LEGAL NOTICE NO ……..

CIVIL AVIATION ACT
(NO…354….)

DRAFT CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND ADMINISTRATION) REGULATIONS , 2019

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PART I **PRELIMINARY PROVISIONS**	
Title	1. These Regulations may be cited as the Civil Aviation (Air Operator Certification and Administration) regulations, 2019.
Interpretation	2. When the following terms are used in these regulations for operation of aircraft in international commercial air transport, they have the following meanings: ***Accelerate-stop distance available (ASDA).*** The length of the take-off run available plus the length of stop way, if provided. ***Aerial work.*** An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc. ***Aerodrome.*** 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.*** The limits of usability of an aerodrome for: a) take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions; b) landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud

	conditions; and c) landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation. ***Aeroplane.*** 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. ***Aircraft.*** 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.*** A 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.*** 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 (AOC).*** A certificate authorizing an operator to carry out specified commercial air transport operations. ***Air traffic service (ATS).*** A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service). ***Airworthy.*** The 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.*** 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: *Take-off alternate.* 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. *En-route alternate.* An alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en route. *Destination alternate*. 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:

	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. 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. Destination alternate 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 (1 000 ft) above the elevation of the FATO, if 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 (ASE).*** 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. ***Area navigation (RNAV).*** 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. ***Cabin crew member.*** 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.*** Operator material carried on an operator's aircraft for the operator's own purposes. ***Combined vision system (CVS).*** A system to display images from a combination of an enhanced vision system (EVS) and a synthetic vision system (SVS). ***Commercial air transport operation.*** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire. ***Configuration deviation list (CDL).*** 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. ***Continuing airworthiness.*** The 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. ***Continuous descent final approach (CDFA).*** 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/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre should begin for the type of aircraft flown. ***Crew member.*** A person assigned by an operator to duty on an aircraft during a flight duty period. ***Cruise relief pilot.*** 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.*** A level maintained during a significant portion of a flight. ***Dangerous goods.*** Articles or substances which are capable of posing a risk 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 (DA)*** or ***decision height (DH).*** A specified altitude or height in a 3D instrument approach operation at which a missed approach must be initiated if the required visual reference to continue the approach has not been established. "Defined point after take-off (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 (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. ***Duty.*** Any 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.*** 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.*** 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.*** 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 (EFB).*** 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 (ELT).*** A 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:

	Automatic fixed ELT (ELT(AF)). An automatically activated ELT which is permanently attached to an aircraft. *Automatic portable ELT (ELT(AP)).* An automatically activated ELT which is rigidly attached to an aircraft but readily removable from the aircraft. *Automatic deployable ELT (ELT(AD)).* 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. *Survival ELT (ELT(S)).* 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.*** A unit used or intended to be used for aircraft propulsion. It consists of at least those components and equipment necessary for functioning and control, but excludes the propeller/rotors (if applicable). ***Enhanced vision system (EVS).*** 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 (EDTO).*** 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 (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. 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.*** A 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 perform safety-related operational duties. ***Fatigue Risk Management System (FRMS).*** A 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).*** That segment of an instrument approach procedure in which alignment and descent for landing are accomplished. ***Flight crew member.*** A licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period. ***Flight data analysis.*** A process of analysing recorded flight data in order to improve the safety of flight operations. ***Flight duty period.*** A 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 aeroplane finally comes to rest and the engines are shut down at the end of the last flight on which he/she is a crew member. ***Flight manual.*** 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/flight dispatcher.*** A person designated by the operator to engage in the control and supervision of flight operations, whether licensed or not, suitably qualified in accordance with Annex 1, who supports, briefs and/or assists the pilot-in-command in the safe conduct of the flight. ***Flight plan.*** Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft. ***Flight recorder.*** Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation. *Automatic deployable flight recorder (ADFR).* A combination flight recorder installed on the aircraft which is capable of automatically deploying from the aircraft. ***Flight safety documents system.*** A 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.*** Any one of the following three types of apparatus in which flight conditions are simulated on the ground: *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; *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; *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.*** 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.*** An aircraft operation other than a commercial air transport operation or an aerial work operation. ***Ground handling.*** Services necessary for an aircraft's arrival at, and departure from, an airport, other than air traffic services. ***Head-up display (HUD).*** A display system that presents flight information into the pilot's forward

	external field of view. ***Helicopter"*** 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: take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions; landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions; and landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation. "***Hostile environment***" An environment in which: a safe forced landing cannot be accomplished because the surface and surrounding environment are inadequate; or the helicopter occupants cannot be adequately protected from the elements; or search and rescue response/capability is not provided consistent with anticipated exposure; or there is an unacceptable risk of endangering persons or property on the ground. ***Human Factors principles.*** Principles 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.*** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations. ***Instrument approach operations.*** 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 (2D) instrument approach operation, using lateral navigation guidance only; and b) a three-dimensional (3D) instrument approach operation, using both lateral and vertical navigation guidance. ***Instrument approach procedure (IAP).*** 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, if 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: *Non-precision approach (NPA) procedure.* An instrument approach procedure designed for 2D instrument approach operations Type A. *Approach procedure with vertical guidance (APV).* A performance-based navigation (PBN) instrument approach procedure designed for 3D instrument approach operations Type A. *Precision approach (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 (IMC).*** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling,* 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.*** A destination aerodrome for which there is no destination alternate aerodrome suitable for a given aeroplane type. "***Landing decision point (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 (LDA).*** The length of runway which is declared available and suitable for the ground run of an aeroplane landing. ***Large aeroplane.*** An aeroplane of a maximum certificated take-off mass of over 5 700 kg. ***Maintenance.*** The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair. ***Maintenance organization's procedures manual.*** A 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.*** A 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.*** A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system. ***Master minimum equipment list (MMEL).*** A 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. The MMEL may be associated with special operating conditions, limitations or

