



---

**AMC 038 – AUA-OPS 2(A) MANUALS**

---

**ACCEPTABLE MEANS OF COMPLIANCE  
(AMC)**

**GUIDE FOR**

**ACCEPTANCE OF MANUALS  
REQUIRED BY AUA-OPS 2(A)**



***This Page Intentionally Left Blank***



**AUA-OPS 2 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	Inspections.....	3
Appendix 1	Company Manuals Compliance Statement checklist .....	5



## 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 12.3.2 requires the operator to establish and maintain a safety management system.

AUA-OPS 2(A) Paragraph 12.4.2.2 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 B contains the minimum required information for the company operations manual(s).

AUA-OPS 2(A) Paragraph 12.8.2 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 new methods of compliance with ICAO Annex 6 Part II and AUA-OPS 2(A), by completion of the Company Manuals Compliance Statement checklist INS-3.056CC.

After September 2018, the DCA-Aruba will not issue acceptance letters for General Aviation Operations Manuals, SMS Manuals and Maintenance Control Manuals. All operators who have acceptance letters for those manuals will have to re-submit the Company Manuals Compliance Statement checklist INS-3.056CC before 18 December 2018.

### 2.1 Policy

Operators shall complete INS-3.056CC (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 Special Operations Approvals (e.g. AWOPS, EFB, RVSM, NAT-HLA).

The submitted checklist INS-3.056CC will be processed accordingly and a copy of this checklist INS-3.056CC 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 does not automatically constitute an approval for AWOPS, EFB, RVSM, NAT-HLA, and other similar approvals for Special Operations. Normal application and approval processes need to be followed using the applicable AMC and application forms.

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 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.


*Note: DCA Inspectors no longer request the Company Operations Manual, but may request a specific section if it encompasses a specific type of operation (e.g. RNP APCH, AWO CAT II etc.)*



***This Page Intentionally Left Blank***



## APPENDIX 1


 <b>COMPANY MANUALS COMPLIANCE STATEMENT</b>			
			For Official Use Only:
<b>COMPLIANCE STATEMENT</b>			
<b>COMPANY MANUALS</b>			
AUA-OPS 2(A): General Aviation Regulations (Aeroplane)			
Operator:			
Aeroplane Type(s):			
<p><i>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.</i></p>			
<i>(Please check appropriate box to indicate compliance)</i>			
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 <i>(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)</i> ;		
B.	Operations Manual:	Yes	No
7	Operational control system;		
8	MEL procedures;		
9	Normal flight operations <i>(including statement ensuring that when passengers are being carried, no emergency or abnormal situations are simulated)</i> ;		
10	SOPs;		
11	Weather limitations;		
12	Fatigue Management Programme <i>(including flight and duty time limitations)</i> ;		
13	Emergency operations;		
14	Accident/incident considerations;		
15	Personnel qualifications and training <i>(including all references to training syllabi)</i> ;		
16	Record keeping;		
17	Security procedures;		
18	Performance operating limitations;		
19	Use/protection of FDR/CVR records;		
INS-3.056CC		Page 1 of 3	
		REV04	







**APPENDIX 1 cont'd.**

 <b>COMPANY MANUALS COMPLIANCE STATEMENT</b>			
25.	Description of the Organization chart;		
26.	Duties of all Maintenance personnel according to the organization chart must be clearly defined;		
27.	Operator's responsibilities must be clearly defined regarding; <ul style="list-style-type: none"> <li>a. Maintaining the aircraft in airworthy condition</li> <li>b. The operational and emergency equipment necessary for intended flight(s) are kept in serviceable conditions</li> <li>c. C of A of aircraft must remain valid</li> </ul>		
28.	Aircraft Registration, Model and the applicable Aircraft Maintenance Program reference;		
29.	Procedures for Releasing aircraft after Line Maintenance;		
30.	Basic content of the Statement of the CRS must be defined; <ul style="list-style-type: none"> <li>a. Basic detail of the performed maintenance</li> <li>b. Date of completion</li> <li>c. Person identity</li> <li>d. The identity of the Maintenance organisation</li> <li>e. Reference to Aruba Aviation Regulation (AUA-RLW)</li> </ul>		
<b>Maintenance Activity:</b>		<b>Yes</b>	<b>No</b>
31.	<ul style="list-style-type: none"> <li>a. Procedures assuring properly validated personnel to sign the maintenance and airworthiness release, after Line Maintenance;</li> <li>b. Procedures for the completion and retention of aircraft records;</li> </ul>		
32.	Procedures to assure that the aircraft Maintenance Program need to be approved;		
33.	Procedures for informing the Type certificate holder with service information whenever there are faults, malfunctions, defects, and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft;		
34.	Procedures for the implementing action resulting from mandatory continuing airworthiness information based on the accepted TCDS;		
35.	Procedure for gaining approval for Modifications/Repairs/Alterations;		
36.	Details of/or cross-reference to, any required reliability Programme or statistical methods of continuous surveillance and the correction of deficiencies;		
37.	Procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;		
38.	Procedures for advising the DCA of Aruba of significant in-service occurrences;		
<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:                      Date (Day/Month/Year): _____ Signature: _____</p> <p>Nominated Person Airworthiness:                      Date (Day/Month/Year): _____ Signature: _____</p>			
INS-3.056CC		Page 3 of 3	
		REV04	