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Section	Para	Abbreviated Item Description	FAR Ref.	Component Cross Ref.		
<b>SECTIO</b>	ON 1: C	ORPORATE ORGANIZATION AND MANAGEMENT				
1	1.0	MANAGEMENT SYSTEM				
1	1.1	ORGANIZATION				
1	1.1.1	The Operator shall possess either: a valid Air Operator Certificate (AOC) and Operations Specifications (Ops Specs), or valid Management Specifications (MSpecs) issued by the National Aviation Authority (NAA). The Ops Specs or MSpecs and the associated documentation shall identify the scope of authorizations, limitations and restrictions, and the managers accountable for the AOC, Ops Specs and MSpecs operations.	91.1003 – ALL 91.1005 – ALL 91.1015 – ALL 119.5 – ALL 119.7 – ALL 119.9 – ALL 119.21(a) 119.21(a)(4) 119.21(b) 119.2(c) 119.23(b)(1) 119.23(b)(2 119.23(b)(3) 119.25 – ALL 119.41 – ALL 119.43 – ALL			
1	1.1.2	The Operator shall have a documented policy that emphasizes the organization's responsibility for complying with the laws, regulations, policies and procedures of the States in which operations are conducted.	135.21(a) 135.21(c) 91.1023(a) 91.1023(c)			
1	1.1.3	The Operator shall have a management system in place that ensures the organization has clearly defined lines of authority and responsibility for the establishment of processes to identify the minimum regulatory requirements,	135.23(s) 91.1025(r)			
1	1.1.4	The Accountable Executive (AE) or a designated representative shall have overall accountability and responsibility for the effectiveness of the management system. The AE shall have authority over control of resources necessary to finance, implement and enforce policies and procedures within the organization.	135.23(s) 91.1025(r)	1.2	5.23	

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1	1.1.5	The Operator shall ensure that the minimum required management positions, as required by the NAA, are filled with individuals who meet the minimum regulatory requirements, and are approved by the NAA.	119.69 – ALL 119.71 – ALL			
1	1.1.6	The Operator shall assign responsibility for compliance with governing regulations and internal standards to managers and individuals, as required by	135.23(a) 91.1025(r)			
		organization, who are qualified, trained, and approved or authorized by the Operator.				
1	1.1.7	The Operator shall appoint an individual whose responsibility is to manage, monitor, and coordinate the implementation and continuing oversight of the Safety Management System (SMS) processes. In this capacity the individual shall report to the Accountable Executive or designated representative who is accountable for the effectiveness of the system.	135.23(s) 91.1025(r)	1.3	5.25	
1	1.1.8	The Operator must document the competency requirements for the position identified in 1.1.7. The individual appointed must meet those requirements.	135.23(s) 91.1025(r)	4.1, 4.1.1	5.91	
1	1.2	MANAGEMENT COMMITMENT				
1	1.2.1	The Operator shall document a corporate policy, signed by the Accountable Executive, that commits the organization to ensure safety and quality are core values and a priority in all phases of the operation.	135.23(s) 91.1025(r)	1.1, 1.2	5.21, 5.23	
1	1.2.2	The Operator shall include safety and quality in the duties and responsibilities at all levels of management. This shall be identified in job descriptions.	135.23(s) 91.1025(r)	1.1, 1.2	5.21, 5.23	
1	1.2.3	The Operator shall continually seek ways to improve and refine the organizations safety and quality commitment and culture. This shall be accomplished by:	135.23(s) 91.1025(r)	1.1, 1.2	5.21, 5.23	
1	1.2.3A	☐ Documenting the requirement for all personnel to fully comply with all governing statutes and regulations.	135.23(s) 91.1025(r)	1.2	5.23	
1	1.2.3B	☐ The conduct of periodic reviews, by Top Management and the Accountable Executive, of the safety and quality systems. This review shall validate the suitability of policies and procedures, and update or revise them as necessary	135.23(s) 91.1025(r)	1.1, 1.2	5.21, 5.23	
1	1.2.3C	Establishing a method of communicating to the entire organization, the requirement to meet safety, quality, statutory, and regulatory	135.23(s) 91.1025(r)	1.2	5.23	
1	1.2.3D	Establishing a safety policy	135.23(s) 91.1025(r)	1.1, 1.2	5.21, 5.23	

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1	1.2.3E	☐ Ensuring that safety objectives are established, managed, remain current, and are updated or revised as necessary.	135.23(s) 91.1025(r)	1.2	5.23	
1	1.2.3F	<ul> <li>Ensuring the availability of the resources needed to manage and maintain the safety and quality systems.</li> </ul>	135.23(s) 91.1025(r)	1.2	5.23	
1	1.3	RESPONSIBILITIES AND AUTHORITIES				
1	1.3.1	The Accountable Executive shall ensure the authorities and responsibilities are defined, documented, and communicated throughout the organization.	119.43(c) 135.23(a) 91.1025(r)	1.2	5.23	
1	1.3.2	The Accountable Executive shall appoint an individual who is responsible for oversight of each specific function of the operation. This individual shall be responsible for developing, implementing, maintaining and integrating (in conjunction with other functions) processes and procedures for his/her specific function. Further, this responsible individual shall keep the Accountable	135.23(s) 91.1025(r)			
1	122	Executive informed on the performance of and need for improvement of the management system.	125.22()			
1	1.3.3	The Accountable Executive shall establish clearly defined lines of succession, for those times when the managers and supervisors are not readily available or are absent from the workplace.	135.23(s) 91.1025(r) 119.69(d)(3)			
1	1.3.4	Responsible individuals shall be held accountable for quality and safety results, and shall ensure compliance with applicable rules, regulations and organizational standards. They shall identify deficiencies, develop, implement and verify preventive and corrective measures. They shall communicate as appropriate with the appropriate regulatory authorities regarding issues related to safety and quality.	135.23(s) 91.1025(r)			
1	1.4	Human Resource Policies				
1	1.4.1	The Operator shall provide to each employee current human resource policies and procedures.	135.21(d) 135.21(d)(1) 91.1023(d) 91.1023(d)(1)			
1	1.5	CORRECTIVE / PREVENTIVE ACTION				

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1	1.5.1	The management system shall have documented corrective and preventive action procedures to eliminate or mitigate to as low a level as practical, any quality and/or safety deficiency that is identified.	135.23(s) 91.1025(r)	3.3.1	5.75	
1	1.5.2	Corrective and preventive action shall ensure that the causes and effects of actual and potential non-conformances are mitigated, remedied and/or eliminated.	135.23(s) 91.1025(r)	3.3.1	5.75	
1	1.5.3	The management system shall have a documented procedure that specifies the individuals responsible for:	135.23(s) 91.1025(r)			
1	1.5.3A	☐ Reviewing non-conformities, noncompliance and deficiencies	135.23(s) 91.1025(r)			
1	1.5.3B	☐ Determining the root cause of the non-conformities	135.23(s) 91.1025(r)			
1	1.5.3C	☐ Evaluating the need for corrective action	135.23(s) 91.1025(r)			
1	1.5.3D	☐ Implementing corrective measures to minimize the possibility of a recurrence	135.23(s) 91.1025(r)			
1	1.5.3E	☐ Assigning an individual responsible for implementation of corrective and/or preventive actions	135.23(s) 91.1025(r)			
1	1.5.3F	☐ Monitoring and tracking the results of the actions	135.23(s) 91.1025(r)			
1	1.5.3G	☐ Mitigating regulatory action	135.23(s) 91.1025(r)			
1	1.5.3H	☐ Verifying that corrective or preventative actions have been implemented and are effective	135.23(s) 91.1025(r)			
1	1.6	CORPORATE MANAGEMENT REVIEW				
1	1.6.1	At regular intervals (not to exceed one year) the Accountable Executive shall conduct a review of the management system to assess its adequacy and suitability. This review shall evaluate the systems effectiveness, determine required improvements, and the need for changes to the safety management system, and implement appropriate corrective and preventive actions. This review shall include, but not be limited to:	135.23(s) 91.1025(r)			

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1	1.6.1A	Abbreviated Item Description	135.23(s)	1101		
1	1.0.1A	□ Safety policy	91.1025(r)			
1	1.6.1B	C-5.41:4:	135.23(s)			+
1	1.0.1D	☐ Safety objectives	91.1025(r)			
1	1.6.1C					+
1	1.0.1C	☐ Organizational and internal reporting structure	135.23(s)			
			91.1025(r)			
1	1.6.1D	☐ Individual authorities and responsibilities	135.23(s)			
			91.1025(r)			
1	1.6.1E	☐ Company and organizational	135.23(s)			
			91.1025(r)			
1	1.6.1E.	o Policies	135.23(s)			
	a		91.1025(r)			
1	1.6.1E.	o Processes	135.23(s)			
	b		91.1025(r)			
1	1.6.1E.	o Procedures	135.23(s)			
	c		91.1025(r)			
1	1.6.2	Records from management reviews shall be maintained.	135.23(s)			
			91.1025(r)			
1	1.7	PROVISION OF RESOURCES				
1	1.7.1	The Accountable Executive shall ensure sufficient resources are available to	135.23(s)	1.2	5.23	
		implement and sustain effective quality and safety systems.	91.1025(r)			
		The Accountable Executive shall ensure all functions within the organization	135.23(a)			+
		are filled with competent individuals with the minimum knowledge,	135.23(s)			
1	1.7.2	experience, qualifications, and demonstrated skills appropriate for the position.	\ /			
1	1.7.2	appropriate to the position	119.69 – ALL			
			119.71 – ALL			
1	1.7.3	The Accountable Executive shall ensure position responsibilities and	135.23(a)			†
		qualifications requirements are documented, practical, appropriate, and	135.23(s)			
		achievable. This includes all positions regardless of technical and regulatory proficiency requirements.	91.1025(r)			

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1	1.7.4	The Accountable Executive shall ensure all personnel maintain their competency through continuing education and training. All personnel required to meet regulatory requirements for their position must remain qualified.	135.23(s) 135.243 – ALL 135.244 – ALL 135.247 – ALL 135.293 – ALL 135.295 – ALL 135.297 – ALL 135.301 – ALL 135.337 – ALL 135.338 – ALL 135.341 – ALL 135.343 – ALL 135.351 – ALL 135.351 – ALL 135.351 – ALL 135.429(a) 135.505 – ALL 91.1025(r) 91.1065 – ALL 91.1069 – ALL 91.1071 – ALL 91.1099 91.1107 – ALL 91.1111			
1	1.7.5	These records shall include documents to demonstrate: qualifications, education and training.	91.1429(a) 91.1027(a)(3)(i) 91.1027(a)(3)(ii) 91.1027(a)(3)(iii) 91.1027(a)(3)(iv) 91.1027(a)(3)(v) 91.1027(a)(3)(vi) 91.1027(a)(3)(vii) 91.1027(a)(3)(viii) 91.1027(a)(3)(ix) 91.1027(a)(3)(x)			

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	<u> </u>	Addreviated item Description	91.1027(a)(4)(i)			
			91.1027(a)(4)(ii)			
			91.1027(b)			
			91.1073(c)			
			135.63(a)(4)(i)			
			135.63(a)(4)(ii)			
			135.63(a)(4)(iii)			
	]		135.63(a)(4)(iv)			
			135.63(a)(4)(v)			
			135.63(a)(4)(vi)			
			135.63(a)(4)(vii) 135.63(a)(4)(viii)			
			135.63(a)(4)(viii) 135.63(a)(4)(ix)			
			135.63(a)(4)(x)			
			135.63(a)(5)			
			135.63(b)			
			` /			
1	1.0	ODED ATIONAL CAPETY AND DI ANNUNC CONTROL	135.323(c)			
1	1.8 1.8.1	OPERATIONAL SAFETY AND PLANNING CONTROL	125 22( )			
1	1.8.1	The Operator shall have documented processes and procedures to identify,	135.23(s)			
		evaluate and implement mandates from external sources, such as original	91.1025(r)			
		equipment manufacturers, regulatory agencies, etc., in it planning and decision				
		processes.				
		The Operator shall establish documented processes and procedures to identify	135.21 – ALL			
1	1.8.2	minimum regulatory requirements, prior to each flight operation, and a	135.23 – ALL			
		documented procedure to ensure regulatory compliance for:	91.1023 – ALL			
			91.1025 - ALL			
1	1.8.2A	☐ Flight Crew	See ORG 1.8.2			
1	1.8.2B	☐ Airplane	See ORG 1.8.2			
1	1.8.2C	☐ Flight Operations, and	See ORG 1.8.2			
1	1.8.2D	☐ Passengers	See ORG 1.8.2			
1	2.0	DOCUMENTATION AND RECORDS MANAGEMENT				
1	2.1	OPERATIONAL DOCUMENTATION				
		The organization shall ensure all documents used in the conduct of business	135.21(a)			

