Polskie Sieci Elektroenergetyczne S.A.
ul. Warszawska 165
05 - 520 Konstancin-Jeziorna

OPERATIONS MANUAL SPO

SPO Manual

SPO-OM

PART A

EDITION NO. 1 OF 26.01.2021
REVISION 5 OF 15.04.2024

KONSTANCIN-JEZIORNA
2021

PAGE INTENTIONALLY LEFT BLANK

ADM-A
List of effective pages

Chapter	Page no.	No. changes	Date releases
PART A			
ADM-A	1/4	4	30.01.2024
ADM-A	2/4	4	30.01.2024
ADM-A	3/4	0	26.01.2021
ADM-A	4/4	3	25.05.2023
SPO OM-A-0-00-00	1/10	3	25.05.2023
SPO OM-A-0-00-00	2/10	0	26.01.2021
SPO OM-A-0-00-00	3/10	0	26.01.2021
SPO OM-A-0-00-00	4/10	3	25.05.2023
SPO OM-A-0-00-00	5/10	0	26.01.2021
SPO OM-A-0-00-00	6/10	0	26.01.2021
SPO OM-A-0-00-00	7/10	0	26.01.2021
SPO OM-A-0-00-00	8/10	0	26.01.2021
SPO OM-A-0-00-00	9/10	0	26.01.2021
SPO OM-A-0-00-00	10/10	0	26.01.2021
SPO OM-A-1-00-00	1/6	5	15.04.2024
SPO OM-A-1-00-00	2/6	0	26.01.2021
SPO OM-A-1-00-00	3/6	0	26.01.2021
SPO OM-A-1-00-00	4/6	0	26.01.2021
SPO OM-A-1-00-00	5/6	0	26.01.2021
SPO OM-A-1-00-00	6/6	0	26.01.2021
SPO OM-A-2-00-00	1/6	0	26.01.2021
SPO OM-A-2-00-00	2/6	2	26.03.2023
SPO OM-A-2-00-00	3/6	0	26.01.2021
SPO OM-A-2-00-00	4/6	0	26.01.2021
SPO OM-A-2-00-00	5/6	0	26.01.2021
SPO OM-A-2-00-00	6/6	0	26.01.2021
SPO OM-A-3-00-00	1/2	0	26.01.2021
SPO OM-A-3-00-00	2/2	0	26.01.2021
SPO OM-A-4-00-00	1/2	0	26.01.2021
SPO OM-A-4-00-00	2/2	0	26.01.2021
SPO OM-A-5-00-00	1/6	0	26.01.2021
SPO OM-A-5-00-00	2/6	0	26.01.2021
SPO OM-A-5-00-00	3/6	0	26.01.2021
SPO OM-A-5-00-00	4/6	4	30.01.2024
SPO OM-A-5-00-00	5/6	0	26.01.2021
SPO OM-A-5-00-00	6/6	0	26.01.2021
SPO OM-A-6-00-00	1/4	0	26.01.2021
SPO OM-A-6-00-00	2/4	0	26.01.2021
SPO OM-A-6-00-00	3/4	0	26.01.2021
SPO OM-A-6-00-00	4/4	0	26.01.2021
SPO OM-A-7-00-00	1/2	0	26.01.2021
SPO OM-A-7-00-00	2/2	0	26.01.2021
SPO OM-A-8-01-00	1/10	3	25.05.2023
SPO OM-A-8-01-00	2/10	0	26.01.2021
SPO OM-A-8-01-00	3/10	0	26.01.2021
SPO OM-A-8-01-00	4/10	0	26.01.2021
SPO OM-A-8-01-00	5/10	0	26.01.2021
SPO OM-A-8-01-00	6/10	0	26.01.2021
SPO OM-A-8-01-00	7/10	0	26.01.2021
SPO OM-A-8-01-00	8/10	0	26.01.2021
SPO OM-A-8-01-00	9/10	0	26.01.2021
SPO OM-A-8-01-00	10/10	0	26.01.2021
SPO OM-A-8-02-00	1/2	0	26.01.2021
SPO OM-A-8-02-00	2/2	0	26.01.2021

Chapter	Page no.	No. changes	Date releases
SPO OM-A-8-03-00	1/10	0	26.01.2021
SPO OM-A-8-03-00	2/10	0	26.01.2021
SPO OM-A-8-03-00	3/10	0	26.01.2021
SPO OM-A-8-03-00	4/10	0	26.01.2021
SPO OM-A-8-03-00	5/10	0	26.01.2021
SPO OM-A-8-03-00	6/10	0	26.01.2021
SPO OM-A-8-03-00	7/10	0	26.01.2021
SPO OM-A-8-03-00	8/10	2	26.03.2023
SPO OM-A-8-03-00	9/10	0	26.01.2021
SPO OM-A-8-03-00	10/10	0	26.01.2021
SPO OM-A-8-04-00	1/2	0	26.01.2021
SPO OM-A-8-04-00	2/2	0	26.01.2021
SPO OM-A-8-05-00	1/2	2	26.03.2023
SPO OM-A-8-05-00	2/2	0	26.01.2021
SPO OM-A-8-06-00	1/2	0	26.01.2021
SPO OM-A-8-06-00	2/2	0	26.01.2021
SPO-OM-A-8-07-00	1/6	2	26.03.2023
SPO-OM-A-8-07-00	2/6	2	26.03.2023
SPO-OM-A-8-07-00	3/6	2	26.03.2023
SPO-OM-A-8-07-00	4/6	2	26.03.2023
SPO-OM-A-8-07-00	5/6	2	26.03.2023
SPO-OM-A-8-07-00	6/6	2	26.03.2023
SPO OM-A-9-00-00	1/4	0	26.01.2021
SPO OM-A-9-00-00	2/4	0	26.01.2021
SPO OM-A-9-00-00	3/4	0	26.01.2021
SPO OM-A-9-00-00	4/4	0	26.01.2021
SPO OM-A-10-00-00	1/2	0	26.01.2021
SPO OM-A-10-00-00	2/2	0	26.01.2021
SPO OM-A-11-00-00	1/6	0	26.01.2021
SPO OM-A-11-00-00	2/6	0	26.01.2021
SPO OM-A-11-00-00	3/6	0	26.01.2021
SPO OM-A-11-00-00	4/6	0	26.01.2021
SPO OM-A-11-00-00	5/6	0	26.01.2021
SPO OM-A-11-00-00	6/6	0	26.01.2021
SPO OM-A-12-00-00	1/10	0	26.01.2021
SPO OM-A-12-00-00	2/10	0	26.01.2021
SPO OM-A-12-00-00	3/10	0	26.01.2021
SPO OM-A-12-00-00	4/10	0	26.01.2021
SPO OM-A-12-00-00	5/10	0	26.01.2021
SPO OM-A-12-00-00	6/10	0	26.01.2021
SPO OM-A-12-00-00	7/10	0	26.01.2021
SPO OM-A-12-00-00	8/10	0	26.01.2021
SPO OM-A-12-00-00	9/10	0	26.01.2021
SPO OM-A-12-00-00	10/10	0	26.01.2021
SPO OM-A-13-00-00	1/2	0	26.01.2021
SPO OM-A-13-00-00	2/2	0	26.01.2021
SPO OM-A-14-00-00	1/2	0	26.01.2021
SPO OM-A-14-00-00	2/2	0	26.01.2021
SPO OM-A-14-01-00	1/4	0	26.01.2021
SPO OM-A-14-01-00	2/4	0	26.01.2021
SPO OM-A-14-01-00	3/4	0	26.01.2021
SPO OM-A-14-01-00	4/4	0	26.01.2021
SPO OM-A-14-02-00	1/4	0	26.01.2021
SPO OM-A-14-02-00	2/4	0	26.01.2021
SPO OM-A-14-02-00	3/4	0	26.01.2021
SPO OM-A-14-02-00	4/4	0	26.01.2021
SPO OM-A-14-03-00	1/2	0	26.01.2021
SPO OM-A-14-03-00	2/2	0	26.01.2021
SPO OM-A-14-04-00	1/4	0	26.01.2021
SPO OM-A-14-04-00	2/4	0	26.01.2021
SPO OM-A-14-04-00	3/4	0	26.01.2021
SPO OM-A-14-04-00	4/4	0	26.01.2021
SPO OM-A-14-05-00	1/2	0	26.01.2021

Chapter	Page no.	No. changes	Date releases
SPO OM-A-14-05-00	2/2	0	26.01.2021
SPO OM-A-14-06-00	1/6	0	26.01.2021
SPO OM-A-14-06-00	2/6	0	26.01.2021
SPO OM-A-14-06-00	3/6	0	26.01.2021
SPO OM-A-14-06-00	4/6	0	26.01.2021
SPO OM-A-14-06-00	5/6	0	26.01.2021
SPO OM-A-14-06-00	6/6	0	26.01.2021
SPO OM-A-14-07-00	1/2	0	26.01.2021
SPO OM-A-14-07-00	2/2	0	26.01.2021
SPO OM-A-14-08-00	1/2	0	26.01.2021
SPO OM-A-14-08-00	2/2	0	26.01.2021
SPO OM-A-14-09-00	1/2	0	26.01.2021
SPO OM-A-14-09-00	2/2	0	26.01.2021
SPO OM-A-14-10-00	1/2	0	26.01.2021
SPO OM-A-14-10-00	2/2	0	26.01.2021
SPO OM-A-14-11-00	1/8	0	26.01.2021
SPO OM-A-14-11-00	2/8	0	26.01.2021
SPO OM-A-14-11-00	3/8	0	26.01.2021
SPO OM-A-14-11-00	4/8	0	26.01.2021
SPO OM-A-14-11-00	5/8	0	26.01.2021
SPO OM-A-14-11-00	6/8	0	26.01.2021

Chapter	Page no.	No. changes	Date releases
SPO OM-A-14-11-00	7/8	0	26.01.2021
SPO OM-A-14-11-00	8/8	0	26.01.2021
SPO OM-A-14-12-00	1/2	0	26.01.2021
SPO OM-A-14-12-00	2/2	0	26.01.2021
SPO OM-A-14-13-00	1/4	0	26.01.2021
SPO OM-A-14-13-00	2/4	0	26.01.2021
SPO OM-A-14-13-00	3/4	0	26.01.2021
SPO OM-A-14-13-00	4/4	0	26.01.2021
SPO OM-A-14-14-00	1/4	2	26.03.2023
SPO OM-A-14-14-00	2/4	2	26.03.2023
SPO OM-A-14-14-00	3/4	2	26.03.2023
SPO OM-A-14-14-00	4/4	2	26.03.2023
SPO OM-A-14-15-00	1/4	0	26.01.2021
SPO OM-A-14-15-00	2/4	0	26.01.2021
SPO OM-A-14-15-00	3/4	0	26.01.2021
SPO OM-A-14-15-00	4/4	0	26.01.2021

2 Table of contents

SPO OM-A-0-00
ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL

1. Introduction

1.1. Description of the Operator

The operator is an entity - Polskie Sieci Elektroenergetyczne S.A. (PSE). The Operator is a non-complex organisation, according to ORO.GEN.200(b).

The operator performs high-risk specialised operations consisting of:

a) Patrolling substations, poles and power lines,
b) Patrolling gas pipelines,
c) Patrolling the pipelines,
d) Carrying out flights to inspect the area,
e) Security patrolling of strategic energy infrastructure;
f) Patrol flights using an aerial observation system (SOL).

All the operations mentioned above are high-risk operations within the meaning of the provisions of the Regulation of the Minister of Infrastructure of 7 June 2019 on the list of operations recognised as high-risk specialised operations in the territory of the Republic of Poland (Journal of Laws of 2019, item 1129).

1.2. Statement by the Accountable Manager

As Accountable Manager, I declare that all policies and procedures stated in this Operations Manual are and will remain in compliance with the requirements of applicable national laws and international agreements binding on the Republic of Poland and with the conditions and restrictions contained in the HR SPO permit.

The policies and procedures in this Operations Manual do not relieve the Operator of the obligation to comply with any new or amended rule or requirement issued by the Aviation Authority. I instruct all Operator employees to adhere to the strict standards, policies, and procedures set out in the Operations Manual to ensure that all aviation business within the company is conducted under the provisions of the Manual.

Accountable Manager - Andrzej Karst
Electronically signed

1.3. Description of parts of the Operations Manual

The SPO Operational Manual has been developed in accordance with the requirements contained in AMC3 and AMC4 ORO.MLR.100.

The Operations Manual consists of four main parts:

PART A General principles

PART B*Operational issues related to aircraft type
PART C Instructions and information concerning routes and airports**
PART D Training

NOTES:
* These functions are fulfilled by the "Flight Manual" for each aircraft.
** The AIP, the Airport Operating Instructions, fulfil these functions

1.4. Numbering of the Operations Manual

The instructions are numbered as follows:

a) Parts of the instructions are indicated by the letters A, B, C and D;
b) Chapters are designated - A-0-00-00, A-8-01-00, B-1-00-00;
c) The points in the chapters are numbered on a per-chapter basis:
   - "1." - title of the key issue in the chapter
   - "1.1." - issue or procedure described
   - "1.1.2." - where necessary and where the issue or procedure is expanded, a 3-digit separation will be used to simplify the reading and understanding of the Manual
   - "(a)" mentioning in an issue or procedure
d) The procedures are described as a continuous text from the following paragraphs;
e) In chapter A-8-xx-xx, due to the elaborate text, subsections A-8-01-00 to A-8-08-00 will be treated as a separate chapter in the numbering for each numbering starting from para. 1. For clarity of communication, the term subchapter and the specific point in the subchapter will be used each time.

1.5. Definitions and abbreviations

"Adequate aerodrome" means an aerodrome at which the aircraft concerned can be operated, considering its performance and runway parameters.

"Alternative Means of Compliance" means alternatives to existing Acceptable Means of Compliance (AMCs) or proposals for new means of compliance with the requirements of Regulation (EC) No 2018/1139 and its implementing rules for which the Agency has not yet adopted the relevant Acceptable Means of Compliance (AMCs).

"Ice prevention" means, in the case of ground procedures, a procedure to prevent the formation of frost or ice and the accumulation of snow on protected aircraft surfaces for a limited period of time (ice protection time).

"Cloud base" means the height of the lowest observed or predicted cloud patch in the vicinity of an aerodrome or site of flight operations or within an area of flight operations, standardly measured relative to the aerodrome elevation or, in the case of maritime operations, relative to mean sea level.

"Densely populated area" means, in relation to a city, town or settlement, any area serving essentially residential, commercial or recreational purposes.

"Contingency fuel" means fuel for unforeseen factors that may affect fuel consumption en route to the destination airport.)

"Crewmember" means the person to whom the operator has assigned to perform the relevant activities on board the aircraft.

"Crew leasing agreement" means an agreement in the case of commercial operations other than commercial air transport operations - between operators, according to which the aircraft is operated under the responsibility of the lessor.";

"Unmanned lease agreement" means an agreement in the case of commercial operations other than commercial air transport operations - between operators, according to which the aircraft is operated under the responsibility of the lessee.";

"Dry operational mass" means the total mass of an aircraft ready to perform a specific type of operation excluding the mass of usable fuel and the cargo carried.

"Flight Operations Manager" means the person responsible for the flight operations area at the Operator

"Ground Operations Manager" means the person responsible for the Ground Operations area at the Operator

"Training Manager" means the person responsible for the training area at the Operator

"CAMO Manager" means the person responsible for the CAMO area at the Operator

"Compliance Monitoring Manager" or "CMM" means the person responsible for the area of compliance monitoring at the Operator

"Safety Manager" or "SM" means the person responsible for the safety area of air operations at the Operator

"Daytime flights" in FIR Warsaw are assumed to be flights performed between 30 minutes before sunrise and 30 minutes after sunset;

"**Flight Data Monitoring (FDM**)" means the active and unsanctioned use of digital data from daily flight operations to improve flight safety.

"Flight operation site" means a site other than an aerodrome selected by either the operator or the pilot-in-command or commander to carry out landing, take-off, and/or cargo operations on lifting equipment.

"Operational supervision" means the responsibility for initiating, continuing, terminating, or rerouting a flight to ensure its safety.

"Commander" ("**PIC")** means the pilot designated to be in command of the flight and responsible for the safe execution of the flight.

"Principal place of business" means the organisation's head office or registered office where the main financial activities and operational supervision of the activities referred to in this regulation are carried out.

"Special VFR flight" means a flight operated under Visual Flight Rules (VFR) as authorized by air traffic control services in the controlled area of an aerodrome, under meteorological conditions below those established for VFR.

"Take-off alternate aerodrome" means an alternate aerodrome at which an aircraft can land if it is not possible to land at the take-off aerodrome.

"Visual approach" means an approach to a landing when part or all of the instrument approach procedure is not performed and the approach is made based on terrain observation.

"FTL" (Flight and duty time limitations) means flight and duty time limitations.

"MLW" - Maximum Landing Weight

"INOP" - Aerodrome/Airfield Operations Manual

"Regulation 965/2012" - Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures relating to air operations

In accordance with Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 296, 25.10.2012, as amended).