	procedures. ***Maximum diversion time.*** Maximum allowable range, expressed in time, from a point on a route to an en-route alternate aerodrome. ***Maximum mass.*** Maximum certificated take-off mass. ***Minimum descent altitude (MDA)*** or ***minimum descent height (MDH).*** A 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 (MEL).*** 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. ***Navigation specification.*** A set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace. There are two kinds of navigation specifications: *Required navigation performance (RNP) specification.* A navigation specification based on area navigation that includes the requirement for performance monitoring and alerting, designated by the prefix RNP, e.g. RNP 4, RNP APCH. *Area navigation (RNAV) specification.* A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1. ***Night.*** The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority. "***Non-congested hostile environment***" means a hostile environment outside a congested area. ***"Non-hostile environment***" means an environment in which: a safe forced landing can be accomplished because the surface and surrounding environment are adequate; the helicopter occupants can be adequately protected from the elements; search and rescue response/capability is provided consistent with anticipated exposure; and the assessed risk of endangering persons or property on the ground is acceptable. ***Obstacle clearance altitude (OCA)*** or ***obstacle clearance height (OCH).*** 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. 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.*** 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.*** The 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 (TDP) or after passing the landing decision point (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.*** A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties. ***Operations specifications.*** The authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual. ***Operator.*** The person, organization or enterprise engaged in or offering to engage in an aircraft operation. ***Operator's maintenance control manual*.** A 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 (PBC).*** Communication based on performance specifications applied to the provision of air traffic services. ***Performance-based navigation (PBN).*** 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 (PBS).*** Surveillance based on performance specifications applied to the provision of air traffic services. ***Pilot-in-command.*** 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.*** The 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.*** An atmospheric pressure expressed in terms of altitude which corresponds to that pressure in the Standard Atmosphere.***** ***Psychoactive substances.*** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded. ***Repair.*** The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear. ***Required communication performance (RCP) specification.*** 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 (RSP) specification.*** 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.*** A 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 (RVR).*** 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.*** Unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface. ***Safety management system (SMS).*** A systematic approach to managing safety, including the necessary organizational structures, accountabily, responsibilities, policies and procedures. ***Small aeroplane.*** An aeroplane of a maximum certificated take-off mass of 5 700 kg or less. ***"Series of flights"*** means consecutive flights that: begin and end within a period of 24 hours; and

	are all conducted by the same pilot-in-command. ***State of Registry.*** The State on whose register the aircraft is entered. ***State of the Aerodrome.*** The State in whose territory the aerodrome is located. ***State of the Operator.*** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence. ***Synthetic vision system (SVS).*** A 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 (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 (TLS).*** A generic term representing the level of risk which is considered acceptable in particular circumstances. ***Threshold time.*** The 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 (TVE).*** The vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level). ***Visual meteorological conditions (VMC).*** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling*, 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 limits.
Application	**3**.These regulations shall be applicable to all Operators authorized to conduct both international and domestic commercial air transport operations
PART II- GENERAL	
Air Operator Certificate (AOC)	
Compliance with an Air Operator Certificate.	**4**.(1) An operator shall not engage in commercial air transport operations unless that operator holds a valid air operator certificate (AOC) issued by the Authority.
	(2) An AOC 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.
Application for an Air Operator Certificate	**5**.(1) The Prospective applicant applying to the Authority for an Air operator certificate (AOC) shall submit an application- (a)on a form and manner prescribed by the Authority; (b) with atleast one aircraft registered in Uganda and (c) containing any other information the Authority requires the applicant to submit.
	(2) Except for the Operations Manual specified in regulation 30 and the Maintenance Control Manual specified in regulation58 which shall be submitted at least ninety days before the date of intended operation, an applicant shall make the application for an initial issue or reissue of an AOC at least sixty days before the date of the intended operation.
Issuance of Air Operator Certificate	**6**.1) The Authority may issue an air operator certificate (AOC) to an applicant if that applicant- (a) has its principal place of business and it is registered in Uganda; (b) meets the applicable regulations and standards for the holder of an AOC; (c) is properly qualified and adequately staffed and equipped to conduct safe operations in commercial air transport and maintenance of the aircraft; (d) holds a valid Air Service License issued under the Civil Aviation (Licensing of Air Services) Regulations,2001; and (e) has an approved aircraft operator security programme in accordance with the Civil Aviation (Security) Regulations, and met any other requirements as specified by the Authority.
	(2) The Authority may reject an application for an AOC if- (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.
Contents of Air Operator Certificate	**7**.(1) An air operator certificate (AOC) shall consist of- (a) a certificate for public display issued by the Authority; and (b) Operation specifications containing the terms and conditions applicable to the certificate.
	(2) The certificate mentioned in (1)(a) shall contain- (a)a certificate number specifically assigned to the AOC; (b)name and location of the main place of business of the AOC; and (c)date of issue and period of validity; (d) the location, in a controlled document carried on board, where the contact details of operational management can be found. (e) the type of aircraft authorised for use; and (f) the authorised areas of operations.
	3) The air operator certificate shall be in the form prescribed in the First Schedule.

