



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 8 – AIRCRAFT OPERATIONS
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Subject : Requirement for Preparation of Operations Manual

1. Introduction

- 1.1 All commercial and general aviation operators are required to maintain an Operations manual detailing the company's policies on operations. Such manual shall be used for guidance by the flight crew while carrying out operations. One copy of the manual shall be carried on board aircraft engaged in scheduled commercial operations.
- 1.2 This Civil Aviation Requirement details the organisation and contents of Operations Manual. The Manual should be comprehensive and shall contain detailed operations policies and procedures of the operator, stipulations of the mandatory DGCA requirements, and standards of ICAO Annex 6. Notwithstanding the requirements of this CAR, the operator may include additional procedures to be adopted by him consistent with the provisions of regulatory documents to enhance surveillance and safety of operations.
- 1.3 This CAR is issued under the provisions of Rules 133A and 140B of the Aircraft Rules, 1937.

2. Applicability

This CAR is applicable to all commercial and general aviation operators.

3. Effectivity

All operators are required to frame their Operations Manual in accordance with the provisions of this CAR.

4. Organisation And Contents Of Operations Manual – Commercial Operators

4.1 Organisation. The contents of the Operations Manual, which may be issued in separate parts corresponding to specific aspects of operations, shall be organized with the following structure:

- a) General;
- b) Aircraft operating information;
- c) Areas, routes and aerodromes; and
- d) Training.

4.2 Contents. The operations manual referred to in 4.1 shall be prepared with reference to CAP 8100 Preparation and Certification of Operations Manual.

Note: Refer Operations Circular 2 of 2012 Route and Aerodrome Competence Qualification

5. Organisation And Contents Of Operations Manual – General Aviation Operators

The operations manual may be issued in separate parts corresponding to specific aspects of an operation. It should include the instructions and information necessary to enable the personnel concerned to perform their duties safely and shall contain at least the following information:

- a) Table of contents;
- b) Amendment control page and list of effective pages, unless the entire document is reissued with each amendment and the document has an effective date on it;
- c) Duties, responsibilities and succession of management and operating personnel;
- d) Operator safety management system;
- e) Operational control system;
- f) MEL procedures (where applicable);
- g) Normal flight operations;
- h) Standard operating procedures (SOPs);
- i) Weather limitations;
- j) Flight and duty time limitations;
- k) Emergency operations;
- l) Accident/incident considerations;
- m) Personnel qualifications and training;
- n) Record keeping;
- o) A description of the maintenance control system;
- p) Security procedures (where applicable);
- q) Performance operating limitations;
- r) Use/protection of FDR/CVR records (where applicable);
- s) Handling of dangerous goods; and
- t) Use of head-up displays (HUD), vision systems (VS).

6. General Guidelines For The Preparation Of The Operations Manual.

- 6.1 The detailed guidelines for preparation of Operations Manual are available in ICAO Doc 9376 - AN / 914 and CAP 8100 (for commercial operators)
- 6.2 Wherever separate manuals have been prepared on different aspects of operation, (on topics such as Dangerous Goods, Training Manual, Search and Rescue Manual, Security Manual etc) reference of such manual should be given in the particular chapter of Operations Manual.
- 6.3 The Operator shall designate an executive who shall be charged with the responsibility for the control of contents of the operations manual. He shall also be responsible for assurance of the individual manual and for ensuring that appropriate amendments are dispatched to the holder of the manual.
- 6.4 The operator shall ensure that all concerned operations personnel are aware of the contents of the Operations Manual.
- 6.5 The operator shall provide a copy of the Operations Manual to all concerned operations personnel for their use and guidance.
- 6.6 The Operations Manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.

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