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	1	identifiable, concise, legible, current and understandable by those who use them.	135.21(g)			
1	2.1.1		135.23(s) 91.1023(a)	1.5	5.95, 5.97	
			91.1023(g) 91.1025(r)			
1	2.1.2	The organization shall ensure all documents are easily retrievable, useable and logically.	135.21(g) 135.23(s) 91.1023(g) 91.1025(r)	1.5	5.95, 5.97	
1	2.2	CONTROL OF DOCUMENTS				
1	2.2.1	The Operator shall have a master library and a system for document control and retention that is appropriate to the size and scope of the organization.	135.23(s) 91.1025(r)			
1	2.2.2	The Operator shall have documented processes and procedures to ensure all documentation and manuals are kept current. This shall include, but not be limited to:	135.21(a) 135.23(s) 91.1023(a) 91.1025(r)	1.5	5.95, 5.97	
1	2.2.2A	☐ Review, update and approval	See ORG 2.2.2			
1	2.2.2B	☐ Identification of revision, status and changes	See ORG 2.2.2			
1	2.2.2C	☐ Distribution and control	See ORG 2.2.2			
1	2.2.2D	☐ Prevention of the unintended use of obsolete documents and application of suitable identification to them if they are retained for any use	See ORG 2.2.2			
1	2.2.2E	Regulatory authority approval as required	See ORG 2.2.2			
1	2.2.3	The Operator shall have a documented process and procedure for controlling and disseminating externally acquired and used documents.	135.23(s) 91.1025(r)			
1	2.3	CONTROL OF RECORDS				
1	2.3.1	Records shall be established and maintained to provide evidence of conformity to the requirements of the NAA and the Operator's policies and procedures.	135.439 – ALL 135.507 – ALL 91.1027 – ALL	1.5	5.95, 5.97	
			91.1113 91.1439 – ALL			

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4 1		Abbreviated Item Description	FAR Ref.		505 505	
1	2.3.2	Records shall be legible, readily identifiable and retrievable.	135.23(s)	1.5	5.95, 5.97	
1	2.3.3	A documented procedure shall be established to define the controls needed for	91.1025(r)	1.5	5.05.5.07	
1	2.3.3	1	135.23(s)	1.3	5.95, 5.97	
		the identification, storage, protection, retrieval, retention time and disposition of records.	91.1025(r)			
1	2.3.4	The documented procedure shall define the method for controlling records that	135.23(s)	1.5	5.95, 5.97	
		are created and/or retained by suppliers, vendors, or other outside agencies.	91.1025(r)			
		Records shall be available for review, inspection, and audit by regulatory	135.73			†
		authorities, and other entities in accordance with contract or regulatory	135.63 – ALL			
1	2.3.5	requirements.	91.1019 – ALL			
			91.1025(r)			
			119.59 – ALL			
1	2.3.6	The Operator shall have a system for backing up all electronic records and	135.23(s)	1.5	5.95, 5.97	
		files.	91.1025(r)			
1	2.3.7	The Operator shall have a system for protecting all paper records and files	135.23(s)	1.5	5.95, 5.97	
		against loss and/or destruction.	91.1025(r)			
1	3.0	SAFETY MANAGEMENT SYSTEM				
1	3.1	SAFETY POLICY				
1	3.1.1	The Operator should have a Safety Management System appropriate to the	135.23(s)	1.0	5.3 (a) (1)	
		size, scope and complexity of the Operator's operation.	91.1025(r)			
1	3.1.1 a	The Operator's SMS should ensure compliance with relevant regulatory			5.3(c)	
		standards in 14 CFR Part 5, ICAO Annex 19, or NAA equivalent.				
1	3.1.2	Top management should define the Operator's safety policy and communicate	135.23(s)	1.1	5.21	1.1.1
		the expectations, objectives, commitments, and accountabilities to all	91.1025(r)			
		employees.				
1	3.1.2 a	Employees throughout the organization should demonstrate awareness of the			DCT	1.1.1
		Operator's system for employee reporting of saftey hazards or issues.				
1	3.1.2 b	Employees throughout the organization should demonstrate awareness of			DCT	1.1.1
		unacceptable saftey behavior and conditions for disciplinary actions.				<del>                                     </del>
1	3.1.2 c	Employees throughout the organization should demonstrate awareness of their			DCT	1.1.1
		defined safety accountabilities and can relate saftey objectives to their jobs.				

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1	3.1.3	Taking due account of the Operator's safety policy, the Operator should define safety objectives.	135.23(s) 91.1025(r)	1.0	5.3 (a) (1)	1.1.2
1	3.1.3 a	The Operator's safety objectives should form the basis for safety performance monitoring and measurement.				1.1.2.a
1	3.1.3 b	The Operator's safety objectives should reflect the Operator's commitment to maintain or continuously improve the overall effectiveness of the SMS.				1.1.2.b
1	3.1.3 c	The Operator's safety objectives should be communicated throughout the organization.				1.1.2.c
1	3.1.3 d	The Operator's safety objectives should be periodically reviewed to ensure they remain relevant and appropriate to the Operator.				1.1.2.d
1	3.1.4	The Operator should have a safety management plan that meets the safety objectives described in its safety policy.	135.23(s) 91.1025(r)	1.0	5.3 (a) (1)	
1	3.1.5	The Operator should specify the processes needed for the Safety Management System and the application of SMS processes throughout the operator's organization. The Operator should:	135.23(s) 91.1025(r)	1.0	5.3 (a) (1)	
1	3.1.5.A	☐ Determine criteria and methods needed to ensure that both the operation and control of these processes are effective, and determine the interaction of SMS processes.	135.23(s) 91.1025(r)	1.0	5.3 (a) (1)	
1	3.1.5.B	☐ Ensure the availability of resources and information necessary to support the operations, monitoring, measuring, and analysis of these processes.	135.23(s) 91.1025(r)	1.0	5.3 (a) (1)	
1	3.1.5.C	☐ Implement actions necessary to achieve planned results and continual improvement of these processes.	135.23(s) 91.1025(r)	1.0	5.3 (a) (1)	
1	3.1.6	The Operator should identify an Accountable Executive and should define accountability for safety within the Operator's safety policy for the Accountable Executive. The Accountable Executive, irrespective of other functions, should satisfy the following:	135.23(s) 91.1025(r)	1.2	5.23	1.2
1	3.1.6 a	Is the final authority over operations authorized to be conducted by the Operator?				
1	3.1.6 b	Controls the financial resources required for the operations to be conducted by the Operator				
1	3.1.6 c	Controls the human resources required for the Operator's operations (s).				

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1	3.1.6 d	Retains ultimate responsibility for the safety performance of the Operator's operations				
1	3.1.7	The Accountable Executive should accomplish the following:	135.23(s) 91.1025(r)	1.2	5.3 (a) (1)	1.2.a
1	3.1.7 a	Ensure that the SMS is properly implemented and performing in all areas of the Operator's organization.	· · · · · · · · · · · · · · · · · · ·		5.25(b)(1)	1.2.a
1	3.1.7 b	Develop and sign the Operator's safety policy.			5.25(b)(2)	1.2.a
1		Communicate the safety policy throughout the Operator's organization.			5.25(b)(3)	1.2.a
1	3.1.7 d	Regularly review the Operator's safety policy to ensure it remains relevant and appropriate to the Operator.			5.25(b)(4)	1.2.a
1	3.1.7 e	Regularly review the safety performance of the Operator's organization and direct actions necessary to address substandard safety performance. The directives of the Accountable Executive should be tracked and reported upon at the next regular review or as required.			5.25(b)(5), DCT	1.2.a
1	3.1.7 f	The Accountable Executive should have the competencies required by the Operator to perform those functions required of him/her by the SMS processes (i.e. qualifications, training, knowledge, and experience.)				1.2.a
1	3.1.8	The Operator should define accountability for safety within the Operator's safety policy for management personnel, including a direct accountability for safety on the part of senior management. The accountable executive should designate sufficient management personnel who, on behalf of the accountable executive,		1.2, 1.3	5.23(a)(2), 5.25(c)	1.2.b
1	3.1.8 a	Coordinate implementation, maintenance, and integration of the SMS throughout the Operator's organization.			5.25(c)(1)	
1	3.1.8 b	Facilitate hazard identification and safety risk analysis.			5.25(c)(2)	
1		Monitor the effectiveness of safety risk controls.			5.25(c)(3)	
1	3.1.8 d	Ensure safety promotion throughout the Operator's organization.			5.25(c)(4)	
1		Regularly report to the accountable executive on the performance of the SMS and on any need for improvement.			5.25(c)(5)	
1	3.1.9	The Operator should identify the levels of management with the authority to make decisions regarding safety risk acceptance.	135.23(s) 91.1025(r)	1.2	5.23(b)	1.2.e
1	3.1.9 a	The Operator should clearly define individuals or groups that are preforming safety risk management process steps and accepting risk for the process area(s) being assessed.	,	1.2	DCT	

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1	3.1.9 b	The Operators SMS should require that the person/team who performs safety evaluations within the Operator's organization reports directly to executive management to independently validate process area safety performance.		1.2	DCT	
1	3.1.10	The Operator should define accountability for safety within the Operator's safety policy for employees relative to the Operator's safety performance.		1.2	5.23	1.2.c
1	3.1.10 a	The Operator should document and communicate safety responsibilities and authorities throughout the organization.		1.2	5.23(a)	1.2.d
1	3.1.11	The Operator should appoint a safety manager who is responsible for the implementation and maintenance of the SMS.		1.2, 1.3	5.23(c)	1.3
1	3.2	SAFETY RISK MANAGEMENT (SRM)				
1	3.2.1	The Operator should identify the critical characteristics of its systems and operational environment and apply this knowledge to the identification of hazards, risk decision-making, and the design of risk controls.	135.23(s) 91.1025(r)	2.0	5.51	2.1.1
1	3.2.1 a	Hazard identification should be based on a combination of reactive and proactive methods.				2.1.2
1	3.2.1 b	The process of safety risk assessment and mitigation may include predictive methods of safety data analysis.				2.2
1	3.2.2	Safety Risk Management should be applied to initial system design and reviewed as changes occur to the organization's operational environment to maintain safe operations. To include:	135.23(s) 91.1025(r)	2.0	5.51	3.2
1	3.2.2 1	Implementation of new systems.				
1	3.2.2.2	Revision of existing systems.				
1		Development of operational procedures.				
1		Identification of hazards or ineffective risk controls through the safety assurance processes.				
1		The Operator should analyze its operational environment to gain an understanding of critical design and performance factors, processes, and activities to identify hazards.	135.23(s) 91.1025(r)	2.1, 2.1.1	5.53, 5.53 (a) & (b)	

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Section	Para	Allowsieted Heavy Description	EAD D-C	Ref.		
1	222	Abbreviated Item Description	FAR Ref.	11011	5.52(1)	
1	3.2.3 a	The Operator should consider the following information when conducting			5.53(b)	
		system analysis:				
		(1) Function and purpose of the system.				
		(2) The system's operating environment.				
		(3) An outline of the system's processes and procedures.				
		(4) The personnel, equipment, and facilities necessary for operation of the				
		system.				
1	3.2.4	Within the context of system analysis, the Operator should identify, describe,	135.23(s)	2.1.2	5.53 (c)	2.2
		and document the hazards in its operations that are likely to cause death,	91.1025(r)			
		serious physical harm, or damage to equipment or property in sufficient detail				
		to determine associated level of risk and risk acceptability.				
1	3.2.5	The Operator should determine and analyze the severity and likelihood of	135.23(s)	2.2, 2.2.1	5.55 (a)	2.2
		potential events associated with identified hazards, and will identify risk	91.1025(r)			
		factors associated with unacceptable levels of severity or likelihood.				
		The Operator should assess risk associated with each identified hazard and				
1	3.2.6	acceptance procedures and levels of management that can make safety risk	135.23(s)	2.2.2	5.55 (b)	2.2
		acceptance decisions. The organization shall define the decision-making	91.1025(r)			
		acceptability and requirements for risk controls.				
1	3.2.6 a	Operator personnel should actively participated in the Safety Risk			DCT	
		Management process.				
1	3.2.6 b	Individual(s) who have the authority to accept risk for the Operator's SRM			DCT	
		process should be performing that responsibility.				
1	3.2.6 c	The Operator's SRM should include specific processes for conducting risk		2.2.2	5.55(b), DCT	
		assessment that allows for determination of acceptable safety risk.				
1	3.2.7	The Operator should design and implement a risk control for each hazard for	135.23(s)	2.2.3	5.55(c), (d)	2.2
		which there is an unacceptable risk, to reduce risk to acceptable levels.	91.1025(r)			
1	3.2.7 a	For each risk control the residual or substitute risk should be analyzed before			5.55(d)	
		implementation.				
1	3.2.7 b	Prior to SRM risk control implementation, the Operator should evaluate that			5.55(d)	1
	2.2., 3	the identified risk will be acceptable with the risk control applied.				
1	3.3	*	<del> </del>			+
1	٥.٥	SAFETY ASSURANCE				

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ACSF Section	Ref. Para			Component Cross		<u> </u>
Section	Гага	Abbreviated Item Description	FAR Ref.	Ref.		
1	3.3.1	The operator should develop and maintain processes and systems to acquire data with respect to its operations, products and services in order to monitor the Operator's safety performance.	135.23(s) 91.1025(r)	3.0, 3.1	5.71	3.1.1
1	3.3.1 a	These processes and systems should include a means to validate the effectiveness of safety risk controls.				3.1.1
1	3.3.1 b	The Operator's safety performance should be verified in reference to the safety performance indicators and safety performance targets of the SMS in support of the Operator's safety objectives.				3.1.2
1	3.3.1 c	These processes and systems should include monitoring of operational processes, systems, products and services.		3.1.1	5.71(a)(1)	
1	3.3.1 d	These processes and systems should include monitoring of the operational environment to detect changes. (truncated for space)		3.1.1	5.71(a)(2), DCT	
1	3.3.1 e	These processes and systems should include auditing of operational processes, products, services, and systems. (truncated for space)		3.1.4	5.71(a)(3), DCT	
1	3.3.1 f	These processes and systems should include evaluations of the SMS and operational processes and systems.		3.1.3	5.71(a)(4)	
1	3.3.1 g	These processes and systems should include investigations of incidents and accidents. (truncated for space)		3.1.5	5.71(a)(5), DCT	
1	3.3.1 h	These processes and systems should include investigations of reports regarding potential non-compliance with regulatory standards or other safety risk controls established by the Operator.		3.1.5	5.71(a)(6)	
1	3.3.1 i	These processes and systems should include a confidential employee reporting system in which employees can report hazards, issues, concerns, occurrences, incidents, as well as propose solutions and safety improvements.		3.1.6	5.71(a)(7)	
1	3.3.2	The Operator should develop and maintain processes that analyze the data acquired through the processes and systems identified under paragraph 3.3.1 of this Standard and any other relevant data with respect to its operations, products, and services.	135.23(s) 91.1025(r)	3.1	5.71(b), DCT	
1	3.3.2 a	The Operator should analyze the quality of all relevant data outputs of continuous improvement actions at the appropriate levels of the organization.				