	(4) A certified true copy of the AOC shall be carried on board, where the contact details of operational management can be found.
	(5) The operations specifications associated with the air operator certificate shall contain at least the information listed in the second schedule and follow the lay out therein.
Validity and renewal of an Air Operator Certificate	**8**.(1) An air operator certificate (AOC) issued by the Authority shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by Authority or (a)the Authority amends, suspends, revokes or otherwise terminates the certificate; (b)an AOC holder surrenders it to the Authority; (c)the Authority establishes that the Air Operator has suspended operations for more than 60 continuous days; or (d)the AOC holder 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 prescribed by the Authority not later than sixty days before the certificate expires.
	(4) An applicant for an AOC which has expired shall make an initial application
Amendment of an Air Operator Certificate.	**9.**(1) The Authority may amend an air operator certificate (AOC) if the- (a)Authority determines that the amendment is necessary for the safety in commercial air transport and in the public interest; or (b)AOC holder 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 is effective on the date the AOC holder receives notice of the amendment.
	(3) An AOC holder shall operate in accordance with the amendment unless it is subsequently withdrawn.
	(4) Amendments stipulated by the Authority, other than emergency amendments, shall become effective thirty days after notice is issued to the AOC holder.
	(5) Amendments proposed by the AOC holder shall be made at least thirty 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.
Access for inspection	**10.(**1)An air operator certificate (AOC) holder shall for the purpose of inspection- (a) grant the Authority unrestricted access to any of its organisations, facilities and aircraft; (b) ensure that the Authority is granted unrestricted access to any organisation or facilities that it has contracted for services associated with commercial air transport operations and maintenance of services; and (a) grant the Authority unrestricted access to the cockpit of the aircraft during flight operations.
	(2) An AOC holder shall provide to the Authority inspector a forward observer's seat on the AOC holder's aircraft from which the flight crew's actions and conversations may be easily observed.
Conducting tests and inspections	**11**.(1) The Authority shall conduct surveillance on the air operator certificate (AOC) holder to ensure continued eligibility to hold an AOC and associated approvals
	(2) An AOC holder shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether the AOC holder is complying with the applicable laws, regulations and the terms and conditions of the AOC.
	(3) An AOC holder 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 AOC holder under the applicable Regulations or standards.
	(4) Upon failure by an AOC holder 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.
Air Operator Certification And Continued Validity	
Base of operations	**12**. (1) An air operator certificate (AOC) holder shall maintain a principal base of operations in Uganda.
	(2) An AOC holder shall submit written notification to the Authority, to establish or change the location of a principal base of operation at least thirty days before the proposed change.
Management personnel required for commercial air transport operations	**13**.(1) An air operator certificate (AOC) holder 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 AOC holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent- (a)Director of Operations; (b)Chief Pilot; (c)Director of Maintenance; (d)Quality Manager; and (e)Director of Safety.
	(3) For the purposes of sub-regulation (2) "competency in civil aviation" means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served.
	(4) The Authority may approve a position, other than those listed, if the AOC holder is able to show that it can perform the operation safely under the direction of fewer or different categories of management personnel due to the (a) kind of operations involved; (b) number of aircraft used; and (c) area of operation
	(5) An AOC holder shall- (a) 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 AOC holder 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 AOC holder are fulfilled
	(8) A person serving in a required management position for an AOC holder shall not serve in a similar position for any other AOC holder, unless an exemption is issued by the Authority
Qualification of personnel	**14**.(1) The Accountable Manager shall possess the following qualifications- (a) a background in the management of commercial air transport operations (b) 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- (a) an airline transport pilot licence; and (b) three years' experience as pilot-in-command (PIC) in commercial air transport operations of large aircraft.
	(3) The minimum qualifications for a Chief Pilot are- (a) an airline transport pilot licence with the appropriate ratings for at least one of the aircraft used in the AOC holder's Operations (b) three years' experience as PIC in commercial air transport operations; and (c) a commercial pilot license with instrument rating in lieu of the airline transport pilot licence if the PIC requirements for the operations conducted require only a commercial pilot licence;
	(4) The minimum qualifications for a Director of Maintenance are-; (a) a licensed maintenance engineer with appropriate airframe, powerplant and avionics ratings; and (b) three years' experience in maintaining the same category and class of aircraft used by the AOC holder including one year in the capacity of returning aircraft to service.
	(5)The minimum qualifications for Quality Manager are-: (a) a technically qualified person in the field of aircraft maintenance, or flight or ground operations; (b) at least three 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- (a) a technically qualified person in the field of aircraft maintenance or flight operations; (b) at least five 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 AOC holder may approve the employment of a person who does not meet the appropriate qualification or experience if the Authority issues an exemption upon finding that that person has comparable experience and can effectively perform the required management functions.
Company procedures indoctrination	**15.(**1) A person shall not serve nor shall any air operator certificate (AOC) holder use a person as a quality manager or a director of maintenance unless that person has completed the company indoctrination curriculum approved by the Authority, which shall include a complete review of the operations manual and maintenance control manual procedures pertinent to their duties.
	(2) An AOC holder shall ensure that the Quality Manager and the Director of Maintenance undergo company indoctrination training that covers the following areas- (a) AOC holders' organisation, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties; (b)appropriate provisions of these Regulations and other applicable regulations and guidance materials; (c) AOC holder policies and procedures; and (d) appropriate portions of the AOC holder's operations manual and maintenance control manual.
Quality system	**16.(**1)An air operator certificate (AOC) holder 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 AOC holder 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, standards and procedures.
	(4)The quality system, and the quality manager specified in sub-regulation (1), shall be acceptable to the Authority.
	(5) An AOC holder shall describe the quality system in all relevant documentation.
	(6) Notwithstanding sub-regulation (1) of this regulation, the Authority may accept the appointment of two quality managers, one for operations and one for maintenance; provided that the AOC holder has designated one quality management unit to ensure that the quality system is applied uniformly during the entire operation.
Submission and revision of policy and procedure manuals	**17**.(1) A person who develops and maintains a manual required by these Regulations shall ensure that the manual- (a) includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities safely; (b) 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; (c)has a date of the last revision on each revised page; (d)is not contrary to any applicable Laws of Uganda and the air operator certificate (AOC) holder's operations specifications; and (e) includes a reference to the appropriate civil aviation regulations.
	(2) A person shall not implement any policy or procedure for flight operations or airworthiness functions prior to approval or acceptance by the Authority as appropriate.
	(3) An AOC holder shall submit the proposed policy or procedure to the Authority at least thirty days prior to the date of intended implementation
Retention and maintenance of personnel records.	**18. (**1) An air operator certificate (AOC) holder shall maintain current records detailing the qualifications and training of all its employees and the employees of contractors involved in the operational control, flight operations, ground operations and maintenance of the air operator.
	(2) An AOC holder shall maintain records for a minimum period of two years for those employees performing crew member or flight dispatch duties in sufficient detail to determine whether the employee meets the experience and qualification requirements for duties in commercial air transport operations.
	(3) An AOC holder shall retain the following records for the period specified- (a) flight and duty records, two years; (b)fuel and oil records, three months; (c)completed load manifests, six months; (d)mass and balance records, six months; (e)dispatch releases, six months; (f)flight plans, six months; (g)passenger manifests, six months; (h)weather reports, six months; (i)journey logs, two years; and (j)aircraft technical logbook, two years.
Inspection of personnel records.	**19**.(1) An air operator certificate (AOC) holder shall whenever called upon to do so by an authorized person- (a) produce for the inspection of that person all records referred to in regulation 18; and (b)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 of verifying the accuracy of their contents.

