Equipment List MEL (a)(c)</b></p>	<p><i>Accountable Manager or Nominated Person – Responsible:</i></p> <ul style="list-style-type: none"> <li>• to ensure a minimum equipment list (MEL) is established as specified under point 8.a.3 of Annex IV to Regulation (EC) No 216/2008, based on the relevant master minimum equipment list (MMEL) as defined in the data established in accordance with Regulation (EU) No 748/2012. If an MMEL has not been established as part of the operational suitability data, the MEL may be based on the relevant MMEL accepted by the State of Operator or Registry as applicable. The MEL shall later on be amend after any applicable change to the MMEL has been within the acceptable timescales.</li> </ul>		<p>□</p>

### GM 3 Operations Manual (OM)

GM 3 ISS 1 / REV 1 / 20.09.2016

For the structure of the Operations Manual the SPO operator should use the SPO layout according to AMC4 ORO.MLR.100. The SPO Operations Manual should not be integrated in an already existing CAT Operations Manual, a separate Operations Manual should be created for SPO only.

Operators may implement the required content in their SOPs instead of its description in the OM structure, as applicable and reasonable. If the content is described in a SOP, reference shall be made in the OM.

**Note:** All text blocks are copied out of the Air Operations Regulation 965/2014 and associated amendments.

Regulation Reference	Subject	Definition	Operator's Control Tool (enter Name/Date when checked) Subject location in OM or OMM	FOCA Inspection checklist for future use
<b>Operations manual — general</b>				
ORO.MLR.100	Operations manual general (a)	The operator shall establish an operations manual (OM) as specified under 8.b of Annex IV to Regulation (EC) No 216/2008.		<input type="checkbox"/>
ORO.MLR.100	Operations manual general (b)	The content of the OM shall reflect the requirements set out in this Annex, Annex IV (Part-CAT), Annex V (Part-SPA), Annex VI (Part-NCC) and Annex VIII (Part-SPO), as applicable, and shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC), the SPO authorisation or the declaration and the list of specific approvals, as applicable.		<input type="checkbox"/>
ORO.MLR.100	Operations manual general (c)	The OM may be issued in separate parts.		<input type="checkbox"/>
ORO.MLR.100	Operations manual general (d)	All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.		<input type="checkbox"/>
ORO.MLR.100	Operations manual general (e)	The OM shall be kept up to date. All personnel shall be made aware of the changes that are relevant to their duties.		<input type="checkbox"/>

ORO.MLR.100	<b>Operations manual general (f)</b>	Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the operator.		<input type="checkbox"/>
ORO.MLR.100	<b>Operations manual general (g1)</b>	For <b>SPO authorisation holders</b> , any amendment associated with the authorised standard operating procedures, prior approval shall be obtained before the amendment becomes effective.		<input type="checkbox"/>
ORO.MLR.100	<b>Operations manual general (h)</b>	Notwithstanding (g) and (g1), when immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for.		<input type="checkbox"/>
ORO.MLR.100	<b>Operations manual general (i)</b>	The operator shall incorporate all amendments and revisions required by the competent authority.		<input type="checkbox"/>
ORO.MLR.100	<b>Operations manual general (j)</b>	The operator shall ensure that information taken from approved documents, and any amendment thereof, is correctly reflected in the OM. This does not prevent the operator from publishing more conservative data and procedures in the OM.		<input type="checkbox"/>
ORO.MLR.100	<b>Operations manual general (k)</b>	The operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written. The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles.		<input type="checkbox"/>

## Contents – SPO Operations

The OM should contain at least the following information, where applicable, as relevant for the area and type of operation:

### 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 AOC/declaration/authorisation

Refer to OMM or implement the content based on the following requirements at this point:

- ORO.MLR.100 (b); ORO.DEC.100 (c); ORO.SPO.110 (b) (5)

(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel

Refer to OMM or implement the following requirements at this point:

- ORO.GEN.110 (b), ORO.GEN.110 (g); ORO.DEC.100 (c); SPO.GEN.105 (a); ORO.SPO.110 (b) (5); SPO.GEN.106 (a); SPO.GEN.107 (a) (3)

(c) A list and brief description of the various parts, their contents, applicability and use

Refer to OMM or insert 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

Refer to OMM or insert at this point explanations and definitions of terms and words needed for the use of the manual.

##### 0.2 System of amendment and revision

Refer to OMM or insert at this point the system of amendment and revision.

(a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions

Refer to OMM or insert at this point details of the person(s) responsible for the issuance and insertion of amendments and revisions.

(b) A record of amendments and revisions with insertion dates and effective dates

Refer to OMM or insert at this 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

Refer to OMM or insert at this point 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 or paragraphs and their effective dates

Refer to OMM or insert at this point a description of the system for the annotation of pages or paragraphs and their effective dates.

(e) A list of effective pages or paragraphs

Refer to OMM or insert at this point a list of effective pages or paragraphs.

(f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams)

Refer to OMM or insert at this point annotation of changes (in the text and, as far as practicable, on charts and diagrams).

(g) Temporary revisions

Refer to OMM or insert at this point temporary revisions.

(h) A description of the distribution system for the manuals, amendments and revisions

Refer to OMM or insert at this 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 organogram and operations departments' organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, etc., which pertain to the safety of flight operations, should be shown.

Refer to OMM or insert at this point the organisational structure.

## 1.2 Nominated persons

The name of each nominated person responsible for flight operations, crew training and ground operations, as prescribed in ORO.AOC.135. A description of their function and responsibilities should be included.

Refer to OMM or insert at this point the name of each nominated person responsible for flight operations, crew training and ground operations and description of their function and responsibilities based on ORO.AOC.135 (a), (b), (c), ORO.SPO.100 (a); ORO.GEN.210 (b).

## 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.

If the responsibilities and duties of operations management personnel are not implemented in the OMM (see GM 2 Management System) the required content has to be implemented at this point based on: ORO.GEN.110 (a) to (k); ORO.GEN.150; ORO.GEN.155; ORO.GEN.160 (a), (b), (d), (e); ORO.GEN.205(a); ORO.GEN.210(a) to (e); ORO.GEN.215; ORO.DEC.100 (a) to (e); ORO.GEN.220; ORO.MLR.100(d) to (k); ORO.MLR.105(a), (c).

## 1.4 Authority, duties and responsibilities of the pilot-in-command/commander

A statement defining the authority, duties and responsibilities of the pilot-in command/commander.

<b>ORO.MLR.110</b>	<b>Journey log</b>	Pilot in Command – Responsible to ensure that particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a journey log, or equivalent.		<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (a)</b>	Crew Member – The crew member shall be responsible for the proper execution of his/her duties. Crew duties shall be specified in the standard operating procedures (SOP) and, where appropriate, in the operations manual.		<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (b)</b>	Except for balloons, during critical phases of flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the crew member shall be restrained at his/her assigned station unless otherwise specified in the SOP.		<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (c)</b>	Crew Member – During flight, the flight crew member shall keep his/her safety belt fastened while at his/her station.		<input type="checkbox"/>

SPO.GEN.105	<b>Crew responsibilities (d)</b>	Crew Member – During flight, at least one qualified flight crew member shall remain at the controls of the aircraft at all times.		<input type="checkbox"/>
SPO.GEN.105	<b>Crew responsibilities (e)</b>	Crew Member – The crew member shall not undertake duties on an aircraft: (1) if he/she knows or suspects that he/she is suffering from fatigue as referred to in 7.f. of Annex IV to Regulation (EC) No 216/2008 or feels otherwise unfit to perform his/her duties; or (2) when under the influence of psychoactive substances or alcohol or for other reasons as referred to in 7.g. of Annex IV to Regulation (EC) No 216/2008.		<input type="checkbox"/>
SPO.GEN.105	<b>Crew responsibilities (f)</b>	Crew Member – The crew member who undertakes duties for more than one operator shall: (1) maintain his/her individual records regarding flight and duty times and rest periods as referred to in Annex III (Part-ORO), Subpart FTL to Regulation (EU) No 965/2012, if applicable; and (2) provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.		<input type="checkbox"/>
SPO.GEN.107	<b>Pilot-in-command responsibilities and authority (a)</b>	Pilot-in-command - The pilot-in-command shall be responsible for: (1) the safety of the aircraft and of all crew members, task specialists and cargo on board during aircraft operations; (2) the initiation, continuation, termination or diversion of a flight in the interest of safety; (3) ensuring that all operational procedures and checklists are complied with in accordance with the appropriate manual; (4) only commencing a flight if he/she is satisfied that all operational limitations referred to in 2.a.3 of Annex IV to Regulation (EC) No 216/2008 are complied with, as follows: (i) the aircraft is airworthy; (ii) the aircraft is duly registered; (iii) instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent		<input type="checkbox"/>

		<p>document, if applicable, as required in SPO.IDE.A.105, SPO.IDE.H.105, SPO.IDE.S.105 or SPO.IDE.B.105;</p> <p>(iv) the mass of the aircraft and, except in the case of balloons, the centre of gravity location are such that the flight can be conducted within limits prescribed in the airworthiness documentation;</p> <p>(v) all equipment and baggage is properly loaded and secured; and</p> <p>(vi) the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;</p> <p>(5) not commencing a flight if he/she, or any other crew member or task specialist is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;</p> <p>(6) not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when his/her or any other crew member or task specialist's capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;</p> <p>(7) deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or MEL, if applicable;</p> <p>(8) recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft; and</p> <p>(9) ensuring that:</p> <p>(i) flight recorders are not disabled or switched off during flight;</p> <p>(ii) in the event of an occurrence other than an accident or a serious incident that shall be reported according to ORO.GEN.160(a), flight recorders' recordings are not intentionally erased; and</p> <p>(iii) in the event of an accident or a serious incident, or if preservation of recordings of flight recorders is directed by the investigating authority:</p> <p>(A) flight recorders' recordings are not intentionally erased;</p> <p>(B) flight recorders are deactivated immediately after the flight is completed; and</p> <p>(C) precautionary measures to preserve the recordings of flight recorders are taken before leaving the flight crew compartment.</p>		
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (b)</b>	<p>Pilot-in-command -</p> <p>The pilot-in-command shall have the authority to refuse carriage of or disembark any person or cargo that may represent a potential hazard to</p>		□



		the safety of the aircraft or its occupants.		
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (c)</b>	Pilot-in-command - The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.		<input type="checkbox"/>
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (d)</b>	Pilot-in-command - Notwithstanding the provision of (a)(6), in a multi-crew operation the pilot-in-command may continue a flight beyond the nearest weather-permissible aerodrome when adequate mitigating procedures are in place.		<input type="checkbox"/>
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (e)</b>	Pilot-in-command - The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.d. of Annex IV to Regulation (EC) No 216/2008. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.		<input type="checkbox"/>
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (f)</b>	Pilot-in-command - The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.		<input type="checkbox"/>
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (g)</b>	Pilot-in-command – The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.		<input type="checkbox"/>
<b>SPO.GEN.110</b>	<b>Compliance with laws, regulations and procedures</b>	Pilot-in-command, crew members and task specialists – The pilot-in-command, crew members and task specialists shall comply with the laws, regulations and procedures of those States where operations are conducted.		<input type="checkbox"/>
<b>SPO.GEN.165</b>	<b>Admission to the flight crew compartment (a)</b>	The pilot-in-command shall make the final decision regarding the admission to the flight crew compartment and shall ensure that: <ul style="list-style-type: none"> <li>admission to the flight crew compartment does not cause distraction or interference with the operation of the flight; and</li> </ul>		<input type="checkbox"/>

<b>SPO.GEN.165</b>	<b>Admission to the flight crew compartment (b)</b>	<ul style="list-style-type: none"> <li>all persons carried in the flight crew compartment are made familiar with the relevant safety procedures.</li> </ul>		<input type="checkbox"/>
<b>SPO.OP.160</b>	<b>Use of headset</b>	Except for balloons, each flight crew member required to be on duty in the flight crew compartment shall wear a headset with boom microphone, or equivalent, and use it as the primary device to communicate with ATS, other crew members and task specialists.		<input type="checkbox"/>
<b>SPO.OP.176</b>	<b>Ice and other contaminants — flight procedures (a)</b>	The pilot-in-command shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions as referred to in 2.a.5 of Annex IV to Regulation (EC) No 216/2008.		<input type="checkbox"/>
<b>SPO.OP.176</b>	<b>Ice and other contaminants — flight procedures (b)</b>	If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the pilot-in-command shall exit the icing conditions without delay, by a change of level and/or route, and if necessary by declaring an emergency to ATC.		<input type="checkbox"/>

### 1.5 Authority, duties and responsibilities of the pilot-in-command/commander

<b>SPO.GEN.105</b>	<b>Crew responsibilities (a)</b>	Crew member other PIC/Commander – The crew member shall be responsible for the proper execution of his/her duties. Crew duties shall be specified in the standard operating procedures (SOP) and, where appropriate, in the operations manual.		<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (b)</b>	Crew member – Except for balloons, during critical phases of flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the crew member shall be restrained at his/her assigned station unless otherwise specified in the SOP.		<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (c)</b>	Crew member – During flight, the flight crew member shall keep his/her safety belt fastened while at his/her station.		<input type="checkbox"/>
<b>SPO.GEN.106</b>	<b>Task specialists responsibilities (a)</b>	Task specialist – The task specialist shall be responsible for the proper execution of his/her duties. Task specialists' duties shall be specified in the SOP.		<input type="checkbox"/>

<b>SPO.GEN.106</b>	<b>Task specialists responsibilities (b)</b>	Task specialist – Except for balloons, during critical phases of flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the task specialist shall be restrained at his/her assigned station unless otherwise specified in the SOP.		
<b>SPO.GEN.106</b>	<b>Task specialists responsibilities (c)</b>	Task specialist – The task specialist shall ensure that he/she is restrained when carrying out specialised tasks with external doors opened or removed.		<input type="checkbox"/>
<b>SPO.SPEC.PAR.105</b>	<b>Carriage of crew members and task specialists</b>	The requirement for task specialist's responsibilities as laid down in SPO.GEN.106(c) shall not be applicable for task specialists performing parachute jumping.		
<b>SPO.GEN.106</b>	<b>Task specialists responsibilities (d)</b>	Task specialist – The task specialist shall report to the pilot-in-command: (1) any fault, failure, malfunction or defect, which he/she believes may affect the airworthiness or safe operation of the aircraft, including emergency systems; and (2) any incident that was endangering, or could endanger, the safety of the operation.		<input type="checkbox"/>
<b>SPO.IDE.H.205</b>	<b>Individual protective equipment</b>	Each person on board – Each person on board shall wear individual protective equipment that is adequate for the type of operation being undertaken.		<input type="checkbox"/>
<b>SPO.GEN.110</b>	<b>Compliance with laws, regulations and procedures</b>	Pilot-in-command, crew members and task specialists – The pilot-in-command, crew members and task specialists shall comply with the laws, regulations and procedures of those States where operations are conducted.		<input type="checkbox"/>
<b>SPO.OP.160</b>	<b>Use of headset</b>	Except for balloons, each flight crew member required to be on duty in the flight crew compartment shall wear a headset with boom microphone, or equivalent, and use it as the primary device to communicate with ATS, other crew members and task specialists.		<input type="checkbox"/>

## 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 ORO.GEN.110(c)). This should show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items should be described:

(a) licence and qualification validity,

<b>ORO.GEN.110</b>	<b>Operator responsibilities (c)</b>	The operator shall establish and maintain a system for exercising operational control over any flight operated under the terms of its certificate, SPO authorisation or declaration.	<input type="checkbox"/>
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(b) competence of operations personnel,

<b>ORO.GEN.110</b>	<b>Operator responsibilities (d)</b>	The operator shall ensure that its aircraft are equipped and its crews are qualified as required for the area and type of operation.	<input type="checkbox"/>
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(c) control, analysis and storage of the required records.

Refer to OMM or insert at this point the control, analysis and storage of the required records.

### 2.2 System of Additional Operational Instruction

System and responsibility for promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation should be included.

<b>FOCA</b>	<b>Schreiben, 7. Januar 2013</b>	<b>Ausbildung und Coaching von Flugbetriebspersonal - Verantwortlichkeiten und Dokumentation</b> Flugbetriebspersonal bezeichnet in diesem Schreiben alle beteiligten Personen: Piloten, Fluglehrer, Rettungssanitäter, Einsatzleiter, Flughelfer und Aushilfen. In der Vergangenheit kam es zu mehreren Vor- und Unfällen, die teilweise auf eine mangelhafte Erfahrung und/oder Ausbildungs- und Überwachungspraxis vom Flugbetriebspersonal zurückzuführen ist. Die Analyse der Sachlage ergab, dass die Organisation des Betriebes und das Flugbetriebshandbuch (FOM) anzupassen sind. Folgende Themen in Bezug auf das Flugbetriebspersonal müssen im OM geregelt, bzw. darin	<input type="checkbox"/>
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		integriert werden (sofern nicht bereits vorhanden): <ul style="list-style-type: none"> <li>• Organisation und Verantwortlichkeiten</li> <li>• Trainingsprogramm, Überwachung und Überprüfung des Ausbildungsstandes</li> <li>• Tabelle mit Einsatzlimiten und Berechtigungslisten</li> <li>• Führung und Aufbewahrung der Aufzeichnungen betreffend Training und Prüfungen.</li> </ul> Siehe Mustertexte im Anhang zum Schreiben vom 7.1.13.		
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### 2.3 Operational procedures

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

<b>ORO.GEN.110</b>	<b>Operator responsibilities (c)</b>	The operator shall establish and maintain a system for exercising operational control over any flight operated under the terms of its certificate, SPO authorisation or declaration. <i>AMC1 ORO.GEN.110(c)</i> <i>GM1 ORO.GEN.110(c)</i>		<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (a)</b>	The crew member shall be responsible for the proper execution of his/her duties. Crew duties shall be specified in the standard operating procedures (SOP) and, where appropriate, in the operations manual.		<input type="checkbox"/>
<b>ORO.GEN.200</b>	<b>Management system (a) (3)</b>	The operator shall establish, implement and maintain a management system that includes: the identification of aviation safety hazards entailed by the activities of the operator, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness		<input type="checkbox"/>
<b>SPO.IDE.H.150</b>	<b>Data link recording (a) (1) (vi)</b>	data link communication messages related to ATS communications to and from the helicopter, including messages applying to the following applications: as far as is practicable, given the architecture of the system, aircraft operational control data;		<input type="checkbox"/>

### 2.4 System of Additional Operational Instruction

A description of the powers of the competent authority and guidance to staff on how to facilitate inspections by authority personnel.

Refer to OMM or insert at this point the powers of the authority based on ORO.GEN.140 (a) and SPO.GEN.140.

### 3 MANAGEMENT SYSTEM

Refer to OMM or insert at this point the management system according to GM 2.

