

BOP.ADD.200 Operations manual

Regulation (EU) 2018/395

1. The operator shall establish an operations manual.
2. The content of the operations manual shall reflect the requirements set out in this Annex and shall not contravene any information contained in the operator's declaration.
3. The operations manual may be established as separate parts.
4. All personnel of the operator shall have easy access to the portions of the operations manual that are relevant to their duties.
5. The operations manual shall be kept up-to-date. All personnel of the operator shall be made aware of any amendment of the operations manual that are relevant to the performance of their duties.
6. The operator shall ensure that any information used as the basis for the content of the operations manual and any amendment thereof is correctly reflected in the operations manual.
7. The operator shall ensure that all personnel are able to understand the language in which those parts of the operations manual which are relevant to their duties are written. The content of the operations manual shall be presented in a form that can be used without difficulty.

AMC1 BOP.ADD.200 Operations manual

ED Decision 2018/004/R

General

1. The operations manual may vary in detail according to the complexity of the operation and of the type of balloons operated.
2. The operations manual, or parts thereof, may be presented in any form, including electronic form. In all cases, the accessibility, usability and reliability should be assured.
3. The operations manual should be such that:
 1. all its parts are consistent and compatible in form and content;
 2. it can be easily amended; and
 3. its content and amendment status is controlled and clearly indicated.
4. The operations manual should include a description of its amendment and revision process specifying:
 1. the person(s) who may approve amendments or revisions;
 2. the conditions for amendments and revisions; and
 3. the methods by which operator personnel are advised of the changes.
5. The operations manual content may be based on, or may refer to, industry codes of practice.
6. When compiling an operations manual, the operator may take advantage of the contents of other relevant documents. Material produced by the operator for the type-related part of the operations manual may be supplemented with, or substituted by, applicable parts of the AFM or, where such a document exists, by an operating manual produced by the manufacturer of the balloon.
7. If the operator chooses to use material from another source in the operations manual, either the applicable material should be copied and included directly in the relevant part of the operations manual, or the operations manual should contain a reference to the appropriate section of that applicable material. In the latter case the operator should make available the applicable

material to the personnel.

8. If the operator chooses to make use of material from another source (e.g. a route manual producer, a balloon manufacturer or a training organisation), this does not absolve the operator from the responsibility of verifying the applicability and suitability of this material. Any material received from an external source should be given its status by a statement in the operations manual.

[BOP.ADD.205 Record-keeping](#)

AMC2 BOP.ADD.200 Operations manual

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CONTENT

The operations manual should include the following information, as relevant for the area and the type of operation:

1. table of contents;
2. amendment control status and list of effective pages or paragraphs, unless the entire manual is reissued and the manual has an effective date on it;
3. duties, responsibilities, and succession of management and operating personnel;
4. description of the management system;
5. flight time limitations;
6. standard operating procedures;
7. weather limitations;
8. emergency procedures;
9. accident and incident considerations;
10. personnel qualifications and training;
11. record-keeping;
12. normal flight operations;
13. performance operating limitations; and
14. handling of dangerous goods, if applicable.

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MORE CONSERVATIVE DATA AND PROCEDURES

The operator may decide to publish data and procedures in the operations manual which are more conservative.

[BOP.ADD.205 Record-keeping](#)

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