	(2) The AOC holder shall, at the request of any person in respect of whom that person is required to keep records as specified above, 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 AOC holder.
Flight recorders records	**20**.(1)-An air operator certificate (AOC) holder shall retain- (a) 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 AOC holder: (c)that are of the same type; (d)on which the model flight recorder and its installation are the same; and (e)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 aeroplane, or in the case where it is leased, the lessee, 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, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition within a period specified by the Authority.
Aircraft record.	**21. (**1)An air operator certificate (AOC) holder 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 AOC holder operated under an interchange agreement shall be incorporated in the current list of aircraft required by sub-regulation (1).
Authorised aircraft	**22.(**1) An air operator certificate (AOC) holder shall not operate an aircraft in commercial air transport unless that aircraft- (a) has an current certificate airworthiness; (b) is in an airworthy condition; and (c)meets the applicable airworthiness requirements for the operations the AOC holder 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 AOC holder's fleet.
Dry leasing of foreign registered aircraft.	**23-**(1) An air operator certificate (AOC) holder may dry-lease a foreign-registered aircraft for commercial air transport as authorised by the Authority.
	(2) An AOC holder shall not operate a foreign registered aircraft unless- (a)there is in existence a current agreement between the Authority and the State of Registry that, while the aircraft is operated by a Ugandan AOC holder, these Regulations governing the issuance of Uganda AOC and its operation specification shall apply; (b)there is in existence a current agreement between the Authority and the State of Registry that- (i) while the aircraft is operated by the AOC holder, the Civil Aviation (Airworthiness) Regulations of the State of Registry are applicable; or (ii) if 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) 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 AOC holder shall operate a foreign registered aircraft for a period not exceeding six consecutive months.
	(4) The total number of dry leased aircraft shall be such that an AOC holder will 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 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) the aircraft type and serial number; (g) the name and address of the registered owner; (h) the State of Registry and registration marks; (i) the Certificate of Airworthiness and statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry; (j) 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; (k) a copy of the lease and maintenance agreement; and (l) the duration of the lease and any other information as the Authority deems necessary.
	(6) A Uganda AOC holder 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 certificate airworthiness issued, in accordance with Annex 8, to the Chicago Convention by the State of Registry and meets the aircraft registration and 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 Uganda, including the requirements which shall be met for issuance of a Uganda 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 Uganda licensed flight crew employed by the Uganda AOC holder.
	(7) An AOC holder operating a dry leased aircraft shall have operational control of that aircraft.
	(8) An AOC holder shall provide satisfactory evidence that the aircraft has been deleted from the lessor's AOC before the Authority lists the aircraft on the lessee's AOC.
	(9) An AOC holder 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.
	(10) Where the lease arrangement is determined to be a dry lease involving an aircraft that possess a certificates 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 AOC holder containing at least the following-
	(a) the names of the parties to the lease agreement and the duration thereof;
	(b) the nationality and registration marks of each aircraft involved in the agreement;
	(c) the type of aircraft to be used;

	(d) the area of operation; and
	(e) the regulations applicable to the operation.
Interchange agreement	**24.(**1) An air operator certificate (AOC) holder shall not interchange aircraft with another AOC holder without the approval of the Authority.
	(2) Prior to operating an aircraft under an interchange agreement, the AOC holder shall demonstrate that- (a) the procedures for the interchange operation conform with safe operating practices; (b) 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; (e) the aircraft to be operated is essentially similar to the aircraft of the AOC holder 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 AOC holder has adequate training programmes to ensure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarisation
	(3) An AOC holder operating an aircraft under an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals.
	(4) An AOC holder 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.
Wet-leasing of aircraft.	**25.** -(1) A holder of an air operator certificate (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 AOC holder shall maintain operational control of the leased aircraft and crew.
	(3) The AOC holder shall demonstrate how it will maintain operational control to the satisfaction of the Authority by providing the following information: (a) the aircraft type and serial number; (b) the name and address of the registered owner; (c) the details of the crew members; (d) the State of Registry and registration marks; (e) the certificate of airworthiness and statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry; (f)the name, address and signature of the AOC holder responsible for the operational control of the aircraft under the lease agreement, including a statement that the AOC holder fully understands the responsibilities under the applicable regulations; (g) a copy of the lease and maintenance agreement; (h) the duration of the lease; and (i) any other information as the Authority deems necessary.
	(4). The operations specifications of an AOC holder engaged in a wet lease operation shall contain the following information- (a) the names of the parties to the agreement and the duration of the agreement;

	(b) the make, model, series, serial number, nationality and registration marks of each aircraft referred to in the agreement; (c) the expiration date of the lease agreement; (d) the kind of operation; (e) a statement specifying the party deemed by the Authority to have operational control; (f) any other item, condition, or limitation the Authority deems necessary.
Emergency evacuation demonstration	**26-**(1) An air operator certificate (AOC) holder 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 conducted, for the Authority, an actual full capacity emergency evacuation demonstration for the configuration in ninety seconds or less.
	(2) The full capacity actual demonstration referred to in sub regulation (1) may not be required, if the AOC holder applies to the Authority for an exemption with evidence that- a) 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 (b) there is an engineering analysis, which shows that an evacuation is still possible within the ninety second standard, if the AOC holder'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 AOC holder requests for an exemption under sub-regulation (2) and the exemption is approved, the AOC holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of the AOC holder's crew members emergency training and evacuation procedures.
	(4) Where a full capacity demonstration is not required, an AOC holder shall not use an aircraft type and model in commercial air transport passenger-carrying operations unless the AOC holder has first demonstrated to the Authority that its available personnel, procedures and equipment shall provide sufficient open exits for evacuation in fifteen seconds or less.
	(5) An AOC holder shall not use an aircraft in extended overwater operations unless the AOC holder has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures.
	(6) An AOC holder 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- (a) be selected at random by the Authority; (b) has completed the AOC holder's Authority-approved training programme for the type and model of aircraft; and (c)has passed the drills and competence check on the emergency equipment and procedures.
	(8) To conduct a partial emergency evacuation demonstration, the AOC holder's assigned cabin crew members shall, using the AOC holder's line operating procedures- (a) 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 fifty percent of the exit slides, selected by the Authority; and (b) prepare for use those exits and slides within fifteen seconds.
	(9) To conduct the ditching evacuation demonstration, the AOC holder's assigned cabin crew members shall- (a) demonstrate their knowledge and use of each item of required emergency equipment; (b) prepare the cabin for ditching within six minutes after the intention to ditch is announced; (c) 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
	(d) enter the raft, which shall include all required emergency equipment, and completely set it up for extended occupancy.
Demonstration flights.	**27**. (1) An air operator certificate (AOC) holder shall not operate an aircraft type in commercial air transport unless the AOC holder first conducts demonstration flights to the satisfaction of the Authority.
	(2) An AOC holder shall not operate an aircraft in a designated special area or using a specialized navigation system unless the AOC holder conducts demonstration flights to the satisfaction of the Authority.
	(3) An AOC holder shall conduct demonstration flights for each type of aircraft, including aircraft materially altered in design, and for each kind of operation the AOC holder 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.
Facilities.	**28.** (1) An air operator certificate (AOC) holder shall maintain operational and airworthiness support facilities at the AOC holders' principal base of operation, appropriate for the area and type of operation.
	(2) An AOC holder shall arrange appropriate ground handling facilities necessary to ensure the safe servicing and loading of its aircraft at each airport used.
Operations schedule.	**29.** (1) In establishing flight operations schedules, an air operator certificate (AOC) holder 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) The cruising speed referred to in sub-regulation (1) shall not be more than that resulting from the specified cruising output of the engines.
AOC Flight Operation Management	
Operations manual	**30.** (1) An air operator certificate (AOC) holder shall issue to the crew members and persons assigned operational control functions, an operations manual as illustrated 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 all such amendments or revisions shall be issued to all personnel that are required to use the Operations Manual.
	(3) An AOC holder shall submit to the Authority a copy of the AOC holder's entire operations manual for the time being in force or of such parts thereof as the Authority may specify.
	(4) An AOC holder 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, efficiency or regularity of air navigation
	(5) The Operations Manual issued under sub-regulation (1) shall contain the overall, general company policies and procedures regarding the flight operations it conducts.
	(6) An AOC holder shall prepare and keep current an operations manual which contains the AOC holder's procedures and policies for the use and guidance of its personnel.
	(7) An AOC holder 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 AOC holder 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 AOC holder by the Authority.
	(9) An AOC holder 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 AOC holder's area and type of operations.
	(9) The Operations Manual may be published in parts, as a single document, or as a series of volumes.
	(10) An AOC holder may design an Operations Manual to be more restrictive than the Authority's requirements.
	(11) An operator shall establish and maintain a safety management system that is appropriate to the size and complexity of the operation.
Training programmes	**31. -(**1) An air operator certificate (AOC) holder 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 AOC holder shall have training programmes approved by the Authority containing the general training, checking, standardization and record keeping policies as specified in the Third Schedule.
	(3) An AOC holder shall have a training curriculum approved by the Authority prior to using the training curriculum for the purpose of qualifying a crew member, or person performing operational control functions, for duties in commercial air transport.
	(4) An AOC holder 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.
Aircraft operating manual.	**32.(**1) A holder or applicant for an air operator certificate (AOC) 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- (a) be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by the AOC holder and shall include specific operating parameters, details of the aircraft systems and of the check lists to be used applicable to the operations of the AOC holder that are approved by the Authority; (b) be designed so as to observe human factors principles; and (c) be issued to the flight crew members and persons assigned operational control functions to each aircraft operated by the AOC holder
	(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.