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ACSF Section	Ref. Para			Component Cross		
Section	Para	Abbreviated Item Description	FAR Ref.	Ref.		
1	3.3.2 b	The Operator should review its data analysis to assess the performance and				
		effectiveness of risk controls in the organization's operational processes and				
		the SMS, and to identify the root causes of non-conformances and potential				
		new hazards.				
1	3.3.3	The Operator should establish and implement processes to correct safety	135.23(s)	3.3.1	5.75	
		performance deficiencies identified in the assessments conducted under	91.1025(r)			
		Standard 3.3.1.				
1	3.3.3 a	The operator should have a process to ensure that the Accountable Executive			DCT	
		directs actions necessary to address substandard safety performance in the				
		system.				
1	3.3.3 b	The Operator should have clear documentation that members of management			DCT	
		contribute mitigation strategies to correct negative safety trends or potential				
		non-conformance within the system.				
1	3.3.4	The Operator should conduct assessments of its safety performance against its	135.23(s)	3.1.2, 3.1.3, 3.1.8	5.73(a)	
		safety objectives.	91.1025(r)			
1	3.3.4 a	Safety Performance Assessments should ensure compliance with the safety risk		3.1.8	5.73(a)(1)	
1	2 2 4 1	controls established by the Operator.		2.2	5.72( )(2)	
1	3.3.4 b	Safety Performance Assessments should evaluate the performance of the SMS.		3.2	5.73(a)(2)	
1	3.3.4 c	Safety Performance Assessments should evaluate the effectiveness of the		3.2	5.73(a)(3),	
		safety risk controls and identify any ineffective controls. (truncated for space)			DCT	
1	3.3.4 d	Safety Performance Assessments should identify changes in the operational		3.2	5.73(a)(4)	
		environment that may introduce new hazards.				
1		Safety Performance Assessments should identify new hazards.		3.2	5.73(a)(5)	
1	3.3.4 f	The Operator's evaluation reports should assess whether the organization is		3.2	5.73(b), DCT	
1	2.2.4	meeting its defined safety objectives.		2.2	5.70.4	2.2
1	3.3.4 g	The Operator should monitor and asses its SMS processes to maintain or		3.2	5.73(b)	3.3
1	3.3.4 h	continuously improve the overall effectiveness of the SMS.  These assessments should include reviews by the Accountable Executive.		3.3.2	5.73(a), DCT	
1	3.3.5	The Operator should use the outputs of the Management Review to continually	135.23(s)	3.1.4	5.73(a), DC1 5.71 (a) (3)	
1	5.5.5	improve the effectiveness of the SMS and of safety risk controls through the	91.1025(r)	3.1.7	3.71 (a) (3)	
		use of the safety and quality policies, objectives, audit and evaluation results,	71.1023(1)			
		analysis of data, and corrective and preventive actions.				
		many one of dam, and conferm and proventive deticities.	ı			

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Section	Para	Abbreviated Item Description	FAR Ref.	Ref.		
1	3.3.6	The Operator should develop and maintain a process to identify changes within	135.23(s)	3.1.5	5.71 (a) (5)	<u> </u>
		the organization or its operational environment which may affect established	91.1025(r)		& (6)	
		processes and services and to describe the arrangements to assure safety	. ,		. ,	
		performance before implementing changes.				
1	3.4	SAFETY PROMOTION				
1	3.4.1	The Operator should have a process to develop and maintain a means of	135.23(s)	4.2	5.93(a)(b)	4.2.a
		communicating safety information that ensures that employees are aware of the	91.1025(r)			
		SMS policies, processes and tools relevant to their positions and conveys				
		hazard information relevant to the employee's responsibilities.				
1	3.4.2	The Operator should have a process to develop and maintain a means of	135.23(s)	4.2	5.93(c), (d)	4.2.b,
		communicating safety information that explains why safety actions have been	91.1025(r)			4.2.c,
		taken and why safety procedures are introduced or changed.				4.2.d
1	3.4.3	The Operator should provide initial and recurrent training to the Accountable	135.23(s)	4.1, 4.1.1,	5.91, DCT	4.1.1,
		Executive, members of management, and employees to ensure that all	91.1025(r)	4.1.2		4.1.2
		individuals attain and maintain the competencies necessary to perform their				
		duties relevant to the operation and performance of the SMS.				
1	3.4.3 a	The Operator should have documentation showing the individuals or group		4.1	5.91, DCT	
		who complete the organizational safety risk management related process steps				
		have the competencies (i.e., qualification, training, knowledge, and experience)				
		to properly perform those activities.		_		<del> </del>
1	3.5	SMS Documentation and Recordkeeping				
1	3.5.1	The Operator should have a process to develop and maintain SMS			5.95(a)	1.5.1
		documentation, in the form of an SMS Manual.				
1	3.5.1 a	The Operator's SMS Manual should describe the Operator's Safety Policy and				1.5.1.a
	2.5.1.1	Objectives.				1.5.1.1
1	3.5.1 b	The Operator's SMS Manual should describe SMS requirements.		-	5.05(1.)	1.5.1.b
1	3.5.1 c	The Operator's SMS Manual should describe the Operator's SMS Processes			5.95(b)	1.5.1.c
		and procedures, including the Operator's Safety Risk Management and Safety				
1	3.5.1 d	Assurance processes and procedures.  The Operator's SMS Manual should describe the accountability,		-		1.5.1.d
1	3.3.1 d	responsibilities and authorities for SMS processes and procedures.				1.3.1.0
1	3.5.2	The Operator should develop and maintain SMS operations records as part of		-		1.5.2
1	3.3.2	its SMS documentation.				1.3.2
		ns Swis documentation.		_		

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		Abbreviated Item Description	FAR Ref.	Ref.		
1	3.5.2 a	The Operator should maintain records of outputs of safety risk management			5.97(a), DCT	
		processes. Such records must be retained for as long as the control remains				
		relevant to the operation. These records include: (truncated for space)		_		
1	3.5.2 b	The Operator should t maintain records of outputs of safety assurance			5.97(b)	
		processes. Such records must be retained for a minimum of 5 years.				
1	3.5.2 c	The Operator should maintain a record of all SMS training provided for each			5.97(c)	
		individual. Such records must be retained for as long as the individual is				
		employed by the certificate holder.		_		
1	3.5.2 d	The Operator should retain records of all communications described in 3.4.2			5.97(d)	
		for a minimum of 24 consecutive calendar months.				
1	4.0	QUALITY ASSURANCE				
1	4.1	QUALITY SYSTEMS				
1	4.1.1	The Operator should have a documented quality management process that	135.23(s)			
		defines and establishes the Operator's quality policy and objectives.	91.1025(r)			
1	4.1.2	The Operator's documented quality assurance process should encompass the	135.23(s)	+		
1	4.1.2	following elements, as applicable:	91.1025(r)			
1	4124					
1	4.1.2.A	☐ Monitoring and measurement of service providers	135.23(s)			
			91.1025(r)			
1	4.1.2.B	☐ Inspection and testing methods	135.23(s)			
			91.1025(r)			
1	4.1.2.C	☐ Monitoring of equipment including calibration and measurement	135.23(s)			
			91.1025(r)			
1	4.1.2.D	☐ Internal audits (self-audits as required by this Program) and external	135.23(s)			
		audits (third-party audits);	91.1025(r)			
1	4.1.2.E	A documented system for collecting and monitoring corrective and	135.23(s)			
		preventive action(s)	91.1025(r)			
1	4.1.2.F	☐ The use of appropriate statistical analysis, when required, to measure	135.23(s)			
		the effectiveness of the process	91.1025(r)			
1	4.1.2.G	☐ Appropriate training provided to designated employees on the	135.23(s)			
		elements of the quality assurance program to include their roles and	91.1025(r)			
1	4.1.2.H	☐ Systems for reporting / collecting from employees' information	135.23(s)			
		relative to quality-related errors occurring in the workplace	91.1025(r)			

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Section	Para	Althorated Itam Description	EAD Dof	Ref.		
1	4.1.2.I	Abbreviated Item Description	FAR Ref. 135.23(s)			+
1	4.1.2.1	☐ Defined methods for analyzing process-related errors for root-cause factors that provide input to the corrective action reporting process	91.1025(r)			
1	4.1.3	The quality systems should include, but not be limited to:	135.23(s)			+
1	4.1.5	The quality systems should include, but not be infined to.	91.1025(r)			
1	4.1.3.A	☐ Basic process control of the elements that make up that section	135.23(s)			+
1	4.1.5.71	Basic process control of the elements that make up that section	91.1025(r)			
1	4.1.3.B	☐ Documentation of process control for the elements of that section	135.23(s)			+
1	1.1.3.15	Documentation of process condor for the elements of that section	91.1025(r)			
1	4.1.3.C	☐ Internal audit system of those elements	135.23(s)			<del> </del>
1	4.1.3.C	☐ Internal audit system of those elements	91.1025(r)			
1	4.1.3.D	☐ External evaluation of vendors / suppliers associated with those	135.23(s)			+
1	4.1.3.D	☐ External evaluation of vendors / suppliers associated with those elements	91.1025(r)			
1	4.1.3.E	Measurement of processes for reliability and effectiveness	135.23(s)			+
1	7.1.J.L	Measurement of processes for renability and effectiveness	91.1025(r)			
1	4.1.3.F	☐ Independent audit (third party) of the elements of each section	135.23(s)			
-		independent dualit (time party) of the elements of each section	91.1025(r)			
1	4.2	INTERNAL EVALUATION PROGRAM	· · · · · · · · · · · · · · · · · · ·			
1	4.2.1	The Operator shall perform regularly scheduled internal audits of its	135.23(s)	3.1.2	5.71 (a) (3)	
		operational processes. The evaluation process shall be an ongoing function that identifies deficiencies, develops corrective and preventive actions, and performs follow-up evaluations that measure the effectiveness of interventions. The audit cycle should never exceed 24 months.	91.1025(r)			
1	4.2.2	The internal evaluation process should be an independent function that has	135.23(s)	3.1.3	5.71 (a) (4)	†
		straight-line reporting responsibility to senior management and/or the Safety Department.	91.1025(r)			
1	4.3	EXTERNAL EVALUATION PROGRAM				
1	4.3.1	The Operator should have independent third-party audits conducted in	135.23(s)	3.1.4	5.71 (a) (3)	
1	<i>5</i> Λ	accordance with the requirements of this program.	91.1025(r)			+
1	5.0 5.1	EMERGENCY / CONTINGENCY MANAGEMENT				+
1	5.1	PLANNING				

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		Abbreviated Item Description	FAR Ref.	Ref.		
1	5.1.1	The Operator shall develop and implement procedures that it will follow in the	135.23(s)	1.4	5.27	1.4
		event of an accident or incident or operational emergency. The emergency	91.1025(r)			
		response plan, or process, shall address, at a minimum, the following events:				
1	5.1.1.A	☐ Major or Catastrophic Accident	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1A.	Substantial damage to the aircraft, or	135.23(s)	1.4	5.27	1.4
	1		91.1025(r)			
1	5.1.1.A	<ul> <li>Serious or fatal injury to one or more persons, or</li> </ul>	135.23(s)	1.4	5.27	1.4
	.2		91.1025(r)			
1	5.1.1.A	Substantial damage to property	135.23(s)	1.4	5.27	1.4
	.3		91.1025(r)			
1	5.1.1.B	☐ Missing aircraft	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1.C	☐ Emergency airborne or potentially hazardous situation	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1.D	☐ Hijacking	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1.E	☐ Bomb threat/terrorist act	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1.F	☐ Reportable incidents to the appropriate agency e.g., NTSB	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1.G	☐ Facility Accident/Incident	135.23(s)	1.4	5.27	1.4
1	5.1.1.G	Substantial damage to Operator property, loss of life or	91.1025(r) 135.23(s)	1.4	5.27	1.4
1	.1	serious injury caused by an event not covered by A, F, or H of	91.1025(r)	1.4	3.27	1.4
	.1	this section	91.1023(1)			
1	5.1.1.H	☐ Aircraft damaged	135.23(s)	1.4	5.27	1.4
			91.1025(r)			
1	5.1.1.H	Minor damage on the ground, no loss of life, minor injury to	135.23(s)	1.4	5.27	1.4
	.1	person(s)	91.1025(r)			
1	5.1.1.I	☐ Environmental event	135.23(s)	1.4	5.27	1.4
			91.1025(r)			

