



**REPUBLIC OF SAN MARINO
CIVIL AVIATION AUTHORITY**

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OPERATION MANUAL COMPLIANCE DECLARATION

The manual must contain at least the information/procedures on the subjects below to enable the personnel concerned to perform their duties safely. It may be issued in separate parts corresponding to specific aspects of an operation and the design of the manual should observe Human Factors principles.

Refer also to the notes on pages 2/3.

1. OPERATOR DETAILS			
Operator:			
Aircraft types contained in Operations Manual:			

Item	CONTENT OF OPERATIONS MANUAL	Yes	No
1.	table of contents;		
2	amendment control page and list of effective pages;		
3	duties, responsibilities of management and operating personnel;		
4	safety management system; <i>(see note 4)</i>		
5	operational control system; <i>(see note 5)</i>		
6	MEL procedures; <i>(see note 6)</i>		
7	normal flight operations; <i>(see note 7)</i>		
8	SOPs;		
9	weather limitations;		
10	Fatigue Management Programme (flight and duty time limitations); <i>(see note 10)</i>		
11	emergency operations; <i>(see note 11)</i>		
12	accident/incident considerations;		
13	personnel qualifications and training; <i>(see note 13)</i>		
14	record keeping;		
15	a description of the maintenance control system;		
16	security procedures; <i>(see note 16)</i>		
17	performance operating limitations;		
18	use/protection of FDR/CVR records;		
19	handling of dangerous goods (no-carry) <i>(see note 19)</i>		
20	Carriage of Cabin Crew (not service attendants) <i>(see note 20)</i>		
21	Specific operating procedures for the following (where applicable); <i>(see note 21)</i>		
	RVSM		
	Designated Areas (e.g. NAT HLA; Polar; NOPAC etc.)		
	P-RNAV (RNAV 1 and/or 2)		
	RNP 4		
	B-RNAV		

	RNAV 10 (RNP 10) for oceanic routes		
	RNP APCH		
	RNP AR APCH		
	Electronic Flight Bag (Installed or portable)		
	Head Up Display/Enhanced Vision System		
	CPDLC		
	ADS-B Out		
	ADS C		
	All Weather Operations (e.g. LVTO; Cat II/III)		
	Steep approaches		
22	Consideration should be given to including normal operating procedures for the following; (see note 22)		
	- Avoidance of CFIT		
	- Avoidance of runway incursions		
	- Reporting of communicable diseases		

2. APPLICANT DECLARATION

I declare that this information is truthful and correct and that the Operations Manual contains the above procedures and is compliant with CAR OPS 2 of the Republic of San Marino.

Date:			
Name of Operations Manager:		Signature of Operations Manager:	

Item	EXPLANATORY NOTES
All	Please tick ONLY those items above for which there are adequate procedures contained in your Operations Manual. All operators are reminded that audits are conducted (e.g. SAFA) and where the declaration above is proved not to be truthful, the operator may be subject to administrative sanctions as contained in San Marino law.
4	Information on SMS is contained in ICAO Doc.9859 – Safety Management Systems and may be requested from the CAA.
5	The operator must describe the operational control system in the operations manual and identify the roles and responsibilities of those involved with the system.
6	The operator must include in the operations manual a description on the use of the approved MEL which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative.
7	As well as normal operating procedures (other than SOPs) the operator must specify flight planning procedures to provide for the safe conduct of the flight based on considerations of aeroplane performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes concerned.
10	The operator must establish and implement a fatigue management programme that ensures that all operator personnel involved in the operation and maintenance of aircraft do not carry out their duties when fatigued. The programme must address flight and duty times and be included in the operations manual. Information on FRMS is contained in ICAO Doc.9966 – Fatigue Risk management System Manual and may be requested from the CAA.

11	The emergency operations cover emergency management issues as well as generic emergencies not covered in the FCOM.
13	An operator must make reference to the syllabi for all training programmes in the company operations manual.
16	An operator is recommended to establish, implement and maintain a written operator security programme and include in the Operations Manual.
19	An operator is recommended to include procedures as described in Safety Notices 01/2015 & 02/2017 and CAR OPS 2.102.
20	Cabin crew are those crew members who hold an attestation of formal initial training (may be licenced). In-flight service attendants are not cabin crew members.
21	These items require specific approval from the CAA prior to being conducted and a separate application is required. As part of the approval process, the Operations Manual must be developed to describe the normal and contingency procedures for the specific type of operation. These procedures may be included in the applicable section of an existing manual or added as a separate Chapter/Appendix.
22	Procedures for the avoidance of CFIT and runway incursions should be included in the Operations Manual as part of the SMS Acceptable Level of Safety (ALoS).