### 4 CREW COMPOSITION

#### 4.1 Explanation of crew composition

An explanation of the method for determining crew compositions, taking account of the following:

ORO.FC.005	Scope	This Subpart establishes requirements to be met by the operator related to flight crew training, experience and qualification and comprises:		<input type="checkbox"/>
ORO.FC.005	Scope (a)	SECTION 1 specifying common requirements applicable to both non-commercial operations of complex motor-powered aircraft and any commercial operation;		<input type="checkbox"/>
ORO.FC.005	Scope (c)	SECTION 3 specifying additional requirements for commercial specialised operations and for those referred to in b (1) and (2).		<input type="checkbox"/>
ORO.FC.100	Composition of flight crew (a)	The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the aircraft flight manual or operating limitations prescribed for the aircraft.		<input type="checkbox"/>
ORO.FC.100	Composition of flight crew (b)	The flight crew shall include additional flight crew members when required by the type of operation and shall not be reduced below the number specified in the operations manual.		<input type="checkbox"/>
ORO.FC.100	Composition of flight crew (c)	All flight crew members shall hold a licence and ratings issued or accepted in accordance with Commission Regulation (EU) No 1178/201117 and appropriate to the duties assigned to them.		<input type="checkbox"/>
ORO.FC.100	Composition of flight crew (d)	The flight crew member may be relieved in flight of his/her duties at the controls by another suitably qualified flight crew member.		<input type="checkbox"/>

<b>ORO.FC.100</b>	<b>Composition of flight crew (e)</b>	When engaging the services of flight crew members who are working on a freelance or part time basis, the operator shall verify that all applicable requirements of this Subpart and the relevant elements of Annex I (Part-FCL) to Regulation (EU) No 1178/2011, including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular: (1) the total number of aircraft types or variants operated; and (2) the applicable flight and duty time limitations and rest requirements.		<input type="checkbox"/>
<b>SPO.OP.110</b>	<b>Aerodrome operating minima — aeroplanes and helicopters (b) (2)</b>	When specifying the aerodrome operating minima, the operator or the pilot-in-command shall take the following into account: the competence and experience of the flight crew and, if applicable, its composition;		<input type="checkbox"/>
<b>SPO.OP.230</b>	<b>Standard operating procedures (b)</b>	Based on the risk assessment, the operator shall establish standard operating procedures (SOP) appropriate to the specialised activity and aircraft used taking account of the requirements of subpart E. The SOP shall be part of the operations manual or a separate document. SOP shall be regularly reviewed and updated, as appropriate.		<input type="checkbox"/>
<b>SPO.OP.230</b>	<b>Standard operating procedures (c)</b>	The operator shall ensure that specialised operations are performed in accordance with SOP.		<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists		<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists		<input type="checkbox"/>
<b>SPO.SPEC.PAR. 100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists		<input type="checkbox"/>

(a) the type of aircraft being used

<b>ORO.FC.100</b>	<b>Composition of flight crew (a)</b>	The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the aircraft flight manual or operating limitations prescribed for the		<input type="checkbox"/>
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		aircraft.		
<b>ORO.FC.100</b>	<b>Composition of flight crew (b)</b>	The flight crew shall include additional flight crew members when required by the type of operation and shall not be reduced below the number specified in the operations manual.		<input type="checkbox"/>

## (b) the area and type of operation being undertaken

<b>ORO.FC.105</b>	<b>Designation as pilot-in-command/commander (b)</b>	The operator shall only designate a flight crew member to act as pilot-in-command/commander if he/she has: (1) the minimum level of experience specified in the operations manual; (2) adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; (3) in the case of multi-crew operations, completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.		<input type="checkbox"/>
<b>ORO.FC.105</b>	<b>Designation as pilot-in-command/commander (c)</b>	In the case of commercial operations of aeroplanes and helicopters, the pilot-in-command/ commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12- month period.		<input type="checkbox"/>

## (c) the phase of the flight

N/A helicopter OPS

## (d) the minimum crew requirement and flight duty period planned

Reference OM A 7: VBR I requirements including additional requirements for «aerial work» (e.g. amount of rotations, breaks).

## (e) the area and type of operation being undertaken

<b>SPO.OP.110</b>	<b>Aerodrome operating minima — aeroplanes and helicopters (b) (2)</b>	When specifying the aerodrome operating minima, the operator or the pilot-in-command shall take the following into account: the competence and experience of the flight crew and, if applicable, its composition;		<input type="checkbox"/>
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<b>SPO.OP.230</b>	<b>Standard operating procedures (b)</b>	Based on the risk assessment, the operator shall establish standard operating procedures (SOP) appropriate to the specialised activity and aircraft used taking account of the requirements of subpart E. The SOP shall be part of the operations manual or a separate document. SOP shall be regularly reviewed and updated, as appropriate.	<input type="checkbox"/>
<b>SPO.OP.230</b>	<b>Standard operating procedures (c)</b>	The operator shall ensure that specialised operations are performed in accordance with SOP.	<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists AMC1 SPO.SPEC.HESLO.100 GM1 SPO.SPEC.HESLO.100	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists	<input type="checkbox"/>
<b>SPO.SPEC.PAR. 100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists	<input type="checkbox"/>

(f) the designation of the pilot-in-command/commander and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in-command/ commander or other members of the flight crew (see ORO.FC.105)

<b>ORO.FC.105</b>	<b>Designation as pilot-in-command (a)</b>	In accordance with 8.e of Annex IV to Regulation (EC) No 216/2008, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, shall be designated by the operator as pilot-in-command	<input type="checkbox"/>
<b>ORO.FC.105</b>	<b>Designation as pilot-in-command/commander (b)</b>	The operator shall only designate a flight crew member to act as pilot-in-command/commander if he/she has: (1) the minimum level of experience specified in the operations manual; (2) adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; (3) in the case of multi-crew operations, completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.	<input type="checkbox"/>

ORO.FC.105	<b>Designation as pilot-in-command/commander (c)</b>	In the case of commercial operations of aeroplanes and helicopters, the pilot-in-command/ commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12- month period.		<input type="checkbox"/>
ORO.FC.105	<b>Designation as pilot-in-command/commander (d)</b>	Point (c) shall not apply in the case of: (2) commercial air transport operations of passengers conducted under VFR by day, starting and ending at the same aerodrome or operating site or within a local area specified by the competent authority, with other-than complex motor-powered helicopters, single engined, with a MOPSC of 5.		<input type="checkbox"/>
ORO.FC.330	<b>Recurrent training and checking — operator proficiency check (a)</b>	Each flight crew member shall complete operator proficiency checks to demonstrate his/her competence in carrying out normal, abnormal and emergency procedures, covering the relevant aspects associated with the <b>specialised tasks</b> described in the operations manual.		<input type="checkbox"/>
ORO.FC.330	<b>Recurrent training and checking — operator proficiency check (b)</b>	Appropriate consideration shall be given when operations are undertaken under IFR or at night.		<input type="checkbox"/>
ORO.FC.330	<b>Recurrent training and checking — operator proficiency check (c)</b>	The validity period of the operator proficiency check shall be 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the operator proficiency check is undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.		<input type="checkbox"/>

(g) the designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew

N/A for SPO.

## 4.2 Designation of the pilot in command/commander

The rules applicable to the designation of the pilot-in-command/commander.

ORO.FC.105	<b>Designation as pilot-in-command (a)</b>	In accordance with 8.e of Annex IV to Regulation (EC) No 216/2008, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, shall be		<input type="checkbox"/>
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		designated by the operator as pilot-in-command		
<b>ORO.FC.105</b>	<b>Designation as pilot-in-command/commander (b)</b>	The operator shall only designate a flight crew member to act as pilot-in-command/commander if he/she has: (1) the minimum level of experience specified in the operations manual; (2) adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; (3) in the case of multi-crew operations, completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.		<input type="checkbox"/>
<b>ORO.FC.105</b>	<b>Designation as pilot-in-command/commander (c)</b>	In the case of commercial operations of aeroplanes and helicopters, the pilot-in-command/ commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12- month period.		<input type="checkbox"/>
<b>ORO.FC.105</b>	<b>Designation as pilot-in-command/commander (d)</b>	Point (c) shall not apply in the case of: (2) commercial air transport operations of passengers conducted under VFR by day, starting and ending at the same aerodrome or operating site or within a local area specified by the competent authority, with other-than complex motor-powered helicopters, single engined, with a MOPSC of 5.		<input type="checkbox"/>

### 4.3 Flight crew incapacitation

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

<b>ORO.GEN.110</b>	<b>Operator responsibilities (f)</b>	The operator shall establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities, for all types of operation on the ground and in flight. Those procedures and instructions shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft. Procedures and instructions for a sterile flight crew compartment shall also be included.		<input type="checkbox"/>
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<b>ORO.GEN.110</b>	<b>Operator responsibilities (h)</b>	The operator shall establish a checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the operations manual are followed. The design and utilisation of checklists shall observe human factors principles and take into account the latest relevant documentation from the aircraft manufacturer.		<input type="checkbox"/>
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#### 4.3.1. Succession of Command

N/A

### 4.4 Operation on more than one type

A statement indicating which aircraft are considered as one type for the purpose of:

<b>ORO.FC.140</b>	<b>Operation on more than one type or variant (a)</b>	Flight crew members operating more than one type or variant of aircraft shall comply with the requirements prescribed in this Subpart for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the mandatory part of the operational suitability data established in accordance with Regulation (EU) No 748/2012 for the relevant types or variants.		<input type="checkbox"/>
<b>ORO.FC.140</b>	<b>Operation on more than one type or variant (b)</b>	Appropriate procedures and/or operational restrictions shall be specified in the operations manual for any operation on more than one type or variant.		<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; AMC1 SPO.SPEC.HESLO.100(e)(1)		<input type="checkbox"/>

(a) flight crew scheduling; and

<b>SPO.GEN.105</b>	<b>Crew responsibilities (f) (2)</b>	The crew member who undertakes duties for more than one operator shall: provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.		<input type="checkbox"/>
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<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; AMC1 SPO.SPEC.HESLO.100(e)(1)		<input type="checkbox"/>
<b>ORO.FC.140</b>	<b>Operation on more than one type or variant (b)</b>	Appropriate procedures and/or operational restrictions shall be specified in the operations manual for any operation on more than one type or variant.		<input type="checkbox"/>

Refer to OM A 7 Flight Time Limitation.

(b) cabin crew scheduling.

N/A for SPO

## 5 QUALIFICATION REQUIREMENTS

### 5.1 Description of the required licence, rating(s), qualification/competency experience, training, checking and recency for operations personnel to conduct their duties

Consideration should be given to the aircraft type, kind of operation and composition of the crew.

<b>Annex I (Part FCL) to Regulation (EU) No. 1178/2011</b>	<b>Part FCL</b>	COMMISSION REGULATION (EU) No 1178/2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council. Pilots of aircraft shall comply with the technical requirements and administrative procedures laid down in Annex I and Annex IV to COMMISSION REGULATION (EU) No 1178/2011.		<input type="checkbox"/>
<b>ORO.GEN.110</b>	<b>Operator responsibilities (d)</b>	The operator shall ensure that its aircraft are equipped and its crews are qualified as required for the area and type of operation.		<input type="checkbox"/>
<b>ORO.GEN.110</b>	<b>Operator responsibilities (e)</b>	The operator shall ensure that all personnel are made aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and that are pertinent to the performance of their duties.		<input type="checkbox"/>

## 5.2 Flight crew

### (a) pilot-in-command/commander

ORO.FC.115	<b>Crew resource management (CRM) training (a)</b>	Before operating, the flight crew member shall have received CRM training, appropriate to his/her role, as specified in the operations manual.	<input type="checkbox"/>
ORO.FC.120	<b>Operator conversion training (a)</b>	In the case of aeroplane or helicopter operations, the flight crew member shall complete the operator conversion training course before commencing unsupervised line flying: (1) when changing to an aircraft for which a new type or class rating is required; (2) when joining an operator.	<input type="checkbox"/>
ORO.FC.120	<b>Operator conversion training (b)</b>	The operator conversion training course shall include training on the equipment installed on the aircraft as relevant to flight crew members' roles.	<input type="checkbox"/>
ORO.FC.125	<b>Differences training and familiarisation training(a)</b>	Flight crew members shall complete differences or familiarisation training when required by Annex I (Part-FCL) to Regulation (EU) No 1178/2011 and when changing equipment or procedures requiring additional knowledge on types or variants currently operated.	<input type="checkbox"/>
ORO.FC.125	<b>Differences training and familiarisation training (b)</b>	The operations manual shall specify when such differences or familiarisation training is required.	<input type="checkbox"/>
ORO.FC.130	<b>Recurrent training and checking (a)</b>	Each flight crew member shall complete annual recurrent flight and ground training relevant to the type or variant of aircraft on which he/she operates, including training on the location and use of all emergency and safety equipment carried.	<input type="checkbox"/>
ORO.FC.130	<b>Recurrent training and checking (b)</b>	Each flight crew member shall be periodically checked to demonstrate competence in carrying out normal, abnormal and emergency procedures.	<input type="checkbox"/>
ORO.FC.135	<b>Pilot qualification to operate in either pilot's seat</b>	Flight crew members who may be assigned to operate in either pilot's seat shall complete appropriate training and checking as specified in the operations manual.	<input type="checkbox"/>
ORO.FC.330	<b>Recurrent training and checking — operator proficiency check (a)</b>	Each flight crew member shall complete operator proficiency checks to demonstrate his/her competence in carrying out normal, abnormal and emergency procedures, covering the relevant aspects associated with the	<input type="checkbox"/>

		specialised tasks described in the operations manual.		
<b>ORO.FC.330</b>	<b>Recurrent training and checking — operator proficiency check (b)</b>	Appropriate consideration shall be given when operations are undertaken under IFR or at night.		<input type="checkbox"/>
<b>ORO.FC.330</b>	<b>Recurrent training and checking — operator proficiency check (c)</b>	The validity period of the operator proficiency check shall be 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the operator proficiency check is undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.		<input type="checkbox"/>
<b>SPO.OP.230</b>	<b>Standard operating procedures (c)</b>	The operator shall ensure that specialised operations are performed in accordance with SOP. <i>AMC2 SPO.OP.230 (c)</i>		<input type="checkbox"/>
<b>SPO.SPEC.HES LO</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>HESLO: AMC1 SPO.SPEC.HESLO.</i>		<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>AMC1 SPO.SPEC.HEC.100 (d)(2)</i>		<input type="checkbox"/>
<b>SPO.SPEC.PAR. 100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists;		<input type="checkbox"/>

(b) pilot relieving the pilot-in-command/commander

N/A

(c) co-pilot

Refer to (a) pilot-in-command/commander

(d) pilot relieving the co-pilot

N/A

## (e) pilot under supervision

Supervision according the respectiv syllabus (HESLO/HEC level)

<b>SPO.SPEC.HES LO</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>HESLO: AMC1 SPO.SPEC.HESLO.</i>	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>AMC1 SPO.SPEC.HEC.100 (d)(2)</i>	<input type="checkbox"/>
<b>SPO.SPEC.PAR. 100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists;	<input type="checkbox"/>

## (f) system panel operator

N/A

## (g) operation on more than one type or variant

<b>ORO.FC.140</b>	<b>Operation on more than one type or variant (a)</b>	Flight crew members operating more than one type or variant of aircraft shall comply with the requirements prescribed in this Subpart for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the mandatory part of the operational suitability data established in accordance with Regulation (EU) No 748/2012 for the relevant types or variants.	<input type="checkbox"/>
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**5.3 Cabin crew**

N/A

**5.4 Training, checking and supervision personnel**

## (a) for flight crew; and



<b>ORO.FC.145</b>	<b>Provision of training (a)(2)</b>	All the training required in this Subpart shall be conducted: (1) in accordance with the training programmes and syllabi established by the operator in the operations manual; (2) by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks shall be qualified in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011.	<input type="checkbox"/>
<b>SPO.SPEC.HES LO 100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists; <i>AMC1 SPO.SPEC.HESLO.100 (f)</i>	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (b)</b>	crew composition and experience requirements of crew members and task specialists; <i>AMC1 SPO.SPEC.HEC.100 (4) (ii)</i>	<input type="checkbox"/>

(b) for cabin crew

N/A for helicopters

### 5.5 Other operations personnel (incl. technical crew and crew members other than flight, cabin and technical crew)

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Whenever a task specialist is required, his/her selection criteria, initial training, recent experience requirement and/or recurrent training should be clearly defined.</i> <i>Refer to AMC 2 SPO.OP.230 (d)</i>	<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (c)</b>	Crew members and task specialists the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>AMC1 SPO.SPEC.HESLO.100 (e)</i>	<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures</b>	HESLO Instructor for task specialist <i>AMC1 SPO.SPEC.HESLO.100 (d)(2), (3)</i> <i>AMC1 SPO.SPEC.HESLO.100 (f)</i>	<input type="checkbox"/>

<b>SPO.SPEC.HEC.100</b>	<b>Standard operating procedures (c)</b>	Crew members and task specialists the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>AMC1 SPO.SPEC.HEC.100 (e)</i>		<input type="checkbox"/>
<b>SPO.SPEC.HEC.100</b>	<b>Standard operating procedures</b>	HEC Instructor for task specialist <i>AMC1 SPO.SPEC.HEC.100 (d)(2)</i> <i>AMC1 SPO.SPEC.HEC.100 (4) (ii)</i>		<input type="checkbox"/>
<b>SPO.SPEC.PAR.100</b>	<b>Standard operating procedures (c)</b>	Crew members and task specialists the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists;		<input type="checkbox"/>

## 6 CREW HEALTH PRECAUTIONS

### 6.1 Crew health precautions

The relevant regulations and guidance to crew members concerning health, including the following:

- (a) alcohol and other intoxicating liquids,
- (b) narcotics,
- (c) drugs,
- (d) sleeping tablets,
- (e) anti-depressants,
- (f) pharmaceutical preparations,
- (g) immunisation,
- (h) deep-sea diving,
- (i) blood/bone marrow donation,
- (j) meal precautions prior to and during flight,
- (k) sleep and rest,
- (l) surgical operations.

<b>SPO.GEN.105</b>	<b>Crew responsibilities (e)</b>	The crew member shall not undertake duties on an aircraft: (1) if he/she knows or suspects that he/she is suffering from fatigue as referred to in 7.f. of Annex IV to Regulation (EC) No 216/2008 or feels		<input type="checkbox"/>
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		otherwise unfit to perform his/her duties; or (2) when under the influence of psychoactive substances or alcohol or for other reasons as referred to in 7.g. of Annex IV to Regulation (EC) No 216/2008.		
<b>SPO.GEN.105</b>	<b>Crew responsibilities (e)</b>	<p><i>GENERAL</i></p> <p><i>In accordance with 7.g. of Annex IV to Regulation (EC) No 216/20081 (Essential Requirements for air operations), a crew member must not perform duties on board an aircraft when under the influence of psychoactive substances or alcohol or when unfit due to injury, fatigue, medication, sickness or other similar causes. This should be understood as including the following:</i></p> <p><i>(a) effects of deep water diving and blood donation, and allowing for a certain time period between these activities and returning to flying; and</i></p> <p><i>(b) without prejudice to more restrictive national regulations, the consumption of alcohol while on duty or less than 8 hours prior to the commencement of duties, and commencing a flight duty period with a blood alcohol level in excess of 0.2 per thousand.</i></p> <p><i>GM1 SPO.GEN.105(e)(2) Crew member responsibilities</i></p> <p><i>ELAPSED TIME BEFORE RETURNING TO FLYING DUTY</i></p> <p><i>24 hours is a suitable minimum length of time to allow after normal blood donation or normal recreational (sport) diving before returning to flying duties. This should be considered by operators when determining a reasonable time period for the guidance of crew members. PART-MED</i></p> <p><i>Information on the effects of medication, drugs, other treatments and alcohol can be found in Annex IV (Part-MED) to Commission Regulation (EU) No 1178/20111.</i></p> <p><i>GM1 CAT.GEN.MPA.100(c)(2) Crew responsibilities</i></p>		<input type="checkbox"/>

## 6.2 The relevant regulations and guidance to crew members concerning dangerous goods used for specialised tasks (pesticides and chemicals, etc.)