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		Abbreviated Item Description	FAR Ref.	Ref.		
1	5.1.1.J	☐ Health-related event	135.23(s) 91.1025(r)	1.4	5.27	1.4
1	5.1.1.K	☐ Employee welfare following a major event	135.23(s) 91.1025(r)	1.4	5.27	1.4
1	5.1.1.L	☐ Business Continuity/Recovery Plan	135.23(s) 91.1025(r)	1.4	5.27	1.4
1	5.1.1. M	☐ Managing events that occur outside of its country	135.23(s) 91.1025(r)	1.4	5.27	1.4
1	5.1.2	The Emergency Response Plan must be developed as part of the Safety Policy.			5.27	
1	5.1.3	The Emergency Response Plan must be approved by the Accountable Executive.			5.27	
1	5.1.4	The Emergency Response Plan must include the delegation of emergency authority throughout the organization.			5.27(a)	
1	5.1.4 a	The Operator's Emergency Response Plan must clearly identify "proxies" and the assignment and limitations of their authority to perform safety management responsibilities when select individuals are moved from daily into emergency operations.			DCT	
1	5.1.4 b	The identified proxy must understand their defined limitations and authority as documented by the Operator for instances where emergency authority is delegated.			DCT	
1	5.1.5	The Emergency Response Plan must include assignment of employee responsibilities during an emergency.			5.27(b)	
1	5.1.6	The Emergency Response Plan must include coordination of the Operator's emergency response plan with the emergency response plan of other organizations the Operator must interface with during the provision of the Operator's services.			5.27(c)	
1	5.2	PREPARATION			5.27	
1	5.2.1	The Operator shall conduct periodic training and orientation on the Operator's emergency response plan for all employees. As a minimum, those employees that are directly involved in the management of the emergency response plan shall attend the training and orientation.	135.23(s) 91.1025(r)	1.4	5.27	

	Abbreviated Item Description  The Operator shall conduct an emergency response exercise, on at least an annual basis, in order to evaluate the effectiveness of the Operator's emergency response plan and to take appropriate corrective action to improve the Operator's emergency response readiness. The results of the annual	FAR Ref. 135.23(s) 91.1025(r)	Component Cross Ref.		<del>                                     </del>
	Abbreviated Item Description  The Operator shall conduct an emergency response exercise, on at least an annual basis, in order to evaluate the effectiveness of the Operator's emergency response plan and to take appropriate corrective action to improve	135.23(s)	Ref.		
1 5.2	The Operator shall conduct an emergency response exercise, on at least an annual basis, in order to evaluate the effectiveness of the Operator's emergency response plan and to take appropriate corrective action to improve	135.23(s)			
	emergency response exercise shall be documented in the Management Review required by this Standard.		1.4	5.27	
<b>SECTION 2</b>	2: FLIGHT OPERATIONS	-	-	 	
	.0 FLIGHT OPERATIONS ORGANIZATION AND				
2 1.	.1 AIR OPERATOR CERTIFICATE (AOC) AND GOVERNMENT SUPERVISION				
2 1.1	1.1 The Operator shall have a current copy of its Air Operator Certificate (AOC) available for inspection.	119.59(b)(1)(i) 135.63(a)(1) 135.73			
2 1.1	1.2 The Operator shall have available a list of the National Aviation Authority (NAA) personnel responsible for the oversight of its operation.	135.23(s) 91.1025(r)			
2 1.	.2 ORGANIZATION STRUCTURE AND RESPONSIBILITIES / GENERAL MANAGEMENT	V			
2 1.2	2.1 The Operator shall display in its Operations Manual (OM) an Operator organizational chart.	135.23(s) 91.1025(r)			
2 1.2	2.2 The Operator shall list in its OM all management personnel required by the NAA.	135.23(a) 135.77			
2 1.2	2.3 The Operator shall list in its OM the duties and responsibilities of the management personnel required by the NAA.	135.23(a)			
2 1.2	2.4 The Operator shall list in its OM or otherwise document the duties and responsibilities of additional managers and supervisors.	135.23(s) 91.1025(r)			
2 1.	.3 Reserved.				
2 2.	.0 LINE OPERATIONS				1
	.1 MANAGEMENT POLICIES AND PROCEDURES			<u> </u>	

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Section	1 ala	Abbreviated Item Description	FAR Ref.	Ref.		
2	2.1.1	All policies, instructions, and procedures relevant to the flight crew and the				
		overall operation of the mission shall be described in the appropriate section of				
		the Operations Manual or in other controlled documents.				
2	2.2	FLIGHT / CABIN CREW RESPONSIBILITIES				
2	2.2.1	The Operator's OM shall document line-oriented procedures and	135.23(s)			
		responsibilities for the PIC.	91.1025(r)			
2	2.2.2	The Operator's OM shall document line-oriented procedures and	135.23(s)			
		responsibilities for the SIC.	91.1025(r)			
2	2.2.3	The Operator's OM shall document line-oriented procedures and	135.23(s)			
		responsibilities for any Flight Attendant/Cabin Server.	91.1025(r)			
2	2.3	FLIGHT / CABIN CREW COMPOSITION,				
		OUALIFICATIONS, FLIGHT TIME LIMITATIONS AND				
		The Operator shall have procedures to maintain Flight and Duty Time and Rest	135.23(s)			
		records.	107 (0/ )/ (1)			
		These records shall be maintained in accordance with NAA requirements.	135.63(a)(4)(vii)			
2	2.3.1		135.63(a)(5)			
			91.1027(a)(3)(vii)			
			91.1027(b)			
2	2.3.2	The Operator shall have documented procedures to prevent Flight and Duty	135.23(s)			
		Time non- conformity.	91.1025(r)			
2	2.3.3	The Operator shall document training and other non-flight duty time in the	135.23(s)			
		Flight and Duty records.	91.1025(r)			
2	2.3.4	The Operator shall have documented procedures to ensure that flight crews	135.23(s)			
		required rest periods per calendar quarter.	135.263(b)			
			135.267(a)(1)			
			135.267(a)(2)			
			135.267(f)			
,			135.269(a)(1)			
			135.269(a)(2)			
			135.269(d)			
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	<u> </u> 	Abbreviated Item Description	FAR Ref.	101.		
			135.271(a)(2)			
			135.271(i)			
			91.1025(r)			
			91.1057(c)			
			91.1057(g)			
			91.1057(j)			
			91.1059(a)(1)			
			91.1059(a)(2)			
			91.1061(a)(1)			
	2.2.5		91.1061(a)(2)			
2	2.3.5	The Operator shall document fatigue countermeasures to ensure adequate	135.23(s)			
ı		rest and alertness when operating across multiple time zones.	91.1059(c)			
	226	TI O 4 1 111 - 1 - 4 1 1 4 - 4 1 4 1 4 1 1	91.1061(c)			
2	2.3.6	The Operator shall have documented procedures to ensure that only trained, and authorized crewmembers are assigned to each flight.	135.4 (a) – ALL 135.12			
		and authorized crewmembers are assigned to each might.	135.12 135.25(d)(3)			
			135.25(d)(3) 135.95 – ALL			
			135.99 – ALL			
			135.101			
			135.107			
			135.109 – ALL			
			135.111 135.243 – ALL			
			135.244 – ALL			
			135.245 – ALL			
Ī			135.247 – ALL			
			135.293 – ALL			
			135.297 – ALL			
			135.299 – ALL			
			135.301 – ALL			
			91.1031 – ALL			
			91.1051 ALL			
			91.1055 – ALL			
			91.1065 – ALL			
			91.1069 - ALL			

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2	2.3.7	The Operator shall define minimum flight crew pairing standards, and develop	135.23(s)			
		the procedures to ensure that no crew is assigned to a flight that does not meet these standards.	91.1055 - ALL			
2	2.3.8	The Operator shall specify in the crewmember's qualification records, the	135.23(s)			
		number of aircraft types, and aircraft-type derivations, that a flight crewmember may operate.	91.1025(r)			
2	2.3.9	The Operator shall document its policy regarding the use of part-time or	135.23(s)			
		contract crewmembers.	91.1025(r)			
2	2.3.10	The Operator shall document procedures to ensure that adequate and NAA-	135.269(b)(5)			
		approved rest facilities are provided as required by the NAA onboard the	91.1061(b)(1)			
		aircraft when any augmented crewmember is utilized.				
2	2.3.11	Reserved.				
2	2.4	FLIGHT PREPARATION AND PREFLIGHT				
2	2.4.1	The Operator shall document the duties and responsibilities of each flight	135.23(s)			
		crewmember during flight preparation and planning.	91.1025(r)			
2	2.4.2	The Operator shall document procedures for flight crew in the event an aircraft	135.23(f)			
•	-	discrepancy is discovered during preflight.	135.65(b)			
			91.1025(e)			
2	2.5	GROUND HANDLING				
2	2.5.1	The Operator shall have documented ground-handling procedures to prevent	135.23(s)			
		personal injury and/or aircraft or property damage.	91.1025(r)			
		The Operator shall have documented procedures for flight crew to supervise				
2	2.5.2	ground-handling personnel and procedures, including fueling. A flight	135.23(s)			
		crewmember shall ensure that the fuel truck is equipped with the emergency the NAA and is properly grounded.	91.1025(r)			
2	2.5.3	The Operator shall have documented procedures to ensure proper fueling	135.23(j)			
		procedures and fuel grades are followed.	91.1025(i)			
2	2.5.4	The Operator shall have documented procedures for flight crew to ensure the	135.23(s)			
		operation of line vehicles, and other vehicles operating, or parking near	91.1025(r)			
		aircraft, to prevent personal injury and/or aircraft, or property damage.				
2	2.6	AIRSPACE RULES				

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2	2.6.1	The Operator shall have a documented flight release process and procedures to ensure each aircraft meets the airspace operational equipment requirements in accordance with the rules under which each flight is to be conducted.	135.23(s) 91.1025(r)			
2	2.7	IN-FLIGHT				
2	2.7.1	The Operator shall provide each crewmember with a NAA-accepted or - applicable) normal operations checklist.	135.83(a)(1) 135.83(b)(1) 135.83(b)(2) 135.83(b)(3) 135.83(b)(4) 135.83(b)(5) 135.83(b)(6) 91.1033(a)(1) 91.1033(b)(1) 91.1033(b)(2) 91.1033(b)(3) 91.1033(b)(4) 91.1033(b)(5) 91.1033(b)(6)			
	2.7.2	The Operator shall provide each crewmember with documented aircraft-specific and operator-specific standard operating procedures.	135.23(s)  135.83(a)(1) 135.83(a)(2) 135.83(a)(5) 135.83(b)(1) 135.83(b)(2) 135.83(b)(3) 135.83(b)(4) 135.83(b)(5) 135.83(c)(1) 135.83(c)(1) 135.83(c)(2) 135.83(c)(4) 91.1025(r) 91.1033(a)(1) 91.1033(a)(2) 91.1033(b)(1)			

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			91.1033(b)(2)			
			91.1033(b)(3)			
			91.1033(b)(4) 91.1033(b)(5)			
			91.1033(b)(6) 91.1033(b)(6)			
			91.1033(c)(1)			
			91.1033(c)(2)			
			91.1033(c)(3)			
2	2.7.3	The Operator shall have a documented policy regarding PIC assignment and which seat the SIC may occupy.	91.1033(c)(4) 135.23(s)			
		which seat the SIC may eccupy.	135.109(a)(1)			
			135.109(a)(2)			
			135.109(b)			
			91.1025(r)			
			91.1031(a)(1)			
			91.1031(a)(2)			
			91.1031(b)			
2	2.8	NON-NORMAL / ABNORMAL OPERATIONS,				
		HANDLING OF INCIDENTS / ACCIDENTS				
2	2.8.1	The Operator shall provide each crewmember with NAA-accepted or - approved abnormal and emergency checklists.	135.83(a)(1)			
			135.83(a)(2)			
			135.83(b)(1)			
			135.83(b)(2)			
			135.83(b)(3)			
			135.83(b)(4)			
			135.83(b)(5)			
			135.83(b)(6)			
			135.83(c)(1)			
			135.83(c)(2) 135.83(c)(3)			
			135.83(c)(3) 135.83(c)(4)			
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		A toole videed from Description	91.1033(b)(1)	<u> </u>		
			91.1033(b)(2)			
			91.1033(b)(3)			
			91.1033(b)(4)			
			91.1033(b)(5)			
			91.1033(b)(6)			
			91.1033(c)(1)			
			91.1033(c)(2)			
			91.1033(c)(3)			
			91.1033(c)(4)			
2	3.0	FLIGHT CREW TRAINING AND EXAMINATION	, , , , , , , , , , , , , , , , , , , ,			
2	3.1	ORGANIZATION STRUCTURE AND MANAGEMENT				
		CONTROL				
2	3.1.1	The Operator and/or NAA-approved training provider shall document all	135.23(s)			
		qualified instructors and list the subjects for and aircraft in which they are	91.1025(r)			
		approved to provide training.	•			
2	3.1.2	The Operator and/or NAA-approved training provider shall document all	135.23(s)			
		qualified Check Airmen and list the aircraft and/or simulators in which they are	91.1025(r)			
		approved and the checks that may be accomplished.				
2	3.1.3	The Operator shall utilize a Level C or above simulator (when available) for all	135.23(s),			
		flight training and checking other than a line check or a line quality assurance	91.1025(r)			
		program.				
2	3.2	INSTRUCTORS, EXAMINERS, LINE CHECK AIRMAN				
		The Operator and/or NAA-approved training provider shall document that all	135.339 – ALL			
2	3.2.1	and Check Airmen have received training relative to their duties and	135.340-ALL			
		responsibilities.	91.1093 – ALL			
			91.1095 – ALL			
2	3.2.2	The Operator and/or NAA-approved training provider shall document all	135.323(c)			
		ground and flight training administered by instructors and Check Airmen in their respective Flight and Duty records.	91.1073(c)			
2	3.3	EXAMINATION / CERTIFICATION				

