

IATA Excel File Instructions 2021



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2 List of Changes

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5	Rule Books and Their Status	Modified	5
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3 Preamble

This manual aims to give detailed instructions for the IATA Excel utilization.

The scope of the file is both to permit a generic and standard utilization of the main sheet ("Index&Checklists") and to generate new sheets with content filtered and rearranged as follow:

- To create a correspondence's sheet from specific Section of IOSA Standards Manual to one or all Rule Books.
- To create a correspondence's sheet from specific Header of IOSA Standards Manual to one or all Rule Books.
- To create a correspondence's sheet from specific ISARP of IOSA Standards Manual to one or all Rule Books.
- To create a correspondence's sheet from specific Rule Book to one or all IOSA Standards Manual Sections.
- To create a correspondence's sheet from specific Reference of one Rule Book to one or all IOSA Standards Manual Sections.
- To create a correspondence's sheet from specific Reference of one Rule Book to one or all Section of one or all Rule Books.
- To search key words and represent the results in a separate sheet.
- To filter the items modified in the last revision.

4 Excel File Layout

Each row represents one data-set, i.e. one ISARP matched with one regulatory requirement.

In the case a single ISARP governs multiple matches, each one is given in a separate data-set (=row).

This explains why sometimes for one ISARP multiple rows with different regulatory matches are provided. Unfortunately this is a constraint by Excel.

The filtering functions provided in the excel sheet are designed to assist in grouping contiguous matches.

5 Rule Books and Their Status

The file is based on and includes the following Rule Books:

Code in File	De-codification	Status/Revision	Type
2015R1998	Regulation (EU) 2015/1998	As amended per March 2021	Hard Law
A1	Annex 1	Edition 11 Amdt. 171	ICAO
A17	Annex 17	Edition 10	ICAO
A18	Annex 18	Edition 4 Amdt. 11	ICAO
A19	Annex 19	Edition 2	ICAO
A2	Annex 2	Edition 10 Amdt. 45	ICAO
A6P1	Annex 6 Part 1	Edition 11 Amdt. 43	ICAO
A8PI	Annex 8 Part I	Edition 11 Amdt. 105-A	ICAO
A8PII	Annex 8 Part II	Edition 11 Amdt. 105-A	ICAO
A8PIII	Annex 8 Part III	Edition 11 Amdt. 105-A	ICAO
A8PIIIA	Annex 8 Part IIIA	Edition 11 Amdt. 105-A	ICAO
A8PIIIB	Annex 8 Part IIIB	Edition 11 Amdt. 105-A	ICAO
A8PIV	Annex 8 Part IV	Edition 11 Amdt. 105-A	ICAO
A8PIVA	Annex 8 Part IVA	Edition 11 Amdt. 105-A	ICAO
A8PIVB	Annex 8 Part IVB	Edition 11 Amdt. 105-A	ICAO
A8PV	Annex 8 Part V	Edition 11 Amdt. 105-A	ICAO

Code in File	De-codification	Status/Revision	Type		
A8PVI	Annex 8 Part VI	Edition 11 Amdt. 105-A	ICAO		
A8PVII	Annex 8 Part VII	Edition 11 Amdt. 105-A	ICAO		
A10V2	Annex 10 Volume II	Edition 7 Amdt. 90	ICAO		
BR	“Basic Regulation” = Regulation (EC) 216/2008	As amended per March 2021	Hard Law		
FAA	FAA includes the following list:		As amended per March 2021	FAA	
	AC	120-42B			Extended Operations (ETOPS and Polar Operations)
	AC	120-92B			Safety Management Systems for Aviation Service Providers
	AC	60-28A			English Language Skill Standards Required by 14 CFR parts 61, 63, and 65.
	AC	91-79A			Runway Overrun Prevention
	Guide	-			Safety Management System (SMS) Implementation Guide
	Guide	-			Aeronautical Information Manual (AIM)
	Guide	-			National Runway Safety Plan 2015 – 2017
	Doc	2010-28050			Safety Management Systems for Part 121 Certificate Holders
	Notice	8900.40			OpSpec/LOA B043, Special Fuel Reserves in International Operations
SAFO	19001	Landing Performance Assessments at Time of Arrival			
FAA8900.1V3	Flight Standards Information Management System Volume 3 - General Technical Administration	As amended per March 2021	FAA		
FAA8900.1V4	Flight Standards Information Management System Volume 4 - Aircraft Equipment and Operational Authorizations	As amended per March 2021	FAA		
FAA8900.1V6	Flight Standards Information Management System Volume 6- Surveillance	As amended per March 2021	FAA		
FAR5	Part 5 – Safety Management Systems	As amended per March 2021	FAA		
FAR61	Part 61 – Certification Pilots, Flight Instructors, and Ground Instructors	As amended per March 2021	FAA		
FAR91	Part 91 – General Operating and Flight Rules	As amended per March 2021	FAA		
FAR117	Part 117 - Flight and Duty Limitations and Rest Requirements: Flight Crew Members	As amended per March 2021	FAA		
FAR119	Part 119 - Certification: Air Carriers and Commercial Operators	As amended per March 2021	FAA		
FAR120	Part 120 - Drug and Alcohol Testing Program	As amended per March 2021	FAA		
FAR121	Part 121 - Operating Requirements: Domestic, Flag, and Supplemental Operations	As amended per March 2021	FAA		
FAR129	Part 129 - Operations: Foreign Air Carriers And Foreign Operators Of U.S.-Registered Aircraft Engaged In Common Carriage	As amended per March 2021	FAA		
FAR1544	Part 1544 - Aircraft Operator Security: Air Carriers and Commercial Operators	As amended per March 2021	FAA		

Code in File	De-codification	Status/Revision	Type
IOSA	IOSA Standards Manual (ISM)	Edition 14, 01 September 2021	Industry Standard
IR_Crew	Regulation (EU) 1178/2011 (Implementing Rules Aircrew, "Aircrew", sometimes and wrongly "EASA FCL")	As amended per March 2021	Hard Law
IR_OPS	Regulation (EU) 965/2012 (Implementing Rules Air-Ops, "Air-OPS", sometimes and wrongly "EASA OPS")	As amended per March 2021	Hard Law
P145	Annex II of Regulation (EC) 1321/2014 ("Part-145")	As amended per March 2021	Hard Law
P66	Annex III of Regulation (EC) 1321/2014 ("Part-66")	As amended per March 2021	Hard Law
PCAMO	Annex Vc of Regulation (EC) 1321/2014 ("Part-CAMO")	As amended per March 2021	Hard Law
PCAO	Annex Vd of Regulation (EC) 1321/2014 ("Part-CAO")	As amended per March 2021	Hard Law
PMB	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart B	As amended per March 2021	Hard Law
PMC	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart C	As amended per March 2021	Hard Law
PMD	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart D	As amended per March 2021	Hard Law
PME	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart E	As amended per March 2021	Hard Law
PMF	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart F	As amended per March 2021	Hard Law
PMG	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart G	As amended per March 2021	Hard Law
PMI	Annex I of Regulation (EC) 1321/2014 ("Part-M"), Subpart I	As amended per March 2021	Hard Law
P-ML	Annex Vb of Regulation (EC) 1321/2014 ("Part-ML")	As amended per March 2021	Hard Law
PT	Annex Va of Regulation (EC) 1321/2014 ("Part-T")	As amended per March 2021	Hard Law
Reg_SEC	Regulation (EC) 185/2010	As amended per November 2015	Hard Law
CS-25	Certification Specification No. 25	As amended per March 2021	Soft Law
AMCs and GM	EASA Executive Director Decisions associated to referenced hard law	As amended per March 2021	Soft Law

APX = Appendix (in EU-OPS) = hard law

Note: Certain rule books are included in the database as single item entries and not in full. For example, PT (Annex Va of Regulation 131/2014 "Part-T"), where it has been concluded that it is very unlikely to apply to an IOSA user, but which is still included for completeness of the regulation and potential future use. Also refer to chapter 6 of this manual below.