Aircraft Technical logbook	**33. (**1) An air operator certificate (AOC) holder shall ensure that every Uganda 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- (a) a title page with the name and address of the operator, the aircraft type, and registration marks; (b) details relating to the current certificate of release to service ; (c) details relating to the next inspection on the approved maintenance schedule ; (d) 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- (i) aircraft type, serial number and registration marks (ii) date, place and time of take-off and landing; (iii) particulars of any defect experienced on the aircraft; (iv) the fuel and oil quantities on arrival and quantities uplifted in each tank; (v) a certificate of release to service in respect of any work performed for the purpose of rectifying defects; (vi) the running total of flying hours, such that the hours to the next scheduled inspection can be easily determined; and (vii) provision for pre-flight and daily inspection signatures; (e) 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- (i) 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; (ii) the original date of occurrence of the deferred defect, together with brief related details; and (iii) 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. (f) the number of landings, flight pressure cycles or engine cycles as specified for that aircraft; and (g) any other details as the Authority may require.
	(3) The technical log and any subsequent amendment shall be approved by the Authority.
Technical logbook entries.	**34. (**1) At the end of every flight, the pilot-in-command (PIC) shall enter, sign and date the following information in a technical logbook- **(a)** the times when the aircraft took off and landed; and **(b)** particulars of any defect which is known to him and which affects the airworthiness or safe operation of the aircraft, or if no such defect is known to him, an entry to that effect.
	(2) Notwithstanding sub-regulation (1), in the case of a number of consecutive flights each of which begins and ends- **(a)** within the same period of 24 hours; **(b)** 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.
	(4) An air operator certificate holder 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.
Designation of PIC	**35**. An air operator certificate (AOC) holder shall, for each commercial air transport operation, designate, in writing, one pilot as the pilot-in-command.
Required cabin crew members	**36**. **(**1) An air operator certificate (AOC) holder 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 AOC holders' operations specifications or the following, whichever is greater- (a) in the case of an aircraft with a total seating capacity of twenty to fifty passengers, one cabin crew member; (b) in the case of an aircraft with a total seating capacity of not more than two hundred, the number of cabin crew members carried on such flight shall be not less than one cabin crew member for every fifty, or a fraction of fifty passengers carried; (c) in the case of an aircraft with a total seating capacity of more than two hundred, 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 two hundred passengers are carried, one additional cabin crew member for every twenty-five, or a fraction of twenty five, of such passengers above two hundred
	(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 if 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 AOC holder requiring him 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
Carriage of special situation passengers	**37**.An air operator certificate (AOC) holder shall not allow the transportation of special situation passengers, except- (a) as otherwise provided in the AOC holder's operations manual procedures; and (b) with the knowledge and concurrence of the pilot-in-command.
Cockpit check procedure	**38. (**1) An air operator certificate (AOC) holder 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 – (a) prior to, during and after all phases of operations; and (b) in emergencies to ensure compliance with the operating procedures contained in the aircraft operating manual and

	the aeroplane flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations manual, are followed.
	(3)The design and utilization of checklists shall observe human factors principles
	(4) An AOC holder shall ensure that approved procedures include each item necessary for flight crew members to check for safety before starting engines, taking off, or landing, and for engine and systems abnormalities and emergencies.
	(5) An AOC holder 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 AOC holder 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.
Minimum equipment list and configuration deviation list	**39.** (1) An air operator certificate (AOC) holder 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.
	(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 AOC holder may 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 (CDL) specific to the aircraft type if one is provided and approved by the State of Design.
	(4) An AOC holder'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 (MEL), 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 aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.
Performance planning manual	**40**. (1) An air operator certificate holder 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 (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.
Performance data control system	**41**.(1) An air operator certificate (AOC) holder 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 AOC holder uses.
Aircraft loading and handling manual	**42**. **(**1)An air operator certificate (AOC) holder shall provide for the use of 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.
Mass and balance data	**43**. An air operator certificate (AOC) holder shall have a system, approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current information regarding the

