



Documents and equipment to bring along for the Senior Management Courses

Documentation Participants to the Accountable Manager Seminar or the Post Holder Courses are kindly requested to bring an *essential* selection of relevant documents to Hoofddorp.
Maybe you have these documents available in electronic form.
Being these seminars and courses highly interactive and taking place under a confidentiality agreement among participants, we encourage the use of actual and effective documentation.
The list below gives you some indications of the documents you're expected to use during the seminar/course.
Document names are mostly generic and serve the sole purpose of reminding you of written guidance relevant to your particular function/role.

Notebook We encourage you bringing your laptop computer. The training facility is equipped with Wireless Access Points. You'll also need the laptop for your case study.

1. Regulatory Texts

Each participant will receive a EU-OPS 1 or JAR-OPS 3, resp. a Part-M print-out at the course.

(Note: Your company will be regulated not only by air law, but also by several other codes and laws, e.g. regarding labor, operational health and safety, tort, liability etc.)

- a. JAA (e.g. JAR-OPS 3, JAR-FCL)
- b. European Commission (e.g. EU-OPS, Reg. 2042/2003)
- c. EASA (e.g. AMC/GM)
- d. National (e.g. Labour Laws)
- e. International (e.g. Montreal Agreement, ICAO Docs)
- f. ...

2. Company Texts

- a. Air Operator Certificate (AOC) with Ops Specs
- b. Operations Manuals (A, B, C, and/or D)
- c. Quality Management Manual
- d. Safety Management Manual
- e. General Management Manual
- f. Maintenance Programme
- g. CAME
- h. MELs
- i. Concepts (Ground, Maintenance, Training etc.)
- j. Checklists
- k. Memorandums, Safety Notices
- l. Instructions etc.
- m. Company Profile
- n. Contracts with 3rd parties or employees
- o. Agreements with unions (e.g. in the context of FDM)
- p. Standards files for employees (pilots, engineers etc.)
- q. Planning tools (roster etc.)
- r. other relevant information for the flight or other operation

3. Personal Texts

- a. Own useful tools for planning and managing
- b. ...