

7 PAGE PRESENTATIONS

At the beginning of each volume or section in the case of a single document, the first page should specify:

- The full title of the document

In case the title of such document is not “Organization’s Management Manual” or “Operations Manual” or “Training Manual” the title on the document’s first page shall comply with the following format in a single line, two or three separate lines (with line breaks at the “-” sign)

Part ORA - [ToD] - ORA.XXX.YYY ()

Prefix - - - - - ↑

Title of the Document - - - - - ↑

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One or a combination of the following references:

- ORA.GEN.200 for the equivalent of the OMM,
- ORA.ATO.130 for the equivalent of the OM or TRM
- ORA.ATO.230 (b) as appropriate to the scope of the approval for the equivalent of an OM
- ORA.ATO.230 (a) as appropriate to the scope of the approval for the equivalent of a TM

Example 1:

Part ORA - Manual - ORA.GEN.200

Example 2:

Part ORA - Management system - ORA.GEN.200 & ORA.ATO.130

Example 3:

Part ORA
Operations and procedures manual
ORA.ATO.130 & ORA.ATO.230 (b)

Note: *there is no need to use the full title format in all pages of the document or in its outside front or back cover as long as the first page of the document is in accordance with the format given above and part of the list of the effective pages.*

At the beginning of each volume or section in the case of a single document, the first page should specify:

- The name of the organization (official name as indicated on the EASA Form 143 approval certificate)
- The address, telephone, fax numbers and e-mail address of the Head Office
- The copy number from the distribution list
- The approval reference of the PART ORA organization

Each page of the Manuals should be identified as follows (this information may be added in the header or footer);

- the name of the organization (official name as indicated on the EASA Form 143 approval certificate)
- a unique identifier of the document to which belongs the page
- the issue number of the Manuals
- the amendment/revision number of the Manuals
- the date of the revision (amendment or issue depending on the way the organization has chosen to revise the Manuals)
- the chapter of the Manuals
- the page number
- the name of the document such as "Organization's Management Manual" or "Operations Manual" or "Training manual". If the title is different from these three titles, the document used as OMM shall contain a cross reference table to identify what document is considered as the OMM, the OM or the TM.

8 CORPORATE COMMITMENT BY ACCOUNTABLE MANAGER

Prior to submission of the 'draft' Manuals to the competent authority for a Part-ORA approval the Accountable Manager shall sign and date the Corporate Commitments statement related to:

- AMCs and GM / Non-Complex Organizations – General (Commitment for safety policy)
- AMCs and GM / Complex Organizations - Safety Policy (Endorsement & Commitment for safety policy)
- AMCs and GM / Organization's Management System Documentation (Statement for continuous and consistent compliance).
- AMCs and GM / Complex Organizations - Organization's Safety Management Manual (Accountability of the accountable manager).

as appropriate to the size and complexity of the organization. The signature of these commitments cannot be delegated to any person but the Accountable Manager. This confirms that he has read the relevant part of the documents and understands its responsibilities under the approval scope. In case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment to the competent authority for approval.