6 Completeness of Data

The database comprises **all ISARPs** (ed. 14) and only those regulatory requirements needed to match the ISARP.

7 ISM Sections

The IOSA Sections used in the file are:

CAB	Cabin Operations
CGO	Cargo Operations
DSP	Operational Control and Flight Dispatch
FLT	Flight Operations
GRH	Ground Handling operations
MNT	Aircraft Engineering and Maintenance
ORG	Organization and Management System
SEC	Security Management

8 ISM Headers

The ISM ed. 14 Headers used in this file are:

Header	Section	Reference
Acceptance and Handling	CGO	3.1.1; 3.1.3; 3.1.4
Access Control	SEC	3.1.1 to 3.1.3
Accountabilities, Authorities and Responsibilities	CAB	1.2.1 to 1.2.6
	CGO	1.2.1; 1.2.2
	DSP	1.3.1A to 1.3.7
	FLT	1.3.1 to 1.3.4; 1.3.6 to 1.3.10
	GRH	1.2.1; 1.2.2
	ORG	1.3.1 (ii); 1.3.1, (i) & (iii); 1.3.2; 1.3.3; 1.3.5
	MNT	1.2.1 to 1.2.3
Aircraft De-/Anti-icing	GRH	4.2.1 to 4.2.5
Aircraft Fueling	GRH	4.1.1 to 4.1.7
Aircraft Loading	GRH	3.4.1 to 3.4.6; 3.4.8; 3.4.10 to 3.4.17
Aircraft Maintenance Records	MNT	3.1.1 to 3.1.1 (vi); 3.1.2 to 3.1.4
Aircraft Performance	FLT	4.1.1 to 4.1.4
Aircraft Performance and Load Planning	DSP	3.3.1; 3.3.3
Aircraft Preflight and Airworthiness	FLT	3.8.1 to 3.8.3; 3.8.6A to 3.8.10
Aircraft Recorders	MNT	2.9.1; 2.9.2
Aircraft Systems and Equipment Specifications	FLT	4.3.1; 4.3.5
Aircraft Systems/Equipment	MNT	1.9.1; 1.9.2
Aircraft Technical Log (ATL)	MNT	3.2.1; 3.2.2
Aircraft Tracking	DSP	3.5.1 to 3.5.3
Airside Event Response and Reporting	GRH	3.6.1 to 3.6.5
Airside Operations	GRH	3.2.1 to 3.2.3; 3.2.6A to 3.2.10
Airspace Rules	FLT	3.10.1; 3.10.2; 3.10.4; 3.10.5
Airworthiness Directives	MNT	3.4.1
Alternate and Isolated Airports	DSP	4.1.1; 4.1.2; 4.1.4; 4.1.5; 4.1.7
Approval	MNT	4.1.1; 4.1.3; 4.1.5
Authorities and Responsibilities	SEC	1.3.1 to 1.3.3
Cabin Crew Policies and Procedures	CAB	3.2.1 to 3.2.10; 3.2.12
Cabin Crew Requirements	CAB	3.1.1 to 3.1.7
Cabin Operations Policies and Procedures	CAB	3.4.1 to 3.4.6; 3.4.8; 3.4.10 to 3.4.15
Cargo Shipments	SEC	3.7.1
Carriage of Weapons	SEC	3.3.1; 3.3.3
Combi Aircraft Operations	CGO	3.6.1
Common Language	FLT	3.1.1; 3.1.2
Communication	CAB	1.3.1; 1.3.2
	CGO	1.3.1
	GRH	1.3.1
	MNT	1.5.1
	ORG	1.4.1; 1.4.2
	SEC	1.4.1
Communication and Coordination	DSP	1.4.1; 1.4.2

Header	Section	Reference
	FLT	1.4.1 to 1.4.3
Contingency Planning	SEC	4.2.1
Continuing Airworthiness Information	MNT	2.5.1 to 2.5.3
Control System	MNT	2.1.1; 2.1.1 (i); 2.1.1 (ii); 2.1.1 (iii); 2.1.2
Dangerous Goods	CGO	3.2.1 to 3.2.6; 3.2.8 to 3.2.14; 3.2.17; 3.2.18
Defect Recording and Control	MNT	2.7.1
Deferred Maintenance	MNT	2.4.1 to 2.4.3
Documentation System	CAB	1.5.1; 1.5.3
	CGO	1.5.1; 1.5.3
	DSP	1.6.1; 1.6.3; 1.6.4
	FLT	1.6.1; 1.6.3; 1.6.4; 1.6.6
	GRH	1.5.1; 1.5.3
	MNT	1.6.1; 1.6.3
	ORG	2.1.1; 2.1.3 to 2.1.5
	SEC	1.6.1; 1.6.3; 1.6.4
Electronic Navigation Data Management	MNT	2.10.1
Emergency Response	DSP	3.7.1 to 3.7.3
Emergency Response Plan	ORG	4.1.1 to 4.1.4; 4.1.10; 4.1.12 to 4.1.18
Extended Diversion Time Operations (EDTO)	MNT	2.8.1; 2.8.2
Facilities and Physical Resources	MNT	4.6.1 to 4.6.5
Flight Crew Qualifications	FLT	3.3.1 to 3.3.5; 3.3.7; 3.3.9; 3.3.10
Flight Crew Reporting Requirements	FLT	3.15.2 to 3.15.5
Flight Crew Responsibilities	FLT	3.2.1
Flight Crew Scheduling	FLT	3.4.1 to 3.4.4; 3.4.6
Flight Data Analysis (FDA) Program	ORG	3.7.1 to 3.7.9
Flight Deck Coordination	CAB	3.3.1 to 3.3.5; 3.3.7
Flight Deck Policy and Procedures	FLT	3.12.1 to 3.12.5; 3.12.7
Flight Deck, Passenger Cabin, Supernumerary Compartment Coordination	FLT	3.13.2 to 3.13.6; 3.13.8 to 3.13.9 <AC>; 3.13.11 3.13.14; 3.13.16 to 3.13.19
Flight Monitoring and In-flight Management	DSP	3.6.1 to 3.6.6
Flight Preparation	FLT	3.5.1 to 3.5.3
Flight Preparation and Planning	DSP	3.2.2 to 3.2.9C
Flight Safety Analysis Program	ORG	3.3.1 to 3.3.3; 3.3.5; 3.3.10; 3.3.11; 3.3.13; 3.3.14
Fuel Planning	DSP	4.3.1; 4.3.2; 4.3.5 to 4.3.14; 4.3.16
Fuel, Weight/Mass and Balance, Flight Plans	FLT	3.7.1 to 3.7.3; 3.7.5 to 3.7.10
General	DSP	3.1.2
General Protection	SEC	3.9.2
Ground Handling	FLT	3.9.2 to 3.9.4; 3.9.6 to 3.9.9
Ground Support Equipment (GSE)	GRH	3.5.1 to 3.5.3
Hold Baggage	SEC	3.6.1; 3.6.2; 3.6.6
Icing Conditions	DSP	3.4.1; 3.4.3