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2	3.3.1	The Operator shall have a documented procedure to ensure that each	135.293 – ALL			
2	3.3.1	crewmember has received and successfully completed the required	91.1065 – ALL			
		examinations to ensure qualification.	91.1003 – ALL			
2	3.3.2	The Operator shall have a documented procedure to ensure that each	135.293 – ALL			
		completed the required training and testing events before assignment to flight duties.	135.297 – ALL			
			135.299 – ALL			
			135.301 – ALL			
			135.323(a)(2)			
			91.1065 – ALL			
			91.1069 – ALL			
			91.1071 – ALL			
			91.1073(a)(2)			
2	3.4	FACILITIES, TRAINING AIDS AND EQUIPMENT				
2	3.4.1	The Operator and/or NAA-approved training provider shall have a designated	135.323(a)(2)			
		room or facilities in which to conduct ground training.	91.1073(a)(2)			
2	3.4.2	The Operator and/or NAA-approved training provider shall ensure that any training aids and equipment utilized are adequately maintained, current and are approved / authorized by the regulator/operator. The currency of the device	135.323(a)(2)			
		shall be documented and available for inspection.	91.1073(a)(2)			
2	3.5	GROUND TRAINING SYLLABUS				
		The Operator's ground-training manual and program shall be approved by the	135.323(a)(1)			
2	3.5.1	NAA.	135.324 - ALL 135.325 - ALL 135.341(a) 91.1073(a)(1) 91.1075 - ALL 91.1077 - ALL 91.1097(a)			

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2	3.5.2	The Operator shall document in its Internal Evaluation Program its procedures for oversight of a training provider's ground training program.	135.23(s) 91.1025(r)			
2	3.5.3	The Operator shall have documented procedures to ensure flight crewmembers are trained in the airspace and equipment requirements applicable to their areas of operation.	135.293(a)(2) 91.1065(a)(2)			
2	3.5.4	The Operator shall include in its NAA-approved training program, instruction in Crew Resource Management.	135.23(s) 91.1073(f)			
2	3.6	SIMULATOR AND / OR AIRPLANE TRAINING				
2	3.6.1	The Operator shall ensure that its flight-training manual has been approved by the NAA.	135.323(a)(1) 135.324(b)(1) 135.324(b)(2) 135.324(b)(3) 91.1073(a)(1) 91.1075(a) 91.1075(b)(1) 91.1075(b)(2) 91.1075(b)(3) 91.1075(c) 91.1075(d)			
2	3.6.2	The Operator shall document in its Internal Evaluation Program its procedures for oversight of a training provider's flight training program. This documentation shall include provisions for review of completed individual training accomplishments as well as provisions for on-site inspection/oversight of training in progress.  A. The Operator shall have a process to ensure any training conducted by a training provider is conducted in accordance with the Operator's approved training program.  B. The Operator shall conduct an evaluation of the training provider at lease every two years or as required by the NAA. All discrepancies found during the evaluation shall be fully documented and the provider shall provide, in writing, their proposed resolution of these discrepancies.	135.23(s) 91.1025(r)			

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2	3.6.3	The Operator shall include in its NAA-approved training program, instruction and evaluation in Crew Resource Management during simulator and flight training.	135.23(s) 91.1073(f)			
2	3.6.4	Reserved.				
2	3.6.5	Reserved.				
2	4.0	TECHNICAL OPERATIONS				
2	4.1	AIRPLANE PERFORMANCE				
2	4.1.1	The Operator shall have documented procedures to ensure that aircraft are not dispatched to or from any airport that is beyond the performance capabilities of the aircraft in accordance with the rules under which the flight is being conducted.	135.363 – ALL 135.364 135.165 - ALL 135.367 – ALL 135.371 – ALL 135.373 – ALL 135.375 – ALL 135.377 135.379 – ALL 135.381 – ALL 135.383 – ALL 135.385 – ALL 135.387 – ALL 135.387 – ALL 135.391 – ALL 135.393 – ALL 135.395 135.397 – ALL 135.398 – ALL 135.398 – ALL 135.399 – ALL 135.399 – ALL 135.390 – ALL 135.390 – ALL 135.391 – ALL 135.395 135.397 – ALL 135.398 – ALL 135.398 – ALL 135.398 – ALL 135.399 – ALL 135.390 – ALL 135.390 – ALL 135.390 – ALL 135.390 – ALL			

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			91.1025(o)(7)			
			91.1025(o)(8)			
	412		91.1025(o)(9)			
2	4.1.2	The Operator shall have documented procedures to ensure that flight	135.345(a)(2)			
		crewmembers are trained in calculating aircraft performance. This should include performance certification standards and requirements.				
		include performance certification standards and requirements.	135.345(a)(8)			
			135.345(b)(2)			
			135.345(b)(7)			
			135.345(b)(8)			
			135.345(b)(9)			
			135.351(b)(2)			
			91.1065(a)(2)			
			91.1065(a)(2) 91.1065(a)(3)			
2	4.2	NAVIGATION AND FACILITIES	)1.1005(u)(3)			
2	4.2.1	The Operator shall have documented procedures to ensure that an aircraft	135.161(b)(1)			
		meets departure, en route and terminal navigation requirements applicable to their operating authority.				
			135.161(b)(2)			
			135.165(a)(1)			
			135.165(a)(2)			
			135.165((a)(3)(i)			
			135.165(a)(3)(ii)			
			135.165(a)(4)			
			135.165(b)(1)			
			135.165(b)(2)			
			135.165(c)			
			135.165(g)(1)			
			135.165(g)(2)			
			135.165(g)(3)			
			91.1025(r)			
2	4.3	CERTIFICATION AND EQUIPMENT REQUIREMENTS				

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2	4.3.1	The Operator shall have documented procedures to ensure that all aircraft meet certification and equipment requirements of the applicable NAA rules under flight will be conducted.	135.25(a)(1) 135.25(a)(2) 135.25(d)(1) 135.25(d)(2) 135.143 – ALL 135.144 – ALL 135.147 135.149 – ALL 135.150 – ALL 135.151 – ALL 135.152 – ALL 135.153 – ALL 135.154 – ALL 135.154 – ALL 135.155 – ALL 135.157 – ALL 135.158 – ALL 135.159 – ALL 135.161 – ALL 135.163 – ALL 135.163 – ALL 135.163 – ALL 135.167 – ALL 135.167 – ALL 135.167 – ALL 135.170 – ALL 135.170 – ALL 135.171 – ALL 135.171 – ALL 135.173 – ALL 135.175 – ALL 135.175 – ALL 135.175 – ALL 135.175 – ALL 135.177 – ALL 135.179 – ALL 135.179 – ALL			

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2	4.3.2	Abbreviated Item Description  The Operator shall have documented procedures to ensure that flight crewmembers are aware of any MEL/CDL deferrals and to what extent they may affect flight operations.	FAR Ref. 135.23(g) 135.23(i) 135.143(b) 135.179 – ALL 91.1025(f)	RCI.		
2	4.3.3	The Operator shall have documented procedures to ensure that the required survival equipment is onboard the aircraft and is within the applicable inspection cycle, prior to flight release authorization, for the intended flight operation.	135.167 – ALL 135.177 – ALL 135.178 – ALL 91.1025(r) 23.1411 – ALL 23.1415 – ALL 25.1411 – ALL 25.1415 – ALL 25.1423 – ALL			
2	4.3.4	Reserved.				
2	5.0	INTERNATIONAL OPERATIONS				
2	5.1	DOCUMENTATION				
2	5.1.1	The Operator shall document its authorized areas of operation in its manual system.	135.23(c) 91.1025(b)			
2	5.1.2	The Operator shall have current reference library sufficient to cover the authorized areas of operation.	135.81 – ALL 91.1025(r)			
2	5.1.3	The Operator shall have documented procedures to retain all international flight documentation in accordance with its policy or applicable NAA rules.	135.23(s) 135.63(c) 135.63(c)(1) 135.63(c)(2) 135.63(c)(3) 135.63(c)(4) 135.63(c)(5) 135.63(c)(6) 135.63(c)(7) 135.63(c)(8) 135.63(d)			

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2	5.1.4	The Operator shall have documented procedures to ensure all international flight documentation conforms to applicable NAA rules.	91.1027(c)(8) 91.1027(c)(8) 135.23(s) 91.1025(r)			
2	5.1.5	The Operator shall have documented international procedures training for crewmembers.	135.23(s) 91.1025(r)			
2	5.1.6	The Operator shall have processes and procedures regarding the use of third- party flight planning and/or handling services including the scope of the services provided and means to identify and correct any deficiencies in these services.	135.23(s) 91.1025(r)			
2	5.2	COMPLIANCE WITH INTERNATIONAL				
2	5.2.1	The Operator shall document its processes and procedures to comply with applicable State(s) regulatory requirements.	135.3(a)(2) 91.702 91.703 – ALL 91.705 – ALL 91.706 – ALL 91.707 – ALL 91.709 – ALL 91.1025(r)			
2	5.2.2	The Operator shall document its processes and procedures to comply with applicable State(s) immigration requirements.	19 CFR Part 122			
2	5.2.3	The Operator shall document its processes and procedures to comply with applicable State(s) security requirements.	49 CFR Part 1540 49 CFR Part 1544			
2	5.2.4	The Operator shall document its processes and procedures to comply with applicable State(s) agriculture requirements.	19 CFR Part 122			

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2	5.2.5	The Operator shall document its processes and procedures regarding the	19 CFR Part			
		international transportation of minors.	122			
2	5.3	OVERWATER OPERATIONS				
2	5.3.1	The Operator shall have a documented policy that prohibits the release of a	135.23(s)			
		flight if preflight planning indicates it will have a "wet footprint" considering	91.1025(r)			
		the possible loss of one powerplant and/or a loss of pressurization.				
2	5.3.2	The Operator shall have documented processes and procedures to ensure	135 Appendix G			
		compliance with NAA ETOPS operations requirements, if authorized.	- ALL			
CT CTT	0314		91.1025(r)			
		PERATIONAL CONTROL				
3	1.0	ORGANIZATION AND MANAGEMENT				
3	1.1	MANAGEMENT SYSTEMS				
3	1.1.1	The Operator shall have a system and/or procedures for the exercise of	135.77			
		control over the initiation, conduct, termination and continuance of a flight,	135.79 – ALL			
		according to the authorizations and regulatory guidance of the NAA.	91.1011 – ALL			
		Included in these procedures shall be the name of the individual responsible for the operational control of each flight.	91.1029 – ALL			
3	1.1.2	The Operator shall list in the appropriate NAA authorizations, manual or	135.23(a)			
		manual system those individuals having operational control authority.	135.77			
			91.1025(r)			
		The Operator shall have documented processes and procedures to be followed	135.79 – ALL			
		by designated personnel to ensure operational control within the system.	91.1029 – ALL			
3	1.1.3	Operational control procedures shall comply with the applicable regulations				
		and may be exercised through flight plans, flight following, or flight locating.				
		Individuals exercising operational control shall properly trained.				
3	1.1.4	The Operator shall ensure appropriate management personnel coordinate and	135.23(s)			
		communicate on matters involving operational control.	91.1025(r)			
3	1.1.5	The Operator shall ensure all personnel with authority and responsibility for	135.23(s)			
		the exercise and/or monitoring of operational control have ready access to	91.1025(r)			
		appropriate safety information.				

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3	1.1.6	The Operator shall have documented processes and procedures to ensure	135.23(s)			
		oversight of every satellite base from which it operates.	91.1025(r)			
3	2.0	MANUALS AND DOCUMENTATION				
3	2.0.1	The Operator shall have a company manual system that meets the requirements	135.21 – ALL			
		of the NAA and this Standard.	91.1023 – ALL			
3	3.0	QUALITY ASSURANCE				
3	3.0.1	The Operator shall have, as part of an Internal Evaluation Program, a process	135.23(s)			
		of quality assurance of operational control procedures and processes.	91.1025(r)			
3	4.0	TRAINING PROGRAMS				
3	4.0.1	The Operator must establish a training program, in accordance with the NAA,	135.23(s)			
		for any person to whom it will grant the ability to perform operational control	91.1025(r)			
		tasks, within the limits of the Operator's documented processes and				
		procedures, on behalf of the Operator.				
3	5.0	HIRING - QUALIFICATIONS - LICENSING -				
3	5.0.1	The Operator shall have a documented policy regarding the qualifications of	135.23(s)			
		dispatch personnel.	91.1025(r)			
3	6.0	RECORDS RETENTION				
3	6.0.1	The Operator shall have a procedure for retaining records related to its	135.23(s)			
		exercise of operational control.	91.1025(r)			
<b>SECTI</b>	ON 4: A	IRCRAFT MAINTENANCE	-			
4	1.0	ORGANIZATION AND MANAGEMENT SYSTEM				
4	1.1	MANAGEMENT				

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Section	Para	Abbreviated Item Description	FAR Ref.	Ref.		
4	1.1.1	The Operator shall have a maintenance program administered by a Maintenance Manager who meets the requirements of and has been approved by the NAA, as applicable. The requirements of the maintenance program shall be defined, documented, and communicated throughout the company via controlled media.	119.69(a)(3) 119.69(c) 119.69(d)(1) 119.69(d)(2)(ii) 119.69(d)(2)(iii) 119.69(d)(2)(iii) 119.69(d)(2)(iv) 119.69(d)(2)(v) 135.23(a) 91.1413(b)(1) 91.1413(b)(2) 91.1025(r)			
4	1.1.2	The Maintenance Manager shall have responsibility and accountability for the effectiveness of the maintenance program. This individual shall have the authority over and control of the resources required to implement and enforce policies and procedures related to maintenance.	135.23(a) 91.1025(r)			
4	1.1.3	As required by the NAA, the operator shall appoint a quality assurance or chief inspector function within the maintenance department. This position shall be accepted or approved as required by the NAA. The quality assurance or chief inspector function shall:	135.23(s) 91.1025(r) 91.1413(b)(2)			
4	1.1.3.A	☐ Have responsibility over the inspection aspects of the maintenance	135.23(a)			
4	1.1.3.B	☐ Be listed in the mandatory manuals, or documents according to the NAA requirements	135.23(a)			
4	1.1.3.C	☐ Be established at the appropriate organizational level to avoid conflicts of interest	135.23(s) 91.1025(r)			
4	1.1.4	Reserved.				
4	1.2	ORGANIZATION				