"**Regulation (EU) No 2018/1139**" - Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency. (EU) 2018/1139 - Regulation (EU) No 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing the European Union Aviation Safety Agency and amending Regulations of the European Parliament and of the Council (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives of the European Parliament and of the Council 2014/30/EU and 2014/53/EU and repealing Regulations of the European Parliament and of the Council (EC) No 552/2004 and (EC) No 216/2008 and Council Regulation (EEC) No 3922/91 (OJ EU. L. 212/1 of 22.8.2018)

"Aviation law" - the act of 2 July 2002. Aviation Law (Journal of Laws 2019, item 1580)

"Annex 2" - Annex 2 "Rules of the Air" to the Convention on International Civil Aviation, signed at Chicago on 7 December 1944. - Chicago Convention (Journal of Laws 1959, No. 35, item 212, as amended).

"Chicago Convention" - the Convention on International Civil Aviation, signed at Chicago on 7 December 1944. - Chicago Convention (Journal of Laws 1959, No. 35, item 212, as amended).

"Period of duty" - The period which begins when the operator requires the crew member to undertake duty and ends when the crew member is free from all duties

"Flight duty period" - The period which begins when the operator requires a crew member to undertake duty and ends when the crew member is free from all duties

"Task Specialist" - A person designated by the Operator who performs specialist tasks on the ground, on board the aircraft or from the aircraft

PDT	Technical Log Book (TLB)
ULC	Civil Aviation Authority. (CAA)
UTC	Universal Time Coordinated.
VFR	Visual Flight Rules.
HFM	Helicopter Flight Manual.
AIP	Aeronautical Information Publication
SOL	Aerial Observation System

2. System of introduction of revisions

2.1. Persons responsible for revisions

The Accountable Manager shall issue revisions or corrections to this Operational Manual at the request of the Flight Operations Manager after internal agreement and approval (the system of internal changes is described in Chapter A-0-00, paragraph 2.2.). Each revision shall be introduced according to its characteristics, i.e. divided into changes requiring the approval of the President of the CAA and those not requiring such approval.

It is the responsibility of the Air Operations Manager (Parts A, B, C) and the Training Manager (Part. D) to publish and implement changes and revisions to the Operations Manual.

2.2. Procedure of introduction of revisions

It is forbidden to change or amend the Operations Manual manually except to make an immediate change in the interests of safety.

Temporary revisions shall be made using the same method and in the same order as permanent revisions, only with an indication of their validity date. Considering their nature and necessity, temporary revisions must have a specific time frame for their validity.

2.2.1. Types of change.

The operator envisages the following types of changes:

a) changes requiring the approval of the President of the CAA
b) changes requiring notification to the President of the CAA
(c) internal changes;

Changes requiring the approval of the President of the CAA are those concerning:

a) The scope of the authorisation or the operations covered by the authorisations;
b) Risk analyses
c) SOP

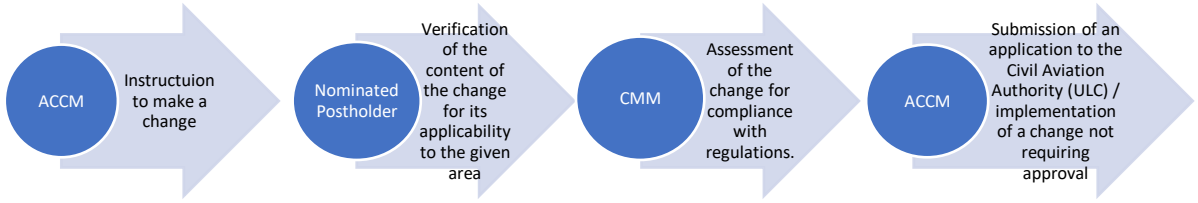
Changes that require notification to the President of the CAA but do not require the approval of the President of the CAA are those contained in the HR SPO authorisation or application.

The remaining changes are internal.

The SM must review any introduced change to determine its potential impact on operational processes and activities. If it is determined that a change may have such an effect, the SM pays particular attention to a risk analysis.

Once a change has been made that results in a procedure not being included in the Operator's operations, the SM shall remove it from the risk analysis.

Each time, the CMM will verify that the change is affecting the above areas and is consequently subject to approval or notification from the President of the ULC. Each change must be verified with the manager of the area affected. The change is verified as follows:



2.2.2. Procedure of introduction of revisions

a) Changes requiring the approval of the President of the CAA shall be implemented as follows:

The Accountable Manager reports the need for change with a proposal. SM carries out a safety analysis. The Accountable Manager sends the change proposal to the Area Manager for evaluation with the area operations and to the CMM for compliance verification. After the CMM's positive verification, the Accountable Manager sends the change proposal to

The President of the ULC for approval. The proposal must include a risk analysis for the planned change as an annexe.

After the ULC president approves, the Accountable Manager introduces the change to the Manual and distributes it to its users.

A change requiring approval shall be sent to the CAA president on a form with the parties affected by the revision.

b) Changes requiring notification to the President of the CAA are made as follows:

The Accountable Manager reports the need for change with a proposal. SM carries out a safety analysis. The Accountable Manager sends the change proposal to the Area Manager for evaluation with the area operations and to the CMM for compliance verification. After the CMM is verified as compliant, the Accountable Manager sends the change to the President of the ULC. After 10 days of sending, he implements the change in the Instruction and distributes it to the instruction users.

c) Internal changes are implemented as follows:

The Accountable Manager reports the need for change with a proposal. SM carries out a safety analysis. The Accountable Manager sends the change proposal to the Area Manager for evaluation with area operations and to the CMM for compliance verification. After the CMM's positive verification, the Accountable Manager changes the Manual and distributes it to the Manual's users.

The CMM verifies the effectiveness and timeliness of change implementation through internal audits in the area of documentation.

2.3. Method of marking the changes

Amendments to this Manual shall be designed to make it identifiable. To this end:

a) in section A-0-00 para. 2.1. a list of the current pages comprising the complete Manual shall be noted. This list shall include information on the chapter, page change number and date of issue of the change;

b) on pages that are changed, a vertical line is placed at the outer margin of the page at the height of the changed content,

c) In the footer, the date and number of the change are entered,

d) pages are marked as follows:

Headlines

designation of parts of the | *document title* | *Operator's logo*

Part A	Operational Manual	

Footer

name of publication chapter ↓ | *chapter title* ↓ | *edition number of the manual together with the date* ↓

2.4. Record of amendments and revisions

No change	Basis for introduction	ULC approval required/no ULC approval required	Date of introduction	Date of entry into force	Introducer
1.	Change in Employment	Not requiring approval	22.09.2021	04.10.2021	Andrzej Karst - ACM electronic signature
2.	Adaptation to new legislation, introduction of MEL, EFB	Not required to be notified (internal)	26.03.2023	26.03.2023	Andrzej Karst - ACM electronic signature
3.	Expansion of activities with SOL	Yes - change in scope of authorisation	25.05.2023	6.07.2023	Andrzej Karst - ACM electronic signature
4.	Clarification of crew requirements	Not required to be notified (internal)	30.01.2024	14.02.2024	Andrzej Karst - ACM electronic signature
5.	Change in CMM position	Not requiring approval	15.04.2024	01.05.2024	Andrzej Karst - ACM electronic signature
6.					
7.					
8.					
9.					
10.					

No change	Basis for introduction	ULC approval required/no ULC approval required	Date of introduction	Date of entry into force	Introducer
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					

No change	Basis for introduction	ULC approval required/no ULC approval required	Date of introduction	Date of entry into force	Introducer
25.					
26.					

3. Administration of the Operations Manual

3.1. Distribution list of the Operations Manual

The Accountable Manager is responsible for distributing amendments to this Operational Manual.

Acknowledgement of receipt of the OM copy/revision shall be confirmed by each functionary and member of operational staff with his/her signature on the distribution list provided by the Accountable Manager.

The Accountable Manager is responsible for maintaining the instruction template and submitting draft amendments, maintaining the list of users, and distributing each subsequent amendment per this list.

The Operator permits using electronic recorded copies of this Operations Manual where hard copies are unnecessary. The Accountable Manager is responsible for making and distributing changes to electronic copies.

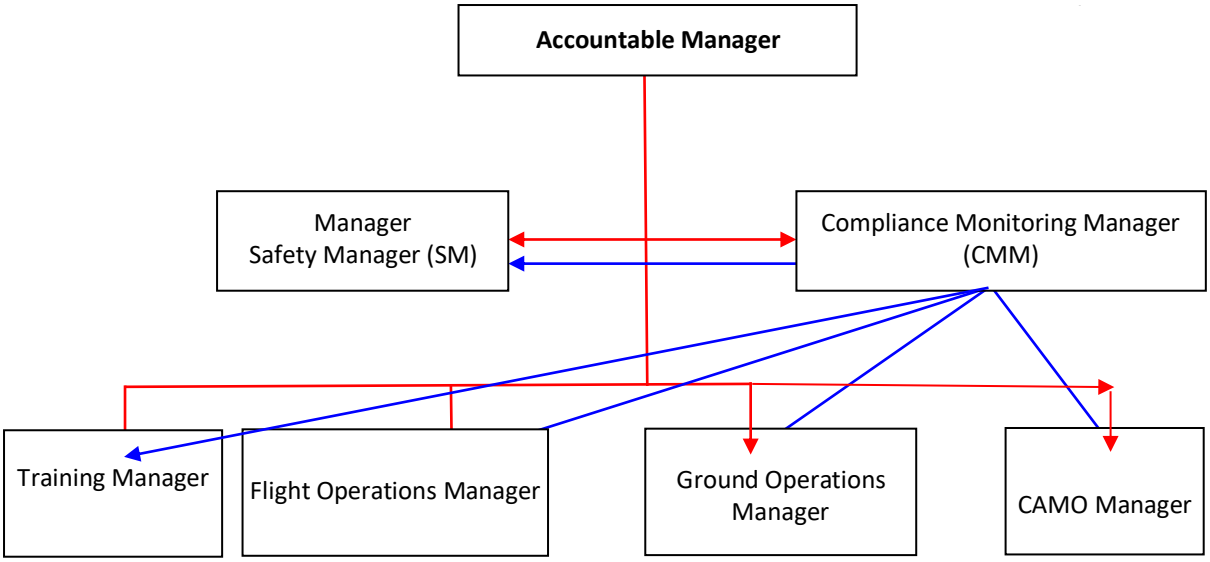
The manual is written in Polish (a common language to the crews), which makes it understandable to all employed operational, technical, and crew personnel.

User	Copy number	Type
Accountable Manager	**1**	**Paper doc. Ex. Nr. 1 (Template)**
Civil Aviation Authority	**2**	**electronic**
Flight Operations Manager	x	electronic
Ground Operations Manager	x	electronic
Training Manager	x	electronic
CAMO Manager	x	electronic
SM	x	electronic
CMM	x	electronic
SP-PSP	x	electronic
SP-PSE	x	electronic
SP-PSK	x	electronic

SPO OM-A-1-00
ORGANISATION AND RESPONSIBILITY

1. Organisational structure

1.1. Organisation chart



1.2. Nominated postholders

Function	Name	Contact	Deputy name	Deputy contact
Accountable Manager	Andrew Karst	605 373737	Jacek Gnyp	887 113 316
Flight Operations Manager	Jacek Gnyp	887 113 316	Krzysztof Felisiak	885 669 903
Ground Operations Manager	Mirosław Kwarciński	887 113 975		
Training Manager	Roman Mendrek	887 112 380	Jacek Gnyp	887 113 316
CAMO Manager	Mirosław Kwarciński	887 113 975	Roman Mendrek	887 112 380
Security Manager	Artur Chrzanowski	887 113 314		
Compliance Monitoring Manager	Mikołaj Doskocz	538 398 154		

1.3. Rules for combining posts

Due to the operator's complexity (non-complex) and size, it is possible to combine nominated postholder positions.

The Operator must ensure that the CMM position and other designated positions are kept separate. The Accountable Manager is responsible for this.

2. Responsibilities of the nominated postholder

2.1. Accountable Manager

The Accountable Manager performs the following tasks:

a) He is directly responsible for the safety of operations carried out by the Operator

b) is responsible for compliance with the terms and conditions of authorisations within the scope of the certificate issued;

c) defines the Safety Policy, as well as providing opportunities for its implementation;

d) shall provide the means to prepare and conduct air operations in accordance with the standards established and to take and finance the corrective actions necessary to maintain those standards;

e) evaluates management's effectiveness to the extent required to ensure that safety objectives are being met;

f) provides measures to ensure that no person, through actions or omissions resulting from neg ligence or recklessness, endangers the aircraft or persons on board or causes or allows perso ns or property to be endangered by the Operator.

g) ascertains, through the Compliance Monitoring Manager, that continuous compliance The requirements are achieved, and corrective actions are implemented to the extent required.

2.2. Flight Operations Manager

The Flight Operations Manager is responsible for ensuring the safety (taking into account the responsibility of the Accountable Manager) and continuity of the Operator's operational activities in accordance with the established flight programme and the requirements of EU Regulation 965/2012.

The Manager of Flight Operations has the authority to suspend the Operator's flight operations, In case effective corrective or preventive action regarding aviation safety and regulatory requirements cannot be carried out in whole or part.

In particular, the Flight Operations Manager is responsible for complying with the restrictions contained in the SPO permit to the extent relevant to the provisions of Parts A, B and C of the Operations Manual.

The Flight Operations Manager performs the following tasks:

a) set safety objectives, principles and standards for air operations in accordance with the applicable Safety Policy and supervise their implementation;

b) issue instructions to determine the tasks and responsibilities of the flight operations area staff in such a way as to ensure that the established flight safety rules and standards are implemented and maintained;

c) identifies the training needs of the staff in his/her area of responsibility, ensures the quality of the services provided in accordance with accepted product standards and the implementation of the necessary corrective actions in his/her area of responsibility;

d) ensures the detection and prevention of trends that compromise the safety of air operations;

e) oversees operational information flow and ensures its distribution to agreed recipients.

2.3. Ground Operations Manager

The Ground Operations Manager is responsible for efficiently and reliably managing ground handling operations in accordance with the Operator's standards and relevant regulations.

In particular, the Ground Operations Manager:

a) establish the tasks and responsibilities of the ground operations area staff, ensuring that this service is carried out safely and to the applicable standards;

b) identifies the training needs of staff in his/her area of activity;

c) ensure that the staff of ground handlers working for the Operator have the required qualifications;

d) oversees the flow of operational information and ensures its distribution to agreed recipients;

e) supervises the airport ground handling operations regarding compliance with the Operator's requirements for ground handling.;

f) ensure that the necessary corrective action is taken in his/her area of responsibility.

2.4. Training Manager

The Training Manager is responsible for ensuring that flight crews, cabin crew, and other operational personnel are properly trained as necessary to maintain the capability to perform specialised operations. The Training Manager is also responsible for ensuring standards, procedures, programmes, and delivery of flight crew training.

The Training Manager performs the following tasks:

a) ensure the continued compliance of training standards and procedures with the applicable requirements;

b) implement standards and procedures for the training of all aviation and operational personnel in accordance with the applicable requirements, supervise their application and updating;

c) provide compliant training programmes for aircrew and other operational staff;

d) provides training to flight crews and other operational staff as required by regulation;

e) identifies the training needs of staff in his/her area of activity and is responsible for the implementation of the training needs reported;

f) ensure that the necessary corrective action is taken in his/her area of responsibility;

g) supervises the compliance of all checks of flight crews and other operational personnel;

h) manages Part D of the Operational Manual and ensures that the provisions of Part A of the Operational Manual are updated as appropriate to the Training Manager's function;

2.5. CAMO Manager

The CAMO Manager coordinates with the external CAMO organisation selected by the Operator. The CAMO Manager verifies that the CAMO organisation meets the requirements specified for MCF flights in accordance with Regulation (EU) No 965/2012 - depending on the type of aircraft NCO.MCF or SPO.MCF

3. Responsibilities of other staff

3.1. Safety Manager (SM)

The Safety Management Manual (SMM), Section 2, describes the safety manager's responsibilities.

3.2. Compliance Monitoring Manager (CMM)

Chapter 1 of the Compliance Monitoring Manual (IMZ-CMM) describes the Compliance Monitoring Manager's responsibilities.

4. Responsibilities of operational staff

4.1. Authority, duties and responsibilities of the Commander

The Commander has full responsibility for and authority over executing the air operation. No consequences can be imposed on the Commander if he/she does not carry out the flight operation because the level of risk is too high.

