

99080122261000

# Operating manuals Air traffic operations Reception

Heruntergeladen am 25.05.2025

<https://fimportal.de/xzufi-services/105369332/B100019>

| Modul                     | Sachverhalt                                                                                                        |
|---------------------------|--------------------------------------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99080122261000                                                                                                     |
| Leistungsbezeichnung I    | Operating manuals Air traffic operations Reception                                                                 |
| Leistungsbezeichnung II   | Submit new or existing air traffic operations manuals for review                                                   |
| Typisierung               | 1 - Bund: Regelung und Vollzug                                                                                     |
| Quellredaktion            | Bund                                                                                                               |
| Freigabestatus Katalog    | fachlich freigegeben (gold)                                                                                        |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus                                                                                        |
| Begriffe im Kontext       |                                                                                                                    |
| Leistungstyp              | Leistungsobjekt mit Verrichtung                                                                                    |
| Leistungsgruppierung      |                                                                                                                    |
| Verrichtungskennung       | Entgegennahme (261)                                                                                                |
| SDG-Informationsbereich   | Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens |
| Lagen Portalverbund       | Erlaubnisse und Genehmigungen (2010400)                                                                            |

| Modul                         | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Einheitlicher Ansprechpartner | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fachlich freigegeben am       | 10.12.2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Fachlich freigegeben durch    | Federal Ministry for Digital and Transport Affairs (BMDV)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Handlungsgrundlage            | <a href="https://eur-lex.europa.eu/eli/reg/2012/965">https://eur-lex.europa.eu/eli/reg/2012/965</a><br><a href="https://www.easa.europa.eu/document-library/easy-access-rules/easy-access-rules-air-operations-regulation-eu-no-9652012">https://www.easa.europa.eu/document-library/easy-access-rules/easy-access-rules-air-operations-regulation-eu-no-9652012</a><br><a href="https://www.gesetze-im-internet.de/luftkostv/BJNR003460984.html">https://www.gesetze-im-internet.de/luftkostv/BJNR003460984.html</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Teaser                        | Would you like to introduce new operations manuals for air traffic operations or make changes to existing manuals? Then you must submit these in advance to the Federal Aviation Office for review.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Volltext                      | <p>You must submit the operations manuals to the Luftfahrt-Bundesamt (LBA) if one of the following categories applies to your operation:</p> <ul style="list-style-type: none"> <li>• commercial air transport operations (CAT)</li> <li>• non-commercial flight operations with technically complex motor-powered aircraft (NCC)               <ul style="list-style-type: none"> <li>• foreign non-commercial operations with other than complex motor-powered aircraft (NCO)</li> </ul> </li> <li>• specialized flight operations (SPO)</li> </ul> <p>In the following cases, please submit new or amended operations manuals for review:</p> <ul style="list-style-type: none"> <li>• initial review of new operations manuals</li> <li>• Amendment of existing operations manuals</li> <li>• Temporary changes to existing operations manuals</li> </ul> <p>If you wish to submit an amendment, you must specify</p> <ul style="list-style-type: none"> <li>• whether it is an amendment or</li> </ul> |