The transport of dangerous goods needs an approval according to Part-SPA DG. Refer also to FOCA's guidance material.

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods</b>	The transport of dangerous goods by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the Technical Instructions for the Safe Transport of Dangerous Goods		<input type="checkbox"/>
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		by Air (ICAO Doc 9284-AN/905), including its attachments, supplements and any other addenda or corrigenda.		
<b>SPA.DG.100</b>	<b>Transport of dangerous goods</b>	Except as provided for in Annex IV (Part-CAT), Annex VI (Part-NCC), Annex VII (Part-NCO) and Annex VIII (Part-SPO), the operator shall only transport dangerous goods by air if the operator has been approved by the competent authority.		<input type="checkbox"/>
<b>ICAO Doc 9284-AN/905</b>	<b>Technical Instructions for the Safe Transport of Dangerous Goods by Air</b>	The transport of dangerous goods is regulated by ICAO Annex 18 (including Technical Instructions) and by Articles 16 and 16a of the Swiss Federal Air Transport Ordinance. <i>Certification Leaflet Dangerous Goods (Helicopters)</i> <i>This document contains the requirements specified in the provisions governing dangerous goods. It can also be used as a guide to integrating the relevant work processes into Manuals A and D.</i>		<input type="checkbox"/>

## 7 FLIGHT TIME LIMITATIONS

Non-commercial operations, including non-commercial specialised operations, with complex motor-powered helicopters, as well as commercial specialised operations with helicopters, shall continue to be conducted in accordance with applicable national flight time limitation legislation until the related implementing rules are adopted and apply. For Swiss Operators the national ordonnance «748.127.1. Verordnung des UVEK über die Betriebsregeln im gewerbmässigen Luftverkehr (VBR I)» is applicable. Chapter 4.7 of VBR I defines requirements regarding flight time limitations for all commercial activities by helicopter operators.

<b>748.127.1. Verordnung des UVEK über die Betriebsregeln im gewerbmässigen Luftverkehr (VBR I)</b>	<b>Chapter 4.7</b>	Arbeitszeitorganisation		<input type="checkbox"/>
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## 8 OPERATING PROCEDURES

### 8.1 Flight preparation instructions

As applicable to the operation:

<b>SPO.OP.140</b>	<b>Flight preparation (a)</b>	Before commencing a flight, the pilot-in-command shall ascertain by every reasonable means available that the ground and/or water facilities including communication facilities and navigation aids available and directly required on such flight, for the safe operation of the aircraft, are adequate for the type of operation under which the flight is to be conducted.	<input type="checkbox"/>
<b>SPO.OP.140</b>	<b>Flight preparation (b)</b>	Before commencing a flight, the pilot-in-command shall be familiar with all available meteorological information appropriate to the intended flight. Preparation for a flight away from the vicinity of the place of departure, and for every flight under IFR, shall include: (1) a study of available current weather reports and forecasts; and (2) the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned, because of weather conditions.	<input type="checkbox"/>

#### 8.1.1. General procedures

Define your general operating procedures.

#### 8.1.2. Minimum Flight altitudes

A description of the method of determination and application of minimum altitudes, including a procedure to establish the minimum altitudes/flight levels;  
For flights (VFR) below minimum flight altitudes according VRV-L/SERA 5005 operators need a separate approval issued by FOCA. For an application contact [heli@bazl.admin.ch](mailto:heli@bazl.admin.ch).

<b>Verordnung des UVEK über die Verkehrsregeln für Luftfahrzeuge</b>	<b>Art. 28 Mindestflughöhen VFR</b>	Bei Sichtflügen gelten sowohl am Tag als auch in der Nacht die Mindestflughöhen gemäss SERA.5005 Buchstabe f  Diese Mindestflughöhen dürfen, soweit erforderlich, nur unterschritten werden:	<input type="checkbox"/>
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		<p>a. bei Such-, Rettungs- und Polizeiflügen;</p> <p>b. für die Bedürfnisse von Abflug und Landung;</p> <p>c. im Rahmen von Notlandeübungen mit Flugzeugen ausserhalb von dicht besiedeltem Wohngebiet, sofern ein Fluglehrer, eine Fluglehrerin, ein einweisungsberechtigter Pilot oder eine einweisungsberechtigte Pilotin an Bord ist;</p> <p>d. mit Hubschraubern zu Ausbildungszwecken ausserhalb von dicht besiedeltem Wohngebiet sowie, mit Zustimmung des Flugplatzleiters, zu Übungszwecken auf einem Flugplatz oder in der Nähe eines solchen;</p> <p>e. mit Ballonen zu Ausbildungszwecken, wenn ein Fahrlehrer oder eine Fahrlehrerin an Bord ist; oder</p> <p>f. mit besonderer Bewilligung des BAZL.</p> <p>3 Bei Hangflügen mit Segelflugzeugen beträgt die Mindestflughöhe 60 m über Grund. Dabei muss ein genügender seitlicher Sicherheitsabstand zum Hang eingehalten werden.</p>		
<b>COMMISSION IMPLEMENTING REGULATION (EU) No 923/2012</b>	<b>SERA.5005 Visual flight rules (f)</b>	<p>Except when necessary for take-off or landing, or except by permission from the competent authority, a VFR flight shall not be flown:</p> <p>(1) over the congested areas of cities, towns or settlements or over an open-air assembly of persons at a height less than 300 m (1 000 ft) above the highest obstacle within a radius of 600 m from the aircraft;</p> <p>(2) elsewhere than as specified in (1), at a height less than 150 m (500 ft) above the ground or water, or 150 m (500 ft) above the highest obstacle within a radius of 150 m (500 ft) from the aircraft.</p>		<input type="checkbox"/>

### 8.1.3. Criteria and responsibilities for determining the adequacy of aerodromes/operating sites to be used

<b>SPO.POL.120</b>	<b>Performance — general</b>	The pilot-in-command shall only operate the aircraft if the performance is adequate to comply with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used, taking into account the charting accuracy of any charts and maps used.		<input type="checkbox"/>
<b>SPO.POL.146</b>	<b>Performance and operating criteria — helicopters (a)</b>	<p>The pilot-in-command may operate an aircraft over congested areas provided that:</p> <p>(1) the helicopter is certified in category A or B; and</p> <p>(2) safety measures are established to prevent undue hazard to persons or property on the ground and the operation and its SOP is authorised.</p>		<input type="checkbox"/>

SPO.POL.146	<b>Performance and operating criteria — helicopters (b)</b>	<p>The operator shall:</p> <ul style="list-style-type: none"> <li>(1) establish operational procedures to minimise the consequences of an engine failure;</li> <li>(2) establish a training programme for crew members; and</li> <li>(3) ensure that all crew members and task specialists on board are briefed on the procedures to be carried out in the event of a forced landing.</li> </ul>		<input type="checkbox"/>
SPO.POL.146	<b>Performance and operating criteria — helicopters (c)</b>	<p>The operator shall ensure that the mass at take-off, landing or hover shall not exceed the maximum mass specified for:</p> <ul style="list-style-type: none"> <li>(1) a hover out of ground effect (HOGE) with all engines operating at the appropriate power rating; or</li> <li>(2) if conditions prevail that a HOGE is not likely to be established, the helicopter mass shall not exceed the maximum mass specified for a hover in ground effect (HIGE) with all engines operating at the appropriate power rating, provided prevailing conditions allow a hover in ground effect at the maximum specified mass.</li> </ul>		<input type="checkbox"/>
SPO.OP.100	<b>Use of aerodromes and operating sites</b>	<p>The operator shall only use aerodromes and operating sites that are adequate for the type of aircraft and operation concerned.</p>		<input type="checkbox"/>
SPO.OP.110	<b>Aerodrome operating minima — aeroplanes and helicopters (b)</b>	<p>When specifying the aerodrome operating minima, the operator or the pilot-in-command shall take the following into account:</p> <ul style="list-style-type: none"> <li>(1) the type, performance and handling characteristics of the aircraft;</li> <li>(2) the competence and experience of the flight crew and, if applicable, its composition;</li> <li>(3) the dimensions and characteristics of the runways and final approach and take-off areas (FATOs) that may be selected for use;</li> <li>(4) the adequacy and performance of the available visual and non-visual ground aids;</li> <li>(5) the equipment available on the aircraft for the purpose of navigation and/or control of the flight path, during the take-off, the approach, the flare, the landing, the rollout and the missed approach;</li> <li>(6) the obstacles in the approach, the missed approach and the climb-out areas required for the execution of contingency procedures;</li> <li>(7) the obstacle clearance altitude/height for the instrument approach procedures;</li> <li>(8) the means to determine and report meteorological conditions; and</li> <li>(9) the flight technique to be used during the final approach</li> </ul>		<input type="checkbox"/>

<b>SPO.OP.110</b>	<b>Aerodrome operating minima — aeroplanes and helicopters (c)</b>	The minima for a specific type of approach and landing procedure shall only be used if: (1) the ground equipment 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 flight crew is qualified appropriately.		<input type="checkbox"/>
<b>SPO.OP.115</b>	<b>Departure and approach procedures — aeroplanes and helicopters (a)</b>	The pilot-in-command shall use the departure and approach procedures established by the State of the aerodrome, if such procedures have been published for the runway or FATO to be used.		<input type="checkbox"/>
<b>SPO.OP.115</b>	<b>Departure and approach procedures — aeroplanes and helicopters (b)</b>	The pilot-in-command may deviate from a published departure route, arrival route or approach procedure: (1) provided obstacle clearance criteria can be observed, full account is taken of the operating conditions and any ATC clearance is adhered to; or (2) when being radar-vectorred by an ATC unit.		<input type="checkbox"/>
<b>SPO.OP.120</b>	<b>Noise abatement procedures</b>	The pilot-in-command shall take into account published noise abatement procedures to minimise the effect of aircraft noise while ensuring that safety has priority over noise abatement.		<input type="checkbox"/>
<b>SPO.OP.180</b>	<b>Take-off conditions — aeroplanes and helicopters</b>	Before commencing take-off, the pilot-in-command shall be satisfied that:		<input type="checkbox"/>
<b>SPO.OP.180</b>	<b>Take-off conditions — aeroplanes and helicopters (a)</b>	according to the information available, the weather at the aerodrome or operating site and the condition of the runway or FATO intended to be used would not prevent a safe take-off and departure; and		<input type="checkbox"/>
<b>SPO.OP.180</b>	<b>Take-off conditions — aeroplanes and helicopters (b)</b>	applicable aerodrome operating minima will be complied with.		<input type="checkbox"/>
<b>SPO.OP.210</b>	<b>Approach and landing conditions — aeroplanes and helicopters</b>	Before commencing an approach to land, the pilot-in-command shall be satisfied that, according to the information available, the weather at the aerodrome or the operating site and the condition of the runway or FATO intended to be used would not prevent a safe approach, landing or missed approach.		<input type="checkbox"/>



COMMISSION IMPLEMENTING REGULATION (EU) No 923/2012	SERA.2010 Responsibilities (b)	<p>Pre-flight action</p> <p>Before beginning a flight, the pilot-in-command of an aircraft shall become familiar with all available information appropriate to the intended operation. Pre-flight action for flights away from the vicinity of an aerodrome, and for all IFR flights, shall include a careful study of available current weather reports and forecasts, taking into consideration fuel requirements and an alternative course of action if the flight cannot be completed as planned.</p>		<input type="checkbox"/>
Verordnung des UVEK über die Verkehrsregeln für Luftfahrzeuge	Art. 23 Allgemeine Bestimmungen	<p>1 Bei Tag sind Sichtflüge so durchzuführen, dass die Mindestwerte für Flugsicht und Abstand von den Wolken gemäss SERA.5001 eingehalten werden</p>		<input type="checkbox"/>
Verordnung des UVEK über die Verkehrsregeln für Luftfahrzeuge	Art. 27 Sichtflüge bei Nacht	<p>1 Geht ein Sichtflug bei Nacht über die Umgebung eines Flugplatzes hinaus, so ist ein Flugplan gemäss SERA.4001 abzugeben. Von dieser Pflicht ausgenommen sind Flüge in der Nacht gemäss Artikel 4 Absatz 1 der Durchführungsverordnung (EU) Nr. 923/2012 in den Lufträumen der Klassen E und G.</p> <p>2 Sichtflüge bei Nacht dürfen nur von und zu Flugplätzen erfolgen, die hierfür eingerichtet und zugelassen sind. Das BAZL kann in besonderen Fällen und unter den Bedingungen der Absätze 3 und 4 Ausnahmen von dieser Einschränkung bewilligen. Die Einschränkung gilt nicht für Such-, Rettungs-, Polizei- und Ausbildungsflüge und dringende Transportflüge mit Hubschraubern sowie für Ballonfahrten.</p> <p>3 Bei Sichtflügen bei Nacht müssen folgende Mindestwerte eingehalten werden:</p> <p>a. Flugsicht: 8 km;</p> <p>b. horizontaler Wolkenabstand: 1,5 km;</p> <p>c. vertikaler Wolkenabstand: 300 m</p>		<input type="checkbox"/>
FOCA	Schreiben BAZL, 6. Dezember 2011	<p><b><i>Unterlastflüge über Wohngebieten oder mit besonderer Gefährdung Dritter</i></b></p> <p>Mustertext:</p> <p><i>Unterlastflüge über Wohngebieten oder bei besonderer Gefährdung</i></p>		<input type="checkbox"/>

### *Dritter*

#### *1. Definition*

*Wohngebiet: Siedlungsgebiet oder Gruppe von mindestens zehn bewohnten Gebäuden, einschliesslich des Gebiets im Umkreis von 100 m zu den Häusern*

#### *2. Liftarbeit*

*Flüge über Gebieten, u.a. besiedelte Gebiete oder Verkehrswege, in welchen ein Verlust der Unterlast oder Teilen davon zu einer besonderen Gefährdung von Dritten führen kann, sind grundsätzlich auf sogenannte Lift- oder Kranarbeiten zu beschränken. Das heisst, der Aufnahmeplatz der Last soll sich in unmittelbarer Nähe vom Abladeplatz befinden.*

#### *3. Absperrungen/Sicherung*

*Die zu überfliegenden Gebiete und Verkehrswege sind abzusperren. Personen, welche nicht in einem direkten Zusammenhang mit dem Unterlasttransport stehen, dürfen sich nicht im Gefahrenbereich befinden. Dem Flugbetriebsunternehmen obliegt die Verantwortung das Gefahrengebiet mit geeigneten Massnahmen zu sichern.*

*Dem Effekt des Rotorabwindes («Downwash») ist Rechnung zu tragen, die Wahl der Seillänge ist der Umgebung anzupassen, um Schäden an Personen und Sachen zu vermeiden.*

*Bewohner von Gebäuden, die sich in der Gefahrenzone befinden, sind über den Transport zu informieren und bei Vorliegen einer besonderen Gefährdung ist die Notwendigkeit einer Evakuierung zu überprüfen (z.B. Transporte über Glasdächer).*

#### *4. Pilotenqualifikation*

*Der Pilot muss für die Operation ausgebildet bzw. in diese eingeführt worden sein. Insbesondere muss er über die notwendigen Qualifikationen (CPL, Type Rating) verfügen, mindestens die ECS 2 Ausbildungsstufe abgeschlossen und gesamthaft mindestens 1000 Rotationen (Cycles) Unterlast durchgeführt haben.*

#### 8.1.4. 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.

The operator shall implement the manufacture stated weather limitations such as maximum crosswind, maximum tailwind, max or min temperature for operations, limitations concerning icing conditions and more. To simplify this task, a reference to the manufacturer documentation stating any aircraft weather limitations will fulfil the requirement.

<b>SPO.OP.170</b>	<b>Meteorological conditions (a)</b>	The pilot-in-command shall only commence or continue a VFR flight if the latest available meteorological information indicates that the weather conditions along the route and at the intended destination at the estimated time of use will be at or above the applicable VFR operating minima.		<input type="checkbox"/>
<b>SPO.OP.170</b>	<b>Meteorological conditions (b)</b>	The pilot-in-command shall only commence or continue an IFR flight towards the planned destination aerodrome if the latest available meteorological information indicates that, at the estimated time of arrival, the weather conditions at the destination or at least one destination alternate aerodrome are at or above the applicable aerodrome operating minima.		<input type="checkbox"/>
<b>SPO.OP.170</b>	<b>Meteorological conditions (c)</b>	If a flight contains VFR and IFR segments, the meteorological information referred to in (a) and (b) shall be applicable as far as relevant.		<input type="checkbox"/>

#### 8.1.5. 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. The system for maintaining fuel and oil records should also be described

<b>SPO.OP.131</b>	<b>Fuel and oil supply — helicopters (a)</b>	The pilot-in-command shall only commence a flight if the helicopter carries sufficient fuel and oil for the following: (1) for VFR flights: (i) to fly to the aerodrome/operating site of intended landing and thereafter to fly for at least 20 minutes at best-range-speed; or (ii) for VFR flights by day, a reserve fuel of 10 minutes at best-range-speed provided the he/she remains within 25 NM of the aerodrome/operating site of departure;		<input type="checkbox"/>
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<b>SPO.OP.131</b>	<b>Fuel and oil supply — helicopters (b)</b>	In computing the fuel required, including providing for contingency, the following shall be taken into consideration: (1) forecast meteorological conditions; (2) anticipated ATC routings and traffic delays; (3) failure of one engine while en-route, where applicable; and (4) any other condition that may delay the landing of the aircraft or increase fuel and/or oil consumption.	<input type="checkbox"/>
<b>SPO.OP.131</b>	<b>Fuel and oil supply — helicopters (c)</b>	Nothing shall preclude amendment of a flight plan in-flight, in order to re-plan the flight to another destination, provided that all requirements can be complied with from the point where the flight is re-planned.	<input type="checkbox"/>

#### 8.1.6. Procedure for the determination of the mass of loads, the calculation of performance margins and the centre of gravity

<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (e)</b>	performance criteria necessary to be met to conduct HESLO operations;	<input type="checkbox"/>
<b>SPO.POL.100</b>	<b>Operating limitations — all aircraft (a)</b>	During any phase of operation, the loading, the mass and, except for balloons, the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the appropriate manual.	<input type="checkbox"/>
<b>SPO.POL.105</b>	<b>Mass and balance (a)</b>	The operator shall ensure that the mass and, except for balloons, the CG of the aircraft have been established by actual weighing prior to initial entry into service. The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented. Such information shall be made available to the pilot-in-command. The aircraft shall be reweighed if the effect of modifications on the mass and balance is not accurately known.	<input type="checkbox"/>
<b>SPO.POL.105</b>	<b>Mass and balance (b)</b>	The weighing shall be accomplished: (1) for aeroplanes and helicopters, by the manufacturer of the aircraft or by an approved maintenance organisation; and (2) for sailplanes and balloons, by the manufacturer of the aircraft or in accordance with Regulation (EC) No 2042/2003 as applicable.	<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-</b>	The operator shall establish a mass and balance system for each flight or series of flights: (1) aircraft dry operating mass; (2) mass of the traffic load;	<input type="checkbox"/>

	<b>commercial operations with complex motor-powered aircraft (a)</b>	(3) mass of the fuel load; (4) aircraft load and load distribution; (5) take-off mass, landing mass and zero fuel mass; and (6) applicable aircraft CG positions.		
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (b)</b>	The flight crew shall be provided with a means of replicating and verifying any mass and balance computation based on electronic calculations.		<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (c)</b>	The operator shall establish procedures to enable the pilot-in-command to determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the operations manual.		<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (d)</b>	The pilot-in-command shall ensure that the loading of: (1) the aircraft is performed under the supervision of qualified personnel; and (2) traffic load is consistent with the data used for the calculation of the aircraft mass and balance.		<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (e)</b>	The operator shall specify, in the operations manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (d). This system shall cover all types of intended operations.		<input type="checkbox"/>
<b>SPO.POL.115</b>	<b>Mass and balance data and documentation — commercial operations with aeroplanes and</b>	(a) The operator shall establish mass and balance data and produce mass and balance documentation prior to each flight, or series of flights, specifying the load and its distribution in such a way that the mass and balance limits of the aircraft are not exceeded. The mass and balance		<input type="checkbox"/>

	<b>helicopters and non-commercial operations with complex motor-powered aircraft (a)</b>	documentation shall contain the following information: (1) aircraft registration and type; (2) flight identification, number and date, as applicable; (3) name of the pilot-in-command; (4) name of the person who prepared the document; (5) dry operating mass and the corresponding CG of the aircraft; (6) mass of the fuel at take-off and the mass of trip fuel; (7) mass of consumables other than fuel, if applicable; (8) load components; (9) take-off mass, landing mass and zero fuel mass; (10) applicable aircraft CG positions; and (11) the limiting mass and CG values.		
<b>SPO.POL.115</b>	<b>Mass and balance data and documentation — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (b)</b>	Where mass and balance data and documentation is generated by a computerised mass and balance system, the operator shall verify the integrity of the output data.		<input type="checkbox"/>
<b>SPO.POL.116</b>	<b>Mass and balance data and documentation — alleviations</b>	Notwithstanding SPO.POL.115(a)(5), the CG position may not need not be on the mass and balance documentation, if the load distribution is in accordance with a pre-calculated balance table or if it can be shown that for the planned operations a correct balance can be ensured, whatever the real load is.		<input type="checkbox"/>

#### 8.1.7. Emergency procedures, e.g. load, fuel or chemical jettison (to include the actions of all personnel)

The operator may implement the manufacture stated emergency/abnormal or non-normal procedures or simply implement a reference to the respective manufacturer documentation.