Commander furthermore:

a) Responsible for the safety of the aircraft and all task specialists from the time they board the aircraft until they leave the aircraft at the end of the flight;

b) Responsible for the operation and safety of the aircraft from start-up to engine shutdown and rotor stop;

c) He has the authority to give all orders and take all appropriate actions to ensure the safety of the aircraft and the persons carried on board;

d) He has the authority to refuse to carry or to remove from the aircraft any person or part of the cargo that may pose a potential risk to the safety of the aircraft or its occupants;

e) Does not allow the transport of a person by aircraft who appears to be under the influence of alcohol or intoxicants to a degree that may pose a danger to the safety of the aircraft or persons on board;

f) Ensures that all task specialists are familiarised with how to exit the aircraft in case of emergency and the use of emergency equipment;

g) Responsible for starting, continuing, terminating or changing the course of a flight for safety reasons;

h) Responsible for ensuring that all operational procedures and activities listed on the checklists are carried out in accordance with the relevant manual;

i) It only allows a flight to commence if it is satisfied that all operational constraints have been taken into account, namely:

- the aircraft is airworthy,
- the aircraft has a valid registration certificate
- the instruments and equipment required for the flight have been installed on board the aircraft and are operational,
- the mass of the aircraft and the position of the centre of gravity allow the flight to be conducted within the limitations prescribed in the airworthiness documentation,
- all equipment and luggage properly loaded and secured,
- the operational limitations of the aircraft, as detailed in the aircraft's flight manual (HFM), will not be exceeded at any time during the flight,

j) He is responsible for not flying if he is unable to perform his duties for reasons such as injury, illness, exhaustion or psychoactive substance;

k) He is responsible for not continuing the flight beyond the nearest weather-acceptable aerodrome or place of flight operation when his ability to perform his duties is significantly impaired for reasons such as exhaustion, illness or lack of oxygen;

l) Has the authority to decide whether or not to accept for flight an aircraft with inoperative appliances, equipment or aircraft installations in accordance with the MEL;

m) Provides a pre-flight inspection;

n) Ensures that all relevant emergency equipment is readily available for immediate use;

o) Responsible for recording in the aircraft technical logbook or flight order data related to the operation and any known or suspected defects of the aircraft at the end of the flight or series of flights.

The commander immediately reports any hazardous weather or flight conditions to the appropriate air traffic services (ATS) unit that may affect the safety of other aircraft.

In an emergency that requires immediate decision and action, the Commander shall take whatever action he deems necessary under the circumstances. In such cases, he may, for safety reasons, deviate from the rules, operational procedures and methods of operation.

In the event of an act of unlawful interference, the Commander shall immediately report to the competent authority and notify the designated local authority.

The Commander shall comply with all flight and duty time restrictions and rest requirements applicable to him/her. When undertaking activities for more than one operator, the Commander shall:

a) maintains individual flight and duty time and rest period records in accordance with applicable flight and duty time limitation (FTL) requirements, and,

b) presents each operator with the data needed to plan operations in accordance with the applicable FTL requirements.

4.2. Authority, duties and responsibilities of other crew members

Each crew member and task specialist must report aircraft malfunctions and any breakdowns to the commander.

INTENTIONALLY LEFT BLANK

SPO OM-A-2-00
OPERATIONS CONTROL AND SUPERVISION

1. Operational supervision

1.1. General principles of operational supervision

Operational supervision shall be exercised by the Flight Operations Manager or his deputy. In the absence of the Flight Operations Manager and his deputy, a pilot holding a CPL(H) authorised by the Accountable Manager may carry out day-to-day operations.

The conduct of operational surveillance is intended to guarantee the safety, regularity and efficiency of flight operations conducted, including:

a) controlling the continued compliance of aviation activities with the requirements of the applicable regulations and procedures and with other additional standards set by the Manual;
b) monitoring compliance of operational performance with State regulations and requirements, the Manual and other standards set by the Operator, ensuring safe flight operations and airworthiness of aircraft;
c) inspections to monitor the activity, identifying and documenting any cases and observations of deficiencies or irregularities and collecting evidence of them;
d) initiating or recommending, through the established service route, solutions to matters and observations relating to misconduct and irregularities;
e) checking how the solutions are implemented within the set period;
f) reporting on the implementation of operational activities directly to the Air Operations Manager.

Operational supervision is to ensure:

a) not to allow persons who do not hold a valid licence and ratings endorsed thereon to carry out flight operations or in a manner inconsistent with the conditions and limitations inherent in such licences and ratings and with any condition and/or restriction that the Civil Aviation Authority or the Operator considers appropriate,
b) not exceeding the authorised flight duty times and maintaining the required rest periods,
c) checking, on an ongoing basis, that the activities of the operational staff are carried out correctly in accordance with the rules and procedures laid down for these activities,
d) ongoing monitoring of the operation of the flight safety and air accident prevention programme,
e) controlling the compliance of the execution of operations with the applicable regulations and standards of the Operator

1.2. Licences and qualifications

The Flight Operations Manager monitors the evidence of flight crew qualifications, the validity of licences and ratings entered on licences and aero-medical examinations, and the validity dates of mandatory training and checks. The check should take place at least every 60 days.

Notwithstanding the above provision, flight crew members shall notify the Flight Operations Manager 30 days before the expiry of the qualification of the need to perform:

a) training and control,
(b) renewal of qualification validity.
(c) an aero-medical certificate,
(d) exchange of license.

The Flight Operations Manager reports the need for appropriate training or examinations to the Accountable Manager.

The Training Manager plans and organises the necessary training and examinations.

If deficiencies are found in the aforementioned areas or the documents are no longer valid, the Flight Operations Manager will not allow the flight crew member to whom the missing or invalid document relates to perform any flight operation.

CMM monitors compliance with the procedure based on audit reports.

1.3. Competency of the operational personnel

The purpose of the procedure for checking personnel competence is to ensure the Operator's operational supervision in this area.

Each operational staff member is assigned contractual duties and responsibilities and a statement declaration. The Accountable Manager sets the responsibilities.

The Flight Operations Manager controls the proper performance of subordinate personnel by analysing operational documentation and monitoring, on an ongoing basis, the compliance of such personnel with the terms of reference of their subordinate duties and responsibilities. Scope of control:

a) operations personnel – Flight Operations Manager;
b) The Operator's managerial staff - the Accountable Manager.

CMM monitors compliance with the procedure based on audit reports.

1.4. The inspection, analysis and preservation of the operations documents and records

Records are kept on paper. Records of flights within one Airbase are kept in a locked room. Only the Accountable Manager, the Flight Operations Manager, and the Crew Commander flying from that Airbase have the key. Copies of the documentation are also kept electronically on a secure server under password access.

The crew Commander who operated is responsible for analysing and archiving the operational flight plan, balance sheet, meteo, and NOTAM documentation. The archive of operational documentation remains under the supervision of the Flight Operations Manager. During the flight, the documentation is kept at the Air Base where the flight takes place.

The Flight Operations Manager carries out analysis of operational documents.

Records maintained using EFB are stored on the Operator's server and in the Cloud. Access is password protected, and data security is supervised by the PSE organisational unit responsible for IT.

Storage periods

Information used in the preparation and execution of the Flight

Flight order	3 months
On-board technical log book	36 months after the aircraft has been taken out of service
Additional Operational Flight Documentation ICAO Flight Plan, NOTAM AIS, TAF, METAR, etc.	3 months
Loadsheet	3 months
Operational flight plan	3 months

Flight reports

List of flights (logbook/flight report)	3 months
Flight crew reports on details of any in-flight occurrent or any occurrent deemed necessary by the commander to be reported or recorded	3 months
Reports of extensions and/or reductions in rest periods	3 months

Aircraft personnel records

Records of the crew member's current practice	15 months
Licences (updated copies) and subsequent medical certificates	as long as the crew member is using the licence and authority for the benefit of the operator
Training, testing and qualification of crew member	3 years
Competence of the crew member in terms of tasks and area of operation,	3 years
Evidence of training or briefing on DGR recognition	3 years
Documentation of training/qualification of task specialists and other staff members for whom a training programme is required	documentation on the last two training courses

The operator will make available to any crew member, upon request, records of all their training, testing, and qualifications.

The operator retains the information used for preparing and executing the flight and the personnel training records, even if he ceases to be the operator of the aircraft concerned or the employer of the crew member concerned, in accordance with the applicable deadlines.

At a crew member's request, the operator shall make his/her data available to the new operator.

Cabin crew records
The operator does not employ cabin crew.

Records of other operational staff
The operator employs no other operational staff.

Other records

Management system documentation according to ORO.GEN.200	5 years
Documentation of the management system	5 years
Notification of SPO operations	5 years
HR SPO authorisation	5 years

2. System of promulgation of additional operational instructions and information

Additional instructions and operational information are provided through:

a) regular meetings;
b) information transferred to personal files;
c) distribution by e-mail.

The Head of Flight Operations, taking into account the safety of operations' execution, may temporarily introduce regulations in addition to the provisions of the Operational Manual in the form of an operational order.

The operational order is distributed to all persons involved in flight operations.

The heads of departments of the company whose staff performs the tasks specified in the order must immediately communicate all applicable information to subordinate staff.

The Flight Operations Manager may communicate ad hoc technical, economic, or supportive recommendations to crew members using the forms mentioned above of information to draw attention to changes in existing practices and the need to consolidate new habits.

The operator must give all staff access to e-mail within their domain name.

3. Operations management

3.1. General principles

Operations shall be directed by the Flight Operations Manager or his/her deputy. Operations shall be directed from any location through remote communication. In the absence of the Flight Operations Manager and his/her deputy, operations may be directed by a pilot holding a CPL(H) authorised by the Accountable Manager .

The operator shall ensure that all employees are aware of and comply with the regulations and procedures of the countries where aviation operations are conducted. To this end, familiarisation and transition training, incorporating the relevant elements of the Manual, is provided. Training is described in Section D.

The person in charge of operations may use the assistance of other persons designated by the Operator. The Flight Operations Manager or his/her deputy is ultimately responsible for directing operations.

3.2. Procedures for operations control and supervision

The following procedure carries out the operator's control and supervision of operations:

a) Preliminary pre-flight order analysis
- Analysis of operational capacity, aircraft availability and performance for a given route and landing sites; analysis of flight crew availability and stipulated working time limits; analysis of airport or take-off/landing site, etc.; cost analysis - after positive verification, the next steps follow.

b) Acceptance of a flight operation order

c) Flight planning
- Order preparation
- Check of NOTAM information
- Weather analysis
- Aircraft performance analysis
- Preparation of operational flight plan
- Prepare supporting material (approach sheets, if applicable, at the take-off/landing aerodrome), charts, and other helpful information.
- Inform the appropriate service of the planned operation, if required, in the airspace concerned

d) Preparing the aircraft for flight
- Ensuring that the aircraft is in good technical status
- Ensuring that the aircraft is clean
- Refuelling according to the needs of the planned operation.

e) Execution of flight operations
- The commander is required to execute the operation in accordance with all procedures contained in the operations manual.
- The commander is required to comply with all aviation laws and regulations.
- The commander has a primary responsibility for the safety of people and the airworthiness of the aircraft
- The commander is required to inform the Flight Operations Manager of the conduct of the flight operation, in particular of the intention to land, any change in the flight path or other relevant circumstances (weather conditions, airspace traffic affecting the execution of the flight operation).

f) Supervising the operation
- During flight operations, the Flight Operations Manager or his deputy monitors the flight.
- He is responsible for providing all possible assistance to the Commander.
- It is also the first point of contact for the Commander of the

g) Completion of operations

- An operation is completed when the Commander reports to the Flight Operations Manager or his/her deputy that it has been completed.
- At any time, the Commander may report irregularities during the flight. The report shall be made at the end of the flight.
- Closure of flight operational documentation.

h) Flight analysis
- Flight time analysis.
- Analysis of the performance of planned tasks by task specialists.

4. Powers of the authority

The operator shall allow the President of the ULC (or persons acting under his authority) access to:

- Facilities used by the Operator
- Aircraft
- Documents, records and data
- Procedures to be followed
- Other activity-related materials

Any person employed or working with the Operator must perform the actions described in this section.

The Accountable Manager is responsible for providing the access above, with the proviso that the Commander may restrict access to the aircraft for flight operations for safety reasons.

The Operator must allow the President of the ULC (or persons acting on his behalf) to inspect the documentation at the Operator's premises under favourable conditions.

When the CAA president intends to inspect an aircraft, the Operator must ensure the aircraft's presence at the base aerodrome on the day of the inspection.

The Accountable Manager is required to give and ensure that all necessary information is given by the relevant employees and persons involved in the Operator to persons acting on behalf of the President of the ULC during the inspection:

- conditions for the smooth running of the inspection;
- access to the materials, documents, data, and equipment concerned by the inspection;
- access to the facilities, properties, and premises to be inspected;
- the provision, free of charge, of an aircraft or device used for the conduct of aviation activities for the conduct of the Authority's oversight activities specified in separate regulations (in particular ORO.GEN).

At the request of a person authorised by the President of the CAA, the commander shall make the background documentation, which is the subject of the request, available to that person within a reasonable time.

SPO OM-A-3-00
MANAGEMENT SYSTEM

1. Safety policy

The operator's safety policy is outlined in the Security Management Manual (SMM)

2. Risk identification, assessment and management

The procedures for identifying, assessing and managing risks are described in the Safety Management Manual (SMM).

3. Compliance Monitoring Manager

The function of the Compliance Monitoring Manager, together with the compliance monitoring procedures, is described in the Compliance Monitoring Manual (IMZ)

4. Division of duties and responsibilities

A description of the duties and responsibilities of each department head can be found in SPO OM A-1-00.

The duties and responsibilities of the flight crew are described in SPO OM A-2-00.

Part 1 of the Safety Management Manual describes the duties and responsibilities of staff in relation to safety management.

5. Key management system documentation

A description of the management system documentation can be found in the Safety Management Manual (SMM).

INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-4-00
CREW COMPOSITION

1. Crew composition

1.1. General principles

The Flight Operations Manager shall appoint the crew for the flight, taking into account:

a) Flight breaks (intervals) and task frequency;
b) qualifications required of the commander regarding route, aerodrome/landing and type of operation;
c) planned time of flight operations;
d) The commander's burden depends
e) on the flight's duration.

A-5-00 sets out the qualifications required for the various crew positions depending on the type of operations, routes, and aerodromes. The time limitations for flight operations are contained in A-7-00 of the Manual.

Crew composition will be determined to prevent excessive workload in critical phases of the flight.

1.2. Aircrew composition

The composition of the flight crew shall be at least that specified in the aircraft's Flight Operations Manual (HFM)—the Flight Operations Manager appoints the flight crew.

Operation of the Robinson R-66 helicopter is performed with either a one- or two-man crew, depending on the type of task being performed.

The minimum requirements for the commander and his experience, as well as up-to-date licence credentials and qualifications, are described in the provisions of Chapter A-5-00 of the Manual.

Each flight crew member must comply with all restrictions on flight duty period, work and rest time.

2. Designation of the commander

The Flight Operations Manager designates the commander in accordance with the rules set out in the Manual and based on the applicable regulations.

The Commander may be a pilot with the required qualifications specified in A-5-00. The Commander's name shall be included on all crew composition documents. Confirmation of the Commander’s duties is the acceptance of the assignment via email.

3. Incapacitation of the Commander (incapability to perform flight operations)

The commander will not perform duties on board the aircraft:

a) When he is under the influence of any drug or substance likely to affect his or her ability to reason in a manner detrimental to safety;
b) after a deep dive, unless a reasonable time has elapsed;
c) after blood donation unless a reasonable period has elapsed;
d) if he has any doubt as to whether he is capable of performing the duties assigned to him or
e) if he knows or suspects he is overtired or feels he cannot cope with his duties in a situation threatening flight safety.

Acting when the aircraft commander is incapacitated:

a) In the event of an incapacity finding, the Commander should immediately inform the Flight Operations Manager.
b) The Head of Flight Operations must suspend the incapacitated person from flight operations and assign another Commander to the flight. In the event of illness, he shall refer the person for an appropriate medical examination.
c) The Commander change must be recorded in the flight order.
d) If the Commander is found to be limited in his ability to act, he must, first of all, bring the aircraft into land.
e) If the flight is made with a two-pilot crew, the co-pilot takes command.

4. Flying more than one type of aircraft

Not applicable at the Operator

INTENTIONALLY LEFT BLANK

SPO OM-A-5-00

QUALIFICATION REQUIREMENTS

1. Qualifications, experience and training of the operator's management personnel

1.1. Requirements for management personnel

Requirements for the Accountable Manager :

(a) power of attorney to dispose of the Operator's funds to secure its aviation activities, an appropriate power of attorney taking into account the Operator's internal limitations is acceptable,

b) having the mandate to represent the Operator as a single person in the course of its business, an appropriate power of attorney taking into account the Operator's internal limitations is acceptable,

(c) having the authority to manage the organisation through the power to give binding instructions to persons employed by the Operator in the structure of the SPO business,

d) take responsibility for the Operator's safety policy,

(e) take responsibility for the Operator's compliance with the law,

(f) have experience in business management;

(g) knowledge of the specialised operations legislation (including EC Regulation 2019/1139, EU Regulation 965/2012 and Aviation Law).

Common requirements for nominated postholders:

(a) Practice and experience in the application of standards and safe operational practices in civil aviation,

(b) knowledge of:

- the requirements of the regulations on the safety of air operations,
- application of the contents and content of the Operations Manual,

(c) knowledge of the operation of the Operator's management system,

(d) Five years of professional experience, of which at least 2 years should be in the aviation industry in a similar position.

