



# **Advisory Circular**

## **CAA-AC-OPS001-1 November 2022**

### **AIR OPERATOR CERTIFICATE HOLDER CONTINUED VALIDITY**

#### **1.0 PURPOSE**

**1.0.1** This Advisory Circular (AC) describes the process of maintaining an Air Operator Certificate (AOC) to conduct commercial air transport operations after initial Certification under the Uganda Civil Aviation Regulations, 2022. Air Operators must meet the same minimum requirements during an AOC Renewal / Surveillance inspection as they do for Initial certification.

**1.0.2** This Advisory Circular (AC) is an initial Issue dated November 2022.

#### **2.0 REFERENCES**

- I. Regulation of 9 and 14 of the Civil Aviation (Air Operators Certification and Administration) Regulations;
- II. Regulation 26 (7) of the Civil Aviation (Operation of Aircraft - Commercial Air Transport Aeroplanes) Regulations, 2022;
- III. Regulation 4 (6) of the Civil Aviation (Operation of Aircraft) (Commercial Air Transport) (General Aviation) (Helicopters) Regulations, 2022;
- IV. The Civil Aviation (Personnel Licensing) Regulations;
- V. The Civil Aviation (Approved Maintenance Organisation) Regulations;
- VI. The Civil Aviation (Instruments and Equipment) Regulations;
- VII. The Civil Aviation (Airworthiness) Regulations;

#### **3.0 DEFINITION**

An Air Operator Certificate holder continued validity inspection is an important surveillance function which provides the operator with a comprehensive review of all their activities and also helps them catch any discrepancies or non-compliances in the system.

#### **4.0 LOCATION OF INSPECTION**

The continuing validity inspection may be conducted at the operator's main base of operations or place of business. In some cases, the operator may elect to retain selected records at different locations, such as at an office located in a residence, at an office building, or in portable files.

## 5.0 INSPECTION PREPARATION

Prior to conducting a base inspection, the inspector should review the operator's relevant manuals, Files and previous inspection findings / observations to become familiar with the following information:

- Current and appropriate air carrier or operating certificate
- Current and appropriate operations specifications (OpSpecs)
- General correspondence with the operator
- Previous inspections and proficiency check records for possible problem areas, accident history, violation history
- Any applicable manuals

## 6.0 CONDUCT OF INSPECTION

The strategy used by an inspector for accomplishing an inspection depends on the size and complexity of the operator. Because operators conduct business in a variety of ways, it is not necessary to identify each item that must be examined during the inspection. To complete an inspection, inspectors should examine, as a minimum, the items that follow:

- 6.1 **Air Operating Certificate.** The inspector should examine the operator's original Air Operating Certificate, particularly the date and certificate number, and determine whether or not it matches the office copy. If the original operating certificate is not available, the inspector should take note of the unavailable item(s) and schedule a time to inspect it.
- 6.2 **OpSpecs.** The inspector should review the operator's current OpSpecs and ensure that the issue date is the same as that in the office copy. If the original OpSpecs are not available, the inspector should take note of the unavailable item(s) and schedule a time to inspect them.
- 6.3 **AOC Manuals & Documents.** If the operator has either partial or full manuals that provide guidance for flight or ground personnel, the inspector should complete an inspection of the manuals, as applicable.
  - 6.3.1 When the operator does not have a manual, or when there is only a part of a manual, the inspector should determine whether or not the operator has a deviation approval from the Authority.
  - 6.3.2 The inspector should determine whether or not manual procedures are being followed by interviewing operator personnel or by observing employees in the performance of their duties.

6.4 **Records.** The inspector should conduct the following records inspections by using the applicable guidance provided in this order:

- Trip records
- Flight and duty time records
- Training records
- Operations records

6.5 **Aircraft.** If practical, the inspector should examine, during the inspection, the aircraft used by the operator. In addition to inspecting the aircraft to determine whether or not it is in an airworthy condition, the inspector should examine the following items for compliance:

- Registration and Airworthiness certificates,
- Airplane limitations and required placards
- Approved aircraft flight manual (AFM) or company flight manual (AOM) carried on board
- Empty weight and center of gravity (CG) calculated
- Release to Service
- Operable required equipment (unless an airworthiness directive (AD) provides otherwise)
- The approved minimum equipment list (MEL) and its use as authorized by the OpSpecs (if applicable)
- Aircraft records available for inspection
- Certified True copy of the AOC on board.

6.6 **Debriefing.** The inspector should plan to debrief the operator as part of the inspection. Quite often the operator may have participated directly in the inspection and may have the capability to make corrections quickly.

The following debriefing points apply:

6.6.1 The debriefing should include both compliance and noncompliance areas. If a potential violation is involved, the inspector should advise the operator that a Non Compliance Form (NCF) will follow.

6.6.2 The inspector must be clear when indicating any areas which the operator must correct before further operations can be conducted.

6.6.3 The inspector should advise the operator that a formal letter containing a listing of the discrepancies will be sent to the operator and made part of the permanent file.

6.6.4 The inspector should record the results of the inspection in the appropriate checklist(s). The entry should include, in the Remark section, any discrepancies, and significant findings, any corrective action taken by the operator, and any information that may be useful for the inspector to review before conducting the operator's next inspection.

## 7.0 FUTURE ACTIVITIES

By conducting regular inspections, the CAA is able to maintain a comprehensive review of an operator's business conduct and its compliance with the Regulations. These inspections often result in findings which generate followup action. If the findings warrant such action, the inspector should implement the following corrective measures:

- Surveillance to verify the operator's correction of discrepancies
- An adjustment of the operator's planned work program
- The initiation of an enforcement investigation report, if applicable

