



**Civil Aviation Authority - Sultanate of Oman**  
**Flight Safety Department - Personnel Licensing Section**  
**Operations Manual Structure Compliance List**

• ATO name	
• Date	

No.	AMC1 to ORA.ATO.230 (b)	OM Reference	YES	NO
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<b>(a)</b>	<b>General.</b>
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(1)	A list and description of all volumes in the operations manual			
(2)	Administration (function and management)			
(3)	Responsibilities (all management and administrative staff)			
(4)	Student discipline and disciplinary action			
(5)	Approval or authorization of flights			
(6)	Preparation of flying program (restriction of numbers of aircraft in poor weather)			
(7)	Command of aircraft			
(8)	Responsibilities of the PIC			
(9)	Carriage of passengers			
(10)	Aircraft documentation			
(11)	Retention of documents			
(12)	Flight crew qualification records (licenses and ratings)			
(13)	Revalidation (medical certificates and ratings)			
(14)	Flight duty period and flight time limitations (flying instructors)			
(15)	Flight duty period and flight time limitations (students)			
(16)	Rest periods (flight instructors)			
(17)	Rest periods (students)			
(18)	Pilots' log books			
(19)	Flight planning (general)			
(20)	Safety (general): equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc			

<b>(b)</b>	<b>Technical.</b>
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(1)	Aircraft descriptive notes			
(2)	Aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.)			
(3)	Emergency procedures			
(4)	Radio and radio navigation aids			
(5)	Allowable deficiencies (based on the master minimum equipment list (MMEL), if available)			

<b>(c)</b>	<b>Route.</b>
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(1)	Performance (legislation, take-off, route, landing etc.)			
(2)	Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.)			
(3)	Loading (load sheets, mass, balance and limitations)			
(4)	Weather minima (flying instructors)			
(5)	Weather minima (students - at various stages of training)			
(6)	Training routes or areas			
(7)	Aerodromes to be used and descriptive notes relating to the aerodromes and surrounding areas			

<b>(d)</b>	<b>Personnel training.</b>
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(1)	Appointments of persons responsible for standards/competence of flight personnel			
(2)	Initial training			
(3)	Refresher training			
(4)	Standardization training			
(5)	Proficiency checks			
(6)	Upgrading training			
(7)	ATO personnel standards evaluation			
(8)	CRM training			
(9)	Other training as required by the operation			

• <b>Assessment Result</b>	<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
• <b>Remarks</b>		

<b>Inspector Name</b>	<b>Signature</b>	<b>Date</b>