control system	mass and balance of each aircraft operated by that AOC holder.
Cabin crew member manual	**44.**(1) An AOC holder shall issue 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 AOC holder shall issue 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 manuals specified in sub-regulation (3) may be combined into one manual for use by the cabin crew member.
Passenger briefing cards.	**45**.(1) An air operator certificate (AOC) holder 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- (a) diagrams and methods of operating the emergency exits; (b) other instructions necessary for use of the emergency equipment; and (c) information regarding the restrictions and requirements associated with sitting in an exit seat row.
	(2) An AOC holder shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.
	(3) An AOC holder shall, at each exit seat, provide passenger information cards that include the following information in English and Kiswahili languages- (a) functions required of a passenger in the event of an emergency in which a crew member is not available to assist- (i) locate the emergency exit; (ii) recognise the emergency exit opening mechanism; (iii) comprehend the instructions for operating the emergency exit; (iv) operate the emergency exit; (v) assess whether opening the emergency exit will increase the hazards to which passengers may be exposed; (vi) follow oral directions and hand signals given by a crew member; (vii) stow or secure the emergency exit door so that it will not impede use of the exit; (viii) assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide; (ix) pass expeditiously through the emergency exit; and (x) assess, select, and follow a safe path away from the emergency exit;
	(b) a requirement that a passenger identify themselves to allow reseating if that passenger- (i) cannot perform the emergency functions stated in the information card; (ii) has a condition that will prevent that; (iii) passenger from performing the functions; (iv) may suffer bodily harm as the result of performing one or more of those

	functions; (v) does not wish to perform those functions; or (vi) lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the AOC holder; (vii) a statement that whenever a crew member identifies a passenger who does not meet the requirements specified in paragraph (b) above, the crew member shall reseat the passenger.
Aeronautical data control system.	**46**.(1) An air operator certificate (AOC) holder 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 AOC holder shall provide the following aeronautical data for each airport used-
	(a) airports- (i) facilities; (ii) navigational and communications aids; (iii) construction affecting take-off, landing, or ground operations; and (iv) air traffic service facilities;
	(b) runways, clearways, and stop ways- (i) dimensions; (ii) surface; (iii) marking and lighting systems; and (iv) elevation and gradient; (c) displaced thresholds- (i) location; (ii) dimensions; (iii) take-off or landing or both; (d) obstacles- (i) those affecting take-off 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.
Route guide and aeronautical charts.	**47**. (1) An air operator certificate (AOC) holder 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 AOC holder.
Weather reporting sources.	**48**. **(**1) An air operator certificate (AOC) holder 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 AOC holder carries out passenger carrying operations on a published schedule, the AOC holder 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 AOC holder may use the following sources of weather reports for flight planning or controlling flight movement- (i) Uganda National Meteorological Authority; (ii) a Uganda -operated automated surface observation stations, so long as the station reports all required items for a complete surface aviation weather report; (iii) a Uganda -operated supplemental aviation weather reporting station; (iv) observations made by aerodrome control towers; (v) any active meteorological office operated by a foreign state which subscribes to the standards and practices contained in the Chicago convention and the annexes thereunder; (vi) 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; (vii) 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 AOC holder operated and maintained weather reporting system approved by the Authority.
De-icing and anti-icing programme	**49**. (1) An air operator certificate (AOC) holder planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to stick on to the aircraft shall- (a) use only aircraft adequately equipped for such conditions; (b) ensure flight crew is adequately trained for such conditions; and (c) 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- (a) 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; (b) the person responsible for deciding that ground de-icing and anti-icing operational procedures shall be effected; (c) the procedures for implementing ground de-icing and anti-icing operational procedures; (d) 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; (e) The AOC holder'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.
	(4) Where the maximum holdover time is exceeded, take-off shall be prohibited unless at least one of the following conditions exists; (a) 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 certificate holder's programme, are free of frost, ice or snow;

	(b) it is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the AOC holder's approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice or snow; or (c) the wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.
Flight supervision and monitoring system.	**50. (**1) An air operator certificate (AOC) holder 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 enough 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 AOC holder conducts scheduled operations, the AOC holder shall provide enough qualified operations officers at each dispatch centre to ensure proper operational control of each flight.
Flight Tracking	**51**. (1) An Operator shall establish an aircraft tracking capability to track aeroplanes 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(s) of the in-flight operation(s) under the following conditions— (a) where the aeroplane has a maximum certificated take-off mass of over 27 000 kg and a seating capacity greater than19 passengers; and (b) 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(s) of the in-flight operation(s) that is planned in an oceanic area(s) under the following conditions— (a) the aeroplane has a maximum certificated take-off mass of over 45 500 kg and a seating capacity greater than 19 passengers; 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 (SAR) in determining the last known position of the aircraft.
Flight following system for charter flights operations	**52**. (1) An air operator certificate (AOC) holder who conducts charter flight operations shall have a system for providing flight preparation documents and determining the departure and arrival times of its 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 AOC holder 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 AOC holder for flight following shall be located at points necessary to ensure- (a) 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; (b) that the pilot-in-command is provided with all information necessary for the safety of the flight.
	(5) An AOC holder 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- (a) the flight crew of each aircraft; and (b) the persons designated by the AOC holder to perform the function of operational control of the aircraft.
	(6) An AOC holder conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.
Communications facilities	**53**. An air operator certificate (AOC) holder'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 AOC holder who conducts scheduled operations shall have rapid and reliable radio communications with all flights over his entire route structure under normal operating conditions.
Routes and areas of operation	**54**.(1)An air operator certificate (AOC) holder may conduct operations only along such routes and within such areas for which- a) ground facilities and services, including meteorological services, provided are adequate for the planned operation; b) the performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements; c) the equipment of the aircraft intended to be used meets the minimum requirements for the planned operation; d) appropriate and current maps and charts are available; and e) where a two-engine aircraft is used, adequate airports are available with the time and distance limitations.
	(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.
En-route navigational facilities	**55**.(1) An air operator certificate (AOC) holder shall not operate on a proposed route or area that does not have non visual ground aids- a) 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 airport, 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.
Flight safety documents system	**56.(**1) An air operator certificate holder 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.
Safety Programme and	**57.(**1) The Authority shall establish a safety programme in order to achieve an acceptable level of safety in the operation of aircraft.

