



LIBYAN CIVIL AVIATION AUTHORITY

OPERATIONS SECTION

Operations Manual Part "A" Review Checklist (Reference to AMC3 ORO.MLR.100)

The Operations Manual Part A "GENERAL" should include the following items in so far as they are appropriate to the type of operations to be conducted. This form may be used as an applicant's compliance statement & CAA inspector checklist

Name of Operator: _____	Date: _____
Address: _____	
Name of Accountable manager _____	Tel. _____
Name of Head of Operations: _____	Tel. _____
Name of CAA Inspector conducting the review: _____	

(A = Acceptable, U = Unacceptable, N/A = Not Applicable)

Ch.	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
0.	Administration and control of Operations Manual					
0.1	Introduction a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate. b) A statement that the manual contains operational instructions to be complied with by the relevant personnel. c) A list and brief description of the various parts, their contents, applicability and use. d) Explanations and definitions of terms and words needed for the use of the manual.	ORO.MLR.100 AMC1-4 ORO.MLR.100 GM1 ORO.MLR.100 GM1 ORO.MLR.100(h) ORO.MLR.101				
0.2	System of amendment and revision a) Who is responsible for the issuance and insertion of amendments and revisions? b) A record of amendments and revisions with insertion dates and effective dates. c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety. Such temporary amendments must be authenticated by signature and stamp of a responsible person as per standard revision procedure.					

Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
	d) A description of the system for the annotation of pages and their effective dates. e) A list of effective pages. f) Annotation of changes (on text pages and, as far as					



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	<p>practicable, on charts and diagrams).</p> <p>g) Temporary revisions.</p> <p>h) A description of the distribution system for the manuals, amendments and revisions.</p> <p>i) A type of manual (ring binder) where replacement of sheets is possible.</p> <p>j) A handy type of manual possible to study in the cockpit (Size A5).</p>					
1	Organization and Responsibilities					
1.1	Organizational structure	ORO.GEN.200				
1.2	Nominated Persons	ORO.GEN.210 ORO.AOC.135 AMC1-2 ORO.AOC.135(a) GM1 ORO.AOC.135(a)				
1.3	Responsibilities and duties of operations management personnel					
1.4	Authority, duties and responsibilities of the Pilot-in command/commander	CAT.GEN.MPA.105 and 110				
1.5	Duties and responsibilities of crew members other than the commander	CAT.GEN.100 AMC1 CAT.GEN.MPA.100(c)(1) AMC1 CAT.GEN,MPA.100(c)(2)				
2	Operational control and supervision					
2.1	Supervision of the operation by the operator. A description of the system for supervision by the operator. 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: <ul style="list-style-type: none"> a) Licence and qualification validity, b) Competence of operation personnel, c) Control, analysis and storage of the records, 	ORO.GEN.110 AMC1 & GM1 ORO.GEN.110(c) Part FCL to LYCARs ORO.GEN.110(e) ORO.MLR.115 AMC1 ORO.MLR.115				
Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
2.2	System of promulgation of additional operational instructions and information					
2.3	Operational control					
2.4	Powers of authority	ORO.GEN.105 ORO.GEN.140 CAT.GEN.MPA.190				
3	Management System					



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	<p>A description of the management system, including at least the following:</p> <ul style="list-style-type: none"> a) Safety policy; b) The process of identifying safety hazards and for evaluating and managing the associated risks; c) Compliance monitoring system; d) Allocation of duties and responsibilities; e) Documentation of all key management system processes. 	<p>ORO.GEN.200 AMC1 ORO.GEN.200(a)(1);(2);(3)&(5) AMC1 & GM1-2 ORO.GEN.200(a)(1) AMC1 & GM1 ORO.GEN.200(a)(2) AMC1 & GM1 ORO.GEN.200(a)(3) AMC1 & GM1 ORO.GEN.200(a)(4) AMC1 & GM1-2 ORO.GEN.200(a)(5) AMC1 & GM1-4 ORO.GEN.200(a)(6) AMC1 ORO.GEN.200(b)</p>				
4	Crew Composition					
4.1	<p>An explanation of the method for determining crew compositions taking account of the following:</p> <ul style="list-style-type: none"> (a) The type of aero plane being used; (b) The area and type of operation being undertaken; (c) The phase of the flight; (d) The minimum crew requirement and flight duty period planned; (e) Experience (total and on type), recency and qualification of the crew members; and 	<p>ORO.FC.100 AMC1 ORO.FC.100(c) ORO.FC.105(b);(c) AMC1 ORO.FC.105(b)(2);(c) ORO.FC.005(b)</p>				



