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Dear NCC Operator,

This generic draft NCC Manual is prepared by AOPA Europe having in mind a small NCC operator with 2-3 persons involved in the flight operation. The manual is written from the ground up with the purpose of fulfilling all relevant requirements in Part-NCC and Part-ORO in a simple way that is suitable for a typical small NCC operator.

In order to make the manual short, concise and easy to maintain we have made extensive use of references to relevant regulation and other material that is included in the appendices. In a number of cases we have made explicit choices regarding the implementation of a requirement. In doing so we have done it in a way that we believe will be suitable for many small NCC operators. An example of this is the email based archiving system. There can be many other ways of implementing the legal requirements and you should adapt to best suit your organization.

The suggested way of working with this manual is as follows:

1. Study the applicable Part-NCC and Part-ORO regulation (found in APPENDIX-REGULATION)
2. Study the draft Operations Manual in its entirety and implement changes to suit your organization. The most common variable items that must in any case be adapted are found in the OREF section.
3. When satisfied with the OPS Manual submit the NCC declaration in APPENDIX-FORMS to your competent authority

Particularly noteworthy:

In a few cases we have deliberately made implementation choices which exceed the legal requirements either because we believe that it is suitable for the typical small NCC operator or because it helps to keep managing the system simple. This is the case for the no-smoking requirements and for the recurrent training program where a number of training items are included as an annual training item even if there is no explicit legal requirement specifying the required training interval.

Regarding the Flight Time Limitation system you should verify what national requirement, if any, exists in your country for non-commercial operations. The currently included section assumes that no particular national requirements exist.

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