Header	Section	Reference
In-flight Operations	FLT	3.11.1 to 3.11.5; 3.11.7 to 3.11.11; 3.11.16 to 3.11.18; 3.11.20 to 3.11.23; 3.11.28 to 3.11.32, (ii)(c); 3.11.38 to 3.11.40; 3.11.46 to 3.11.52; 3.11.58 to 3.11.69
In-flight, Catering and Other Supplies	SEC	3.8.1
Investigation and Notification	SEC	4.3.1 to 4.3.3
Line Qualification	CAB	2.3.1 to 2.3.4
	DSP	2.3.1; 2.3.3; 2.3.4
	FLT	2.3.1 to 2.3.4; 2.3.6
Live Animals and Perishables	CGO	3.3.1 to 3.3.4
Load Control	GRH	3.3.1 to 3.3.8
Maintenance Management Manual	MNT	1.7.1; 1.7.3; 1.7.3 (ii); 1.7.6; 1.7.7
Maintenance Planning	MNT	2.2.1; 2.2.2
Maintenance Program	MNT	1.3.1 to 1.3.3
Maintenance Records System	MNT	1.8.1; 1.8.2
Maintenance Release	MNT	4.10.1
Management	MNT	4.2.1 to 4.2.3
Management Commitment	ORG	1.2.1 to 1.2.3
Management Review	ORG	1.5.1; 1.5.2
	SEC	1.9.1; 1.9.2
Management System Overview	CAB	1.1.1; 1.1.2
	CGO	1.1.1; 1.1.2
	DSP	1.1.1; 1.1.1 (iii)
	FLT	1.1.1; 1.1.2
	GRH	1.1.1; 1.1.2
	MNT	1.1.1 to 1.1.3
	ORG	1.1.1; 1.1.3; 1.1.4; 1.1.10; 1.1.12
	SEC	1.1.1 to 1.1.3
Material Handling	MNT	4.7.1 to 4.7.5
Minimum Flight Altitudes and En Route Performance	DSP	4.2.1 to 4.2.3
Navigation and Facilities	FLT	4.2.2 to 4.2.7
Non-Normal/Abnormal and Emergency Operations	FLT	3.14.2 to 3.14.17
Operational Manuals	CGO	1.6.1 to 1.6.4
	GRH	1.6.1 to 1.6.9
Operational Planning	ORG	1.8.1
Operational Reporting	SEC	1.12.1; 1.12.2
Operations Beyond 60 Minutes from En Route Alternate Airport (Including EDTO)	DSP	4.5.1 to 4.5.5
Operations Manual	DSP	1.7.1; 1.7.2; 1.7.4
	FLT	1.7.1; 1.7.2; 1.7.4
Operations Manual (OM)	CAB	1.6.1 to 1.6.7
Other Special Cargo	CGO	3.4.1; 3.4.2
Oxygen	DSP	4.4.1
Parts Installation	MNT	2.3.1 to 2.3.3 (i)
Passenger and Baggage Handling	GRH	3.1.1 to 3.1.3; 3.1.5; 3.1.6

Header	Section	Reference
Passengers, Supernumeraries and Cabin Baggage	SEC	3.4.1 to 3.4.7
Performance-based Methods of Compliance/Conformance	DSP	4.6.2 to 4.6.6
Personnel	MNT	4.4.1; 4.4.2
Preflight Inspection/ Non-serviceable Equipment Reporting	CAB	4.1.1; 4.1.2
Procedures Manual	MNT	4.9.1 to 4.9.3
Product Quality Control	ORG	3.6.1
Program Elements	CAB	2.2.1 to 2.2.13
	CGO	2.2.1 to 2.2.4
	GRH	2.2.1 to 2.2.6
Provision of Resources	CAB	1.4.1; 1.4.2
	CGO	1.4.1; 1.4.2
	DSP	1.5.1 to 1.5.4; 1.5.6; 1.5.7; 1.5.9
	FLT	1.5.1 to 1.5.5; 1.5.7; 1.5.8
	GRH	1.4.1; 1.4.2
	MNT	1.4.1 to 1.4.3
	ORG	1.6.1 to 1.6.6
	SEC	1.5.2; 1.5.3
Quality Assurance	MNT	4.3.1; 4.3.5; 4.3.7
Quality Assurance Program	CAB	1.9.1 to 1.9.4
	CGO	1.9.1 to 1.9.4
	DSP	1.10.1 to 1.10.4
	FLT	1.10.1 to 1.10.4
	GRH	1.9.1 to 1.9.4
	MNT	1.10.1 to 1.10.5; 4.4.2
	ORG	3.4.1 to 3.4.4; 3.4.6; 3.4.10 to 3.4.14
Quality Assurance/Quality Control Programs	SEC	1.10.1 to 1.10.3B; 1.10.5; 1.10.6
Quality Control of Outsourced Operations	ORG	3.5.1A to 3.5.4
Quality Control of Outsourced Operations and Products	CAB	1.10.1A to 1.10.4
	CGO	1.10.1A to 1.10.3
	DSP	1.11.1A to 1.11.5
	FLT	1.11.1A to 1.11.3; 1.11.5
	GRH	1.10.1A to 1.10.4
	MNT	1.11.1A to 1.11.2; 1.11.5 to 1.11.9
	SEC	1.11.1A to 1.11.2; 1.11.4
Records System	CAB	1.7.1; 1.7.2
	CGO	1.7.1; 1.7.2
	DSP	1.8.1 to 1.8.4; 1.8.6; 1.8.8; 1.8.9
	FLT	1.8.1 to 1.8.3
	GRH	1.7.1; 1.7.2
	ORG	2.2.1; 2.2.2
	SEC	1.8.1; 1.8.2
Reduced Vertical Separation Minima (RVSM)	MNT	2.11.1
Repairs and Modifications	MNT	2.6.1
Reporting to the Authority	MNT	2.12.1; 2.12.2; 2.12.7

Header	Section	Reference
Route and Airport Planning	FLT	3.6.2 to 3.6.5
Safety Assurance	ORG	3.2.1A to 3.2.2
Safety Equipment Requirements	CAB	4.2.1 to 4.2.3
Safety Management	CAB	1.11.1 to 1.11.5
	CGO	1.11.1 to 1.11.5
	DSP	1.12.1 to 1.12.5
	FLT	1.12.1 to 1.12.5
	GRH	1.11.1 to 1.11.5
	MNT	1.12.1 to 1.12.7
Safety Risk Management	ORG	3.1.1 to 3.1.4; 3.1.6 to 3.1.8
Security	CGO	3.7.1. to 3.7.4; 3.7.6; 3.7.7
	GRH	3.7.1; 3.7.2; 3.7.4 to 3.7.11
Security Program	SEC	1.2.1
SMS Implementation Effectiveness	ORG	1.7.1
SMS Training	CAB	2.4.1; 2.4.2
	CGO	2.3.1; 2.3.2
	DSP	2.5.1; 2.5.2
	FLT	2.5.1; 2.5.2
	GRH	2.3.1; 2.3.2
Special Category Passengers	SEC	3.5.1
Special Qualification	DSP	2.4.1
	FLT	2.4.1 to 2.4.3
State Requirements	FLT	1.2.1
Threat Management	SEC	4.1.1 to 4.1.3
Tooling and Calibration	MNT	4.11.1
Training and Evaluation Program	DSP	2.1.1 to 2.1.3; 2.1.7
	FLT	2.1.1A to 2.1.4; 2.1.10; 2.1.12; 2.1.14; 2.1.19 to 2.1.21; 2.1.27; 2.1.28; 2.1.35; 2.1.36; 2.1.45 to 2.1.47
Training Elements	DSP	2.2.2 to 2.2.4
	FLT	2.2.7 to 2.2.17; 2.2.19; 2.2.20; 2.2.22; 2.2.24 <AC> to 2.2.35; 2.2.37 to 2.2.44
Training Program	CAB	2.1.1A to 2.1.8
	CGO	2.1.1; 2.1.2; 2.1.4 to 2.1.6
	GRH	2.1.1 to 2.1.5
	MNT	4.5.1; 4.5.4 to 4.5.7
	SEC	2.1.1; 2.1.2; 2.1.4 to 2.1.8
Unit Load Device (ULD)	CGO	3.5.1; 3.5.2

9 Cross-reference Rules

Cross-referring different rules, although covering the same content, is no easy task, given the fact that each Rule Book follows its own structure, logic and terminology.

This chapter summarises the principles used to establish cross-references.

- a) Context is key, not terminology, since terminology varies across the Rule Books. Wording in the various Rule Books differs, in particular when it comes to the terms “philosophy”, “Procedure”, “Process”, “Guidance”, “Instructions”. To determine equivalency a *contextual* assessment of the rule’s meaning was performed and equivalent requirements from different Rule Books were determined.
- b) Generic cross-reference is to be avoided. Cross-references are to be as specific as possible. Normally the Database in the Excel file presents only the reference that contains the point to the most detailed level.
- c) In the case, the top-level reference covers the matching requirement completely, only the top-level reference will be given.
- d) In the case the requirement is addressed only in sub-references, the sub-reference shall be given.
- e) In the case the requirement is addressed only in soft law, only the soft law is cross-referred. Cross-reference is made between two most equivalent texts. The level of rule is normally not considered in such a case. Thus, it might be the case that a cross-reference is made between an ISARP and soft law, without explicit reference to the governing hard law.