<b>SPO.OP.176</b>	<b>Ice and other contaminants — flight procedures (b)</b>	If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the pilot-in-command shall exit the icing conditions without delay, by a change of level and/or route, and if necessary by declaring an emergency to ATC.		<input type="checkbox"/>
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<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (f)</b>	The standard operating procedures for HESLO shall specify: normal, abnormal and emergency procedures.	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (f)</b>	The standard operating procedures for HEC shall specify: normal, abnormal and emergency procedures.	<input type="checkbox"/>
<b>SPO.SPEC.PAR. 100</b>	<b>Standard operating procedures (f)</b>	The standard operating procedures for PAR shall specify: normal, abnormal and emergency procedures.	<input type="checkbox"/>

#### 8.1.8. System for supply of NOTAMS, meteorological and other safety-critical information both at base and in field locations

<b>SPO.GEN.140</b>	<b>Documents, manuals and information to be carried (a)</b>	The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified below: (17) appropriate notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation; (18) appropriate meteorological information, if applicable	<input type="checkbox"/>
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#### 8.1.9. Mandatory equipment for specific tasks (mirror, cargo sling, load cell, special radio equipment, radar altimeters, etc.)

Refer to Part SPO.IDE and the AFM to determine the mandatory operational equipment for the mission

<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (a)</b>	The pilot-in-command shall be responsible for: (4) only commencing a flight if he/she is satisfied that all operational limitations referred to in 2.a.3 of Annex IV to Regulation (EC) No 216/2008 are complied with, as follows: (iii) instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, if applicable, as required in SPO.IDE.A.105, SPO.IDE.H.105, SPO.IDE.S.105 or SPO.IDE.B.105;	<input type="checkbox"/>
<b>SPO.GEN.135</b>	<b>Information on emergency and survival equipment carried</b>	The operator shall, at all times, have available for immediate communication to rescue coordination centres (RCCs) lists containing information on the emergency and survival equipment carried on board.	<input type="checkbox"/>

<b>SPO.OP.230</b>	<b>Standard operating procedures (c)</b>	<p>The operator shall ensure that specialised operations are performed in accordance with SOP.</p> <p><i>All equipment required for the activity; equipment adequate for the operational environment and geographical area, e.g.: carriage of safety equipment; equipment certified in accordance with Part-21 and AFM as well as equipment approved in accordance with other officially recognised standards; Ground equipment.</i></p> <p><i>AMC2 SPO.OP.230 (a)(2), (a)(3), (b)(2), (h)</i></p>		<input type="checkbox"/>
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## 8.1.10. Guidance on the CDL and MEL

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	Description or reference to SOP		<input type="checkbox"/>
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## 8.1.11. Policy on completion and carriage of documents including operator's aircraft technical log and journey log, or equivalent

<b>ORO.MLR.110</b>	<b>Journey log</b>	<p>Particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a journey log, or equivalent.</p> <p><i>For the journey log's content refer to AMC1 ORO.MLR.110 Journey log</i></p>		<input type="checkbox"/>
<b>ORO.MLR.115</b>	<b>Record-keeping</b>	<p>(a) The following records shall be stored for at least 5 years.</p> <p>(2) for declared operators, a copy of the operator's declaration, details of approvals held and operations manual;</p> <p>(3) for SPO authorisation holders, in addition to (a)(2), records related to the risk assessment conducted in accordance with SPO.OP.230 and related standard operating procedures.</p>		<input type="checkbox"/>
<b>SPO.GEN.107</b>	<b>Pilot-in-command responsibilities and authority (a)</b>	(8) recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft;		<input type="checkbox"/>
<b>SPO.GEN.140</b>	<b>Documents, manuals and information to be carried (a)</b>	<p>The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified below:</p> <p>(1) the AFM, or equivalent document(s);</p> <p>(2) the original certificate of registration;</p>		<input type="checkbox"/>



		<p>(3) the original certificate of airworthiness (CofA);</p> <p>(4) the noise certificate, if applicable;</p> <p>(5) a copy of the declaration as specified in ORO.DEC.100 and, if applicable, a copy of the authorisation as specified in ORO.SPO.110;</p> <p>(6) the list of specific approvals, if applicable;</p> <p>(7) the aircraft radio licence, if applicable;</p> <p>(8) the third party liability insurance certificate(s);</p> <p>(9) the journey log, or equivalent, for the aircraft;</p> <p>(10) the aircraft technical log, in accordance with Annex I (Part-M) to Regulation (EC) No 2042/2003, if applicable;</p> <p>(11) details of the filed ATS flight plan, if applicable;</p> <p>(12) current and suitable aeronautical charts for the route/area of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;</p> <p>(13) procedures and visual signals information for use by intercepting and intercepted aircraft;</p> <p>(14) information concerning search and rescue services for the area of the intended flight;</p> <p>(15) the current parts of the operations manual and/or SOP or AFM that are relevant to the duties of crew members and task specialists, which shall be easily accessible to them;</p> <p>(16) the MEL or CDL, if applicable;</p> <p>(17) appropriate notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;</p> <p>(18) appropriate meteorological information, if applicable;</p> <p>(19) cargo manifests, if applicable; and</p> <p>(20) any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.</p>		
<b>SPO.GEN.140</b>	<b>Documents, manuals and information to be carried (b)</b>	<p>Notwithstanding (a), the documents and information in (a)(2) to (a)(11) and (a)(14), (a)(17), (a)(18) and (a)(19) may be retained at the aerodrome or operating site on flights:</p> <p>(1) intending to take off and land at the same aerodrome or operating site; or</p> <p>(2) remaining within a distance or area determined by the competent authority in accordance with ARO.OPS.210.</p>		□

<b>SPO.GEN.140</b>	<b>Documents, manuals and information to be carried (d)</b>	In case of loss or theft of documents specified in (a)(2) to (a)(8), the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.		<input type="checkbox"/>
<b>SPO.GEN.140</b>	<b>Documents, manuals and information to be carried (e)</b>	The operator shall make available, within a reasonable time of being requested to do so by the competent authority, the documentation required to be carried on board.		<input type="checkbox"/>

## 8.1.12. Any task specific standard operating procedures not covered above

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>		<input type="checkbox"/>
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**8.2 Ground handling instructions as applicable to the operation**

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>		<input type="checkbox"/>
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## 8.2.1. Briefing requirements for in flight and ground task specialists

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>		<input type="checkbox"/>
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## 8.2.2. Decontamination procedures

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>		<input type="checkbox"/>
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### 8.2.3. Fuelling procedures, including safety precautions during refuelling and defueling including quality checks required in the field location, precautions against spillage and environmental damage

<b>SPO.OP.155</b>	<b>Refuelling with persons embarking, on board or disembarking (a)</b>	The aircraft shall not be refuelled with aviation gasoline (AVGAS) or wide-cut type fuel or a mixture of these types of fuel, when persons are embarking, on board or disembarking.		<input type="checkbox"/>
<b>SPO.OP.155</b>	<b>Refuelling with persons embarking, on board or disembarking (b)</b>	For all other types of fuel, necessary precautions shall be taken and the aircraft shall be properly manned by qualified personnel ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.		<input type="checkbox"/>
<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>		<input type="checkbox"/>

### 8.2.4. De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground

<b>SPO.OP.175</b>	<b>Ice and other contaminants — ground procedures (a)</b>	The pilot-in-command shall only commence take-off if the aircraft is clear of any deposit that might adversely affect the performance or controllability of the aircraft, except as permitted in the AFM.		<input type="checkbox"/>
<b>SPO.OP.175</b>	<b>Ice and other contaminants — ground procedures (b)</b>	In the case of operations with complex motor-powered aircraft, the operator shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the aircraft are necessary to allow the safe operation of the aircraft.		<input type="checkbox"/>

## 8.3 Flight procedures as applicable to the operation

The operator may either define own procedures which must be in line with manufacturer defined standard operating procedures (SOPs) or he may simply implement a reference to the manufacturer provided documentation in which typically established SOPs are described in good detail.

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>		<input type="checkbox"/>
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## 8.3.1. Procedures relevant to the aircraft type, specific task and area

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	<i>Description or reference to SOP</i>	<input type="checkbox"/>
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## 8.3.2. Altimeter setting procedures

Define your procedures.

## 8.3.3. Actions following alerts from audio warning devices

If audio warning devices are installed (e.g. TAS, FLARM): define actions following alerts.

<b>SPO.OP.205</b>	<b>Airborne collision avoidance system (ACAS) (a)</b>	The operator shall establish operational procedures and training programmes when ACAS is installed and serviceable. When ACAS II is used, such procedures and training shall be in accordance with Regulation (EU) No 1332/2011.	<input type="checkbox"/>
<b>SPO.OP.205</b>	<b>Airborne collision avoidance system (ACAS) (b)</b>	The ACAS II may be disabled during those specialised tasks, which by their nature require the aircraft to be operated within a distance from each other below that which would trigger the ACAS.	<input type="checkbox"/>

## 8.3.4. GPWS/TAWS for aeroplanes

Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface (the related training requirements are covered in OM-D 2.1)

N/A for helicopters

## 8.3.5. Policy and procedures for the use of TCAS/ACAS for aeroplanes and, when applicable, for helicopters

<b>SPO.OP.205</b>	<b>Airborne collision avoidance system (ACAS) (a)</b>	The operator shall establish operational procedures and training programmes when ACAS is installed and serviceable. When ACAS II is used, such procedures and training shall be in accordance with Regulation (EU) No 1332/2011.	<input type="checkbox"/>
<b>SPO.OP.205</b>	<b>Airborne collision avoidance system (ACAS) (b)</b>	The ACAS II may be disabled during those specialised tasks, which by their nature require the aircraft to be operated within a distance from each other below that which would trigger the ACAS.	<input type="checkbox"/>

## 8.3.6. Policy and procedures for in-flight fuel management

<b>SPO.OP.190</b>	<b>In-flight fuel management (b)</b>	The pilot-in-command shall check at regular intervals that the amount of usable fuel remaining in flight is not less than the fuel required to proceed to a weather-permissible aerodrome or operating site and the planned reserve fuel as required by SPO.OP.130 and SPO.OP.131.	<input type="checkbox"/>
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## 8.3.7. Procedures for operating in adverse and potentially hazardous atmospheric conditions

<b>SPO.OP.170</b>	<b>Meteorological conditions (a)</b>	The pilot-in-command shall only commence or continue a VFR flight if the latest available meteorological information indicates that the weather conditions along the route and at the intended destination at the estimated time of use will be at or above the applicable VFR operating minima.	<input type="checkbox"/>
<b>SPO.OP.170</b>	<b>Meteorological conditions (c)</b>	If a flight contains VFR and IFR segments, the meteorological information referred to in (a) and (b) shall be applicable as far as relevant.	<input type="checkbox"/>
<b>SPO.OP.176</b>	<b>Ice and other contaminants — flight procedures (a)</b>	The pilot-in-command shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions as referred to in 2.a.5 of Annex IV to Regulation (EC) No 216/2008.	<input type="checkbox"/>
<b>SPO.OP.176</b>	<b>Ice and other contaminants — flight procedures (b)</b>	If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the pilot-in-command shall exit the icing conditions without delay, by a change of level and/or route, and if necessary by declaring an emergency to ATC.	<input type="checkbox"/>

For minimum weather conditions for take-off conditions, approach and landing conditions refer to OM A 8.3.1 (SPO.OP.180, SPO.OP.210).

## 8.3.8. Wake turbulence and rotor downwash for helicopters

Describe your procedures

## 8.3.9. Use of restraint devices

<b>SPO.OP.135</b>	<b>Safety briefing (a)</b>	The operator shall ensure that, prior to take-off task specialists are given a briefing on: (1) emergency equipment and procedures; (2) operational procedures associated with the specialised task before each flight or series of flights	<input type="checkbox"/>
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<b>SPO.GEN.105</b>	<b>Crew responsibilities (a)</b>	The crew member shall be responsible for the proper execution of his/her duties. Crew duties shall be specified in the standard operating procedures (SOP) and, where appropriate, in the operations manual.	<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (b)</b>	Except for balloons, during critical phases of flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the crew member shall be restrained at his/her assigned station unless otherwise specified in the SOP.	<input type="checkbox"/>
<b>SPO.GEN.105</b>	<b>Crew responsibilities (c)</b>	During flight, the flight crew member shall keep his/her safety belt fastened while at his/her station.	<input type="checkbox"/>
<b>SPO.GEN.106</b>	<b>Task specialists responsibilities (c)</b>	The task specialist shall ensure that he/she is restrained when carrying out specialised tasks with external doors opened or removed.	<input type="checkbox"/>
<b>SPO.SPEC.PAR. 110</b>	<b>Seats</b>	Notwithstanding SPO.IDE.A.160(a) and SPO.IDE.H.160(a)(1), the floor of the aircraft may be used as a seat, provided means are available for the task specialist to hold or strap on.	<input type="checkbox"/>

Regarding the use of seat belts during refueling persons embarking, on board or disembarking refer to OM A 8.2.3 (AMC1 SPO.OP.155).

#### 8.3.10. Policy on use of vacant seats

Describe your policy

#### 8.3.11. Cabin safety requirements including smoking.

<b>SPO.OP.165</b>	<b>Smoking</b>	The pilot-in-command shall not allow smoking on board or during refuelling or defuelling of the aircraft.	<input type="checkbox"/>
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Regarding smoking during refueling persons embarking, on board or disembarking refer to OM A 8.2.3 (AMC1 SPO.OP.155).

### 8.4 Task specific weather limitations

<b>SPO.OP.230</b>	<b>Standard operating procedures</b>	Description or reference to SOP	<input type="checkbox"/>
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## 8.5 Use of the minimum equipment and configuration deviation list(s)

<b>SPO.IDE.H.105</b>	<b>Minimum equipment for flights</b>	<p>A flight shall not be commenced when any of the helicopter's instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:</p> <ul style="list-style-type: none"> <li>(a) the helicopter is operated in accordance with the minimum equipment list (MEL), if established;</li> <li>(b) for complex motor-powered helicopters, and for any helicopter used in commercial operations, the operator is approved by the competent authority to operate the helicopter within the constraints of the master minimum equipment list (MMEL); or</li> <li>(c) the helicopter is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.</li> </ul>		<input type="checkbox"/>
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## 8.6 Oxygen requirements

An explanation of the conditions under which oxygen should be provided and used (altitude, exposure times, night etc.).