Management system	
	(2)An air operator certificate (AOC) holder Operating a Uganda registered aircraft flying for the purpose of commercial air transport shall establish and maintain a safety management system accepted by the Authority.
	(3) The safety management system referred to in sub-regulation (2) shall- a) identify actual and potential safety hazards; b) ensure that remedial action necessary to maintain an acceptable level of safety is implemented; and c) provide for continuous monitoring and regular assessment of the safety level achieved; and d) make continuous improvement to the overall level of safety.
	(4) An AOC holder operating a Uganda registered aircraft with a maximum certificated take off mass authorised of more than 27,000 kg flying for the purpose of commercial air transport shall include a flight data monitoring programme as part of its safety management system.
	(5) A flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source of the data.
	(6) A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.
	(7) The AOC holder shall, as part of certification requirements, submit an SMS manual to the Authority for approval and shall include: a) a scope of safety management system b) the safety policy and objectives; c) safety accountabilities; d) key safety personnel; e) documentation control procedures; f) coordination of emergency response planning; g) hazards identification and safety risk management schemes; h) safety assurance; i) safety performance monetary; j) safety audit; k) management of change; l) safety promotion; m) contracted activities.
	PART III **COMMERCIAL AIR TRANSPORT-AEROPLANES**
Manuals, Logs and Records	**58**. The following additional manuals, logs and records contained in these regulation are : Fuel and oil records — in civil aviation (operation of aircraft) regulations: Maintenance records — AOC regulations Flight time records — in civil aviation (operation of aircraft) regulations: Flight preparation forms — in civil aviation (operation of aircraft)regulations: Operational flight plan — in civil aviation (operation of aircraft)regulations: Pilot-in-command route and airport qualification records — in civil aviation (operation of aircraft)regulations:
Flight manual	**59**.(1) The flight manual shall contain the information specified in Civil Aviation (Airworthiness) Regulations.
	2) The flight manual shall be updated by implementing changes made mandatory by the State of Registry.
Operator's maintena	**60.**The operator's maintenance control manual provided in accordance with this regulation, which may be issued in separate parts, shall contain the following information: a) a description of the procedures required by regulation 64 including, when applicable:

nce control manual	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 regulation 64; c) a reference to the maintenance programme required by regulation 66; d) a description of the methods used for the completion and retention of the operator's maintenance records required by regulation 67; e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by regulation 68; f)a description of the procedures for complying with the service information reporting requirements of the civil aviation (airworthiness) regulation, and the civil aviation (Operation of aircraft) regulations; g)a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by regulation 68; 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 affecting airworthiness are recorded and rectified; and l) a description of the procedures for advising the State of Registry of significant in-service occurrences.
Maintenance programme contents	**61**.(1)A maintenance programme for each aeroplane as required by regulation 66 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 (a) and (b) above; and d) when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.
	(2) Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such
	(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.
Journey log book	**62**.(1) The aeroplane journey log book shall contain the following items and the corresponding roman numerals: I. Aeroplane 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, aerial work, scheduled or non-scheduled). XI. 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.
	(3)Completed journey log book should be retained to provide a continuous record of the last six months' operations.
	(4) The Authority may waive the requirement of sub-regulation (1) if the relevant information is available in the aircraft technical logbook referred to in regulation 33.
	(5) The pilot-in-command shall be responsible for the journey log book or the general declaration containing the information listed in this regulation.
Records of emergency and survival equipment carried	**63**. (1) Operators 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 shall include, as applicable, the number, colour and type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of the emergency portable radio equipment. As specified in Instruments and Equipment regulations.
flight recorder records	**64**. The 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, if 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 investigation) regulations.
	Aeroplane Maintenance
Operator's Maintenance Responsibilities	**65.** (1) The 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 regulation 70, or under an equivalent system, either of which shall be acceptable to the State of Registry.
	(3)When the State of Registry accepts an equivalent system, the person signing the maintenance release shall be licensed in accordance with the Civil Aviation (Personnel Licensing) Regulations..
	(.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 the maintenance programme
Operator's Maintenance Control Manual	**66**.(1) The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, acceptable to the State of Registry, in accordance with the requirements of this regulation. 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 issued.
	(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 and/or revisions to it and shall incorporate in it such mandatory material as the State of the Operator or the State of Registry may require.
	(5) An AOC holder 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.
Maintenance PrograY6-mme	**67**.(1)The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, approved by the State of Registry, containing the information required by regulation 65(1)..
	(2)he design and application of the operator's maintenance programme shall observe 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 issued.
Maintenance Records	**68**.(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 time 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 service (hours, calendar time 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.
	(2) The records in regulation 67(1)(a) to e) shall be kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in regulation 67(1)(f) for a minimum period of one 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. In the event of any permanent change of operator, the records shall be transferred to the new operator.
	*(*4) In the context of sub regulation (3), a judgement on what should be considered as a temporary change of operator will need to be made by the State of Registry in the light of the need to exercise control over the records, which will depend on access to them and the opportunity to update them
Continuing Airworthiness Information	**69**.(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 provide the information as prescribed by the State of Registry and report through the system specified in Civil aviation (Airworthiness) Regulations.
	(2) 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 State of Registry.
Modifications and Repairs	**70**.(1) All modifications and repairs shall comply with airworthiness requirements acceptable to the State of Registry
	(2) Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained.
Approved Maintenance	**71**.(1) The issue of a maintenance organization approval by a State shall be dependent upon the applicant demonstrating compliance with the requirements of these regulations and the relevant

Organization--Issue of approval	provisions contained in Civil aviation (safety management) regulations for such organizations.
	(2) The approval document shall contain at least the following: a) organization's name and location; b) date of issue and period of validity; c) terms of approval
	(3) The continued validity of the approval shall depend upon the organization remaining in compliance with the requirements of these regulations and with the relevant provisions contained in Civil aviation (safety management) regulations for an approved maintenance organization.
Maintenance organization's procedures manual	**72**.(1) The maintenance organization shall provide for the use and guidance of maintenance personnel concerned a procedures manual which may be issued in separate parts containing the following information: a) a general description of the scope of work authorized under the organization's terms of approval; b) a description of the organization's procedures and quality or inspection system in accordance with regulation 73; c) a general description of the organization's facilities; d) names and duties of the person or persons required by regulation 75; e) a description of the procedures used to establish the competence of maintenance personnel as required by regulation 75; f) a description of the method used for the completion and retention of the maintenance records required by regulation 76; g) a description of the procedures for preparing the maintenance release and the circumstances under which the release is to be signed; h) the personnel authorized to sign the maintenance release and the scope of their authorization; i) a description, when applicable, of the additional procedures for complying with the operator's maintenance procedures and requirements; j) a description of the procedures for complying with the service information reporting requirements of the civil aviation (airworthiness) regulation, and the civil aviation (Operation of aircraft) regulations; k) a description of the procedure for receiving, assessing, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or type design organization.
	(2) The maintenance organization shall ensure that the procedures manual is amended as necessary to keep the information contained therein up to date.
	(3) Copies of all amendments to the procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued
Safety management	**73.**The Safety management provisions for approved maintenance organizations are contained in the civil aviation (Safety Management) regulations.
Maintenance procedures and quality assurance system	**74.(**1) The maintenance organization shall establish procedures, acceptable to the State granting the approval, which ensure good maintenance practices and compliance with all relevant requirements of this regulation
	(2) The maintenance organization shall ensure compliance with this regulation by either establishing an independent quality assurance system to monitor compliance with and adequacy of the procedures, or by providing a system of inspection to ensure that all maintenance is properly performed.
Facilities	**75**.(1) The facilities and working environment shall be appropriate for the task to be performed.
	(2) The maintenance organization shall have the necessary technical data, equipment, tools and