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
	(f) The designation of the commander and if necessitated by the duration of the flight, the procedures for relief of the commander or other members of the flight crew. (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 members of the cabin crew	ORO.FC.201 ORO.CC.200 AMC1 ORO.CC.100 GM1 ORO.CC.100 AMC1 ORO.CC.200(c);(d) AMC1 ORO.CC.200(d) ORO.FC.200 ORO.FC.105 ORO.FC.201 ORO.CC.200 AMC1.ORO.CC.200(c)				
4.2	Designation of the pilot-in-command/commander	See 4.1(f)				
4.3	Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation	Operator's procedures				
4.4	Operation on more than one type. A statement indicating which aero planes are considered as one type for the purpose of: (a) Flight crew scheduling; and (b) Cabin crew scheduling.	ORO.FC.140 & 240 AMC1 ORO.FC.240 ORO.CC.250 AMC1 ORO.CC.250(b) GM1 ORO.CC.250				
5	Qualification and Requirements					
5.1	A description of the required license, rating(s), qualification / competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration must be given to the aero plane type, kind of operation and composition of the crew.	ORO.GEN.110(d) & (e)				
5.2	Flight crew (a) Commander. (b) Pilot relieving the commander. (c) Co-pilot. (d) Pilot under supervision. (e) System panel operator. (f) Operation on more than one type or variant.	ORO.FC.105 & 205 AMC1 ORO.FC.105(b)(2);(c) AMC1-2 ORO.FC.105(c) GM1 ORO.FC.105(d) ORO.FC.115/215; 120/220; 125; 130/230; 135/235 ORO.FC.A.250 ORO.FC.140/24				



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
5.3	Cabin crew (a) Senior cabin crew member. (b) Cabin crew member. i. Required cabin crew member. ii. Additional cabin crew member and cabin crew member during familiarization flights. (c) Operation on more than one type or variant.	ORO.CC.110/210; 120/125; 130/135; 140/145; 200;250 & 255 Refer to OM Part D for more detail of course syllabi.				
5.4	Training, checking and supervision personnel (a) For flight crew. (b) For cabin crew.	ORO.FC.145(a)(2) ORO.CC.115 AMC1 ORO.CC.105				
5.5	Other operations personnel					
6	Crew Health and Precautions					
6.1	The relevant regulations and guidance to crew members concerning health including: (a) Alcohol and other intoxicating liquor; (b) Narcotics; (c) Drugs; (d) Sleeping tablets; (e) Pharmaceutical preparations; (f) Immunization; (g) Scuba diving; (h) Blood donation; (i) Meal precautions prior to and during flight; (j) Sleep and rest.	See Part-MED				
7	Flight Time Limitations					
7.1	A description of the flight and duty time limitations and rest requirements as applicable to the operation	Refer to National Legislation pending issue of Part-ORO.FTL				
7.2	Conditions under which flight and duty time may be exceeded or rest period may be reduced and the procedures used to report these modifications					



