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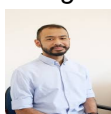
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**Hellenic Civil Aviation Authority**  
 EASA Operations Manual Template for Helicopters

**EASA Operations Manual Template for Helicopters**

Note: The references given are for guidance only and are not exhaustive.

PART A GENERAL BASIC	
<b>0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL</b>	
0.1	Introduction: (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. (c) A list and brief description of the various parts, their contents, applicability and use. (d) Explanations and definitions of terms and words needed for the use of the manual.
0.2	System of amendment and revision: (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. (b) A record of amendments and revisions with insertion dates and effective dates. (c) A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. (d) A description of the system for the annotation of pages or paragraphs and their effective dates. (e) A list of effective pages or paragraphs. (f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams). (g) Temporary revisions. (h) A description of the distribution system for the manual, amendments and revisions.
1	<b>ORGANISATION AND RESPONSIBILITIES</b> Note: The Operator shall avoid duplication of the information contained in this chapter and in chapter 3 or in a separate Operator Management Manual (OMM).

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