10 On Interpreting the Database Contained in the XLS-File

This chapter addresses a few issues concerning the quality of the cross-references (“matches”) presented in the xls-file.

This chapter integrates the previous chapter.

These are the topics needing a few additional remarks:

- a) The Rule Book list box in the “Filter/Query Form” included the “No Match” entry as well. This entry is needed to filter all IOSA items without a full match with the Rule Books. There is no “No Match” function for the opposite direction, i.e. the file does not allow to automatically singling out those regulatory points not finding a match in the ISARPs. By appropriately sorting the “Index&Checklists” sheet, this information can still be retrieved.
- b) How to recognise whether the match is complete? Multiple references to one ISARP indicate complementing requirements are present. At present, there is no way to indicate a full and complete 1-to-1 match between an ISARP and a regulatory requirement.
- c) Note that 1-to-1 matches are very seldom since the architecture/structure of each Rule Book differs significantly from each other.
- d) Some ISARPs require very specific items, which are not explicitly required in a Regulation or the AMCs.
It is sometimes difficult to decide whether the regulatory standards *imply* the specific item required by the ISARP.
When an “implication” is obvious given the context, a match will be marked. When the “implication” is not obvious, there is no match for the specific ISARP.
- e) When a single ISARP contains several sub-items, and this sub-item list does not fully match with the regulatory standard, the ISARP is still deemed to match the regulatory standard. There is no practical way to mark such a match as partial or incomplete. However, if multiple regulatory standards cover all (sub-) items of a single ISARP, all regulatory standards will be cross-referred and together create a complete match.

- f) The exact location in the Operations Manual where a procedure (etc.) asked for by an ISARP is to be presented is detailed in AMC3 ORO.MLR.100. The cross-reference list does normally not provide reference to the OM structure contained in AMC3 ORO.MLR.100, it is the only reference mentioning the ISARP requirement.

11 How Are References Given?

This chapter briefly explains the reference syntax, i.e. how references are formatted.

Each reference is spread out across three columns (see table below). The technical database set-up made this division necessary in order to allow to filter data.

A reference can be divided into two parts: (a) <Reference as in requirement title> [example: ORO.GEN.200] and (b) <internal structure to requirement (sub-reference)> [example: ORO.GEN.200 (a)(6)]

In some cases, the reference will not cover the complete reference point, but only elements within the one point:

- Connect two or more sub-references of the same level without continuity: 1.1045, (a)&(d)&(z)
- Connect more than two sub-references of the same level with continuity: 1.1045, (a)-(d)
- Connect more than two sub-references with a gap: 1.1045, (a)-(c)&(e) [(a, b, c, and e are contained, NOT d.)]

Type	Standard/Rule Book	Section	Reference
Regulatory Requirements and Industry Standards	IOSA	FLT ...	x.y.z, (i)
	ICAO	A06	3.1.3
	OPS1(letter)	APXx	
	OPS1(letter)	EU-OPS	1.xyz, (a)(2)(i)
	IR-OPS	-	ORO.AOC.110, (a)
EASA Decisions (AMC/GM) and JAA Administrative and Guidance Material (AMC, IEM, ACJ)	-	AMCx	
	-	GMx	
	-	AMC	1.xyz(a),
	-	IEM	
	-	ACJ	

The exception to this rule is the entry for IR-OPS AMC3 ORO.MLR.100, which defines the structure of the Operations Manual in IR-OPS.

The “Standard/Rule Book” tab is used for the reference to AMC3 ORO.MLR.100,

The “Section” tab defines the part of the Operations Manual (A, B, C or D) referenced in the AMC.

The “Reference” tab defines the chapter for the Operations Manual referenced in the AMC.

Standard/Rule Book	Section	Reference
IR_OPS_AMC3_ORO.MLR.100	OM-x	x.y.z

12 Reference to EASA Decision

When hard law matches an ISARP, this hard law reference normally implies also reference to related soft law (AMCs etc.). In this case, the soft law references are omitted.

When only soft law matches an ISARP, the database presents exclusively the soft law and the associated hard law is omitted.

Since in European Aviation Safety Regulations and associated soft law the numbering system clearly identifies the link between hard and soft law, a soft law reference should suffice to direct the attention also to the governing hard law.

13 Utilization of xls File without Macro

The file is open and without restrictions. This means that all users can take benefit of all MS Excel functions according to their needs and their ability.

In particular, it might be useful to set the data filter in row 3. By using the data filter, it is possible to filter and sort each column as needed.

Select Row 3, and then Select Data\Filter

The screenshot shows the Microsoft Excel interface with the 'DATA' ribbon selected. The 'Filter' button is highlighted in the 'Sort & Filter' group. A tooltip for the 'Filter' button is visible, stating: 'Turn on filtering for the selected cells. Then, click the arrow in the column header to narrow down the data.' Below the ribbon, a table is visible with the following data:

Standard	Section	Reference	Subject
IOSA	CAB	16.6	Operations Manual
IOSA	CAB	3.1.3	Cabin Crew Requirements
IOSA	FLT	15.3 vii)	Provision of Resources
IOSA	FLT	17.2	Operations Manual

In column B select ORG (as an example) and then sort from A to Z in column C. This gives you the spreadsheet as below.

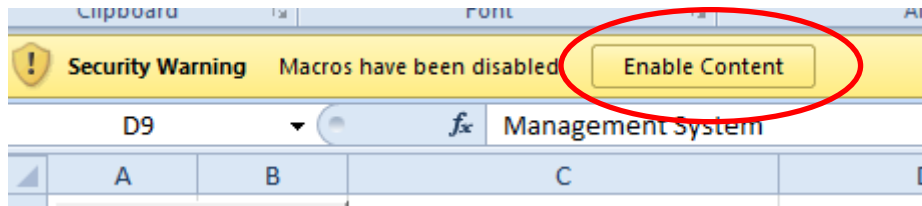
The screenshot shows the Microsoft Excel interface with the 'DATA' ribbon selected. The 'Filter' button is highlighted in the 'Sort & Filter' group. A tooltip for the 'Filter' button is visible, stating: 'Turn on filtering for the selected cells. Then, click the arrow in the column header to narrow down the data.' Below the ribbon, a table is visible with the following data:

Standard	Section	Reference	Subject	Text
IOSA	ORG	1.1	Organization and Accountability	ORG 1.1.1 The Operator shall have a management system that has o
IOSA	ORG	1.1	Organization and Accountability	ORG 1.1.1 The Operator shall have a management system that has o
IOSA	ORG	1.1	Organization and Accountability	ORG 1.1.1 The Operator shall have a management system that has o
IOSA	ORG	1.1	Organization and Accountability	ORG 1.1.1 The Operator shall have a management system that has o

For further information on how to use Excel functions, refer to <http://office.microsoft.com/en-us/excel-help/training-courses-for-excel-2013-HA104032083.aspx> or the help function in Excel <F1>.

