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**AMC 038 – AUA-OPS 2(A) MANUALS**

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**ACCEPTABLE MEANS OF COMPLIANCE  
(AMC)**

**GUIDE FOR**

**COMPLIANCE WITH AUA-OPS 2(A)  
COMPANY OPERATIONS MANUAL  
REQUIREMENTS**



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**AUA-OPS 2 (A) MANUALS*****INDEX***

| <b>Section</b> | <b>Title</b>   | <b>Page No.</b> |
|----------------|--|-----------------|
| <b>1.</b>      | <b>INTRODUCTION .....</b>                            | <b>2</b>        |
| 1.1            | Applicability .....                                  | 2               |
| 1.2            | References .....                                     | 2               |
| <b>2.</b>      | <b>Compliance.....</b>                               | <b>2</b>        |
| 2.1            | Policy.....  | 2               |
| 2.2            | Regulation references and Guidelines .....           | 3               |
| 2.3            | Inspections.....                                     | 4               |
| Appendix 1     | Company Manuals Compliance Statement checklist ..... | 6               |



## 1. INTRODUCTION

### 1.1 Applicability

This guidance material applies to all Aruban registered aircraft operators conducting international general and corporate aviation operations with:

- a) aeroplanes with a maximum certificated take-off mass exceeding 5 700 kg; or
- b) aeroplanes equipped with one or more turbojet engines.

### 1.2 References

AUA-OPS 2(A) Paragraph OPS2(A) 3.3.2.0 requires the operator to establish and maintain a safety management system. The safety management system shall be in accordance with the framework elements contained in AUA-OPS 2 (A) Attachment 9.

Requirements for Occurrence Reporting are specified in **OPS2(A)-2.2.5.5**.

AUA-OPS 2(A) Paragraph OPS2(A) 3.4.2.2 requires all operators to provide an operations manual for the use and guidance of operations personnel. This manual must contain all the instructions and information for the personnel to perform their duties.

Attachment 7 contains the minimum required information for the company operations manual(s).

AUA-OPS 2(A) Paragraph (OPS2(A) 3.8.2 requires all operators to provide maintenance control manual for the use and guidance of maintenance and operational personnel.

## 2. COMPLIANCE

The Director of the Department of Civil Aviation of Aruba (DCA-Aruba) hereby informs operators of Aruban registered General Aviation aircraft of the methods of compliance with ICAO Annex 6 Part II and AUA-OPS 2(A) OPS2(A) 3.4.2.2, by completion of the Company Manuals Compliance Statement checklist INS-3.056CC-A.

### 2.1 Policy

Operators shall complete INS-3.056CC-A (see Appendix 1) items 1-38 thoroughly, include the Operations and Airworthiness Representatives declaration's signatures, and submit it to the DCA-Aruba in conjunction with aircraft registration application. The Manuals need not be submitted to the DCA-Aruba for assessment, except those parts which are required for Specific Approvals (e.g. AWOPS, EFB, RVSM, NAT-HLA). However, if deemed necessary, or for safety oversight purposes, the DCA may request a full copy of the Company Operations Manual and/or the Safety Management manual (if separate).

When filling out INS-3.056CC-A please tick **ONLY** those as "YES" items on the form for which there are adequate procedures contained in your Operations Manual.



The submitted checklist INS-3.056CC-A will be processed accordingly and a signed copy of this checklist INS-3.056CC-A will be sent to the operator as proof of submittal. This copy will include an official DCA-Aruba stamp, date-received, and signature.

Submittal of the INS-3.056CC-A does not automatically constitute an approval for items 21 (a-l) and 22 (a-e) such as AWOPS, EFB, RVSM, NAT-HLA, and other similar Specific Approvals for Special Operations. Normal application and approval processes need to be followed using the applicable AMC and application form INS-16.020. It is important that the applicant follows the INS-16.020 instructions particularly in the submittal of attachment i.e., section of the OM's illustrating the operator's procedures, policy, training programs and records.

