Organisation Management Manual Content for FSTD Operator		
Chapter 0 – Manual Administration		
	Subject	Description
1.	Title page	Title of the manual. A unique reference of the manual. Date of revision. Revision number. Copy number.
2.	Approval page	An approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM)
3.	List of effective pages (LEP)	The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages). This list is mentioned in the table of content.
4.	Abbreviations	List of abbreviations used in the manual.
5.	Distribution list	Provide a cross reference of who is in possession of which copy number of the manual. Refer information about electronic distribution.
5.	Record of revision	A table to record amendments and revisions. Provide all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.
6.	Revision Procedure	The procedure to follow to revise this manual. By who and how amendment can be proposed. Who is in charge to include / disseminate the manual revision.
7.	Documentation control procedure. ORA.GEN.200(a)(5)	Define how FSTD manuals will be controlled throughout the organisation. Where and how are the FSTD manuals stored and accessible to everyone involved in the organisation
Chapter 1 – General Information		
1.	General Information ORA.GEN.105	Name of the legal entity detaining the FSTD certificate and information about its all activities. Principle place of business (trading address), alternate place(s) of business. Statement about complexity of the Organisation.
2.	Organisation chart ORA.GEN.200	An organisation chart providing the relationships between the post holders (Accountable Manager, FSTD manager, CMM and SM) their assistants/deputies, the compliance auditors and the rest of the staff. AM legitimacy and responsibilities. AM statement regarding financial support of organization activities.
3.	FSTD Management Staff ORA.GEN.210	Provide the following information for each FSTD responsible persons (FSTD manager, Maintenance Technician, Person responsible for fly-outs): * Contact information (Name, phone, mobile, email, full time/part time); * Required qualifications and/or training; * Responsibilities.
4.	FSTD facilities ORA.FSTD.115 AMC1 ORA.FSTD.115 GM1 ORA.FSTD.115	Provide FSTD location description. Provide information or the reference to the document containing that information, which assess full compliance towards AMC1 ORA.FSTD.115 and local Health and Safety regulations. Provide the reference of the document regarding the safety briefings on the FSTD provided to users and instructors.
5.	FSTD contracted activities. ORA.GEN.205	Provide a list of the FSTD maintenance or engineering activities done by a third party.

6.	FSTD Access. ORA.GEN.140	Define who has access to the FSTD premises and the means to prevent unexpected visit which can disrupt a FSTD training session
7.	Changes requiring prior approval. ORA.GEN.130(a)(b)	Define or give the reference to the procedure managing changes requiring prior approval.
8.	Changes not requiring prior approval. ORA.GEN.130(c)	Define or give the reference of the procedure managing changes not requiring prior approval from ULC.
		Chapter 2 – Compliance Monitoring System
1.	Compliance monitoring manager. ORA.GEN.200(a)(6) ORA.GEN.210	Identify the manager and his responsibilities, required qualifications and/or training. State the independence of the compliance monitoring and reporting directly to the Accountable Manager, access to all parts of organization and as necessary sub-contractor. Compliance policy statement signed by AM.
5.	FSTD Compliance monitoring auditors (internal, external). ORA.GEN.210	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits for FSTD. How will the FSTD Operator assess their independence towards the areas they will be appointed to.
6.	FSTD Compliance monitoring programme. AMC1 ORA.FSTD.100 AMC2 ORA.FSTD.100 GM2 ORA.FSTD.100	Define the compliance monitoring programme for at least the below domains and their support documents. It has to begin with the requirements with which the system seeks to comply. These include both the technical standards (CS.FSTD) plus any other specific standards like health and safety regulations, and own compliance monitoring objectives (defect rates, recitification intervals, FSTD reliability targets) <u>Audit scope:</u> * Organisation; * Plans and Objectives; * Maintenance procedures; * FSTD qualification level; * Supervision; * FSTD technical status; * Manuals, logs and records; * MQTG; * Defect deferral; * Personnel training; * Aircraft and simulator configuration management, including Airworthiness Directives; * FSTD configuration management; <u>Areas for inspection:</u> * FSTD safety features (including emergency stops and emergency lighting); * QTGs re-runs; * Functional and subjective tests (fly-outs)
7.	FSTD Compliance monitoring planning.	Define the FSTD compliance monitoring planning or give the reference to the document/software providing that information. Management evaluations/reviews : * Planning of those management evaluations (at least quarterly); * Who must attend those management evaluations;