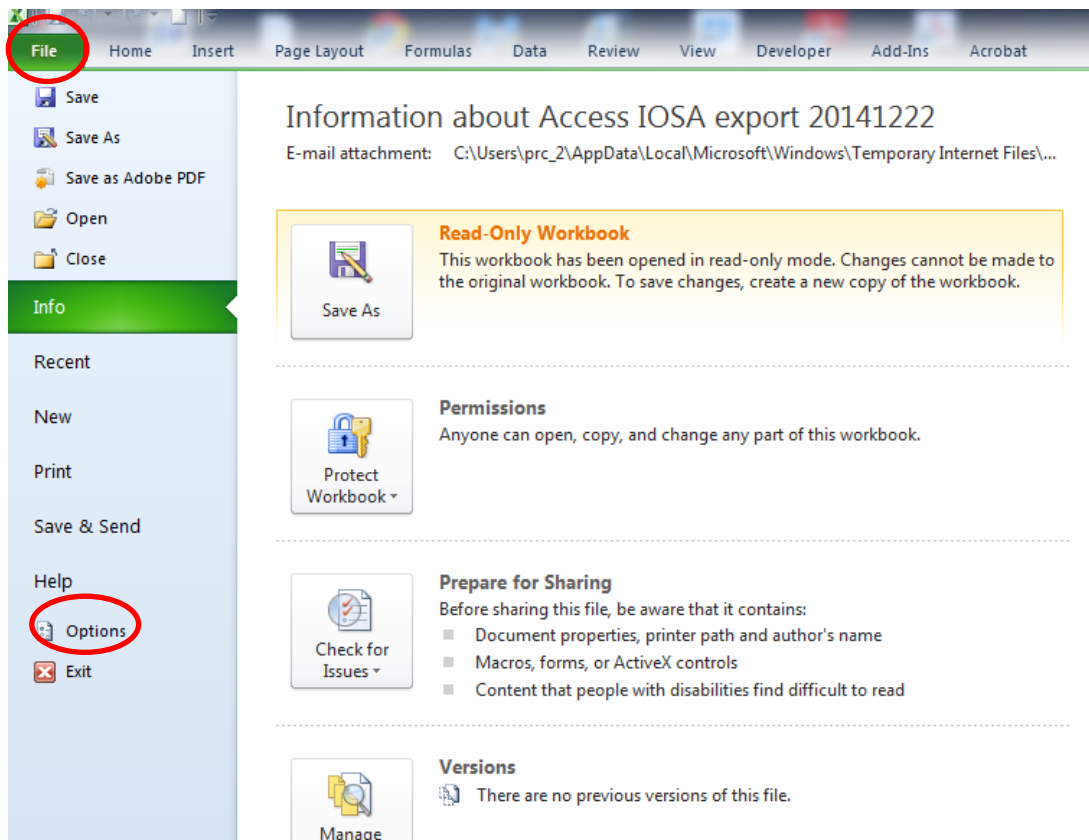
14 Enabling Macros

The first time that the file is opened, it is necessary to enable the macros. To do this click on the button “Enable Content” under the taskbar.

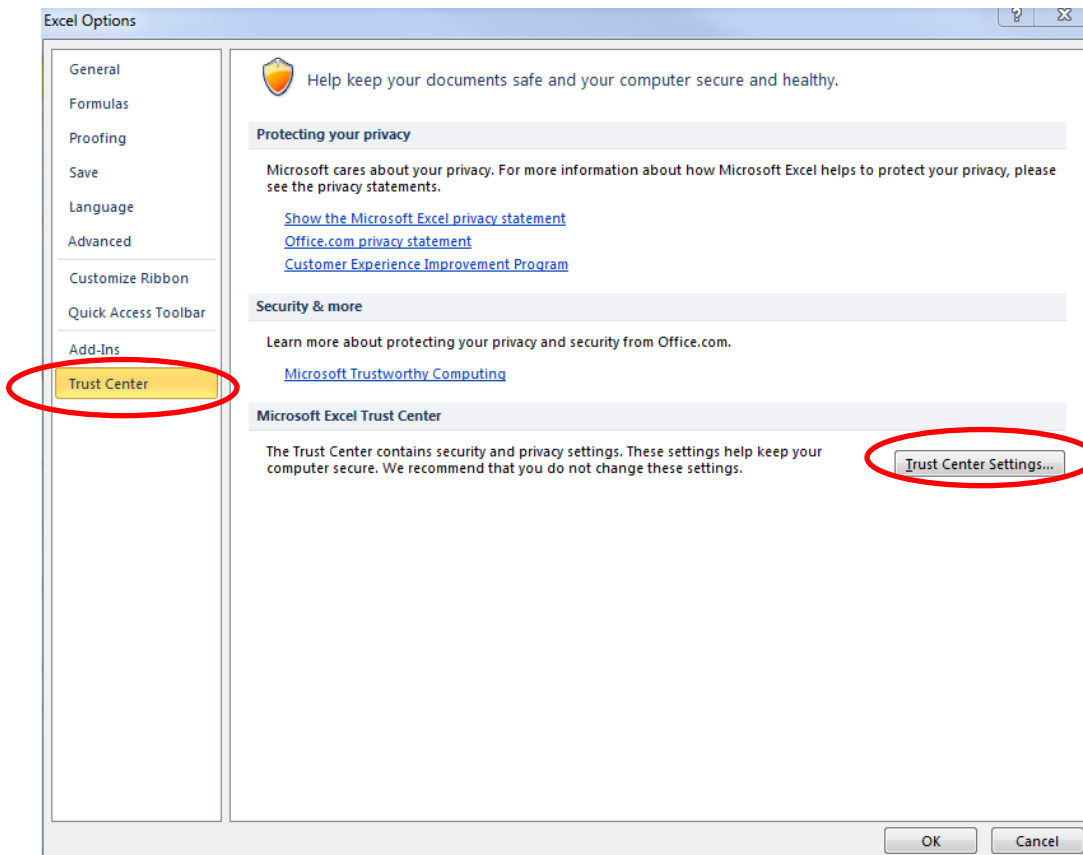


If you don't see the warning described above please do the following steps to enable the content:

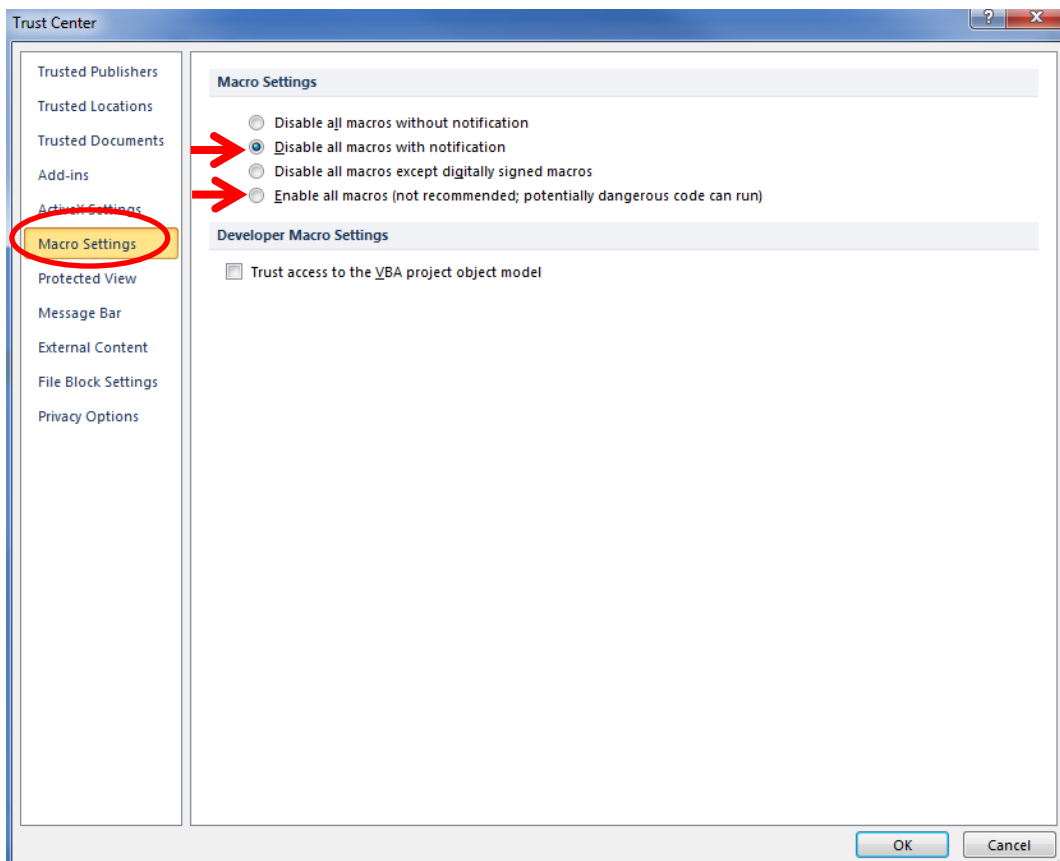
- a) Click on File tab and choose “Options”;



b) In the new window click before on “Trust Center “ and then on “Trust Center Settings”;



c) In Trust Center window click on 2Macro Setting “ and choose “Disable all macros with notification” or “Enable all macros (not recommended; potentially dangerous code can run)”;