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
8	Safety precautions during refuelling with passengers on board					
8.1	Fight preparation instruction. As applicable to the operation:	CAT.OP.MPA.175 AMC1.CAT.OP.MPA.175(a) GM1 CAT.OP.MPA.175(b)(5)				
8.1.1	Minimum flight altitude. A description of the method of determination and application of minimum altitudes including: (a) A procedure to establish the minimum altitudes/flight levels for VFR flights and; (b) A procedure to establish the minimum altitudes/flight levels for IFR flights.	CAT.OP.MPA.145 AMC1 CAT.OP.MPA.145(a) GM1 CAT.OP.MPA.145(a) AMC1 CAT.OP.MPA.175(a) GM1 CAT.OP.MPA.175(b)(5) CAT.OP.MPA.270				
8.1.2	Criteria and responsibilities for determining the adequacy of aerodromes to be used.	CAT.OP.MPA.105, 106, 107 & 180				
8.1.3	Method and responsibilities for establishing aerodrome operating minima. Reference must be made to procedures for the determination of the visibility and/or runway visual range (RVR) and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported RVR.	CAT.OP MPA,110;125 AMC1-11 CAT.OP.MPA.110 GM1-3 CAT.OP.MPA.110 GM1 CAT.OP.MPA.110(a) CAT.OP.MPA.265; 300; 305 & 320 AMC1 CAT.OP.MPA.300 AMC1 CAT.OP.MPA.305(e) GM1 CAT.OP.MPA.305(f)				
8.1.4	En-route Operating Minima for VFR Flights or VFR portions of a flight and, where single engine aero planes are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing.	CAT.OP.MPA.135 & 136				
8.1.5	Presentation and Application of Aerodrome and En-route Operating Minima	CAT.OP.MPA.135, 185, 245, 246 GM1 CAT.OP.MPA.185				
8.1.6	Interpretation of meteorological information. Explanatory material on the decoding of meteorological forecast and reports relevant to the area of operations, including the interpretation of conditional expressions.	Refer to IAIP GEN				



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
8.1.7	Determination of the quantities of fuel, oil and water methanol carried. The methods by which the quantities of fuel and oil to be carried are determined and monitored in flight. This section must also include instructions on the measurement and distribution of the fluid carried on board. Such instructions must take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aero plane's power plants. The system for maintaining fuel and oil records must also be described	CAT.OP.MPA.106 CAT.OP.MPA.105 (151 for performance class B aircraft) AMC1-2 CAT.OP.MPA.150(b) GM1 CAT.OP.MPA.150(b) GM1 CAT.OP.MPA.150(c)(3)(i) GM1 CAT.OP.MPA.150(c)(3)(ii) CAT.OP,MPA.260				
8.1.8	Mass and centre of gravity. The general principles of mass and center of gravity including: (a) Definitions; (b) Methods, procedures and responsibilities for preparation and acceptance of mass and center of gravity calculations; (c) The policy for using either standard and/or actual masses; (d) The method for determining the applicable passenger, baggage and cargo mass; (e) The applicable passenger and baggage masses for various types of operations and aero plane type; (f) General instruction and information necessary for verification of the various types of mass and balance documentation in use;	CAT.POL.MAB.100 &105 AMC1-3 CAT.POL.MAB.100(b) AMC1-2 CAT.POL.MAB.100(d) AMC1-2 CAT.POL.MAB.100(e) GM1-3 CAT.POL.MAB.100(e) AMC1 CAT.POL MAB.105(a)-(c) GM1-1 CAT.POL.MAB.105(e)				
	(g) Last Minute Changes procedures; (h) Specific gravity of fuel and oil; (i) Seating policy/procedures. (j) For helicopter operations, standard load plans.	GM1 CAT.POL.MAB.100(g)				
8.1.9	ATS Flight Plan. Procedures and responsibilities for the preparation and submission of the air traffic services flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.	CAT.OP.MPA.190 AMC1 CAT.OP.MPA.190				



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8.1.10	Operational Flight Plan. Procedures and responsibilities for the preparation and acceptance of the operational flight plan. The use of operational flight plan should be described including samples of the operational flight plan formats in use.	CAT.OP.MPA.175(a) AMC1 CAT.OP.MPA.175(a) CAT.GEN.MPA.150 ORO.NLR.110(Journey log)				
8.1.11	Operator's aeroplane Technical Log. The responsibilities and the use of the operator's aero planes Technical Log must be described, including samples of the format used.	Refer to LYCARs Part 91.629				
8.1.12	List of documents, forms and additional information to be carried	CAT.GEN.MPA.180 AMC1 CAT.GEN.MPA.180 GM1s CAT.GEN.MPA.180(a)(5); (a)(9); (a)(13); (a)(14) & (a)(23)				
8.2	Ground handling instructions. As applicable to the operations:					
8.2.1	Fueling procedures. A description of fuelling procedures, including: a) Safety precautions during refueling and defueling when passengers are embarking, on board or disembarking; and b) Refueling and defueling including when an APU is in operation or when a turbine engine is running and the prop-brakes c) Precautions to be taken to avoid mixing fuels.	CAT.OP.MPA.195 & 200 AMC1 CAT.OP.MPA.195 GM1 CAT.OP.MPA.200				
8.2.2	Aircraft, passenger and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the aero plane. Further procedures, aimed at achieving safety whilst the aero plane is on the ramp also must be given. Handling procedures must include: (a) Children/infants, sick passengers and Persons with Reduced Mobility, inadmissible passengers, deportees or persons in custody; (b) Permissible size and weight of hand baggage; (c) Loading and securing of items in the aero plane;	CAT.OP.MPA.155 AMC1 CAT.OP.MPA.155(b) CAT.OP.MPA.160 AMC1-2 CAT.OP.MPA.160 CAT.OP.MPA.165 AMC1-2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165				
Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
	(d) Special loads and classification of load compartments; (e) Positioning of ground equipment; (f) Operation of aero plane doors; (g) Safety on the ramp, including fire prevention, blast and	CAT.OP.MPA,220 CAT.OP.MPA.230				