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4	1.2.1	The operator either must possess or have documented procedures to acquire	135.423(a)			
		the necessary tools, equipment, facilities, and personnel to accomplish the	135.423(b)			
		work performed in accordance with its accepted or approved maintenance and	135.425(b)			
		inspection programs.	91.1423(a)			
			91.1423(b)			
			91.1425(b)			
4	1.2.2	The maintenance organization shall have a system for ensuring the quality of	135.413(b)(2)			
		maintenance that is outsourced. This system shall ensure contractor and sub-	135.425(a)			
		compliance with NAA, the Operator and OEM requirements are met. The	135.431(a)			
		control and oversight shall be defined in appropriate company documentation.	135.431(b) 135.431(c)			
			91.1425(a)			
			91.1431(a)			
			91.1431(b)			
4	1.2.3	The agentication shall include associate and its as a manual of agraving the	91.1431(c)			
4	1.2.3	The organization shall include oversight audits as a means of ensuring the safety, quality, and compliance with OEM, the Operator and NAA	135.431(a)			
		requirements of outsourced functions and products.	91.1431(a)			
4	1.3	MAINTENANCE PERSONNEL				
4	1.3.1	All persons with Airworthiness or Return to Service Authority shall be	135.435(a)			<del>                                     </del>
·	1.5.1	certificated to NAA requirements and that their certificates and/or ratings are	135.435(b)			
		in compliance with the Airworthiness and Return to Service Authority granted.				
			135.443(b)(3)			
			135.443(c)			
			135.443(d)			
			91.1443(a)(1)			
			91.1443(a)(2)			
			91.1443(b)(3) 91.1443(c)			
			91.1443(d) 91.1443(d)			
4	1.3.2	All persons of a supervisory or management position shall be properly	135.435(a)			
		certificated in accordance with NAA requirements.	· /			
			135.435(b)			
			135.443(b)(3)			
			135.443(c)			1

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		Abore valed from Best-iption	135.443(d)			
			91 1443(a)(1) 91.1443(a)(2) 91.1443(b)(3) 91.1443(c) 91.1443(d)			
4	1.3.3	The Operator shall have a documented process to ensure company	135.435(a)			
		technicians performing maintenance, preventive maintenance, or alterations are certificated in accordance with NAA requirements for the type of work they perform. If the operator utilizes non-certificated technicians, there shall be procedures for the qualification, supervision, and surveillance of any maintenance, preventive maintenance, or alterations performed by these technicians.	135.435(b) 91.1025(r)			
4	1.4	INSPECTION PERSONNEL				
4	1.4.1	The Operator shall have documented processes and procedures to ensure all persons performing required inspections are certificated in accordance with NAA regulations, properly trained and qualified for the type inspection(s) they perform.	135.429(a) 135.433 91.1111 91.1429(a)			
4	1.4.2	The Operator shall have documented procedures to prevent Required Inspection Item (RII) inspectors from inspecting their own work or specific work on which they have conducted training.	135.427(b)(7) 135.429(c) 91.1427(b)(7) 91.1429(c)			
4	2.0	DOCUMENTATION / RECORDS / MANUALS				
4	2.1	GENERAL				
4	2.1.1	The Operator shall have documented processes and procedures to ensure all aircraft maintenance records are in compliance with NAA requirements.	135.439 – ALL 91.1113 91.1439 – ALL			
4	2.1.2	The Operator shall have a documented process to ensure compliance with all applicable Airworthiness Directives.	135.439(a)(2)(v) 91.1439(a)(2)(v)			

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Section	Para	Abbreviated Item Description	FAR Ref.	Ref.		
4	2.1.3	The Operator shall have documented processes and procedures to review Service Bulletins and Letters published by the aircraft, engine, propeller, and appliance manufacturers.	135.23(s) 91.1025(r)			
4	2.1.4	The Operator shall have documented processes and procedures for reporting failures, malfunctions, and defects to the NAA, as required.	135.415 – ALL 135.417 – ALL 91.1415 – ALL			
4	2.1.5	The Operator shall have documented processes and procedures to ensure both MEL and non-MEL deferred items are tracked and controlled. These shall include at a minimum:  A master list of either MEL or non-MEL deferrals on each aircraft.  The time limitations of each MEL or non-MEL deferred item.  A projected repair time for each item.  Procedures for extending time limits for MEL deferred maintenance.  Procedures for extending non-MEL deferred items.	01 1417 ALI 135.179 – ALL 91.1115 – ALL			
4	2.2	AIRCRAFT CERTIFICATION DOCUMENTS				
4	2.2.1	For each aircraft type, the operator shall maintain a current copy of the appropriate Type Certificate Data Sheets (TCDS) and Supplemental Type Certificate (STC) Data Sheets or demonstrate the ability to access the appropriate TCDS from the NAA.	135.23(s) 91.1025(r)			
4	2.2.2	The Operator shall have a documented process to ensure the current aircraft registration, Certificate of Airworthiness, and radio station license (if applicable) document is onboard each aircraft prior to flight operation.	135.23(s) 135.25(a)(1) 135.25(d)(1) 91.1025(r)			
4	2.3	AIRFRAME / ENGINE / PROPELLER / APPLIANCE RECORDS (LOG BOOKS)				
4	2.3.1	The Operator shall have documented processes and procedures to ensure Airframe, Engine, Propeller, and Appliance Records are properly completed, maintained, and retrievable in accordance with NAA requirements.	135.439 – ALL 91.1113 91.1439 – ALL			

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4	2.3.2	The Operator shall maintain records of all major repairs and alterations, to include any instructions for continued airworthiness, in accordance with the requirements of the NAA, and the control of records and control of documents procedures. These records shall include maintaining AFM supplements for STC-added equipment.	135.439 – ALL 91.1113 91.1439 – ALL			
4	2.3.3	Reserved .				
4	2.4.1	MANUFACTURERS MAINTENANCE MANUALS  The Operator shall have documented processes and procedures to ensure that maintenance manuals recommended by the aircraft, engine, propeller, and appliance manufacturer are available and current.	135.23(s) 135.421(a) 135.421(b) 135.421(c)(1) 135.421(c)(2) 135.421(d) 91.1025(r)			
4	3.0	MATERIALS, HOUSING, AND FACILITIES				
4	3.1	MATERIALS MANAGEMENT				
4	3.1.1	The Operator shall have documented processes and procedures in place for materials management that meet the requirements of the state NAA, and other agencies. These processes and procedures shall be described in the required manuals, and as a minimum shall incorporate the following requirements.	135.23(s) 91.1025(r)			
4	3.1.1.A	☐ Audits and an approval process for all suppliers of parts and materials to insure parts and materials meet NAA airworthy standards as required.	135.23(s) 91.1025(r)			
4	3.1.1.B	☐ Receiving inspection insuring proper receipt of part/material/service ordered and compliant with NAA airworthiness standards.	135.23(s) 91.1025(r)			
4	3.1.1.C	☐ Proper traceability acceptable, to the state NAA requirements, maintained on all parts.	135.23(s) 91.1025(r)			
4	3.1.1.D	☐ Suspected Un-Approved Parts Program that incorporates training of parts and maintenance personnel and includes a system of reviewing Approved vendors, who may be the subject of a SUPS notification.	135.23(s) 91.1025(r)			

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3.1.1.E		
inventory controlled. Suspected un-approved parts stored in a separate secure quarantined area.  4 3.1.1.F		
and rubber parts or materials as may be required by the individual material, or part manufacturer or aircraft, engine, propeller, or appliance manufacturer.  4 3.1.1.G Proper tagging and or certifications to identify serviceable parts, materials, reparable parts, rejected parts and materials, and parts removed from an aircraft.  4 3.1.1.H Procedures for handling, quarantine, destruction, and disposal of rejected parts and materials in accordance with applicable NAA requirements.  4 3.1.1.I Proper shipping and packaging of aircraft parts and materials to preclude damage from shipping.  5 135.23(s) 91.1025(r) 135.23(s) 91.1025(r)  135.23(s) 91.1025(r)  135.23(s) 91.1025(r)  4 3.2 DANGEROUS GOODS / HAZARDOUS MATERIALS  The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / Hazardous Materials and waste.  135.23(p)(1)(iv) 91.1025(r) 171.3(a)		
material, or part manufacturer or aircraft, engine, propeller, or appliance manufacturer.  4 3.1.1.G Proper tagging and or certifications to identify serviceable parts, materials, reparable parts, rejected parts and materials, and parts removed from an aircraft.  4 3.1.1.H Procedures for handling, quarantine, destruction, and disposal of rejected parts and materials in accordance with applicable NAA requirements.  4 3.1.1.I Proper shipping and packaging of aircraft parts and materials to preclude damage from shipping.  5 135.23(s) 91.1025(r) 91.1025(r)  7 135.23(s) 91.1025(r)  91.1025(r)  91.1025(r)  91.1025(r)  135.23(p)(1)(iv)		
4 3.1.1.G Proper tagging and or certifications to identify serviceable parts, materials, reparable parts, rejected parts and materials, and parts removed from an aircraft.  4 3.1.1.H Procedures for handling, quarantine, destruction, and disposal of rejected parts and materials in accordance with applicable NAA 91.1025(r) requirements.  4 3.1.1.I Proper shipping and packaging of aircraft parts and materials to preclude damage from shipping. 91.1025(r)  4 3.2 DANGEROUS GOODS / HAZARDOUS MATERIALS  The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / 91.1025(r) Hazardous Materials and waste. 171.3(a)		
materials, reparable parts, rejected parts and materials, and parts removed from an aircraft.  4 3.1.1.H		
rejected parts and materials in accordance with applicable NAA  91.1025(r)  4 3.1.1.I □ Proper shipping and packaging of aircraft parts and materials to preclude damage from shipping.  91.1025(r)  4 3.2 DANGEROUS GOODS / HAZARDOUS MATERIALS  The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / Hazardous Materials and waste.  135.23(p)(1)(iv)  91.1025(r)  135.23(p)(1)(iv)  135.23(p)(1)(iv)  135.23(p)(1)(iv)		
rejected parts and materials in accordance with applicable NAA requirements.  4 3.1.1.I □ Proper shipping and packaging of aircraft parts and materials to preclude damage from shipping.  5 DANGEROUS GOODS / HAZARDOUS MATERIALS  The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / Hazardous Materials and waste.  91.1025(r)  135.23(s) 91.1025(r)  135.23(p)(1)(iv) 91.1025(r) 171.3(a)		
preclude damage from shipping.  4 3.2 DANGEROUS GOODS / HAZARDOUS MATERIALS  The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / 91.1025(r)  Hazardous Materials and waste.  91.1025(r)  91.1025(r)  171.3(a)		
4 3.2 DANGEROUS GOODS / HAZARDOUS MATERIALS  The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / 91.1025(r)  Hazardous Materials and waste. 171.3(a)		
The Operator shall have processes and procedures to ensure federal and local requirements for the proper storage and disposal of Dangerous Goods / 91.1025(r) Hazardous Materials and waste. 135.23(p)(1)(iv) 91.1025(r) 171.3(a)		
requirements for the proper storage and disposal of Dangerous Goods / 91.1025(r) Hazardous Materials and waste. 171.3(a)		
Hazardous Materials and waste. 171.3(a)		
1 1/13(b)(1) 1		
171.3(b)(2)		
4 3.2.1 171.3(b)(3)(i) 171.3(b)(3)(ii)		
171.3(b)(3)(ii) 171.3(b)(3)(iii)		
171.3(b)(3)(lll) 171.3(c)		
172.700		
29 CFR 1910		
4 3.2.2 The Operator shall have an acceptable training program that encompasses the 135.503 – ALL		
required elements of the state NAA, Environmental Agencies, and shall 135.505 – ALL		
include: 135.507 – ALL 91.1085		