Specific requirements for nominated postholders:

(a) The Flight Operations Manager or his deputy must hold a valid CPL(H);

(b) The Ground Operations Manager must know the principles and methods of ground operations;

(c) The Training Manager or his deputy should hold a valid CPL(H) and a helicopter instructor certificate, as well as knowledge of aircrew training principles and methods.

(d) The CAMO manager must know Part-M regulations.

(e) The CMM should have knowledge and experience of the regulations that define the operation of the Operator (EC Regulation No 2019/1139, EU Regulation No 965/2012 and Aviation Law), including experience in company compliance audits and in addition:

- Have at least 3 years of professional experience, including 1 year in aviation;
- Receive audit training.

f) The safety manager should be knowledgeable and experienced in the safety regulations for air operations. The Safety Manager should have:
   - Extensive operational knowledge and experience of organisational performance and support systems;
   - The ability to deal with people;
   - Analytical and problem-solving skills;
   - Ability to communicate effectively orally and in writing;
   - Understanding the human factor and organisational factors;
   - Knowledge of safety management principles and customs.

1.2. Procedure for verifying the formal conditions for members of the Management

When recruiting for nominated positions, the Accountable Manager should check the qualifications of the candidates.

The Accountable Manager shall, for proper verification, check the documents proving qualifications, entitlements and licences.

To test knowledge, the Accountable Manager may conduct a test on knowledge of the relevant legislation during the recruitment process for a specific position.

The Accountable Manager shall suspend a person from performing the functions set out in the Operations Manual if that person has lost any of the powers required by this Chapter.

2. General licensing and qualification requirements for flight crew

2.1. Licence requirements

The execution of flights shall be entrusted only to Commanders holding a valid licence appropriate to the task and within the scope of the privileges entered in that licence, issued or recognised by the Aviation Authority, and having the proper qualifications and skills to perform the duties assigned.

The flight operations Manager or deputy is entrusted with preparing and submitting the flight plan and supervising operations daily.

The licence holder is responsible for timely renewing it, and it is an essential condition for maintaining qualification to carry out official activities.

The managers of the areas where the above-mentioned personnel are employed shall organise the proceedings required for the licence's renewal or extension. To this end, each person affected by the above proceedings shall be required to submit the documents required for the licence's renewal or extension in time.

Licences issued by the authorities of foreign countries are valid, provided that the Civil Aviation Authority has recognised them in accordance with the regulations in force.

2.2. Entitlements

Entitlement is established by an entry in the licence specifying the conditions, scope or limitations on that licence.

2.3. Resumption of entitlement

Suppose the validity of the licence has expired or the condition of continuity of practice is not met. In that case, the renewal of the licence shall take place in accordance with the relevant requirements.

2.4. Qualification of operational staff

The Flight Operations Manager determines the training, tests and checks needed for personnel to obtain and maintain the required qualifications and communicates these details to the Training Manager. Based on the information provided, the Training Manager develops annual training plans. The outlines of all training programmes, as appropriate to the types of qualification required for the Operator's operational personnel, are included in Part D of the Operations Manual.

The Training Manager is responsible for ensuring that operational staff training programmes comply with the applicable regulations and are approved, if required, by the Civil Aviation Authority. In addition, he is responsible for implementing the scheduled training and maintaining and upkeep of the training records for the time specified in the Operations Manual, Part D.

The Training Manager shall provide the Flight Operations Manager with records of flight and cabin crew training completion. These records are the basis for checking the validity of qualifications.

During specialized operations, the Operator ensures that no simulations of abnormal or emergency situations are conducted, nor artificial simulations of meteorological conditions for instrument flight rules (IFR) flights.

An operator may recognise experience in a particular pilot position gained with another operator.

2.5. Pilot in command

2.5.1. Qualification requirements

For qualification as a commander in SPO operations, an Operator pilot must meet the following requirements:

a) holds a CPL(H) and has at least 500 hours of total flying experience (including 300 hours as commander);
b) has completed at least 6 flight hours as a commander, including 5 take-offs and landings in the last 12 months...;
c) performed at least 3 take-offs, approaches and landings in the last 90 days on an aircraft of the type or class or an FSS of that class. The three take-offs and landings should have been performed as part of a single-pilot operation;
d) is between the ages of 18-65;
e) has successfully passed a practical test before an examiner.

2.5.2. Training

To be qualified as a commander in SPO operations, an Operator pilot must have valid training as follows:

a) CRM training,
b) Transition training,
c) Single-pilot flight training,
d) Command training for two-man crew flights,

e) Training in differences or familiarisation,
f) Periodic training and testing,
g) Training in hazardous materials recognition skills;
h) HR SPO Practical Training,
i) Completion of training under supervision,
j) Other training, if required under OM-D-1-00.

2.5.3. Recurrent training

The Training Manager may introduce mandatory or optional recurrent training for Operator pilots. Training may vary for individual Operator pilots depending on their flying experience.

a) Theoretical training as determined by the Training Manager,
b) Practical training to improve flight techniques for inspection of power lines, gas pipelines,
c) Familiarisation training on the route and aerodrome to be flown. Training is mandatory every 12 months for commercial flights unless the pilot has flown the route or aerodrome within 12 months.

2.6. Pilot replacing the Pilot in command

Not applicable at the Operator

2.7. Co-pilot

To be qualified as a co-pilot in SPO operations, the Operator pilot must meet the following requirements:

a) holds a CPL(H) and has at least 500 hours of total flying experience;
b) performed at least 3 take-offs, approaches and landings in the last 90 days on an aircraft of the type or class or an FSS of that class. The three take-offs and landings should have been performed as part of a single-pilot operation;
c) is between the ages of 18-65;
d) has successfully passed a practical test before an examiner.

2.8. Pilot under supervision

A pilot under supervision may be a member of the flight crew.

To start flights as a pilot under supervision, a total of 500 hours of flight time is required, as well as at least 300 hours of flight time as a pilot in command on helicopters.

The Pilot Under Supervision shall fly with the Supervising Pilot for at least 10 hours in operations to inspect linear objects. The Training Manager shall decide the number of hours of training flights, depending on the Pilot Under Supervision's flying experience.

The supervising pilot must hold a valid helicopter instructor rating and have at least 300h in line facility inspection operations.

2.9. On-board systems operator

Not applicable at the Operator

2.10. Flights on more than one type or variant of aircraft

Not applicable at the Operator

2.11. Task specialist

The operator uses two categories of task specialists (permanent and ad hoc).

The permanent task specialist must undergo initial training provided by the organisation before commencing activities in specialised operations. The training shall include knowledge of the rules for executing the operation, the task specialist's duties, the rules of behaviour in the aircraft, and behaviour in emergency situations.

A permanent task specialist may have refresher training every 12 months.

3. Cabin crew

Not applicable at the Operator

4. Training, checking and supervising staff

4.1. Flight crew instructors

The Flight Operations Manager designates instructors. The instructor carrying out training for the Operator must:

a) comply with PART-FCL requirements for minimum airborne flight characteristics;
b) hold a valid pilot's licence and a general instructor (FI) certificate and have logged at least 15 hours on a Robinson R66 helicopter;
c) Once certified, the FI Instructor must undergo annual refresher training to maintain his certification;
d) OPC training and tests from each seat.

The Operator does not provide flight crew training on the simulator.

It is recommended that instructors providing training should have a licence, rating and qualification at least equal to that of the trainee;

4.2. Cabin crew instructors

Not applicable at the Operator

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-6-00
CREW HEALTH PRECAUTIONS

1. CREW HEALTH PRECAUTIONS

A commander performing flight operations must be in good physical and mental condition to ensure that increasing fatigue during flight does not affect the safety of the operation. To achieve and maintain the ability to perform the commander's duties safely, strict application of the principles of hygienic lifestyle and preventive health care is strongly recommended.

It's prohibited for the Commander to perform operational duties derived from their license if they are under the influence of alcohol or chemicals (narcotics) or experiencing any physical or mental ailment that could result in improper execution of duties.

A commander must refrain from performing the flight activities associated with his licence and ratings whenever he experiences or suspects that he will experience an ailment that may cause a reduction in his mental and physical fitness for the planned flight.

2. Alcohol and other drugs

The Commander must adhere to the following conditions:

a) shall not have consumed alcohol within 12 hours before the time stated for reporting for duty or starting on-call duty;
b) there shall be no blood alcohol concentration at the time of entry into flight operations;
c) shall not consume alcohol while on flight duty or on standby.

The commander must not use sedatives or stimulants in any form.

3. Drugs and other intoxicants

The commander is strictly prohibited from using drugs and other intoxicants.

4. Use of pharmaceuticals and sleeping pills

The commander must be aware of the negative effects of certain medications on human psychophysical qualifications. As a rule of thumb, medications may be used under the care of a doctor familiar with the environment and conditions of the aviation profession.

You may not proceed to flight earlier than 12 hours after dental procedures with anaesthetics. If you have had a tooth extraction or other procedure, consult your doctor before proceeding to flight.

Sleeping pills and antidepressants may only be used with a doctor's prescription and in a low dose (concentration). They must not be used nine hours before the flight or started before the effect of these pills has stopped.

5. Deep diving

Diving poses a risk of decompression sickness, so a flight crew member should refrain from undertaking a flight if he or she has dived below a depth of 12 m using a breathing apparatus in the last 24 hours before the flight is due to take place.

6. Blood donation and transfusion

A commander cannot commence flying duties before 24 hours after donating blood.

7. Nutrition before and during the flight

It is not recommended to embark on a flight with an empty stomach (fasting).

8. Sleep and relaxation

Commanders must maintain their ability to perform their functions on board for as long as possible. To this end, adherence to a hygienic lifestyle, sufficient sleep and rest, and the practice of sport are recommended. The crew commander must be allowed 8 hours of uninterrupted sleep before the day of flight operations.

9. Surgical operations

The commander must inform the aviation medicine doctor of any hospital stay of more than 12 hours and any surgical operations or invasive procedures to which he or she has been subjected.

A commander must not commence flight operations 12 hours after having undergone local anaesthesia and 48 hours after general or lower lumbar anaesthesia.

10. Corrective and sunglasses

Corrective lenses

A commander required to perform flight duties with corrective lenses must carry spare corrective lenses in an easily accessible place.

Contact lenses

The commander may perform flight activities in contact lenses provided:

a) has been cleared by an ophthalmologist to perform aerial activities wearing contact lenses;
b) carries the corrective lenses with him in an easily accessible place.

Sunglasses

Sunglasses must not:

a) narrow the field of vision;

b) distort the image;
c) impede visual distance assessment.

Polarised sunglasses are prohibited due to the nature of the helicopter's cockpit equipment.

11. Vaccinations

A commander must not commence flight operations 12 hours after being vaccinated.

12. Task specialist

Task Specialists are required to follow all guidelines set out in points. 1.- 11.

INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-7-00
FLIGHT TIME LIMITATIONS

1. Flight and duty time limitations and rest requirements

The maximum number of hours of pilot flight time is:

a) 8 hours of flight time over the next 24 hours.

b) 35 hours of flight time per calendar week.

c) 120 hours of flight time per month.

d)

It is permissible to extend the Commander's working hours up to 10 hours per day during a reference period not exceeding 3 months, in accordance with Article 135 § 2 of the Labour Code.

The extension of the operating hours referred to in the previous paragraph is permitted in the case of the Operator's provision of specialised services that are time-limited or in emergency mode following critical events.

The Flight Operations Manager or the Accountable Manager shall decide to extend the settlement period.

A commander may not undertake flight operations without a scheduled rest of at least 8 hours of uninterrupted sleep.

2. Principles for planning and accounting for flight time, flight duty time and rest time

To control the observance of flight duty and flight time limitations, the Operator shall use a monthly work and flight time accounting sheet (including rest time) developed internally by the Operator. If an equivalent system is used with a 3-month pay period, the worksheets may cover 3 months.

The Flight Operations Manager shall prepare a duty and flight roster, considering the availability of flight crew members. The duty and flight roster must be communicated to the operational staff during the pre-flight briefing or electronically.

The Flight Operations Manager supervises flight time limitations, working time, and rest time restrictions.

The correctness of the flight log is subject to control by the CMM.

The Commander shall complete the attendance sheet, which shall be kept in the Operator's office or Airbase and is inaccessible to members of the public.

The attendance sheet shall be signed by those carrying out flight operations.

Any crew member undertaking duties for more than one operator is required to:

a) Keep individual flight and duty time records and rest periods in accordance with ORO.FTL

b) Present each operator with the data needed to plan activities.

3. Extension of flight and duty time limitations or reduction of rest periods

The operator shall not permit flight duty extensions or rest period reductions.

4. Task specialist

The flight time limitations of the task specialists are the same as those of the Commander, as defined in paras. 1-3.

INTENTIONALLY LEFT BLANK

SPO OM-A-8-01
FLIGHT PREPARATION INSTRUCTIONS

1. General information

1.1. General principles

The operator performs the following operations:

g) Patrolling substations, poles and power lines;
h) Gas pipeline patrolling;
i) Pipeline patrolling;
j) Carrying out flights to inspect the site;
k) Patrolling to ensure the security of strategic energy infrastructure;
l) Patrol flights using an aerial observation system (SOL).

High-risk specialised operations (HR SPOs) are performed with Robinson R66 non-complex helicopters, VFR daytime only.

The Operator's flight preparation instructions are in accordance with applicable national and international regulations and safety rules, as well as with the Operator's internal regulations on operations policy.
Flight preparation consists of:

a) Planning the flight route;
b) Gather information about the destination and alternate airports;
c) Designation of the flight crew;
d) Collection of documentation for the flight;
e) Obtaining the relevant approvals;
f) Preparing the aircraft for flight.

1.2. Flight Documentation

The operator uses the EFB for flight planning, flight execution and management of operational documentation and personnel records.

The rules for the use of EFBs are described in OM-A-8-07.

Documentation for the flight should include:

a) HFM of the aircraft or equivalent document;
b) Original certificate of registration;
c) Original airworthiness certificate;
d) Noise certificate where applicable;
e) A copy of the SPO operation notification or HR SPO authorisation;
f) Permission to use a radio station;
g) Public liability policy;
h) PTD (TLB);
i) Flight order;
j) Aerial maps covering the area of operations;
k) Information on procedures for the interception of aircraft;
l) SOP

m) Checklist with items to start and off
n) information on search and rescue services serving the area of the intended flight;
o) current sections of the Operations Manual, SOP or HFM that are relevant to the duties of the crew and task specialists;
p) Relevant NOTAM and meteo information.

The documents indicated in para. 1.2. Maybe it will be held at the aerodrome or the place of flight operation for A-A flights. If documents are lost or stolen, continue the flight until the destination aerodrome is reached or where replacement documents can be obtained. The current parts of the Operations Manual, SOP or AFM that are relevant to the duties of the crew and task specialists must be readily available to the crew and task specialists and be on board.

2. Minimum flight altitudes

2.1. The procedure of setting the minimal altitudes

During flights, the Operator is obliged to maintain the following altitude restrictions, except for inspection flights for which a corresponding permit has been issued:

a) over compact settlements and clusters of people in the open air at a relative height of not less than 1000 ft (300 m) above the highest obstacle within 600 m of the aircraft;
b) when flying the route at a height of not less than 150 m (500 ft);
c) except where necessary for take-off or landing, a VFR flight may not be conducted:
   - over city areas with a population of between 25,000 and 50,000, over which flights are prohibited at altitudes below 500 m AGL,
   - over city areas with a population of between 50,000 and 100,000, over which flights at altitudes below 1,000 m AGL are prohibited,
   - over areas of cities with more than 100,000 inhabitants, over which flights are prohibited at altitudes below 1,500 m AGL;
   - over the capital city of Warsaw - 2000 m AGL.
d) Taking into account the restrictions (e.g. R zones) from the Regulation of the Minister of Infrastructure of 5 March 2019 on bans or restrictions on flights for longer than 3 months (Journal of Laws 2019, item 617).

The above-mentioned flight bans and restrictions do not apply to flights:

a) flight operations referred to in point 1.1. performed under the authorisation of an HR SPO
b) performed in accordance with arrival procedures, approaches and departure procedures at aerodromes and airstrips located inside or near these areas,
c) during disasters and emergencies,
d) performed in other justified cases with the approval of the competent air traffic services unit.

The Commanders are responsible for determining the minimum altitudes for the various sections of the operation to be undertaken and for the practical fulfilment of these requirements. The Commander tasked with a specific flight operation is required to take into account when preparing for the flight:

a) the minimum VFR flight altitudes specified above;

b) meteorological forecasts and terrain characteristics for the area over which the flight is planned;
c) published by AIS (AIP Poland, Volume l in Chapter ENR 5) minimum altitude/level restrictions for the area over which the flight is planned;
d) other important considerations arising from the content of the planned task.

The Commander planning the operation determines the minimum permissible flight altitude for each section of the planned route.

Aircraft commanders are required to plan and execute flights in such a way as not to exceed the minimum flight altitudes specified above, with the following exceptions:
a) during the flight phase associated with the take-off or landing procedure;
b) a descent shall be performed in accordance with the procedures approved by the ULC.