**Incomplete application packages (without attachments) will not be processed.**

Operators must continue to maintain and update their manuals in accordance with their manual control and revision system. They need not notify the DCA-Aruba unless it entails certain Special Operations or Maintenance Program approvals that require technical assessment.

In case of any clarification or uncertainty, the operator should always contact the DCA-Aruba. The DCA-Aruba will always respond within 48 hours of received communication. Whenever immediate assistance is required in the interest of flight safety, the DCA-Aruba will respond during the same business day.

## 2.2 Regulation references and guidelines

The table below provides some guidance towards the regulation references of AUA-OPS 2 (A) that contain specific requirements on the subjects that need to be described in the Company Operating Manual.

|           | <b>OPERATIONS MANUAL SUBJECT</b>   | <b>REGULATION<br/>REFERENCE GUIDE</b> |
|-----------|--|---------------------------------------|
| <b>B.</b> | <b>Operations Manual:</b>  |                                       |
| 7         | Operational control system;  | OPS2(A)-3.3.1.3                       |
| 8         | MEL procedures;  | OPS2(A)-3.6.1 (a)                     |
| 9         | Normal flight operations (including statement ensuring that when passengers are being carried, no emergency or abnormal situations are simulated); | OPS2(A)-3.6.1 (b)                     |
| 10        | SOPs;  | CHAPTER 3.4                           |
| 11        | Weather limitations;   | Section 2.2.3.4                       |
| 12        | Fatigue Management Programme (including flight and duty time limitations);   | OPS2(A)-3.4.2.8                       |
| 13        | Emergency operations;  | OPS2(A)-3.6.1 (b)<br>OPS2(A)-3.9.2    |
| 14        | Accident/incident considerations;  | OPS2(A)-2.1.1<br>OPS2(A)-2.1.3        |



|    |  |  |
|----|--|--|
|    |  | OPS2(A)-2.2.5.3<br>OPS2(A)-2.2.5.5<br>OPS2(A)-2.4.16.4.2 |
| 15 | Personnel qualifications and training (including all references to training syllabi for initial and recurrent training); | OPS2(A)-3.4.2.3<br>OPS2(A)-3.9.3<br>OPS2(A)-3.12.4       |
| 16 | Record keeping;  | OPS2(A)-2.4.16.4.3<br>CHAPTER 2.8<br>CHAPTER 3.11        |
| 17 | Security procedures;   | CHAPTER 2.9  |
| 18 | Performance operating limitations;   | CHAPTER 2.3<br>CHAPTER 3.5                               |
| 19 | Use/protection of FDR/CVR records;   | SECTION 2.4.16<br>OPS2(A)-3.11.3                         |
| 20 | Handling of Dangerous Goods  | OPS2(A)-2.1.2  |
| 21 | Specific Approvals   | OPS2(A)-2.1.4 and related articles                       |

For additional information and instruction of items in **Section D “Aeroplane Continuing Airworthiness”** of the form INS-3.056CC-A, refer to AMC-042.

### 2.3 Inspections

The operator is encouraged to carry the Company Manuals Compliance Statement on board at all times. However SAFA inspections on General Aviation aircraft may encounter a finding or remark on the Company Operations Manual for being unable to demonstrate an acceptance of their company manuals even when the operator has declared that they have procedures through presenting of INS-3.056CC. In accordance with ICAO Annex 6 Part 2, an acceptance from the DCA-Aruba is not expected and compliance is met through the Company Manuals Compliance Statement.

Please be informed however that if during a SAFA inspection the information filled on the Company Manuals Compliance Statement is proved not to be truthful, the operator may be subject to administrative sanctions as per Aruba regulations.