15 Utilization of xls File with Macro

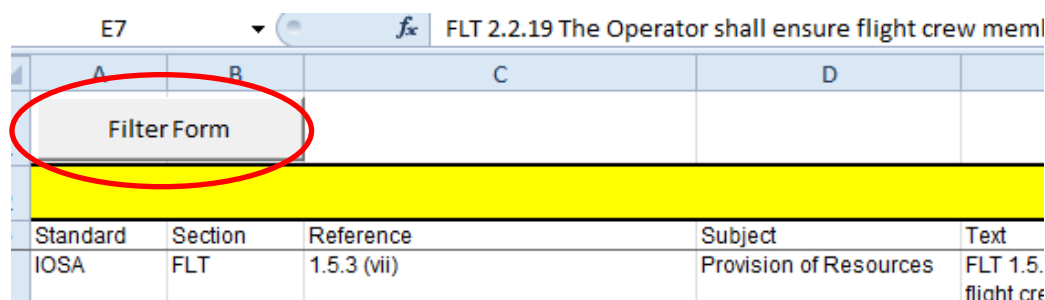
This paragraph illustrates how you can generate, filter and rearrange the content of the main sheet (“Index&Checklists”) by using the so-called filter functions.

Eight filter functions are available:

- 1) To create a correspondence’s sheet from specific Section of IOSA Standards Manual to one or all Rule Books.
- 2) To create a correspondence’s sheet from specific Header of IOSA Standards Manual to one or all Rule Books.
- 3) To create a correspondence’s sheet from specific ISARP of IOSA Standards Manual to one or all Rule Books.
- 4) To create a correspondence’s sheet from specific Rule Book to one or all IOSA Standards Manual Sections.
- 5) To create a correspondence’s sheet from specific Reference of one Rule Book to one or all IOSA Standards Manual Sections.
- 6) To create a correspondence’s sheet from specific Reference of one Rule Book to one or all Section of one or all Rule Books.
- 7) To search key words and represent the results in a separate sheet.
- 8) To filter the items modified in the last revision.

To create a correspondence’s sheet from specific Rule Book to another Rule Book.

Click on the button “Filter/Query Form” on the top of the sheet in the left corner to open the Form.



The Filter Form appears as below:

Filter

Generate a new sheet from IOSA to a selected Regulation:

1)

ISM

Section

Rule Book

TO

Execute

OR

2)

ISM

Header

Rule Book

TO

Execute

OR

3)

ISM

Section

ISARP

Rule Book

TO

Execute

Generate a new sheet from a selected Regulation to IOSA sorted by Reference field:

4)

Rule Book

ISM

Section

TO

Execute

OR

5)

Rule Book

Section

Reference

ISM

Section

TO

Execute

Generate a new sheet from a selected Regulation to another Regulation sorted by Reference field:

6)

Rule Book

Section

Reference

Rule Book

Section

TO

Execute

Search Function:

7)

Search for:

Execute

Show Items Modified in the Last Revision:

8)

Click on Execute to filter in a new sheet the modified items only.

Execute

15.1 Creation of correspondence's sheet between a IOSA to Rule Book

15.1.1 Correspondence between Specific IOSA Section and one/all Rule Books (Option 1)

To create the correspondence sheet use option 1) on the Filter Form:



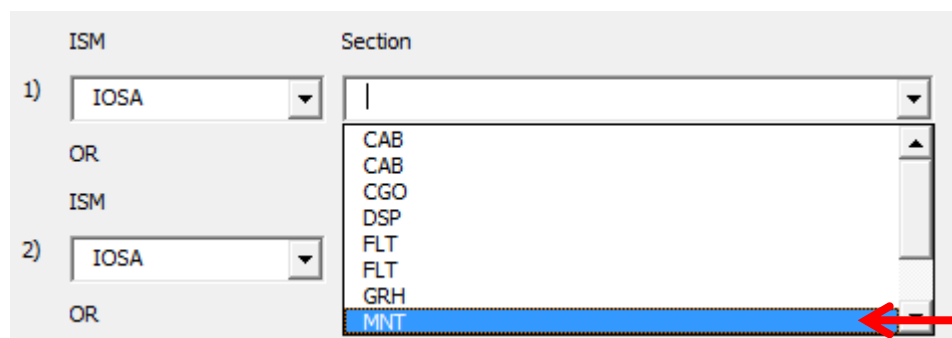
Creation of a new sheet from IOSA to a selected Regulation:

ISM Section Rule Book

1) IOSA TO

Close Execute

1. Click on the List box "Section" and select one:



ISM Section

1) IOSA

OR

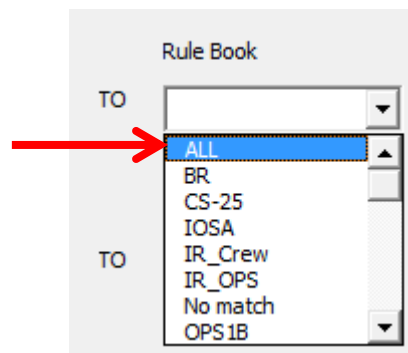
ISM

2) IOSA

OR

CAB
CAB
CGO
DSP
FLT
FLT
GRH
MNT

2. Select the Regulation to create the correspondence, in this case there are two options:
 - a. Select "ALL": In this case, the new sheet will show all the links between the IOSA Section selected at the step 1 and ALL other Regulations.



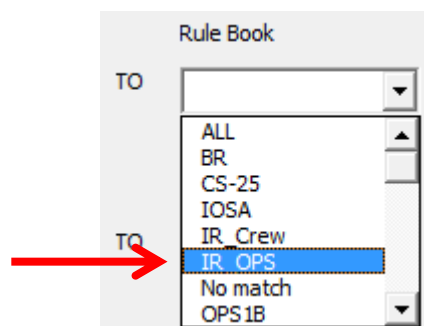
Rule Book

TO

TO

ALL
BR
CS-25
IOSA
IR_Crew
IR_OPS
No match
OPS1B

- b. Select a specific Regulation (e.g. "IR-OPS"): In this case the new sheet will show all the links between the IOSA Section selected at the step 1 and the Regulation selected (in this case "IR-OPS").



Rule Book

TO

TO

ALL
BR
CS-25
IOSA
IR_Crew
IR_OPS
No match
OPS1B

3. To generate the new sheet click on Execute button:

Creation of a new sheet from IOSA to a selected Regulation:

ISM Section Rule Book

1) IOSA TO Execute

The name of the new sheet will be automatically generated with the following syntax:

- IOSA_”Section”_TO_”Rule Book” (e.g. “IOSA_CAB_TO_IR_OPS”).

15.1.2 Correspondence between Specific IOSA Header and one/all Rule Books (Option 2)

This option permits to create a correspondence between a specific IOSA Header and applicability area with one or all Regulations.

ISM Header Rule Book

2) IOSA TO Execute

1. Click on the List box and select one “Header”:

ISM Header

2) IOSA Acceptance and Handling

OR

ISM

3) IOSA Access Control

Accountabilities, Authorities and Responsibilities

Aircraft De-/Anti-icing

Aircraft Fueling

Aircraft Loading

Aircraft Maintenance Records

Aircraft Performance

Creation of a new sheet from a s

2. Select the Regulation to create the correspondence, in this case there are two options:
 - a. Select “ALL”: In this case, the new sheet will show all the links between the IOSA Header selected at the step 1 and ALL other Regulations.