Flight altitudes for individual flight segments shall not be lower than those specified in this procedure. A comparison of the operation's meteorological data and the filed flight plans shall indicate whether the operation has been planned and executed in accordance with the provisions of this procedure.
Minimum altitudes for flights performed during inspections of linear facilities:
Minimum flight altitude in the area of the inspection strip during power line inspection: 10 m AGL.
Minimum flight altitude in the area of the inspection strip during gas pipeline inspection: 10 m AGL.

2.2. Determination of minimum altitudes for IFR flights

Not applicable at the Operator

3. Criteria for determining the usability of aerodromes/airfields

3.1. Usability of aerodrome/airfield for take-off/landing

The operator allows operations from aerodromes without breaking down the Commander's qualification categories. Operations from aerodromes requiring qualifications other than those specified in A-5-00-00 are not envisaged.

Aircraft may use aerodromes suitable for the type of aircraft and the intended operation, including FATO dimensions for the aircraft used. The take-off weight must not exceed the maximum take-off weight specified in the HFM for the barometric absolute altitude and ambient temperature at the aerodrome.

It is also possible to land/take off from places that are not registered as aerodromes during a specialised operation that shall take place on aerodromes in accordance with SOP-8-00 para. 3.1 Other take-offs and landings from unregistered airfields or aerodromes, subject to the following:

a) 2 x larger than the largest length of the helicopter. For the Robinson R66 helicopter, this must be either a 25m square or a 25m diameter circle,
b) The approach is clear of aerial obstructions at a gradient of 1:6 until reaching an altitude of 100m AGL,
c) The surface allows the helicopter to be planted, and the surroundings are free of elements that the blast from the rotor could pick up.

Commanders may use the relevant non-recorded aerodromes and the destination and alternate aerodromes whose details are published in the navigation documents for flight planning.

If it is not possible to fly to the destination aerodrome due to weather or technical reasons, an alternate aerodrome must be selected for the landing aerodrome. This also applies to a flight where the take-off aerodrome is the landing aerodrome and the planned flight time is greater than 40 minutes.

3.2. Operating minima

The minima are contained in the SOP, and the aerodrome minima are in accordance with the AIP. The Flight Operations Manager should determine the aerodrome minima planned for a flight operation if he/she considers it higher for a given pilot than those published in the AIP.

At the Operator, the aerodrome operating minima for take-off and approach with visibility published in AIP POLAND or AIP VFR Poland apply. For aerodromes not covered by the publication, the operational minima are the same as in the regulations for flights under VFR.

The commander follows the published approach and departure procedures established by the aerodrome of operation.

4. Interpretation of meteorological information

The availability of meteorological information and the description and interpretation are set out in the following documents:

a) AIP, Chapter GEN 3.5
b) Institute of Meteorology and Water Management website awiacja.imgw.pl
c) Applications installed on the company tablet
d) Annex 3 to the ICAO Convention on International Civil Aviation
e) Meteorological offices, Meteorological Surveillance Office
f) Other meteorological sources, applications and websites adapted for civil aviation

5. Determination of fuel quantity

Each flight will have sufficient fuel and oil on board the helicopter, and there will be a reserve to consider any deviations from the planned course of operations. Fuel quantity planning will be based on the following:

a) operation time and manoeuvres performed, flight parameters and fuel consumption during the various phases of flight;
b) consideration of helicopter mass;
c) consideration of the season;
d) taking into account the meteorological forecast and current weather conditions
e) consideration of time of day;
f) consideration of the distance from airstrips/alternative airfields;
g) consideration of airspace zones and restrictions.

The helicopter is refuelled with enough fuel to cover:

a) fuel for the air-taxiing, taking into account local conditions at the aerodrome of take-off
b) fuel for the flight, including:
   - fuel for take-off and climb
   - fuel for the flight and the execution of the task
   - fuel for descent
   - fuel for approach and landing
c) contingency fuel:

- 5% of fuel per flight, or
- enough fuel to fly for 5 minutes at 1500 ft above the landing site

d) final reserve fuel consisting of the fuel required to fly for 20 minutes at normal cruising altitude for daytime VFR operations

e) reserve fuel if required by the aircraft commander.

The Commander is responsible for calculating the correct fuel quantity, which shall be entered in the flight order and the onboard technical logbook.

Suppose the final fuel reserve falls below the required level. In that case, the aircraft commander must declare a fuel quantity emergency by transmitting the message "MAYDAY MAYDAY FUEL" and assess all possible landing options.

6. Weight and balance

6.1. Balancing the helicopter

The mass and position of the centre of gravity of an empty aircraft is determined by weighing before entry into service:

- Every 4 years,
- after major repair or modification,
- Whenever the total change in operational dry mass exceeds ±1% for aircraft with an MTOM of less than 2000kg;

The cumulative effect of modifications and repairs on weight and balance shall be taken into account and documented in a helicopter empty weight change sheet produced by the Head of Ground Operations.

If the exact impact of the modification on weight and balance is unknown, the helicopter must be reweighed.

Helicopters must be weighed by either an approved maintenance organisation or the manufacturer.

The weight and balance calculation system takes into account:

a) the aircraft's operational dry mass;
b) crew weight;
c) the weight of the load;
d) fuel weight;
e) take-off mass;
f) the position of the longitudinal and transverse centre of gravity;
g) SOL system.

6.2. Weight and balance documentation

The crew produces a helicopter weight and balance sheet before each flight. This is done via an app, and the sheet is sent electronically to the Flight Operations Manager.

The weight and balance documentation includes the following information:

a) Registration marks and aircraft type;
b) Designation, flight number and date;
c) Name of Commander;
d) Dry Operating mass and the corresponding position of the aircraft's centre of gravity;

e) Fuel mass at take-off and fuel mass for the route;
f) Take-off mass, landing mass zero fuel mass;
g) Position of the centre of gravity;
h) Limits of mass and position of the centre of gravity.

The Flight Operations Manager is responsible for analysing changes and correcting the Weight and Balance Sheet.

6.3. Procedures

A weight and balance sheet must be completed for the series of flights, which may be in paper or electronic format. By a series of flights, the operator considers flights on the same day and meteo conditions, with the aircraft fully loaded, a crew of 1 person (pilot weight 90kg) and 1 task specialist (task specialist male weight 90kg), and a baggage weight of 10kg. If the above values are higher, the operator shall refill the Weight and Balance Sheet.

The weight and balance sheet must be kept for 3 months after the flight.

The weight and balance sheet shall be completed by the Commander or signed by him if printed from an electronic sheet.

The commander shall ensure that the aircraft is loaded in accordance with the data used to calculate its weight and balance. The commander shall also ensure that additional structural constraints, such as floor strength limitations, maximum floor area load, and maximum weight per load, are respected during loading.

The commander is responsible for ensuring that the aircraft's loading, weights, and centre of gravity comply with the limitations given in the HFM and for the correct distribution of persons on board.

Last-minute changes to the weight and balance sheets are not permitted.

6.4. Principles for the use of standard masses

The mass of the fuel is determined by its specific gravity for a given air temperature. If the actual specific gravity is not known, a standard specific gravity is used.

The operator uses a standard mass of crew members and task specialists.

The standard crew weight for all Operator aircraft is 90 kg/crew member. Similarly, for Task Specialists

The standard weight of fuel and oil:

a) JET A1 (fuel for turbine engines) - 1l = 0.80 kg
b) Oil - 1l =0.88 kg

6.5. Mass and balance verification procedure

Before departure, the Commander should check the weight and balance documentation as follows:

a) The amount of fuel for the flight should agree with the value given in the operational flight plan;
b) The amount of fuel on the loading sheet should agree with the total amount refuelled; check this with the fuel receipt;
c) The quoted weights for taxiing and take-off must not exceed the limits given in the HFM;

d) The stated number of task specialists should agree;
e) The stated weight of the load should not exceed the maximum weight according to the HFM;

The Commander is responsible for the application of the above procedure.

In case of inconsistency between manual and computer calculations, the Operator shall consider the manual calculations of the Flight Operations Manager. The Flight Operations Manager shall verify the accuracy of the electronic calculations every 6 months by manually reviewing 3 sample sheets

7. Emergency procedures for the loading of hazardous materials required for a specialised operation

Not applicable at the Operator.

8. Meteorological information provision system and NOTAM

At the base aerodrome and other aerodromes where the Operator performs specialised operations, the Commander is responsible for preparing and collecting meteorological information and NOTAMs.

The information forms part of the operational documentation.

Meteorological information is taken from the sources indicated in OM-A-8-01 para. 4. NOTAM information is taken from the current AIP or the aerodrome manager.

Before commencing the flight, the Commander must ensure the information is complete and up-to-date. The pilot familiarises himself with the forecast and current weather using applications installed on a tablet with internet access.

9. Equipment for tasks specialist

Not applicable at the Operator

10. MEL

A Minimum Equipment List (MEL) is compiled for each unit or type of aircraft and contains equipment, assemblies, items and systems that may be inoperative during flight without adversely affecting flight safety.

The MEL shall be developed in accordance with paragraph 8.a.3. of Annex IV to Regulation (EC) No 216/2008, based on the relevant aircraft manufacturer's Master Minimum Equipment List (MMEL) as defined in the data established in accordance with Regulation (EC) No 748/2012 of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, and for the certification of design and production organisations (OJ L No. 224 of 21 August 2012), taking into account the requirements of Polish regulations and the company's operational standards. The ULC approves the document and its amendments.

The use of MEL is justified only when the removing a malfunction in a given situation and at a given transit or home airport would cause a delay in the planned flight and it is operationally possible to perform the flight with the existing malfunction.

The aircraft commander is responsible for the safety of the helicopter, persons on board and cargo.

Accordingly, it has the right to refuse the flight even if the release of the aircraft in accordance with the MEL is possible. Still, the Commander considers that the current and expected take-off, en-route and landing conditions will not ensure full safety.

It is not permitted to commence a flight in an aircraft whose equipment does not comply with the MEL or the conditions and restrictions set out therein are not met.

11. Flight Order and Operational Flight Plan

The flight order and accompanying Operational Flight Plan shall include:

a) Registration marks;
b) Aircraft type and variant;
c) Date of flight;
d) Flight designation;
e) Names of aircrew members and task specialists;
f) Duties assigned to flight crew members;
g) Departure point;
h) Arrival point (planned and actual);
i) Type of operation (according to the list of types of HR SPO operations performed);
j) The route and its sections with checkpoints or waypoints, distances, times and roads (tracks);
k) Fuel calculations (fuel reserves);

12. Other operational procedures.

A-8-01 and A-8-03 describe all operational procedures for arriving at a site of specialised operation. The SOP describes procedures for high-risk specialised operations.

INTENTIONALLY LEFT BLANK

SPO OM-A-8-02
GROUND HANDLING INSTRUCTIONS

1. Pre-flight briefing for task specialists

Before each flight or series of flights, the Commander shall conduct a briefing of task specialists on:

a) Flight time and route;
b) The purpose of the task and how it should be carried out;
c) Behaviour on board aircraft;
d) Established communications from the Commander before, during and after the flight;
e) Emergency procedures, how to behave in emergencies and safety equipment in the aircraft;
f) Meteorological conditions.

During the briefing, the task specialists may draw the PIC's attention to specific rules for handling hazardous materials and other equipment needed for the specialised operation.

The PIC must brief the task specialists on how to behave on board the aircraft and on the rules for deploying cargo.

A briefing is only required for task specialists who do not have valid task specialist training.

The scope of the briefing is described in paragraph F.3.2 in the SOP.

2. Aircraft decontamination and cleaning procedures

Not applicable at the Operator

3. Refuelling procedures

Refuelling of the aircraft is prohibited:

a) with the aircraft's engines running,
b) during high winds, lightning and heavy rainfall, and at a distance of less than 50 m from an open source of fire or sparks,
c) if the aircraft is anchored,
d) in hangars or other enclosed areas,
e) closer than 50 m to a hangar or aircraft with engines running,
f) using faulty and unverified distribution equipment,
g) in the absence of fire-fighting equipment at the aircraft refuelling site.

During refuelling, it is forbidden to:

a) use of open flames, fire
b) smoking,
c) the use of non-spark-protected vehicles, equipment and tools,
d) carrying out work involving mechanical or electrical sparks,

e) carry out any switching on, switching off and switching over of the on-board electrical, radio, ignition and radar systems,
f) Turning the rotor or engine starts.

Safety conditions during aircraft refuelling:

a) ensure that the correct type of fuel is supplied to the aircraft,
b) make sure the aircraft is secured against displacement,
c) the distribution vehicle may not approach the aircraft until its engines have been switched off,
d) the distribution vehicle should be positioned at a distance of not less than 3 m from the aircraft and 6 m from the ground power source so that it can drive away ahead,
e) the evacuation route of the distribution vehicle must not be obstructed by other equipment and vehicles,
f) before starting refuelling, the aircraft, the distributor, and other refuelling equipment should be grounded or connected with a grounding wire.,
g) Aircraft fuel tanks should be filled with the amount of fuel required for the flight on the designated route, considering the established reserves, and to ensure that when fuel expands due to temperature, it does not leak through the vent lines,
h) When refuelling aircraft fuel tanks, avoid spilling fuel on the helicopter, tyres, and the ground.

Refuelling or defuelling during the boarding, stay, or disembarking of task specialists from the aircraft is prohibited.

Persons refuelling aircraft must ensure that different types of fuel are not mixed in both the aircraft tanks and the tanker truck when fuel is drained from the aircraft tanks. Before starting refuelling/defuelling operations, they must verify the fuel type.

During refuelling at a foreign airport, the aircraft commander must ensure that all safety measures are properly implemented and adhered to.

4. De-icing and anti-icing on the ground

The commander shall only commence take-off if the accumulation of any substance which may adversely affect the performance or controllability of the aircraft has been removed from the aircraft, except as permitted by the HFM Manual.

The operator does not use de-icing systems.

The operator shall not conduct flights under icing conditions.

SPO OM-A-8-03

FLIGHT PROCEDURES

1. Relevant procedures for aircraft types, areas and types of operations

1.1. General principles

The operator performs daytime VFR flights only.

The operator ensures that flights are conducted in compliance with the minimum flight altitudes and other requirements specified in the Manual.

During flight, it is prohibited to simulate any abnormal or emergencies that require the application of part or all emergency procedures or to simulate meteorological conditions for instrument flight (IMC) artificially.

Chapters A-12-01 and B-01-00 provide detailed guidance on the general principles of flight operations by aircraft type.

The operator shall only allow flights on helicopters with the equipment required for the type of flight, including operational navigation equipment.

On board the helicopter, each person wears an aviation headset.

Each flight must be preceded by navigational preparation and performed in accordance with accepted navigational procedures.

During the planning and the approach to the patrol site, the Commander must follow the pre-flight designated route and, in particular, take into account:

a) Take-off/landing and alternate airports;
b) Prohibited, hazardous and restricted zones ;
c) Significant terrain obstacles;
d) Current meteorological forecasts;
e) calculations, i.e. time, course, length of route sections, etc.

1.2. Responsibilities of the Commander before take-off

The commander must specify the following:

a) Direction of takeoff;
b) Departure procedure;
c) Required altitude and flight path.
d) Method of landing and hovering to ensure safe operation of aircraft and to enhance runway safety - in accordance with the INOP (aerodrome or airfield operation manual)
e) Depending on the airport, either FATO or take-off from the runway, according to the operation manual.

The commander must ascertain how the flight path will proceed after takeoff, taking into account changes that may occur if power drops due to an engine failure or if adverse meteorological conditions must be avoided.

All ground-based navigational aids within range should be identified.
Rotor rotation using the engine for flight can only occur if a qualified pilot is at the controls.

1.3. Responsibilities of the Commander during take-off and flight

The commander maintained VMC conditions during the flight execution.

Ensures that the helicopter's power is sufficient under given conditions for a safe takeoff and acceleration, maintaining a power reserve, distance, and clearance from obstacles..

Performs the climb to minimise the time spent in the envelope of the hazardous altitude and airspeed (H/V) diagram.

1.4. Responsibilities of the Commanding Officer before the commencement of descent

Before starting the descent, all loose devices and items should be secured. Keep hands and feet on the control instruments. Notify other persons that descent has commenced.

On barometric altimeters, the pressure should be set to QNH.

1.5. Responsibilities of the Commander during the approach to landing

The commander should follow the operational instructions appropriate to the aerodromes and airfields used. Perform arrivals in accordance with the procedures for the aerodrome. The approach to landing shall be made on a descent at economy speed, with a plan for a short undershoot so that the helicopter is moved in and hovers the last few meters to the touchdown point.

The standard method of touchdown is a hover landing. Taxiing is carried out in an air taxi at a height of 1-2 m, taking into account the HV envelope and avoiding hazardous manoeuvres that could affect the safety of landing execution in the event of an engine failure. Air taxis are avoided in hostile environments.

