



PART A. GENERAL

The OM function is to provide relevant information to flight instructors, theoretical knowledge instructors, operations and maintenance personnel and the students attending the training courses, a complete description of the ATO, its tasks, and the standards, in order to enable ATO personnel to perform their duties and to give guidance to students on how to comply with course requirements

The courses approved are the following, as specified in the "ATO certificate - Training course approval" issued by ENAC:

- (1) PPL(H) and night qualification+ Distance Learning
- (2) CPL(H) Modular + Distance Learning
- (3) Mountain Aerial Work Qualification (NAT) (DPR 566/88-DM 467/T)
- (4) Para-Dropping Qualification (NAT) (DPR 566/88-DM 467/T)
- (5) FI (H) + Revalidation & Renewal
- (6) FI (H) Refresher Seminar
- (7) T.R. SET/SP Bell Helicopter model 407 + Renewal
- (8) T.R. SET/SP Airbus Helicopter model SA315/316/319 + Renewal
- (9) T.R. SEP/SP Robinson Helicopter R44/R44 II (including Safety Course)+ Renewal
- (10) T.R. SEP/SP Robinson Helicopter R22/R22II (including Safety Course)+ Renewal

The content of the courses is reported in the relevant Training Manuals.

A.1 LIST AND DESCRIPTION OF ALL VOLUMES IN THE OPERATIONS MANUAL

The OM is divided in the following four parts:

- **Part A: General**, comprises all general operational policies, instructions and procedures needed to conduct safe operation.
- **Part B: Technical** Comprises all Aircraft related instructions and procedures; it takes account of any difference between types, variants or individual aircrafts used by the ATO.
- **Part C: Route** comprises all instructions and information needed to perform training activity in the area of operation established by the ATO.
- **Part D: Staff Training** comprises the instructions for the staff personnel to maintain valid the necessary ratings and qualifications and assure the level of standardization required by the ATO.

A.2 ADMINISTRATION (FUNCTION AND MANAGEMENT)

The functions and management of the ATO Personnel are shown in the following organization chart that reports the lines of responsibility between the persons referred to.