<b>SPO.OP.195</b>	<b>Use of supplemental oxygen (a)</b>	<p>The operator shall ensure that task specialists and crew members use supplemental oxygen continuously whenever the cabin altitude exceeds 10'000 ft for a period of more than 30 minutes and whenever the cabin altitude exceeds 13 000 ft, unless otherwise approved by the competent authority and in accordance with SOPs.</p>		<input type="checkbox"/>
<b>SPO.OP.195</b>	<b>Use of supplemental oxygen (b)</b>	<p>Notwithstanding (a) and except for parachute operations, short excursions of a specified duration above 13 000 ft without using supplemental oxygen on other-than complex aeroplanes and helicopters may be undertaken with a prior approval of the competent authority based on the consideration of the following:</p> <ul style="list-style-type: none"> <li>(1) the duration of the excursion above 13 000 ft is not more than 10 minutes or, if needed for a longer period, the time strictly necessary to the accomplishment of the specialized task;</li> <li>(2) the flight is not conducted above 16 000 ft;</li> <li>(3) the safety briefing in accordance with SPO.OP.135 includes adequate information to crew members and tasks specialists on the effects of hypoxia;</li> <li>(4) SOPs for the concerned operation reflecting (1), (2) and (3);</li> </ul>		<input type="checkbox"/>

		<p>(5) the previous experience of the operator in conducting operations above 13 000 ft without using supplemental oxygen;</p> <p>(6) the individual experience of crew members and task specialists and their physiological adaptation to high altitudes; and</p> <p>(7) the altitude of the base where the operator is established or the operations are conducted from.</p>		
<b>SPO.IDE.H.175</b>	<b>Supplemental oxygen — non-pressurised helicopters (a)</b>	Non-pressurised helicopters operated at flight altitudes when the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.		<input type="checkbox"/>
<b>SPO.IDE.H.175</b>	<b>Supplemental oxygen — non-pressurised helicopters (b)</b>	<p>Non-pressurised helicopters operated above flight altitudes at which the pressure altitude in the cabin compartments is above 10 000 ft shall carry enough breathing oxygen to supply:</p> <p>(1) all crew members for any period in excess of 30 minutes when the pressure altitude in the cabin compartment will be between 10 000 ft and 13 000 ft; and</p> <p>(2) all crew members and task specialists for any period that the pressure altitude in the cabin compartment will be above 13 000 ft.</p>		<input type="checkbox"/>
<b>SPO.IDE.H.175</b>	<b>Supplemental oxygen — non-pressurised helicopters (c)</b>	Notwithstanding (b), excursions of a specified duration between 13 000 ft and 16 000 ft may be undertaken without oxygen supplies, -in accordance with SPO.OP.195(b).		<input type="checkbox"/>
<b>SPO.SPEC.PAR. 115</b>	<b>Supplemental oxygen (a)</b>	<p>Notwithstanding SPO.OP.195(a), the requirement to use supplemental oxygen shall not be applicable for crew members other than the pilot-in-command and for task specialists carrying out duties essential to the specialised task, whenever the cabin altitude:</p> <ul style="list-style-type: none"> <li>exceeds 13 000 ft, for a period of not more than 6 minutes.</li> </ul>		<input type="checkbox"/>
<b>SPO.SPEC.PAR. 115</b>	<b>Supplemental oxygen (b)</b>	<ul style="list-style-type: none"> <li>exceeds 15 000 ft, for a period of not more 3 minutes.</li> </ul>		<input type="checkbox"/>



## 9 DANGEROUS GOODS AND WEAPONS

### 9.1 Information, instruction and general guidance on the transport of dangerous goods as internal or external loads

including:

<b>ANNEX V-PART SPA</b>	<b>Subpart G</b>	Transport of Dangerous Goods (SPA.DG), ICAO Annex 18 and Doc 9284 («Technical Instructions»)		<input type="checkbox"/>
<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (f)</b>	The operator shall ensure that task specialists are provided with information about dangerous goods.		<input type="checkbox"/>
<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (g)</b>	The operator shall ensure that notices giving information about the transport of dangerous goods are provided at acceptance points for cargo as required by the Technical Instructions.		<input type="checkbox"/>
<b>SPO.GEN.155</b>	<b>Release of dangerous goods</b>	The operator shall not operate an aircraft over congested areas of cities, towns or settlements or over an open-air assembly of persons when releasing dangerous goods.		<input type="checkbox"/>
<b>SPO.SPEC.PAR. 125</b>	<b>Releasing of dangerous goods</b>	Notwithstanding SPO.GEN.155, parachutists may exit the aircraft for the purpose of parachute display over congested areas of cities, towns or settlements or over an open-air assembly of persons whilst carrying smoke train devices, provided these are manufactured for this purpose.		<input type="checkbox"/>
<b>SPO.SPEC.HES LO.110</b>	<b>Transportation of dangerous goods</b>	The operator transporting dangerous goods to or from unmanned sites or remote locations shall apply to the competent authority for an exemption from the provisions of the Technical Instructions if they intend not to comply with the requirements of those Instructions.		<input type="checkbox"/>

#### 9.1.1. The operator's policy on the transport of dangerous goods

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (a)</b>	The transport of dangerous goods by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905), including its attachments, supplements and any other addenda or corrigenda.		<input type="checkbox"/>
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<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (b)</b>	<p>Dangerous goods shall only be transported by an operator approved in accordance with Annex V (Part-SPA), subpart G, to Regulation (EU) No 965/2012 except when:</p> <p>(1) they are not subject to the Technical Instructions in accordance with Part 1 of those Instructions;</p> <p>(2) they are carried by task specialists or crew members or are in baggage which has been separated from its owner, in accordance with Part 8 of the Technical Instructions;</p> <p>(3) required on board the aircraft for specialised purposes in accordance with the Technical Instructions;</p> <p>(4) they are used to facilitate flight safety where carriage aboard the aircraft is reasonable to ensure their timely availability for operational purposes, whether or not such articles and substances are required to be carried or intended to be used in connection with a particular flight.</p>		<input type="checkbox"/>
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#### 9.1.2. Guidance on the requirements

for acceptance, labelling, handling, stowage, and segregation of dangerous goods

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (d)</b>	The operator shall provide personnel with the necessary information enabling them to carry out their responsibilities, as required by the Technical Instructions.		<input type="checkbox"/>
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#### 9.1.3. Procedures for responding to emergency situations involving dangerous goods

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (c)</b>	The operator shall establish procedures to ensure that all reasonable measures are taken to prevent dangerous goods from being carried on board inadvertently.		<input type="checkbox"/>
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#### 9.1.4. Duties of all personnel involved

and

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (c)</b>	The operator shall establish procedures to ensure that all reasonable measures are taken to prevent dangerous goods from being carried on board inadvertently.		<input type="checkbox"/>
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## 9.1.5. Instructions on carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (d)</b>	The operator shall provide personnel with the necessary information enabling them to carry out their responsibilities, as required by the Technical Instructions.	<input type="checkbox"/>
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## 9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried

<b>SPO.GEN.160</b>	<b>Carriage and use of weapons (a)</b>	The operator shall ensure that, when weapons are carried on a flight for the purpose of a specialised task, these are secured when not in use.	<input type="checkbox"/>
<b>SPO.GEN.160</b>	<b>Carriage and use of weapons (b)</b>	The task specialist using the weapon shall take all necessary measures to prevent the aircraft and persons on board or on the ground from being endangered.	<input type="checkbox"/>

## 10 SECURITY

Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) No 300/2008. Some parts of the security instructions and guidance may be kept confidential.

<b>ORO.SEC.100.H</b>	<b>Flight crew compartment security — helicopters</b>	If installed, the flight crew compartment door on a helicopter operated for the purpose of carrying passengers shall be capable of being locked from within the flight crew compartment in order to prevent unauthorised access.	<input type="checkbox"/>
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## 11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES, AND USING THE CVR RECORDINGS

Procedures for handling, notifying and reporting accidents, incidents and occurrences. This section should include:

Refer to GM 2 Management System. The Directive 2003/42/EC of the European Parliament and the Council of 13 June, 2003, on occurrence reporting in civil aviation has been repealed by the European Commission. The new regulation (EU) No 376/2014 will apply from the 15 November, 2015. The moment of the effective implementation in Switzerland is dependent on the adoption of the Joint Committee and becomes effective in Switzerland on 1st of April 2016.

### 11.1 Definitions of accidents and occurrences and responsibilities of all persons involved

ORO.GEN.160	Occurrence reporting (a)	The operator shall report to the competent authority, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Regulation (EU) No 996/2010 of the European Parliament and of the Council <sup>2</sup> and Directive 2003/42/EC.	<input type="checkbox"/>
ORO.GEN.160	Occurrence reporting (b)	Without prejudice to point (a) the operator shall report to the competent authority and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations or occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data established in accordance with Regulation (EU) No 748/2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.	<input type="checkbox"/>

### 11.2 Reporting procedures (including any mandatory forms)

ORO.GEN.160	Occurrence reporting (c)	Without prejudice to Regulation (EU) No 996/2010, Directive 2003/42/EC, Commission Regulation (EC) No 1321/2007 <sup>3</sup> and Commission Regulation (EC) No 1330/2007 <sup>4</sup> , the reports referred in paragraphs (a) and (b) shall be made in a form and manner established by the competent authority and contain all pertinent information about the condition known to the operator.	<input type="checkbox"/>
ORO.GEN.160	Occurrence reporting (d)	Reports shall be made as soon as practicable, but in any case within 72 hours of the operator identifying the condition to which the report relates, unless exceptional circumstances prevent this.	<input type="checkbox"/>
ORO.GEN.160	Occurrence reporting (e)	Where relevant, the operator shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the competent authority.	<input type="checkbox"/>

### 11.3 Special notification when dangerous goods are carried

and

<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (e)</b>	The operator shall, in accordance with the Technical Instructions, report without delay to the competent authority and the appropriate authority of the State of occurrence in the event of: (1) any dangerous good accident or incidents; (2) the finding of dangerous goods carried by task specialists or crew, or in their baggage, when not in accordance with Part 8 of the Technical Instructions.	<input type="checkbox"/>
<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (g)</b>	The operator shall ensure that notices giving information about the transport of dangerous goods are provided at acceptance points for cargo as required by the Technical Instructions.	<input type="checkbox"/>

#### 11.4 Procedures for the preservation of recordings of the flight recorders

In order to prevent inadvertent reactivation, repair or reinstallation of the flight recorders following an accident or a serious incident or when this preservation is directed by the investigating authority. Applicable for operations with complex helicopters.

## 12 RULES OF THE AIR

In addition to the items referred to in AMC3 ORO.MLR.100, territorial procedures for obtaining permissions and exemptions, e.g. for underslung loads and low flying clearances.

The rules of the air within the airspace of Switzerland are primarily regulated by EC No. 923/2012 (SERA) and additionally by Swiss national regulation, «Verordnung des UVEK über die Verkehrsregeln für Luftfahrzeuge (VRV-L)».

Regulation EU No. 923/2012 applies in particular to airspace users and aircraft engaged in general air traffic (SERA.2001):

- operating into, within or out of the union (and Switzerland)
- bearing the nationality and registration marks of a member state of the union, and
- operating in any airspace to the extent that they do not conflict with the rules published by the country having jurisdiction over the territory overflown.

## 13 LEASING

Refer to AMC3 ORO.MLR.100.

ORO.SPO.100	<b>Common requirements for commercial specialised operators (b)</b>	Aircraft shall have a certificate of airworthiness (CofA) in accordance with Regulation (EU) No 748/2012 or shall be leased-in in accordance with (c).		<input type="checkbox"/>
ORO.SPO.100	<b>Common requirements for commercial specialised operators (c)</b>	<p>A commercial specialised operator shall obtain prior approval of the competent authority and comply with the following conditions, if:</p> <p>(1) Wet leasing-in an aircraft of a third country operator:</p> <p>(i) The safety standards of a third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by Regulation (EC) No 2042/2003 and this Regulation;</p> <p>(ii) The aircraft of a third country operator has a standard CofA issued in accordance with ICAO Annex 8;</p> <p>(iii) The duration of the wet lease-in does not exceed seven months in any 12 consecutive month period; or</p> <p>(2) Dry leasing-in an aircraft registered in a third country:</p> <p>(i) An operational need has been identified that cannot be satisfied through leasing an aircraft registered in the EU;</p> <p>(ii) The duration of the dry lease-in does not exceed seven months in any 12 consecutive month period;</p> <p>(iii) Compliance with the applicable requirements of Regulation (EC) No 2042/2003 is ensured;</p> <p>(iv) The aircraft is equipped in accordance with Annex VIII [Part SPO].</p>		<input type="checkbox"/>

## B AIRCRAFT OPERATING MATTERS – TYPE RELATED

For chapters 0-1 refer to AMC3 ORO.MLR.100.

When compiling an OM, the operator may take advantage of the contents of other relevant documents. Material produced by the operator for the type-related part of the OM may be supplemented with, or substituted by, applicable parts of the aircraft flight manual (AFM) or, where such a document exists, by an aircraft operating manual produced by the manufacturer of the aircraft. If the operator chooses to use material from another source in the OM, either the applicable material should be copied and included directly in the relevant part of the OM, or the OM should contain a reference to the appropriate section of that applicable material. In the case of commercial operations with other-than-complex motor-powered aircraft or non-commercial operations, a 'pilot operating handbook' (POH), or equivalent document, may be used as the type-related part of the OM, provided that the POH covers the normal and abnormal/emergency operating procedures (AMC1 ORO.MLR.100).

### 2 NORMAL PROCEDURES

The normal procedures and duties assigned to the crew, the appropriate checklists and the system for their use, including any task or specific role equipment procedures not contained in the AFM.

<b>ORO.GEN.110</b>	<b>Operator responsibilities (f)</b>	The operator shall establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities, for all types of operation on the ground and in flight. Those procedures and instructions shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft. Procedures and instructions for a sterile flight crew compartment shall also be included.		<input type="checkbox"/>
<b>SPO.GEN.119</b>	<b>Taxiing of aircraft</b>	The operator shall establish procedures for taxiing of aircraft in order to ensure safe operation and in order to enhance runway safety.		<input type="checkbox"/>

### 3 ABNORMAL AND/OR EMERGENCY PROCEDURES

The abnormal and/or emergency procedures and duties assigned to the crew, the appropriate checklists and the system for their use, including any task or specific role equipment emergency procedures not contained in the AFM.

<b>ORO.GEN.110</b>	<b>Operator responsibilities (h)</b>	The operator shall establish a checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the		<input type="checkbox"/>
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operations manual are followed. The design and utilisation of checklists shall observe human factors principles and take into account the latest relevant documentation from the aircraft manufacturer.

## 4 PERFORMANCE

### 4.1 Performance data should be provided in a form in which it can be used without difficulty

#### 4.2 Performance data

Performance material which provides the necessary data for compliance with the performance requirements prescribed in Part-SPO.

SPO.POL.120	Performance — general	The pilot-in-command shall only operate the aircraft if the performance is adequate to comply with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used, taking into account the charting accuracy of any charts and maps used.	<input type="checkbox"/>
SPO.POL.146	Performance and operating criteria — helicopters (a)	The pilot-in-command may operate an aircraft over congested areas provided that: (1) the helicopter is certified in category A or B; and (2) safety measures are established to prevent undue hazard to persons or property on the ground and the operation and its SOP is authorised.	<input type="checkbox"/>
SPO.POL.146	Performance and operating criteria — helicopters (b)	The operator shall: (1) establish operational procedures to minimise the consequences of an engine failure; (2) establish a training programme for crew members; and (3) ensure that all crew members and task specialists on board are briefed on the procedures to be carried out in the event of a forced landing.	<input type="checkbox"/>
SPO.POL.146	Performance and operating criteria — helicopters (c)	The operator shall ensure that the mass at take-off, landing or hover shall not exceed the maximum mass specified for: (1) a hover out of ground effect (HOGE) with all engines operating at the appropriate power rating; or (2) if conditions prevail that a HOGE is not likely to be established, the helicopter mass shall not exceed the maximum mass specified for a hover in ground effect (HIGE) with all engines operating at the appropriate	<input type="checkbox"/>



		power rating, provided prevailing conditions allow a hover in ground effect at the maximum specified mass.		
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (e)</b>	The standard operating procedures for HESLO shall specify: performance criteria necessary to be met to conduct HESLO operations;		<input type="checkbox"/>

## 5 FLIGHT PLANNING

### 5.1 Data and instructions necessary for pre-flight and in-flight planning

Describe your procedures

### 5.2 Procedures for specialised tasks

Describe your procedures.

## 6 MASS AND BALANCE

<b>SPO.POL.100</b>	<b>Operating limitations — all aircraft (a)</b>	During any phase of operation, the loading, the mass and, except for balloons, the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the appropriate manual.		<input type="checkbox"/>
<b>SPO.POL.100</b>	<b>Operating limitations — all aircraft (b)</b>	Placards, listings, instrument markings, or combinations thereof, containing those operating limitations prescribed by the AFM for visual presentation, shall be displayed in the aircraft.		<input type="checkbox"/>

### 6.1 Calculation system (e.g. index system)

<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (a)</b>	The operator shall establish a mass and balance system for each flight or series of flights: (1) aircraft dry operating mass; (2) mass of the traffic load; (3) mass of the fuel load; (4) aircraft load and load distribution; (5) take-off mass, landing mass and zero fuel mass; and (6) applicable aircraft CG positions.		<input type="checkbox"/>
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<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (b)</b>	The flight crew shall be provided with a means of replicating and verifying any mass and balance computation based on electronic calculations.		<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (c)</b>	The operator shall establish procedures to enable the pilot-in-command to determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the operations manual.		<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (d)</b>	The pilot-in-command shall ensure that the loading of: (1) the aircraft is performed under the supervision of qualified personnel; and (2) traffic load is consistent with the data used for the calculation of the aircraft mass and balance.		<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (e)</b>	The operator shall specify, in the operations manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (d). This system shall cover all types of intended operations.		<input type="checkbox"/>

## 6.2 Information and instructions for completion of mass and balance documentation

<b>SPO.POL.115</b>	<b>Mass and balance data and documentation — commercial operations with aeroplanes and helicopters and non-commercial operations</b>	The operator shall establish mass and balance data and produce mass and balance documentation prior to each flight, or series of flights, specifying the load and its distribution in such a way that the mass and balance limits of the aircraft are not exceeded. The mass and balance documentation shall contain the following information: (1) aircraft registration and type;		<input type="checkbox"/>
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	<b>with complex motor-powered aircraft (a)</b>	(2) flight identification, number and date, as applicable; (3) name of the pilot-in-command; (4) name of the person who prepared the document; (5) dry operating mass and the corresponding CG of the aircraft; (6) mass of the fuel at take-off and the mass of trip fuel; (7) mass of consumables other than fuel, if applicable; (8) load components; (9) take-off mass, landing mass and zero fuel mass; (10) applicable aircraft CG positions; and (11) the limiting mass and CG values.		
SPO.POL.115	<b>Mass and balance data and documentation — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (b)</b>	Where mass and balance data and documentation is generated by a computerised mass and balance system, the operator shall verify the integrity of the output data.		<input type="checkbox"/>
SPO.POL.116	<b>Mass and balance data and documentation — alleviations</b>	Notwithstanding SPO.POL.115(a)(5), the CG position may not need not be on the mass and balance documentation, if the load distribution is in accordance with a pre-calculated balance table or if it can be shown that for the planned operations a correct balance can be ensured, whatever the real load is.		<input type="checkbox"/>

### 6.3 Limitations

SPO.POL.100	<b>Operating limitations — all aircraft (a)</b>	During any phase of operation, the loading, the mass and, except for balloons, the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the appropriate manual.		<input type="checkbox"/>
SPO.POL.100	<b>Operating limitations — all aircraft (b)</b>	Placards, listings, instrument markings, or combinations thereof, containing those operating limitations prescribed by the AFM for visual presentation, shall be displayed in the aircraft.		<input type="checkbox"/>

## 7 LOADING

Procedures and provisions for loading and unloading and securing the load in the aircraft

<b>SPO.POL.100</b>	<b>Operating limitations — all aircraft (a)</b>	During any phase of operation, the loading, the mass and, except for balloons, the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the appropriate manual.	<input type="checkbox"/>
<b>SPO.POL.100</b>	<b>Operating limitations — all aircraft (b)</b>	Placards, listings, instrument markings, or combinations thereof, containing those operating limitations prescribed by the AFM for visual presentation, shall be displayed in the aircraft.	<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (d)</b>	The pilot-in-command shall ensure that the loading of: (1) the aircraft is performed under the supervision of qualified personnel; and (2) traffic load is consistent with the data used for the calculation of the aircraft mass and balance.	<input type="checkbox"/>
<b>SPO.POL.110</b>	<b>Mass and balance system — commercial operations with aeroplanes and helicopters and non-commercial operations with complex motor-powered aircraft (e)</b>	The operator shall specify, in the operations manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (d). This system shall cover all types of intended operations.	<input type="checkbox"/>

## 8 CONFIGURATION DEVIATION LIST (CDL)

CDL(s), if provided by the manufacturer, taking account of the aircraft types and variants operated, including procedures to be followed when an aircraft is being dispatched under the terms of its CDL.

## 9 MINIMUM EQUIPMENT LIST (MEL)

The MEL for each aircraft type or variant operated and the type(s)/area(s) of operation. It should also contain procedures to be followed when an aircraft is being dispatched with one or more inoperative items, in accordance with the MEL.