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	<p>suction areas;</p> <p>(h) Start-up, ramp departure and arrival procedures;</p> <p>(i) Servicing of aero planes;</p> <p>(j) Documents and forms for aero plane handling; and</p> <p>(k) Multiple occupancy of aero plane seat.</p>	<p>CAT.POL.MAB.105</p> <p>AMC CAT.POL.MAB.105</p>			
8.2.3	<p>Procedures for the refusal of embarkation. Procedures to ensure that person who appear to be intoxicated, or who demonstrate by manner or physical indications that they are under the influence of drugs, are refused embarkation. This does not apply to medical patients under proper care.</p>	<p>CAT.GEN.MPA.170</p>			
8.2.4	<p>De-Icing and Anti-Icing on the ground. A description of the de-icing and anti-icing policy and procedures for aero planes on the ground. These shall include descriptions of the types and effects of icing and other contaminants on aero planes whilst stationary, during ground movements and during take-off.</p> <p>In addition, a description of the fluid types used must be given including:</p> <p>(a) Proprietary or commercial names;</p> <p>(b) Characteristics;</p> <p>(c) Effects on aero plane performance;</p> <p>(d) Hold-over times; and</p> <p>(e) Precautions during usage.</p>	<p>CAT.OP.MPA.250</p> <p>GM1 CAT.OP.MPA.250</p> <p>CAT.OP.MPA.255</p> <p>AMC1 CAT.OP.MPA.255</p>			
8.3	<p>Flight procedures</p>				
8.3.1	<p>VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or of requiring flights to be made under IFR, or of changing from one to the other.</p>	<p>CAT.IDE.A.125; 130</p> <p>AMC/GM CAT.IDE.A.125; 130</p> <p>Operator Policy</p>			



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
8.3.2	Navigation Procedures. A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration must be given to: (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aero plane; and (b) Required navigation performance (RNP) minimum navigation performance specification (MNPS) and POLAR navigation and navigation in other designated areas; and (c) In-flight re-planning; (d) Procedures in the event of system degradation; and (e) Reduced vertical separation minima (RVSM).	Operator Policy SPA.PBN.100 GM1 SPA.PBN.100 SPA.MNPS.100 GM1 SPA.MNPS.100 AMC1-2 SPA.RVSM.105 SPA.RVSM.100, 105, 110, 115 GM1 SPA.RVSM.105(b)(9) AMC1 SPA.RVSM.110(a)				
8.3.3	Altimeter setting procedures, including, where appropriate, use of: (a) Metric altimetry and conversion tables; and (b) QFE operating procedures.	Operator Policy				
8.3.4	Altitude alerting system procedures for aero planes.	CAT.IDE.A.140				
8.3.5	Ground proximity warning system (GPWS)/terrain avoidance warning system (TAWS), for aero planes. procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of decent near the surface (the related training requirements are covered in OM-D 2.1)	CAT.IDE.A.150 AMC1 CAT.IDE.A.150 GM1 CAT.IDE.A.150 CAT.OP.MPA.290 GM1 CAT.OP.MPA.290				
8.3.6	Policy and procedures for the use of traffic collision avoidance system (TCAS)/airborne collisions avoidance system (ACAS) for aero planes and, when applicable, for helicopters.	CAT.IDE.A.155 CAT.OP.MPA.295 GM1 CAT.OP.MPA.295				
8.3.7	Policy and procedures for in-flight fuel management	CAT.OP.MPA.280				
8.3.8	Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, potentially hazardous atmospheric conditions including: (a) Thunderstorms; (b) Icing conditions;					
Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
	(c) Turbulence; (d) Wind shear; (e) Jet stream; (f) Volcanic ash clouds;					