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## APPENDIX 1



## COMPANY MANUALS COMPLIANCE STATEMENT-AEROPLANE

For Official Use Only:

## COMPLIANCE STATEMENT

## COMPANY MANUALS

AUA-OPS 2(A): General Aviation Regulations (Aeroplane)

|                    |
|--------------------|
| Operator:          |
| Aeroplane Type(s): |

Instructions: AUA-OPS 2(A) requires that operators (non-commercial air transport) provide Company Manuals for the use and guidance of personnel concerned. The required manuals affected are Operations Manual, Maintenance Control Manual and Safety Management System manual. Items 1-6 are applicable for all manuals whereas items 7-22 are applicable only to the Operations Manual. All manuals 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. Refer to AMC-038 for more information.


(Please tick appropriate box to indicate compliance)

| Item | CONTENT OF COMPANY MANUALS  | Yes | No |
|------|---|-----|----|
| A.   | All Manuals:  |     |    |
| 1    | Table of contents for all manuals;  |     |    |
| 2    | Amendment control page and list of effective pages for all manuals;   |     |    |
| 3    | Log of Revision & Copy holder list;   |     |    |
| 4    | Description of the manual revision system;  |     |    |
| 5    | Procedure to assure revision of all issued manuals;   |     |    |
| 6    | Duties, responsibilities of management, safety and operating personnel for all manuals (including statement ensuring that all employees are familiar with and must comply with the laws, regulations and procedures of those States in which operations are conducted); |     |    |
| B.   | Operations Manual:  | Yes | No |
| 7    | Operational control system;   |     |    |
| 8    | MEL procedures;   |     |    |
| 9    | Normal flight operations (including statement ensuring that when passengers are being carried, no emergency or abnormal situations are simulated);  |     |    |
| 10   | SOPs;   |     |    |
| 11   | Weather limitations;  |     |    |
| 12   | Fatigue Management Programme (including flight and duty time limitations);  |     |    |
| 13   | Emergency operations;   |     |    |
| 14   | Accident/incident considerations;   |     |    |
| 15   | Personnel qualifications and training (including all references to training syllabi for initial and recurrent training);  |     |    |
| 16   | Record keeping;   |     |    |
| 17   | Security procedures;  |     |    |
| 18   | Performance operating limitations;  |     |    |
| 19   | Use/protection of FDR/CVR records;  |     |    |





## APPENDIX 1 cont'd.

|  <b>COMPANY MANUALS COMPLIANCE STATEMENT-AEROPLANE</b> |  |        |
|---|--|--------|
| 20  | Handling of dangerous goods including:<br>a. Awareness training<br>b. Carriage of e-cigarettes and lithium batteries   |        |
| 21  | Specific operating procedures (to correspond with Airspace Approval application INS-16.020):<br>a. RVSM<br>b. Designated Areas (e.g. NAT HLA (MNPS); Polar; NOPAC etc.)<br>c. RNP "X" (e.g. APCH, 4, 10):<br>d. B-RNAV<br>e. P-RNAV (RNAV 1 and/or 2)<br>f. Electronic Flight Bag (Installed or Portable)<br>g. Head Up Display or equivalent/EVS, SVS, CVS<br>h. CPDLC<br>i. ADS-B Out<br>j. ADS-C<br>k. All Weather Operations (LVTO, Cat II or CATIII):<br>l. Carriage of Cabin Crew  |        |
| 22  | Consideration should be given to including normal operating procedures for the following:<br>a. Avoidance of CFIT<br>b. ACAS/TCAS II, including training<br>c. Avoidance of runway incursions<br>d. Reporting of Communicable diseases   |        |
| C.  | <b>SMS Manual:</b>   | Yes No |
| 23  | The Safety Management System Manual (can be a separate manual) should describe/contain at least the following elements of the Safety Management System:<br>a. Document control<br>b. SMS regulatory requirements<br>c. Scope and integration of the safety management system<br>d. Safety policy<br>e. Safety objectives<br>f. Safety accountabilities and key personnel<br>g. Safety reporting and remedial actions<br>h. Hazard identification and risk assessment<br>i. Safety performance monitoring and measurement<br>j. Safety-related investigations and remedial actions<br>k. Safety training and communication<br>l. Continuous improvement and SMS audit<br>m. SMS records management<br>n. Management of change<br>o. Emergency/contingency response plan |        |
| D.  | <b>Aeroplane Continuing Airworthiness: Refer to AMC-042</b>  | Yes No |
| 24.   | Procedures addressing Continuing Airworthiness Refer to AMC-042 (2.1 or 3.2.1)<br>a. Continuing Airworthiness responsibilities:<br>b. Operator Maintenance responsibilities towards the use of a Repair Station and/or Validated Maintenance personnel and in reference to a maintenance release:<br>c. Operator Maintenance responsibilities assuring the continuing airworthiness through an acceptable maintenance programme. Refer to AMC-042 (2.1.3 or 3.2.3):  |        |
| 25.   | Procedures addressing Continuing Airworthiness Records. Refer to AMC-042 (2.2):<br>a. Identification of the type of records to be maintained;  |        |