		* Forms on which those management evaluations are reported
8.	FSTD Audit and Inspection procedures	Define or give the reference of the audit procedure regarding FSTDs.
9.	FSTD Reporting procedures	Define or give the reference of the reporting procedures.
10.	FSTD Follow up and corrective action procedures – Findings.	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (FSTD Operator CMS findings) and external findings (any findings made by a third party like ULC). This procedure must address the following : * Identification of root cause; * Identification of corrective action / corrective action plan; * Person responsible for rectification; * Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; * Monitoring of corrective action programme; * Ensuring that the corrective action contain the necessary elements; * Evaluation of the effectiveness of the corrective action programme; * Reporting of significant non-compliances to the competent authority
11.	Recording system. ORA.GEN.220	How and on which form the FSTD compliance monitoring process will be recorded and stored. Who has access to it.
12.	Training of FSTD compliance auditors.	Define the training that the FSTD compliance auditors must perform before being allowed to audit part of the scope of the FSTD. When such training must be performed (initial training, recurrent training, refresher training).
13.	FSTD specific procedures ORA.FSTD.105 ORA.FSTD.110 AMC1 ORA.FSTD.110 GM1 ORA.FSTD.110	Define or give the reference of the manual or procedures providing the following information and their support documents : * Defect reporting system; * Defect rectification process; * Defect tracking mechanism; * Preventive maintenance programmes; * Spares handling; * Equipment calibration; * QTG running and checking; * Software and hardware control procedures. Configuration control procedures for : * Control of training loads; * Updates to visual models; * Updates to navigation and instructor operation station (IOS) databases; * QTG running and checking procedures; * Maintenance procedures for defect rectification; * Maintenance procedures for preventing maintenance. Control of the FSTD configuration Vs aircraft being simulated. System that ensures that all relevant Airworthiness Directives are

		introduced where applicable on affected FSTDs.
		Procedure to notify the authority in case of :
		* Major change;
		* Relocation;
		* Deactivation;
		* Major failure of a qualified device;
		* Major safety issue associated with the installation.
		Procedure that ensure compliance with applicable health and safety regulations, including :
		* Safety briefings;
		* Fire/Smoke detection and suppression;
		* Protection against electrical, mechanical, hydraulic and pneumatic hazards;
		* Other items as defined in AMC1 ORA.FSTD.115.
		Process to produce, review and track the following :
		* FSTD availability;
		* Numbers of defect by ATA chapter;
		* Open defects;
		* Defect closure rates;
		* Training session interrupt rates;
		* Training session compliance rating.
14.	FSTD Record-keeping. ORA.GEN.220 ORA.FSTD.240	Define the record keeping means and procedures for any FSTD documents. Define the content of the dossier for an authority recurrent evaluation or give the reference of the document providing that information.
Chapter 3 – Safety Management System		
1.	Safety policy and objectives. ORA.GEN.200(a)(2)	This section shall include safety policy signed by AM.
2.	Safety organization. ORA.GEN.200(a)(1) ORA.GEN.200(a)(4)	This section should detail the management structure of organization in regards to safety. * Scope of SMS and contracted activities (this section should detail what the SMS covers and how it interfaces with other safety related parties). * Safety accountabilities and responsibilities (this section should detail the key safety staff members, the members of the safety committee, and the safety accountabilities and responsibilities of all key staff members). * Documentation of SMS (this section should describe the way the SMS is documented and recorded).
3.	Identification of safety hazards and risk assessment process. ORA.GEN.200(a)(3)	This section should include the safety reporting and hazard identification process and how hazards and their risks are assessed and then managed and controlled.
4.	Safety assurance ORA.GEN.200(a)(3)	This section should include how the SMS and its outputs are audited. It should also include the safety performance monitoring and measurement process.
5.	Change management ORA.GEN.200(a)(3)	This section should detail how the organization uses the SMS system to manage change.

6.	Emergency Response Plan ORA.GEN.200(a)(3)	This section should details how the organization would deal with an emergency situation and provide a quick reference guide for key staff members.