


OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Malta Transport Centre Pantar Road Lija LJA 2021 Malta
OAN Number: 07/23 Rev 00	Issue Date: 15/11/2023	
Subject: Format of Operations Manuals		

The purpose of this Operations Advisory Notice is to provide organisations holding an Air Operator Certificate (AOC), with details on how to format their operations manuals to comply with the requirements of AMC3 ORO.MLR.100 Operations Manual – General.

This AMC3 prescribes details of the contents, including section details for all Operations Manual. Each OM should contain at least the specified information, where applicable, as relevant for the area and type of operation.

As the CA for oversight TM CAD reviews a fairly large number of manuals per year and while the majority of the manuals are deemed compliant some operators do not follow the AMC3 correctly.

The contents and section details are meant to be followed but where not applicable while the section number and header is kept a Not Applicable or Reserved note should be appended to the first page.

Operators are advised that the section numbering, and content description is not to be used a la carte but followed strictly so that the manual and its contents are easily accessed.

TM CAD is allowing a period of time for all operators to align their manuals correctly and to ensure that they are compliant with the above mentioned AMC3.

As from 1st March 2024 any manual submitted for review not compliant with this regulation will be rejected and a finding raised.

Please be guided accordingly.

Flight Operations Inspectorate