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4	3.2.2.A	☐ Dangerous Goods / Hazardous Materials recognition, handling, and	135.503 – ALL			
		safety for all employees who do, or may come in contact with Dangerous	135.505 – ALL			
		Goods / Hazardous Materials.	91.1085			
4	3.2.2.B	☐ Training for all maintenance, parts, and ground support personnel for	135.503 – ALL			
		Air Carriers "Will Transport / Will Not Transport" Dangerous	135.505 – ALL			
		Goods/Hazardous Material policy.				
4	3.2.3	The Operator shall ensure the availability of Safety Data Sheets (SDS) to all	135.23(s)			
		personnel and shall provide the related safety equipment for handling those	91.1025(r)			
		materials.	.,			
4	3.3	FACILITIES AND EQUIPMENT				
4	3.3.1	The Operator shall have documented processes to ensure the maintenance	135.423(b)			
		facility is adequate for the level of work performed.	135.425(b)			
			91.1423(b)			
			91.1425(b)			
4	3.3.2	The maintenance facilities shall comply with all applicable environmental,	135.23(s)			
		health and safety standards.	91.1025(r)			
		The Operator shall have a documented process to ensure Measuring and Test	135.23(s)			
		Equipment (MTE), tooling, and equipment is calibrated as required to	91.1025(r)			
4	3.3.3	acceptable industry standards, properly stored, maintained, and serviced. There				
		shall be a process to ensure non-owned (mechanic owned) MTE, tooling, and				
		equipment is properly calibrated, stored, maintained, and serviced.				
4	4.0	MAINTENANCE PROGRAMS	105.410			
4	4.0.1	The operator shall have a documented maintenance and inspection program for type of aircraft that meets the minimum requirements of the NAA, and shall be	135.419 – ALL 135.425 – ALL			
		accepted or approved by the NAA.	91.1109 – ALL			
		accepted of approved by the 17111.	91.1411			
			91.1425 – ALL			
4	4.0.2	The Operator shall have an active analysis and surveillance program, as	135.431(a)			
		NAA, for any aircraft it operates that is type-certificated for ten or more Any required auditors, to include vendor-assigned auditors, shall be trained in	135.431(b) 135.431(c)			
		accordance with the processes and procedures in the Operator's analysis and	91.1431(a)			
		training program.	91.1431(b)			
			91.1431(c)			
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4	4.0.3	The Operator shall have an aging aircraft inspection program that conforms to the regulations of the NAA and the guidance provided by the applicable manufacturer. A description of the program shall be contained in the company inspection program, maintenance manual, or other appropriate documentation.	135.422 – ALL 91.1025(r)			
4	5.0	TRAINING PROGRAMS				
4	5.0.1	The Operator shall have an NAA-approved (as applicable) documented initial and recurrent training program for all maintenance personnel.	135.23(s) 91.1111			
SECTION	ON 5: C	ABIN OPERATIONS				
5	1.0	ORGANIZATION AND MANAGEMENT				
5	1.0.1	The Operator shall have documented policies and procedures regarding the of cabin personnel.	135.107 135.273(c)(1)(i)			
			135.273(c)(1)(ii) 135.273(c)(1)(iii) 135.273(c)(1)(iv) 135.273(c)(2) 91.1062 – ALL			
5	1.0.2	The Operator shall have documented policies and procedures regarding the	135.23(s)			
		duties, responsibilities, limitations and authority of cabin personnel managers.	91.1025(r)			
5	1.0.3	The Operator shall have documented policies and procedures regarding the responsibilities, authority, and interfaces between the pilot-in-command, second-in- command, and assigned cabin personnel.	135.23(s) 91.1025(r)			
5	2.0	MANUALS AND DOCUMENTATION				
5	2.0.1	The Operator shall have documented policies and procedures regarding the duties, responsibilities, limitations, and other requirements for cabin personnel.	135.23(s) 91.1025(r)			
5	2.0.2	The Operator shall have documented policies and procedures regarding the use of flight attendants, to include duty time limitations and rest requirements.	135.273(b) –  ALL  135.273(c) –  ALL  91.1062 – ALL			

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5	3.0	TRAINING PROGRAMS				
5	3.0.1	The Operator shall have a documented training program for its cabin including medical and security personnel. This training shall be appropriate to the specific aircraft type and duty assignment of these personnel and shall include operational, safety and security procedures.	135.23(s) 91.1025(r)			
5	3.0.2	Reserved.				
5	3.0.3	Pilots and cabin personnel must have completed training on the safe handling and storage of food.	135.23(s) 91.1025(r)			
5	3.0.4	Pilots and cabin personnel must have completed training on the use of any available medical equipment carried or installed in the aircraft, including the administration of CPR and first aid.	135.23(s) 91.1025(r)			
5	3.0.5	Reserved.				
5	3.0.6	Reserved.				
5	4.0	FLIGHT ATTENDANTS				
5	4.0.1	The Operator shall use qualified flight attendants when required by the aircraft type in accordance with applicable NAA regulations.	91.1097 – ALL 91.1105 - ALL 135.107 135.341 – ALL 135.349 – ALL			
5	4.0.2	If the Operator uses flight attendants, whether or not they are required by applicable NAA regulations, they shall be fully trained and qualified in accordance with the Operator's NAA-approved flight attendant training program.	135.341 – ALL 91.1097 – ALL			
5	5.0	CABIN SERVERS				
5	5.0.1	When the Operator elects to use a cabin server, the Operator shall document that the cabin server cannot perform safety-related duties, and require written acknowledgement by the cabin server of such limitations.	135.23(s) 91.1025(r)			
5	5.0.2	When a cabin server is utilized, the Operator shall have documented policies and procedures to ensure that the passenger safety briefing delivered to passengers clearly indicates the cabin server cannot perform safety-related duties and that the flight crew is responsible for ensuring their safety.	135.23(s) 91.1025(r)			

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5	5.0.3	When a cabin server is utilized, the Operator shall have documented policies	135.23(s)			
		and procedures to ensure the cabin server is listed as a passenger on all flight	91.1025(r)			
		documents.				
5	6.0	MEDICAL PERSONNEL				
5	6.0.1	The Operator shall have documented policies and procedures to ensure any	135.23(s)			
		medical crewmembers, required for the flight, are fully trained and qualified	91.1025(r)			
		for the operation and the aircraft type in accordance with the applicable NAA				
		regulations.				
5	6.0.2	The Operator shall have documented policies and procedures to ensure that				
		crewmembers, when transported in the absence of other passengers, are	135.23(s)			
		appropriately documented as either passengers or crew in accordance with the	91.1025(r)			
		regulations.				
5	7.0	SECURITY PERSONNEL				
5	7.0.1	The Operator shall use fully trained and qualified security personnel, including	135.23(s)			
		Armed Security Officers, when required by the State authority.	91.1025(r)			
5	7.0.2	If security personnel are not required by the State authority, and the operator	135.23(s)			
		elects to use them, they shall be fully trained and qualified to perform their	91.1025(r)			
		duties in the aircraft environment.				
5	7.0.3	The Operator shall have documented policies and procedures to ensure that	135.23(s)			
		security personnel, when transported in the absence of other passengers, are	91.1025(r)			
		documented as a passenger on appropriate flight documents.				
	0.0	OTHER CARETY REPRESENT A TIMES				
5	<b>8.0</b> 8.0.1	OTHER SAFETY REPRESENTATIVES  When other safety representatives are used or are required by the aircraft				+
3	8.0.1	documents or Aircraft Flight Manual (such as an evacuation crewmember), the	135.23(s)			
		Operator shall have documented policies and procedures regarding the duties	91.1025(r)			
		and responsibilities of that representative, and require written	91.1023(1)			
		acknowledgement by the safety representative				
		of the safety-related limitations associated with their duties.				
5	9.0	USE OF JUMP SEATS				1
5	9.0.1	The Operator shall have documented policies and procedures regarding the	135.23(s)			†
		conditions in which installed aircraft jump seats may be used by cabin	91.1025(r)			
		personnel.				
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5	9.0.2	The Operator shall have documented policies and procedures to ensure jump	135.23(s)			
		seats are utilized in accordance with NAA regulations, State authorities, and	91.1025(r)			
		aircraft manufacturer limitations.	.,			
SECTION	ON 6: A	IRCRAFT GROUND HANDLING & SERVICING				
6	1.0	ORGANIZATION AND MANAGEMENT				
6	1.0.1	The Operator shall have documented processes and procedures to ensure that	135.23(s)			
		only responsible personnel with the appropriate qualifications are allowed to	91.1025(r)			
		perform any of the ground handling functions.				
6	1.0.2	The Operator shall document the personnel assigned to ground handling	135.23(s)			
		management and ensure they have the appropriate authority to make changes	91.1025(r)			
		within the system.	,			
6	1.0.3	The Operator shall have a documented procedure to communicate ground	135.23(s)			
		operations policies, procedures, corrective actions, operations alerts, lessons	91.1025(r)			
		learned and other relevant information.	, ,			
(	1.0.4	The Occupation should be seen as a superior of the control of the	125 22(-)			
6	1.0.4	The Operator shall have documented processes and procedures to ensure	135.23(s)			
		compliance with all applicable environmental health and safety standards during ground operations.	91.1025(r)			
	2.0	MANUALS AND DOCUMENTATION				
6	2.0.1	The Operator shall have documented procedures for ground operations that	135.21(a)			
O O	2.0.1	include definitions, authorities and responsibilities.	91.1023(a)			
	2 0 2	-	` '			-
6	2.0.2	The Operator shall have documented policies and procedures regarding	135.23(p) – ALL			
		training, transportation (if applicable), recognition and handling of dangerous				
	202	goods.  The Operator shall have documented policies and procedures that describe	125.22( )			
6	2.0.3		135.23(s)			
		interface, authorities and responsibilities for compliance with local airport	91.1025(r)			
		operations and regulations.				
6	3.0	TRAINING PROGRAMS				
6	3.0.1	The Operator shall have a documented initial and recurrent training program	135.503 – ALL			
		that addresses the recognition, handling and transportation of dangerous goods,	135.505 – ALL			
		and specific emergency response for the release of dangerous goods.	135.507 – ALL			
6	3.0.2	The Operator shall have a documented initial and recurrent training program	135.23(s)			
		that addresses all relevant tasks and procedures for ground handling to include:	91.1025(r)			
]			\ /			

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6	3.0.2.A	☐ Ergonomics, specifically baggage and cargo handling proper lifting	135.23(s)	1		1
		techniques	91.1025(r)			
6	3.0.2.B	☐ Proper use of personal protective equipment	135.23(s)			
			91.1025(r)			
6	3.0.2.C	☐ Aircraft and ground vehicle fueling and servicing	135.23(s)			
			91.1025(r)			
6	3.0.2.D	☐ The operation of all ground vehicles relevant to ground handling	135.23(s)			
1			91.1025(r)			
6	3.0.2.E	☐ The regulations, policies and procedures of the specific airports of	135.23(s)			
		operation	91.1025(r)			
6	3.0.2.F	☐ Aircraft ground handling and servicing:	135.23(s)			
			91.1025(r)			
6	3.0.2.F.1	<ul> <li>Directing movement of aircraft</li> </ul>	135.23(s),			
		č	91.1025(r)			
6	3.0.2.F.	Parking aircraft	135.23(s)			
	2		91.1025(r)			
6	3.0.2.F.	<ul> <li>Aircraft ground power, engine and propeller operation</li> </ul>	135.23(s)			
	3		91.1025(r)			
6	3.0.2.F.	Tie down of aircraft	135.23(s)			
	4		91.1025(r)			
6	3.0.2.F.	<ul> <li>Taxiing of aircraft</li> </ul>	135.23(s)			
	5		91.1025(r)			
6	3.0.2.F.	Servicing of oxygen systems	135.23(s)			
	6		91.1025(r)			
6	3.0.2.F.	Debris hazards at the airport	135.23(s)			
	7	•	91.1025(r)			
6	3.0.2.F.	Ground vehicle operation on airports	135.23(s)			
	8		91.1025(r)			
6	3.0.2.F.	Ground operations in conditions conducive to aircraft icing	135.23(s)			
	9	-	91.1025(r)			
6	3.0.2.F.	Ground operations in conditions conducive to aircraft icing	135.23(s)			
	10	-	91.1025(r)			
6	3.0.2.F.	o Painting, marking, and lighting of vehicles used in support of	135.23(s)			
	11	aircraft operations on an airport	91.1025(r)			

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6	4.0	GROUND HANDLING VENDORS — AWAY FROM				
6	4.1	ORGANIZATION MANAGEMENT				
6	4.1.1	The Operator shall have policies and procedures to ensure that vendor	135.23(s)			
		personnel have the appropriate qualifications, authority and responsibility to perform ground handling.	91.1025(r)			
6	4.2	AUDIT AND QUALITY ASSURANCE				
6	4.2.1	The Operator shall have documented processes and procedures for auditing,	135.23(s)			
		tracking and trending of ground handling vendors, and to ensure quality control of goods and services provided by ground handling vendors.	91.1025(r)			
6	4.2.2	The Operator shall have documented processes and procedures to ensure that a	135.23(s)			
		ground handling vendor employs proper maintenance and servicing techniques / intervals for all ground servicing equipment.	91.1025(r)			
6	4.2.3	Reserved.				
6	4.2.4	Reserved.				
6	4.3	Management of Ground Handling Vendors				
6	4.3.1	The Operator shall have documented policies, procedures and a method for	135.23(s)			
		oversight of ground handling vendors.	91.1025(r)			
6	4.3.2	The Operator shall have documented policies to ensure that contract ground	135.23(s),			
		handling personnel used by the Operator meet the minimum training and	91.1025(r)			
		qualifications required in paragraph 3.0 in this section of the Standard.				
6	4.4	SAFETY PROGRAMS AND RISK CONTROL				
6	4.4.1	The Operator shall have documented policies, procedures and controls related	135.23(s)			
		to safety for ground handling vendors that includes acknowledgement and	91.1025(r)			
		signature of relevant polices and procedures.				
6	5.0	PROGRAMS				
6	5.1	PARKING OF AIRCRAFT				
6	5.1.1	The Operator shall have documented policies and procedures regarding the	135.23(s)			
		parking of aircraft related to airport sites, considering safety and security concerns.	91.1025(r)			
6	5.2	TOWING OF AIRCRAFT				1
6	5.2.1	The Operator shall have documented policies and procedures regarding towing	135.23(s)			
		of aircraft.	91.1025(r)			