1.6. Responsibilities of the Commander after a mist approach

A missed approach can occur if there is a misanalysis of the wind direction, turbulence or obstacles/persons in the area of the landing and touchdown area. Depending on the situation, the pilot may go around and wait for the cause of the missed landing to cease or contact the ATC tower for assistance. If obstacles cannot be cleared, the ATC tower should be informed. If agreed, the helicopter should be landed at the nearest safe place with extreme caution, considering the need to subsequently move the helicopter using transport wheels attached to the skids. If moving obstructions are identified, the pilot may hover at a safe distance after informing the ATC to wait until a safe landing is possible.

2. Altimeter setting procedures

2.1. General principles

The altimeter setting procedures presented below apply to VFR operations undertaken on single-pilot aircraft equipped with a single-pressure altimeter.

The altimeter setting procedures used in FIR Warsaw airspace are in accordance with those contained in ICAO Doc 8168 - OPS/611 Volume 1 - except for the differences below.

In the airspace, the altimeter setting to QNH is mandatory for flights at and below an absolute altitude of 2,000 m (6570 ft).

Pressure values are given in hectopascals (hPa) and, if the aircraft crew requests, in mm Hg.

When the Commander requests, the ATS authority shall provide the pressure referenced to the designated aerodrome (QFE) level.

2.2. Setting procedures

ATS authorities provide aircraft commanders with the QNH pressure for a given aerodrome or region to ensure altitude separation and provide an air traffic flight information service.

Aircraft commanders flying near airways, TMAs, or CTRs must establish communication with the ATS authority to adjust the altimeter per instructions received.

2.3. Transition levels at FIR Warsaw

Not applicable

3. Procedures for the use of audible warning devices

Not applicable at the Operator

4. GPWS and TAWS ground proximity warning procedures

Not applicable at the Operator

5. Principles and procedures for the use of TCAS/ACAS collision avoidance systems

Not applicable at the Operator

6. In-flight fuel management principles and procedures

The commander monitors the fuel quantity during the flight using the indicators with which the helicopter is equipped.

The commander shall ensure that the amount of fuel is checked at regular intervals. The amount of remaining usable fuel shall be determined to:

a) comparison of actual consumption with planned consumption;

b) verify that the remaining usable fuel is sufficient to complete the flight, in accordance with A-8-01-00 para. 5.; and

c) determine the predicted amount of usable fuel remaining when the destination airport is reached.

The flight shall be conducted in such a manner that the expected amount of usable fuel remaining when reaching the landing aerodrome is not less than:

a) the sum of the fuel required to fly to the alternate aerodrome and the final reserve fuel or
b) final reserve fuel if no alternate aerodrome is required.

If the in-flight fuel check reveals that the predicted usable fuel remaining on arrival at the aerodrome is less than:

(a) the sum of the fuel required to proceed to the alternate aerodrome and the final reserve fuel, the commander shall take into account the traffic and the operational conditions prevailing at the destination aerodrome, at the destination alternate aerodrome and at any other adequate aerodrome, in deciding whether to proceed to the destination aerodrome or to divert to ensure a safe landing without prejudice to the final reserve fuel; or
(b) final reserve fuel, when no alternate aerodrome is required, the Commander shall take appropriate action and continue to a suitable aerodrome to ensure a safe landing without compromising the final reserve fuel.

The commander shall make an emergency or precautionary landing when he determines that the calculated fuel remaining on landing at the nearest aerodrome is less than the final reserve fuel.

7. Adverse and potentially hazardous weather conditions

In VFR flights, the Commander shall proceed to take-off only if the relevant communications or meteorological forecasts indicate that the meteorological conditions along the route of flight will meet or exceed the minima for VFR flights at the appropriate time.

During flight, the Commander shall immediately report to ATS services any weather or flight conditions that may affect other aircraft's safety.

If an aircraft experiences icing, the pilot-in-command shall immediately leave the area of icing conditions, changing altitude or route for this purpose and, if necessary, reporting the emergency to ATC services. If it is impossible to avoid the icing area and vibration and loss of lift occur, a landing shall be made as soon as possible.

7.1. Thunderstorms

It is forbidden to fly in areas of thunderstorms and within the vicinity of increased turbulence, heavy rainfall and lightning.

The commander must familiarise himself with the weather conditions along the planned flight route before the flight. If there is a risk of a thunderstorm, the flight route must be changed. If it is not possible to change the route or a thunderstorm occurs near the airport, the flight must not take place.

It is forbidden to fly in heavy rainfall.

7.2. Icing conditions

The operator shall not carry out operations in icy conditions

7.3. Severe turbulence

The commander is obliged to practically apply the manufacturer's limitations of permissible wind speeds and gusts as specified by the manufacturer in the Flight Manual.

In the event of forecasted turbulence, the flight is not conducted. If unexpected turbulence exceeding permissible limits is encountered, the Commander must reduce the flight speed to 70-80 kt, navigate the aircraft out of the turbulent area, and direct the helicopter to the departure airport, an alternate airport, or perform an emergency landing in a suitable area.

In the case of a flight in severe or very severe turbulence, the Commander must report in the form of an entry in the Technical Report its strength, location of occurrence, flight level and duration, as a post-landing check of the aircraft is required.

Determination of the intensity of severe and very severe turbulence at which the crew is required to report:

a) Severe turbulence - causes large and sudden changes in aircraft altitude and/or attitude and large changes in instrument speed, causing the crew to lose control of the aircraft momentarily,
b) severe turbulence – the aircraft is violently tossed – it is practically impossible to control the aircraft.

7.4. Windshear

The commander should consider that wind shear can occur in weather conditions such as a thermal storm in the phase of intense development, a storm front with a squall line, terrain configuration, strong wind in mountainous areas, strong ground-level inversion, or even a strong thermal current without storm activity.

The aircraft commander is required to carefully analyse the situation prevailing at and around the intended take-off, operational flights and landings in order to avoid the effects of a possible windshear. Use should be made of information provided from aerodromes, particularly in the vicinity of frequent windshear occurrence, warning aircraft crews of observed or forecast windshear occurrences.

7.5. Heavy rainfall

Heavy precipitation usually accompanies thunderstorms. In heavy rainfall, visibility is impaired. Heavy rainfall causes the paint to scrape off the edges of the carrier rotor blade tips.

Depending on the occurrence and intensity of the phenomenon, the possibility of take-off or landing should be analysed. The best way is to postpone take-off until the phenomenon has subsided.

7.6. Mountain wave

The operator shall not operate if forecasts indicate a mountain wave phenomenon may occur. The Commander is responsible for flight preparation.

7.7. Temperature inversion

An inversion is a layer of air in which the temperature increases with increasing altitude. A ground-level inversion of up to 1000 ft AGL is encountered, usually in the morning. A low amount of cloud and silence accompanies it. The following guidelines should be followed:

a) Expect visibility to deteriorate under inversion
b) Expect a significant change in wind direction and speed below and above the inversion

c) Passing through the inversion layer, there may be windshear

8. Wake turbulence

When manoeuvring during the take-off and landing phases, particularly at large aerodromes, aircraft commanders must follow the rules set out in the following tables to account for the possibility of wake turbulence caused by heavy aircraft.

Wake turbulence according to aircraft MTOW.

Category	Name	Criterion
S	Super	A380
H	heavy	all types from 136,000 kg
M	average	Weight from 7 000 to 136 000 kg
L	light	weight up to 7 000 kg

Separation for landing and take-off on the same runway

M for H	2 min
L or M for H or L for M	3 min

To avoid wake turbulence, it is recommended to maintain separation between aircraft and follow ATC instructions or AFIS recommendations, depending on availability.

9. Use of seat belts

During the flight, crew members and task specialists must wear seat belts.

The helicopter used by the Operator is equipped with seat belts in accordance with the HFM.

Before commencing the flight with the doors removed, the task specialist checks the fastening of the seat belts, after which the commander checks the already fastened seat belts again.

When flying with the door removed, the commander must not make sudden turns or tilts to the side of the removed door.

10. Use of crew vacancies

In the Robinson R66 helicopter, the command pilot occupies the right seat.

In the case of a flight with more than one person on board, the other members shall have the appropriate ratings and qualifications and shall perform the functions:

a) Supervisory pilot/examiner/instructor
b) Task specialist;

In the case of a flight with a task specialist, the second set of control instruments is dismantled. The commander makes the decision to allow the occupation of the free crew seat.

Prior to commencing the flight, the Commander must instruct the crew members on the safety rules applicable in the cabin.

The occupant of the crew seat or task specialist must be secured with a seat belt.

11. Smoking on board and other prohibitions

Smoking is strictly prohibited on board the Operator's aircraft.

No person on board the aircraft may use portable electronic devices that could adversely affect the operation of onboard systems or the aircraft's systems.

12. Fire extinguishers

A hand-held fire extinguisher is carried on board the helicopter used by the Operator.

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-8-0

ALL WEATHER OPERATIONS (AWO)

Not applicable at the Operator

INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-8-05

USE OF MEL

The operator uses an approved MEL for the following helicopters:

a) Robinson R-66, SP-PSE
b) Robinson R-66, SP-PSP
c) Robinson R-66, SP-PSK

The document "ROBINSON R66 MINIMUM EQUIPMENT LIST, doc. no.: HIS-CAMO-MEL-R66" describes the MEL's contents and use.

The list's purpose is to enable a flight to take place when removing a defect is impossible or can be postponed to a later date.

The MEL is developed in accordance with the provisions of Regulation (EU) 2018/1139 based on the relevant aircraft manufacturer's Master Minimum Equipment List (MMEL) specified in the data established in accordance with Regulation (EC) No 748/2012, taking into account the requirements of Polish regulations and the Operator's operational standards. The President of the CAA shall approve the document and its revisions.

The use of MEL is justified only when removing a malfunction in a given situation and at the helicopter's stationing location would delay the planned operation, and it is operationally possible to perform the flight with the existing malfunction.

The PIC (Pilot in Command) is responsible for the helicopter's and its occupants' safety. Therefore, they have the right to refuse to conduct the flight even if the aircraft is allowed to fly according to the MEL. Still, the PIC believes that the current and expected takeoff, flight, and landing conditions do not ensure complete safety.

To apply the MEL, the PIC is required to:

- Ensure that the flight is permitted according to the MEL.
- Follow the recommendations in the operational procedures or described in detail to ensure that all conditions required by the MEL are met and that the other crew members are fully aware of the technical and operational consequences of flying with the given malfunction.
- Check the Onboard Technical Logbook for entries specifying the type of malfunction and the aircraft's clearance for flight according to the specified MEL position.

It is reminded that the PIC has the right to demand the removal of a malfunction, even though the MEL clearance can be used.

It is not permitted to commence a flight in an aircraft whose equipment does not comply with the MEL or the conditions and restrictions set out therein are not met.

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-8-06
OXYGEN REQUIREMENTS

Not applicable at the Operator. Operations are carried out no higher than 10,000 ft.

INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-8-07
ELECTRONIC FLIGHT BAG (EFB)

1. Definitions

EFB Administrator - the person directly responsible for managing the EFB systems used at PSE. The EFB Administrator is the first link between the EFB systems in use and the suppliers of those systems.

Update (EFB) - In relation to the electronic version of the documentation placed in the EFB, it refers to an externally generated process that modifies one or more files in the primary system resources (files containing data and information to be displayed by the system in use).

EFB application - EFB software installed to provide specific operational functionality.

Type A application – an EFB application whose malfunction or improper use does not affect safety.

Type B application:

- whose failure or misuse is classified at most as a secondary malfunction; and
- which does not replace or duplicate any system or function required by airworthiness regulations, airspace requirements or operational rules.

EFB database - a place on the cloud (server) used by PSE that is a resource and source of data for the entire EFB system.

DATA - data.

EFB (Electronic Flight Bag) - An electronic information system that includes devices and applications for the flight crew, enabling the storage, updating, display, and processing of EFB data, facilitating flight operations or duties performance.

EFB Portable (Portable) or PED (Portable Electronic Device) - a portable EFB platform used in the flight deck that is part of the approved aircraft equipment.

Hardware - devices on which applications and/or programs are installed.

Software - the applications and/or programs used.

EFB system - the computer hardware (including any batteries, communications components, input/output components) and computer software (including databases and operating system) needed to support the intended EFB application(s).

A docking device (Mounting device) means a certified attachment on board an aircraft that secures an EFB device (mobile or fixed) or secures EFB system components.

2. Device used

2.1. Technical data

Detailed technical specifications of the device can be found at the following addresses:

- https://www.apple.com/pl/ipad-pro/specs/
- https://www.apple.com/pl/ipad-air/specs/
- https://www.apple.com/pl/ipad-10.2/specs/
- https://www.apple.com/pl/ipad-mini/specs/

PSE can use Apple iPad and iPad mini devices of different generations. The use of different types of devices does not affect the system's performance from either the hardware or software side.

The differences between the devices are so slight that PSE considers them to be the same type of EFB. Although the iPad mini has a smaller screen, the maps and information displayed are fully legible. A risk analysis has been conducted regarding the iPad and iPad mini.

2.2. Description of EFB Mounting in the Cabin

The EFB is mounted in accordance with HFM Chapter 7, pages 7-31.

2.3. Description of cable placement

Power cable mounting is carried out per HFM Chapter 7, pages 7-31. The power cables do not affect the helicopter's control or pose a risk to the operation of its equipment.

2.4. Verification procedure

Mounting the EFB and power supply in accordance with HFM ensures that in the event of turbulence, manoeuvring, or other actions, the EFB will not obstruct flight controls, damage onboard equipment, or injure any person on board. Proper mounting does not hinder visual or physical access to control elements and/or aircraft displays, crew entry or exit, or external visibility. The pilot in command is required to check before each flight that the mounting and power supply elements are installed in accordance with HFM pages 731 and that the EFB is properly secured in the holder. It is recommende d that the EFB remains mounted in the dedicated holder throughout the flight.

3. Software

3.1. Description of the software used.

When performing SPO/SPO HR operations, the pilot-in-command uses two applications installed on the EFB, the AERO and SkyDemon.

3.2. The AERO software includes:

a) Approvals from city presidents or mayors over which flight operations are conducted. The module includes a letter granting permission to perform operations at altitudes lower, than regulations, the information is displayed during flight planning and automatically signals whether the approval is valid. The application monitors the duration for which the authorisation was issued and signals the approaching expiration of the approval.

b) A briefing pack includes commander data, crew data, flight route and operation area, required and refueled fuel, weight and balance, and meteorological data. The PIC enters the data into the application. Based on the briefing pack, a flight order is issued.
c) Crew data, such as the validity of licenses, qualifications, training, and medical examinations. The application monitors these and their approaching expiration dates. Additionally, the module records crew members' flight times. Archived documents are stored to demonstrate continuity.
d) Helicopter data, i.e. MEL, ARC, CRS, service certificates, and insurance policies. The application monitors the validity of the above and approaching expiry. Archived documents are saved to demonstrate continuity.

3.3. SkyDemon software:

SkyDemon is an electronic application classified as a type B application that facilitates the pilot's planning and execution of VFR flights. The application's structure is divided into two modules: the flight planning module and the moving map module.

The application database is automatically updated every 28 days. If you attempt to use the application with an out-of-date database, the program will automatically inform the PIC that an update is required. The flight planning module is designed to streamline the process by providing complete aeronautical information in real time. The aeronautical data presented includes full-featured VFR maps with the display of the horizontal and vertical profile of the planned flight, NOTAM information, airport documents and maps, access to the country's AIP, meteorological material such as METAR, TAF and wind forecasts at specific altitudes. In addition, the application allows the preparation of weight and balance documentation, a navigation flight log and direct ATC flight plan submission.

The Vector Map module is designed to inform the PIC of all hazards along the planned flight path to maximise situational awareness. During the flight, the VFR vector map presents all important information for the scheduled flight by showing the space division, relief, and vertical flight profile, generating warnings of approaching the next space structures and terrain obstacles. The application updates the navigational flight log continuously, reducing the crew's workload. When arriving at the destination airport, the application comes into VFR approach map display mode, which easily facilitates the construction of the landing manoeuvre and increases the safety level of the entire operation.

SkyDemon functionalities used during VFR flight:

(a) Direct access to all required VFR routes and terminal maps.
(b) Vertical flight profile considering airspace division, weather, terrain, and obstacles along the planned route.
(c) Navigation warnings for approaching specific airspace elements, terrain proximity alerts, and alerts for approaching aviation obstacles.
(d) Presentation of meteorological information METAR, TAF, and wind forecasts at various altitudes.
(e) Presentation of NOTAM information and access to the country's AIP data.
(f) Access to textual data and airport maps used during the flight.
(g) Automatic creation and updating of a navigation logbook for the flight, including necessary fuel calculations.
(h) Filing ATC flight plans.
(i) Automatic application database updates

Before first use, all persons using EFBs in the preparation and execution of SPO/SPO HR operations must receive mandatory training in accordance with Part OM-D.

The User Guide for the AERO application and SkyDemon are emailed to pilots and included in the AERO application.

Attention!!! Any information from SkyDemon about the aircraft's position in flight, navigation, terrain, obstacles, etc., the pilot-in-command must be aware of possible errors and only use these functions as advisory or supplementary measures.

