



EAC

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MANUALS

- (a) General: The Egyptian Civil Aviation Regulations (ECARs) require operators to prepare and keep current various manuals for the direction and guidance of flight and ground personnel conducting air transportation operations. This EAC provides general manual information and guidance on the development of required manuals.
- (b) Flight Manual: An ECAA approved flight manual must be carried aboard each aircraft for the guidance of crewmembers when conducting flight operations. This may be the manufacturer's Aircraft Flight Manual (AFM) or one developed by the operator.
- (c) General Manual: ECAR 121.133 requires each operator to prepare and keep current a manual providing guidance for all categories of flight and ground personnel. This manual is termed a "general manual." The operator's general manual must include the duties and responsibilities of each category of employee. The manual must also include adequate policy, direction, and guidance for the safe and efficient performance of the duties assigned to each category of employee. The ECARs only require an operator to produce a single manual. In practice, however, a system of manuals is usually necessary, even for relatively simple operations. Operators have wide latitude in structuring their manuals.
- (d) Definitions: Operators should be familiar with the following terms:
 - (1) General Operations Manual (GOM): A segment of the general manual which applies to flight operational activities. The GOM is one of two major segments of an operator's general manual.
 - (2) General Maintenance Manual (GMM): A segment of the general manual which applies to airworthiness activities. The GMM is one of two major segments of an operator's general manual.
 - (3) User Manual: A segment of a GOM or GMM that provides instruction, policies, procedures, and guidance to a specific category of employee. Examples of user manuals commonly used in the air transportation industry are:
 - (i) Flight Operations Policy Manual
 - (ii) Runway Analysis Manual
 - (iii) Security Manual
 - (iv) Safety Management System Manual
 - (v) Cabin Crew Or Cabin Service Manual
 - (vi) Flight Dispatch Manual
 - (vii) Station Operations Manual
 - (viii) Route And Airport Manual
 - (ix) Dangerous Goods Manual
 - (4) Aircraft Flight Manual (AFM): A manual prepared by the manufacturer and accepted by the ECAA.
 - (5) Aircraft Operating Manual (AOM): An approved manual that is developed by, or for, an operator for a specific aircraft type.
 - (6) Safety Policy: A written requirement established by an operator's Senior management (CEO) which is expected to be complied with all personnel.
 - (7) Recommendation: A preferred technique or action described by the operator which employees are expected to follow whenever practical.
 - (8) Procedure: A logical progression of actions and/or decisions in a fixed sequence which is prescribed by an operator to achieve an objective. In short, a procedure is step by step guidance on how to do something.
 - (9) Technique: A method of accomplishing a procedural step or maneuver.
- (e) Distribution And Availability Of Manuals: Each operator is required to maintain a complete manual (or set of manuals) at its principal base of operations and to furnish a complete manual to the ECAA. In addition, each operator must make available or furnish applicable parts of the manual (user manuals) to flight and ground operations personnel who conduct or support flight operations.