ORO.MLR.105	<b>Minimum equipment list (a)</b>	A Minimum Equipment List (MEL) shall be established as specified under point 8.a.3 of Annex IV to Regulation (EC) No 216/2008, based on the relevant master minimum equipment list (MMEL) as defined in the data established in accordance with Regulation (EU) No 748/2012. If an MMEL has not been established as part of the operational suitability data, the MEL may be based on the relevant MMEL accepted by the State of Operator or Registry as applicable.	<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (b)</b>	<u>The MEL and any amendment thereto shall be approved by the competent authority.</u> Approved MELs issued by any EASA member State NAA before 25.August 2016 will be acknowledged by the FOCA.	<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (c)</b>	The operator shall amend the MEL after any applicable change to the MMEL within the acceptable timescales.	<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (d)</b>	In addition to the list of items, the MEL shall contain: (1) a preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL; (2) the revision status of the MMEL upon which the MEL is based and the revision status of the MEL; (3) the scope, extent and purpose of the MEL.	<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (e)</b>	The operator shall: (1) establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL; (2) establish an effective rectification programme; (3) only operate the aircraft after expiry of the rectification interval specified in the MEL when: (i) the defect has been rectified; or (ii) the rectification interval has been extended in accordance with (f).	<input type="checkbox"/>

ORO.MLR.105	<b>Minimum equipment list (f)</b>	<p>Subject to approval of the competent authority, the operator may use a procedure for the one time extension of category B, C and D rectification intervals, provided that:</p> <p>(1) the extension of the rectification interval is within the scope of the MMEL for the aircraft type;</p> <p>(2) the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL;</p> <p>(3) the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have precluded rectification;</p> <p>(4) a description of specific duties and responsibilities for controlling extensions is established by the operator;</p> <p>(5) the competent authority is notified of any extension of the applicable rectification interval; and</p> <p>(6) a plan to accomplish the rectification at the earliest opportunity is established.</p>		<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (g)</b>	The operator shall establish the operational and maintenance procedures referenced in the MEL taking into account the operational and maintenance procedures referenced in the MMEL. These procedures shall be part of the operator's manuals or the MEL.		<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (h)</b>	The operator shall amend the operational and maintenance procedures referenced in the MEL after any applicable change to the operational and maintenance procedures referenced in the MMEL.		<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (i)</b>	<p>Unless otherwise specified in the MEL, the operator shall complete:</p> <p>(1) the operational procedures referenced in the MEL when planning for and/or operating with the listed item inoperative; and</p> <p>(2) the maintenance procedures referenced in the MEL prior to operating with the listed item inoperative.</p>		<input type="checkbox"/>
ORO.MLR.105	<b>Minimum equipment list (j)</b>	<p>Subject to a specific case-by-case approval by the competent authority, the operator may operate an aircraft with inoperative instruments, items of equipment or functions outside the constraints of the MEL but within the constraints of the MMEL, provided that:</p> <p>(1) the concerned instruments, items of equipment or functions are within the scope of the MMEL as defined in point (a);</p> <p>(2) the approval is not used as a normal means of conducting operations outside the constraints of the approved MEL and is used only when</p>		<input type="checkbox"/>

		<p>events beyond the control of the operator have precluded the MEL compliance;</p> <p>(3) a description of specific duties and responsibilities for controlling the operation of the aircraft under such approval is established by the operator; and</p> <p>(4) a plan to rectify the inoperative instruments, items of equipment or functions or to return operating the aircraft under the MEL constraints at the earliest opportunity is established</p>		
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## 10 CONFIGURATION DEVIATION LIST (CDL)

### 10.1 A list of the survival equipment to be carried, taking into account the nature of the area of operation, such as a hostile or a non-hostile environment

Describe the necessary equipment or refer to the SOP



### 10.2 A checklist for assessing the serviceability of the equipment and instructions for its use prior to take-off

Describe the procedure or refer to the checklist



### 10.3 The procedure for determining the amount of oxygen required and the quantity that is available

Describe your procedure



## 11 EMERGENCY EVACUATION PROCEDURES

### 11.1 Emergency evacuation procedures, crew coordination and occupant handling in the event of a forced landing, ditching or other emergency

<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (f)</b>	The standard operating procedures for HESLO shall specify: normal, abnormal and emergency procedures.		<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (f)</b>	The standard operating procedures for HEC shall specify: normal, abnormal and emergency procedures.		<input type="checkbox"/>

## 12 AIRCRAFT SYSTEMS

A description of the aircraft systems and all equipment specific to the tasks. Additional equipment, systems or fitting, related special procedures including any supplements to the AFM.

Describe the aircraft systems and all equipment specific to the tasks



<b>SPO.SPEC.HES LO.105</b>	<b>Specific HESLO equipment (a)</b>	The helicopter shall be equipped with at least: <ul style="list-style-type: none"> <li>• one cargo safety mirror or alternative means to see the hook(s)/load; and</li> </ul>	<input type="checkbox"/>
<b>SPO.SPEC.HES LO.105</b>	<b>Specific HESLO equipment (b)</b>	<ul style="list-style-type: none"> <li>• one load meter, unless there is another method of determining the weight of the load.</li> <li>•</li> </ul>	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 105</b>	<b>Specific HEC equipment (a)</b>	The helicopter shall be equipped with: <ol style="list-style-type: none"> <li>(1) hoist operations equipment or cargo hook;</li> <li>(2) one cargo safety mirror or alternative means to see the hook; and</li> <li>(3) one load meter, unless there is another method of determining the weight of the load.</li> </ol>	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 105</b>	<b>Specific HEC equipment (b)</b>	The installation of all hoist and cargo hook equipment and any subsequent modifications shall have an airworthiness approval appropriate to the intended function.	<input type="checkbox"/>



## C TASKS AND OPERATING AREAS INSTRUCTIONS AND INFORMATION

Specific instructions related to the specialised tasks and operating areas in accordance with AMC3 ORO.MLR.100.

For the route and aerodrome part of the OM, material produced by the operator may be supplemented with or substituted by applicable route guide material produced by a specialist company. If the operator chooses to use material from another source in the OM, either the applicable material should be copied and included directly in the relevant part of the OM, or the OM should contain a reference to the appropriate section of that applicable material. If the operator chooses to make use of material from another source (e.g. a route manual producer, an aircraft manufacturer or a training organisation), this does not absolve the operator from the responsibility of verifying the applicability and suitability of this material. Any material received from an external source should be given its status by a statement in the OM (AMC1 ORO.MLR.100).

### Instructions and information relating to communications, navigation and aerodromes/operating sites

including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome/operating site planned to be used, including the following:

Implement references to the relevant publications (e.g. AIP, Bottlang) and complement the contents (a) to (l) as necessary for your operations

#### (a) minimum flight level/altitude

Description or reference to the applicable the minimum flight level/altitude

#### (b) operating minima for departure, destination and alternate aerodromes

Description or reference to the applicable operating minima for departure, destination and alternate aerodromes

#### (c) communication facilities and navigation aids

Specify the communication facilities and navigation aids sources

#### (d) runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities

Description or reference to the applicable runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities

#### (e) approach, missed approach and departure procedures including noise abatement procedures

Description or reference to the applicable approach, missed approach and departure procedures including noise abatement procedures

#### (f) communication-failure procedures

Description or reference to the applicable communication-failure procedures	<input type="checkbox"/>
(i) availability of aeronautical information and MET services	
Description or reference regarding the availability of aeronautical information and MET services	<input type="checkbox"/>
(j) en-route communication/navigation procedures	
Description or reference to the applicable en-route communication/navigation procedures	<input type="checkbox"/>
(k) aerodrome/operating site categorisation for flight crew competence qualification	
Description or reference to the applicable aerodrome/operating site categorisation for flight crew competence qualification	<input type="checkbox"/>
(l) special aerodrome/operating site limitations (performance limitations and operating procedures, etc.)	
Description or reference to the applicable special aerodrome/operating site limitations (performance limitations and operating procedures, etc.)	<input type="checkbox"/>

## D TRAINING

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

Describe your training and checking.

### 14 Training syllabi and checking programmes should include:

- **Flight Crew:**
  - CRM training, appropriate to his/her role
  - operator conversion training
  - differences or familiarisation training
  - pilot initial training, recurrent training and checking (including differences HESLO/HEC levels)
  - operator proficiency check
  - pilot qualification to operate in either pilot's seat
  - operation on more than one type or variant
  - Dangerous Goods initial training, recurrent training and checking
  - Ground proximity detection flight crew training, if applicable
  - Airborne collision avoidance system, if applicable
  - initial and recurrent de-icing and/or anti-icing training, if applicable
- **Other Crew Members and Task Specialists:**
  - training programme/relevant training for crew members
  - briefings, recurrent training including training on human factor principles
  - HESLO/HEC/PAR: the relevant training for task specialists to perform their task; the qualification and nomination of persons providing such training to the crew members and task specialists
  - Dangerous Goods initial training, recurrent training and checking
  - initial and recurrent de-icing and/or anti-icing training, if applicable
  - required training according «Unfallversicherungsgesetz (UVG)», «Arbeitsgesetz (ArG)» and «SUVA» directives.

**Note:** All operational trainings in regard to external load operation (HESLO and HEC) shall be based on the relevant FOCA forms. Alternative training programme linked to «high risk operation» need prior approval by FOCA.  
 Safety, health at work and accident prevention: compliance regarding the training shall be established by meeting the requirements according the applicable national law «Unfallversicherungsgesetz (UVG)», «Arbeitsgesetz (ArG)» and «SUVA».

#### 14.1 A checklist for assessing the serviceability of the equipment and instructions for its use prior to take-off

<b>SPO.OP.200</b>	<b>Ground proximity detection</b>	For training issues refer to GM1 SPO.OP.200 Ground proximity detection	<input type="checkbox"/>
<b>SPO.OP.205</b>	<b>Airborne collision avoidance system (ACAS)</b>	For training issues refer to GM1 SPO.OP.205 Ground proximity detection	<input type="checkbox"/>
<b>SPO.POL.146</b>	<b>Performance and operating criteria — helicopters (b)</b>	The operator shall: (2) establish a training programme for crew members; and (3) ensure that all crew members and task specialists on board are briefed on the procedures to be carried out in the event of a forced landing.	<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>Refer to AMC1 SPO.SPEC.HESLO.100</i>	<input type="checkbox"/>
<b>SPO.SPEC.HEC. 100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>Refer to AMC1 SPO.SPEC.HEC.100</i>	<input type="checkbox"/>
<b>SPO.SPEC.PAR. 100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists.	<input type="checkbox"/>

## 14.2 A system for tracking expiry dates for qualifications, checks, tests, recency and licences

<b>SPO.POL.146</b>	<b>Performance and operating criteria — helicopters</b>	The operator shall: (2) establish a training programme for crew members; and (3) ensure that all crew members and task specialists on board are briefed on the procedures to be carried out in the event of a forced landing.	<input type="checkbox"/>
<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists;	<input type="checkbox"/>

## 14.3 For in-flight and ground task specialists concerned, including crew members

(a) All relevant items prescribed in SPA.DG; and

<b>SPA.DG.100</b>	<b>Transport of dangerous goods</b>	<i>Refer to AMC1 SPA.DG.105(a)</i>	<input type="checkbox"/>
<b>SPO.GEN.150</b>	<b>Transport of dangerous goods (f)</b>	The operator shall ensure that task specialists are provided with information about dangerous goods.	<input type="checkbox"/>

(b) All relevant items prescribed in Part-SPO and ORO.SEC; and

<b>SPO.OP.135</b>	<b>Safety briefing (b)</b>	(b) The briefing referred to in SPO.OP.135 (a)(2) may be replaced by an initial and recurrent training programme. In such case the operator shall also define recency requirements. <i>Refer to AMC1 SPO.OP.135</i>	<input type="checkbox"/>
<b>SPO.OP.175</b>	<b>SPO.OP.175 Ice and other contaminants — ground procedures</b>	<i>Refer to GM2 SPO.OP.175 (f) Training</i>	<input type="checkbox"/>
<b>SPO.POL.146</b>	<b>Performance and operating criteria — helicopters (b)</b>	The operator shall: (2) establish a training programme for crew members; and (3) ensure that all crew members and task specialists on board are briefed on the procedures to be carried out in the event of a forced landing.	<input type="checkbox"/>

<b>SPO.SPEC.HES LO.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>Refer to AMC1 SPO.SPEC.HESLO.100</i>		<input type="checkbox"/>
<b>SPO.SPEC.HEC.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists; <i>Refer to AMC1 SPO.SPEC.HEC.100</i>		<input type="checkbox"/>
<b>SPO.SPEC.PAR.100</b>	<b>Standard operating procedures (c)</b>	the relevant training for crew members and task specialists to perform their task and the qualification and nomination of persons providing such training to the crew members and task specialists.		<input type="checkbox"/>

#### 14.4 For operations personnel other than crew members, all other relevant items pertaining to their duties prescribed in Part-SPO and this Part

Describe the training for other than crew members, if applicable.



## 15 Procedures

### 15.1 Procedures for training and checking

<b>SPO.OP.185</b>	<b>Simulated situations in flight (a)</b>	Unless a task specialist is on-board the aircraft for training, the pilot-in-command shall, when carrying task specialists, not simulate: ⇒ situations that require the application of abnormal or emergency procedures; or		<input type="checkbox"/>
<b>SPO.OP.185</b>	<b>Simulated situations in flight (b)</b>	⇒ flight in instrument meteorological conditions (IMC).		<input type="checkbox"/>

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

Describe your procedures.

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

Describe your system.

**16 Procedures**

ORO.GEN.220	Record-keeping (b)(c)	The format of the records shall be specified in the operator's procedures. Records shall be stored in a manner that ensures protection from damage, alteration and theft.		<input type="checkbox"/>
ORO.MLR.115	Record-keeping (a)	The following records shall be <u>stored for at least 5 years</u> . (2) for declared operators, a copy of the operator's declaration, details of approvals held and operations manual;		<input type="checkbox"/>
ORO.MLR.115	Record-keeping (c)	Personnel records shall be stored for the periods indicated below: ⇒ Flight crew licence and cabin crew attestation: As long as the crew member is exercising the privileges of the licence or attestation for the aircraft operator – if applicable ⇒ Crew member training, checking and qualifications: 3 years; ⇒ Records on crew member recent experience: 15 months; ⇒ Crew member route and aerodrome/task and area competence, as appropriate: 3 years; ⇒ Dangerous goods training, as appropriate: 3 years; ⇒ Training/qualification records of other personnel for whom a training programme is required: last 2 training records.		<input type="checkbox"/>

ORO.MLR.115	<b>Record-keeping (d)</b>	The operator shall: (1) maintain records of all training, checking and qualifications of each crew member, as prescribed in Part-ORO; and (2) make such records available, on request, to the crew member concerned.		<input type="checkbox"/>
ORO.MLR.115	<b>Record-keeping (e)</b>	The operator shall preserve the information used for the preparation and execution of a flight and personnel training records, even if the operator ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in ORO.MLR.115 (c).		<input type="checkbox"/>
ORO.MLR.115	<b>Record-keeping (f)</b>	If a crew member becomes a crew member for another operator, the operator shall make the crew member's records available to the new operator, provided this is within the timescales prescribed in ORO.MLR.115 (c).		<input type="checkbox"/>



## GM 4 Additional provisions for IFR and or commercial operations with complex helicopter

GM 4 ISS 1 / REV 0 / 01.07.2016

Operations with complex helicopters (e.g. >3'175 kg) and/or operations under IFR are based on additional requirements. Therefore the complementation of certain chapters of the OM is required, as follows:

### 8 OPERATING PROCEDURES

#### 8.1.2. Minimum Flight altitudes

SPO.OP.125	<b>Minimum obstacle clearance altitudes — IFR flights (a)</b>	The operator shall specify a method to establish minimum flight altitudes that provide the required terrain clearance for all route segments to be flown in IFR.	<input type="checkbox"/>
SPO.OP.125	<b>Minimum obstacle clearance altitudes — IFR flights (b)</b>	The pilot-in-command shall establish minimum flight altitudes for each flight based on this method. The minimum flight altitudes shall not be lower than those published by the State overflown.	<input type="checkbox"/>
<b>COMMISSION IMPLEMENTING REGULATION (EU) No 923/2012</b>	<b>SERA.5015 Instrument flight rules (IFR) — Rules applicable to all IFR flights (b)</b>	<p>Minimum levels</p> <p>Except when necessary for take-off or landing, or except when specifically authorised by the competent authority, an IFR flight shall be flown at a level which is not below the minimum flight altitude established by the State whose territory is overflown, or, where no such minimum flight altitude has been established:</p> <p>(1) over high terrain or in mountainous areas, at a level which is at least 600 m (2 000 ft) above the highest obstacle located within 8 km of the estimated position of the aircraft;</p> <p>(2) elsewhere than as specified in (1), at a level which is at least 300 m (1 000 ft) above the highest obstacle located within 8 km of the estimated position of the aircraft.</p>	<input type="checkbox"/>
<b>Verordnung des UVEK über die Verkehrsregeln für Luftfahrzeuge</b>	<b>Art. 30 Mindestflughöhen IFR</b>	<p>1 Für Instrumentenflüge gelten die folgenden Mindestflughöhen:</p> <p>a. über gebirgigem Gelände von mehr als 3050 m über Meer: mindestens 600 m über dem höchsten Hindernis, das in einem Umkreis von 8 km um den geschätzten Standort des Luftfahrzeuges liegt; b. anderswo: mindestens 300 m über dem höchsten Hindernis, das in einem Umkreis von 8 km um den geschätzten Standort des Luftfahrzeuges liegt.</p> <p>2 Bei Abflug und Landung darf von den Mindesthöhen abgewichen werden.</p>	<input type="checkbox"/>

### 8.1.3. Criteria and responsibilities for determining the adequacy of aerodromes/operating sites to be used

SPO.OP.110	<b>Aerodrome operating minima — aeroplanes and helicopters (a)</b>	For instrument flight rules (IFR) flights, the operator or the pilot-in-command shall specify aerodrome operating minima for each departure, destination and alternate aerodrome to be used. Such minima shall: (1) not be lower than those established by the State in which the aerodrome is located, except when specifically approved by that State; and (2) when undertaking low visibility operations, be approved by the competent authority in accordance with Annex V (Part-SPA), Subpart E to Regulation (EU) No 965/2012.		<input type="checkbox"/>
SPO.OP.111	<b>Aerodrome operating minima — NPA, APV, CAT I operations (a)</b>	The decision height (DH) to be used for a non-precision approach (NPA) flown with the continuous descent final approach (CDFA) technique, approach procedure with vertical guidance (APV) or category I (CAT I) operation shall not be lower than the highest of: (1) the minimum height to which the approach aid can be used without the required visual reference; (2) the obstacle clearance height (OCH) for the category of aircraft; (3) the published approach procedure DH where applicable; (4) the system minimum specified in Table 1; or (5) the minimum DH specified in the AFM or equivalent document, if stated.		<input type="checkbox"/>
SPO.OP.111	<b>Aerodrome operating minima — NPA, APV, CAT I operations (b)</b>	The minimum descent height (MDH) for an NPA operation flown without the CDFA technique shall not be lower than the highest of: (1) the OCH for the category of aircraft; (2) the system minimum specified in Table 1; or (3) the minimum MDH specified in the AFM, if stated. Refer to Table 1 System minima		<input type="checkbox"/>
SPO.OP.113	<b>Aerodrome operating minima — onshore circling operations with helicopters</b>	The MDH for an onshore circling operation with helicopters shall not be lower than 250 ft and the meteorological visibility not less than 800 m.		<input type="checkbox"/>
SPO.OP.115	<b>Departure and approach procedures — aeroplanes and helicopters (c)</b>	In the case of operations with complex motor-powered aircraft, the final approach segment shall be flown visually or in accordance with the published approach procedures.		<input type="checkbox"/>