4. Operational procedures - normal and emergency

4.1. Normal procedures

PIC and in a two-pilot crew, the co-pilot must complete an EFB check before each flight. The check includes:

a) Activation of the EFB and verification of the correct operation of the necessary applications
b) Verify the EFB charge level - min. 75%
c) Check the database and the validity of other data in the AERO, SkyDemon application (e.g., the validity of ratings held, possession of required documents for flight, navigation database, etc.).
d) Check that an up-to-date paper aeronautical map for the area of SPO/SPO HR operations is on board.
e) Ensure that the bracket and power cables are secured in accordance with HFM Chapter 7, pages 7-31.
f) Ensuring the power cables are not damaged (rubbed, broken, etc.).

The PEDs used have been designed for ambient temperatures of 0-35ºC and storage at -20ºC / +45ºC. If a PED is used or stored at temperatures outside this range, it may be damaged.

PEDs should not be exposed to rapid changes in temperature or humidity.

4.2. Emergency procedures:

When using the PED or charging the battery, it is normal for the device to become warm.
If the temperature inside the PED exceeds normal operating temperatures (e.g. if it is left in direct sunlight for a long period of time), an attempt is made to regulate it, and the following symptoms may occur:

- The device stops charging.
- The screen goes blank.
- A high-temperature warning is displayed (iPad).
- Some software may be closed.

NOTE!!! When the high-temperature warning is visible, the iPad cannot be used. If the iPad cannot adjust its internal temperature, it goes into "deep sleep" mode until it cools down. Before attempting to use the iPad again, move it to a cooler location where it will not be exposed to direct sunlight and wait a few minutes.

In case of excessive heat or a battery fire in the EFB, immediately place the unit in a special bag. After placing the unit in the bag, use water or other non-flammable liquid, if available, onboard or use a deck fire extinguisher.

5. Training

Any person involved in using an EFB should receive appropriate training for their role and have a good knowledge of the hardware, operating system and relevant applications, as well as the relevant legal requirements associated with using an EFB. The training shall follow the training programme as described in section OM-D

INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-9-00
TRANSPORT OF DANGEROUS GOODS

1. Rules for the transport of dangerous goods (DGR)

1.1. General provision

The Operator does not transport hazardous materials, except those not subject to the provisions of the Technical Instructions in accordance with Part 1 or which are handled by task specialists or crew members in accordance with the provisions of Part 8 of the Technical Instructions. All Operators' operational staff involved in specialised operations must receive appropriate training. The extent of the training is described in Part D of the manual.

The commander shall not allow a person to board if he determines that he is carrying materials prohibited for carriage.

The operator allows the task specialist to carry consumer electronic devices (watches, cameras, cameras, cameras, tablets, etc.) containing lithium or lithium-ion cells or batteries in hand luggage for personal use. The Commander and the Task Specialist may carry no more than one piece of each listed device. Spare batteries and accumulators are not permitted to be carried.

The carriage of electronic devices as defined above is permitted subject to the following requirements:

Portable electronic devices containing lithium-ion batteries with an energy capacity greater than 100 Wh but not exceeding 160 Wh	(a) carried by task specialists or crew for personal use; (b) should be carried as hand luggage, and (c) batteries and cells must be of this type, which meets the requirements of each test indicated in Part III, para. 38.3 of the "Handbook tests and criteria" UN Manual of Tests and Criteria)
Portable electronic devices containing lithium-ion batteries with an energy capacity of less than 100 Wh,	(a) carried by task specialists or crew for personal use; (b) should be carried as hand luggage, and (c) batteries and cells must be of this type, which meets the requirements of each test indicated in Part III, para. 38.3 of the "Handbook tests and criteria" UN Manual of Tests and Criteria)

1.2. Operator's declaration on the transport of dangerous goods

The operator shall ensure that he does not transport dangerous goods (other than those mentioned in paragraph 1.1) until he has received authorisation from the CAA president.

To ensure that under no circumstances are articles or substances carried on the aircraft which in the Technical Instructions are dangerous goods prohibited from being carried in hand luggage, the Operator shall take the following steps:

a) placing in a prominent place at the airport and check-in desk a list of items that may not be carried by air;
b) Provide information for task specialists to consult on the list of hazardous materials other than those mentioned in the paragraph. 1.1. (the list is in the Annex to the Manual);
c) Obtain a verbal declaration from the task specialists that he/she is not transporting dangerous goods other than those mentioned in para. 1.1 - the Commander accepts the declaration;
d) refusal of a flight when the task specialist has declared an intention to carry prohibited material (or the material has been detected by the aircraft commander) and does not wish to leave it before the flight.

The operator shall ensure that objects, substances, or other materials specified in the Technical Instructions as prohibited for carriage under normal conditions are not carried.

Task Specialists are not allowed to bring any baggage on board the aircraft unless they present it (it will be included in the balance sheet) to the aircraft commander before boarding.

An operator, except for the exceptions specified in para. 1.1 shall only allow the carriage of hazardous materials if they are necessary for the operation of the aircraft and are listed as such in the helicopter's AFM.

1.3. Procedures for the transport of dangerous goods

The commander must refuse to take on board prohibited materials or hazardous materials other than those mentioned in para. 1.1 and a person armed or carrying a weapon in hand luggage.

To enforce the prohibition on the carriage of prohibited materials, the aircraft commander, before bringing any item on board, must check that it does not have a marking qualifying it as a dangerous goods or that it is not a so-called "hidden hazardous material". Appendix 2 of the Manual shows a list of the markings. A list of prohibited materials for carriage is in Annex 4 of the Manual, and an example list of hidden hazardous materials is at the end of this subsection.

If the commander determines that the item being brought on board is a dangerous material that must not be carried, he shall refuse to bring it on board or allow the person attempting to get the prohibited item.

As a last resort, if his/her orders, as described in the aforementioned points, are not followed, the commander may refuse to carry out the operation.

Before boarding the aircraft, the commander will inform the task specialists of the prohibition on carrying dangerous goods(marked with the appropriate symbols and so-called "hidden dangerous goods").

If hazardous material not authorised for carriage is brought on board an aircraft, the commander shall not commence take-off and shall order the material removed from the aircraft.

The commander is responsible for ensuring a safe flight termination if dangerous goods are detected during the flight. If necessary, he or she may decide to land at the nearest available and suitable aerodrome for the aircraft.

Upon detection of an attempted or disclosed carry of dangerous goods or an accident or incident with such material, the aircraft commander shall immediately inform the Accountable Manager of the incident. The information shall be submitted on the form shown in Annex 3 to the Manual.

The Accountable Manager shall report an attempt to bring in or bring in hazardous materials within 72 hours:

(a) the competent police unit;

(b) President of the CAA;

(c) PKBWL.

The report must include the information in the form the aircraft commander provided.

To prevent undeclared dangerous goods from being loaded onto the aircraft and task specialists from bringing dangerous goods prohibited in passenger baggage and unlabelled (hidden dangerous materials) onto the aircraft, the Operator shall follow the above procedure. In justified cases, the aircraft commander has the right to prohibit any equipment, bags, backpacks, etc., from being brought on board. List of examples of hidden hazardous materials In accordance with ICAO Doc. 9284-AN/905 Part 7 Chapter 6:

- **Camping equipment** - may contain flammable gases (butane, propane, etc.), flammable liquids (paraffin, petrol, etc.) or flammable solid materials (urotropine, matches, etc.).
- **Chemicals** - may include items meeting the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidising agents, organic peroxides, and poisonous or corrosive substances.
- **Dental devices** may contain flammable resins or solvents, compressed or liquefied gas, mercury, and radioactive material.
- **Diagnostic samples** - may contain infectious substances.
- **Electrical equipment** - may contain magnetised material, mercury in switchgear, electron tubes or wet batteries.
- **Expeditionary equipment** - may contain explosives (signal flares), flammable liquids (petrol), flammable gas (gas for camping equipment) or other dangerous goods.

- **Household goods** - may contain items that meet the criteria for dangerous goods. Examples include flammable liquids such as solvent-based paints, adhesives, polishes, aerosols (for passengers), bleach, caustic oven cleaners or dry cleaners, ammunition, matches, etc.
- **Medical supplies** - may contain items meeting the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidising agents, organic peroxides, and poisonous or corrosive substances.
- **Passenger baggage** may contain items that meet the criteria for dangerous goods. Examples include fireworks, flammable household liquids, caustic ovens or dry cleaners, lighter refill containers containing flammable gas or liquid, camping cooker cylinders, matches, ammunition, bleach, aerosols, etc.
- **Photographic accessories** - may contain items meeting the criteria for dangerous goods, particularly heat-generating devices, flammable liquids, flammable solids, oxidising agents, organic peroxides, and poisonous or corrosive substances.
- **Vaccines** - can be packed in dry ice (solidified carbon dioxide).

The complete list of prohibited materials can be found in Annex A-14-04.

1.4. Responsibilities of Operator's personnel regarding dangerous goods

The only person involved by the Operator in dangerous goods operations is the Commander. His responsibilities are described in para. 1.3.

1.5. Instructions on the transport of dangerous goods

Not applicable at the Operator.

2. Carriage of weapons and explosives

The carriage of weapons and explosives is prohibited. The Operator shall follow the procedures described in para to prevent weapons or explosives from being brought on board. A-9-00-00, para. 1.3.

INTENTIONALLY LEFT BLANK

SPO OM-A-10-00
SECURITY

1. Powers and responsibilities of operational staff to ensure the security of conducted air operations

The Accountable Manager is responsible for the security of flight operations, including those related to aviation service.

The Accountable Manager carries out security-related tasks through the Manager of Flight Operations, whose duties include ensuring principles and standards, as well as proper coordination and supervision of actions related to protecting the Operator's flight operations.

Tasks of the Flight Operations Manager in the area of security:

a) analysing and assessing risks in relation to air operations security,

b) directly intervening in the area of air and ground operations in cases of revealed and potential threats,

c) periodically and on an ad hoc basis, compile and report to the Accountable Manager on the level of security risk,

The Flight Operations Manager shall be able to initiate all necessary actions to protect the Operator's flight operations.

2. Security exercises

Individual trainees conduct exercises through a short presentation of selected topics using the Operator's aircraft and facilities.

The exercise is carried out as practical training, based on teaching aids and problem issues requiring teamwork, taking into account the topic of the lecture.

Among other things, the exercise consolidates the information learned during the training:

a) showing 'live' entrances to the restricted area,
b) aircraft search procedures,
c) practicing the receipt of threat information combined with filling out the form,
d) emergency response.

3. Prohibited materials and weapons

It is prohibited to transport hazardous materials and weapons in accordance with Chapter SPO OM-A-9-00.

PAGE INTENTIONALLY LEFT BLANK

SPO OM-A-11-00
HANDLING OCCURRENCES

1. Definitions and responsibilities of persons involved

1.1. Definitions

"**Accident**" - means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person on board an aircraft suffers death or serious injury as a result of:
   - being on board an aircraft, or
   - direct contact with any part of the aircraft, including parts which have been removed from the aircraft, or
   - direct effect of the aircraft engine blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible;

"**Incident**" means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation,

"**Serious incident**" means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.

"**Safety investigation**" means the process carried out by the safety investigation authority to prevent accidents and incidents. It involves gathering and analysing information, drawing conclusions,

including determining the cause or causes of the event or the circumstances contributing to its occurrence, and, where appropriate, formulating safety recommendations.

1.2. Responsibilities

The Safety Manager (SM) ensures that an internal safety investigation is undertaken, coordinates its progress, and completes the process. The SM also maintains the safety incident register and safety investigation records.

The SM and the Accountable Manager are obliged to report incidents to ECCAIRS2. The Accountable Manager shall only report an incident when the SM fails to do so.

The Accountable Manager decides on the implementation of preventive and corrective actions. Those directly responsible for implementing the above-mentioned measures are included in the risk register.

The commander must notify the air accident/incident: in the first instance, the Accountable Manager or, if he is unavailable, the Air Operations Manager or the SM, and is required to file an incident report. The Accountable Manager or his designee shall notify other external emergency and law enforcement services.

An employee of the Operator (including a task specialist) who witnesses an aviation incident is obliged to notify the nearest Police or public administration. In the event of an aviation incident, notify the Accountable Manager.

Persons reporting aviation incidents in accordance with the following rules may not be held criminally, civilly, administratively, disciplinarily, employee or face any adverse consequences, except:

a) cases of intentional infringement;
b) where there has been a clear and serious disregard of an obvious risk and serious professional negligence of the duty of care undeniably required under the circumstances, causing foreseeable damage to persons or property or seriously compromising aviation safety.

The Operator guarantees that any person reporting an incident or named in an incident will be subject to data protection. The release of data outside the Operator is only possible if necessary to investigate the event. Internal reports are subject to complete data protection. The SM and the Accountable Manager are responsible for implementing the procedure.

When conducting educational activities as part of the safety system, SM only provides depersonalised data to employees.

2. Reporting procedures

2.1. Notification of accidents and incidents

Any person referred to in para. 1.2. who has witnessed an aircraft accident or incident shall be obliged to report it immediately, using any available means of communication, to the nearest police authority or public administration or other security and public order services. A report of an air incident may be made using any means of communication available under the circumstances.

In the event of an aviation accident or serious aviation incident, the following should be notified:

- President of the CAA and the PKBWL through the ECCAIRS2;
- The nearest Police Authority in the area or the nearest Prosecuting Authority in the area;
- the Accountable Manager or, if he is unavailable, the Flight Operations Manager or the SM

In the event of an aviation incident, the following should be notified:

- President of the CAA and the GDPR through the Central Notification Database;
- the Accountable Manager or, if he/she is unavailable, the Flight Operations Manager or the SM

2.2. Reporting

Persons Obligated to Notify shall report via the mandatory reporting system (via ECCAIRS2) events in accordance with this Article that may pose a significant risk to aviation safety and fall into the following categories (events involving motorised aircraft other than complex aircraft - used by the Operator):

a) flight operations:
- Unintentional loss of control;
- Landing outside of the designated climbing field...;
- Failure or inability to achieve the required aircraft performance expected under normal conditions during take-off, climb or landing;
- Trespassing on the airstrip;
- Any flight made with an aircraft that was not airworthy or for which flight preparation had not been completed, which created or would have created a hazard to the aircraft, its occupants or any other person;
- Unintentional flight in IMC (meteorological conditions for instrument flight) which created or could have created a hazard to the aircraft, its occupants or any other persons;
- Unintentional load release.

b) technical incidents:
- excessive high vibrations;
- any case of malfunctioning or disconnected flight controls;
- failure or significant structural deterioration of the aircraft;
- loss of any part of the aircraft structure or installation during flight;
- Failure of engine, propeller, fuel system or other essential system;

- Leakage of any fluid that creates a fire hazard or creates the potential for hazardous contamination of aircraft structures, systems or equipment or danger to occupants

c) interaction with air navigation and air traffic management services:
   - Interaction with air navigation services (e.g. execution of incorrect services, conflicting messages or deviation from clearance) that has created or could create a risk to the aircraft, its occupants or any other persons;
   - Airspace violation.

d) Emergencies and other critical situations:
   - Any event requiring an emergency to be reported;
   - Fire, explosion, smoke, toxic gases in aircraft;
   - The inability of the pilot to act leads to the inability to perform his duties.

e) External environment and meteorological conditions:
   - Collision on the ground or in the air with another aircraft, terrain or obstacle;
   - Dangerous proximity on the ground or in the air with another aircraft, terrain or obstacle necessitating an emergency manoeuvre to avoid a collision;
   - A collision with an animal, including a bird, which resulted in damage to the aircraft or loss or malfunction of any of its essential functions...;
   - Interference with aircraft resulting from firearms, fireworks, kites, laser illuminations, high-powered lights, lasers, remotely piloted unmanned aerial systems, flying models or analogous means;
   - Lightning strike causing damage to aircraft or loss of aircraft function;
   - Entering an area of severe turbulence, causing injury to the occupants of the aircraft or the need for a post-flight inspection of the aircraft during which the turbulence occurred;
   - Icing that has created a hazard or could create a hazard to the aircraft, its occupants or any other persons.

The remaining events are subject to a voluntary notification system.

The SM or Accountable Manager makes submissions to ECCAIRS2 on behalf of the Operator.

Persons Obliged to Notify - who are obliged (within 72 hours after the occurrence) to report the incident:

a) Commander;
b) a person engaged, under the oversight of a Member State or the Agency, in the design, manufacture, continued airworthiness monitoring, maintenance or modification of an aircraft, or any equipment or part thereof;

c) the person signing, under the oversight of a Member State or the Agency, the airworthiness review certificate or the release to service of an aircraft or any equipment or part thereof;
d) a person who performs a function connected with the installation, modification, maintenance, repair, overhaul, flight-checking or inspection of an air navigation installation for which a Member State ensures oversight;
e) a person who performs a function related to the ground handling of aircraft, including fuel refuelling.

The aviation incident, which GDPWL has waived to investigate, is being investigated by the SM.

