

JOB TASK ANALYSIS

OPS 2.009: EVALUATE A GENERAL OPERATIONS MANUAL (OPERATIONS MANUAL PART A)



1. Regulation References:

- 1.1. [Instruction N° 355 du 04 Août 2009 relative à l'acquisition du Titre de Transporteur Aérien](#)

2. CAA Forms / Checklists

- 2.1. DSA.AOC.CHL.070 General Technical Manual Layout
- 2.2. DSA.AOC.CHL.075 Evaluation Manuel Partie D
- 2.3. [DSA.AOC.CHL.076 Safety Management Manual Evaluation](#)
- 2.4. [DSA.AOC.CHL.078 Evaluation Manuel d'exploitation Marchandises dangereuses](#)

3. Guidance Material References:

4. Task Description:

To evaluate a certificate holder's operations manual to determine that all required regulatory areas are covered, content is consistent with safe operating practices, and is based on sound rationale or demonstrated effectiveness.

5. Job Performance Subtasks:

- 5.1. Determine need for evaluation of an operator's operations manual.
 - 5.1.1. Receive copy of operator's operations manual.
 - 5.1.2. Open work tracking record.
- 5.2. Phase One - Establish framework for review/evaluation of manual.
- 5.3. Phase Two - Preliminary review.
- 5.4. Phase Three - In-depth review.
 - 5.4.1. Notify certificate holder of deficiencies.
- 5.5. Phase Four - Validation tests.
- 5.6. Phase Five - Granting CAA approval.
- 5.7. Review and approve/disapprove emergency revisions.
- 5.8. Close work tracking record.