# APPENDIX 1 cont'd.



## COMPANY MANUALS COMPLIANCE STATEMENT-AEROPLANE

|  |  |  |  |
|--|--|--|--|
|  | b. Assigned the record retention periods;  |  |  |
|  | c. Description of the records transfer policy in case of temporary owner/lessee change;  |  |  |
|  | d. Description of record protection and security;  |  |  |
| 26.  | Procedures for handling Modifications and Repairs. Refer to AMC-042 (2.3):   |  |  |
| 27.  | Procedures addressing Maintenance Release. Refer to AMC-042 (2.4):   |  |  |
| 28.  | Procedures for assuring manual accuracy. Refer to AMC-042 (2.5):   |  |  |
|  | a. Currency of Aircraft Flight Manual;   |  |  |
|  | b. The use of a journey log with the minimum content;  |  |  |
| E.   | Additional procedures when operating Large aeroplane:  |  |  |
| 29.  | Additional procedures when operating large aeroplanes. Refer to AMC-042 (3.1):   |  |  |
| 30.  | Additional procedures addressing continuing airworthiness. Refer to AMC-042 (3.2.1):   |  |  |
| 31.  | Development of the Maintenance Control Manual, the training and distribution thereof. Refer to AMC-042 (3.2.2):  |  |  |
| 32.  | The development of the maintenance programme, for acceptance and distribution. Refer to AMC-042 (3.2.3):   |  |  |
| 33.  | Additional procedures for the communication and reporting between operator and organization responsible for aeroplane/engine/or propeller/ or modification type design and the DCA of Aruba. Refer to AMC-042 (3.2.4):                         |  |  |
| 34.  | Procedures for Releasing aircraft after Base and/or Line Maintenance; and there is a maintenance release (CRS) in relation to the maintenance carried out. Refer to AMC-042 (3.2.5 (2.4.1 and 2.4.2)):   |  |  |
| 35.  | MCM as defined in item 30 complies with industry codes of practice and content. Refer to AMC-042 (3.3.1):  |  |  |
| 36.  | Maintenance programme to be submitted as defined in item 31 complies with industry codes of practice and content. Refer to AMC-042 (3.3.2):  |  |  |
| 37.  | MCM should contain statement that the Flight Recorder and records of an aeroplane involved in an accident or serious incident, will be safely preserved pending disposition from accident investigation authorities. Refer to AMC-042 (3.3.3): |  |  |
| <p><b>COMPLIANCE STATEMENT:</b></p> <p>We, the undersigned, hereby declare that this compliance statement is truthful and correct and that all the required policies and procedures are compliant with the AUA-OPS 2(A) General Aviation Regulations.</p> <p>Nominated Person Operations: <i>full name</i><br/> Date (Day/Month/Year): _____ Signature: _____</p> <p>Nominated Person Airworthiness: <i>full name</i><br/> Date (Day/Month/Year): _____ Signature: _____</p> |  |  |  |