Upon completion of the air incident investigation, the SM must send a report to the PKBWL setting out, in particular, the causes and circumstances of the air incident and the actions taken to prevent similar occurrences in the future.

2.3. Internal procedures

The Operator's concerned services should be extensively involved in investigating the reported incident. The investigation of an incident consists of three main phases:

a) a preliminary phase involving the establishment of:
   - nature of the event and its likely consequences,
   - circumstances at the time of the incident - operational, equipment, personnel, etc,
   - the management system - the organisation of work and the procedures used,
   - the level of training of the personnel involved in the incident,
   - work discipline and other factors,
b) recovery phase and prevention of recurrence of the incident, including:
   - revising standards by modifying them, removing faulty procedures,
   - addition of new procedures, additions to requirements, etc.,
   - increase staff knowledge by increasing general understanding of tasks and rules, changes to training programmes, etc.,
   - review of supervisory and control policies and procedures,
c) a monitoring phase consisting of:
   - to check the effectiveness of the corrective actions carried out,
   - to check whether the stated objectives of introducing corrective action have been achieved,
   - trend analyses,
   - discussions with executive staff.

After the initial analysis of the incident report, if remedial action is needed even before the investigation is completed, the SM and PKBWL (if necessary) may issue Preliminary Corrective Orders to improve the procedures in place. Then, after investigation of the incident, leave or correct the procedures given in the Preliminary Corrective Order.

2.4 Notification of the authority and aircraft designer

The operator shall introduce an obligation to report to the President of the ULC and to the organisation responsible for the design of the aircraft any incidents, malfunctions, technical defects, exceedances of technical limitations, events that may indicate the presence of inaccurate, incomplete or unclear information in the operational compliance data established in accordance with Commission Regulation (EU) No 748/2012 of 3 August 2012, laying down implementing rules for the airworthiness and

environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations (OJ EU. L. 2012.224.1. as amended)or other deficiencies that endangered or could have endangered the safe operation of the aircraft but did not result in an accident or serious incident.

The SM or Accountable Manager is responsible for the applications.

3. Events associated with dangerous goods

In the event of any incident with hazardous materials, the Commander shall report the incident detected in accordance with A-09-00 to the Flight Operations Manager.

The Flight Operations Manager shall notify the email address lol@ulc.gov.pl or fax to (48) 22 520 73 15.

4. Storage of flight data recorder recordings

Not applicable at the Operator

INTENTIONALLY LEFT BLANK

SPO OM-A-12-00
FLIGHT OPERATION RULES

Flight rules are in accordance with AIP VFR (mandatory onboard aircraft operating under HR SPO authorisation).

1. **Principles of Visual Flight Rules (VFR): Informational Table Extract from Aviation Regulations**
   With the exception of special VFR flights, VFR flights shall be operated in accordance with the table below:

Table of flight altitudes/minima of operation			
Absolute height range	**Airspace class**	**Visibility in flight**	**Distance from the clouds**
At a level of 3050 m (10 000 ft) AMSL	A B C D E F G	8 km	Horizontal - 1500 m Vertical - 300 m (1000 ft)
Below 3050 m (10 000 ft) AMSL and above 900 m (3 000 ft) AMSL or above 300 m (1 000 ft) above treeline (whichever is greater)	A B C D E F G	5 km	Horizontal - 1500 m Vertical - 300 m (1000 ft)
At and below 900 m (3,000 ft) AMSL or above 300 m (1,000 ft) above treeline (whichever is greater)	A B C D E F G	5 km	Horizontal - 1500 m Vertical - 300 m (1000 ft)
	F G	5 km	Away from the clouds and with visibility from the ground

Note: You may fly with reduced flight visibility to not less than 1 500 m: (1) at an instrument speed (IAS) of 140 knots (kt) or less, giving sufficient opportunity to see other traffic or any obstructions to avoid a collision; or (2) under conditions where the probability of encountering other traffic will normally be low, such as in low traffic areas and when performing aerial work at low altitudes;

Daytime VFR flights are performed:

Helicopters with a flight visibility of less than 1,500 m, but not less than 800 m, if they will manoeuvre at a speed that provides sufficient opportunity to see other traffic or any obstacles in sufficient time to avoid a collision;

Except when necessary for take-off or landing or when authorised by the competent authority, VFR flight shall not be performed:

a) over dense built-up areas of large cities, towns, settlements or over open-air gatherings of people at a relative height of less than 300 m (1,000 ft) above the highest obstacle within 600 m of the aircraft;
b) over terrain other than that specified in point 1 at a relative height of less than 150 m (500 ft) above land or water or 150 m (500 ft) above the highest obstacle located within 150 m (500 ft) of the aircraft.

Aircraft flying VFR must be equipped with measuring and display equipment (detailed equipment is listed in Part B):

a) magnetic course;

b) time in hours, minutes and seconds;
c) barometric altitude;
d) instrument speed;
e) vertical speed;
f) turn and slide;
g) spatial location;
h) course;
i) outside air temperature;

It is not required that the data and indicators be displayed by separate devices. However, in the case of devices combining several display parameters, the information displayed to the Commander must be accurate and meet the requirements set out above.

2. Noise abatement procedures

The commander shall take into account published anti-noise procedures to minimise aircraft noise, while ensuring that safety considerations take precedence over noise mitigation.
Aircraft take-offs are to be carried out in such a way as to reduce noise, meaning that you should be as high as possible or as far away from buildings as possible in the shortest possible time.

If noise abatement procedures are in place at the aerodrome, the pilot must determine his climb profile, taking them into account; in any other case, the pilot must familiarise himself with the departure area and adjust his actions to minimise the noise impact on the environment.

3. Territorial application of flight rules

The Air Traffic Rules for the Europe Region (EUR) of Commission Implementing Regulation (EU) No 923/2012 of 26 September 2012 laying down common rules in respect of aviation and operational rules for air navigation services and procedures and amending Implementing Regulation (EC) No 1035/2011 and Regulations (EC) No 1265/2007, (EC) No 1794/2006, (EC) No 70/2006 and (EU) No 255/2010 (OJ L 281/1 of 13.10.2012) shall apply.

4. Communication

4.1. Communications procedures

Communications procedures, including procedures in case of radio communication equipment malfunction, shall apply to all types of operations performed by the Operator's aircraft in any area unless otherwise specified by regional regulations.

Aeronautical radio communications may be carried out by persons holding an aeronautical radio operator's certificate issued by the competent state administration.

The relevant government authority must certify radio stations used for aeronautical communications.

Radio communications should be conducted in accordance with international procedures, taking regional regulations into account.

4.2. Procedures in case of loss of communication

In case of loss of communication:

a) Consider the communication range associated with flight altitude and distance;
b) Check the correct tuning of the radio station;
c) Check the correct setting and connection of the radio controls;
d) Try to establish communications on other frequencies applicable in the flight area;
e) If possible, transmit information to other aircraft by means of retranslation;
f) Broadcast reports preceded by the phrase "I'm broadcasting blind" at fixed locations or times.
g) Acknowledge receipt of information by carrying out manoeuvres ordered by the controller to identify or identify the transponder;
h) Set transponder code A 7600
i) Call the airport service or air information service from the helicopter.

When an aircraft is in air traffic at a controlled aerodrome, and radio communications cannot be maintained, the crew should pay attention to information and commands that visual signals may give.

When flying without radio communication, all navigation lights must be switched on, and visual signalling codes that are generally accepted in aviation must be used.

If the flight after a loss of communication is under VMC conditions, the PIC should:

a) Continue flying in VMC conditions;
b) Land at the nearest suitable airport;
c) Notify the air traffic control authority about arrival immediately.

5. Information and instructions on interception of aircraft

The interception of civil aircraft is governed by the rules set out in SERA and, to the extent not covered therein, by Annex 2 to the ICAO Convention. The following procedures apply only to the action of the Commander of the intercepted aircraft.

5.1. Interception procedure

Commander of the intercepted aircraft:

a) promptly follow the commands by the intercepting aircraft, accepting and responding to visual signals per the specifications in Tables 1 and 2 below.
b) if possible, notify the appropriate air traffic services unit;
c) attempts to establish radio communication with the intercepting aircraft or the appropriate authority directing the interception by making a general call on the emergency frequency 121.5 MHz, providing the identification of the intercepted aircraft and the type of flight; if communication cannot be established, repeat the call on the emergency frequency 243 MHz as much as possible.

d) if the aircraft is equipped with an SSR transponder, select mod A code 7700 unless otherwise instructed by the appropriate air traffic services unit;

If instructions received by radio from any source contradict those given by the intercepting aircraft via visual signals, the intercepted aircraft shall immediately ask for clarification while following the visual instructions given by the intercepting aircraft.

If instructions received by radio from any source contradict those given by the intercepting aircraft by radio, the intercepted aircraft shall promptly ask for clarification while following the radio instructions given by the intercepting aircraft.

Suppose radio communication was established during the intercept, but communication in a common language is impossible. In that case, an attempt should be made to transmit instructions and acknowledge receipt of instructions and relevant information, using the phrases with the pronunciation shown in Table 3 below and transmitting each phrase twice.

5.2. Action by the intercepted aircraft

Aircraft intercepted by another aircraft immediately:

a) carries out the commands given to it by the intercepting aircraft, accepting and responding to visual signals according to the provisions of Tables 1 and 2,
b) shall, if possible, notify the appropriate air traffic services unit,
c) shall attempt to establish radio communication with the intercepting aircraft or with the appropriate authority in charge of the interception by transmitting a call on the distress frequency 121.5 MHz, indicating the identity of his aircraft and the nature of the flight and, if no communication is established, and if possible, shall repeat the call on the distress frequency 243 MHz,
d) if equipped with an SSR transponder, dial Mode A code 7700 unless otherwise instructed by the appropriate air traffic services unit,

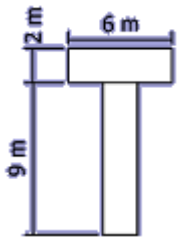
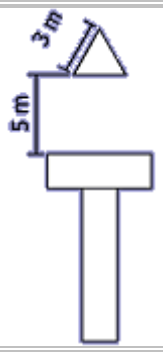
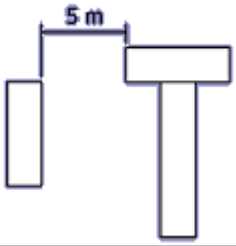
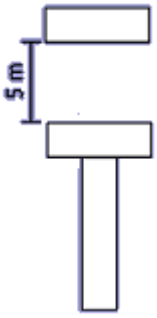
If instructions received by radio from any source conflict with the commands given by the intercepting aircraft through visual signals, the intercepted aircraft must request immediate clarification while simultaneously following the commands given by the intercepting aircraft. If instructions received by radio from any source conflict with the commands given by the intercepting aircraft via radio, the intercepted aircraft must request immediate clarification while simultaneously following the radio commands given by the intercepting aircraft.

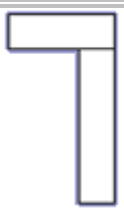
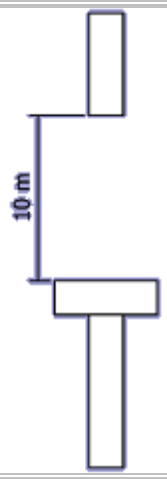
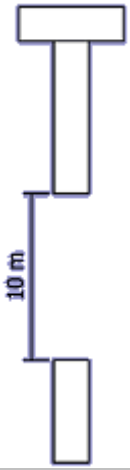
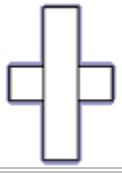
6. Radio listening watch

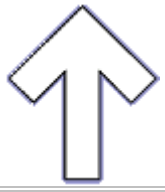
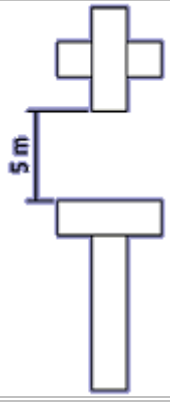
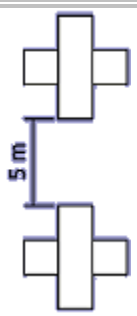
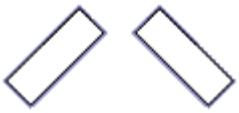
The flight crew of an aircraft operating in controlled airspace shall continuously listen to the frequency established by the appropriate ATC service and maintain two-way, uninterrupted radio communication with ATC from when the intention to start the engines is reported. Any significant malfunction of radio communication equipment shall be reported to the appropriate ATC service.

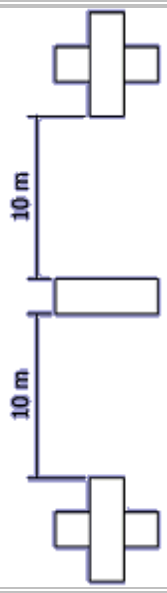
7. Signals

Signals to be displayed at take-off and landing sites

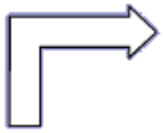
Signal	Meaning of the signal
	Landing or take-off shall be performed on the right side of the sign, in the direction parallel to the shaft of the T. A left-hand the circuit is in force.
	Make a right circle over the airfield. Attention. In the case of lining two parallel starts, the execution of the circles outwards applies accordingly, without the need for a special mark for the circle to the right.
	Land on the left side of the signal
	All aircraft operating above the aerodrome are to land. Note: landings shall be conducted in succession.
	Landing gear not down – go-around.

	Damage to the right undercarriage
	Damage to the left undercarriage
	Damage to the front undercarriage
	Damage to the tailwheel
	It is forbidden to land. Attention. The cross shall be displayed instead of the letter T

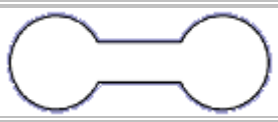
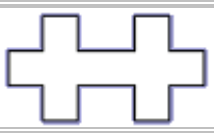
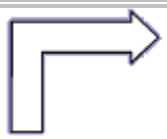
	Land at an alternate aerodrome in the indicated direction
	Land or take off from the right side of the signal, parallel to its stem, in the direction indicated by the arrow Attention. Signal given for gliders only
	Parachute jumping takes place at the airfield. Aircraft from which jumpers are dropped are allowed to take off and land and jumping is permitted Attention. Other aircraft may only land when the cross remains removed and the T-signal remains.
	It is forbidden to land and it is forbidden to drop jumpers. Warning. The aircraft from which the jumpers are being dropped should go to the second circle and perform a re-entry raid for the drop
	Signal indicating where the towline is to be dropped from the aircraft or where parachute jumpers are to be dropped over Note. The apex of the angle indicates the direction of the raid at the drop

	Landing order with jumper on board

Signals to be used on runways and taxiways

Signal	Signal description	Meaning of the signal
	Crosses in a colour contrasting with the background (white or yellow) placed horizontally on the runway, taxiway or parts thereof	Surfaces on which crosses have been laid are not suitable for aircraft movements
	Arrow in contrasting colour bent to the right, placed horizontally at the end of the runway or runway in use	Turn right before landing and after take-off

Signals to be displayed on the signal field

Signal	Signal description	Meaning of the signal
	Horizontally positioned square red shield with two yellow diagonal stripes	Landing on this aerodrome (airstrip) is prohibited and this prohibition may be extended
	Horizontally positioned square red shield with one yellow diagonal stripe	As a result of the poor condition of the manoeuvring area or any other cause, special care must be taken during the approach and landing
	Horizontally positioned white shield in the shape of two discs connected by a crossbar	Take off and land only on runways and taxi on taxiways
	Horizontally positioned white shield in the shape of two discs connected by a crossbar with black stripes placed on both discs perpendicular to the crossbar	Take off and land on runways only, but other manoeuvres need not take place on runways and taxiways only.
	Horizontally positioned double white cross	The airfield is used by gliders and flights are currently taking place
	Arrow in contrasting colour to the background bent to the right	Turn right before landing and after take-off

8. Time system used in operations

UTC (Coordinated Universal Time) shall be used for all operations the Operator performs. The time of operations is expressed by the number of hours and minutes on the scale of a 24-hour day beginning at midnight.

Time checks are carried out before each flight and when required by in-flight procedures.

9. ATC permissions

The flight must be conducted in accordance with the clearance received. If, for any reason, the aircraft commander wishes to deviate from the planned flight conditions, he/she must obtain permission from the appropriate ATC. In an emergency, the commander may deviate from the applicable regulations. and procedures.

During flight, the aircraft commander is required to ensure that position reports are provided to ATC.

10. Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or dangerous area

Day and night - a series of missiles fired from the ground every 10 seconds, each of which, giving off red and green lights or stars when exploded, will indicate to an unauthorised aircraft that it is flying in or entering a restricted, prohibited or dangerous area and that it should take the action necessary for the situation.

11. Procedures for flight crew observing an accident or receiving a distress transmission

See A-14-06.

12. The ground/air visual codes for use by survivors and description and use of signal aids

See A-14-06.

13. Signals of urgency and safety risks

See A-14-06.

SPO OM-A-13-00
Aircraft Leasing

Not applicable at the Operator

INTENTIONALLY LEFT BLANK

PAGE INTENTIONALLY LEFT BLANK