

AMC1 UAS.LUC.040 LUC manual

GENERAL

- (a) The LUC holder should ensure that all personnel are able to understand the language in which those parts of the LUC manual which pertain to their duties and responsibilities are written.

- (b) The LUC manual should contain a statement signed by the accountable manager that confirms that the organisation will at all times work in accordance with the UAS Regulation, as applicable, and with the approved LUC manual. When the accountable manager is not the chief executive officer of the organisation, then the chief executive officer shall countersign the statement.

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The LUC manual may contain references to the OM, where an OM is compiled in accordance with GM1 UAS.SPEC.030(3)(e).

The LUC manual should contain at least the following information, customised according to the complexity of the UAS operator.

LUC MANUAL TEMPLATE

Operator's name

Table of contents

1. Introduction (*the information under Chapter O, points 1-6 of the OM may be duplicated here or simply referenced to the OM*)
2. SMM
 - 2.1. Safety policy (*provide details of the UAS operator's safety policy, safety targets*)
 - 2.2. Organisational structure (*include the organogram and brief description thereof*)
 - 2.3. Duties and responsibilities of the accountable manager and key management personnel; (*in addition, clearly identify the person who authorises operations*)
 - 2.4. Safety management system (*provide a description of the safety management system, including the lines of responsibilities with regard to safety matters*)
 - 2.5. Operational control system (*provide a description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety*)
 - 2.6. Compliance monitoring (*provide a description of the compliance monitoring function*)
 - 2.7. Safety risk management (*the information about hazard identification, safety risk assessment and mitigation under Chapter A of the OM may be duplicated here or simply referenced to the OM*)
 - 2.8. Management of change (*description of the process to identify safety-critical changes within the organisation and its operation and to eliminate or modify safety risk controls that are no longer needed or effective due to such changes*)
 - 2.9. Development and approval of an operational scenario (*provide a description of the process*)
 - 2.10. Interface with subcontractors and partners (*describe the relationship with any subcontractor delivering products or services to the UAS operator as well as with partners, if available*)
 - 2.11. Documentation of key management system processes

3. OM (*the information under Chapters 2-11 of the OM may be duplicated here or references to the OM may be provided*)
4. Handling, notifying and reporting accidents, incidents and occurrences
5. Handling of dangerous goods (*specify the relevant regulations and instructions to crew members concerning the transport of dangerous goods such as pesticides and chemicals, etc. and the use of dangerous goods during operations such as batteries and fuel cells, engines, magnetising materials, pyrotechnics, flares and firearms*)

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PROCEDURES FOR SUBCONTRACTORS

If any activity is carried out by partner organisations or subcontractors, the LUC manual should include a relevant statement of how the LUC holder is able to ensure compliance with UAS.LUC.30(2)(i), and should contain, directly or by cross reference, descriptions of, and information on, the activities of those organisations or subcontractors, as necessary to substantiate this statement.