

Compliance List Nominated Persons

Note: This compliance list is based on Regulation (EU) No. 965/2012 ("Air Operations")

Operator's name and address:		Operator's AOC number:	
Revision no.:		Revision date:	
List created by <i>(competent person assigned by the operator)</i> :	Date:	List checked by <i>(person checking the list on behalf of the compliance management system of the operator)</i> :	Date:
Accountable Manager (name/signature):		Nominated Person for managing and supervising flight operations (name/signature):	
(For Authority use only) Austro Control POI:		(For Authority use only) Remarks:	(For Authority use only)

Content of the compliance list:

A compliance list is a tool designed for the preparation and approval of any part of the operations manual (including MEL). For those areas for which a specific approval is required (SPA), separate lists have been created. Each line contains predefined references to one or more paragraph(s) of the applicable regulation (or AMC material). The user shall insert the reference of the relevant part of the operations manual concerned.

Note: For the purpose of providing cross reference information during the transition period from EU-OPS to Air Operations, the references to both regulations are listed. However, the operator shall refer to the relevant Air Operations paragraph only. After 28 October 2014 the EU-OPS reference will be removed.

This list can be edited by the operator in writing or electronically (preferred). When finished, the operator shall send the completed version to Austro Control for further processing.

Respective legal reference column:

This column lists the relevant legal paragraph.

Requirement column:

This column provides the user with the implementing rule for each required section. Whenever the remark "refer to rule" is mentioned the user has to consult the Air Operations regulation. (This procedure is necessary when the respective rule is too extensive for publication in this compliance list.)

Manual reference column:

Different procedures shall be applied for an initial issue or a revision of an OM. These procedures are as follows:

Initial issue of an OM:

All references in regard to the respective Air Operations paragraph(s) shall be listed in this column.

If an Air Operations paragraph is not relevant, the remark *N/A* shall be inserted in the relevant reference field. Therefore, all lines must have a remark either stating the OM reference or *N/A*, as applicable.

Revision of an OM:

All references in regard to the respective Air Operations paragraph(s) shall be listed in this column. However, all lines not affected by the revision shall be left blank!

App/Acc column:

This column reminds the operator whether an Authority acceptance (**AC**) or an Authority approval (**AP**) is required.

Remarks column:

This column is for Authority use only. The operator may put remarks directly into the **Manual reference** column.

Doc Stat column (Austro Control use only):

- ✓ Operator's OM is in compliance with the relevant paragraph(s)
- N** Operator's OM is **not** in compliance with the relevant paragraph(s)
- N/A** Not applicable for the relevant Operator / Operation

This compliance list is a tool and does not replace a thorough study of official regulations.

Please help us to continuously improve the quality of this list. If you detect any error or deficiency mail to ops@austrocontrol.at.

Continue with checklist on next page.

Respective legal reference	Requirement	Manual Reference	App/ Acc	Remarks (for Authority use only)	Doc Stat
Personnel requirements (a)	NOMINATED PERSONS				
ORO.AOC.135 (a)(1)	(a) In accordance with ORO.GEN.210(b), the operator shall nominate persons responsible for the management and supervision of the following areas: (1) flight operations;		AP		
ORO.AOC.135 (a)(2)	(a) In accordance with ORO.GEN.210(b), the operator shall nominate persons responsible for the management and supervision of the following areas: (2) crew training;		AP		
ORO.AOC.135 (a)(3)	(a) In accordance with ORO.GEN.210(b), the operator shall nominate persons responsible for the management and supervision of the following areas: (3) ground operations;		AP		
ORO.AOC.135 (a)(4)	(a) In accordance with ORO.GEN.210(b), the operator shall nominate persons responsible for the management and supervision of the following areas: (4) continuing airworthiness in accordance with Regulation (EC) No 2042/2003.		AP		

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Personnel requirements (b)	Adequacy and competency of personnel				
ORO.AOC.135 (b)(1)	(b) Adequacy and competency of personnel (1) The operator shall employ sufficient personnel for the planned ground and flight operations.		AP		
ORO.AOC.135 (b)(2)(i)	(b) Adequacy and competency of personnel (2) All personnel assigned to, or directly involved in, ground and flight operations shall: (i) be properly trained;		AP		
ORO.AOC.135 (b)(2)(ii)	(b) Adequacy and competency of personnel (2) All personnel assigned to, or directly involved in, ground and flight operations shall: (ii) demonstrate their capabilities in the performance of their assigned duties		AP		
ORO.AOC.135 (b)(2)(iii)	(b) Adequacy and competency of personnel (2) All personnel assigned to, or directly involved in, ground and flight operations shall: (iii) be aware of their responsibilities and the relationship of their duties to the operation as a whole.		AP		

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Personnel requirements (c)	Supervision of personnel				
ORO.AOC.135 (c)(1)	(c) Supervision of personnel: (1) The operator shall appoint a sufficient number of personnel supervisors, taking into account the structure of the operator's organisation and the number of personnel employed.		AP		
ORO.AOC.135 (c)(2)	(c) Supervision of personnel: (2) The duties and responsibilities of these supervisors shall be defined, and any other necessary arrangements shall be made to ensure that they can discharge their supervisory responsibilities		AP		
ORO.AOC.135 (c)(3)	(c) Supervision of personnel: (3) The supervision of crew members and personnel involved in the operation shall be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.		AP		

