


<b>OPERATIONS ADVISORY NOTICE (OAN)</b>		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Malta Transport Centre Pantar Road Lija LJA 2021 Malta
OAN Number: <b>01A/18</b>	Issue Date: <b>2 February 2018</b>	
<b>Subject: AMC3 ORO.MLR.100 Operations manual — general</b>		

## 1.0 INTRODUCTION

This OAN is being issued in relation to AMC3 ORO.MLR.100 Operations manual (**OM**) — general. Specifically in relation to paragraphs (d) & (e) of section 0.2 of this AMC. It has been identified that some operations manuals contain dates corresponding to the date the operator amended the text and not the date the pages become effective. Whilst operator’s may include the date the operations manual was written if they so wish, it must still include the list of effective pages or paragraphs. A list of effective sections only, is not acceptable.

A List of Effective Pages (**LEP**) is used to ensure that every manual contains current, correct information. The LEP shows the revision status of each page. By checking the status of each page, users can ensure their information is up to date. This process benefits both the operator and the regulator.

## 2.0 REQUIREMENT

### 2.1 AMC Content

This AMC specifies that the OM should contain inter alia, at least the following information:

#### “A GENERAL/BASIC

#### 0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL

#### 0.2 System of amendment and revision:

(d) A description of the system for the annotation of pages or paragraphs and their effective dates.

(e) A list of effective pages or paragraphs.”

### 2.2 Action by Operators

Compliance Managers are to review their current process and LEP to ensure that the manuals clearly include the date each page has become effective. Any amendments to your OM’s should then be forwarded to your overseeing inspector and cc. the [Aiops.tm@transport.gov.mt](mailto:Aiops.tm@transport.gov.mt) email.

**Alternatively, operators may wish to prepare an AltMoC. Cargolux in Luxembourg have prepared such an AltMoC which has been accepted. If you are interested in pursuing an AltMoC then please contact the inspectorate.**

## Flight Operations Inspectorate