Rule Book

TO ALL

BR

CS-25

IOSA

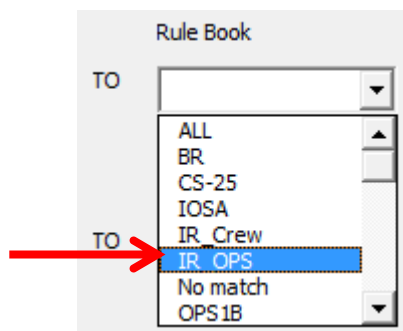
IR_Crew

IR_OPS

No match

OPS1B

- b. Select a specific Regulation (e.g. “IR-OPS”): In this case the new sheet will show all the links between the IOSA Header selected at the step 1 and the Regulation selected (in this case “IR-OPS”).



3. To generate the new sheet click on Execute button:

The name of the new sheet will be automatically generated with the following syntax:

- IOSA_Header_TO_”Rule Book” (e.g. “IOSA_Header_TO_IR_OPS”).

In this case, due to the length of the Header it is preferred to put Header to identify this specific sheet.

15.1.3 Correspondence between Specific IOSA ISARP and one/all Rule Books (Option 3)

This option permits to create a correspondence between a specific IOSA ISARP of a Section with one or all Rule Books.

1. Click on the List box and select one “Section”:

2. After this click on the List box and select one “ISARP” related to the Section selected at the step 1.

NOTE: The “ISARPs” presented in the drop-down list are automatically filtered in relation to the “Section” selected before.

Section: CAB

ISARP:

- 1.1.1
- 1.1.2
- 1.10.1
- 1.10.2
- 1.10.3
- 1.10.4
- 1.11.1A
- 1.11.1B

3. Select the Regulation to create the correspondence, in this case there are two options:
 - a. Select **"ALL"**: In this case, the new sheet will show all the links between the IOSA Header selected at the step 1 and ALL other Regulations.

Rule Book

TO:

- ALL
- BR
- CS-25
- IOSA
- IR_Crew
- IR_OPS
- No match
- OPS1B

- b. Select a specific Regulation (e.g. "IR-OPS"): In this case the new sheet will show all the links between the IOSA Header selected at the step 1 and the Regulation selected (in this case "IR-OPS").

Rule Book

TO:

- ALL
- BR
- CS-25
- IOSA
- IR_Crew
- IR_OPS
- No match
- OPS1B

4. To generate the new sheet click on Execute button:

ISM: IOSA

Section:

ISARP:

Rule Book TO:

Execute

The name of the new sheet will be automatically generated with the following syntax:

- IOSA_"Section"_"ISARP"_TO_"Rule Book" (e.g. "IOSA_CAB_1.1.1_TO_IR_OPS").

15.2 Creation of correspondence's sheet between a Rule Book to IOSA

15.2.1 Correspondence between Specific Rule Book and one/all IOSA Sections (Option 4)

This option permits to create a correspondence between one Rule Book and one or all IOSA sections.

Creation of a new sheet from a selected Regulation to IOSA sorted by Reference field:

Rule Book	ISM	Section	
4) <input type="text"/>	TO <input type="text"/>	<input type="text"/>	<input type="button" value="Execute"/>

1. Click on the List box and select one "Regulation":

Rule Book

4)

5)

Reference

BR

CS-25

IOSA

IR_Crew

IR_OPS

No match

OPS1B

OPS1C

2. Select the IOSA Section to create the correspondence, in this case there are two options:

- a. Select "ALL": In this case, the new sheet will show all the links between the selected Regulation at the step 1 and ALL IOSA Sections.

Section

Execute

ALL

CAB

CGO

DSP

FLT

GRH

MNT

ORG

- b. Select a specific IOSA Section (e.g. "CAB"): In this case the new sheet will show all the links between the Rule Book selected at the step 1 and the IOSA Section selected (in this case "CAB").

Section

Execute

ALL

CAB

CGO

DSP

FLT

GRH

MNT

ORG

3. To generate the new sheet click on Execute button:

Creation of a new sheet from a selected Regulation to IOSA sorted by Reference field:

Rule Book	ISM	Section	
4) <input type="text"/>	TO <input type="text" value="IOSA"/>	<input type="text"/>	<input type="button" value="Execute"/>

The name of the new sheet will be automatically generated with the following syntax:

- "Rule Book"_TO_IOSA_"Section" (e.g. "BR_TO_IOSA_CAB").

15.2.2 Correspondence between Specific Rule Book Reference and one/all IOSA Sections (Option 5)

This option permits to create a relation between one Rule Book Reference and one or all IOSA sections.

Rule Book	Reference	ISM	Section	
5) <input type="text"/>	<input type="text"/>	TO <input type="text" value="IOSA"/>	<input type="text"/>	<input type="button" value="Execute"/>

1. Click on the List box and select a "Regulation":

5)

- BR
- CS-25
- IOSA
- IR_Crew
- IR_OPS
- No match
- OPS1B
- OPS1C

2. Click on the List box and select the "Reference" related to the Rule Book selected at the step 1.

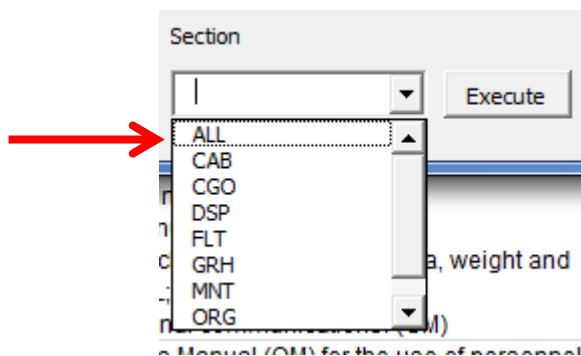
NOTE: The "References" shown in the drop-down list are automatically filtered in relation to the Rule Book selected.

Rule Book	Reference
5) <input type="text" value="BR"/>	<input type="text"/>

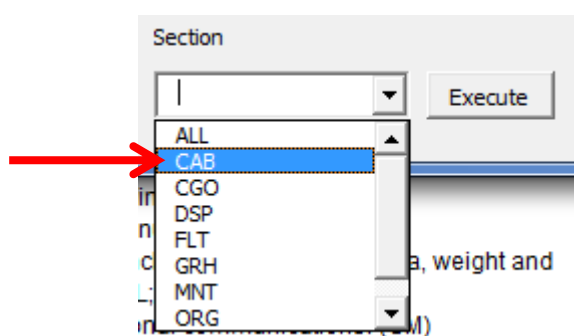
- 1.a
- 1.b
- 1.c
- 1.d
- 1.e
- 2.a.3(i)
- 2.a.3(iii)
- 2.a.3(iv)

3. Select the IOSA Section to create the correspondence, in this case there are two options:

- c. Select **"ALL"**: With this option the new sheet will show all the links between the selected Regulation at the step 1 and ALL IOSA Sections.



- d. Select a specific IOSA Section (e.g. "CAB"): In this case the new sheet will show all the links between the Rule Book selected at the step 1 and the IOSA Section selected (in this case "CAB").



4. To generate the new sheet click on Execute button:

Rule Book	Reference	ISM	Section	
5) <input type="text"/>	<input type="text"/>	TO <input type="text"/>	<input type="text"/>	<input type="button" value="Execute"/>

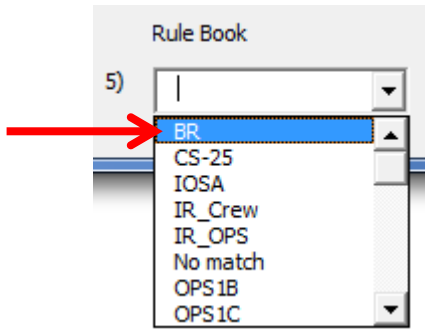
The name of the new sheet will be automatically generated with the following syntax:

- "Rule Book"_Reference_TO_IOSA_"Section" (e.g. "BR_Reference_TO_IOSA_CAB").
- In this case, due to the length of the Reference it's preferred to put Reference to identify this specific sheet.