| Modul                           | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <ul style="list-style-type: none"> <li>• a change requiring approval or</li> <li>• you have added or removed operating locations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Erforderliche Unterlagen</b> | <p>for the initial approval of the operating manuals:</p> <ul style="list-style-type: none"> <li>• Operating Manual Part OM-A</li> <li>• Operating manual part OM-B</li> <li>• Operating manual part OM-C</li> <li>• OM-D training manual</li> <li>• if available: <ul style="list-style-type: none"> <li>• other manuals relevant to the audit, e.g. Safety Management Manual</li> <li>• Further evidence relevant to the inspection, for example details of prior approvals</li> <li>• optional: further documents relevant to the application</li> </ul> </li> </ul> <p>for the amendment or temporary amendment of the existing operating manuals:</p> <ul style="list-style-type: none"> <li>• depending on the manual sections concerned: <ul style="list-style-type: none"> <li>• Operating Manual Part OM-A,</li> <li>• Operating Manual Part OM-B,</li> <li>• Operating Manual Part OM-C and/or Training Manual OM-D</li> </ul> </li> <li>• if available: <ul style="list-style-type: none"> <li>• other manuals relevant to the audit, e.g. safety management manual</li> <li>• Further evidence relevant to the audit, for example details of prior approvals</li> <li>• Optional: other documents relevant to the application</li> </ul> </li> </ul> <p>Please mark the changes to be checked in the manuals.</p> |
| <b>Voraussetzungen</b>          | <ul style="list-style-type: none"> <li>• As a CAT and NCC operator, you are based in Germany.</li> <li>• As an NCO operator with aircraft registered abroad, you can also submit the application via the federal portal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Modul                        | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kosten                       | <p>Gebühr: 260€ - 800€</p> <ul style="list-style-type: none"> <li>• There is a charge for checking the OM-D training manual.               <ul style="list-style-type: none"> <li>• These are set out in Section VII No. 16 of the Aviation Administration Cost Ordinance (LuftkostV).</li> <li>• You will receive a notification with a QR code for payment.</li> <li>• There are no costs for the inspection of the OM-A to OM-C operations manuals.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Verfahrensablauf             | <p>You can apply for your operating and school manuals to be checked online via the federal portal:</p> <ul style="list-style-type: none"> <li>• Call up the online application. This will guide you step by step through the information and documents required.</li> <li>• Upload the required documents as a file or provide them as a download link and submit the application.</li> <li>• If anything is unclear or information is missing, the Luftfahrt-Bundesamt (LBA) will contact you.</li> <li>• The LBA will check whether the requirements are met.</li> <li>• If prior approvals are required, you will receive               <ul style="list-style-type: none"> <li>• a notification,</li> <li>• a notification of costs.</li> </ul> </li> <li>• You pay the fees.</li> <li>• If the manuals do not contain any facts that require approval, you will not receive any feedback.</li> </ul> |
| Bearbeitungsdauer            | <p>2 - 4 Woche(n)<br/>after submission of all documents without the need for rectification</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Frist                        | 1 Monat(e)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| weiterführende Informationen | <p><a href="https://www.lba.de/DE/Luftfahrtunternehmen/Genemigungen/GenemigungenLU_node.html">https://www.lba.de/DE/Luftfahrtunternehmen/Genemigungen/GenemigungenLU_node.html</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Hinweise                     | <ul style="list-style-type: none"> <li>• As an NCO operator of aircraft registered in Germany, you must submit the application to the respective state aviation authority.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Rechtsbehelf                 | <ul style="list-style-type: none"> <li>• Contradiction               <ul style="list-style-type: none"> <li>• You will find further information on how to lodge an objection in the notification of your application.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Modul             | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kurztext          | <ul style="list-style-type: none"> <li>• Air traffic operations manuals Acceptance <ul style="list-style-type: none"> <li>• Submit new or existing air traffic operations manuals for review <ul style="list-style-type: none"> <li>• necessary for: Introduction, amendment or temporary modification of operations manuals <ul style="list-style-type: none"> <li>• Special feature: The Federal Office of Civil Aviation must approve the inclusion of items requiring approval (prior approvals) in manuals. <ul style="list-style-type: none"> <li>• concerns: <ul style="list-style-type: none"> <li>• commercial air traffic operations (CAT)</li> <li>• non-commercial flight operations with technically complex motor-powered aircraft (NCC) <ul style="list-style-type: none"> <li>• foreign non-commercial flight operations with aircraft other than complex motor-powered aircraft (NCO) <ul style="list-style-type: none"> <li>• specialized flight operations (SPO)</li> </ul> </li> </ul> </li> <li>• can only be submitted online</li> <li>• Costs: 260.00 to 800.00 EUR for approval</li> <li>• Processing time: 2 to 4 weeks</li> <li>• Responsible: Luftfahrt-Bundesamt</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul> |
| Ansprechpunkt     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Zuständige Stelle |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Formulare         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Ursprungsportal   | Betriebshandbücher Luftverkehrsbetrieb<br>Entgegennahme, Operating manuals Air traffic<br>operations Reception                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |