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| **SADC AVIATION SAFETY ORGANIZATION (SASO)**  **REGULATIONS** |



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| **AIR OPERATOR CERTIFICATION AND ADMINISTRATION**  **REGULATIONS**  Air Operator Certification and Administration  **First Edition**  **April 2023** |

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# LIST OF EFFECTIVE PAGES

| **Page**  **No.** | **Rev.**  **No.** | **Date** |  | **Page**  **No.** | **Rev.**  **No.** | **Date** |
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|  |  |  |  |  |  |  |

Table of Contents

**PART 1**

**PRELIMINARY PROVISIONS**

AOC.1 Citation.

AOC.2 Interpretation.

AOC.3 Application

|  |
| --- |
| **PART 2**  **GENERAL REQUIREMENTS**  ***Part 2.1 Air Operator Certificate or AOC*** |
|  |
| AOC.4 Compliance with an Air Operator Certificate requirements.  AOC.5 AOC eligibility requirement |
| AOC.6 Application for an Air Operator Certificate. |
| AOC.7 Issuance of Air Operator Certificate. |
| AOC.8 Contents of Air Operator Certificate and operations Specifications. |
| AOC.9 Validity and renewal of an Air Operator Certificate. |
| AOC.10 Amendment of an Air Operator Certificate. |
| AOC.11 Access for inspection. |
| AOC.12 Conducting tests and inspections.  AOC.13Advertisement |
| ***Part 2.2 Air Operator Certification and Continued Validity***  AOC.14 Base of operations  AOC.15 Management personnel required for commercial air transport operations.  AOC.16 Qualification of personnel.  AOC.17 Company procedures indoctrination.  AOC.18 Quality system.  AOC.19 Submission and revision of policy and procedure manuals  AOC.20 Retention and maintenance of personnel and other records.  AOC.21 Inspection of personnel and other records.  AOC.22 Flight recorders records.  AOC.23 Aircraft records.  AOC.24 Authorised aircraft.  AOC.25 Dry leasing of foreign registered aircraft.  AOC.26 Interchange Agreement  AOC.27 Wet-leasing of aircraft.  AOC.28 Emergency evacuation demonstration  AOC.29 Demonstration flights.  AOC.30 Facilities.  AOC.31 Operations schedule.  AOC.32 Subcontracting  ***Part 2.3 AOC Flight Operations Management***  AOC.33 Operations manual.  AOC.34 Training programmes.  AOC.35 Aircraft operating manual.  AOC.36 Aircraft Technical logbook.  AOC.37 Technical logbook entries.  AOC.38 Designation of PIC  AOC.39 Required cabin crew members  AOC.40 Carriage of special situation passengers.  AOC.41 Cockpit check procedure.  AOC.42 Minimum equipment list and configuration deviation list.  AOC.43 Performance planning manual  AOC.44 Performance data control system.  AOC.45 Aircraft loading and handling manual.  AOC.46 Mass and balance data control system.  AOC.47 Cabin crew member manual  AOC.48 Passenger briefing cards.  AOC.49 Aeronautical data control system.  AOC.50 Route guide and aeronautical charts.  AOC.51 Weather reporting sources.  AOC.52 De-icing and anti-icing programme.  AOC.53 Flight supervision and monitoring system.  AOC.54 Aircraft tracking  AOC.55 Flight following system for charter flights operations.  AOC.56 Managing Fatigue-Related Safety Risks  AOC.57 Communications facilities  AOC.58 Routes and areas of operation  AOC.59 En route navigational facilities  AOC.60 Flight safety documents systems  AOC.61 Safety Management Systems |
|  |

**PART 3**

**COMMERCIAL AIR TRANSPORT-AEROPLANES**

***Part 3.1 Aeroplane continuing airworthiness***

AOC.62 Operator’s Continuing Airworthiness Responsibilities

AOC.63 Operator’s maintenance control manual or MCM

AOC.64 Maintenance programme

AOC.65 Continuing airworthiness records

AOC.66 Continuing airworthiness information

AOC.67 Modifications and repairs

AOC.68 Approved Maintenance Organization

AOC.69 Maintenance release

***Part 3.2 Manuals, logs and records***

AOC.70 Flight manual

AOC.71 Operator’s maintenance control manual

AOC.73 Maintenance programme contents

AOC.74 Approval and acceptance of AOC maintenance systems

AOC.75 Journey log book

AOC.76 Records of emergency and survival equipment carried

AOC.77 Flight recorder records

***Part 3.3 Security***

AOC.78 Security requirements

AOC.79 Security of flight crew compartment

AOC.80 Aircraft search procedure checklist

AOC.81 Security Training programmes

AOC.82 Reporting acts of unlawful interference

AOC.83 Miscellaneous

***Part 3.4 Dangerous Goods***

AOC.84 Approval to Transport Dangerous Goods

AOC.85 Compliance with Technical Instructions

AOC.86 Operators with no specific approval for the transport of dangerous goods as cargo

AOC.87 Operators with specific approval for the transport of dangerous goods as cargo

AOC.88 Postal operator

AOC.89 Limitations on transport of dangerous goods

AOC.90 Classification of dangerous goods

AOC.91 Packing

AOC.92 Labelling and Marking

AOC.93 Separation and segregation of dangerous goods

AOC.94 Securing of dangerous goods cargo loads

AOC.95 Dangerous Goods transport document

AOC.96 Acceptance of dangerous goods

AOC.97 Acceptance checklist

AOC.98 Inspection for damage leakage or contamination

AOC.99 Removal of contamination

AOC.100 Loading restrictions

AOC.101 Provision of information

AOC.102 Training programmes

AOC.103 Dangerous goods incident and accident reports

AOC.104 Information in the event of an aircraft or incident

AOC.105 Dangerous goods security measures

***Part 3.5 Cargo Compartment Safety***

AOC.106 Transport of items in the cargo compartment

AOC.107 Fire protection

**PART 4**

**HELICOPTER OPERATIONS**

***Part 4.1 Helicopter continuing airworthiness***

AOC.108 Operator’s continuing airworthiness responsibilities.

AOC.109 Operator’s maintenance control manual

AOC.110 Maintenance programme

AOC.111 Continuing airworthiness records

AOC.112 Continuing airworthiness information

AOC.113 Modifications and repairs

AOC.114 Maintenance release

AOC.115 Records

***Part 4.2 Manuals, logs and records***

AOC.116 Flight manual

AOC.117 Operator’s maintenance control manual

AOC.118 Maintenance programme

AOC.119 Journey logbook

AOC.120 Records of emergency and survival equipment carried

AOC.121 Flight recorder records

Part 4.3 Dangerous goods

AOC.122 Carriage of dangerous goods

***Part 4.4 Security***

AOC.123 Helicopter Search Procedure Checklist

AOC.124 Training Programmes

AOC.125 Reporting Acts of Unlawful Interference

**SCHEDULES**

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FIRST SCHEDULE

Air Operator Certificate.

SECOND SCHEDULE

Operations Specification

THIRD SCHEDULE

Air Operator Certification and Validation

FOURTH SCHEDULE

Operations Manual

FIFTH SCHEDULE.

Aircraft Operating Manual

SIXTH SCHEDULE

Cabin Crewmember Manual.

SEVENTH SCHEDULE

Flight Safety Documents System

EIGHTH SCHEDULE.

Maintenance Control Manual

NINETH SCHEDULE

Dangerous Goods

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| **PART I**  **PRELIMINARY PROVISIONS** | |
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|  | **AOC.1 Citation**  These Regulations may be cited as the Model SASO Civil Aviation (Air Operator Certification and Administration) Regulations, 2020 |
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|  | **AOC.2 Interpretation**  Save where the context requires otherwise, when the following terms are used in these regulations, they shall have the following meanings:  **“Accelerate-stop distance available or ASDA”** meansthe length of the take-off run available plus the length of stop way, if provided;  **“Accountable Manager”** means the manager who has corporate authority for ensuring that all operations and maintenance activities required by the Air Operator Certificate or Operator can be financed and carried out to the highest degree of safety standards required by the Authority;  **“Aerial work”** means an aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, aerial advertisement ,search and rescue;  **“Aerodrome”** means a defined area on land or water, including any buildings, installations and equipment, intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft;  **“Aerodrome operating minima”** means the limits of usability of an aerodrome for:   1. take-off, expressed in terms of runway visual range or visibility and, if necessary, cloud conditions; 2. landing in 2D instrument approach operations, expressed in terms of visibility or runway visual range, minimum descent altitude or MDA or minimum descent height or MDH and, where necessary, cloud conditions; and 3. landing in 3D instrument approach operations, expressed in terms of visibility or runway visual range and decision altitude or DA or decision height or DH as appropriate to the type or category of the operation.   **“Aeroplane”** means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;  “**Agreement summary”** means when an aircraft is operating under an Article 83 bis agreement between the State of Registry and another State, a document transmitted with the Article 83 bis Agreement registered with the ICAO Council that identifies succinctly and clearly which functions and duties are transferred by the State of Registry to that other State;  **“Aircraft”** means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface;  **“Aircraft operating manual”** meansa manual, acceptable to the State of the Operator, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems and other material relevant to the operation of the aircraft;  **“Aircraft tracking”** means a process, established by the operator, that maintains and updates, at standardized intervals, a ground-based record of the four-dimensional position of individual aircraft in flight;  **“Air operator certificate or AOC”** means a certificate authorizing an operator to carry out specified commercial air transport operations;  **“Air traffic service or ATS”** is a generic term meaning variously, flight information service, alerting service, air traffic advisory service and air traffic control service that include area control service, approach control service or aerodrome control service;  **“Airworthy”** meansthe status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation;  **“Alternate aerodrome”** means an aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use:  Alternate aerodromes include the following:   1. **“Take-off alternate”** means an alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure. 2. **“En-route alternate”** means an alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en route. 3. **“Destination alternate”** means an alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing.   **“Alternate heliport”** means a heliport to which a helicopter may proceed when it becomes either impossible or inadvisable to proceed to or to land at the heliport of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use. Alternate heliports include the following:   1. **“Take-off alternate”** means an alternate heliport at which a helicopter would be able to land should this become necessary shortly after take-off and it is not possible to use the heliport of departure; 2. **“En-route alternate”** means an alternate heliport at which a helicopter would be able to land in the event that a diversion becomes necessary while en route; 3. **“Destination alternate means”** means an alternate heliport at which a helicopter would be able to land should it become either impossible or inadvisable to land at the heliport of intended landing.   **“Approach and landing phase — helicopters”** means that part of the flight from 300 m or 1 000 ft above the elevation of the FATO, where the flight is planned to exceed this height, or from the commencement of the descent in the other cases, to landing or to the balked landing point;  **“Altimetry system error or ASE”** means the difference between the altitude indicated by the altimeter display, assuming a correct altimeter barometric setting, and the pressure altitude corresponding to the undisturbed ambient pressure;  **“Appropriate airworthiness requirements”** means the comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration;  **“Area navigation or RNAV”** means a method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these;  **“Automatic deployable flight recorder or ADFR”**. means a combination flight recorder installed on the aircraft which is capable of automatically deploying from the aircraft.  **“Cabin crew member**” means a crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft, but who shall not act as a flight crew member;  **“COMAT”** means Operator material carried on an operator’s aircraft for the operator’s own purposes;  **“Combined vision system or CVS”** means a system to display images from a combination of an enhanced vision system or EVS and a synthetic vision system or SVS;  **“Commercial air transport operation”** meansan aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire;  “**competency in civil aviation”** means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served  **“Configuration deviation list or CDL”** means a list established by the organization responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction;  **“Congested area”** means in relation to a city, town or settlement, any area which is substantially used for residential, commercial or recreational purposes;  **“Congested hostile environment”** means a hostile environment within a congested area;  **“Contaminated runway”** means when a significant portion of the runway surface area whether in isolated areas or not within the length and width being used is covered by one or more of the substances listed in the runway surface condition descriptors;  **“Continuing airworthiness”** meansthe set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life;  **“Continuing airworthiness records”** means records which are related to the continuing airworthiness status of an aircraft, engine, rotor or associated part;  **“Continuous descent final approach or CDFA**” means a technique, consistent with stabilized approach procedures, for flying the final approach segment of a non-precision instrument approach procedure as a continuous descent, without level-off, from an altitude or height at or above the final approach fix altitude/height to a point approximately 15 m or 50 ft above the landing runway threshold or the point where the flare manoeuvre should begin for the type of aircraft flown;  **“Corporate aviation operation”** mean the non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot employed to fly the aircraft;  **“Crew- member”** means aperson assigned by an operator to duty on an aircraft during a flight duty period;  **“Cruise relief pilot”** means a flight crew member who is assigned to perform pilot tasks during cruise flight, to allow the pilot-in ­command or a co-pilot to obtain planned rest;  **“Cruising level”** means A level maintained during a significant portion of a flight;  **“Dangerous goods”** means articles or substances which are capable of posing a hazard to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions;  **“Decision altitude or DA** or **decision height or DH”** means a specified altitude or height in a 3D instrument approach operation at which a missed approach must be initiated where the required visual reference to continue the approach has not been established;  **“Defined point after take-off or DPATO”** means the point, within the take-off and initial climb phase, before which the helicopter’s ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required;  **“Defined point before landing or DPBL”** means the point, within the approach and landing phase, after which the helicopter’s ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required;  **“Dry runway”** means a runway surface free of visible moisture and not contaminated within the area intended to be used;  **“Duty”** meansany task that flight or cabin crew members are required by the operator to perform, including, for example, flight duty,administrative work, training, positioning and standby when it is likely to induce fatigue;  **“Duty period”** means a period which starts when a flight or cabin crew member is required by an operator to report for or to commence a duty and ends when that person is free from all duties;  **“EDTO critical fuel”** means the fuel quantity necessary to fly to an en-route alternate aerodrome considering, at the most critical point on the route, the most limiting system failure;  **“EDTO significant system”** means An aeroplane system whose failure or degradation could adversely affect the safety particular to an EDTO flight, or whose continued functioning is specifically important to the safe flight and landing of an aeroplane during an EDTO diversion;  **“Electronic flight bag or EFB”** means an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties;  “**Elevated heliport**” means a heliport located on a raised structure on land;  **“Emergency locator transmitter or ELT”** meansa generic term describing equipment which broadcast distinctive signals on designated frequencies and, depending on application, may be automatically activated by impact or be manually activated. An ELT may be any of the following:   1. **“Automatic fixed ELT or ELT-AF”**. Means an automatically activated ELT which is permanently attached to an aircraft; 2. **“Automatic portable ELT or ELT-AP”** means an automatically activated ELT which is rigidly attached to an aircraft but readily removable from the aircraft. 3. **“Automatic deployable ELT or ELT-AD”** means an ELT which is rigidly attached to an aircraft and which is automatically deployed and activated by impact, and, in some cases, also by hydrostatic sensors. Manual deployment is also provided. 4. **“Survival ELT or ELT-S”** means an ELT which is removable from an aircraft, stowed so as to facilitate its ready use in an emergency, and manually activated by survivors.   **“Engine”** meansa unit used or intended to be used for aircraft propulsion and consists of at least those components and equipment necessary for functioning and control, but excludes the propeller or rotors where applicable;  **“Enhanced vision system or EVS”** means a system to display electronic real-time images of the external scene achieved through the use of image sensors;  “**En-route phase”** means that part of the flight from the end of the take-off and initial climb phase to the commencement of the approach and landing phase;  **“Extended diversion time operations or EDTO”** means any operation by an aeroplane with two or more turbine engines where the diversion time to an en-route alternate aerodrome is greater than the threshold time established by the State of the Operator;  “**Final approach and take-off** **area or FATO”** means a defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced and where the FATO is to be used by helicopters operating in performance Class 1, the defined area includes the rejected take-off area available;  **“Fatigue”** meansA physiological state of reduced mental or physical performance capability resulting from sleep loss, extended wakefulness, circadian phase, and/or workload ,mental and/or physical activity that can impair a person’s alertness and ability to adequately perform safety-related operational duties;  **“Fatigue risk management system or FRMS”** meansa data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness;  **“Final approach segment FAS”** meansThat segment of an instrument approach procedure in which alignment and descent for landing are accomplished;  **“Flight crew member”** meansa licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period;  **“Flight data analysis”** meansa process of analysing recorded flight data in order to improve the safety of flight operations;  **“Flight duty period”** meansa period which commences when a flight or cabin crew member is required to report for duty that includes a flight or a series of flights and which finishes when the aircraft finally comes to rest and the engine or engines are shut down at the end of the last flight on which he or she is a crew member;  **“Flight manual”** means a manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions and information necessary to the flight crew members for the safe operation of the aircraft;  **“Flight operations officer or flight dispatcher”** meansa person designated by the operator to engage in the control and supervision of flight operations, whether licensed or not, suitably qualified in accordance with Civil Aviation (Personnel Licensing) Regulations, who supports, briefs and/or assists the pilot-in-command in the safe conduct of the flight;  **“Flight plan”** meansspecified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft;  **“Flight recorder”** meansany type of recorder installed in the aircraft for the purpose of complementing accident and incident investigation;  **“Flight safety documents system”** meansa set of interrelated documentation established by the operator, compiling and organizing information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator’s maintenance control manual;  **“Flight simulation training device”** means any one of the following three types of apparatus in which flight conditions are simulated on the ground:   1. **A flight simulator**- which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated; 2. **A flight procedures trainer**-which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class; 3. **A basic instrument flight trainer**- which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.   **“Flight time — aeroplanes”** means the total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight;  “**Flight time — helicopters**” means the total time from the moment a helicopter’s rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped;  **“General aviation operation”** meansan aircraft operation other than a commercial air transport operation or an aerial work operation;  **“Ground handling”** meansservices necessary for an aircraft’s arrival at, and departure from, an airport, other than air traffic services;  **“Head-up display or HUD”** means a display system that presents flight information into the pilot’s forward external field of view;  **“Helicoptert”** means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;  “**Helideck”** means a heliport located on a floating or fixed offshore structure;  **“Heliport**” means an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters;  **“Heliport operating minima**” means the limits of usability of a heliport for:   1. take-off, expressed in terms of runway visual range and/or visibility and, where necessary, cloud conditions; 2. landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude or MDA or minimum decision height or MDH and, where necessary, cloud conditions; and 3. landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude or DA or decision height or DH as appropriate to the type and/or category of the operation.   “**Hostile environment**” means an environment in which:   1. a safe forced landing cannot be accomplished because the surface and surrounding environment are inadequate; or 2. the helicopter occupants cannot be adequately protected from the elements; or search and rescue response or capability is not provided consistent with anticipated exposure; or 3. there is an unacceptable risk of endangering persons or property on the ground.   **“Human Factors principles”** meansprinciples which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;  **“Human performance”** means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;  **“Instrument approach operations”** means an approach and landing using instruments for navigation guidance based on an instrument approach procedure. There are two methods for executing instrument approach operations:  (a) a two-dimensional or 2D instrument approach operation, using lateral navigation guidance only;and (b) a three-dimensional or 3D instrument approach operation, using both lateral and vertical navigation guidance;  **“Industry codes of practice”** means the guidance material developed by an industry body, for a particular sector of the aviation industry to comply with the requirements of the International Civil Aviation Organization’s Standards and Recommended practices, other aviation safety requirements and the best practices deemed appropriate;  **“Instrument approach procedure or IAP”** means a series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, where a landing is not completed, to a position at which holding or en-route obstacle clearance criteria apply. Instrument approach procedures are classified as follows:   1. Non-precision approach or NPA procedure- An instrument approach procedure designed for 2D instrument approach operations Type A. 2. Approach procedure with vertical guidance or APV- A performance-based navigation or PBN instrument approach procedure designed for 3D instrument approach operations Type A. 3. Precision approach or PA procedure- An instrument approach procedure based on navigation systems ,ILS, MLS, GLS and SBAS CAT I designed for 3D instrument approach operations Type A or B.   **“Instrument meteorological conditions or IMC”** means meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling as defined in the civil Aviation (Rules of the Air) Regulations, less than the minima specified for visual meteorological conditions;  **“Integrated survival suit”** means a survival suit which meets the combined requirements of the survival suit and life jacket;  **“Isolated aerodrome” means** a destination aerodrome for which there is no destination alternate aerodrome suitable for a given aeroplane type;  “**Landing decision point or LDP”** means the point used in determining landing performance from which, an engine failure occurring at this point, the landing may be safely continued or a balked landing initiated;  **“Landing distance available or LDA”** meansthe length of runway which is declared available and suitable for the ground run of an aeroplane landing;  **“Large aeroplane”** meansan aeroplane of a maximum certificated take-off mass of over 5 700 kg;  **“Low-visibility operations or LVO**”. Means approach operations in RVRs less than 550 m or with a DH less than 60 m or 200 ft or take-off operations in RVRs less than 400 m;  **“Maintenance”** means the performance of tasks on an aircraft, engine, propeller or associated part required to ensure the continuing airworthiness of an aircraft, engine, propeller or associated part including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair;  **“Maintenance organization’s procedures manual”** meansa document endorsed by the head of the maintenance organization which details the maintenance organization’s structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems;  **“Maintenance programme”** meansa document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies;  “**Maintenance release”** meansa document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance with appropriate airworthiness requirements;  **“Master minimum equipment list or MMEL”** meansa list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight and the MMEL may be associated with special operating conditions, limitations or procedures;  **“Maximum diversion time”** meansmaximum allowable range, expressed in time, from a point on a route to an en-route alternate aerodrome;  **“Maximum mass”** means maximum certificated take-off mass;  **“Minimum descent altitude or MDA** or **minimum descent height or MDH”** meansa specified altitude or height in a 2D instrument approach operation or circling approach operation below which descent must not be made without the required visual reference;  **“Minimum equipment list or MEL”** means a list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type;  **“Modification”** meansa change to the type design of an aircraft, engine or propeller;  **“Navigation specification”** meansa set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace;  **““Night”** means the hours between the end of evening civil twilight and the beginning of morning civil twilight where Civil twilight ends in the evening when the centre of the sun’s disc is 6 degrees below the horizon and begins in the morning when the centre of the sun’s disc is 6 degrees below the horizon;  “**Non-congested hostile environment**” means a hostile environment outside a congested area;  **“Non-hostile environment**” means an environment in which;   1. a safe forced landing can be accomplished because the surface and surrounding environment are adequate; 2. the helicopter occupants can be adequately protected from the elements; 3. search and rescue response/capability is provided consistent with anticipated exposure; and 4. the assessed risk of endangering persons or property on the ground is acceptable.   **“Obstacle clearance altitude or OCA** or **obstacle clearance height or OCH”** means The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation as applicable, used in establishing compliance with appropriate obstacle clearance criteria;  **“Offshore operations”** means operations which routinely have a substantial proportion of the flight conducted over sea areas to or from offshore locations and such operations include, but are not limited to, support of offshore oil, gas and mineral exploitation and sea-pilot transfer;  **“Operation**” means an activity or group of activities which are subject to the same or similar hazards and which require a set of equipment to be specified, or the achievement and maintenance of a set of pilot competencies, to eliminate or mitigate the risk of such hazards;  **“Operational control”** means the exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight;  **“Operational flight plan”** meansthe operator’s plan for the safe conduct of the flight based on considerations of aeroplane performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes concerned;  “**Operations in performance Class 1”** means operations with performance such that, in the event of a critical engine failure, performance is available to enable the helicopter to safely continue the flight to an appropriate landing area, unless the failure occurs prior to reaching the take-off decision point or TDP or after passing the landing decision point or LDP, in which cases the helicopter must be able to land within the rejected take-off or landing area;  **“Operations in performance Class 2”** means operations with performance such that, in the event of critical engine failure, performance is available to enable the helicopter to safely continue the flight to an appropriate landing area, except when the failure occurs early during the take-off manoeuvre or late in the landing manoeuvre, in which cases a forced landing may be required;  “**Operations in performance Class 3”** means operations with performance such that, in the event of an engine failure at any time during the flight, a forced landing will be required;  **“Operations manual”** meansa manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties;  **“Operations specifications”** means the authorizations, including specific approvals, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual;  **“Operator”** meansthe person, organization or enterprise engaged in or offering to engage in an aircraft operation;  **“Operator’s maintenance control manual”** meansa document which describes the operator’s procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator’s aircraft on time and in a controlled and satisfactory manner;  **“Performance-based communication or PBC”** means communication based on performance specifications applied to the provision of air traffic services;  **“Performance-based navigation or PBN”** means area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace;  **“Performance-based surveillance or PBS” means** surveillance based on performance specifications applied to the provision of air traffic services;  **“Pilot-in-command” means** the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight;  **“Point of no return”** meansthe last possible geographic point at which an aircraft can proceed to the destination aerodrome as well as to an available en-route alternate aerodrome for a given flight;  **“Pressure-altitude”** means an atmospheric pressure expressed in terms of altitude which corresponds to that pressure in the Standard Atmosphere;  **“Psychoactive substances”** means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded;  **“Repair”** meansthe restoration of an aircraft, engine, propeller, or associated part to an airworthy condition in accordance with the appropriate airworthiness requirements after it has been damaged or subjected to wear;  **Required communication performance or RCP specification”** means a set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based communication;  **“Required surveillance performance or RSP specification”** means a set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based surveillance;  **“Rest period”** meansa continuous and defined period of time, subsequent to and/or prior to duty, during which flight or cabin crew members are free of all duties;  **Runway visual range or RVR”** means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;  **“Safe forced landing”** meansunavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface;  **“Safety management system or SMS”** means a systematic approach to managing safety, including the necessary organizational structures, accountability, responsibilities, policies and procedures;  **“Small aeroplane”** meansan aeroplane of a maximum certificated take-off mass of 5 700 kg or less;  **“Series of flights”** means consecutive flights that:   1. begin and end within a period of 24 hours; and 2. are all conducted by the same pilot-in-command.   **“State of Registry”** means the State on whose register the aircraft is entered;  **“State of the Aerodrome”** meansthe State in whose territory the aerodrome is located;  **“State of the Operator”** means the State in which the operator’s principal place of business is located or, where there is no such place of business, the operator’s permanent residence;  **“State of the principal location of a general aviation operator”** means the State in which the operator of a general aviation aircraft has its principal place of business or, where there is no such place of business, its permanent residence;  “**Specific approval”.** means an approval which is documented in the Operations Specifications for commercial air transport operations or in the list of specific approvals for non-commercial operations;  **“Synthetic vision system or SVS”** meansa system to display data-derived synthetic images of the external scene from the perspective of the flight deck;  **“Take-off and initial climb phase”** means that part of the flight from the start of take-off to 300 m (1 000 ft) above the elevation of the FATO, if the flight is planned to exceed this height, or to the end of the climb in the other cases;  **“Take-off decision point or TDP”** means the point used in determining take-off performance from which, an engine failure occurring at this point, either a rejected take-off may be made or a take-off safely continued;  “**Target level of safety or TLS"”** meansa generic term representing the level of risk which is considered acceptable in particular circumstances;  **“Threshold time”** meansthe range, expressed in time, established by the State of the Operator, to an en-route alternate aerodrome, whereby any time beyond requires an EDTO approval from the State of the Operator;  **“Total vertical error or TVE”** meansthe vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude or flight level;  **“Visual meteorological conditions or VMC”** meansmeteorological conditions expressed in terms of visibility, distance from cloud, and ceiling as defined in the civil Aviation (Rules of the Air)Regulations, equal to or better than specified minima;  **“VTOSS**” means the minimum speed at which climb shall be achieved with the critical engine inoperative, the remaining engines operating within approved operating l |
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|  | **AOC.3 Application**  These Regulations apply to:  (a) initial certification of an Air Operator whose principal place of business or permanent residence is located in [State]; and  (b) continued validity of the AOC issued by the Authority in accordance with paragraph (a). |

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| **PART 2**  **GENERAL REQUIREMENTS**  **Part 2.1 Air Operator Certificate or AOC** | | | | | |
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| **AOC.4 Compliance with an Air Operator Certificate requirements**  (1) An operator shall not engage in commercial air transport operations unless that operator holds a valid air operator certificate issued by the Authority. | |
| (2) An Operator referred to in sub-regulation (1) shall authorize the operator to conduct commercial air transport operations in accordance with the conditions and limitations that may be specified in the AOC. | |
| (3) The issue and continued validity of an AOC by the Authority shall be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training programme and maintenance arrangements consistent with the nature and extent of the operations specified. | |
| (4) The operator shall develop for use, policies and procedures to be used by contracted service providers. | |
| (5) Each Operator shall carry a certified true copy of the air operator certificate and operations specifications relevant to the aircraft type, issued in conjunction with the certificate on board its aircraft. | |
| (6) Where the certificate and the associated operations specifications are issued by the Authority in a language other than English, an English translation shall be included. | |
| (7) The operator shall develop for use, policies and procedures to be used by contracted service providers. | |
| **AOC.5 AOC eligibility requirement**  An AOC applicant shall be eligible for the grant of an AOC if he or she has undergone a five-phase certificication process as specified by the Authority in the applicable technical giuidance materials.  **AOC.6 Application for an Air Operator Certificate**. | |
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| (1) the Prospective applicant for an air operator certificate or AOC shall submit to the Authority an application:  (a) on a form and in a manner specified by the Authority in the applicable guidance materials;  (b) with at least one aircraft registered in [State] and  (c) containing any other information, the Authority may require the applicant to submit. | |
| (2) An applicant shall make the application for an initial issue of an AOC at least 90 days before the date of the intended operation. | |
| (3) At the time of application, the applicant shall provide all information and manuals required by the Authority. | |
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| **AOC.7 Issuance of Air Operator Certificate.**  (1) The Authority may issue an air operator certificate or AOC to an applicant where that applicant:   1. has its principal place of business registered in [State]; 2. meets the applicable regulations and standards for the holder of an AOC; 3. is properly qualified and adequately staffed and equipped to conduct safe operations in commercial air transport and maintenance of the aircraft; 4. holds a valid air service license issued by [State]; and 5. has an approved aircraft operator security programme in accordance with the Civil Aviation (Security) Regulations, and meets any other requirements as specified by the Authority. | |
| (2) The Authority may reject an application for an AOC where:  (a) the applicant does not meet the requirements specified in sub-regulation(1);  (b) the applicant previously held an AOC which was revoked;  (c) the applicant is not suitable by reason of previous conduct and experience to properly maintain an AOC; or  (d) an individual who has previously contributed to the circumstances that caused the revocation of an AOC obtains a substantial ownership in the applicant organization or is employed in a position specified by these Regulations. | |
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| **AOC.8 Contents of Air Operator Certificate and operations Specifications**.  (1) An operator shall conspicuously display the Air operator certificate and operation specifications containing the terms and conditions applicable to the certificate | |
| (2) The air operator certificate referred to in sub regulation (1) shall be in the form prescribed in the First Schedule, and shall contain the following-   1. a certificate number specifically assigned to the AOC; 2. name and location of the main place of business of the AOC; 3. date of issue and period of validity; 4. the location, in a controlled document carried on board, where the contact details of operational management can be found; 5. the type of aircraft authorised for use; and 6. the authorised areas of operation. | |
| (3) A certified true copy of the AOC shall be carried on board an aircraft. | |
| (4) The content of the operations specifications associated with the air operator certificate shall be as prescribed in the Second Schedule, and shall contain the standards which are applicable to operations and maintenance conducted by the Operator. | |
| (5) Without prejudice to the generality of sub regulation (4), the operations specifications shall, for each aircraft model in the operator’s fleet, identified by aircraft make, model and series, contain the following:   1. list of authorizations, conditions and limitations; 2. issuing authority contact details; 3. operator name and AOC number; 4. date of issue and signature of the authority representative; 5. aircraft model, types and area of operations;   special limitations and authorizations. | |
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| **AOC.9 Validity and renewal of an Air Operator Certificate**.  (1) An air operator certificate or AOC issued by the Authority shall be valid for 12 months from the date of issue or renewal, unless:  (a)a shorter period is specified by the Authority;  (b) the Authority amends, suspends, revokes or otherwise terminates the certificate;  (c) an Operator surrenders it to the Authority  (d) the Authority establishes that the air operator has suspended operations for more than 60 continuous days; or  (e) the Operator notifies the Authority of the suspension of operations | |
| (2) An AOC which is suspended or revoked shall be returned to the Authority. | |
| (3) An application for renewal of an AOC shall be made on a form and in a manner prescribed by the Authority in the applicable guidance materials not later than 60 days before the certificate expires. | |
| (4) An applicant for an AOC who fails to comply with sub regulation (3) shall be required to make an initial application as prescribed in Regulation 5. | |
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| **AOC.10 Amendment of an Air Operator Certificate**  (1) The Authority may amend an air operator certificate where the:  (a)Authority determines that the amendment is necessary for the safety in commercial air transport and in the public interest; or  (b)Operator applies for an amendment, and the Authority determines that the amendment is necessary for safety in commercial air transport and in the public interest. | |
| (2) Where the Authority stipulates in writing that an emergency exists requiring the immediate amendment of the AOC in the public interest with respect to safety in commercial air transportation, such an amendment shall become effective on the date the Operator receives notice of the amendment. | |
| (3) An Operator shall operate in accordance with the amendment specified in sub-regulation (2) unless it is subsequently withdrawn. | |
| (4) Amendments stipulated by the Authority, other than emergency amendments, shall become effective 30 days after notice is issued to the Operator. | |
| (5) Amendments proposed by the Operator shall be made at least 30 days prior to the intended date of any operation under that amendment | |
| (6) A person shall not perform a commercial air transport operation for which an AOC amendment is required, unless that person has received notice of the approval from the Authority. | |
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| **AOC.11 Access for inspection**  (1) An Operator shall for the purpose of inspection:  (a) cooperate with, and grant the Authority unrestricted access to any of its premises, organization offices or facilities and aircraft;  (b) ensure that the Authority is granted unrestricted access to any premises, organization offices or facilities that it has contracted for services associated with commercial air transport operations and maintenance for services; and  (c)grant the Authority unrestricted access to the cockpit of the aircraft during flight operations. | |
| (2) An Operator shall provide to the Authority a forward observer’s seat on the Operator’s aircraft from which the flight crew’s actions and conversations may be easily observed. | |
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| **AOC.12 Conducting tests and inspections.**  (1) The Authority shall conduct surveillance on the Operator to ensure continued eligibility to hold an AOC and associated approvals. | |
| (2) An Operator shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether the Operator is complying with the applicable laws, regulations and the terms and conditions of the AOC. | |
| (3) An Operator shall make available at its principal base of operations the current:  (a)AOC and its operation specifications;  (b)operations and maintenance manuals; and  (c) a list that includes the location and individual positions responsible for each record, document and report required to be kept by the Operator under the applicable Regulations or requirements. | |
| (4) Upon failure by an Operator to make available to the Authority upon request, any document, certificate or report, the Authority may suspend the AOC or any of its operation specifications. | |
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| **AOC.13** **Advertisement**  (1)  A person shall not advertise himself or herself as an Air Operator unless an Air Operator  Certificate has been issued to that person. | |
| (2)   An Operator shall not make any statement, either in writing or orally, about itself that is false or is designed to mislead any person. | |
| (3) When the advertising of an Operator indicates that it is certificated, the advertisement shall clearly state the Air Operator Certificate number. | |
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| ***Part 2.2 Air operator certification and continued validity*** | | | | | |
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| **AOC.14 Base of operations**  (1) An Operator shall maintain a principal base of operations in [State]. | |
| (2) An Operator shall submit written notification to the Authority, to establish or change the location of the principal base of operation at least 30 days before the proposed change. | |
| **AOC.15 Management personnel required for commercial air transport operations.** | |
| (1) An Operator shall have an accountable manager, acceptable to the Authority, with authority to ensure that all operations and maintenance activities are financed and carried out to the highest safety standards required by the Authority. | |
| (2) When conducting commercial air transport operations, the Operator shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent;   1. Director of Operations; 2. Chief Pilot; 3. Director of Maintenance; 4. Quality Manager; and 5. Director of Safety. | |
| (3) The Authority may approve a position, other than those listed, where the Operator demonstrates that it can perform the operation safely under the direction of fewer or different categories of management personnel due to the:   1. kind of operations involved; 2. number of aircraft used; and 3. area of operation. | |
| (4) An Operator shall:   1. state in the general policy provisions of the operations manual required by these Regulations, the duties, responsibilities, and authority of personnel required under sub-regulation (2);   (b)list in the manual, the names and business addresses of the individuals assigned to those positions; and  (c) notify the Authority within ten days of any change in personnel or any vacancy in any position listed. | |
| (6) An Operator shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel. | |
| (7) Required management personnel shall be contracted to work sufficient hours, to ensure that the management functions of the Operator are fulfilled. | |
| (8) A person serving in a required management position for an Operator shall not serve in a similar position for any other Operator, unless an exemption is granted by the Authority. | |
| **AOC.16 Qualification of personnel** | |
| (1) The Accountable Manager shall possess the following qualifications   1. a background in the management of commercial air transport operations 2. knowledge of the Civil Aviation (Air Operator Certification and Administration) Regulations and other Regulations and materials published by the Authority that are applicable to flight operations and aircraft maintenance; and   (c) knowledge of the operations and aircraft maintenance requirements of the air operator certificate (AOC) holder. | |
| (2) The minimum qualifications for a Director of Operations are:   1. an airline transport pilot licence or commercial pilot license where the PIC requirements for the operations conducted require only a commercial pilot licence;   (b) 3 years’ experience as PIC in commercial air transport operations. | |
| (3) The minimum qualifications for a Chief Pilot are;   1. an airline transport pilot licence with the appropriate ratings for at least one of the aircraft used in the Operator’s operations; 2. a commercial pilot license with instrument rating in lieu of the airline transport pilot licence where the PIC requirements for the operations conducted require only a commercial pilot licence;and 3. 3 years’ experience as PIC in commercial air transport operations | |
| (4) The minimum qualifications for a Director of Maintenance are:  (a) a licensed maintenance engineer with appropriate airframe, power plant and avionics ratings; and  (b) three years’ experience in maintaining the same category and class of aircraft used by the Operator including one year in the capacity of returning aircraft to service. | |
| (5) The minimum qualifications for Quality Manager are-   1. a technically qualified person in the field of aircraft maintenance, flight or ground operations;   (b)at least 3 years’ experience in the field of aircraft maintenance, flight or ground operations; and  (c) must have successfully completed a training in quality management recognized by the Authority | |
| (6) The minimum qualifications for Director of Safety are-   1. a technically qualified person in the field of aircraft maintenance or flight operations; 2. at least 5 years’ experience in the field of aircraft maintenance or flight operations; and   (c)must have successfully completed a training in safety management systems course recognized by the Authority. | |
| (7) An Operator may approve the employment of a person who does not meet the appropriate qualification or experience where the Authority grant an exemption upon finding that that person has comparable experience and can effectively perform the required management functions. | |
| **AOC.17 Company procedures indoctrination.** | |
| (1) An Operator shall not employ a person unless the individual has completed the company’s indoctrination curriculum appropriate to that person’s duties and responsibilities as approved by the Authority. | |
| (2) An Operator shall ensure that all personnel undergo company indoctrination training that covers the following areas-   * 1. Operators’ organisation, scope of operation, maintenance, and administrative practices as applicable to their assignments and duties;   2. appropriate provisions of these Regulations and other applicable Regulations and guidance materials;   3. Operator policies and procedures; and   4. appropriate portions of the Operator's operations manual and maintenance control manual. | |
| **AOC.18 Quality system.** | |
| **(**1) An Operator shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of procedures required to ensure safe operational practices and airworthy aircraft. | |
| (2)Compliance monitoring in accordance with sub-regulation (1) shall include a feedback system to the Accountable Manager to ensure corrective action as necessary | |
| (3) An Operator shall ensure that each quality system established as required by sub-regulation (1) includes a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements and procedures. | |
| (4) The quality system, and the quality manager specified in sub-regulation (1), shall be acceptable to the Authority. | |
| (5) An Operator shall describe the quality system in all relevant documentation developed in accordance with regulation 31. | |
| (6) Notwithstanding sub-regulation (1), the Authority may accept the appointment of two quality managers, one for operations and one for maintenance; provided that the Operator has designated one quality management unit to ensure that the quality system is applied uniformly during the entire operation. | |
| **AOC.19 Submission and revision of policy and procedure manuals** | |
| (1) A person who develops and maintains a manual required by these Regulations shall ensure that the manual:   1. includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities safely; 2. is in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual; 3. has a date of the last revision on each revised page; 4. is not contrary to any applicable Laws of the [State] and the air operator certificate (AOC) holder’s operations specifications; and 5. includes a reference to the appropriate civil aviation regulations. | |
| (2) A person shall not implement any policy or procedures for flight operations or continuing airworthiness functions prior to approval or acceptance by the Authority as appropriate. | |
| (3) An Operator shall submit the proposed policy or procedures to the Authority at least 30 days prior to the date of intended implementation  **AOC.20 Retention and maintenance of personnel and other records.** | |
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| (1) A holder of AOC shall maintain current records detailing the qualifications and training of all its personnel and the of contractors’ personnel involved in the operational control, flight operations, ground operations and maintenance of the air operator records. | |
| (2) An Operator shall maintain records for a minimum period of 2 years for those personnel performing crew member or flight dispatch duties in sufficient detail to determine whether the personnel meets the experience and qualification requirements for duties in commercial air transport operations. | |
| (3) An Operator shall retain the following records for the period specified-   1. flight and duty records,2 years; 2. personnel for which a training program is required, 1 year; 3. fuel and oil records, 3 months; 4. completed load manifests, [6 months;] 5. mass and balance records, 6 months; 6. dispatch releases, 6 months; 7. flight plans, 6 months; 8. passenger manifests, 6 months; 9. weather reports, [6 months]; 10. journey logs, 2 years; and 11. aircraft technical logbook, 2years 12. dangerous goods transport documents,2 months 13. records on cosmic and solar radiation dosage until 12 months after the crew member has left employment of the Operator; and 14. any other records for such period as the Authority may determine.   **AOC.21 Inspection of personnel and other records.** | |
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| (1) An Operator shall whenever require by an authorized person:   * 1. produce for the inspection of that person all records referred to in Regulation 18; and   2. furnish to that person all information that person may require, in connection with the records and produce, for, that person’s inspection all log-books, certificates, papers and other documents which that person may reasonably require to examine for the purpose of determining whether the records are complete or verifying the accuracy of their contents. | |
| (2) The Operator shall, at the request of any person in respect of whom that person is required to keep records as specified in sub-regulation (1), furnish to that person, or to any operator of aircraft for the purpose of commercial air transport by whom that person may subsequently be employed, particulars of any qualifications obtained by such person while in the service of the Operator.  **AOC.22 Flight recorders records.** | |
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| (1) An Operator shall retain:   1. the most recent flight data recorder calibration, including the recording medium from which this calibration is derived;   (b)the flight data recorder correlation for one aircraft of any group of aircraft operated by the Operator:  (i)that are of the same type;  (ii)on which the model flight recorder and its installation are the same; and  (c) on which there is no difference in type design with respect to the original installation of instruments associated with the recorder. | |
| (2) The owner of the aircraft, or in the case where it is leased, the lessee, shall ensure, to the extent possible, in the event the aircraft becomes involved in an accident or incident, the preservation of all related flight recorder records and, where necessary, the associated flight recorders, and their retention in safe custody pending their disposition within a period specified by the Authority.  **AOC.23 Aircraft records.** | |
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| (1) An Operator shall maintain a current list of each aircraft it operates and shall send a copy of the list to the Authority, as well as each change to the list, prior to the intended change. | |
| (2) An aircraft of another Operator operated under an interchange agreement shall be incorporated in the current list of aircraft required by sub-regulation (1).  **AOC.24 Authorised aircraft.** | |
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| **(**1) An Operator shall not operate an aircraft in commercial air transport unless that aircraft:  (a) has a current certificate airworthiness;  (b) is in an airworthy condition; and  (c)meets the applicable airworthiness requirements for the operations the Operator intends to carry out, including those related to identification and equipment. | |
| (2)A person shall not operate any specific type of aircraft in commercial air transport until it has completed satisfactory initial certification, which includes the issuance of an AOC listing that type of aircraft. | |
| (3)A person shall not operate additional or replacement aircraft of a type for which it is currently authorised unless that person can show that the aircraft has been approved by the Authority for inclusion in the Operator’s fleet.  **AOC.25 Dry leasing of foreign registered aircraft.** | |
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| (1)An Operator may dry-lease a foreign-registered aircraft for commercial air transport as authorised by the Authority. | |
| (2) An Operator shall not operate a foreign registered aircraft unless-   1. there is in existence a current agreement between the Authority and the State of Registry that, while the aircraft is operated by a [State] Operator, these Regulations governing the issuance of the [State] AOC and its operation specification shall apply; 2. there is in existence a current agreement between the Authority and the State of Registry that-   (i)while the aircraft is operated by the Operator, the Civil Aviation (Airworthiness of Aircraft) Regulations of the State of Registry are applicable; or  (ii) where the State of Registry agrees to transfer some or all of the responsibility for airworthiness to the Authority under Article 83*bis* of the Chicago Convention, the Civil Aviation (Airworthiness of aircraft)Regulations, shall apply to the extent agreed upon by the Authority and the State of Registry; or  (iii)the agreement acknowledges that the Authority shall have unrestricted access to the aircraft at any place and any time. | |
| (3) Pursuant to sub-regulation (2), an Operator shall operate a foreign registered aircraft for a period not exceeding 6 consecutive months. | |
| (4) The total number of dry leased aircraft shall be such that an Operator shall not be predominantly dependent on foreign registered aircraft. | |
| (5) A person who wishes to operate a dry leased aircraft shall provide the Authority with the following information:  (a) the aircraft type and serial number;  (b)the name and address of the registered owner;  (c )the State of Registry , aircraft nationality and Registration marks;  (d)the Certificate of Airworthiness and statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry;  (e)the name, address and signature of the lessee who shall be responsible for the operational control of the aircraft under the lease agreement, including a statement that the lessee fully understands the responsibilities under the applicable Regulations;  (f)a copy of the lease and maintenance agreement; and  (g)the duration of the lease; and  (h)any other information the Authority may require. | |
| (8) A [State] Operator may dry lease an aircraft registered in another contracting State for the purpose of commercial air transportation provided that the following conditions are met:  (a)the aircraft carries a certificate airworthiness issued, in accordance with Civil Aviation (Airworthiness of Aircaft) Regulations, by the State of Registry and meets the aircraft nationality and registration marking requirements of that state;  (b)the aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in [State], including the requirements which shall be met for issuance of a [State] certificate of airworthiness including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements;  (c)the aircraft is maintained according to an approved maintenance programme; and  (d)the aircraft is operated by [State] licensed flight crew employed by the [State] Operator. | |
| (9) An Operator operating a dry leased aircraft shall have operational control of that aircraft. | |
| (10) An Operator shall provide satisfactory evidence that the aircraft has been withdrawn from the lessor’s AOC before the Authority lists the aircraft on the lessee’s AOC. | |
| (11) An Operator engaged in the dry leasing of aircraft shall make the dry lease agreement explicit concerning the maintenance programme and minimum equipment list to be followed during the lease period. | |
| (12) Where the lease arrangement is determined to be a dry lease involving an aircraft that possess a certificate of registration and certificate of airworthiness issued by the State of the Registry, and the dry lease is acceptable to the Authority, operations specifications shall be developed by the Operator containing at least the following:   1. the names of the parties to the lease agreement and the duration thereof; 2. the nationality and registration marks of each aircraft involved in the agreement; 3. the type of aircraft to be used; 4. the area of operation; and 5. the Regulations applicable to the operation.   **AOC.26 Interchange Agreement** | |
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| (1) An Operator shall not interchange aircraft with another Operator without the approval of the Authority. | |
| (2) Prior to operating an aircraft under an interchange agreement, the Operator shall demonstrate that:  (a)the procedures for the interchange operation conform with safe operating practices;  the required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;  (c) the maintenance personnel meet the approved training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;  (d) the flight crew members and flight operations officers meet approved appropriate route and airport qualifications;   * 1. (e) the aircraft to be operated is essentially similar to the aircraft of the Operator with whom the interchange is effected; and   (f)the arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the Authority determines that the Operator has adequate training programmes to ensure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarization. | |
| (3) An Operator operating an aircraft under an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals. | |
| (4) An Operator shall:  (a)amend its operations specifications to reflect an interchange agreement; and  (b)comply with the applicable regulations of the State of Registry of an aircraft involved in an interchange agreement while it has operational control of that aircraft.  **AOC.27 Wet-leasing of aircraft.** | |
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| (1) A holder of an air operator certificate or AOC issued under these Regulations may enter into a wet-lease arrangement with another air operator subject to the approval of the Authority and any terms, conditions or limitations imposed by the Authority. | |
| (2) Where a holder of an AOC issued under these Regulations enters into a wet lease arrangement, the Operator shall maintain operational control of the leased aircraft and crew. | |
| (3) The Operator shall demonstrate how it will maintain operational control to the satisfaction of the Authority by providing the following information:   1. the aircraft type and serial number; 2. the name and address of the registered owner; 3. the details of the crew members; 4. the State of Registry, aircraft nationality and registration marks; 5. the certificate of airworthiness and statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry; 6. the name, address and signature of the Operator responsible for the operational control of the aircraft under the lease agreement, including a statement that the Operator fully understands the responsibilities under the applicable regulations;   (g) a copy of the lease agreement;  (h) a copy of maintenance agreement;   1. the duration of the lease; and   (j) any other information the Authority may require. | |
| (4). The operations specifications of an Operator engaged in a wet lease operation shall contain the following information:   1. the names of the parties to the agreement and the duration of the agreement; 2. the make, model, series, serial number, nationality and registration marks of each aircraft referred to in the agreement; 3. the expiration date of the lease agreement; 4. the type of operation; 5. a statement specifying the person with operational control; and 6. any other item, condition, or limitation the Authority may specify necessary.   **AOC.28 Emergency evacuation demonstration** | |
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| (1)An Operator shall not use an aircraft type and model with total seating capacity of 44 and above in commercial air transport passenger-carrying operations unless it has first demonstrated to the satisfaction of the Authority, an actual full capacity emergency evacuation for the configuration in 90 seconds or less. | |
| (2) The full capacity actual demonstration referred to in sub regulation (1) may not be required, where the Operator applies to the Authority for an exemption with evidence that:   1. a satisfactory full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification of another air operator; and 2. there is an engineering analysis, which shows that an evacuation is still possible within the required duration of 90 second , where the Operator’s aircraft configuration differs with regard to number of exits or exit type or number of cabin crew member or location of the cabin crew member. | |
| (3) Where an Operator requests for an exemption under sub-regulation (2) and the exemption is approved, the Operator shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of the Operator’s crew members emergency training and evacuation procedures. | |
| (4) Where a full capacity demonstration is not required, an Operator shall not use an aircraft type and model in commercial air transport passenger-carrying operations unless the Operator has first demonstrated to the Authority that its available personnel, procedures and equipment shall provide sufficient open exits for evacuation in 15 seconds or less. | |
| (5) An Operator shall not use an aircraft in extended overwater operations unless the Operator has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures. | |
| (6) An Operator shall apply to the Authority for approval to conduct the emergency evacuation demonstration at least thirty days before the intended date of the emergency evacuation demonstration. | |
| (7) Cabin crew member to be used in the emergency evacuation demonstrations shall:   1. be selected at random by the Authority; 2. has completed the Operator's Authority-approved training programme for the type and model of aircraft; and 3. has passed the drills and competence check on the emergency equipment and procedures. | |
| (8) To conduct a partial emergency evacuation demonstration, the Operator’s assigned cabin crew members shall, using the Operator's line operating procedures:   1. demonstrate the opening of fifty percent of the required floor-level emergency exits and fifty percent of the required non-floor-level emergency exits, whose opening by a cabin crew member is defined as an emergency evacuation duty and deployment of 50 percent of the exit slides, selected by the Authority; and 2. prepare for use those exits and slides within 15 seconds. | |
| (9) To conduct the ditching evacuation demonstration, the Operator’s assigned cabin crew members shall:   * 1. demonstrate their knowledge and use of each item of required emergency equipment;   2. prepare the cabin for ditching within 6 minutes after the intention to ditch is announced;   3. remove each life raft from storage, one of which as selected by the Authority shall be launched and properly inflated or one slide life raft properly inflated; and   4. enter the raft, which shall include all required emergency equipment, and completely set it up for extended occupancy.   **AOC.29 Demonstration flights.** | |
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| (1) An Operator shall not operate an aircraft type in commercial air transport unless the Operator first conducts demonstration flights to the satisfaction of the Authority. | |
| (2) An Operator shall not operate an aircraft in a designated special area or using a specialized navigation system unless the Operator conducts demonstration flights to the satisfaction of the Authority. | |
| (3) An Operator shall conduct demonstration flights for each type of aircraft, including aircraft materially altered in design, and for each kind of operation the Operator intends to conduct. | |
| (4) The demonstration flights required under sub-regulation (1) shall be conducted in accordance with the regulation applicable to the type of operation and aircraft used as determined by the Authority. | |
| (5) A person shall not carry passengers in an aircraft during demonstration flights, except as authorized by the Authority. | |
| (6) The Authority shall determine the necessity and extent of demonstration flights for those operators operating aircraft with a maximum certificated take-off mass of 5,700kg or less.  **AOC.30 Facilities.** | |
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| (1) An Operator shall maintain operational and continuing airworthiness support facilities at the Operators’ principal base of operation, appropriate for the area and type of operation. | |
| (2) An Operator shall arrange appropriate ground handling facilities necessary to ensure the safe servicing and loading of its aircraft at each airport used.  **AOC.31 Operations schedule.** | |
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| (1) In establishing flight operations schedules, an Operator shall:  (a) allow enough time for the proper servicing of aircraft at intermediate stops; and  (b) consider the prevailing winds en route and cruising speed for the type of aircraft. | |
| (2) he cruising speed referred to in sub-regulation (1)(b) shall not be more than that resulting from the specified cruising output of the engines.  **AOC.32 Subcontracting** | |
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| An Operator shall develop policies and procedures for third party entities that perform work on Operator’s behalf. | |
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| ***Part 2.3 AOC Flight Operations Management*** | | | | | |
| **AOC.33 Operations manual.** | |
| (1) An Operator shall issue to the crew members and persons assigned operational control functions, an approved operation manual as specified in the Third Schedule to these Regulations. | |
| (2) The Operations manual referred to in sub-regulation (1) shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date, and such amendments or revisions shall be approved by the Authority prior to being distributed to all personnel that are required to use the Operations Manual. | |
| (3) An Operator shall submit to the Authority a copy of the entire operations manual or such parts thereof as the Authority may specify. | |
| (4) An Operator shall make such amendments or additions to the operations manual as the Authority may require for the purpose of ensuring the safety of the aircraft or of persons or cargo carried therein, or for efficiency or regularity of air navigation. | |
| (5) The Operations Manual issued under sub-regulation (1) shall contain the overall, company policies and procedures regarding the flight operations. | |
| (6) An Operator shall prepare and keep current an operations manual which contains the procedures and policies for the use and guidance of its personnel. | |
| (7) An Operator shall issue the Operations Manual, or pertinent portions, together with all amendments and revisions to all personnel that are required to use it. | |
| (8) An Operator shall not provide for use of its personnel in commercial air transport any Operations Manual or its part which has not been reviewed and found acceptable or approved for the Operator by the Authority. | |
| (9) An Operator shall ensure that the contents and structure of the Operations Manual are in accordance with these Regulations and includes at least those subjects designated by the Authority that are applicable to the Operator’s area and type of operations. | |
| (10) The Operations Manual may be published in parts, as a single document, or as a series of volumes. | |
| (11) An Operator may design an Operations Manual to be more restrictive than the Authority’s requirements. | |
| (12) An operator shall establish and maintain a safety management system that is appropriate to the size and complexity of the operations in accordance with the Civil Aviation (Safety Management) Regulations.  **AOC.34 Training programmes.** | |
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| **(**1) An Operator shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole. | |
| (2) An Operator shall have training programmes approved by the Authority containing the general training, checking, standardization and record keeping policies as specified in the Third Schedule to these regulations. | |
| (3) An Operator shall have a training curriculum approved by the Authority prior to using it for the purpose of qualifying a crew member, or person performing operational control functions, or duties in commercial air transport. | |
| (4) An Operator shall submit to the Authority any revision to an approved training programme, and shall receive approval of the revision from the Authority before that revision can be effected. | |
| (5) The training programmes specified in sub-regulation (2) shall be described in detail either in the operations or in a training manual which would form part of the operations manual but may be issued as a separate volume.  **AOC.35 Aircraft operating manual.** | |
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| **(**1) A holder or applicant for an air operator certificate shall submit proposed aircraft operating manual for each type and variant of aircraft operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft for approval by the Authority. | |
| (2) An aircraft operating manual shall:   * + - 1. be based upon the aircraft manufacturer’s data for the specific aircraft type and variant operated by the Operator and shall include specific operating parameters, details of the aircraft systems and of the checklists to be used applicable to the operations of the Operator that are approved by the Authority;       2. be designed to observe human factors principles; and       3. be issued to the flight crew members and persons assigned operational control functions to each aircraft operated by the Operator. | |
| (3) A holder or applicant for an AOC shall submit and maintain an aircraft operating manual containing as a minimum the information specified in the Fourth Schedule to these Regulations. | |
| (4) The operator shall provide operations staff and flight crew with an aircraft operating manual, for each aircraft type operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft. | |
| (5) The manual shall include details of the aircraft systems and of the checklists to be used. | |
| (6) The design of the manual shall observe human factors principles.  **AOC.36 Aircraft Technical logbook.** | |
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| **(**1) An Operator shall ensure that every [State] registered aircraft used for commercial air transport or aerial work maintains a technical logbook. | |
| (2) The following particulars shall be entered in the technical logbook:   1. a title page with the name and address of the operator, the aircraft type, and aircraft nationality and registration marks; 2. details relating to the current certificate of release to service; 3. details relating to the next inspection on the approved maintenance schedule ; 4. a section containing sector record pages, each page being serially numbered with the operator’s name printed thereon and having a provision for recording the following: 5. aircraft type, serial number, aircraft nationality and registration marks 6. date, place and time of take-off and landing; 7. particulars of any defect experienced on the aircraft; 8. the fuel and oil quantities on arrival and quantities uplifted in each tank; 9. a certificate of release to service in respect of any work performed for the purpose of rectifying defects; 10. the running total of flying hours, such that the hours to the next scheduled inspection can be easily determined; and 11. provision for pre-flight and daily inspection signatures; 12. a readily identifiable section containing a record of deferred defects with serially numbered pages and the operator’s name printed thereon including a provision for recording the following: 13. a cross-reference for each deferred defect such that the original defect together with brief related details can be clearly identified in the sector record section; 14. the original date of occurrence of the deferred defect, together with brief related details; and 15. a cross-reference for each deferred defect such that the action in respect of such deferred defect can be clearly identified in the sector record section. 16. the number of landings, flight pressure cycles or engine cycles as specified for that aircraft; and 17. any other details as the Authority may require. | |
| * + 1. The technical log and any subsequent amendment shall be approved by the Authority.   **AOC.37 Technical logbook entries.** | |
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| **(**1) At the end of every flight, the pilot-in-command shall enter, sign and date the following information in a technical logbook:   1. the times when the aircraft took off and landed; and   (b)particulars of any defect which is known to him or her and which affects the airworthiness or safe operation of the aircraft, or where no such defect is known to him or her, a nil entry to that effect. | |
| (2) Notwithstanding sub-regulation (1), in the case of a number of consecutive flights each of which begins and ends-   1. within the same period of 24 hours; 2. at the same aerodrome except where each such flight is for the purpose of dropping or projecting any material for agricultural, public health or similar purposes; and   (c)with the same person as the PIC,the PIC may, except where he becomes aware of a defect during an earlier flight, make the entries in a technical logbook at the end of the last of such consecutive flights. | |
| (3) Upon the rectification of any defect which has been entered in a technical logbook a person signing a maintenance release in respect of that defect shall enter the release in the technical logbook in such a position as to be readily identifiable with the defect to which it relates. | |
| * + 1. An Operator shall have in the approved operations manual a procedure for keeping adequate copies of technical logbook to be carried on board the aircraft in a place readily accessible to each flight crew member.   **AOC.38 Designation of PIC** | |
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| An Operator shall, for each commercial air transport operation, designate, in writing, one pilot as the pilot-in-command.  **AOC.39 Required cabin crew members** | |
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| (1) An Operator shall schedule, and the pilot-in-command shall ensure that the minimum number of required cabin crew members are on board passenger-carrying flights. | |
| (2) The number of cabin crew members may not be less than the minimum prescribed by the Authority in the Operators’ operations specifications or the following, whichever is greater:   1. in the case of an aircraft with a total seating capacity of 20 to 50 passengers, one cabin crew member; 2. in the case of an aircraft with a total seating capacity of not more than 200, the number of cabin crew members carried on such flight shall be not less than 1 cabin crew member for every 50, or a fraction of 50passengers carried; 3. in the case of an aircraft with a total seating capacity of more than 200, the number of cabin crew members carried on such flights shall be not less than half the number of the main exits in the aircraft, and in addition, when more than 200 passengers are carried, 1 additional cabin crew member for every 25, or a fraction of 25, of such passengers above 200. | |
| (3) Where the number of cabin crew members specified in sub-regulation (2), calculated in accordance with that sub-regulation exceeds the number of main exits in the aircraft, it shall be sufficient compliance with this regulation where the number of cabin crew members carried is equal to the number of main exits in the aircraft. | |
| (4) Where passengers are on board a parked aircraft, the minimum number of cabin crew members shall be half of the number required for the flight operation, but in any case, a minimum of one cabin crew member or another person qualified in the emergency evacuation procedures for the aircraft. | |
| (5) Where one-half of the cabin crew members specified in sub-regulation (1) would result in a fractional number, the tally of requisite cabin crew members may be rounded down to the next whole number. | |
| (6) Notwithstanding the preceding provisions of this Regulation the Authority may give a direction to an Operator requiring him or her to include among the crew thereof, whenever the aircraft is flying for the purpose of commercial air transport operations, at least one cabin crew notwithstanding that the aircraft may be carrying fewer than twenty passengers. | |
| (7) Each cabin crew member assigned to emergency evacuation duties shall occupy a seat provided in accordance with the Civil Aviation (Instruments and Equipment) Regulations during take-off and landing and whenever the pilot-in-command so directs.  **AOC.40 Carriage of special situation passengers.** | |
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| An Operator shall not allow the transportation of special situation passengers, except:  (a) as otherwise provided in the Operator’s operations manual ; and  (b)with the knowledge and concurrence of the pilot-in-command.  **AOC.41 Cockpit check procedure.** | |
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| (1) An Operator shall issue to each flight crew member and make available on each aircraft at each flight crew member position, the cockpit checklist procedures approved by the Authority appropriate for the type and variant of aircraft. | |
| (2) Checklists shall be used by flight crews :   * 1. prior to, during and after all phases of operations; and   2. in emergencies,   3. to ensure compliance with the operating procedures contained in the aircraft operating manual and the aircraft flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations manual, are followed. | |
| (3)The operator shall observe human factors principles, in the design and utilization of checklists. | |
| (4) An Operator shall, during all phases of flight, ensure that approved procedures include each item necessary for flight crew members to check for safety engine and systems abnormalities and emergencies. | |
| (5) An Operator shall ensure that the checklist procedures are designed so that a flight crew member shall not need to rely upon their memory for items to be checked. | |
| (6)An Operator shall make the approved procedures readily available in the cockpit of each aircraft and the flight crew shall be required to follow them when operating the aircraft. | |
| **AOC.42 Minimum equipment list and configuration deviation list.** | |
| (1) An Operator shall provide for the use of the flight crew members, maintenance personnel, and persons assigned operational control functions during the performance of their duties, minimum equipment list approved by the Authority based on the master minimum equipment list established for the aircraft type by the organization responsible for the type design in conjunction with the State of Design. | |
| (2) The MEL shall be specific to the aircraft type and variant and shall contain the circumstances, limitations and procedures for release or continuance of flight of the aircraft with inoperative components, equipment or instruments. | |
| (3) An Operator shall provide for the use of flight crew, maintenance personnel and persons assigned operational control functions during the performance of their duties a configuration deviation list or CDL specific to the aircraft type where one is provided and approved by the State of Design. | |
| (4) An Operator’s operations manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements. | |
| (5)The operator shall include in the operations manual a minimum equipment list, approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. | |
| (6)Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aircraft’s compliance with the airworthiness requirements applicable in the State of Registry.  **AOC.43 Performance planning manual** | |
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| (1) An Operator shall provide for the use of the flight crew members and persons assigned operational control functions during the performance of their duties, a Performance Planning Manual or PPM acceptable to the Authority. | |
| (2) The PPM shall be specific to the aircraft type and variant and shall contain adequate performance information to accurately calculate the performance in all normal phases of flight operation.  **AOC.44 Performance data control system.** | |
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| (1) An Operator shall have a system approved by the Authority, for obtaining, maintaining and distributing to appropriate personnel current performance data for each aircraft, route and airport that the Operator uses. | |
| (2) The system specified in sub-regulation (1) shall provide current obstacle data for departure and arrival performance calculations.  **AOC.45 Aircraft loading and handling manual.** | |
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| (1) An Operator shall provide for use to the flight crew members, ground handling personnel and persons assigned operational control functions during the performance of their duties, an aircraft handling and loading manual acceptable to the Authority. | |
| (2) The loading manual shall be specific to the aircraft type and variant which contains the procedures and limitations for servicing and loading of the aircraft.  **AOC.46 Mass and balance data control system.** | |
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| An Operator shall have a system, approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated by that Operator.  **AOC.47 Cabin crew member manual** | |
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| 1) An Operator shall provide to the cabin crew member for use during the performance of their duties, a cabin crew member manual acceptable to the Authority. | |
| (2) The cabin crew member manual shall contain the operational policies and procedures applicable to cabin crew member and the carriage of passengers. | |
| (3) An Operator shall provide to the cabin crew member a manual specific to the aircraft type and variant, containing at least the information set out in the Fifth Schedule to these Regulations as well as details of normal, abnormal and emergency procedures and the location and operation of emergency equipment. | |
| (4) The manual specified in this Regulation may be combined into one manual for use by the cabin crew member.  **AOC.48 Passenger briefing cards.** | |
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| (1) An Operator shall carry on each passenger-carrying aircraft, in convenient locations for the use of each passenger, printed briefing cards supplementing the oral briefing and containing-   * 1. diagrams and methods of operating the emergency exits;   2. other instructions necessary for use of the emergency equipment; and   3. information regarding the restrictions and requirements associated with sitting in an exit seat row. | |
| (2) An Operator shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight. | |
| (3) An Operator shall, at each exit seat, provide passenger information cards that include the following information in English and any other national language as applicable:   1. functions required of a passenger in the event of an emergency in which a crew member is not available to assist: 2. locate the emergency exit; 3. recognise the emergency exit opening mechanism; 4. comprehend the instructions for operating the emergency exit; 5. operate the emergency exit; 6. assess whether opening the emergency exit will increase the hazards to which passengers may be exposed; 7. follow oral directions and hand signals given by a crew member; 8. stow or secure the emergency exit door so that it will not impede use of the exit; 9. assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide; 10. pass expeditiously through the emergency exit; and 11. assess, select, and follow a safe path away from the emergency exit; 12. a requirement that a passenger identify themselves to allow reseating if that passenger: 13. cannot perform the emergency functions stated in the information card; 14. has a non-discernible condition that will prevent that passenger from performing the functions; 15. may suffer bodily harm as the result of performing one or more of those functions; 16. does not wish to perform those functions; or 17. lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the Operator; 18. a statement that whenever a crew member identifies a passenger who does not meet the requirements specified in paragraph (b), the crew member shall reseat the passenger.   **AOC.49 Aeronautical data control system.** | |
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| (1) An Operator shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and airport used. | |
| (2) An Operator shall provide the following aeronautical data for each airport used:  (a) airports:  (i) facilities;  (ii) navigational and communications aids;  (iii) construction affecting takeoff, landing, or ground operations; and  (iv) air traffic service facilities;  (b) runways, clearways, and stopways:  (i) dimensions;  (ii) surface;  (iii) marking and lighting systems; and  (iv) elevation and gradient;  (c) displaced thresholds:  (i) location;  (ii) dimensions;  (iii) takeoff or landing or both;  (d) obstacles:  (i) those affecting takeoff and landing performance computations;  (ii) controlling obstacles;  (e) instrument flight procedures:  (i) departure procedure;  (ii) approach procedure;  (iii) missed approach procedure;  (f) special information:  (i) runway visual range measurement equipment; and  (ii) prevailing winds under low visibility conditions.  **AOC.50 Route guide and aeronautical charts.** | |
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| (1) An Operator shall provide for the use of the flight crew members and persons assigned operational control function during the performance of their duties, a route guide and aeronautical charts approved by the Authority. | |
| (2) The route guide and aeronautical charts shall be current and appropriate for the proposed types and areas of operations to be conducted by the Operator. | |
| (3) Each route guide shall contain at least the following information:   * + - 1. The minimum flight altitudes for each aircraft to be flown.       2. Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.       3. the increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.       4. the necessary information for compliance with all flight profiles required by these Regulations, including but not limited to, the determination of:   (i) take-off runway length requirements for dry, wet, and contaminated conditions, including those dictated by systems failures which affect the take-off distance;  (ii) Take-off climb limitations:  (iii) En route climb limitations ;  (iv) Approach climb limitations and landing climb limitations;  (v) Landing runway length requirements for dry, wet, and contaminated conditions, including systems failures which affect the landing distance; and  (vi) Supplementary information, such as tire speed limitations.  **AOC.51 Weather reporting sources.** | |
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| (1) An Opertaor shall use sources approved by the Authority for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations. | |
| (2) Where an Operator carries out passenger carrying operations on a published schedule, the Operator shall have an approved system for obtaining forecasts and reports of adverse weather phenomena that may affect safety of flight on each route to be flown and airport to be used. | |
| (3) An Operator may use the following sources of weather reports for flight planning or controlling flight movement:   1. the [State] meteorological agency; 2. the [State] -operated automated surface observation stations, so long as the station reports all required items for a complete surface aviation weather report; 3. a [State]-operated supplemental aviation weather reporting station; 4. observations made by aerodrome control towers; 5. any active meteorological office operated by a foreign state which subscribes to the Chicago convention and the annexes there under; 6. any military weather reporting sources approved by the Authority in case of flight operations which use military airports as departure, destination, alternate or diversion airports; 7. near-real time reports such as pilot reports, radar reports, radar summary charts, and satellite imagery reports made by commercial weather sources or other sources specifically approved by the Authority; or   (viii)an Operator operated and maintained weather reporting system approved by the Authority.  **AOC.52 De-icing and anti-icing programme.** | |
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| **(**1) An Operator planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to stick on to the aircraft shall:   1. use only aircraft adequately equipped for such conditions; 2. ensure flight crew is adequately trained for such conditions; and 3. have an approved ground de-icing and anti-icing programme. | |
| (2) Contents of the ground de-icing and anti-icing programme shall include a  detailed description of:   1. the method used to determine that conditions are such that frost, ice, or snow may reasonably be expected to stick on to the aircraft and that ground de-icing and anti-icing operational procedures shall be effected; 2. the person responsible for deciding that ground de-icing and anti-icing operational procedures shall be effected; 3. the procedures for implementing ground de-icing and anti-icing operational procedures; 4. the specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground de-icing and anti-icing operational procedures are in effect; 5. the Operator’s programme shall include procedures for flight crew members to increase or decrease the determined hold over time in changing conditions; and   (f) the holdover time shall be supported by data acceptable to the Authority. | |
| (3) Where the maximum holdover time is exceeded, take off shall be prohibited  unless at least one of the following conditions exists;   1. a pre-take-off contamination check is conducted outside the aircraft within five minutes prior to beginning take off to determine that the wings, control surfaces, and other critical surfaces, as defined in the Operator's programme, are free of frost, ice or snow; 2. it is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the Operator’s approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice or snow; or 3. the wings, control surfaces, and other critical surfaces are de-iced again and a   new holdover time is determined.  **AOC.53 Flight supervision and monitoring system.** | |
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| (1) An Operator who conducts scheduled operations shall have an adequate system approved by the Authority for proper dispatching and monitoring of the progress of the scheduled flights. | |
| (2) The dispatch and monitoring system shall have dispatch centre, adequate for the operations to be conducted, located at points necessary to ensure adequate flight preparation, dispatch and in-flight contact with the scheduled flight operations. | |
| (3) Where an Operator conducts scheduled operations, the Operator shall provide sufficient qualified operations officers at each dispatch centre to ensure proper operational control of each flight.    **AOC.54 Aircraft tracking** | |
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| (1) An Operator shall establish an aircraft tracking capability to track aircraft throughout its area of operations. | |
| (2) The Operator shall track the position of an aeroplane through automated reporting at least every 15 minutes for the portion or portion s of the in-flight operations under the following conditions:   1. where the aeroplane has a maximum certificated take-off mass of over 27 000 kg and a seating capacity greater than19; and 2. where an ATS unit obtains aeroplane position information at greater than 15 minute intervals. | |
| (3) The Operator shall track the position of an aeroplane through automated reporting at least every 15 minutes for the portion or portions of the in-flight operations that is planned in an oceanic under the following conditions:  (a) where the aeroplane has a maximum certificated take-off mass of over 45500 kg and a seating capacity greater than19; and  (b) where an ATS unit obtains aeroplane position information at greater than 15 minute intervals. | |
| (4) The Operator shall establish procedures, approved by the Authority, for the retention of aircraft tracking data to assist search and rescue or SAR in determining the last known position of the aircraft.  **AOC.55 Flight following system for charter flights operations**. | |
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| (1) An Operator who conducts charter flight operations shall have a system for providing flight preparation documents and determining the departure and arrival times of flights at all airports approved by the Authority. | |
| (2) The systems specified in sub-regulation (1) shall have a means of communication by private or available public facilities to monitor the departure and arrival at all airports, including flight diversions. | |
| (3) An Operator shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted. | |
| (4) The centres established by an Operator for flight following shall be located at points necessary to ensure-   1. the proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and   (b) that the pilot-in-command is provided with all information necessary for the safety of the flight. | |
| (5) An Operator conducting charter operations using a flight following system shall ensure that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to:   1. the flight crew of each aircraft; and 2. the persons designated by the Operator to perform the function of operational control of the aircraft. | |
| (6) An Operator conducting charter flight operations may arrange to have flight following facilities provided by persons other than the operator’s personnel, but in such a case the Operator continues to be primarily responsible for the operational control of each flight. | |
| (7) An Operator conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties. | |
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| **AOC.56 Managing Fatigue-Related Safety Risks**  An Operator shall managing fatigue-related safety risks, in accordance with the applicable Civil Aviation (Fatigue Management) Regulations.  **AOC.57 Communications facilities** | |
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| (1) An Operator’s aircraft shall have two-way radio communications with all air traffic service facilities along the routes and alternate routes to be used. | |
| (2) An Operator who conducts scheduled operations shall have rapid and reliable radio communications with all flights over his entire route structure under normal operating conditions. | |
| **AOC.58 Routes and areas of operation** | |
| (1) An Operator shall conduct operations only along such routes and within such areas for which:   1. ground facilities and services, including meteorological services, provided are adequate for the planned operation; 2. the performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements; 3. the equipment of the aircraft intended to be used meets the minimum requirements for the planned operation; 4. appropriate and current maps and charts are available; and   (e)where a two-engine aircraft is used, adequate aerodrome are available with the time or distance limitations.  (f) where single-engine aircraft are used, surfaces are available which permit a safe forced landing to be executed. | |
| (2) A person shall not conduct commercial air transport operations on any route or area of operation unless the operations are in accordance with any restrictions imposed by the Authority. | |
| **AOC.59 En route navigational facilities** | |
| (1) An Operator shall not operate on a proposed route or area that does not have non visual ground aids:   1. available over the route for navigating aircraft within the degree of accuracy required for ATC; and   (b) located to allow navigation to any regular, provisional, refueling, or alternate aerodrome, within the degree of accuracy necessary for the operation involved. | |
| (2) Non-visual ground aids shall not be required for:  (a) visual flight rules operations; or  (b) operations on route segments where the use of celestial or other specialised means of navigation is approved by the Authority. | |
| (3) Except for those navigational aids required for routes to alternate aerodromes, the Authority shall list in the Operator's operations specifications non-visual ground aids required for approval of routes outside of controlled airspace.  **AOC.60 Flight safety documents systems** | |
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| (1) An Operator shall establish a flight safety documents system, for the use and guidance of operational personnel. | |
| (2) Guidance on the development and organization of a flight safety documents system is provided in the Sixth schedule | |
| **AOC.61 Safety Management Systems** | |
| An Operator operating a [State] registered aircraft flying for the purpose of commercial air transport shall establish and maintain a safety management system in accordance with the provisions of the Civil Aviation (Safety Management) Regulations | |
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| **PART 3**  **COMMERCIAL AIR TRANSPORT-AEROPLANES** | | | | | |
| ***Part 3.1 Aeroplane continuing airworthiness***    **AOC.62 Operator’s Continuing Airworthiness Responsibilities** | | | | | |
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| (1) An Operator shall ensure that, in accordance with procedures acceptable to the State of Registry: (a) each aeroplane they operate is maintained in an airworthy condition; (b) the operational and emergency equipment necessary for an intended flight is serviceable; and  (c) the certificate of airworthiness of each aeroplane they operate remains valid. | | |
| (2) The operator shall not operate an aeroplane unless it is maintained and released to service by an organization approved in accordance with the Civil Aviation (Approved maintenance organization) Regulation.,. | | |
| (3) The operator shall not operate an aeroplane unless maintenance on the aeroplane,  including any associated engine, propeller and part, is carried out by:  (a) an organization complying with the applicable Civil Aviation (Approved Maintenance Organization) Regulation that is either approved by the Authority or is approved by another Contracting State and is acceptable by the State of Registry; or  (b) by a person or organization in accordance with procedures that are authorized by the Authority and there is a maintenance release in relation to the maintenance carried out. | | |
| (.4) The operator shall employ a person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual. | | |
| (5) The operator shall ensure that the maintenance of its aeroplanes is performed in accordance with an approved maintenance programme. | | |
| (6) An Operator shall ensure that the maintenance, preventive maintenance and modification of its aircraft or aircraft component are performed in accordance with its maintenance control manual or current instructions for continued airworthiness, and the Civil Aviation (Airworthiness of Aircraft) Regulations. | | |
| (7) An Operator may make an arrangement with another person for the performance of any maintenance, preventive maintenance or modifications but shall remain responsible for all work performed under the arrangement. | | |
| (8) Operators shall ensure that, in accordance with procedures acceptable to the Authority, the operational and emergency equipment necessary for the intended flight is serviceable. | | |
| (9) The owner of an aircraft, or in the case where it is leased, the lessee, shall ensure that, the certificate of airworthiness of the aircraft remains valid in accordance with procedures acceptable to the Authority. | | |
| (10) Where an Operator does not have its own approved maintenance organisation, the Operator shall make arrangements with an approved maintenance organisation to carry out maintenance on their behalf. | | |
| (11)The arrangement made under sub-regulation (10) shall be in the form of a written maintenance contract between the Operator and the approved maintenance organisation detailing the required maintenance functions and defining the support of quality functions approved by the Authority.  **AOC.63 Operator’s maintenance control manual or MCM** | | |
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| (1) An Operator or applicant for an AOC shall submit and maintain a maintenance control manual containing at least the information set out in the Seventh Schedule to these Regulations. | | |
| (2) Th operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, approved by the Authority. | | |
| (3) The Operator shall observe Human Factors principles in the design and application of the maintenance control manual. | | |
| (4) The operator shall ensure that the maintenance control manual is amended as necessary to keep the information contained therein up to date. | | |
| (5) An Operator shall submit all amendments and revisions of the maintenance control manual to the Authority for approval.. | | |
| (6) An Operator shall furnish copies of the approved maintenance control manual and amendments or revisions to all relevant organizations and personnel. | | |
| (7)The operator shall provide the Authority and State of the Operator with a copy of the operator’s maintenance control manual, together with all amendments and revisions and shall incorporate such mandatory material as the Authority and State of the Operator may require. | | |
| **AOC.64 Maintenance programme** | | |
| (1) An operator shall provide for use and guidance of maintenance and operational personnel concerned, an approved maintenance programme, containing the information required by regulation 64 | | |
| ((2) The Operator shall observe Human Factors principles in the design and application of the operator’s maintenance programme. | | |
| ((3). An Operator shall summit all amendments and revisions to the approved maintenance programme to the Authority for approval. | | |
| (4) An Operator shall furnished copies of the approved maintenance control manual and amendments or revisions to all relevant organizations and personnel.  **AOC.65 Continuing airworthiness records** | | |
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| (1)The operator shall ensure that the following records are kept for the periods mentioned in sub regulation (2):  (a) the total time in service hours, calendar period and cycles, as appropriate of the aeroplane and all life-limited components;  (b) the current status of compliance with all mandatory continuing airworthiness information;  (c) appropriate details of modifications and repairs;  (d) the time in servicehours, calendar period and cycles, as appropriate since the last overhaul of the aeroplane or its components subject to a mandatory overhaul life;  (e) the current status of the aeroplane’s compliance with the maintenance programme; and  (f) the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met:and  (g) Technical Log book records. | | |
| (2) An Operator shall ensure that:  (a) the records specified in sub-regulation (1)(a) to (e) are kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service;  (b) the records referred to in sub-regulation (1)(f) are kept for a minimum of 1 year after the signing of the certificate of release to service;  (c) the records referred to in sub-regulation (1)(g) are retained for 2 years after the date of the last entry;  (d) in the event of a temporary change of operator, the records specified in sub-regulation (1) shall be made available to the new operator.  (e) In the event of any permanent change of operator, the records shall be transferred to the new operator;  (f) records kept and transferred in accordance with this Regulation shall be maintained in a form and format that ensures readability, security and integrity of the records at all times  (g) copies of all amendments to the operator’s maintenance control manual shall be furnished promptly to all organizations and personnel to whom the manual has been provided ; and  (h) when an aircraft is permanently transferred from one operator to another operator, the records specified in sub regulation (1) are also transferred. | | |
| (3) The lessee of an aeroplane shall comply with the requirements of this Regulation, as applicable, while the aeroplane is leased. | | |
| (4) An Operator shall ensure that the following records are kept:  (a) in respect of the entire total time in service;  (b) in respect of the major components of the aeroplane;  (i) the total time in service;  (ii) the date of the last overhaul;  (iii) the date of the last inspection;  (c) in respect of those instruments and equipment, the serviceability and operating life of which are determined by their time in service;  (i) such records of the time in service as are necessary to determine their serviceability or to compute their operating life;  (ii) the date of the last overhaul;and  (iii) the date of the last inspection. | | |
| (5) The records in sub-regulation (4) shall be kept for a period of 90 days after the end of the operating life of the unit to which they refer. | | |
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| **AOC.66 Continuing airworthiness information**  (1) The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and ensure that, in respect of an aeroplane over 5,700 kg maximum certificated take-off mass, there exists a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organization responsible for the type design of that aircraft; | | |
| 1. The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and ensure the type of information to be reported to the Authority, organizations responsible for type design and maintenance organizations in respect of aeroplanes over 5 700 kg maximum certificated take-off mass, communicated through procedures established by the owner or operator and acceptable to the Authority as determined in the technical guidance materials; | | |
| (3) An operator of an aircraft shall, through approved procedures as prescribed in the applicable technical guidance material:   1. monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information and report through a specified system; and 2. obtain and assess continuing airworthiness information and recommendations available from the organisation responsible for the type design, component manufacturers, modifications, repairs and implement resulting actions considered necessary. | | |
| (4) The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall obtain and assess continuing airworthiness information and recommendations available from the organization responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the Authority. | | |
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| **AOC.67 Modifications and repairs**  (1) An operator shall ensure that all modifications and repairs comply with airworthiness requirements acceptable to the Authority as provided for in the applicable Civil Aviation (Airworthiness of Aircraft) Regulations. | | |
| (2) An operator shall establish Procedure to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained.  **AOC.68 Approved Maintenance Organization** | | |
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| An Operator’s approved maintenance organization shall comply with the Civil Aviation (Approved Maintenance Organization) Regulations . | | |
| **AOC.69 Maintenance release** | | |
| 1. (1) where maintenance is carried out by an approved maintenance organization, the   maintenance release shall be issued by the approved maintenance organization in accordance with the provisions of the Civil Aviation (Approved Maintenance Organization) Regulations. | | |
| (2) Where maintenance is not carried out by an approved maintenance organization, the maintenance release shall be completed and signed by a person appropriately licensed in accordance with Civil Aviation (Personnel Licensing) Regulations to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and procedures acceptable to the Authority. | | |
| (3) Where maintenance is not carried out by an approved maintenance organization, the maintenance release shall include the following:   1. basic details of the maintenance carried out including detailed reference of the approved data used; 2. the date such maintenance was completed; and   the identity of the person or persons signing the release. | | |
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| ***Part 3.2 Manuals, logs and records***  **AOC.70 Flight manual** | | | | | |
| (1) An operator shall not operate an aeroplane unless there is available flight manual for use by the flight crew. | | |
| (2) The flight manual specified in sub-regulation (1) shall be updated by implementing changes made mandatory by the State of Registry. | | |
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| **AOC.71 Operator’s maintenance control manual**   (1) The operator’s maintenance control manual, provided in accordance with Reg 63 which may be issued in separate parts, shall contain the following information:   1. a description of the procedures specified in the Seventh Schedule to these regulations, when applicable: 2. a description of the administrative arrangements between the operator and the approved maintenance organization; 3. a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization.   (b) names and duties of the qualified person or persons required to ensure that all maintenance is carried out in accordance with these Regulations;  (c) a reference to the maintenance programme specified in Regulation 64;  (d) a description of the methods used for the completion and retention of the operator’s continuing airworthiness records required by Regulation 65;  (e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by Regulation 66;  (f) a description of the procedures for complying with the service information reporting requirements of the Civil Aviation (Airworthiness of Aircraft) Regulations;  (g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by Regulation 66;  (h)a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;  (i)a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme;  (j)a description of aircraft types and models to which the manual applies;  (k)a description of procedures for ensuring that unserviceability’s affecting airworthiness are recorded and rectified; and  (l)a description of the procedures for advising the Authority of significant in-service occurrences. | | |
| (2) An Operator shall ensure that copies of all amendments to the maintenance control manual are furnished promptly to all organizations or persons to whom the manual has been provided. | | |
| (3) The operator shall provide the State of the Operator and the Authority with a copy of the operator’s maintenance control manual, together with all amendments or revisions to it and shall incorporate in it such mandatory material as the State of the Operator or the Authority may require. | | |
| **AOC.73 Maintenance programme contents** | | |
| (1) An operator shall ensure that maintenance programme for each aeroplane as specified in Regulation 64 , shall contain the following information:  (a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;  (b) when applicable, a continuing structural integrity programme;  (c) procedures for changing or deviating from paragraphs (a) (b); and  (d) when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.  (e) where applicable and approved by the State of Registry, condition monitoring and reliability programme descriptions for aircraft systems, components and powerplants. | | |
| (2) In the case of the foreign registered aircraft the maintenance programme shall be approved by the State of Registry and may be subsequently accepted by the Authority. | | |
| (3) In addition to the requirement of a maintenance programme for aircraft operated by an Operator, an aircraft with maximum certificated takeoff mass authorised above 13,310 kg shall include a reliability programme in the maintenance programme. | | |
| (4) Where a determination is made by the Authority under sub regulation (3), an Operator shall provide the procedures and information in the maintenance control manual. | | |
| (5) The owner or the lessee shall ensure that the maintenance of the aeroplane is performed in accordance with a maintenance programme acceptable to the Authority. | | |
| (6) The Authority may amend any operation specifications issued to an Operator to permit deviation from those provisions of this Part that would prevent the return to service and use of airframe components, engines, appliances, and spare parts because the airframe  components, engines, appliances and spare parts have been maintained, altered, or inspected by persons employed outside the [State] who do not hold a[ State]maintenance engineer’s licence. | | |
| (7) An Operator who is granted authority under this deviation shall provide for surveillance of facilities and practices to assure that all work performed on the airframe components, engines, appliances and spare parts specified in sub-regulation (7) is accomplished in accordance with an Operator’s maintenance control manual. | | |
| (8) Repetitive maintenance tasks that are specified in mandatory intervals as a condition of approval of the type design shall be identified as such. | | |
| (9) The maintenance programme shall be based on maintenance programme information made available by the State of Design or by the organisation responsible for the type design, and any additional applicable information, documentation or experience. | | |
| (10) Operator shall not provide for use to its personnel a maintenance programme or portion thereof unless it has been reviewed and approved by the Authority. | | |
| (11) Approval of an Operator's maintenance programme and any subsequent amendments shall be noted in the operations specifications. | | |
| (12) An Operator shall have an inspection programme and a programme covering other maintenance, preventive maintenance, and modifications to ensure that:  (a) preventive maintenance and modifications are performed in accordance with an Operator's maintenance control manual;  (b) each aircraft released to service is airworthy and has been properly maintained for operation. | | |
| (13) copies of all amendments to the maintenance programme shall be furnished promptly to all organizations or persons to whom the maintenance programme has been issued. | | |
| (14) An operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, acceptable to the State of Registry, containing the information specified in Regulation 63. | | |
| (15) The design and application of the operator’s maintenance programme shall observe human factors principles.  **AOC.74 Approval and acceptance of AOC maintenance systems** | | |
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| (1) Except for pre-flight inspections, an Operator shall not operate an aircraft:  (a) registered in [State] unless it is maintained and released to service by an AMO approved in accordance with the Civil Aviation (Approved Maintenance Organization) Regulations; and  (b) of foreign registry unless it is maintained and released to service in accordance with a system approved by the State of Registry and is acceptable to the Authority. | | |
| (2) The State of Registry may transfer some or all its responsibility for foreign registered aircraft operating in [State]under an agreement entered into pursuant to Article 83 bis of the Convention. | | |
| **AOC.75 Journey log book** | | |
| (1) The aeroplane journey log book shall contain the following items and the corresponding roman numerals:   1. Aeroplane nationality and registration. 2. Date. 3. Names of crew members. 4. Duty assignments of crew members. 5. Place of departure. 6. Place of arrival. 7. Time of departure. 8. Time of arrival. 9. Hours of flight. 10. Nature of flight (private, aerial work, scheduled or non-scheduled). 11. Incidents, observations, if any.   XII Signature of person in charge | | |
| (2) Entries in the journey log book should be made currently and in ink or indelible pencil. | | |
| 1. Completed journey log book should be retained to provide a continuous record of the last 6 months’ operations | | |
| (4) The Authority may waive the requirement of sub-regulation (1) wherethe relevant information is available in the aircraft technical logbook referred to in Regulation 37. | | |
| 1. The pilot-in-command shall be responsible for the journey log book or the general declaration containing the information listed in this regulation.   **AOC.76 Records of emergency and survival equipment carried** | | |
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| (1) An Operator or applicant shall at all times have available for immediate communication to rescue coordination centres, lists containing information on the emergency and survival equipment carried on board any of their aeroplanes engaged in international air navigation | | |
| (2) The information specified in sub-regulation (1) shall include, as applicable:   1. the number, colour and type of life rafts and pyrotechnics, 2. details of emergency medical supplies, 3. water supplies and 4. the type and frequencies of the emergency portable radio equipment   **AOC.77 Flight recorder records** | | |
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| An operator shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, where necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with the Civil Aviation (aircraft accident and incident ) Regulations. | | |
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| ***Part 3.3 Security*** | | | | | |
| **AOC.78 Security requirements** | |
| An Operator shall ensure that all appropriate personnel are familiar and comply with the relevant requirements of the national security programmes of [State], for the protection of aircraft, facilities and personnel from unlawful interference.  **AOC.79 Security of flight crew compartment** | |
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| (1) Where an aircraft is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which cabin crew members can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin. | |
| (2) An Operator shall ensure that a passenger carrying aeroplane:  (a) of a maximum certificated take-off mass in excess of 54 500 kg; or  (b) of a maximum certificated take-off mass in excess of 45 500 kg with a passenger seating capacity greater than 19; or  (c) with a passenger seating capacity greater than 60 shall be equipped with an approved flight crew compartment door that is designed to resist penetration by small fire arms and grenade shrapnel, and to resist forcible intrusions by unauthorized persons, and the door shall be capable of being locked and unlocked from either pilot’s station. | |
| |  | | --- | | (3) Where an aeroplane is equipped with a flight crew compartment door in  accordance with sub-regulation (1): | | (a) the door shall be closed and locked from the time all external doors are  closed following embarkation until any such door is opened for  disembarkation, except when necessary to permit access and egress by  authorized persons; and | | (b) means shall be provided for monitoring from the cockpit the entire  door area outside the flight crew compartment to identify persons requesting  entry and to detect suspicious behaviour or potential threat. | | |
| (4)All passenger-carrying aeroplanes shall be equipped with an approved flight crew  compartment door, where practicable, that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist forcible intrusions by unauthorized persons. This door should be capable of being locked and unlocked from either pilot’s station. | |
| (5)In all aeroplanes which are equipped with a flight crew compartment door in accordance  with sub-regulation (4):  (a) the door shall be closed and locked from the time all external doors are closed following embarkation until any such door is opened for disembarkation, except when necessary to permit access and egress by authorized persons;and  (b) means shall be provided for monitoring from either pilot’s station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.  **AOC.80 Aircraft search procedure checklist** | |
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| (1) An Operator shall ensure that there is on board the Operator’s aircraft, a checklist of the procedures to be followed in searching for a bomb in case of suspected sabotage and for inspecting aircraft for concealed weapons, explosives or other dangerous devices when a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference. | |
| (2) The checklist referred to in sub-regulation (1) shall be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aircraft. | |
| (3) Specialized means of attenuating and directing the blast shall be provided for use at the least risk bomb location.  **AOC.81 Security Training programmes** | |
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| (1) An Operator shall establish and maintain an approved security training programme which ensures crew members act in the most appropriate manner to minimize the consequences of acts of unlawful interference. | |
| |  | | --- | | (2) The security training programme specified in sub-regulation (1) shall,  as a minimum include: | | (a) determination of the seriousness of any occurrence; | | (b) crew communication and coordination; | | (c) appropriate self-defense responses; | | 1. use of non-lethal protective devices assigned to crew members whose use   is authorized by the Authority; | | 1. understanding of behavior of terrorists so as to facilitate the ability   of crew members to cope with hijacker behavior and passenger responses; | | (f) live situational training exercises regarding various threat conditions; | | (g) flight procedures to protect the aircraft; and | | 1. aircraft search procedures and guidance on least-risk bomb locations   where practicable. | | |
| (3) An Operator shall establish and maintain a training programme to acquaint appropriate personnel with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference.  **AOC.82 Reporting acts of unlawful interference** | |
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| Following an act of unlawful interference on board an aircraft the pilot-in-command or, in the PIC’s absence, the Operator shall submit, without delay, a report of such an act to the designated local authority and the Authority.  **AOC.83 Miscellaneous** | |
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| (1) Specialized means of attenuating and directing the blast shall be provided for use at the Least-risk bomb location. | |
| (2) Where the Operator accepts the carriage of weapons removed from passengers, the aeroplane shall have provision for stowing such weapons in a place so that they are inaccessible to any person during flight time. | |
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| ***Part 3.4 Dangerous Goods*** | | | | | |
| **AOC.84 Approval to Transport Dangerous Goods** | |
| An Operator shall not transport dangerous goods unless issued with a specific approval to do so by the Authority and in compliance with the requirements of these Regulations and the Civil Aviation (Dangerous Goods) Regulations. | |
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| **AOC.85 Compliance with Technical Instructions**  (1) An Operator shall comply with the provisions contained in the ICAO Technical Instructions on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside the [State]. | |
| (2) Where dangerous goods are to be transported outside the [State], the Operator shall review and comply with the appropriate variations notified by Contracting States contained in Attachment 3 to the Technical Instructions. | |
| |  | | --- | | (3) Articles and substances which would otherwise be classified as dangerous goods are excluded from the provisions of this Part, to the extent specified in the Technical Instructions, provided they are- | | (a) required to be on board the aircraft for operating reasons;  (b) carried as catering or cabin service supplies;  (c) carried for use in flight as veterinary aid or as a humane killer for an  animal; or  (d) carried for use in flight for medical aid for a patient, provided that-  (i) gas cylinders have been manufactured specifically for the purpose of  containing and transporting that particular gas;  (ii) drugs, medicines and other medical matter are under the control of trained  personnel during the time when they are in use in the aircraft;  (iii) equipment containing wet cell batteries is kept and, when necessary,  secured in an upright position to prevent spillage of the electrolyte; and  (iv) proper provision is made to stow and secure all the equipment during  take-off and landing and at all other times when deemed necessary by the PIC  in the interests of safety; or  (v) they are carried by passengers or crew members. | | |
| (4) Articles and substances intended as replacements for those specified in sub- regulation (3)(a) may be transported on an aircraft as specified in the Technical Instructions. | |
| (5) Where specifically provided for in the Technical Instructions, the Authority may grant an approval provided that in such instances an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions is achieved. | |
| (6) In instances:  (a) of extreme urgency;  (b) when other forms of transport are inappropriate; or  (c) when full compliance with the prescribed requirements is contrary to the public interest, the Authority may grant an exemption from the provisions of the Technical Instructions provided that in such instances every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions | |
| (7) In case of overflight, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved. | |
| (8) The Authority shall take the necessary measures to achieve compliance with the detailed provisions contained in the Technical Instructions and shall also take the necessary measures to achieve compliance with any amendment to the Technical Instructions which may be published during the specified period of applicability of an edition of the Technical Instructions.  **AOC.86 Operators with no specific approval for the transport of dangerous goods as cargo** | |
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| An Operator with no specific approval to transport dangerous goods shall establish:   * + - 1. dangerous goods training programme that meets the requirements of the ICAO Technical Instructions, as amended, the Civil Aviation (Dangerous Goods) Regulations and the requirements of these Regulations;       2. dangerous goods policies and procedures in its operations manual to meet the ICAO Technical Instructions, as amended and these Regulations to allow operator personnel to:   (i)identify and reject undeclared dangerous goods, including COMAT classified as dangerous goods; and  (ii) report to the appropriate authorities of the State of the operator and the State in which it occurred any occasions when undeclared dangerous goods are discovered in cargo or mail; and dangerous goods accidents and incidents.  **AOC.87 Operators with specific approval for the transport of dangerous goods as**  **Cargo** | |
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| An Operator with a specific approval for the transport of dangerous shall ensure that:   1. He or she establishes a dangerous goods training programme that meets the requirements in the Technical Instructions and the requirements of the Civil Aviation (Dangerous Goods) Regulations; 2. dangerous goods training programme is included in the operator’s operations manuals; 3. he or she establishes dangerous goods policies and procedures in its operations manual to meet the Technical Instructions and the Civil Aviation Regulations to enable operator personnel to-   (i) identify and reject undeclared or mis-declared dangerous goods, including COMAT classified as dangerous goods;  (ii) report to the appropriate authorities of the State of the Operator and the State in which it occurred any occasions when undeclared or mis-declared dangerous goods are discovered in cargo or mail and dangerous goods accidents and incidents;   1. he or she reports to the appropriate authorities of the State of the Operator and the State of Origin any occasions when dangerous goods are discovered to have been carried when not loaded, segregated, separated or secured in accordance with the Technical Instructions and without information having been provided to the pilot-in-command; 2. he or she accepts, handles, stores, transports, loads and unloads dangerous goods, including COMAT classified as dangerous goods as cargo on board an aircraft; 3. he or she provides the pilot-in-command with accurate and legible written or printed information concerning dangerous goods that are to be carried as cargo.”; and 4. Procedures for carriage of dangerous goods is included in the operator’s Safety Management System.   **AOC.88 Postal operator** | |
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| |  | | --- | | (1) An Operator approved as a postal operator shall establish:   1. procedures for transport of dangerous goods by air in mail; and 2. dangerous goods training programmes approved by the authority and   the State where the mail is accepted. | |  | | |
| (2) For entities other than operators and designated postal operators the dangerous goods training programme shall be approved by the Authority.  **AOC.89 Limitations on transport of dangerous goods** | |
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| **(**1) An Operator shall take reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstances are not carried on any aircraft. | |
| (2) An Operator shall take reasonable measures to ensure that articles and substances or other goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances are transported only when:  (a) they are exempted by the Contracting States concerned under the provisions of the Technical Instructions; or  (b) the Technical Instructions indicate they may be transported under an approval issued by the State of Origin of the goods. | |
| (3) The dangerous goods and infected live animals identified in the technical instructions are forbidden on aircraft unless exempted by the Authority or unless the provisions of the Technical Instructions indicate they may be transported under an approval granted by the State of Origin.  **AOC.90 Classification of dangerous goods** | |
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| An Operator shall take all reasonable measures to ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.  **AOC.91 Packing** | |
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| (1) An Operator shall ensure that:  (a) packaging used for the transport of dangerous goods by air are of good quality and constructed and securely closed so as prevent leakage which might be caused in normal conditions of transport due to changes in temperature, humidity, pressure or vibration;  (b) packaging are suitable for the contents, and packaging in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods;  (c) packaging meets the material and construction specifications in the Technical Instructions;  (d) packaging are tested in accordance with the provisions of the Technical Instructions;  (e) packaging for which retention of a liquid is a basic function are capable of withstanding, without leaking, the pressure stated in the Technical Instructions;  inner packaging is packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging during normal conditions of air transport and the cushioning and absorbent materials will not react dangerously with the contents of the packaging | |
| (2) An Operator shall not reuse packaging unless the packaging is inspected and found free from corrosion or other damage and where a packaging is reused, all necessary measures shall be taken to prevent contamination of subsequent contents; and | |
| (3) Where, due to the nature of their former contents, uncleaned empty packaging are likely to present a hazard, the packaging shall be tightly closed and treated according to the hazard they constitute. | |
| (4)An Operator shall ensure that no harmful quantity of a dangerous substance shall adhere to the outside of packages.  **AOC.92 Labelling and Marking** | |
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| **(**1) An Operator shall take reasonable measures to ensure that packages, overpacks and freight containers are labelled and marked as specified in the Technical Instructions. | |
| (2) Unless otherwise provided for in the Technical Instructions:  (a) each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions; and  (b) each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the appropriate provisions of those Instructions and no packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions. | |
| (3) Where dangerous goods are carried on a flight which takes place wholly or partly outside the [State], the Operator shall ensure that labelling and marking are in the English and where another language is used, an English translation shall be included. | |
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| **AOC.93 Separation and segregation of dangerous goods**  An Operator shall ensure that:  (a) packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage;  (b) packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions; and  (c) packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions. | |
| **AOC.94 Securing of dangerous goods cargo loads** | |
| (1) The operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages when dangerous goods subject to the provisions contained herein are loaded in an aircraft. | |
| (2) For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements of Regulation are met at all times.  **AOC.95 Dangerous Goods transport document** | |
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| (1) Except where otherwise specified in the Technical Instructions, an Operator shall ensure that, dangerous goods are accompanied by a dangerous goods transport document. | |
| (2) The operator shall ensure that, the transport document bears a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified packed, marked, labelled, and in proper condition for transport by air in accordance with the relevant regulations., | |
| (3) Where dangerous goods are carried on a flight which takes place wholly or partly outside the [State], an Operator shall ensure that English is used and where another language is used, an English translation shall be included. for the dangerous goods transport document.  **AOC.96 Acceptance of dangerous goods** | |
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| (1) An Operator shall not accept dangerous goods for transport unless the package, overpack or freight container has been inspected in accordance with the acceptance procedures as stipulated in the Technical Instructions**.**  **AOC.97 Acceptance checklist** | |
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| An Operator shall develop and use an acceptance checklist as an aid to compliance with these Regulations.  **AOC.98 Inspection for damage leakage or contamination** | |
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| An Operator shall ensure that:  (a) packages, overpacks and freight containers are inspected for evidence of leakage or damage immediately prior to loading on an aircraft or into a unit load device or ULD, as specified in the Technical Instructions;  (b) a unit load device is not loaded on an aircraft unless it has been inspected as required by the Technical Instructions and found free from any evidence of leakage from, or damage to, the dangerous goods contained therein;  (c) leaking or damaged packages, overpacks or freight containers are not loaded on an aircraft;  (d) any package of dangerous goods found on an aircraft and which appears to be damaged or leaking is removed or arrangements made for its removal by an appropriate authority or organisation;  (e) after removal of any leaking or damaged goods, the remainder of the consignment is inspected to ensure it is in a proper condition for transport and that no damage or contamination has occurred to the aircraft or its load; and  (f) packages, overpacks and freight containers are inspected for signs of damage or leakage upon unloading from an aircraft or from a unit load device and, if there is evidence of damage or leakage, the area where the dangerous goods were stowed shall be inspected for damage or contamination.  **AOC.99 Removal of contamination** | |
| **.** | An Operator shall ensure that-  (a) any contamination found as a result of the leakage or damage of dangerous goods is removed without delay; and  (b) an aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned until the radiation level at any accessible surface and the nonfixed contamination are not more than the values specified in the Technical Instructions.  **AOC.100 Loading restrictions** | | |
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|  | An Operator shall ensure that :  (a) dangerous goods are not carried in an aircraft cabin occupied by passengers or in the cockpit, unless otherwise specified in the Technical Instructions;  (b) dangerous goods are loaded, segregated, stowed and secured on an aircraft as specified in the Technical Instructions; and  (c) Packages of dangerous goods bearing the “Cargo aircraft only” label shall be loaded in accordance with the provisions in the Technical Instructions. | | | |
|  | **AOC.101 Provision of information** | | | |
|  | (1) An Operator shall ensure that:  (a) information is provided to enable ground staff to carry out their duties with regard to the transport of dangerous goods, including the actions to be taken in the event of incidents and accidents involving dangerous goods; and  (b) where applicable, the information referred to in paragraph (a) is also provided to the handling agent. | | | |
| (2) An Operator shall ensure that information is promulgated as required by the Technical Instructions so that passengers are warned as to the types of goods which they are forbidden from transporting on board an aircraft and, where applicable, the handling agent shall ensure that notices are provided at acceptance points for cargo giving information about the the dangerous goods. | | | |
| (3) An Operator shall ensure that information is provided in the operations manual to enable crew members to carry out their responsibilities in regard to the transport of dangerous goods, including the actions to be taken in the event of emergencies involving dangerous goods. | | | |
| (4) An Operator shall ensure that the PIC is provided with written information on dangerous goods carried on board the aircraft in the manner and form specified in the Technical Instructions. | | | |
| (5) An Operator that is involved in an aircraft incident or accident shall:  (a) as soon as possible, inform the Authority and the appropriate authority of the State in which the aircraft incident or accident occurred of any dangerous goods carried; and  (b) on request by the Authority, provide any information required to minimise the hazards created by any dangerous goods carried | | | |
| (6) An Operator shall ensure that all personnel, including third party personnel, involved in the acceptance, handling, loading and unloading of cargo are informed of the operator’s specific approval and limitations with regard to the transport of dangerous goods. | | | |
|  | **AOC.102 Training programmes** | | | |
|  | (1) An Operator shall establish, maintain, and have approved by the Authority, staff training programmes, as required by the Technical Instructions. | | | |
| (2) An Operator not holding an approval to carry dangerous goods shall ensure that staff engaged in operations are categorized and trained in the manner provided under Table 1 | | | |
| **TABLE 1** | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Categories of staff | | | | | | *Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum* | 13 | 14 | 15 | 16 | 17 | | General philosophy | X | X | X | X | X | | Limitations | X | X | X | X | X | | Labelling and marking | X | X | X | X | X | | Dangerous goods transport document and other relevant documentation | X |  |  |  |  | | Recognition of undeclared dangerous goods | X | X | X | X | X | | Provisions for passengers and crew | X | X | X | X | X | | Emergency procedures | X | X | X | X | X | | | | |
|  |  | | | |
| *Note: 'X' indicates an area to be covered.*  CATEGORY:  13 - Operator’s staff accepting cargo or mail (other than dangerous goods).  14 - Operator’s staff responsible for the handling, storage and loading of cargo or mail and baggage.  15 - Passenger-handling staff.  16 - Flight crew members, loadmasters, load planners and flight [operations officer/flight dispatcher].  17 - Crew members (other than flight crew members). | | | |
|  | (3) An Operator holding an approval to carry dangerous goods shall ensure that staff engaged in operations are categorized and trained in the manner provided under Table 2 | | | |
| **TABLE 2**  *Shippers Operators and* Security *and packers Freight forwarders ground handling agents* staff    *Categories of staff*   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *Aspects of transport of dangerous be familiar, as a minimum* | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | General philosophy | x | x | X | x | x | x | x | x | x | x | x | x | | Limitations | x |  | X | x | x | x | x | x | x | x | x | x | | General requirements for shippers | x |  | X |  |  | x |  |  |  |  |  |  | | Classification | x | x | X |  |  | x |  |  |  |  |  | x | | List of dangerous goods | x | x | X |  |  | x |  |  |  | x |  |  | | Packing requirements | x | x | X |  |  | x |  |  |  |  |  |  | | Labelling and marking | x | x | X | x | x | x | x | x | x | x | x | x | | Dangerous goods transport document and other relevant documentation | x |  | X | x |  | x | x |  |  |  |  |  | | Acceptance procedures |  |  |  |  |  | x |  |  |  |  |  |  | | Recognition of undeclared dangerous goods | x | x | X | x | x | x | x | x | x | x | x | x | | Storage and loading procedures |  |  |  |  | x | x |  | x |  | x |  |  | | Pilots’ notification |  |  |  |  |  | x |  | x |  | x |  |  | | Provisions for passengers and crew | x | x | X | x | x | x | x | x | x | x | x | x | | Emergency procedures | x | x | X | x | x | x | x | x | x | x | x | x | | | | |

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| (3) An Operator shall ensure that-  (a) all staff who require dangerous goods training receive recurrent training at intervals of no longer than two years;  (b) the records of dangerous goods training are maintained for all staff trained in accordance with the provisions of this regulation; and  (c) his handling agent’s staff are trained in accordance with the applicable column of Table 1 or Table 2. | |
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| **AOC.103 Dangerous goods incident and accident reports**  An Operator shall report to the Authority-  (a) dangerous goods incidents and accidents; and  (b) Undeclared or misdeclared dangerous goods discovered in the cargo or passenger baggage within seventy two hours of the incident, accident or discovery unless exceptional circumstances prevent such reporting within the time stipulated. | |
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| **AOC.104 Information in the event of an aircraft or incident**  (1) In the event of- an aircraft accident or a serious incident where dangerous goods carried as cargo may be involved, the operator of the aircraft carrying dangerous goods as cargo shall provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command.  (2) The operator shall, as soon as practicable, also provide this information to the appropriate authorities of the State of the Operator and the State in which the accident or serious incident occurred.  (3) In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo shall, when requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command. | |
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|  | **AOC.105 Dangerous goods security measures**  (1) The Authority shall establish dangerous goods security measures, applicable to shippers, operators and other individuals engaged in the transport of dangerous goods by air, to be taken to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment. |
| (2) Measures established under sub regulation (1) shall be commensurate with security provisions specified in the Civil Aviation (Security) Regulations and the Technical Instructions. |
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| ***Part 3.5 Cargo Compartment Safety*** | |
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|  | **AOC.106 Transport of items in the cargo compartment**  (1) An Operator shall establish a policy and procedures for the transport of items in the cargo compartment, which include the conduct of a specific safety risk assessment. |
| (2) The risk assessment specified in sub-regulation (1) shall include at least the:  (a) hazards associated with the properties of the items to be transported;  (b) capabilities of the operator;  (c) operational considerations including area of operations, diversion time;  (d) capabilities of the aeroplane and its systems including cargo compartment fire suppression capabilities;  (e) containment characteristics of unit load devices;  (f) packing and packaging;  (g) safety of the supply chain for items to be transported; and  (h) quantity and distribution of dangerous goods items to be transported. |
| (3) The Operator shall comply with the requirements for the transport of dangerous goods as specified in theCivil Aviation (Dangerous Goods) Regulations. |
|  | **AOC.107 Fire protection** |
|  | (1) The elements of the cargo compartment fire protection system as approved by the State of Design or State of Registry, and a summary of the demonstrated cargo compartment fire protection certification standards, shall be provided in the aeroplane flight manual or other documentation supporting the operation of the aeroplane. |
| (2) The Operator shall establish policy and procedures that address the items to be transported in the cargo compartment. |
| (3) The policy and procedures specified in sub-regulation (2) shall ensure to a reasonable certainty that in the event of a fire involving those items in the cargo compartment, it can be detected and sufficiently suppressed or contained by the elements of the aeroplane design associated with cargo compartment fire protection, until the aeroplane makes a safe landing. |
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| **PART 4**  **COMMERCIAL OPERATIONS- HELICOPTERS** | |
| **Part 4.1 Helicopter continuing airworthiness**  **AOC.108 Operator’s continuing airworthiness responsibilities.** | |
| **.** | (1) An Operator shall ensure that in accordance with the procedures acceptable to the Authority:  a) each helicopter operated is maintained in an airworthy condition;  b) the operational and emergency equipment necessary for the intended flight is serviceable; and  c) the certificate of airworthiness of the helicopter operated remains valid. |
| (2) The Operator shall not operate a helicopter unless maintenance on the helicopter, including any associated engine, rotor and part, is carried out by:  (a) an organization complying with the Civil Aviation (Approved Maintenance Organization) Regulations that is either approved by the Authority or is approved by another Contracting State and is acceptable by the Authority  (b) a qualified person or organization in accordance with procedures that are authorized by the Authority and  (c) there is a maintenance release in relation to the maintenance carried out. |
| (3) The Operator shall employ a qualified person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual. |
| The Operator shall ensure that the maintenance of its helicopters is performed in accordance with the maintenance programme approved by the Authority. |
|  | **AOC.109 Operator’s maintenance control manual** |
|  | (1) An Operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, acceptable to the Authority in accordance with the requirements of Seventh Schedule to these Regulations, and the design of the manual shall observe Human Factors principles. |
| (2) The Operator shall ensure that the maintenance control manual is amended as necessary to keep the information contained therein up to date. |
| (3) Copies of all amendments to the operator’s maintenance control manual shall be furnished promptly to all organizations or persons to whom the manual has been provided. |
| (4)The Operator shall provide the State of the Operator and the State of Registry with a copy of the operator’s maintenance control manual, together with all amendments or revisions to it and shall incorporate in it such mandatory material as the State of Operator or the State of Registry may require. |
|  | **AOC.110 Maintenance programme** |
|  | (1) An Operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, approved by the Authority containing the information required in Regulation 113 |
| (2) The Operator shall ensure that the design and application of the operator’s  maintenance programme observes Human Factors principles. |
| (3) Copies of all amendments to the maintenance programme shall be furnished  promptly to all organizations or persons to whom the maintenance programme has  been provided.  **AOC.111 Continuing airworthiness records** |
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|  | (1) The operator shall ensure that the following records are kept for the periods specified in these regulations:  (a) the total time in service, hours, calendar time and cycles, as appropriate of the helicopter and all life-limited components;  (b) the current status of compliance with all mandatory continuing airworthiness information;  (c) appropriate details of modifications and repairs to the helicopter and its major components;  (d) the time in service hours, calendar time and cycles, as appropriate since last overhaul of the helicopter or its  components subject to a mandatory overhaul life;  (e) the current status of the helicopter’s compliance with the maintenance programme; and  (f) the detailed maintenance records to show that all requirements for a maintenance  release have been met. |
| (2) The records in Paragraph (a) to (e) of Sub regulation (1) shall be kept for a minimum period of 180 days after the unit to which they refer has been permanently withdrawn from service, and the records in subregulation (1)(f) for a minimum period of 2 year after the signing of the maintenance release. |
| (3) In the event of a temporary change of operator, the records shall be made available to the new operator, and in the event of any permanent change of operator, the records shall be transferred to the new operator. |
| (4) Records kept and transferred in accordance with this Regulation shall be maintained in a form and format that ensures readability, security and integrity of the records at all times.  **AOC.112 Continuing airworthiness information** |
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|  | (1) The operator of a helicopter over 3 175 kg maximum mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information as prescribed by the State of Registry and report through the system specified in Civil Aviation (Airworthiness of Aircraft) Regulations. |
| (2) The operator of a helicopter over 3 175 kg maximum mass shall obtain and assess continuing airworthiness information and recommendations available from the organization responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the State of Registry.  **AOC.113 Modifications and repairs**. |
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|  | (1) The operator shall ensure that all modifications and repairs comply with airworthiness requirements specified in the Civil Aviation (Airworthiness of Aircaft) Regulations. |
| (2) The operator shall establish procedures in the maintenance control manual to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained. |
|  | **AOC.114 Maintenance release** |
|  | (1) when maintenance is carried out by an approved maintenance organization, the maintenance release shall be issued by the approved maintenance organization in accordance with the Civil Aviation (Approved Maintenance Organisations) Regulations. |
| (2) when maintenance is not carried out by an approved maintenance organization, the maintenance release shall be completed and signed by a person appropriately licensed in accordance with Civil aviation (Personnel Licensing) Regulations to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures acceptable to the Authority. |
| (3) when maintenance is not carried out by an approved maintenance organization, the maintenance release shall include the following:  (a) basic details of the maintenance carried out including detailed reference of the approved data used;  (b) the date such maintenance was completed; and  (c) the identity of the qualified person or persons signing the release.  **AOC.115 Records** |
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|  | (1) The operator shall ensure that the following records are kept:  (a) in respect of the entire helicopter: the total time in service;  (b) in respect of the major components of the helicopter:  (i) the total time in service;  (ii) the date of the last overhaul;  (iii) the date of the last inspection;  (c) in respect of those instruments and equipment, the serviceability and operating life of which are determined by their time in service:  (i) such records of the time in service as are necessary to determine their serviceability or to compute their operating life;  (ii) the date of the last inspection. |
| (2) The records specified in sub-regulation (1) shall be kept for a period of 90 days  after the end of the operating life of the unit to which they refer. |
|  | ***Part 4.2***  ***Manuals, logs and records***  **AOC.116 Flight manual** |
|  | (1) An Operator shall ensure that a flight manual contains the information specified in the Civil Aviation (Airworthiness or Aircraft) Regulations. |
| (2) The flight manual shall be updated by implementing changes made mandatory by the Authority. |
|  | **AOC.117 Operator’s maintenance control manual** |
|  | An Operator’s maintenance control manual, which may be issued in separate parts, shall contain the following information:   1. a description of the procedures including, where applicable: 2. a description of the administrative arrangements between the operator and the approved maintenance organization; 3. a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization; 4. names and duties of the qualified person or persons required. 5. a reference to the maintenance programme required; 6. a description of the methods used for the completion and retention of the operator’s maintenance records required; 7. a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required; 8. a description of the procedures for complying with the service information reporting requirements for airworthiness; 9. a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required.; 10. a description of the procedures for implementing action resulting from mandatory continuing airworthiness information; 11. a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme; 12. a description of helicopter types and models to which the manual applies; 13. a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; 14. a description of the procedures for advising the Authority of significant in-service occurrences; 15. a description of procedures to control the leasing of aircraft and related aeronautical products; and a description of the maintenance control manual amendment procedures.   **AOC.118 Maintenance programme** |
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|  | (1) A maintenance programme for each helicopter as required by Regulation55 shall contain the following information:   1. maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the helicopter; 2. where applicable, a continuing structural integrity programme; 3. procedures for changing or deviating from paragraphs (a) and (b); and   where applicable, condition monitoring and reliability programme descriptions  for helicopter systems, components, power transmissions, rotors and engines. |
| (2) Maintenance tasks and intervals that have been specified as mandatory in  approval of the type design shall be identified as such by the Operator. |
| (3) The maintenance programme shall be based on maintenance programme  information made available by the State of Design or by the organization  responsible for the type design, and any additional applicable experience.  **AOC.119 Journey logbook** |
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|  | (1)A helicopter journey log book shall contain the following items and the corresponding roman numerals:  I — Helicopter nationality and registration.  II — Date.  III — Names of crew members.  IV — Duty assignments of crew members.  V — Place of departure.  VI — Place of arrival.  VII — Time of departure.  VIII — Time of arrival.  IX — Hours of flight.  X — Nature of flight -private, scheduled or non-scheduled.  XI — Incidents, observations, if any.  XII — Signature of person in charge. |
| (2) Entries in the journey log book shall be made current and in ink or indelible  pencil. |
| A completed journey log books shall be retained to provide a continuous record  of the last [six] months’ operations.  **AOC.120 Records of emergency and survival equipment carried** |
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|  | (1) An Operator shall at all times have available for immediate communication to rescue coordination centres, lists containing information on the emergency and survival equipment carried on board any of their helicopters engaged in air navigation. |
| (2) The information specified in sub-regulation (1) shall include, as applicable:   1. the number, colour where and type of life rafts and pyrotechnics; 2. details of emergency medical supplies;and water supplies and the type and frequencies of the emergency portable radio equipment.   **AOC.121 Flight recorder records** |
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|  | An Operator shall ensure, to the extent possible, in the event the helicopter becomes involved in an accident or incident, the preservation of all related flight recorder records, and where necessary the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with Civil Aviation (Aircraft Accident and Incident Investigation) Regulations. |
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| ***Part 4.3***  ***Dangerous Goods***  **AOC.122 Carriage of dangerous goods** | |
|  | An Operator conducting helicopter operations shall comply with the requirements of dangerous goods specified in Part 3.4 to these Regulations. |
| ***Part 4.4 Security***  **AOC.123 Helicopter Search Procedure Checklist** | |
|  | (1) An operator shall ensure that there is on board a checklist of the procedures to be followed in searching for a bomb in case of suspected sabotage. |
| (2) The checklist specified in sub regulation (1) shall be supported by guidance on  the course of action to be taken should a bomb or suspicious object be found. |
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|  | **AOC.124Training Programmes**  (1) An operator shall establish and maintain a training programme which enables crew members to act in the most appropriate manner to minimize the consequences of acts of unlawful interference. |
| (2) The operator shall establish and maintain a training programme to acquaint appropriate employees with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on a helicopter so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference. |
| (3) As a minimum, approved security training programme shall include the following elements:   1. determination of the seriousness of any occurrence 2. crew communication and coordination; 3. appropriate self-defense responses 4. use of non-lethal protective devices assigned to crew members whose use is authorized by the Authority; 5. understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacker behaviour and passenger responses; 6. live situational training exercises regarding various threat conditions; 7. flight crew compartment procedures to protect the aeroplane; and   aeroplane search procedures and guidance on least-risk bomb locations where  practicable. |
|  | **AOC.126 Reporting Acts of Unlawful Interference** |
|  | Following an act of unlawful interference, the pilot-in-command shall submit, without delay, a report of such an act to the designated local authority. |
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**SCHEDULES**

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FIRST SCHEDULE

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**AIR OPERATOR CERTIFICATE (AOC)**

(Regulation 8)

**1. PURPOSE AND SCOPE**

1.2 The air operator certificate and its associated operations specifications shall define the operations for which the operator is authorized, including specific approvals, conditions and limitations.

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| **AIR OPERATOR CERTIFICATE** | | |
| 1 | **STATE OF THE OPERATOR 2** | 1 |
| **ISSUING AUTHORITY 3** |
| **AOC # 4**:  Expiry date 5 | **OPERATOR NAME 6**  Dba trading name 7:  Operator address 8:  Telephone 9:  Fax:  E-mail: | **OPERATIONAL POINTS OF CONTACT 10**  Contact details, at which operational management  can be contacted without undue delay,  are listed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_11. |
| This certificate certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_12. is authorized to perform commercial air operations, as defined in the attached  operations specifications, in accordance with the operations manual and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_13 . | | |
| Date of issue 14 | Name and signature 15:  Title: | |

*Notes.—*

*1. For use of the State of the Operator.*

*2. Replace by the name of the State of the Operator.*

*3. Replace by the identification of the issuing authority of the State of the Operator.*

*4. Unique AOC number, as issued by the State of the Operator.*

*5. Date after which the AOC ceases to be valid (dd-mm-yyyy).*

*6. Replace by the operator’s registered name.*

*7. Operator’s trading name, if different. Insert “dba” before the trading name (for “doing business as”).*

*8. Operator’s principal place of business address.*

*9. Operator’s principal place of business telephone and fax details, including the country code. E-mail to be provided if available.*

*10. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational*

*management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency,*

*dangerous goods and other matters as appropriate.*

*11. Insert the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference, e.g.:*

*“Contact details are listed in the operations manual, Gen/Basic, Chapter 1, 1.1” or “… are listed in the operations specifications, page 1” or*

*“… are listed in an attachment to this document”.*

*12. Operator’s registered name.*

*13 Insertion of reference to the appropriate civil aviation regulations.*

*14. Issuance date of the AOC (dd-mm-yyyy).*

*15. Title, name and signature of the authority representative. In addition, an official stamp may be applied on the AOC*

SECOND SCHEDULE

------------------------

OPERATIONS SPECIFICATIONS

**(Regulation 8)**

* + 1. ***COMMERCIAL AIR TRANSPORT-AEROPLANES***

**1. OPERATIONS SPECIFICATIONS FOR EACH AIRCRAFT MODEL**

**Note: The Civil Aviation (Instruments and Equipment) Regulations requires a copy of the operations specifications of this section to be carried aboard.**

**1.1. For each aircraft model in the operator’s fleet, identified by aircraft make, model and series, the following information shall be included: issuing authority contact details, operator name and AOC number, date of issue and signature of the authority representative, aircraft model, types and area of operations, special limitations and specific approvals.**

**Note: Where specific approvals and limitations are identical for two or more models, these models may be grouped in a single list.**

**1.2 The operations specifications layout referred to in Regulation 7, shall be as follows: Note.— The MEL constitutes an integral part of the operations manual.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONS SPECIFICATIONS**  (subject to the approved conditions in the operations manual) | | | | |
| **ISSUING AUTHORITY CONTACT DETAILS1**  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| AOC#2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operator name3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dba trading name3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Aircraft model5: | | | | |
| Types of operation: Commercial air transportation 􀂅 Passengers 􀂅 Cargo 􀂅 Other6: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Area(s) of operation7: | | | | |
| Special limitations8: | | | | |
|  | | | | |
| **SPECIFIC APPROVAL** | **YES** | **NO** | **DESCRIPTION9** | **REMARKS** |
| Dangerous goods | 􀂅 | 􀂅 |  |  |
| Low visibility operations  Approach and landing  Take-off  Operational credit(s) | 􀂅  􀂅  􀂅 | 􀂅  􀂅  􀂅 | CAT10: \_\_\_ RVR:\_\_\_ m DH: \_\_\_ ft  RVR11: \_\_\_\_\_ m  12 |  |
| RVSM13 􀂅 N/A | 􀂅 | 􀂅 |  |  |
| EDTO14 􀂅 N/A | 􀂅 | 􀂅 | Threshold time15 \_\_\_\_\_ minutes  Maximum diversion time15 \_\_\_\_\_ minutes |  |
| AR Navigation specifications for  PBN operations | 􀂅 | 􀂅 | 16 |  |
| Continuing airworthiness |  |  | 17 |  |
| EFB |  |  | 18 |  |
| Other19 | 􀂅 | 􀂅 |  |  |

*Notes:*

*1. Telephone contact details of the authority, including the country code. E-mail and fax to be provided if available.*

*2. Insert the associated AOC number.*

*3. Insert the operator’s registered name and the operator’s trading name, if different. Insert “dba” before the trading name (for “doing business as”).*

*4. Issuance date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.*

*5. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been*

*designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: http://www.intlaviationstandards.org/.*

*6. Other type of transportation to be specified (e.g. emergency medical service).*

*7. List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries)* *as defined by the issuing authority.*

*8. List the applicable special limitations (e.g. VFR only, day only).*

*9. List in this column the most permissive criteria for each specific approval (with appropriate criteria).*

*10. Insert the applicable precision approach category (CAT II or III). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category11. Insert the approved minimum take-off RVR in metres or the equivalent horizontal visibility if RVR is not used. One line per approval may be used if different approvals are granted.*

*12. List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operational credit(s) granted.*

*13. “Not applicable (N/A)” box may be checked only if the aircraft maximum ceiling is below FL 290.*

*14. If extended diversion time operations (EDTO) specific approval does not apply based on the provisions in Chapter 4, 4.7, select*

*“N/A”. Otherwise a threshold time and maximum diversion time must be specified.*

*15. The threshold time and maximum diversion time may also be listed in distance (NM), as well. Details of each particular aeroplane-engine combination for which the threshold time is established and maximum diversion time has been granted*

*may be listed under ‘remarks’. One line per approval may be used if different approvals are granted.*

*16. Performance-based navigation (PBN): one line is used for each PBN AR navigation specification approval (e.g. RNP AR APCH), with*

*appropriate limitations listed in the “Description” column.*

*17. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and*

*the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).*

*18. List the EFB functions used for the safe operation of aeroplanes and any applicable limitations.*

*19. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach*

*authorization, approved navigation performance).*

\_\_\_\_

* + 1. ***COMMERCIAL AIR TRANSPORT-HELICOPTER***

**1. OPERATIONS SPECIFICATIONS FOR EACH AIRCRAFT MODEL**

**Note: The Civil Aviation (Instruments and Equipment) Regulations requires a copy of the operations specifications of this section to be carried aboard.**

**1.1. For each aircraft model in the operator’s fleet, identified by aircraft make, model and series, the following information shall be included: issuing authority contact details, operator name and AOC number, date of issue and signature of the authority representative, aircraft model, types and area of operations, special limitations and specific approvals.**

**Note: Where specific approvals and limitations are identical for two or more models, these models may be grouped in a single list.**

**1.2 The operations specifications layout referred to in Regulation 7, shall be as follows: Note.— The MEL constitutes an integral part of the operations manual.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATIONS SPECIFICATIONS**  (subject to the approved conditions in the operations manual) | | | | |
| **ISSUING AUTHORITY CONTACT DETAILS1**  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| AOC#2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Operator name3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dba trading name3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Aircraft model5: | | | | |
| Types of operation: Commercial air transportation 􀂅 Passengers 􀂅 Cargo 􀂅 Other6: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Area(s) of operation7: | | | | |
| Special limitations8: | | | | |
|  | | | | |
| **SPECIFIC APPROVAL** | **YES** | **NO** | **DESCRIPTION9** | **REMARKS** |
| Dangerous goods | 􀂅 | 􀂅 |  |  |
| Low visibility operations |  |  |  |  |
| Approach and landing | 􀂅 | 􀂅 | CAT10:\_\_RVR:\_\_\_\_\_mDH:\_\_\_\_ ft |  |
| Take-off | 􀂅 | 􀂅 | RVR11: \_\_\_\_\_ m |  |
| Operational credit(s) | 􀂅 | 􀂅 | 12 |  |
| AR navigation specifications  for PBN operations | 􀂅 | 􀂅 | 13 |  |
| Continuing airworthiness |  |  | 14 |  |
| EFB | 􀂅 | 􀂅 | 15 |  |
| Other16 | 􀂅 | 􀂅 |  |  |

*Notes:*

*1. Telephone contact details of the authority, including the country code. Email and fax to be provided if available.*

*2. Insert the associated AOC number.*

*3. Insert the operator’s registered name and the operator’s trading name, if different. Insert “dba” before the trading name (for “doing business as”).*

*4. Issuance date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.*

*5. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the helicopter make, model and series, or master series, if a series has been designated (e.g. Bell-47G-3 or SIKORSKY-S55). The CAST/ICAO taxonomy is available at: http://www.intlaviationstandards.org.*

*6. Other type of transportation to be specified (e.g. emergency medical service).*

*7. List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries) as defined by the issuing authority.*

*8. List the applicable special limitations (e.g. VFR only, day only).*

*9. List in this column the most permissive criteria for each specific approval (with appropriate criteria).*

*10. Insert the applicable instrument approach operation classified as Type B (CAT II, etc.). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category.*

*11. Insert the approved minimum take-off RVR in metres, or the equivalent horizontal visibility if RVR is not used. One line per approval may be used if different approvals are granted.*

*12. List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operational credit(s) granted.*

*13. Performance-based navigation (PBN): one line is used for each PBN AR navigation specification approval (e.g. RNP AR APCH), with appropriate limitations listed in the “Descriptions” column.*

*14. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the helicopter is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).*

*15. List the EFB functions used for the safe operation of helicopters and any applicable limitations.*

*16. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, special operations, specification of which performance class(es) the aircraft can be operated in).*

\_\_\_\_\_\_\_\_

**THIRD SCHEDULE**

**AIR OPERATOR CERTIFICATION AND VALIDATION**

**(Regulation 9)**

**1. PURPOSE AND SCOPE**

**1.1 Introduction**

The purpose of this Attachment is to provide guidance concerning actions required by States in connection with the operator certification requirements in Reg 4,5, particularly the means of accomplishing and recording those actions.

**1.2 Prior certification required**

In accordance with Reg 7, the issuance of an air operator certificate (AOC) is “dependent upon the operator demonstrating” to the State that its organization, training policy and programmes, flight operations, ground handling and maintenance arrangements are adequate considering the nature and extent of the operations to be conducted. The certification process involves the State’s evaluation of each operator and a determination that the operator is capable of conducting safe operations before initial issuance of an AOC or the addition of any subsequent authorizations to an AOC.

**1.3 Standard certification practices**

The State of the Operator is required by Reg 4 to establish a certification system to ensure compliance with the

required standards for the type of operation to be conducted. Several States have developed policies and procedures to comply with this certification requirement as industry capabilities evolve. While those States did not develop their

certification practices in coordination with each other, their practices are remarkably similar and consistent in their

requirements. The effectiveness of their practices has been validated over many years, resulting in improved safety records of operators throughout the world. Many of these certification practices have been incorporated by reference in ICAO provisions.

**2. REQUIRED TECHNICAL SAFETY EVALUATIONS**

**2.1 Specific approval ,approval and acceptance actions**

2.1.1 The certification and continued surveillance of an air operator includes actions taken by a State on matters

submitted for its review. The actions can be categorized as specific approvals, approvals or acceptances depending on the nature of the response by the State to the matter submitted for its review.

2.1.2 A specific approval is an approval which is documented in the Operations Specifications for Commercial Air Transport.

2.1.3 An approval is an active response by the State to a matter submitted for its review. An approval constitutes a finding or determination of compliance with the applicable standards. An approval will be evidenced by the signature of the approving official, the issuance of a document or certificate, or some other formal action taken by the State.

2.1.4 An acceptance does not necessarily require an active response by the State to a matter submitted for its review. A State may accept a matter submitted to it for review as being in compliance with the applicable standards if the State does not specifically reject all or a portion of the matter under review, usually after some defined period of time after submission.

2.1.5 The phrase “approved by the State” or similar phrases using the word “approval” are frequently used in Operation of Aircraft Commercial operations indicating a review and implying approval or at least “acceptance” by the State occur even more frequently. In addition to these specific phrases, Operation of Aircraft Commercial operations contains numerous references to requirements which would, as a minimum, create the need for at least a technical review by the State. This Attachment groups and outlines those specific Standards and Recommended Practices for ease of use by States.

2.1.6 The State should make or arrange for a technical safety evaluation before issuing the specific approval or acceptance. The evaluation should:

a) be accomplished by a person with specific qualifications to make such a technical evaluation;

b) be in accordance with written, standardized methodology; and

c) where necessary to safety, include a practical demonstration of the air operator’s actual ability to conduct such an

operation.

**2.2 Demonstrations before issuance of some specific approvals and approvals**

2.2.1 Standard 4.2.1.3 obligates the State of the Operator, prior to certification of the operator, to require sufficient

demonstrations by the operator to enable the State to evaluate the adequacy of the operator’s organization, method of control and supervision of flight operations, ground handling and maintenance arrangements. These demonstrations should be in addition to the review or inspections of manuals, records, facilities and equipment. Some of the specific approvals and approvals required by Operation of Aircraft Commercial operations such as specific approval for low visibility operations, have significant safety implications and should be validated by demonstration before the State authorizes such operations.

2.2.2 While the specific methodology and extent of the required demonstrations and evaluations vary between States, the certification processes of States whose operators have good safety records are generally consistent. In these States, technically qualified inspectors evaluate a representative sample of the actual training, maintenance and operations prior to the issuance of an AOC or additional authorizations to the AOC.

**2.3 Recording of certification actions**

2.3.1 It is important that the certification, specific approval, approval and acceptance actions of the State are adequately documented. The State should issue a written instrument, such as a letter or formal document, as an official record of the action. These written instruments should be retained as long as the operator continues to exercise the authorizations for which the specific approval, approval or acceptance action was issued. These instruments are unambiguous evidence of the authorizations held by the operator and provide proof in the event that the State and the operator disagree on the operations that the operator is authorized to conduct.

2.3.2 Some States collect certification records such as inspections, demonstrations,specific approvals, approvals and acceptance instruments into a single file which is retained as long as the operator is active. Other States retain these records in files according to the certification action performed, and revise the file as the specific approvals,approvals or acceptance instruments are updated. Regardless of the method used, these certification records are persuasive evidence that a State is complying with its ICAO obligations regarding operator certification.

**2.4 Coordination of operations and airworthiness evaluations**

Some of the references to specific approval, approval or acceptance in Operation of Aircraft Commercial operations, will require an operations evaluation and an airworthiness evaluation. specific approvals for operations in low visibility , for example, require coordinated prior evaluation by operations and airworthiness specialists. Flight operations specialists should evaluate the operational procedures, training and qualifications. Airworthiness specialists should evaluate the aircraft, equipment reliability and maintenance procedures. These evaluations may be accomplished separately, but should be coordinated to ensure that all aspects necessary for safety have been addressed before any specific approval,approval or acceptance is issued.

**2.5 State of the Operator and State of Registry responsibilities**

2.5.1 Operation of Aircraft Commercial operations places the responsibility for initial certification, issuance of the AOC, and ongoing surveillance of an air operator on the State of the Operator. Operation of Aircraft Commercial operations also requires the State of the Operator to consider or act in accordance with various approvals and acceptances by the State of Registry. Under these provisions, the State of the Operator should ensure that its actions are consistent with the approvals and acceptances of the State of Registry and that the air operator is in compliance with State of Registry requirements.

2.5.2 It is essential that the State of the Operator be satisfied with the arrangements by which its air operators use

aircraft on the register of another State, particularly for maintenance and crew training. The State of the Operator should review such arrangements in coordination with the State of Registry. Where appropriate, an agreement transferring oversight responsibilities from the State of Registry to the State of the Operator pursuant to Article 83 *bis* to the Convention on International Civil Aviation should be arranged to preclude any misunderstandings regarding which State is responsible for specific oversight responsibilities.

*Note.— Guidance concerning the responsibilities of the State of the Operator and the State of Registry in connection*

*with lease, charter and interchange operations is contained in the* Manual of Procedures for Operations Inspection,

Certification and Continued Surveillance *(Doc 8335). Guidance concerning the transfer of State of Registry responsibilities to the State of the Operator in accordance with Article 83* bis *is contained in the Manual on the Implementation of Article 83 bis of the Convention on International Civil Aviation (Doc 10059).*

* 1. **AUTHORIZATIONS**

An authorization entitles an operator, owner or pilot-in-command to undertake the authorized operations. Authorizations can take the form of specific approvals, approvals or acceptances.

**3.1 Specific approval actions**

3.1.1 The term “specific approval” indicates a formal action on the part of the State of the Operator which results in an addition to the operations specification.

3.1.2 The following provisions make explicit reference to the need for a specific approval:

a) Operational credits for HUD, EVS, SVS, CVS, automatic landing systems, when used for low visibility operations [4.2.8.1.1];

b) Low Visibility Operations [4.2.8.4 and 4.2.8.5];

c) Extended Diversion Time Operations [4.7.2.2];

d) Electronic Flight Bags [6.25.3];

e) AR navigation specifications for PBN Operations [7.2.4];

f) Reduced Vertical Separation Minima [7.2.6]; and

e) Dangerous Goods [14.3].

3.1.3 An example of an Operations Specification template is provided in Appendix 6.

**3.2 Air operator certificate (AOC)**

3.2.1 The AOC required by Annex 6, Part I, Chapter 4, 4.2.1, is a formal instrument. Reg 8, lists the

information to be included in the AOC.

3.2.2 In addition to the items in Appendix 6, paragraph 3, operations specifications may include other specific

Approval, such as:

a) special aerodrome operations (e.g. short take-off and landing operations or land and hold short operations);

b) special approach procedures (e.g. steep gradient approach, instrument landing system precision runway monitor

approach, localizer-type directional aid precision runway monitor approach,);

c) single-engine passenger transport at night or in instrument meteorological conditions; and

d) operations in areas with special procedures (e.g. operations in areas using different altimetry units or altimeter

setting procedures).

**3.3 Approvals actions**

3.3.1 The term “approval” indicates a more formal action on the part of the State with respect to a certification matter than does the term “acceptance”. Some States require the Director of the Civil Aviation Authority (CAA) or a designated lower-level CAA official to issue a formal written instrument for every “approval” action taken. Other States allow a variety of documents to be issued as evidence of an approval. The approval document issued and the matter addressed by the approval will depend on the delegated authority of the official. In such States, authority to sign routine approvals, such as operator minimum equipment lists for specific aircraft, is delegated to technical inspectors. More complex or significant approvals are normally issued by higher-level officials.

**3.3.2 Provisions that require an approval**

The following provisions require or encourage approval by specified States. The approval of the State of the Operator is required in all of the certification actions listed below that are not preceded by one or more asterisks. Certification actions listed below that are preceded by one or more asterisks require approval by the State of Registry or by the State of Design. However, the State of the Operator should take the necessary steps to ensure

that operators for which it is responsible comply with any applicable approvals issued by the State of Registry and/or State of Design, in addition to its own requirements.

a) Configuration deviation list (CDL)

b) Master minimum equipment list (MMEL);

c) The method for establishing minimum flight altitudes (4.2.7.3);

d) The method of determining aerodrome operating minima (4.2.8.1);

e) Additional requirements for single pilot operations under the instrument flight rules (IFR) at night (4.9.1);

f) Fatigue Management (4.2.11.2);

g) EDTO configuration, maintenance and procedure (CMP) document for aeroplanes with two turbine engines (4.7.2)

h) Additional requirements for operations of single-engine turbine-powered aeroplanes at night and/or in instrument

meteorological conditions (IMC) (5.4.1);

i) Aircraft-specific minimum equipment list (MEL) (6.1.3);

j) Use of HUD, EVS, SVS or CVS (6.24);

j) Performance-based navigation operations (7.2.2 b));

k) MNPS operations (7.2.5 b));

m) Procedures for electronic navigation data management (7.5.1);

n) \*Aircraft-specific maintenance programme (8.3.1);*o)* \*Approved maintenance organization (Annex 8, Part II, Chapter 6, 6.2);

*p)* \*Maintenance quality assurance methodology (Annex 8, Part II, Chapter 6, 6.4.1);

q) Flight crew training programmes (9.3.1);

r) Training in the transport of dangerous goods (9.3.1, Note 5);

s) Aerodrome additional safety margin (9.4.3.3 a));

t) Pilot-in-command area, route and aerodrome qualifications (9.4.3.5);

u) Use of flight simulation training devices (9.3.1, Note 2 and 9.4.4, Note 1);

v) Method of control and supervision of flight operations (4.2.1.3 and 10.1);

w) \*\*Mandatory maintenance tasks and intervals (11.3.2);

x) Cabin attendant training programmes (12.4).

**3.4 Provisions that require a technical evaluation**

Other provisions in Operation of Aircraft Commercial operations, require the State to have made a technical evaluation. These provisions contain the phrases “acceptable to the State”, “satisfactory to the State”, “determined by the State”, “deemed acceptable by the State”, and “prescribed by the State”. While not necessarily requiring an approval by the State, these Standards do require the State to at least accept the matter at issue after it conducts a specific review or evaluation. These provisions are:

a) details of the aircraft-specific checklists (Definition: aircraft operating manual and 6.1.4);

b) details of the aircraft-specific systems (Definition: aircraft operating manual and 6.1.4);

c) mandatory material for the operations manual (4.2.3.2/ Appendix 2);

d) engine trend monitoring systems (5.4.2);

e) equipment for aeroplanes operated by a single pilot under the instrument flight rules or at night (6.23);

f) requirements for approval to operate in RVSM airspace (7.2.7);

g) monitoring of height-keeping performance of aeroplanes approved to operate in RVSM airspace (7.2.8);

h) procedures for distribution and insertion of electronic navigation data in aircraft (7.5.2);

i) \*operator’s aircraft-specific maintenance responsibilities Reg 6

j) \*method of maintenance and release Reg 69;

k) maintenance control manual Reg 63l) mandatory material for the maintenance control manual Reg 63;

m) reporting of maintenance experience information (8.5.1);

n) implementing necessary maintenance corrective actions (8.5.2);

o) modification and repair requirements (8.6);

*p)* minimum competence level of maintenance personnel (Annex 8, Part II, Chapter 6, 6.6.4);

q) requirement for flight navigator (9.1.4);

r) training facilities (9.3.1);

s) qualifications of instructors (9.3.1);

t) need for recurrent training (9.3.l);

u) use of correspondence courses and written examinations (9.3.1, Note 4);

v) use of flight simulation training devices (9.3.2);

w) flight crew qualification records (9.4.3.4);

x) designated representative of the State of the Operator (9.4.4);

y) pilot experience, recency and training requirements for single pilot operations under the instrument flight rules (IFR) or at night (9.4.5.1 and 9.4.5.2);

z) \*flight manual changes (11.1);

aa) minimum number of flight attendants assigned to a specific aircraft (12.1);

bb) altimetry system performance requirements for operations in RVSM airspace (Appendix 4, 1 and 2);

*Single-engine operations*

cc) turbine engine reliability for approved operations by single-engine turbine-powered aeroplanes at night and/or in

instrument meteorological conditions (IMC) (Appendix 3, 1.1);

dd) systems and equipment (Appendix 3, 2);

ee) minimum equipment list (Appendix 3, 3);

ff) flight manual information (Appendix 3, 4);

gg) event reporting (Appendix 3, 5);

hh) operator planning (Appendix 3, 6);

ii) flight crew experience, training and checking (Appendix 3, 7);

jj) route limitations over water (Appendix 3, 8); and

kk) operator certification or validation (Appendix 3, 9).

**3.5 ACCEPTANCE ACTIONS**

**3.5.1 Acceptance**

3.5.1.1 The actual extent of the State’s technical evaluation of the operator’s readiness to conduct certain flight

operations should be much broader than just those Standards which require or imply approval. During certification, the State should ensure that the operator will be in compliance with all requirements of Annex 6, Part I, prior to conducting international commercial air transport operations.

3.5.1.2 The concept of “acceptance” is used by some States as a formal method of ensuring that all critical aspects of

operator certification are reviewed by the State prior to the formal issuance of the AOC. Using this concept, these States exercise their prerogative to have technical inspectors review all operators’ policies and procedures impacting operational safety. The actual execution of an instrument to reflect this acceptance (assuming such a document is issued) may be delegated to the technical inspector assigned to the certification.

**3.5.2 Conformance report**

Some States use a conformance report to document the acceptances it makes with regard to a particular operator. This is a document submitted by the operator detailing how, with specific references to operations or maintenance manuals, it will comply with all applicable State regulations. This type of document is referenced in Doc 8335 and the *Airworthiness Manual* (Doc 9760), Volume I, 6.2.1 c) 4). Such a conformance report should be actively used during the certification process and revised as necessary to reflect modifications required by the State in the operator’s policies and procedures. Then a final conformance report is included in the State’s certification records, along with other records of certification. The conformance report is an excellent method of demonstrating that the operator was properly certificated with respect to all applicable regulatory requirements.

**3.5.3 Operations and maintenance manuals**

3.5.3.1 Until 4 November 2020, operations and maintenance manuals, and any subsequent amendments should be

submitted to the State (4.2.3.2, 8.1.1, 8.2.4, 8.3.2, and 8.7.2.3). The State also establishes minimum contents for these manuals (11.2, 11.3, 11.4 and Appendix 2). The pertinent portions of the operator’s manual for evaluation should be identified in the State’s technical guidance, e.g. operations policy manual, operating manual, cabin crew manual, route guide, and training manual. Some States issue a formal instrument accepting each manual and any subsequent amendments. *4.3.1* operations and maintenance manuals, and any subsequent amendments should be

submitted to the State (4.2.3.2, 8.1.1, 8.2.4, 8.3.2, and Annex 8, Part II, Chapter 6, 6.3.3). The State also establishes minimum contents for these manuals (11.2, 11.3, 11.4 and Appendix 2). The pertinent portions of the operator’s manual for evaluation should be identified in the State’s technical guidance, e.g. operations policy manual, operating manual, cabin crew manual, route guide, and training manual. Some States issue a formal instrument accepting each manual and any subsequent amendments.

3.5.3.2 The State’s technical evaluation should, in addition to ensuring that all required contents are addressed, consider if the specific policies and procedures would result in the desired outcome. For example, the specifications for the operational flight plan (Appendix 2, 2.1.16) should provide the step-by-step completion guidance necessary for compliance with 4.3 concerning the content and retention of these plans.

3.5.3.3 Proven industry practices, such as an example of an actual completed operational flight plan for reference by the flight crew and dispatchers (although not a Standard), may also be required by a State’s technical evaluator during certification. This aspect of the technical evaluation should be conducted by inspectors experienced in operator certification.

A major consideration with respect to evaluating for proven industry practices that are aircraft-specific, equipment-specific or have limited applications is the employment of evaluators who are currently qualified in the practice to be evaluated.

**4. OTHER APPROVAL OR ACCEPTANCE CONSIDERATIONS**

Some States provide for approval or acceptance of certain critical documents, records or procedures specified in Operation of Aircraft Commercial operations although the relevant Regulations do not require approval or acceptance by the State of the Operator. The following are some examples:

a) flight data analysis programme (3.3.3);

b) method for obtaining aeronautical data (4.1.1);

c) adequacy of the fuel and oil records (4.2.10);

d) adequacy of flight time, flight duty and rest period records (4.10);

e) adequacy of the aircraft maintenance log book (4.3.1 a), b), and c));

f) adequacy of the load manifest (4.3.1 d), e) and f));

g) adequacy of the operational plan (4.3.1 g));

h) method for obtaining weather data (4.3.5.1 and 4.3.5.2);

i) method of compliance with carry-on baggage stowage (4.8);

j) aeroplane performance operating limitations (5.2.4);

k) method of obtaining and applying aerodrome obstacle data (5.3);

l) adequacy of passenger information cards (6.2.2 d));

n) contents of the journey log book Part 74 and

o) content of the security training programme Reg 80.

**6. VALIDATION OF THE STANDARD OF OPERATIONS**

**Reg 9** requires that the validity of an AOC shall depend upon the operator maintaining the original certification Reg under the supervision of the State of the Operator. This supervision requires that a system of continued surveillance be established to ensure the required standards of operations are maintained (4.2.1.8). A good starting point in the development of such a system is to require annual or semi-annual inspections, observations and tests to validate the

required certification specific approval, approval and acceptance actions.

**7. AMENDMENT OF AIR OPERATOR CERTIFICATES**

The certification of the operator is an ongoing process. Few operators will be satisfied over time with the initial

authorizations issued with their AOC. Evolving market opportunities will cause the operator to change aircraft models and seek approval for new operational areas requiring other additional capabilities. Additional technical evaluations should be required by the State before issuing the formal written instruments approving any changes to the original AOC and other authorizations. Where possible, each request should be “bridged”, using the original authorization as the foundation to determine the extent of the State’s impending evaluation before issuing the formal instrument.

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**FOURTH SCHEDULE**

**OPERATIONS MANUAL**

**(Regulation 33)**

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An operations manual shall include each item set forth below which is applicable to the specific operation, unless otherwise approved by the Authority.

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| **OPERATIONS MANUAL**  **(A) GENERAL**  **1.0 INTRODUCTION**  1.1 Purpose and scope of manuals  1.2 A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operator Certificate.  1.3 A statement that the manual contains operational instructions that are to be complied with by the relevant personnel in the performance of their duties.  1.4 List of manuals comprising operations manual  1.5 A list and brief description of the various operations manual parts, their contents, applicability and use.  1.6 Manuals to be carried on aircraft  1.7 Responsibility for manual content  1.9 Responsibility for manual amendment  1.10 List of effective pages  1.11 Distribution of manuals and amendments  **2.0 MANAGEMENT ORGANIZATION**  2.1A description of the organisational structure including the general company organisation and operations department organisation. The relationship between the operations department and the other departments of the company. In particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the safety of flight operations, shall be shown.  2.2 Director of Operations-duties and responsibility;  2.3 Chief Pilot-duties and responsibility;  2.4 Director of Maintenance-duties and responsibility;  2.5 Quality Manager-duties and responsibility; and  2.6 Director of Safety-duties and responsibility.  2.7 Flying hours for management personnel  2.8 A description of the system for supervision of the operation by the Operator shall be listed. This description shall show how the safety of flight operations and the qualifications of personnel involved in all such operations are supervised and monitored. In particular, the procedures related to the following items shall be described:  (a) Competence of operations personnel; and  (b) Control, analysis and storage of records, flight documents, additional information, and safety related data.  2.9A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the operations manual. The applicability of this information and the responsibilities for its promulgation shall be included  2.10 A description of the main aspects of the flight safety programme including:  (a) Programmes to achieve and maintain risk awareness by all persons involved in flight operations; and  (b) Evaluation of accidents and incidents and the promulgation of related information.  2.11 A description of the objectives, procedures and responsibilities necessary to exercise operational control with respect to flight safety.  2.12 A description of the quality system adopted.  2.13 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.  2.14 Rules limiting the flight time and flight duty periods and providing for adequate rest periods for flight crew members and cabin crew.  2.15 A list of the navigational equipment to be carried including any requirements relating to operations in RNP airspace.  2.16 Where relevant to the operations, the long-range navigation procedures, engine failure procedure for ETOPS and the nomination and utilization of diversion aerodromes.  2.17 The circumstances in which a radio listening watch is to be maintained.  2.18 The method for determining minimum flight altitudes.  2.19 The methods for determining aerodrome operating minima.  2.20 Safety precautions during refueling with passengers on board.  2.21 Ground handling arrangements and procedures.  2.22 Procedures , as prescribed under the Civil Aviation (Air Navigation Services) Regulations for pilots-in-command observing an accident.  2.23 The flight crew for each type of operation including the designation of the succession of command.  2.24 Specific instructions for the computation of the quantities of fuel and oil to be carried, having regard to all circumstances of the operation including the possibility of loss of pressurization and the failure of one or more power-units while en route.  2.25 The conditions under which oxygen shall be used and the amount of oxygen.  2.26 Instructions for mass and balance control.  2.27 Instructions for the conduct and control of ground de-icing/anti-icing operations.  2.28 The specifications for the operational flight plan.  2.29 Standard operating procedures (SOP) for each phase of flight.  2.30 Instructions on the use of normal checklists and the timing of their use.  2.31 Departure contingency procedures.  2.32 Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out.  2.33 Instructions on the use of autopilots and autothrottles in IMC.  2.34 Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.  2.35 Departure and approach briefings.  2.36 Procedures for familiarization with areas, routes and aerodromes.  2.37 Stabilized approach procedure.  2.38 Limitation on high rates of descent near the surface.  2.39 Conditions required to commence or to continue an instrument approach.  2.40 Instructions for the conduct of precision and non precision instrument approach procedures.  2.41 Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations.  2.42 Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS).  2.43 Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS).  2.44 Information and instructions relating to the interception of civil aircraft including:  a) procedures prescribed under the Civil Aviation (Rules of Air and Air Traffic Control) Regulation, for pilots-in command of intercepted aircraft; and  b) visual signals for use by intercepting and intercepted aircraft. For aeroplanes intended to be operated above 15 000 m (49 000 ft):  a) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and  b) procedures in the event that a decision to descend is taken, covering:  1) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and  2) the action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.  2.46 Details of the accident prevention and flight safety programme provided in accordance with safety management systems, including a statement of safety policy and the responsibility of personnel.  2.47 Information and instructions on the carriage of dangerous goods, including action to be taken in the event of an emergency.  **(B) AIRCRAFT OPERATING INFORMATION**  **1.0 Crew to be Carried**  1.1 Composition of crew  1.2 Minimum flight crew  1.3 Minimum number of cabin crew  1.4 Carriage of navigator  1.5 Carriage of flight engineer  1.6 Crew licenses  1.7 For the flight crew, operation on more than one type rating or variant.  **2.0 Duties of Flight Crew and Other Crewmember Staff**  2.1) Designation of pilot-in-command  2.2 Authority of pilot-in-command  2.3 Duties of crew members  2.4 Briefing of passengers  2.5 Necessity of pilots to remain at controls  2.6 Co-pilot handling of the aircraft  2.7 Refueling duties/responsibilities  2.8 Loading by flight crew  **3.0 Duties and Responsibilities of Flight Operations Officer and Other Personnel**  3.1 The general principles of mass and centre of gravity including:  (a) The policy for using either standard and/or actual masses;  (b) The method for determining the applicable passenger, baggage and cargo mass;  (c) The applicable passenger and baggage masses for various types of operations and aircraft type;  (d) General instruction and information necessary for verification of the various types of mass and balance documentation in use;  (e) Last minute changes procedures; and  (g) Seating policy/procedures.  3.2 A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, shall also be given. Handling procedures shall include:  (a) Sick passengers and persons with reduced mobility;  (b) Permissible size and weight of hand baggage;  (c) Loading and securing of items in the aircraft;  (d) Special loads and classification of load compartments (i.e., dangerous goods, live animals, etc.);  (e) Positioning of ground equipment;  (f) Operation of aircraft doors;  (g) Safety on the ramp, including fire prevention, blast and suction areas;  (h) Start-up, ramp departure and arrival procedures;  (i) Servicing of aircraft;  (j) Documents and forms;  (k) Multiple occupancy of aircraft seats.  3.3 Procedures to ensure that persons who appear to be intoxicated or who demonstrate by manner or physical indications that they are under the influence of alcohol or drugs, except medical patients under proper care, are refused embarkation.  3.4 A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These shall include descriptions of the types and effects of icing and other contaminants on aircraft while stationary, during ground movements and during take-off. In addition, a description of the fluid types used shall be given including:  (a) Proprietary or commercial names;  (b) Characteristics;  (c) Effects on aircraft performance;  (d) Precautions during usage.  3.5 Specifications for the operational flight plan  **4.0 Cockpit Management**  4.1 Pre-flight action by pilot-in-command  4.2 Departure and approach briefing  4.3 Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved  4.4 Procedures covering:  (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys.  (b) Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft;  (c) Procedures to be followed during passenger embarkation and disembarkation; and  (d) Procedures for fuelling with passengers on board, embarking, or disembarking.  (e) Smoking on board.  (f) Use of portable electronic equipment and cellular telephones  4.5 The contents, means and timing of passenger briefing.  4.6 Succession to command.  4.7 Normal duties.  4.8 Flight crew – division of duties and procedures during night and IMC instrument approaches and landing operations.  4.9 Flight crew – procedures to be followed in event of incapacitation. Examples of the types of incapacitation and the means for recognising them shall be included.  4.10 Flight crew – acknowledgement of calls during take-off and landing;  4.11 Flight crew – querying of deviations from flight plan;  4.12 Flight crew – consumption of alcohol, narcotics and drugs;  4.13 Flight crew – wearing of harness for take-off and landing;  4.14 Flight crew – simulation of emergencies not permitted when carrying passengers;  4.15 Crew members – physiological factors;  4.16 Operation of radio in aircraft;  4.17 Radio checking procedure;  4.18 Altimeter checking procedure;  4.19 Operation of flight data recorder.  4.20 Procedures for the use of cosmic or solar radiation detection equipment and for recording its readings including actions to be taken in the event that limit values specified in the operations manual are exceeded. In addition, the procedures, including ATC procedures, to be followed in the event that a decision to descend or re-route is taken.  4.21 All Weather Operations  4.22 Use of the Minimum Equipment List and Configuration Deviation List  4.23 Procedures and limitations for:  (a) Training flights;  (b) Test flights;  (c) Delivery flights,  (d) Ferry flights;  (e) Demonstration flights; and  (f) Positioning flights, including the kind of persons who may be carried on such flights.  4.24 Rules of the air including the ground/air visual codes for use by survivors, description and use of signal aids;  4.25 Emergency evacuation procedures;  4.26 Procedures in event of pressurization failure.  4.27 Procedure for use of ground-air visual signal code by survivors  **5.0 Flight Time Limitations**  5.1 Definitions of:  (a) Flight time;  (b) Duty period;  (c) Flying duty period;  (d) Split duty;  (e) Positioning;  (f) Standby duty;  (g) Rest period;  (h) Time-off;  (i) Day;  (j) Local daylight;  (k) Local time;  5.2 Requirement of scheme to regulate flight times;  5.3 Maximum duty period – two pilot crew- aeroplane;  5.4 Maximum duty period – single pilot crew- aeroplane;  5.5 Maximum duty period – two pilot crew- helicopter;  5.6 Maximum duty period – single pilot crew- helicopter;  5.7 Particular cases:  (a) Extension of duty period by in-flight relief;  (b) Split duty;  (c) Positioning (dead-heading):  (d) Standby duty;  (e) Travelling time;  (f) Pilot-in-command’s discretion to extend flying duty period.  5.8 Minimum rest periods;  5.9 Pilot-in-command’s discretion to reduce rest period;  5.10 Cumulative duty and flying hours;  (a) Maximum weekly duty hours;  (b) Maximum monthly duty hours;  (c) Maximum monthly flying hours;  (d) Maximum monthly annual flying hours.  5.11 Duty cycles and time-off duty:  (a) Normal duty cycles;  (b) Short breaks away from base;  (c) Time off at base.  5.12 Records to be maintained for each crewmember.  5.13 Scheme for regulation of flight times for cabin crew.  5.14 Responsibilities of all crewmembers.  6.0 **Administration**  6.1 General requirements for AOC;  6.2 Application for AOC;  6.3 Requirement for air transport licence;  6.4 Form of certificate;  6.5 Renewal of certificate;  6.6 Variation of certificate;  6.7 Revocation of certificate;  6.8 Exits and break-in markings;  6.9 Drunkenness in aircraft;  6.10 Smoking in aircraft;  6.11 Imperiling safety of aircraft;  6.12 Stowaways;  6.13 Carriage of livestock;  6.14 Carriage of dangerous goods;  6.15 Carriage of weapons of war;  6.16 Carriage of unauthorized persons;  6.17 A description of security policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking.  6.18 Security instructions and guidance of a non-confidential nature which shall include the authority and responsibilities of operations personnel.  6.19 A description of preventative security measures and training. (Note: Parts of the security instructions and guidance may be kept confidential.)  6.20 Vehicle ferry operations;  6.21 Provision of navigation flight plan forms;  6.22 Provision of pilot-in-command’s brief;  6.23 Provision of operations library;  6.24 Filing air miss reports;  6.25 Procedures for the handling, notifying and reporting of accidents and occurrences. This section shall include:  (a) Definitions of accidents and occurrences and the relevant responsibilities of all persons involved;  (b) The descriptions of which company departments, Authorities or other institutions have to be notified by which means and in which sequence in case of an accident;  (c) Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried;  (d) A description of the requirements to report specific occurrences and accidents;  (e) The forms used for reporting and the procedure for submitting them to the Authority shall also be included; and  (f) If the Operator develops additional safety related reporting procedures for its own internal use, a description of the applicability and related forms to be used.  6.26 Allowable deficiencies;  6.27 Use of flight plans;  6.28 Use of technical log;  6.29 Method of deferring defects approved by the Authority;  6.30 Carriage of Authority Inspectors.  7.0 **Standard and Emergency Checklists**  7.1 Drills and checks to be listed in full in the operative manual;  7.2 Checks required prior to take-off;  7.3 Checks required prior to landing;  7.4 Checking/setting Vref;  7.5 Check of safety altitude before descent;  7.6 Emergency drill—items to be covered;  7.7 Checklists for two pilot crews;  7.8 Checklist for flight engineers;  7.9 Checklist for single pilot crews;  7.10 Instruction that checklist must be used;  7.11 Requirement for cabin crew to be issued with individual copies of emergency evacuation duties.  7.12 Instructions on the use of autopilot and auto throttle in IMC  **8.0 Fuel Flight Planning and Records**  8.1 Flight planning formula;  8.2 Island reserve;  8.3 Rules for replanning in flight;  8.4 Effect on fuel consumption of use of ancillary equipment;  8.5 Effect on fuel consumption of engine or system failures;  8.6 Fuel consumption records in flight (every hour);  8.7 Records of uplift and fuel states;  8.8 Retention of fuel records:  (a) Technical logs; and  (b) In-flight records.  8.9 Retention of fuel records and navigation logs;  8.10 Refuelling with passengers on board – special instructions;  8.11 Fumes in aircraft;  8.12 Jettisoning fuel – special precaution  **(C) AREAS, ROUTES AND AERODROMES**  **1.0 Route Operating Information**  1.1 Company policy on:  (a) Flights on and off airways;  (b) Nomination of alternate aerodromes (heliports):  (c) Operation of VFR flights; and  (d) Cancellation of IFR flight plans.  1.2 Details of AOC area of operations;  1.3 Details of navigation area restrictions;  1.4 Procedure or visual signals on intercept  1.5 Details of radio area restrictions;  1.6 Definition of public transport;  1.7 Flight plan/navigation forms – items to be provided for:  (a) to be retained for six months; and  (b) Exceptions to the above requirement.  1.8 Use of prepared navigational flight plans;  1.9 Where relevant Long range and ETOPS procedures  1.10 Navigation log forms for use by navigators;  1.11 Radio equipment required to be carried;  1.12 Operation of radio in aircraft;  1.13 Procedure for pilot-in-command observing an accident  1.14 Radio failure procedures;  1.15 Minimum safe altitudes and methods of determining the MSA;  1.16 Procedures for operating above 15000 m (49000ft);  1.17 Terrain clearance following loss of engine(s);  1.18 Minimum aerodrome facilities for approach and landing  1.19 Methods for determining aerodrome operating minima;  1.20 Documents to be carried on commercial air transport aircraft;  1.21 Details of aircraft library and navigation bag;  1.22 Flying staff instructions or notices:  (a) Operational:  (b) Technical:  (c) Administration; and  (d) Time limit after issue.  1.23 Requirement to carry life rafts;  1.24 Provision and use of oxygen;  1.25 Briefing of passengers in use of oxygen;  1.26 Noise abatement procedures;  1.27 Allowable deficiencies—guidance to pilots-in-command.  1.28 Procedures for operating in, and/or avoiding, and reporting potentially hazardous atmospheric conditions including:  (a) Thunderstorms;  (b) Icing conditions;  (c) Turbulence,  (d) Windshear;  (e) Jet stream;  (f) Volcanic ash clouds;  (g) Heavy precipitation;  (h) Sand storms;  (i) Mountain waves; and  (j) Significant temperature inversions.  1.29 Procedure for familiarization with areas, routes and aerodromes  1.30 The following operating restrictions:  (a) Cold weather operations  (b) Take-off and landing in turbulence  (c) Low-level wind shear operations  (d) Cross-wind operations (including tail wind components)  (e) High temperature operations  (f) High altitude operations.  **2.0 Aerodrome Operating Minima**  2.1 Operating minima to be included for every airfield used regularly in respect of take-off, landing and visual manoeuvring;  2.2 Runways NOT to be used to be clearly indicated;  2.3 Conditions for commencing a flight and departure contingency procedures;  2.4 Conditions for commencing or continuing an approach;  2.5 Stabilized approach procedures and limitations on high rates of descend near the surface  2.6 Definitions of:  (a) Decision height;  (b) Approach to landing;  (c) Circling approach procedures; and  (d) RVR, etc.  (e) Stabilized approach  2.7 Minima for pilots-in-command with limited experience on type;  2.8 Take-off and landing when an RVR is reported;  2.9 Take-off and landing when RVR is reported from more than one position on the runway;  2.10 Instructions concerning landing in shallow fog;  2.11 Alternate for each intended destination to be specified;  2.12 General guidance concerning selection of alternate aerodrome;  2.13 Guidance concerning selection of ‘return’ alternate;  2.14 Instructions concerning the use of return alternate—weather below landing minima;  2.15 Minima for aerodromes without approach aids;  2.16 Special minima for non-public transport flights;  2.17 Special rules for aircraft with performance category C, D or E;  2.18 Calculation of in-flight visibility for maneuvering;  2.19 Relationship between RVR and DH;  2.20 Conversion of reported MET visibility to RVR; and  2.21 Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.  3.0 **Performance Data**  3.1 Simplified Regulated Take Off Mass (RTOM) or landing mass data;  3.2 Calculation of VNO, VNe, etc.;  3.3 Calculation of V1, V2 and Vref;  3.4 En-route performance, limitations;  3.5 Flights over water;  3.6 Effect on performance of take-off procedures at particular aerodromes  3.7 Effect of noise abatement requirements;  3.8 Abnormal pressurization affecting performance;  3.9 Definitions of:  (a) Landing distance;  (b) Take-off distance; and  (c) Emergency distance, etc.  3.10 Factors arising from runway surface conditions;  (a) Water;  (b) Snow and slush;  (c) Ice; and  (d) Grass.  3.11 Minimum strip width after snow clearance;  3.12 Cross-wind limitations;  3.13 Maximum wind velocity – light aircraft;  3.14 Airworthiness or flight manual approval for above;  3.15 Flight manual performance figures;  3.16 Compliance with any special handling instructions NOT specified in Certificate of Airworthiness or Flight Manual;  3.17 Ferry flights with one engine inoperative;  3.18 Handling techniques – one engine inoperative;  3.19 Weather and route limitations; and  3.20 Fuel consumption.  4.0 **Technical Information**  4.1 Airframe leading particulars;  4.2 Simplified description of systems;  4.3 System pressures;  4.4 Fuel system;  4.5 Flying controls, etc.;  4.6 Airframe limitations:  (a) VNO;  (b) VNE; and  (c) VMO/MMO, etc.;  4.7 Engine – basic details;  4.8 Engine limitations;  4.9 Engine handling procedures;  4.10 Approved types of:  (a) Fuel;  (b) Oil;  (c) Coolant;  (d) Hydraulic fluid;  (e) Water/methanol;  (f) Anti-icing fluid, etc.;  4.11 Replenishment of all systems;  4.12 Refueling or de-fuelling;  4.13 Operating instructions – all systems;  4.14 Electrical;  4.15 Hydraulic;  4.16 Brakes;  4.17 Anti-icing;  4.18 Oxygen, etc.;  4.19 Radio equipment – general description;  4.20 Radio equipment – operating instructions;  4.21 Operating instructions for:  (a) Auto-pilot;  (b) Flight director system;  (c) Flight recorder; and  (d) Special navigation equipment, etc.  4.22 Pre-flight inspections by crew;  4.23 Abnormal drills;  (a) Inverter failure;  (b) Flight systems failures, etc.;  4.24 Aircraft handling techniques:  (a) following loss of engine;  (b) in turbulence; and  (c) on slippery surfaces, etc.;  4.25 Safety precautions (no smoking);  4.26 Operation with defective fuel tank;  4.27 Method of use of oxygen. |
| **(D) Training**  **1.0 Training Syllabi And Checking Programmes**  **1.1 General Requirements.**  Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight shall be developed to meet the respective requirements of the Authority. An Operator may not use, nor may any person serve in a required crewmember capacity or operational capacity unless that person meets the training and currency requirements established by the Authority for that respective position.  **1.2 Flight Crew.**  The training syllabi and checking programmes for flight crew members shall include:  (a) A written training programme acceptable to the Authority that provides for initial, transition, difference, and recurrent training, as appropriate, for cockpit crewmembers for each type of aircraft flown by that crewmember. This written training programme shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crewmember.  (b) Adequate ground and flight training facilities and properly qualified instructors required to meet training objectives and needs.  (c) A current list of approved training materials, equipment, training devices, simulators, and other required training items needed to meet the training needs for each type and variation of aircraft flown by the Operator.  (d) Adequate numbers of ground, flight, and check pilots to ensure adequate training and flight testing of flight crew members.  (e) A record system acceptable to the Authority to show compliance with appropriate training and currency requirements.  **1.3 Cabin Crew.**  The training syllabi and checking programmes for cabin crew members shall include:  (a) Basic initial ground training covering duties and responsibilities.  (b) Appropriate Authority rules and regulations.  (c) Appropriate portions of the Operator’s operating manual.  (d) Appropriate emergency training as required by the Authority and the Operator’s operating manual.  (e) Appropriate flight training.  (f) Appropriate recurrent, upgrade, or difference training, as required, to maintain currency in both type and any variance the crew member may be required to work in.  (g) Maintain a training record system acceptable to the Authority to show compliance with all required training.  **1.4 All Aircraft Crew.**  A written training programme shall be developed for all aircraft crew members in the emergency procedures appropriate to each make and model of aircraft flown in by the crew member. Areas shall include:  (a) Instruction in emergency procedures, assignments, and crew co-ordination.  (b) Individual instruction in the use of onboard emergency equipment such as fire extinguishers, emergency breathing equipment, first aid equipment and its proper use, emergency exits and evacuation slides, and the aircraft’s oxygen system including the use of portable emergency oxygen bottles. Cockpit crewmembers shall also practice using their emergency equipment designed to protect them in case of a cockpit fire or smoke.  (c) Training shall also include instruction in potential emergencies such as rapid decompression, ditching, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers.  (d) Scheduled recurrent training to meet Authority requirements.  **1.5 All Operations Personnel.**  The training syllabi and checking programmes for all operations personnel shall include:  (a) Training in the safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air. Training shall include the proper packaging, marking, labeling, and documentation of dangerous articles and magnetized materials.  (b) All appropriate security training required by the Authority.  (c) A method of providing any required notification of an accident or incident involving dangerous good.  **1.6 Operations Personnel Other Than Aircraft Crew.**  Operations personnel other than aircraft crew (e.g., flight operations officer, handling personnel etc.), a written training programme shall be developed that pertains to their respective duties. The training programme shall provide for initial, recurrent, and any required upgrade training.  **2.0 Procedures for Training and Checking**  **2.1 Proficiency Checking Procedure**  Procedures to be applied in the event that personnel do not achieve or maintain the required standards.  **2.2 Procedures Involving the Simulation of Abnormal or Emergency Situations.**  Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures, and simulation of IMC by artificial means, are not simulated during commercial air transportation flights.  **3.0 Document Retention**  **3.1 Documentation To Be Stored And Storage Periods**  An Operator shall retain all documentation required by appropriate Authority or the Authority of a foreign country in which the Operator is operating for the time specified by the respective Authority or for the time period needed to show compliance with appropriate regulations or this operations manual, whichever is longer. |