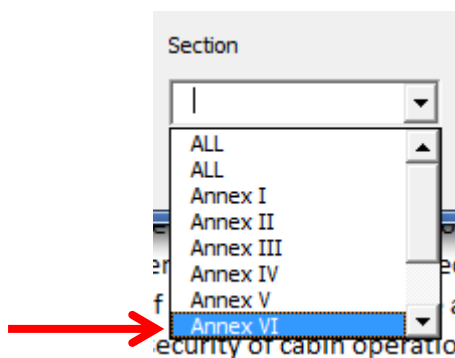
15.3 Creation of correspondence's sheet between a Rule Book to Rule Book (Option 6)

This option permits to create a correspondence between a Rule Book with one or ALL Rule Books.

1. Click on the List box and select one "Regulation":

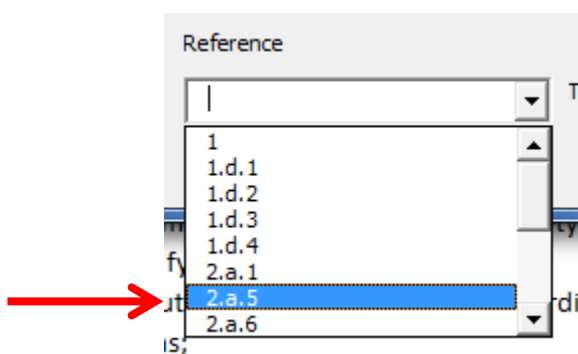


2. Then click on the List Box and select a Section.

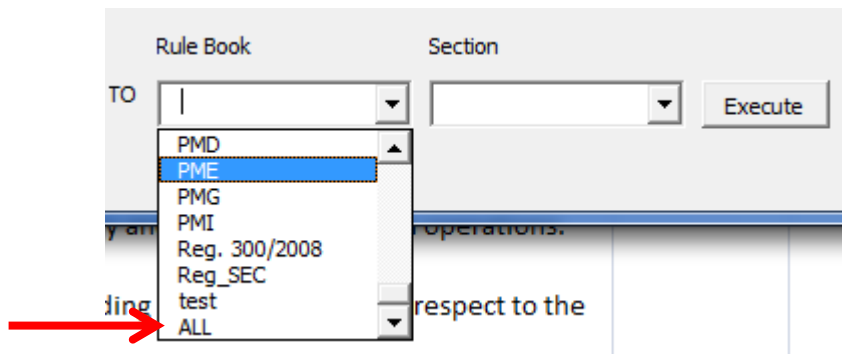


3. After this click on the List box and select one "Reference" related to the section selected at the step 2.

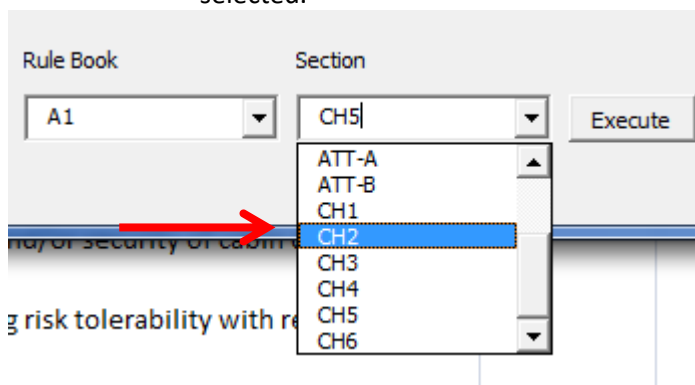
NOTE: The "References" shown in the drop-down list are automatically filtered in relation to the Rule Book and the Section selected before.



4. Select the Rule Book and Section to create the correspondence, in this case there are two options:
 - a. Select "ALL": In this case, the new sheet will show all the links between the selected Regulation at the step 1 and ALL others Regulations.



- b. Select a specific Regulation and Section. In this case the new sheet will show all the links between the Rule Book selected at the step 1 and the Rule Section selected.



To generate the new sheet click on Execute button:



The name of the new sheet will be automatically generated with the following syntax:

- "Rule Book"_Section_Reference_TO_"Rule Book"_Section"
- In this case, due to the length of the Reference it is preferred to put Reference to identify this specific sheet.

15.4 Creation of new sheet with items filtered by specific text (Option 7)

This option permits to search across the full file and to represent the search results in a new separate sheet

“Specific search” shows all records that include the word/words taped in the text box.

The research has done in the only in the column “Text” of the sheet “Index&Checklist”.



1. Tape in the text box one or more words you need to search:



5. To generate the new sheet click on Execute button:



The new sheet will be automatically named “Specific search”.

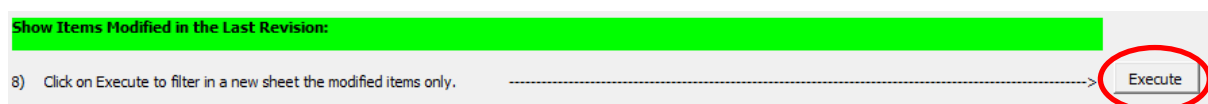
Caution: This function may take considerable time to run. Please wait until the process has stopped, before continuing working with the file.

Caution: Careful selection of search terms is necessary to avoid overloading the function. For example, by searching for “raft” the macro will also highlight all works containing “raft”, such as aircraft.

15.5 Creation of new sheet with items modified in the last revision (Option 8)

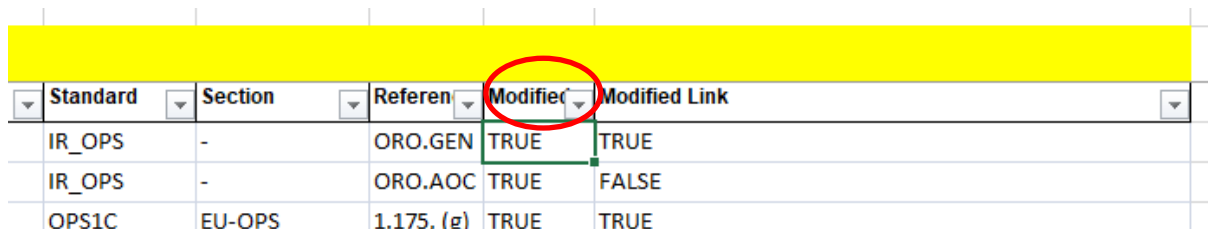
This option permits to generate a new sheet that shows all the items that have been modified in the content (“Text” box) in the current edition.

To generate the sheet click on the “Execute” button of the option 8 in the Filter form.



The new sheet will be automatically named “Items Modified”.

Caution: Prior to continuing work with the file, please wait until the process has stopped.



Standard	Section	Referen	Modifier	Modified Link
IR_OPS	-	ORO.GEN	TRUE	TRUE
IR_OPS	-	ORO.AOC	TRUE	FALSE
OPS1C	EU-OPS	1.175, (g)	TRUE	TRUE

15.6 Creation of new sheet with links modified in the last revision (Option 9)

This option permits to generate a new sheet that shows all the items for which the links have been updated in the current edition.

To generate the sheet click on the “Execute” button of the option 9 in the Filter form.

Show Items Modified in the Last Revision:

8) Click on Execute to filter in a new sheet the modified items only. ----->

9) Click on Execute to filter in a new sheet the items with modified links only. ----->

The new sheet will be automatically named “Links Modified”.

Caution: Prior to continuing work with the file, please wait until the process has stopped.

Standard	Section	Referen	Modified	Modified Link	
IR_OPS	-	ORO.GEN	TRUE	TRUE	
IR_OPS	-	ORO.AOC	TRUE	FALSE	
OPS1C	EU-OPS	1.175, (g)	TRUE	TRUE	

16 Feedback

Dear User,

Feedback on the IATA Excel File is welcome.

What did you like, what did you miss?

What was correct, what was wrong?

Please send your feedback to Serkan Simitcioglu, Assistant Director IOSA Audit Programs (simitciogs@iata.org).

Thank you.