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6	5.3	TAXIING OF AIRCRAFT				
6	5.3.1	The Operator shall have documented policies and procedures regarding non-	135.23(s)			
		flightcrew taxiing of aircraft, as applicable.	91.1025(r)			
6	5.4	FUELING AND SERVICING OF AIRCRAFT				
6	5.4.1	The Operator shall have documented policies and procedures regarding the	135.23(s)			
		fueling and servicing of aircraft, including procedures to ensure the fueler's	91.1025(r)			
		quality control program meets industry standards.				
6	5.5	DIRECTING MOVEMENT OF AIRCRAFT				
6	5.5.1	The Operator shall have documented policies and procedures for marshalling	135.23(s)			
		and direction of aircraft movement.	91.1025(r)			
6	5.6	BAGGAGE LOADING				
6	5.6.1	The Operator shall have documented policies and procedures regarding	135.23(b)			
		weighing and loading aircraft baggage.	91.1025(a)			
6	5.7	QUALITY ASSURANCE				
6	5.7.1	The Operator shall have documented processes and procedures for auditing,	135.23(s)			
		tracking and trending of ground operations.	91.1025(r)			
6	5.7.2	The Operator shall have documented processes and procedures to ensure	135.23(s)			
		proper maintenance and servicing techniques / intervals for all ground	91.1025(r)			
		servicing equipment.				
6	5.8	AIRCRAFT DE-ICING AND ANTI-ICING				
6	5.8.1	The Operator shall have documented policies and procedures regarding aircraft	135.227 – ALL			
		anti- ice/de-ice operations.	91.1025(r)			
<b>SECTIO</b>	ON 7: C.	ARGO OPERATIONS				
7	1.0	ORGANIZATION AND MANAGEMENT				
7	1.0.1	The Operator shall have documented policies and procedures describing the	135.23(s)			
		responsibilities and authority of managers and assigned aircrew (to include	91.1025(r)			
		loadmasters and cargo handlers) in the Operations Manual required by this				
		Standard.				
7	2.0	LOADING CARGO				
7	2.0.1	The Operator shall have a documented training program to qualify aircrew	135.23(s)			
		(including loadmasters) in cargo handling, loading and transportation.	91.1025(r)			

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7	2.0.2	The Operator shall have a documented audit process regarding the use of contract cargo handlers and loadmaster services.	135.23(s) 91.1025(r)			
7	2.0.3	The Operator shall have documented policies and procedures for completing manifests as required by the NAA.	135.63(c) – ALL 135.63(d) 91.1027(c) – ALL 91.1027(d)			
7	3.0	MANUALS AND DOCUMENTATION				
7	3.0.1	The Operator shall have documented policies and procedures regarding the duties, responsibilities, limitations, for flight crewmembers and cargo loadmasters.	135.23(s) 91.1025(r)			
7	3.0.2	The Operator shall maintain loadmaster records to include training and qualification.	135.23(s) 91.1025(r)			
7	4.0	TRAINING PROGRAMS				
7	4.0.1	The Operator shall have a documented, current initial and recurrent training its flight crew and cargo loadmasters, to include cargo inspection and loading procedures, and hazmat notification, recognition, and acceptance/rejection procedures according to the Operator's NAA-approved Dangerous Goods / carrying status.	135.23(s) 91.1025(r)			
7	4.0.2	The Operator shall provide documented training specific to the cargo and aircraft being utilized.	135.23(s) 91.1025(r)			
7	4.0.3	The Operator shall provide documented training regarding the use of an emergency response plan for cargo spills and other non-standard events for flight crew and cargo loadmasters.	135.23(s) 91.1025(r)			
7	4.0.4	The Operator shall provide documented training regarding safety and security to flight crew and cargo loadmasters.	135.23(s) 91.1025(r)			
SECTI	ON 8: O	PERATIONAL SECURITY				
8	1.1	ORGANIZATION AND MANAGEMENT				

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8	1.1.1	The Operator will have sufficient personnel in place, either directly employed by the Operator or by contractual agreement, to administer its security program, in accordance with the requirements of the State authority/authorities. The Operator must state in its documentation the name of the person(s) who it has designated to be the primary and alternate (if any) Security Coordinators as required by any State authority.	135.125			
8	1.2	MANAGEMENT				
8	1.2.1	The Operator's management must have knowledge of the State security requirements and assist the Security Coordinator in the execution of the Security Program.	135.125			
8	1.2.2	The Operator shall screen, train and test all employees in accordance with State requirements and/or the Operator's security policies and procedures.	135.125			
8	2.0	MANUALS AND DOCUMENTATION				
8	2.0.1	The Operator must include either in its NAA-required manual, or in a separate document, those security process and procedures that its personnel will follow to assure compliance with any State or Operator mandated security procedures. The manual or other document must include guidance on the reporting of security anomalies or deficiencies to the Operator's security management personnel.	135.125			
8	3.0	QUALITY ASSURANCE				
8	3.0.1	The Operator shall have a documented process in its Internal Evaluation Program to test or evaluate the effectiveness of its security program. The tests or evaluations must be documented to include any deficiencies found and the corrective action taken. All future testing or evaluations performed by the Operator must include a focused look at any deficiencies identified in its previous testing or evaluations.	135.125			
8	3.0.2	The required testing and evaluation must be conducted by a person authorized by the Operator, with a "need to know." The results of any security program tests and/or evaluations must be maintained at the highest level of confidentiality, and must not be available or disclosed to any person or entity.	135.125			
8	4.0	TRAINING PROGRAMS				_

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8	4.0.1	The Operator will conduct initial and annual recurrent basic security training	135.125			
o o	1.0.1	for all employees to consist of at least the following elements:	133.123			
8	4.0.1.A	Facility security	135.125			
8	4.0.1.B	☐ Aircraft security	135.125			
8	4.0.1.C	☐ Client/customer confidentiality	135.125			
8	4.0.1.D	☐ Workplace violence	135.125			
8	4.0.2	Reserved.				
8	5.0	CONTRACT SERVICES				
8	5.0.1	If the Operator utilizes contract security services for either facilities or aircraft security, the services used must be bonded, insured, and have a formal security personnel training program approved by the Operator.	135.125			
8	5.0.2	All contract security service personnel used by the Operator must have a full ten (10) year background check completed consisting of at least the minimum requirements for Operator employee background checks.	135.125			
8	6.0	ACCESS CONTROL				
8	6.0.1	The Operator will specify in its NAA-required manual or other document, the processes and procedures used to ensure controlled access to its facilities (including data storage facilities), the aircraft under its control, and airport operations areas.	135.125			
8	6.0.2	The Operator shall have policies and procedures regarding ramp access of ground transportation vehicles, ensuring that any "through the fence" transportation is escorted and marshaled.				
8	7.0	AIRCRAFT				
8	7.0.1	The Operator shall have documented policies and procedures either in its NAA-required manual or other documentation, describing the procedures used for securing aircraft under its control.	135.125			
8	8.0	CARRIAGE OF PROHIBITED ITEMS				
8	8.0.1	The Operator will provide information to passengers regarding prohibited items that may not be carried aboard a commercially operated aircraft.	135.125			
8	8.0.2	The Operator shall have documented policies and procedures for the handling and disposition of any prohibited item carried by a passenger.	135.125			

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8	8.0.3	If the Operator accepts the carriage of firearms aboard its aircraft, the Operator	135.125	 		+
δ	8.0.3	must have documented procedures to:	133.123			
8	8.0.3.A	☐ Ensure that all passenger firearms are unloaded and properly secured so as not to be used as a weapon onboard the aircraft	135.125			
8	8.0.3.B		135.125			
8	8.0.4	Reserved.				
8	9.0	PASSENGERS AND CABIN BAGGAGE				
8	9.0.1	The Operator shall have documented policies and procedures to ensure that passengers embarking are properly identified.	135.125			
8	9.0.2	The Operator shall have documented policies and procedures to ensure only authorized passenger baggage is loaded on the aircraft.	135.125			
8	10.0	SECURITY REQUIREMENTS				
8	10.0.1	The Operator shall have a documented Security Program. This Security Program shall include all State regulatory elements.	135.125			
8	10.0.2	The Operator shall maintain records for at least three years on all employees' who have received training in accordance with the Operator's Security Program.	135.125			
8		DRUG AND ALCOHOL SCREENING				
8		The operator shall have an Anti-drug and Alcohol Misuse Education and Prevention Program for all employees.	135.23(s) 91.1047 – ALL			
8		The Operator shall have a drug and alcohol testing program for employees assigned to safety-sensitive positions as required by the NAA.	135.251 – ALL 135.255 – ALL			
8		If a drug and alcohol testing program is not required by the NAA, the operator will conduct pre-employment, random, reasonable suspicion, post-accident, return to duty, and follow-up testing, as applicable, for all employees in safety-sensitive positions.	14 CFR Part 40			
8	12.0	EMPLOYEE BACKGROUND CHECKS				

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8	12.0.1	The Operator shall have documented processes and procedures for conducting	135.125			
		a full 10- year background check on all employees. The background check for	91.1051 – ALL			
		criminal convictions shall have no time limitation.				
8	12.0.2	The Operator shall have documented processes and procedures for conducting	135.125			
		a full 10- year background check on all contract employees, regardless of				
		whether they are employed directly by the Operator or through an employment				
		agency. The background check for criminal convictions shall have no time				
		limitation.				
8		FACILITY SECURITY				
8		The Operator shall have documented processes and procedures to maintain	135.125			
		security of its facilities and property.				
8	14.0	PASSENGER CONFIDENTIALITY				
8		The Operator shall have documented policies and procedures regarding	135.125			
		passenger and customer confidentiality.				
SECTI	ON 9: PA	SSENGER HANDLING & SAFETY				
9		CUSTOMER TRIP COORDINATION / CUSTOMER				
		INTERACTION				
9	1.0.1	The Operator shall have documented policies and procedures to ensure safety	135.23(s)			
		of flight situations are disclosed and coordinated with the customer. This may	91.1025(r)			
		include, but is not limited to:	( )			
9	1.0.1.A	☐ Duty time	135.23(s)			
		•	91.1025(r)			
9	1.0.1.B	☐ Baggage constraints	135.23(s)			
	1,0,1,2	_ Buggage community	91.1025(r)			
9	1.0.1.C	□ A:	135.23(s)			
9	1.0.1.C	☐ Airport limitations	91.1025(r)			
0	1015					
9	1.0.1.D	☐ Aircraft capabilities, and	135.23(s)			
			91.1025(r)			
9	1.0.1.E	☐ Weather consideration	135.23(s)			
			91.1025(r)			
9	1.0.2	The Operator shall have documented policies and procedures regarding the	135.23(s),			
		appropriate interaction between crewmembers and passengers.	91.1025(r)			

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9	2.0	PASSENGER LOADING / UNLOADING	125.22()			
9	2.0.1	The Operator shall have documented policies and procedures regarding the	135.23(s)			
		loading and unloading of passengers. Consideration items should include	91.1025(r)			
0	202	weather, fueling, and passenger physical / mental condition.				
9	2.0.2	Reserved.				
9	3.0	IN-FLIGHT	125.22()			
9	3.01	The Operator shall have documented policies and procedures regarding in-	135.23(s)			
		flight customer safety and convenience standards. These procedures shall take	135.117 – ALL			
		into consideration: response to health emergencies, in-flight passenger	91.1025(r) 91.1035			
		mobility, passenger service items, passenger briefing of onboard equipment	– ALL			
		and service items.				
		DANGEROUS GOODS / HAZARDOUS MATERIALS – WILI	A CARRY OPERA	ATOR		
10	1.0	ORGANIZATION AND MANAGEMENT				
10	1.0.1	The Operator shall have documented policies and procedures regarding	135.23(s)			
		assignment of flight crew and cargo loadmasters, including the use of contract				
		personnel, for all Dangerous Goods (DG) / Hazardous Materials (Hazmat)				
		carriage.				
10	1.0.2	The Operator shall have documented policies and procedures regarding	135.23(s)			
		responsibilities, authority, and interfaces between the pilot-in-command,				
		second-in-command, and assigned cargo loadmasters.				
10	2.0	INSPECTING AND LOADING CARGO				
10	2.0.1	The Operator shall have documented policies and procedures for a	135.23(p)(1)(i)			
		crewmember or company representative to inspect all DG / Hazmat and	135.23(p)(1)(ii)			
		packaging before it is placed onboard the aircraft.	4,(,(,			
10	2.0.2	The Operator shall have documented policies and procedures to ensure the	135.23(p)(2)(iv)( C)			
		pilot in command is notified when DG / Hazmat is placed onboard the aircraft	175.33 – ALL			
		and is provided appropriate documentation in accordance with State				
		regulations.				
10	2.0.3	The Operator shall have a documented, current initial and recurrent training	135.503 – ALL			†
10	2.0.5	program for its flight crew and cargo loadmasters, to include cargo inspection	135.505 – ALL			
		and loading procedures, and DG / Hazmat notification, recognition, and	135.507 – ALL			
		acceptance/rejection procedures according to the Operator's NAA-approved	133.30 / - ALL			
		DG / Hazmat carrying status.				

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10	2.0.4	The Operator shall have a documented audit process for contract cargo handling and loading when utilized.	135.23(s)			
10	3.0	HAZARDOUS MATERIALS				
10	3.0.1	The Operator shall hold the appropriate NAA authorization regarding its will-	119.49(a)(13)			
10	4.0	MANUALS AND DOCUMENTATION				
10	4.0.1	The Operator shall have documented policies and procedures regarding the duties, responsibilities, and limitations for flight crew and cargo loadmasters.	135.23(s)			
10	4.0.2	The Operator shall have documented policies and procedures regarding the retention of DG / Hazmat records for a minimum of 90 days.	135.23(s)			
10	5.0	TRAINING PROGRAMS				
10	5.0.1	The Operator shall have a documented initial and recurrent training program regarding DG / Hazmat notification, recognition, and acceptance procedures in accordance with NAA and State requirements for its employees.	135.503 – ALL 135.505 – ALL			
10	5.0.2	The Operator shall provide documented training specific to the cargo loading, and security, to include weight and balance training for the types of cargo, and the specific types of aircraft being utilized.	135.503 – ALL 135.505 – ALL			
10	5.0.3	The Operator shall provide documented training regarding the use of an emergency response plan for cargo spills and other non-standard events for flight crew and cargo loadmasters.	135.503 – ALL 135.505 – ALL			