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	(g) Heavy precipitation; (h) Sand storms; (i) Mountain waves; and (j) Significant Temperature inversions.				
8.3.9	Wake Turbulence. Wake turbulence separation criteria, taking into account aeroplane types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash.	Refer to Pink AIC (Doc 4444-ICAO PAN-ATM)			
8.3.10	Crew members at their stations. The requirements for crew members to occupy their assigned seats during different phases of flight or whenever deemed necessary in the interest of safety, and including procedures for controlled rest in the flight crew compartment.	CAT.OP.MPA.220 & 225 AMC1 CAT.OP.MPA.210(b) GM1 CAT.OP.MPA.210			
8.3.11	Use of restrain devices for crew and passengers. The requirements for crew members and passengers to use safety belts and/or harnesses during the different phases of flight or whenever deemed necessary in the interest of safety.	CAT.OP.MPA.225			
8.3.12	Admission to Flight Deck. The conditions for the admission to the flight deck of persons other than the flight crew. The policy regarding the admission of inspectors from an authority should be included.	ORO.GEN.140 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3)			
8.3.13	Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.	Operator Policy			
8.3.14	Incapacitation of crew members. Procedures to be followed in the event of incapacitation of crew members in flight. Examples of the types of incapacitation and the means for recognizing them must be included.	Operator Policy			



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
8.3. 15	Cabin Safety Requirements. Procedures covering: (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing the cabin and galleys; and (b) to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aero plane; and (c) to be followed during passenger embarkation and disembarkation; and (d) when refueling/defueling with passengers embarking, on board or disembarking; and (e) covering the carriage of special categories of passengers; and (f) Smoking on board; and (g) Covering the handling of suspected infectious diseases.	CAT.OP.MPA.220 CAT.OP.MPA/230 CAT.OP.MPA.165 AMC1-2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165 CAT.OP.MPA.105 AMC1 CAT.OP.MPA.195 CAT.OP.MPA.155 AMC1 CAT.OP.MPA.155(b) CAT.OP.MPA.240				
8.3. 16	Passenger briefing procedures. The contents, means and timing of passenger briefing.	CAT.OP.MPA.170 AMC1-1.1 CAT.OP.MPA.170				
8.3. 17	Procedures for aero planes operated whenever required cosmic or solar radiation detection equipment is carried.	Even when specific equipment is not carried, the requirement for operators to monitor cosmic radiation levels is mandated by Article 42 of EU Directive 96/29.				
8.3. 18	Instructions on the use of autopilots and auto-throttles in IMC.	Operator Policy				
8.4	Low visibility operations (LVO). A description of the operational procedures associated with LVO.	(Part-SPA) Subpart E – Low Visibility Operations (SPA.LVO and associated AMC/GM)				
8.5	Extended-range operations with two engine aero planes (ETOPS). A description of the ETOPS operational procedures. (Refer to EASA AMC20-6)	CAT.OP.MPA.140 AMC1/GM1 CAT.OP.MPA.140(c) EASA AMC 20-6 in conjunction with SPA.ETOPS.100-115 and associated AMC/GM.				
Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
8.6	Use of the minimum equipment and configuration deviation list(s).	ORO.MLR.105 AMC1s ORO.MLR.105(c); (d)(3); (f); (g); (h)(7); (g) GM1s ORO.MLR.105(a); (e); (f); (g)				