- Each employee to whom the manual is furnished must keep it current.
- Each employee must have access to appropriate manuals or parts of manuals when performing assigned duties.
- (f) Review of Manuals: Operators must continually review their manuals to ensure they contain adequate content and are in compliance with applicable regulations, safe operating practices, and the operator's OpSpecs. The development and production of an acceptable manual is solely the responsibility of the operator.
 - (g) Format/Style of Manuals: Each page of a manual must include the most recent revision date. In general, manuals and checklists should be easy to use and understand, and in a format that can be easily revised. The following manual elements required:
 - (h) Preface Page: The first page of a manual should be a preface page containing a brief statement of the manual's purpose and intended user. The preface page should also contain a statement which emphasizes that the procedures and policies in the manual are expected to be used by company personnel.
 - (i) Revision Control: Each manual should be easy to revise. Also, each manual should contain a revision control page or section from which the user can readily determine whether the manual is current. This page should preferably follow the preface page. The control date of the most recent revision must appear on each page. A bulletin system should be established to bring temporary information or changes, which should not be delayed by a formal revision process, to the attention of the user. The bulletin system should have a means of control that includes giving bulletins an expiration date and systematically incorporating them in a timely manner. Users should be able to easily determine whether they possess all current bulletins.
 - (j) Table of Contents: Each manual should have a table of contents containing lists of major topics with their respective page numbers.
 - (k) References: Manuals must include references to specific ECARs when appropriate. A reference to regulations or other manual material is appropriate when it is necessary to clarify the intent of the text or when it is useful to the user for looking up specific subject matter. References should not be made to advisory circulars and to preambles of ECARs, as these sources are advisory and not binding in nature.
 - (l) Definitions: Significant terms used in manuals should be defined. Any acronym or abbreviation not in common use should also be defined.
 - (m) Elements of Style: Manuals should be clear, concise, and easy to understand. The following suggestions will assist an operator during manual development:
 - (1) Whenever possible, short, common words should be used.
 - (2) When a word has more than one meaning, the most common meaning should be used.
 - (3) Operators should standardize terminology whenever practical.
 - (4) To provide appropriate degrees of emphasis on specific points in the text, "cautions," "warnings," and "notes" should be used.
 - (5) Descriptions in the manual should not be overly complex and difficult to understand.
 - (6) Long and detailed sentences should be avoided.
 - (n) The operator should ensure that manual contents are consistent with the following:
 - (1) ECARs
 - (2) The operator's OpSpecs
 - (3) Appropriate EACs and Safety Bulletin
 - (4) Applicable aircraft flight manuals, manufacturer's operating bulletins, and airworthiness directives
 - (5) Safety operating procedures
 - (6) The operator's cockpit resource management policies
 - (o) Adequacy of Procedures: Each operator should develop procedures according to the following guidelines:
 - (p) Objective: Must be stated clearly unless it is so commonly understood that a statement of the objective is not necessary.
 - (q) Logical Sequence: Procedures should flow in a logical step by step sequence rather

- than in narrative format. The most effective procedures are usually simple and contain only the information necessary for accomplishing that procedure.
- (r) General Considerations:
- (1) A procedure must be an acceptable method for accomplishing the intended objective.
 - (2) The individual responsible for each step of a procedure must be clearly identified.
 - (3) The acceptable standards of performance for a procedure are to be stated if those standards are not commonly understood or clearly obvious.
 - (4) Since a variety of personnel with differing degrees of expertise are involved in procedures, adequate information must be provided for the least experienced individual. A procedure may be described very briefly and concisely when the user is capable of achieving the objective without extensive direction or detail. When the user has limited training or experience, however, a procedure must be described in enough detail for the user to correctly accomplish it.
 - (5) When a form or checklist is necessary to accomplish a procedure, the location of that item must be indicated in the procedure.
 - (6) Enough time should be available under normal circumstances for the user to accomplish a procedure. If sufficient time is not available, either the procedure or the user's duties must be revised.
- (s) Approvals/Acceptance of Manuals
- (1) "Approved" is used to describe a document, manual, or checklist that is required by the ECARs and must be evaluated and approved by the ECAA.
 - (2) "Accepted" is used to describe a document, manual, or checklist that is not required to have ECAA approval. Only a portion of an operator's manuals is required to have ECAA approval. The remaining portions are "accepted" by the ECAA. Operators are required to submit the entire general manual to the ECAA for evaluation and review. If the ECAA concludes that an accepted section of the general manual is not in compliance, they will formally notify the operator of the deficiency. Upon notification, the operator must take appropriate action to resolve the deficiency.
- (t) Emergency Revisions: For safety reasons, an operator may sometimes find it necessary to immediately revise approved material before there is an opportunity to coordinate the revision with the ECAA. In such cases, the operator should take action, as necessary, to make the revision effective (such as alert bulletins or dispatch messages). For example, an operator may become aware of a deficiency after business hours, on a weekend, or on a holiday. In such cases, the operator should take immediate action. When emergency revisions to approved material are made, the operator shall notify the ECAA of the revision at the earliest practical opportunity (first working day after the action).