FOURTH SCHEDULE

AIRCRAFT OPERATING MANUAL

(Regulation 35)

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| **1.0 General Information and Units of Measurement**  1.1 General Information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables.  **2.0 Limitations**  **2.1 Certification and Operational Limitations**  A description of the certified limitations and the applicable operational limitations including:  (a) Certification status;  (b) An approved-passenger seating configuration for each aircraft type including a pictorial presentation;  (c) Types of operation that are approved (e.g. IFR/VFR, CAT II/III, flights in known icing conditions etc.);  (d) Crew composition;  (e) Operating within mass and centre of gravity limitations;  (f) Speed limitations;  (g) Flight envelopes;  (h) Wind limits including operations on contaminated runways;  (i) Performance limitations for applicable configurations;  (j) Runway slope;  (k) Limitations on wet or contaminated runways;  (l) Airframe contamination; and  (m) Post landing  **3.0 Operating Procedures**  **3.1 Normal Procedures**  The normal procedures and duties assigned to the crew, the appropriate checklists, the system for use of the checklists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following normal procedures and duties shall be included:  (a) Pre-flight;  (b) Pre-departure and loading;  (c) Altimeter setting and checking;  (d) Taxi, Take-Off and Climb;  (e) Noise abatement;  (f) Cruise and descent;  (g) Approach, landing preparation and briefing;  (h) VFR approach;  (i) Instrument approach;  (j) Visual approach and circling:  (k) Missed approach;  (l) Normal landing;  (m) Post landing; and  (n) Operation on wet and contaminated runways.  **3.2 Specific Cockpit Procedures**  (a) Determining airworthiness of aircraft;  (b) Obtaining flight release;  (c) Initial cockpit preparation;  (d) Standard operating procedures;  (e) Cockpit discipline;  (f) Standard call-outs;  (d) Communications;  (e) Flight safety;  (f) Push-back and towing procedures;  (g) Taxi guidelines and ramp signals;  (h) Take-off and climb out procedures;  (i) Choice of runway;  (j) Take-off in limited visibility;  (k) Take-off in adverse weather;  (l) Use and limitations of weather radar;  (m) Use of landing lights;  (n) Monitoring of flight instruments;  (o) Power settings for take-off;  (p) Malfunctions during take-off;  (q) Rejected take-off decision;  (r) Climb, best angle, best rate;  (s) Sterile cockpit procedures;  (t) En route and holding procedures;  (u) Cruise control;  (v) Navigation log book;  (w) Descent, approach and landing procedures;  (x) Standard call-outs;  (y) Reporting maintenance problems;  (z) How to obtain maintenance and service en route.  **3.3 Abnormal and Emergency Procedures**  The manual shall contain a listing of abnormal and emergency procedures assigned to crew members with appropriate check-lists that include a system for use of the check-lists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following abnormal and emergency procedures and duties shall be included:  (a) Crew incapacitation;  (b) Fire and smoke drills;  (c) Unpressurised and partially pressurised flight;  (d) Exceeding structural limits such as overweight landing;  (e) Exceeding cosmic radiation limits;  (f) Lightning strikes  (g) Distress communications and alerting ATC to emergencies;  (h) Engine failure;  (i) System failures;  (j) Guidance for diversion in case of serious technical failure;  (k) Ground proximity warning;  (1) TCAS warning;  (m) Wind shear; and  (n) Emergency landing/ditching;  (o) Aircraft evacuation;  (p) Fuel Jettisoning and Overweight Landing:   * General considerations and policy * Fuel jettisoning procedures and precautions   (q) Emergency Procedures:   * Emergency decent; * Low fuel; * Dangerous goods incident or accident.   (r) Interception procedures;  (s) Emergency signal for cabin attendants;  (t) Communication Procedures;  (u) Radio listening watch.   1. **Performance Data**   4.1 Performance data shall be provided in a form in which it can be used without difficulty.  4.2 Performance material which provides the necessary data to allow the flight crew to comply with the approved aircraft flight manual performance requirements shall be included to allow the determination of-  (a) Take-off climb limits - Mass, Altitude, Temperature;  (b) Take-off field length (dry, wet, contaminated);  (c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;  (d) The gradient losses for banked climb outs;  (e) En route climb limits;  (f) Approach climb limits;  (g) Landing climb limits;  (h) Landing field length (dry, wet, contaminated) including the effects of an inflight failure of a system or device, if it affects the landing distance;  (i) Brake energy limits; and  (j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).  **4.3 Supplementary Performance Data**  Supplementary data covering flights in icing conditions. Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.  **4.4 Other Acceptable Performance Data**  If performance data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the Authority shall be included. Alternatively, the operations manual may contain cross-reference to the approved data contained in the AFM where such data is not likely to be used often or in an emergency.  **4.5 Additional Performance Data.**  Additional performance data where applicable including-  (a) All engine climb gradients;  (b) Drift-down data;  (c) Effect of de-icing/anti-icing fluids;  (d) Flight with landing gear down;  (e) For aircraft with three or more engines, one engine inoperative ferry flights; and  (f) Flights conducted under the provisions of a configuration deviation list (CDL).  **5.0 Flight Planning**  **5.1 Flight Planning Data**  Data and instructions necessary for pre-flight and inflight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s) out operations, ETOPS and flights to isolated airports shall be included.  **5.2 Fuel Calculations**  The method for calculating fuel needed for the various stages of flight.  **6.0 Mass And Balance.**  **6.1 Calculating Mass and Balance**  Instructions and data for the calculation of mass and balance including:  (a) Calculation system (e.g. Index system);  (b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;  (c) Limiting mass and centre of gravity of the various versions;  (d) Dry operating mass and corresponding centre of gravity or index.  **7.0 Loading.**  **7.1 Loading Procedures**  Procedures and provisions for loading and securing the load in the aircraft.  **7.2 Loading Dangerous Goods**  The operations manual shall contain a method to notify the PIC when dangerous goods are loaded in the aircraft.  **8.0 Survival And Emergency Equipment Including Oxygen**  **8.1 List of Survival Equipment to be Carried**  A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) shall also be included.  **8.2 Oxygen Usage**  The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression shall be considered. The information provided shall be in a form in which it can be used without difficulty.  **8.3 Emergency Equipment Usage**  A description of the proper use of the following emergency equipment:  (a) Life jackets  (b) Life rafts  (c) Medical kits/first aid kits  (d) Survival kits  (e) Emergency locator transmitter (ELT)  (f) Visual signaling devices  (g) Evacuation slides  (h) Emergency lighting  **9.0 Emergency Evacuation Procedures**  **9.1 Instructions for Emergency Evacuation**  Instructions for preparation for emergency evacuation including, crew co-ordination and emergency station assignment.  **9.2 Emergency Evacuation Procedures**  A description of the duties of all members of the crew for the rapid evacuation of an aircraft and the handling of the passengers in the event of a forced landing, ditching or other emergency.  **10.0 Aircraft Systems.**  **10.1 Aircraft Systems**  A description of the aircraft systems, related controls and indications and operating instructions.  **11.0 Route and Airport Instructions and Information (optional for this manual)**  **11.1 Instructions and Information**  Instructions and information relating to communications, navigation and airports including minimum flight levels and altitudes for each route to be flown and operating minima for each airport planned to be used, including:  (a) Minimum flight level/altitude;  (b) Operating minima for departure, destination and alternate airports;  (c) Communication facilities and navigation aids;  (d) Runway data and airport facilities;  (e) Approach, missed approach and departure procedures including noise abatement procedures;  (f) Communications-failure procedures;  (g) Search and rescue facilities in the area over which the aircraft is to be flown;  (h) A description of the aeronautical charts that shall be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;  (i) Availability of aeronautical information and MET services;  (j) En route COM/NAV procedures, including holding;  (k) Airport categorisation for flight crew competence qualification. |

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FIFTH SCHEDULE

**CABIN CREW MEMBER MANUAL**

(Regulation 47)

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| **1.0 General**  1.1Manual record of revision sheet and effective list of pages  1.2 How to use the manual  1.3 Where to obtain revisions  1.4 How to revise the manual  1.5 Cabin crewmembers’ responsibilities regarding the manual  **2.0 Organization**  2.1 Duties and responsibilities of each airline employee  2.2 Focal points for all company procedural and training manuals  **3.0 Government Regulations and Requirements and Related Company Policies**  3.1 Routine/normal operating procedures  **4.0 Passenger Handling**  4.1 Handicapped and disabled passengers  4.2 Interference  4.3 Current security procedures  4.4 Carriage of assist animals versus carriage of pets (company policy)  **5.0 General Emergency Procedures**  5.1 Decompression  5.2 Procedures for planned and unplanned evacuation on land and in water   1. Cabin preparation 2. Securing of cabin and galley 3. Review of passenger safety procedures and survival equipment 4. Brace positions 5. Able-bodies passenger briefing and procedures   5.3 Brace Positions for Passengers and Crew   1. Forward and aft seats 2. High and low density seating   **5.4 Abnormal Procedures**   1. Engine torching 2. Passenger initiation of evacuation 3. Passenger reporting of unsafe conditions of aircraft or other passengers   **5.5 Turbulence**  **6.0 First Aid**  6.1 Illness and Injuries  6.2 Symptoms  6.3 Immediate Treatment  6.4 Universal Precautions  6.5 Blood borne Pathogens  6.6 Use of Medical Equipment and First Aid Equipment  **7.0 Aircraft Specific Sections**  (This should include one section for each type of aircraft to include differences within the same type of aircraft).  7.1 Description of Particular Aircraft from Nose to Tail   1. Description 2. Operation 3. Pre-flight of all equipment, including passenger convenience item through emergency equipment, stowage areas and placarding.   7.2 Reporting Procedures of Inoperative Equipment and Emergencies Procedures Specific to Each Aircraft Type  **8.0 International Rules/Regulations/Paperwork** |

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**SIXTH SCHEDULE**

FLIGHT SAFETY DOCUMENTS SYSTEM

(Regulation 60)

## 1. Introduction

* 1. The guidelines in this Schedule address the major aspects of an operator’s flight safety documents system development process, with the aim of ensuring compliance with these Regulations.
  2. The guidelines are based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance.

**2. Organization**

2.1 A flight safety documents system shall be organized according to criteria, which ensure easy access to information, required for flight and ground operations contained in the various operational documents comprising the system and which facilitate management of the distribution and revision of operational documents.

2.2 Information contained in a flight safety documents system shall be grouped according to the importance and use of the information, as follows:

a) time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;

b) time sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period;

c) frequently used information;

d) reference information, e.g., information that is required for the operation but does not fall under b) or c) above; and

e) information that can be grouped based on the phase of operation in which it is used.

2.3 Time critical information shall be placed early and prominently in the flight safety documents system.

2.4 Time critical information, time sensitive information, and frequently used information shall be placed in cards and quick-reference guides.

**3. Validation**

A flight safety documents system shall be validated before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions among all groups that can occur during operations shall also be included in the validation process.

**4. Design**

4.1 A flight safety documents system shall maintain consistency in terminology and in the use of standard terms for common items and actions.

4.2 Operational documents shall include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system shall be defined.

4.3 A flight safety documents system shall ensure

standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes.

4.4 A flight safety documents system shall include a master index to locate, in a timely manner, information included in more than one operational document.

Note.— The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.

4.5 A flight safety documents system shall comply with the requirements of the operator’s quality system, if applicable.

**5. Deployment**

Operators shall monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring shall include a formal feedback system for obtaining input from operational personnel.

**6. Amendment**

6.1 Operators shall develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors.

Note.— Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of operators. Operators shall ensure that such information meets their specific needs and those of the local authority.

6.2 Operators shall develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:

a) changes resulting from the installation of new equipment;

b) changes in response to operating experience;

c) changes in an operator’s policies and procedures;

d) changes in an operator certificate; and

e) changes for purposes of maintaining cross fleet standardization.

*Note.— Operators shall ensure that crew coordination philosophy, policies and procedures are specific to their operation.*

6.3 A flight safety documents system shall be reviewed:

a) on a regular basis (at least once a year);

b) after major events (mergers, acquisitions, rapid growth, downsizing, etc.);

c) after technology changes (introduction of new equipment); and

d) after changes in safety regulations.

6.4 Operators shall develop methods of communicating new information. The specific methods shall be responsive to the degree of communication urgency.

Note.— As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the flight safety documents system.

6.5 New information shall be reviewed and validated considering its effects on the entire flight safety documents system.

6.6 The method of communicating new information shall be complemented by a tracking system to ensure currency by operational personnel. The tracking system shall include a procedure to verify that operational personnel have the most recent updates.

SEVENTH SCHEDULE

**MAINTENANCE CONTROL MANUAL**

(Regulation 63, 71, 108 and 116)

* 1. Each AOC applicant and Operator shall submit and maintain a maintenance control manual containing at least the information set forth below.
  2. The manual may be put together in any subject order and subjects combined so long as all applicable subjects are covered.

1. **1.0 Administration and Control of the Maintenance Control Manual**
2. **1.1 Introduction**

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| (a) A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operator Certificate;  (b) A statement that the manual contains maintenance and operational instructions that are to be complied with by the relevant personnel in the performance of their duties;  (c) A list and brief description of the various Maintenance Control Manual parts, their contents, applicability and use; and  (d) Explanations and definitions of terms and words used in the manual.  **1.2 System of Amendment and Revision**  (a) A Maintenance Control Manual shall describe who is responsible for the issuance and insertion of amendments and revisions;  (b) A record of amendments and revisions with insertion dates and effective dates is required;  (c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety;  (d) A description of the system for the annotation of pages and their effective dates;  (e) A list of effective pages and their effective dates;  (f) Annotation of changes (on text pages and as practicable, on charts and diagrams);  (g) A system for recording temporary revisions;  (h) (h) Copies of all amendments to the operator’s maintenance control manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.  (i) A statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.  **2.0 General Organisation**  2.1 Corporate commitment by the AOC  2.2 General information:   1. Brief description of organization; 2. Relationship with other organizations; 3. Fleet composition ‑ Type of operation; and 4. Line station locations.   2.3 Maintenance management personnel:   1. Accountable Manager; 2. Nominated Post holder; 3. Maintenance co-ordination; 4. Duties and responsibilities; 5. Organization chart(s); and 6. Manpower resources and training policy.   2.4 Notification procedure to the Authority regarding changes to the maintenance arrangements  locations, personnel, activities, or approval.  **3.0 Maintenance Procedures**  3.1 Aircraft logbook utilization and MEL application;  3.2 Aircraft maintenance programme ‑ development and amendment;  3.3 Time and maintenance records, responsibilities, retention;  3.4 Accomplishment and control of mandatory continued airworthiness information  (Airworthiness Directives);  3.5 Analysis of the effectiveness of the maintenance programme;  3.6 Non‑mandatory modification embodiment policy;  3.7 Major modification standards; |

3.8 Defect reports;

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| 1. Analysis; 2. Liaison with manufacturers and Regulatory Authorities; and 3. Deferred defect policy;   3.9 Engineering activity;  3.10 Reliability programmes;   1. Airframe; 2. Propulsion; and 3. Components;   3.11 Pre‑flight inspection;   1. Preparation of aircraft for flight; 2. Sub‑contracted Ground Handling functions; 3. Security of Cargo and Baggage loading; 4. Control of refueling, Quantity/Quality; and 5. Control of snow, ice, dust and sand contamination to an approved aviation standard.   3.12 Aircraft weighing.  3.13 Flight test procedures.  3.14 Sample of documents, tags and forms used.  3.15 Appropriate portions of the Operator's operations manual. |

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| a) a description of the procedures required by regulation 20 including, when applicable:  i) a description of the administrative arrangements between the operator and the approved maintenance organization;  ii) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization. |
| b) names and duties of the person or persons required by regulation 20(3);  c) a reference to the maintenance programme required by regulation 23(1);  d) a description of the methods used for the completion and retention of the operator’s maintenance records required by regulation 29;  e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience;  f) a description of the procedures for complying with the service information reporting requirements of the Civil Aviation (Airworthiness) Regulations, ......and regulation ………..(In-flight simulation);  g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions;  h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;  i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;  j) a description of aircraft types and models to which the manual applies;  k) a description of procedures for ensuring that un serviceability affecting airworthiness are recorded and rectified; and  l) a description of the procedures for advising the State of Registry of significant in-service occurrences. |

**EIGHTH SCHEDULE**

**DANGEROUS GOODS**

**(Regulation 83,121)**

**1. PURPOSE AND SCOPE**

The material in this schedule provides guidance regarding the carriage of dangerous goods as cargo. includes

dangerous goods operational requirements that apply to all operators. Operators that have a specific to transport dangerous goods as cargo need to meet additional requirements. In addition to the operational requirements contained in these Regulations there are other requirements in Dangerous Goods Regulations and the Technical Instructions that also need to be complied with.

2 DEFINITIONS

Where the following term is used in this schedule it has the meaning indicated:

***Cargo.*** Any property carried on an aircraft other than mail and accompanied or mishandled baggage.

*Note 1.— This definition differs from the definition of “cargo” given in Annex 9 —* Facilitation*.*

*Note 2.— COMAT that meets the classification criteria of dangerous goods and which is transported in accordance with Part 1;2.2.2 or Part 1;2.2.3 or Part 1;2.2.4 of the Technical Instructions are considered as “cargo” (e.g. aircraft parts such as chemical oxygen generators, fuel control units, fire extinguishers, oils, lubricants, cleaning products).*

* 1. STATES

3.1 The State of the Operator should indicate in the operations specification if the operator has been issued with a specific approval to transport dangerous goods as cargo. Any limitations should be included.

3.2 A specific approval may be granted for the transport of specific types of dangerous goods only (e.g. dry ice;

biological substance, Category B; and dangerous goods in excepted quantities) or COMAT.

3.3 The Supplement to the Technical Instructions contains guidance on a State’s responsibilities with respect to

operators.

This includes additional information to Part 7 of the Technical Instructions on storage and loading, provision of

information, inspections, enforcement and Operation of Aircraft information relevant to the State’s responsibilities for dangerous goods.

3.4 Carriage of dangerous goods other than as cargo (e.g. medical flights, search and rescue) are addressed in Part 1,

Chapter 1, of the Technical Instructions. The exceptions for the carriage of dangerous goods that are either equipment or for use on board the aircraft during flight are detailed in Part 1, 2.2.1, of the Technical Instructions.

* 1. OPERATOR

4.1 The operator's training programme should cover, as a minimum, the aspects of the transport of dangerous goods

listed in the Technical Instructions in Table 1-4 for operators holding specific approval or Table 1-5 for operators without specific approval. Recurrent training must be provided within 24 months of previous training, except as otherwise provided by the Technical Instructions.

4.2 Details of the dangerous goods training programme including the policies and procedures regarding third-party

personnel involved in the acceptance, handling, loading and unloading of dangerous goods cargo should be included in the operations manual.

4.3 The Technical Instructions require that operators provide information in the operations manual and/or other

appropriate manuals that will enable flight crews, other employees and ground handling agents to carry out their

responsibilities with regard to the transport of dangerous goods and that initial training be conducted prior to performing a job function involving dangerous goods.

4.4 Operators should meet and maintain requirements established by the States in which operations are conducted in

accordance with these Regulations

4.5 Operators may seek a specific approval to transport, as cargo, specific dangerous goods only, such as dry ice, biological

substance, Category B, COMAT and dangerous goods in excepted quantities.

4.6 Attachment 1 to Part S-7, Chapter 7, of the Supplement to the Technical Instructions contains additional guidance and information on requirements regarding operators not holding a specific approval to transport dangerous goods as cargo and for operators that have a specific approval to transport dangerous goods as cargo.

4.7 All operators should develop and implement a system that ensures they will remain current with regulatory changes and updates.

The Technical Instructions contain detailed instructions necessary for the safe transport of dangerous goods by air.

These instructions are issued biennially, becoming effective on 1 January of an odd-numbered year