SPO.OP.125	<b>Minimum obstacle clearance altitudes — IFR flights (a)</b>	The operator shall specify a method to establish minimum flight altitudes that provide the required terrain clearance for all route segments to be flown in IFR.		<input type="checkbox"/>
SPO.OP.125	<b>Minimum obstacle clearance altitudes — IFR flights (b)</b>	The pilot-in-command shall establish minimum flight altitudes for each flight based on this method. The minimum flight altitudes shall not be lower than those published by the State overflown.		<input type="checkbox"/>
SPO.OP.151	<b>Destination alternate aerodromes — helicopters</b>	For IFR flights, the pilot-in-command shall specify at least one weather-permissible destination alternate aerodrome in the flight plan, unless:		<input type="checkbox"/>
SPO.OP.151	<b>Destination alternate aerodromes — helicopters (a)</b>	<p>an instrument approach procedure is prescribed for the aerodrome of intended landing and the available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival, or from the actual time of departure to 2 hours after the estimated time of arrival, whichever is the shorter period:</p> <p>(1) a cloud base of at least 120 m (400 ft) above the minimum associated with the instrument approach procedure; and</p> <p>(2) visibility of at least 1 500 m more than the minimum associated with the procedure; or</p>		<input type="checkbox"/>
SPO.OP.151	<b>Destination alternate aerodromes — helicopters (b)</b>	<p>the place of intended landing is isolated and:</p> <p>(1) an instrument approach procedure is prescribed for the aerodrome of intended landing;</p> <p>(2) available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival:</p> <p>(i) the cloud base is at least 120 m (400 ft) above the minimum associated with the instrument approach procedure;</p> <p>(ii) visibility is at least 1 500 m more than the minimum associated with the procedure; and</p> <p>(3) a point of no return (PNR) is determined in case of an offshore destination.</p>		<input type="checkbox"/>

<b>SPO.OP.215</b>	<b>Commencement and continuation of approach — aeroplanes and helicopters (a)</b>	The pilot-in-command may commence an instrument approach regardless of the reported runway visual range/visibility (RVR/VIS).		<input type="checkbox"/>
<b>SPO.OP.215</b>	<b>Commencement and continuation of approach — aeroplanes and helicopters (b)</b>	If the reported RVR/VIS is less than the applicable minimum, the approach shall not be continued: (1) below 1 000 ft above the aerodrome; or (2) into the final approach segment in the case where the decision altitude/height (DA/H) or minimum descent altitude/height (MDA/H) is more than 1 000 ft above the aerodrome,		<input type="checkbox"/>
<b>SPO.OP.215</b>	<b>Commencement and continuation of approach — aeroplanes and helicopters (c)</b>	Where the RVR is not available, RVR values may be derived by converting the reported visibility.		<input type="checkbox"/>
<b>SPO.OP.215</b>	<b>Commencement and continuation of approach — aeroplanes and helicopters (d)</b>	If, after passing 1 000 ft above the aerodrome, the reported RVR/VIS falls below the applicable minimum, the approach may be continued to DA/H or MDA/H.		<input type="checkbox"/>
<b>SPO.OP.215</b>	<b>Commencement and continuation of approach — aeroplanes and helicopters (e)</b>	The approach may be continued below DA/H or MDA/H and the landing may be completed provided that the visual reference adequate for the type of approach operation and for the intended runway is established at the DA/H or MDA/H and is maintained.		<input type="checkbox"/>
<b>SPO.OP.215</b>	<b>Commencement and continuation of approach — aeroplanes and helicopters (f)</b>	The touchdown zone RVR shall always be controlling.		<input type="checkbox"/>

#### 8.1.5. Determination of the quantities of fuel, oil and water methanol carried

<b>SPO.OP.131</b>	<b>Fuel and oil supply — helicopters (a)</b>	The pilot-in-command shall only commence a flight if the helicopter carries sufficient fuel and oil for the following: (2) for IFR flights: (i) when no alternate is required or no weather-permissible alternate aerodrome is available, to fly to the aerodrome/operating site of intended landing, and thereafter to fly for 30 minutes at normal cruising speed at 450 m (1500 ft) above the destination aerodrome/operating site under		<input type="checkbox"/>
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		<p>standard temperature conditions and approach and land; or</p> <p>(ii) when an alternate is required, to fly to and execute an approach and a missed approach at the aerodrome/operating site of intended landing, and thereafter:</p> <p>(A) to fly to the specified alternate; and</p> <p>(B) to fly for 30 minutes at normal holding speed at 450 m (1 500 ft) above the alternate aerodrome/operating site under standard temperature conditions and approach and land.</p>		
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### 8.3.6. Policy and procedures for in-flight fuel management

<b>SPO.OP.190</b>	<b>In-flight fuel management (a)</b>	The operator of a complex motor-powered aircraft shall ensure that in-flight fuel checks and fuel management are performed.		<input type="checkbox"/>
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### 8.3.7. Procedures for operating in adverse and potentially hazardous atmospheric conditions

<b>SPO.OP.170</b>	<b>Meteorological conditions (b)</b>	The pilot-in-command shall only commence or continue an IFR flight towards the planned destination aerodrome if the latest available meteorological information indicates that, at the estimated time of arrival, the weather conditions at the destination or at least one destination alternate aerodrome are at or above the applicable aerodrome operating minima.		<input type="checkbox"/>
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### 8.3.7. Procedures for operating in adverse and potentially hazardous atmospheric conditions

<b>SPO.OP.176</b>	<b>Ice and other contaminants — flight procedures (c)</b>	In the case of operations with complex motor-powered aircraft, the operator shall establish procedures for flights in expected or actual icing conditions.		<input type="checkbox"/>
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## 11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES, AND USING THE CVR RECORDINGS

### 11.4 Procedures for the preservation of recordings of the flight recorders

SPO.GEN.145	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (a)</b>	Following an accident, a serious incident or an occurrence identified by the investigating authority, the operator of an aircraft shall preserve the original recorded data for a period of 60 days or until otherwise directed by the investigating authority.		<input type="checkbox"/>
SPO.GEN.145	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (b)</b>	The operator shall conduct operational checks and evaluations of flight data recorder (FDR) recordings, cockpit voice recorder (CVR) recordings and data link recordings to ensure the continued serviceability of the recorders.		<input type="checkbox"/>
SPO.GEN.145	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (c)</b>	The operator shall save the recordings for the period of operating time of the FDR as required by SPO.IDE.A.145 or SPO.IDE.H.145, except that, for the purpose of testing and maintaining the FDR, up to 1 hour of the oldest recorded material at the time of testing may be erased.		<input type="checkbox"/>
SPO.GEN.145	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (d)</b>	The operator shall keep and maintain up-to-date documentation that presents the necessary information to convert FDR raw data into parameters expressed in engineering units.		<input type="checkbox"/>
SPO.GEN.145	<b>Handling of flight recorder recordings: preservation, production, protection and use —</b>	The operator shall make available any flight recorder recording that has been preserved, if so determined by the competent authority.		<input type="checkbox"/>

	<b>operations with complex motor-powered aircraft (e)</b>			
<b>SPO.GEN.145</b>	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (f)</b>	<p>Without prejudice to Regulation (EU) No 996/2010 and except for ensuring the CVR serviceability, CVR recordings shall not be disclosed or used unless:</p> <p>(i) a procedure related to the handling of CVR recordings and of their transcript is in place;</p> <p>(ii) all crew members and maintenance personnel concerned have given their prior consent;</p> <p>and</p> <p>(iii) they are used only for maintaining or improving safety.</p> <p>When a CVR recording is inspected for ensuring the CVR serviceability, the operator shall ensure the privacy of the CVR recording and the CVR recording shall not be disclosed or used for other purposes than ensuring the CVR serviceability.</p>		<input type="checkbox"/>
<b>SPO.GEN.145</b>	<b>Handling of flight recorder recordings: preservation, production, protection and use — operations with complex motor-powered aircraft (g)</b>	<p>FDR recordings or data link recordings shall only be used for purposes other than for the investigation of an accident or an incident that is subject to mandatory reporting if such records are:</p> <p>(1) used by the operator for airworthiness or maintenance purposes only;</p> <p>(2) de-identified; or</p> <p>(3) disclosed under secure procedures.</p>		<input type="checkbox"/>

## GM 5 National non-aviation regulations – «Safety, health at work and accident prevention»

GM 5 ISS 1 / REV 0 / 01.07.2016

Regarding the safety, health at work and accident prevention the operator has also to be in compliance with the following national requirements:

### **Bundesgesetz über die Unfallversicherung (UVG)**

[vom 20. März 1981 (Stand am 1. Januar 2013)]

#### Grundsatz: Pflichten des Arbeitgebers

##### [Art. 82 Allgemeines](#)

<sup>1</sup> Der Arbeitgeber ist verpflichtet, zur Verhütung von Berufsunfällen und Berufskrankheiten alle Massnahmen zu treffen, die nach der Erfahrung notwendig, nach dem Stand der Technik anwendbar und den gegebenen Verhältnissen angemessen sind.

### **Verordnung über die Verhütung von Unfällen und Berufskrankheiten (Verordnung über die Unfallverhütung, VUV)**

[vom 19. Dezember 1983 (Stand am 1. Januar 2016)]

#### Ausbildung der Flughelfer:

##### [Art. 6<sup>1</sup>Information und Anleitung der Arbeitnehmer](#)

<sup>1</sup> Der Arbeitgeber sorgt dafür, dass alle in seinem Betrieb beschäftigten Arbeitnehmer, einschliesslich der dort tätigen Arbeitnehmer eines anderen Betriebes, ausreichend und angemessen informiert und angeleitet werden über die bei ihren Tätigkeiten auftretenden Gefahren sowie über die Massnahmen der Arbeitssicherheit. Diese Information und Anleitung haben im Zeitpunkt des Stellenantritts und bei jeder wesentlichen Änderung der Arbeitsbedingungen zu erfolgen und sind nötigenfalls zu wiederholen.<sup>2</sup>

<sup>2</sup> Die Arbeitnehmer sind über die Aufgaben und die Funktion der in ihrem Betrieb tätigen Spezialisten der Arbeitssicherheit zu informieren.

<sup>3</sup> Der Arbeitgeber sorgt dafür, dass die Arbeitnehmer die Massnahmen der Arbeitssicherheit einhalten.

<sup>4</sup> Die Information und die Anleitung müssen während der Arbeitszeit erfolgen und dürfen nicht zu Lasten der Arbeitnehmer gehen.

##### [Art. 8 Vorkehren bei Arbeiten mit besonderen Gefahren](#)

<sup>1</sup> Der Arbeitgeber darf Arbeiten mit besonderen Gefahren nur Arbeitnehmern übertragen, die dafür entsprechend ausgebildet sind. Wird eine gefährliche Arbeit von einem Arbeitnehmer allein ausgeführt, so muss ihn der Arbeitgeber überwachen lassen.

<sup>2</sup> Bei Arbeiten mit besonderen Gefahren müssen die Zahl der Arbeitnehmer sowie die Anzahl oder die Menge der gefahrbringenden Einrichtungen, Arbeitsmittel und Stoffe auf das Nötige beschränkt sein.

[Besondere Gefahren: siehe EKAS ASA-Richtlinie 6508: Anhang 1 «Besondere Gefährdungen»]

## **Arbeitssicherheit / Gesundheitsschutz**

#### Pflichten des Arbeitgebers:

##### [Art. 3<sup>1</sup>Schutzmassnahmen und Schutzeinrichtungen](#)

<sup>1</sup> Der Arbeitgeber muss zur Wahrung und Verbesserung der Arbeitssicherheit alle Anordnungen erteilen und alle Schutzmassnahmen treffen, die den Vorschriften dieser Verordnung und den für



seinen Betrieb zusätzlich geltenden Vorschriften über die Arbeitssicherheit sowie im Übrigen den anerkannten sicherheitstechnischen und arbeitsmedizinischen Regeln entsprechen.

#### Art. 4 Vorübergehende Einstellung der Arbeit

Ist die Sicherheit der Arbeitnehmer auf andere Weise nicht mehr gewährleistet, so muss der Arbeitgeber die Arbeit in den betreffenden Gebäuden oder Räumen oder an den betreffenden Arbeitsstätten oder Betriebseinrichtungen bis zur Behebung des Schadens oder des Mangels einstellen lassen, es sei denn, dass dadurch die Gefahr erhöht würde.

#### Art. 5<sup>1</sup> Persönliche Schutzausrüstungen

<sup>1</sup> Können Unfall- und Gesundheitsgefahren durch technische oder organisatorische Massnahmen nicht oder nicht vollständig ausgeschlossen werden, so muss der Arbeitgeber den Arbeitnehmern zumutbare und wirksame persönliche Schutzausrüstungen wie Schutzhelme, Haarnetze, Schutzbrillen, Schutzschilde, Gehörschutzmittel, Atemschutzgeräte, Schutzschuhe, Schutzhandschuhe, Schutzkleidung, Schutzgeräte gegen Absturz und Ertrinken, Hautschutzmittel sowie nötigenfalls auch besondere Wäschestücke zur Verfügung stellen. Er muss dafür sorgen, dass diese jederzeit bestimmungsgemäss verwendet werden können.

<sup>2</sup> Ist der gleichzeitige Einsatz mehrerer persönlicher Schutzausrüstungen notwendig, so muss der Arbeitgeber dafür sorgen, dass diese aufeinander abgestimmt werden und ihre Wirksamkeit nicht beeinträchtigt wird.

#### Art. 9<sup>1</sup> Zusammenwirken mehrerer Betriebe

<sup>1</sup> Sind an einem Arbeitsplatz Arbeitnehmer mehrerer Betriebe tätig, so haben deren Arbeitgeber die zur Wahrung der Arbeitssicherheit erforderlichen Absprachen zu treffen und die notwendigen Massnahmen anzuordnen. Sie haben sich gegenseitig und ihre jeweiligen Arbeitnehmer über die Gefahren und die Massnahmen zu deren Behebung zu informieren.

#### Art. 11

<sup>1</sup> Der Arbeitnehmer muss die Weisungen des Arbeitgebers in Bezug auf die Arbeitssicherheit befolgen und die allgemein anerkannten Sicherheitsregeln berücksichtigen. Er muss insbesondere die persönlichen Schutzausrüstungen benutzen und darf die Wirksamkeit der Schutzeinrichtungen nicht beeinträchtigen.<sup>1</sup>

<sup>2</sup> Stellt ein Arbeitnehmer Mängel fest, welche die Arbeitssicherheit beeinträchtigen, so muss er sie sogleich beseitigen. Ist er dazu nicht befugt oder nicht in der Lage, so muss er den Mangel unverzüglich dem Arbeitgeber melden.

⇒ Siehe auch die Ausführungen in der EKAS-Richtlinie 6508, ASA-Richtlinie, bezüglich Umsetzung des Sicherheitssystems im Betrieb

## **Material / Arbeitsmittel**

### Arbeitsmittel

#### Art. 24<sup>1</sup> Grundsatz

<sup>1</sup> In den Betrieben nach dieser Verordnung dürfen nur Arbeitsmittel eingesetzt werden, die bei ihrer bestimmungsgemässen Verwendung und bei Beachtung der gebotenen Sorgfalt die Sicherheit und die Gesundheit der Arbeitnehmer nicht gefährden.

<sup>2</sup> Die Anforderung nach Absatz 1 gilt insbesondere als erfüllt, wenn der Arbeitgeber Arbeitsmittel einsetzt, welche die Bestimmungen der entsprechenden Erlasse für das Inverkehrbringen einhalten.

<sup>3</sup> Arbeitsmittel, für die keine solchen Erlasse bestehen, müssen mindestens die Anforderungen nach den Artikeln 25-32 und 34 Absatz 2 erfüllen. Dasselbe gilt für Arbeitsmittel, die vor dem 31. Dezember 1996 erstmals eingesetzt worden sind.

### Art. 25 Belastbarkeit

Arbeitsmittel müssen so gestaltet sein, dass sie bei ihrer bestimmungsgemässen Verwendung den auftretenden Belastungen und Beanspruchungen standhalten. Die Belastbarkeit ist wenn nötig gut sichtbar anzuschreiben.

### Art. 32<sup>b</sup> Instandhaltung von Arbeitsmitteln

<sup>1</sup> Arbeitsmittel sind gemäss den Angaben des Herstellers fachgerecht in Stand zu halten. Dabei ist dem jeweiligen Einsatzzweck und Einsatzort Rechnung zu tragen. Die Instandhaltung ist zu dokumentieren.

<sup>2</sup> Arbeitsmittel, die schädigenden Einflüssen wie Hitze, Kälte und korrosiven Gasen und Stoffen ausgesetzt sind, müssen nach einem zum voraus festgelegten Plan regelmässig überprüft werden. Eine Überprüfung ist auch vorzunehmen, wenn aussergewöhnliche Ereignisse stattgefunden haben, welche die Sicherheit des Arbeitsmittels beeinträchtigen könnten. Die Überprüfung ist zu dokumentieren.

### Arbeitsorganisation

### Art. 41 Transport und Lagerung

<sup>1</sup> Gegenstände und Materialien müssen so transportiert und gelagert werden, dass sie nicht in gefahrbringender Weise umstürzen, herabstürzen oder abrutschen können.

- ⇒ Siehe auch die Ausführungen in der EKAS-Richtlinie 6512, Arbeitsmittel-Richtlinie, bezüglich detaillierten Angaben zum Thema „Arbeitsmittel“

## **Bundesgesetz über die Produktesicherheit (PrSG)**

[vom 12. Juni 2009 (Stand am 1. Juli 2010)]

### Art. 3 Grundsätze

<sup>1</sup> Produkte dürfen in Verkehr gebracht werden, wenn sie bei normaler oder bei vernünftigerweise vorhersehbarer Verwendung die Sicherheit und die Gesundheit der Verwenderinnen und Verwender und Dritter nicht oder nur geringfügig gefährden.

## **Verordnung über die Sicherheit von Maschinen (Maschinenverordnung, MaschV)**

[vom 2. April 2008 (Stand am 15. Dezember 2011)]

### Art. 1 Gegenstand, Geltungsbereich, Begriffe und anwendbares Recht

<sup>1</sup> Diese Verordnung regelt das Inverkehrbringen und die Marktüberwachung betreffend Maschinen nach der Richtlinie 2006/42/EG<sup>1</sup> (EU-Maschinenrichtlinie).

### Art. 2 Voraussetzungen für das Inverkehrbringen

<sup>1</sup> Maschinen dürfen nur in Verkehr gebracht werden, wenn:

a.<sup>1</sup> sie bei ordnungsgemässer Installation und Wartung und bei bestimmungsgemässer oder vernünftigerweise vorhersehbarer Verwendung die Sicherheit und die Gesundheit von Personen und gegebenenfalls von Haustieren und Sachen sowie, sofern für diese Maschinen in der EU-Maschinenrichtlinie spezifische Umweltvorschriften bestehen, die Umwelt nicht gefährden; und

b. die Anforderungen nach den folgenden Bestimmungen der EU-Maschinenrichtlinie<sup>2</sup> erfüllt sind: Artikel 5 Absatz 1 Buchstaben a-e sowie Absätze 2 und 3 und Artikel 12 und 13.