Respective legal reference	Requirement	Manual Reference	App/ Acc	Remarks (for Authority use only)	Doc Stat
Nominated Persons Personnel Requirements					
AMC1 ORO.AOC.135(a)/(a)	(a) The person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the scale and scope of the operation.		AP		
AMC1 ORO.AOC.135(a)/(b)	(b) A description of the functions and the responsibilities of the nominated persons, including their names, should be contained in the operations manual.		AP		
AMC1 ORO.AOC.135(a)/(c)	The holder of an AOC should make arrangements to ensure continuity of supervision in the absence of nominated persons.		AP		
AMC1 ORO.AOC.135(a)/(d)	The person nominated by the holder of an AOC should not be nominated by another holder of an AOC, unless agreed with the competent authorities concerned.		AP		
AMC1 ORO.AOC.135(a)/(e)	Persons nominated should be contracted to work sufficient hours to fulfil the management functions associated with the scale and scope of the operation.		AP		

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Combination of responsibilities	Nominated Persons				
AMC2 ORO.AOC.135(a)/(a)	The acceptability of a single person holding several posts, possibly in combination with being the accountable manager, should depend upon the nature and scale of the operation. The two main areas of concern should be competence and an individual's capacity to meet his/her responsibilities.		AP		
AMC2 ORO.AOC.135(a)/(b)	As regards competence in different areas of responsibility, there should not be any difference from the requirements applicable to persons holding only one post.		AP		
AMC2 ORO.AOC.135(a)/(c)	The capacity of an individual to meet his/her responsibilities should primarily be dependent upon the scale of the operation. However the complexity of the organisation or of the operation may prevent, or limit, combinations of posts which may be acceptable in other circumstances.		AP		
AMC2 ORO.AOC.135(a)/(d)	In most circumstances, the responsibilities of a nominated person should rest with a single individual. However, in the area of ground operations, it may be acceptable for responsibilities to be split, provided that the responsibilities of each individual concerned are clearly defined.		AP		

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Smallest Organisation	Personal requirements				
GM1 ORO.AOC.135(a)	The smallest organisation that can be considered is the one-man organisation where all of the nominated posts are filled by the accountable manager, and audits are conducted by an independent person.		AP		

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Competence	Nominated Persons				
GM2 ORO.AOC.135(a)/(a)	Nominated persons in accordance with ORO.AOC.135 should be expected to possess the experience and licensing provisions that are listed in (b) to (f). Exceptionally, in particular cases, the competent authority may accept a nomination that does not meet these provisions in full. In that circumstance, the nominee should have comparable experience and also the ability to perform effectively the functions associated with the post and with the scale of the operation.		AP		
GM2 ORO.AOC.135(a)/(b)(1)	Nominated persons should have practical experience and expertise in the application of aviation safety standards and safe operating practices.		AP		
GM2 ORO.AOC.135(a)/(b)(2)(i)	Nominated persons should have comprehensive knowledge of the applicable EU safety regulations and any associated requirements and procedures.		AP		
GM2 ORO.AOC.135(a)/(b)(2)(ii)	Nominated persons should have comprehensive knowledge of the AOC holder's operations specifications.		AP		
GM2 ORO.AOC.135(a)/(b)(2)(iii)	Nominated persons should have comprehensive knowledge of the need for, and content of, the relevant parts of the AOC holder's operations manual.		AP		
GM2 ORO.AOC.135(a)/(b)(2)(iv)	Nominated persons should have familiarity with management systems preferably in the area of aviation.		AP		
GM2 ORO.AOC.135(a)/(b)(2)(v)	Nominated persons should have appropriate management experience, preferably in a comparable organisation.		AP		
GM2 ORO.AOC.135(a)/(b)(2)(vi)	Nominated persons should have 5 years of relevant work experience of which at least 2 years should be from the aeronautical industry in an appropriate position.		AP		
GM2 ORO.AOC.135(a)/(c)	Flight operations. The nominated person should hold or have held a valid flight crew licence and the associated ratings appropriate to a type of operation conducted under the AOC. In case the nominated person's licence and ratings are not current, his/her deputy should hold a valid flight crew licence and the associated ratings.		AP		
GM2 ORO.AOC.135(a)/(d)	Crew training. The nominated person or his/her deputy should be a current type rating instructor on a type/class operated under the AOC. The nominated person should have a thorough knowledge of the AOC holder's crew training concept for flight, cabin and when relevant other crew.		AP		

Respective legal reference	Requirement	Manual Reference	App/ Acc	Remarks (for Authority use only)	Doc Stat
GM2 ORO.AOC.135(a)/(e)	Ground operations. The nominated person should have a thorough knowledge of the AOC holder's ground operations concept.		AP		
GM2 ORO.AOC.135(a)/(f)	Continuing airworthiness. The nominated person should have the relevant knowledge and appropriate experience requirements related to aircraft continuing airworthiness as detailed in Part-M.		AP		

Respective legal reference	Requirement	Manual Reference	App/ Acc	Remarks (for Authority use only)	Doc Stat
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Additional remarks

End of Compliance List