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		&(j)			
8.7	Non revenue flights. Procedures and limitations for example, for the following: (a) Non-commercial operations by AOC holders, a description of the differences to commercial operations; (b) Training flights; (c) Test flights; (d) Delivery flights; (e) Ferry flights; (f) Demonstration flights; and (g) Positioning flights, including the kind of persons who may be carried on such flights.	ORO.AOC.125			
8.8	Oxygen Requirements	CAT.OP.MPA.285			
8.8.1	An explanation of the conditions under which oxygen must be provided and used	CAT.IDE.A.230 GM1 CAT.IDE.A.230			
8.8.2	The oxygen requirements specified for: (a) Flight crew; (b) Cabin crew; and (c) Passengers	CAT.IDE.235 AMC1/GM1 CAT.IDE.A.235 CAT.IDE.A.240 AMC1 CAT.IDE.A.240 CAT.IDE.A.245 AMC1 CAT.IDE.A.245			
9	Dangerous Goods and Weapons				
9.1	Information, instructions and general guidance on the transport of dangerous goods including: (a) Operator's policy on the transport of dangerous goods;	(Part-SPA) Subpart G – Transport of Dangerous Goods (SPA.DG and associated AMC/GM) CAT.GEN.MPA.155, 160 GM1 CAT.GEN.MAP.155, 160			



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	(b) Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods; (c) Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried; (d) Procedures for responding to emergency situations involving dangerous goods; (e) Duties of all personnel involved; and (f) Instructions on the carriage of the operator's employees.	CAT.GEN.MPA.200 AMC1 CAT.GEN.MPA.200(e) GM1 CAT.GEN.MPA.200				
9.2	The conditions under which weapons, munitions of war and sporting weapons may be carried.					
10	Security					
10.1	Security instructions, guidance, procedures, training of a non-confidential nature which must include the authority and responsibilities of operations personnel. Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking must also be included.	ORO.SEC.100 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3)				
11	Handling, Notifying and Reporting accidents, Incidents and Occurrences.					
	A procedures for handling, notifying and reporting accidents, incidents and occurrences should include the following: (a) Definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved; (b) Illustration of forms to be used for reporting all types of accidents, incident, occurrences (or copy of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done;	ORO.GEN.160 AMC1 ORO.GEN.160 ORO.GEN.200(a)(3) GM1 ORO.GEN.200(a)(3)				



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	<p>(c) In the event of accident, descriptions of which departments, authorities and other organizations have to be notified, how this will be done and in what sequence;</p> <p>(d) Procedures for verbal notification to air traffic service units of accidents involving ACAS resolution advices (RAs), bird hazards, dangerous goods and hazards conditions;</p> <p>(e) Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;</p> <p>(f) Reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by the crew members, designed to ensure that the pilot-in-command/commander is informed immediately of any incident that has endangered, or may endangered, safety during the flight, and that the pilot-in-command/commander is provided with all relevant information;</p> <p>Procedures for preservation of recordings following a reportable event.</p>					
12	Rules of the Air					
	<p>(a) Visual and instrument flight rules,</p> <p>(b) Territorial application of the rules of the air,</p> <p>(c) Communication procedures, including communication-failure procedures,</p> <p>(d) Information and instruction relating to interception of civil aircraft,</p> <p>(e) The circumstances in which a radio listening watch is to be maintained,</p> <p>(f) Signals,</p> <p>(g) Time system used in the operation,</p> <p>(h) ATC clearances, adherence to flight plan and position reporting,</p>	<p>Libyan Rules of the Air apply to all Libyan registered aircraft.</p> <p>Libyan registered aircraft must also comply with national Rules of the Air applicable to an operator's area of operation.</p>				



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Ch	Subject	LYCARs Reference	Ops Man. Reference	A	U	N/A
	(i) Visual signals used to warn an unauthorized aircraft flying in or about to enter a restricted, prohibited or danger area, (j) Procedures for flight crew observing and accident or receiving a distress transmission, (k) The air/ground visual codes for use by survivors, and description and use of signal aids, (l) Distress and urgency signals.					
13	Leasing / code-Share					
	A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities.	ORO.AOC.110 &115 AMC1 ORO.AOC.110 AMC1-2 ORO.AOC.110(c) GM1 ORO.AOC.110(c) AMC1 ORO.AOC.110(f) AMC1-2 ORO.AOC.115(b)				
14	OFFSHORE HELICOPTER OPERATIONS					

Remarks:



LIBYAN CIVIL AVIATION AUTHORITY

OPERATIONS SECTION

Action to Be Taken:

A large empty rectangular box with a black border, intended for recording actions to be taken.