- ⇒ d.h. wenn u.a. die Sicherheits- und Gesundheitsschutzanforderungen gemäss Anhang I der Maschinen-Richtlinie (Aktuelle Version: 2006/42/EG) erfüllt sind.

## Loi fédérale sur l'assurance-accidents (LAA)

du 20 mars 1981 (Etat le 1er janvier 2013)

### Obligations des employeurs et des travailleurs

#### Art. 82 Règles générales

<sup>1</sup> L'employeur est tenu de prendre, pour prévenir les accidents et maladies professionnels, toutes les mesures dont l'expérience a démontré la nécessité, que l'état de la technique permet d'appliquer et qui sont adaptées aux conditions données.

## Ordonnance sur la prévention des accidents et des maladies professionnelles (Ordonnance sur la prévention des accidents, OPA)

du 19 décembre 1983 (Etat le 1er janvier 2016)

#### Art. 6a<sup>1</sup> Consultation des travailleurs

<sup>1</sup> Les travailleurs, ou leurs représentants au sein de l'entreprise, doivent être consultés suffisamment tôt et de manière globale sur toutes les questions concernant la protection de la santé.

<sup>2</sup> Ils ont le droit de faire des propositions avant que l'employeur ne prenne une décision. L'employeur doit justifier sa décision lorsqu'il ne tient pas compte ou ne tient compte qu'en partie des objections et propositions des travailleurs ou de leurs représentants dans l'entreprise.

<sup>3</sup> Les travailleurs, ou leurs représentants au sein de l'entreprise, doivent être associés d'une manière appropriée aux investigations et aux visites faites par les autorités. L'employeur doit les informer des exigences formulées par ces dernières.

#### Art. 8 Travaux comportant des dangers particuliers

<sup>1</sup> L'employeur ne peut confier des travaux comportant des dangers particuliers qu'à des travailleurs ayant été formés spécialement à cet effet. L'employeur fera surveiller tout travailleur qui exécute seul un travail dangereux.

<sup>2</sup> Lorsque des travaux comportant des dangers particuliers sont exécutés, l'effectif des travailleurs occupés à ces travaux ainsi que le nombre ou la quantité des installations, équipements de travail et matières qui présentent des dangers doivent être limités au nécessaire.<sup>1</sup>

⇒ A voir, dangers particuliers : Annexe I, Directive CFST 6508

## Prescriptions sur la prévention des accidents et maladies professionnels (sécurité au travail)

### Obligations de l'employeur :

#### Art. 3<sup>1</sup> Mesures et installations de protection

<sup>1</sup> L'employeur est tenu, pour assurer et améliorer la sécurité au travail, de prendre toutes les dispositions et mesures de protection qui répondent aux prescriptions de la présente ordonnance, aux autres dispositions sur la sécurité au travail applicables à son entreprise et aux règles reconnues en matière de technique de sécurité et de médecine du travail.

#### Art. 4 Interruption du travail

Si la sécurité des travailleurs ne peut plus être assurée d'une autre manière, l'employeur fera interrompre le travail dans les bâtiments ou les locaux concernés, aux emplacements de travail ou aux installations touchés jusqu'à ce que le dommage ait été réparé ou le défaut supprimé, à moins que l'interruption du travail n'accroisse le danger.

### Art. 5<sup>1</sup> Équipements de protection individuelle

<sup>1</sup> Si les risques d'accidents ou d'atteintes à la santé ne peuvent pas être éliminés par des mesures d'ordre technique ou organisationnel, ou ne peuvent l'être que partiellement, l'employeur mettra à la disposition des travailleurs des équipements de protection individuelle qui doivent être efficaces et dont l'utilisation peut être raisonnablement exigée, tels que: casques de protection, protège-cheveux, lunettes et écrans de protection, protecteurs d'ouïe, appareils de protection des voies respiratoires, chaussures, gants et vêtements de protection, dispositifs de protection contre les chutes et la noyade, produits de protection de la peau et, au besoin, sous-vêtements spéciaux. L'employeur doit veiller à ce que ces équipements soient toujours en parfait état et prêts à être utilisés.

<sup>2</sup> Si plusieurs équipements de protection individuelle doivent être utilisés simultanément, l'employeur veille à ce qu'ils soient compatibles entre eux et que leur efficacité ne soit pas entravée.

### Art. 9<sup>1</sup> Coopération de plusieurs entreprises

<sup>1</sup> Lorsque des travailleurs de plusieurs entreprises sont occupés sur un même lieu de travail, leurs employeurs doivent convenir des arrangements propres à assurer le respect des prescriptions sur la sécurité au travail et ordonner les mesures nécessaires. Les employeurs sont tenus de s'informer réciproquement et d'informer leurs travailleurs respectifs des risques et des mesures prises pour les prévenir.

### Art. 11

<sup>1</sup> Le travailleur est tenu de suivre les directives de l'employeur en matière de sécurité au travail et d'observer les règles de sécurité généralement reconnues. Il doit en particulier utiliser les équipements de protection individuelle et s'abstenir de porter atteinte à l'efficacité des installations de protection.<sup>1</sup>

⇒ A voir : 6508 Directive CFST, Directive relative à l'appel à des médecins du travail et autres spécialistes de la sécurité au travail

## Équipements de travail

### Art. 24<sup>1</sup> Principe

<sup>1</sup> Des équipements de travail ne peuvent être employés dans les entreprises au sens de la présente ordonnance que dans la mesure où ils ne mettent pas en danger, s'ils sont utilisés avec soin et conformément à leur destination, la sécurité et la santé des travailleurs.

<sup>2</sup> L'exigence visée à l'al. 1 est notamment considérée comme remplie si l'employeur emploie des équipements de travail qui répondent aux exigences des prescriptions relatives à la mise en circulation.

<sup>3</sup> Les équipements de travail pour lesquels il n'existe aucune réglementation sur la mise sur le marché doivent au moins répondre aux exigences fixées aux art. 25 à 32 et 34, al. 2. Il en va de même pour les équipements de travail qui ont été utilisés pour la première fois avant le 31 décembre 1996.<sup>2</sup>

### Art. 25 Capacité de charge

Les équipements de travail doivent être conçus de manière à supporter les charges et les contraintes auxquelles ils sont soumis lorsqu'ils sont utilisés conformément aux prescriptions. La capacité de charge sera, au besoin, indiquée de manière bien visible.

### Art. 32<sup>b1</sup> Entretien des équipements de travail

<sup>1</sup> Les équipements de travail doivent être entretenus conformément aux instructions du fabricant. Il convient à cet égard de tenir compte de leur destination et du site d'exploitation. Les résultats des opérations d'entretien doivent être consignés.

<sup>2</sup> Les équipements de travail exposés à des influences nuisibles, comme la chaleur, le froid, les substances et les gaz corrosifs, doivent être contrôlés régulièrement selon un plan préétabli. Des contrôles doivent également être effectués lorsque des événements exceptionnels susceptibles d'avoir une incidence sur la sécurité des équipements de travail se sont produits. Les résultats des contrôles doivent être consignés.

#### Art. 41 Transport et entreposage

<sup>1</sup> Les objets et matériaux doivent être transportés et entreposés de façon qu'ils ne puissent pas se renverser, tomber ou glisser et par là constituer un danger.

⇒ **A voir : Directive CFST 6512, concernant les équipements de travail**

## Loi fédérale sur la sécurité des produits\* (LSPro)

du 12 juin 2009 (Etat le 1er juillet 2010)

### Art. 3 Principes

<sup>1</sup> Peuvent être mis sur le marché les produits qui présentent un risque nul ou minime pour la santé ou la sécurité des utilisateurs ou de tiers lorsqu'ils sont utilisés dans des conditions normales ou raisonnablement prévisibles

## Ordonnance sur la sécurité des machines (Ordonnance sur les machines, OMach)

du 2 avril 2008 (Etat le 15 décembre 2011)

### Art. 1 Objet, champ d'application, définitions et droit applicable

<sup>1</sup> La présente ordonnance règle la mise en circulation et la surveillance du marché des machines, telles que les entend la directive 2006/42/CE<sup>1</sup> (directive UE relative aux machines).<sup>2</sup>

### Art. 2 Conditions de la mise en circulation

<sup>1</sup> Les machines ne peuvent être mises en circulation que:

a. <sup>1</sup>

si, lorsqu'elles sont installées et entretenues correctement et utilisées conformément à leur destination ou dans des conditions raisonnablement prévisibles, elles ne mettent en danger ni la sécurité ni la santé des personnes et des éventuels animaux domestiques, ni l'intégrité des biens, ni l'environnement, pour autant qu'il existe pour ces machines des prescriptions spécifiques relatives à l'environnement dans la directive UE relative aux machines; et

b.

si elles satisfont aux exigences énoncées dans les dispositions suivantes de la directive UE relative aux machines<sup>2</sup>: l'art. 5, al. 1, let. a à e, ainsi qu'al. 2 et 3, et les art. 12 et 13.

⇒ si les exigences essentielles de santé et de sécurité relatives à la conception et à la construction des machines, directive relative aux machines (version actuelle: 2006/42/CE) sont remplis.

## Legge federale sull'assicurazione contro gli infortuni (LAINF)

del 20 marzo 1981 (Stato 1° gennaio 2013)

### Obblighi dei datori di lavoro e dei lavoratori

#### Art. 82 In generale

<sup>1</sup> Per prevenire gli infortuni professionali e le malattie professionali, il datore di lavoro deve prendere tutte le misure necessarie per esperienza, tecnicamente applicabili e adatte alle circostanze.

## Ordinanza sulla prevenzione degli infortuni e delle malattie professionali (Ordinanza sulla prevenzione degli infortuni, OPI)

del 19 dicembre 1983 (Stato 1° gennaio 2016)

#### Art. 6<sup>1</sup> Informazione e istruzione dei lavoratori

<sup>1</sup> Il datore di lavoro provvede affinché tutti i lavoratori occupati nella sua azienda, inclusi quelli di altre aziende operanti presso di lui, siano informati e istruiti in modo sufficiente e adeguato circa i pericoli connessi alla loro attività e i provvedimenti di sicurezza sul lavoro. Tale informazione e tale istruzione devono essere fornite al momento dell'assunzione e ogniqualvolta subentri una modifica essenziale delle condizioni di lavoro; se necessario, esse devono essere ripetute

<sup>2</sup> I lavoratori devono essere informati sui compiti e la funzione degli specialisti della sicurezza sul lavoro occupati nell'azienda.

<sup>3</sup> Il datore di lavoro provvede affinché i lavoratori osservino i provvedimenti relativi alla sicurezza sul lavoro.

<sup>4</sup> L'informazione e l'istruzione devono svolgersi durante il tempo di lavoro e non possono essere a carico del lavoratore

#### Art. 8 Provvedimenti in caso di lavori connessi con pericoli particolari

<sup>1</sup> Il datore di lavoro può affidare lavori implicanti pericoli particolari soltanto a lavoratori adeguatamente formati al riguardo. Deve far sorvegliare ogni lavoratore che esegue da solo un lavoro pericoloso.

<sup>2</sup> Nel caso di lavori con pericoli particolari, il numero dei lavoratori, come anche il numero o la quantità delle installazioni, delle attrezzature di lavoro e delle materie presentanti pericoli devono essere limitati allo stretto necessario.

⇒ Pericoli particolari: Allegato I, direttiva MSSL 6508

## Ordinanza sulla prevenzione degli infortuni e delle malattie professionali

(Ordinanza sulla prevenzione degli infortuni, OPI)

### Obblighi del datore di lavoro

#### Art. 3<sup>1</sup> Misure e installazioni di protezione

<sup>1</sup> Il datore di lavoro, per garantire e migliorare la sicurezza sul lavoro, deve prendere ogni disposizione e provvedimento di protezione che soddisfi le prescrizioni della presente ordinanza e le prescrizioni concernenti la sicurezza sul lavoro applicabili alla sua azienda, come anche le altre norme riconosciute in materia di tecnica della sicurezza e di medicina del lavoro.

#### Art. 4<sup>1</sup> Sospensione temporanea del lavoro

Qualora la sicurezza del lavoratore non sia più altrimenti garantita, il datore di lavoro deve far sospendere il lavoro negli edifici o nei locali nelle parti di lavoro o nelle installazioni corrispondenti finché sia stato rimediato al difetto o all'anomalia, a meno che l'interruzione non contribuisca ad aumentare il pericolo.

## Art. 5<sup>1</sup> Dispositivi di protezione individuale

<sup>1</sup> Se non è possibile escludere del tutto o parzialmente i rischi di infortunio o di danni alla salute mediante provvedimenti tecnici od organizzativi, il datore di lavoro deve mettere a disposizione del lavoratore dispositivi di protezione individuale efficaci e il cui uso sia ragionevolmente esigibile, come elmetti, retine per capelli, occhiali protettivi, schermi protettivi, protezioni auricolari, respiratori, calzature, guanti e indumenti di protezione, dispositivi contro le cadute e l'annegamento, prodotti per la protezione della cute nonché, se necessario, appositi capi di biancheria. Il datore di lavoro deve provvedere affinché tali dispositivi siano sempre in perfetto stato e pronti all'uso.

<sup>2</sup> Se è necessario l'impiego simultaneo di diversi dispositivi di protezione individuale, il datore di lavoro deve provvedere affinché essi siano compatibili e la loro efficacia non venga pregiudicata.

## Art. 9<sup>1</sup> Cooperazione di più aziende

<sup>1</sup> Se su un posto di lavoro operano lavoratori di più aziende, i rispettivi datori di lavoro devono concordare e adottare i provvedimenti necessari ai fini della tutela della sicurezza sul lavoro. Essi devono informarsi reciprocamente e informare i loro lavoratori sui pericoli e sui provvedimenti atti a prevenirli.

### Obblighi del lavoratore

#### Art. 11

<sup>1</sup> Il lavoratore deve osservare le istruzioni del datore di lavoro in materia di sicurezza sul lavoro e tener conto delle norme di sicurezza generalmente riconosciute. Deve segnatamente utilizzare i dispositivi di protezione individuale e non deve compromettere l'efficacia delle installazioni di protezione.<sup>1</sup>

<sup>2</sup> Il lavoratore, se constata anomalie compromettenti la sicurezza sul lavoro, deve immediatamente eliminarle. Se non ne è autorizzato o non può provvedervi, deve annunciare senza indugio le anomalie al datore di lavoro.

⇒ Vedere: Direttiva concernente il ricorso ai medici del lavoro e agli altri specialisti della sicurezza sul lavoro (direttiva MSSL 6508)

### Attrezzature di lavoro

#### Art. 24<sup>1</sup> Principio

<sup>1</sup> Nelle aziende ai sensi nella presente ordinanza è consentito introdurre solo attrezzature di lavoro che, se utilizzate conformemente alla loro destinazione e con la debita cura, non mettano in pericolo la vita e la salute dei lavoratori.

<sup>2</sup> Per soddisfare l'esigenza di cui al capoverso 1 occorre segnatamente che il datore di lavoro impieghi attrezzature di lavoro conformi alle relative disposizioni per la messa in circolazione.

<sup>3</sup> Le attrezzature di lavoro per le quali non esistono disposizioni per la messa in circolazione devono per lo meno soddisfare le esigenze degli articoli 25-32 e 34 capoverso 2. Lo stesso vale per le attrezzature di lavoro che sono state impiegate per la prima volta prima del 31 dicembre 1996.<sup>2</sup>

#### Art. 25<sup>1</sup> Portata

Le attrezzature di lavoro devono essere concepite in modo che possano sopportare i carichi e le sollecitazioni cui sono sottoposte impiegandole secondo il loro scopo. Se necessario, la portata deve essere indicata in modo ben visibile.

#### Art. 32<sup>b</sup> Manutenzione delle attrezzature di lavoro

<sup>1</sup> Le attrezzature di lavoro devono essere sottoposte a manutenzione secondo le indicazioni del fabbricante. La manutenzione va eseguita tenendo conto dello scopo d'uso e del luogo d'utilizzazione. Essa deve essere documentata.

<sup>2</sup> Le attrezzature di lavoro, quando sono esposte a influssi dannosi quali il caldo e il freddo, i gas e le sostanze corrosive, devono essere controllate periodicamente secondo un piano prestabilito. Vanno controllate anche a seguito di eventi straordinari che potrebbero pregiudicarne la sicurezza. Il controllo deve essere documentato.

#### Art. 41 Trasporto e deposito

<sup>1</sup> Gli oggetti e i materiali devono essere trasportati e depositati in modo che non possano rovesciarsi, cadere o scivolare e costituire pertanto un pericolo.

⇒ Vedere: Direttive CFSL 6512, Attrezzature di lavoro

## Legge federale sulla sicurezza dei prodotti (LSPro)

del 12 giugno 2009 (Stato 1° luglio 2010)

### Art. 3 Principi

<sup>1</sup> I prodotti possono essere immessi in commercio, se il loro impiego normale o ragionevolmente prevedibile non espone a pericolo, o espone soltanto a pericoli minimi, la sicurezza e la salute dei loro utenti e di terzi.

## Ordinanza concernente la sicurezza delle macchine (Ordinanza sulle macchine, OMacch)

del 2 aprile 2008 (Stato 15 dicembre 2011)

### Art. 1 Oggetto, campo d'applicazione, definizioni e diritto applicabile

La presente ordinanza disciplina la messa in circolazione e la sorveglianza delle macchine secondo la direttiva 2006/42/CE<sup>1</sup> (direttiva UE relativa alle macchine).

### Art. 2 Condizioni per la messa in circolazione

<sup>1</sup> È lecito mettere in circolazione macchine soltanto se:

a.<sup>1</sup>

quando sono installate e mantenute in modo corretto nonché utilizzate conformemente ai loro scopi e in condizioni ragionevolmente prevedibili, non mettono in pericolo né la sicurezza né la salute delle persone e di eventuali animali domestici, né l'integrità dei beni né l'ambiente, purché la direttiva UE relativa alle macchine contempli per tali macchine prescrizioni specifiche in materia ambientale; e

b.

soddisfano le esigenze fissate nelle seguenti disposizioni della direttiva UE relativa alle macchine: articolo 5 paragrafo 1 lettere a-e, nonché paragrafi 2 e 3, e articoli 12 e 13.

⇒ cioè adempimento i requisiti di salute e di sicurezza descritte nell'allegato della DIRETTIVA 2006/42/CE



## **GM 6 Links to national directives, recommendations and guidelines**

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### **Recommendation:**

- Simultaneous transports of passengers and external loads, FOCA, 19.11.2009

### **Directive:**

- Use of mobile platforms for helicopter operations, FOCA, 8.9.2008
- Avalanche mining with helicopters, FOCA, 1.12.2008
- External load operations withing congested area with special hazard to third party, FOCA, 6.12.2011
- Instruction and coaching of flight operations personnel, FOCA, 7.1.2013
- Transport of persons: passenger or task specialist, FOCA, 15.10.2015

### **Guideline:**

- Artificial avalanche mining, State Secretariat for Education Research and Innovation SERI, Jan. 2013
- DG Training approval and Instructors' qualification, FOCA, 17.11.2014