	material to perform the work for which it is approved.
	(3) Storage facilities shall be provided for parts, equipment, tools and material. Storage conditions shall be such as to provide security and prevent deterioration of and damage to stored items.
Personnel	**76**.(1) The maintenance organization shall nominate a person or group of persons whose responsibilities include ensuring that the maintenance organization remains in compliance with the requirements of regulation 70 for an approved maintenance organization.
	(2) The maintenance organization shall employ the necessary personnel to plan, perform, supervise, inspect and release the work to be performed.
	(3) The competence of maintenance personnel shall be established in accordance with a procedure and to a level acceptable to the State granting the approval.
	(4)The person signing a maintenance release shall be qualified in accordance with civil aviation (personnel licensing)regulations.
	(5)The maintenance organization shall ensure that all maintenance personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities.
	(6)The training programme established by the maintenance organization shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.
Records	**77**.(1)The maintenance organization shall retain detailed maintenance records to show that all requirements for the signing of a maintenance release have been met
	(2) The records required by this regulation shall be kept for a minimum period of one year after the signing of the maintenance release.
Maintenance Release	**78**.(1) A maintenance release shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures described in the maintenance organization's procedures manual.
	(2) A maintenance release shall contain a certification including: a) basic details of the maintenance carried out including detailed reference of the approved data used; b) the date such maintenance was completed; c) when applicable, the identity of the approved maintenance organization; and d) the identity of the person or persons signing the release.
PART IV- COMMERCIAL AIR TRANSPORT- HELICOPTERS	
Manuals, Logs and Records	**79**.The following additional manuals, logs and records contained in these regulationsare referenced as herein; Fuel and oil records —civil aviation (Helicopter operations) regulations Maintenance records — civil aviation (Helicopter operations) regulations Flight time, flight duty periods and rest periods records — civil aviation (Helicopter operations) regulations Flight preparation forms — civil aviation (Helicopter operations) regulations Operational flight plan — civil aviation (Helicopter operations) regulations Pilot-in-command operational qualification records — civil aviation (Helicopter operations) regulations
Flight Manual	**80**.(1) The flight manual shall contain the information specified in Civil Aviation (Airworthiness) regulations.

	.
	(2) The flight manual shall be updated by implementing changes made mandatory by the State of Registry.
Operator's Maintenance Control Manual	**81**.(1) The operator's maintenance control manual provided in accordance with the civil aviation (Instrument and equipment) regulations, which may be issued in separate parts, shall contain the following information: a) a description of the procedures required by the civil aviation (Instrument and equipment) regulations, including, when applicable: i) a description of the administrative arrangements between the operator and the approved maintenanceorganization; 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 ; the civil aviation (Instrument and equipment) regulations, c) a reference to the maintenance programme required by the civil aviation (Instrument and equipment) regulations,; d) a description of the methods used for t the civil aviation (Instrument and equipment) regulations, he completion and retention of the operator's maintenance records required by ; e)a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by the civil aviation (Instrument and equipment) regulations, ; f) a description of the procedures for complying with the service information reporting requirements of the civil aviation (airworthiness) regulation, and the civil aviation (Operation of aircraft) regulations ; g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required the civil aviation (Instrument and equipment) regulations, ; 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 helicopter types and models to which the manual applies; k) a description of procedures for ensuring that un serviceability affecting airworthiness are recorded and rectified; l) a description of the procedures for advising the State of Registry of significant in-service occurrences; m) a description of procedures to control the leasing of aircraft and related aeronautical products; and n) a description of the maintenance control manual amendment procedures.
	2) The Operator shall ensure that the maintenance control manual is amended as necessary to keep the information contained therein up to date.
	(3) An AOC holder 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.
	(4) The operator shall ensure that the maintenance control manual is amended as necessary to keep the information contained therein up to date.
	(5) The Operator shall provide the State of Operator and the State of Registry with a copy of the operator's maintenance control manual, together with all amendments and/or revisions to it and

	shall incorporate in it such mandatory material as the State of Operator or the State of Registry may require.
Maintenance Programme contents	**82**.(1) A maintenance programme for each helicopter as required by the civil aviation (Instrument and equipment) regulations, ; 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 helicopter; b) when applicable, a continuing structural integrity programme; c) procedures for changing or deviating from a) and b) above; and d) When 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.
	*(*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.
Journey Log Book	**83**.(1)The helicopter journey log book should 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 should be made currently and in ink or indelible pencil.
	(3) Completed journey log books should be retained to provide a continuous record of the last six months' operations.
Records Of Emergency and Survival Equipment Carried	**84**.(1)The Operators shall at all times have available for immediate communication to rescue coordination centre, lists containing information on the emergency and survival equipment carried on board any of their helicopters engaged in international air navigation.
	(2)The information shall include, as applicable, the number, colour and type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of the emergency portable radio equipment.
Flight Recorder Records	**85**.The 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 if necessary the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance the civil aviation (aircraft accident and incident) regulations.

Helicopter Maintenance	
Operator's Maintenance Responsibilities	**86**.(1) Operators shall ensure that, in accordance with procedures acceptable to the State of Registry: a) each helicopter they operate 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 they operate remains valid.
	(2) The operator shall not operate a helicopter unless it is maintained and released to service by an organization approved in accordance with regulation , or under an equivalent system, either of which shall be acceptable to the State of Registry.
	(3) When the State of Registry accepts an equivalent system, the person signing the maintenance release shall be licensed in accordance with Annex 1.
	(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 helicopters is performed in accordance with the maintenance programme approved by the State of Registry.
Operator's Maintenance Control Manual	**87.(**1) The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, acceptable to the State of Registry, in accordance with the requirements of this regulation.
	(2) The design of the manual shall observe Human Factors principles.
	(3) The operator shall ensure that the maintenance control manual is amended as necessary to keep the information contained therein up to date.
	(4) 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.
	(5) 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 and/or revisions to it and shall incorporate in it such mandatory material as the State of the Operator or the State of Registry may require.
Maintenance Programme	**88**.(1) The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, approved by the State of Registry, containing the information required by this regulation.
	(2) The design and application of the operator's maintenance programme shall observe 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 issued.
Maintenance Records	**89**.(1) The operator shall ensure that the following records are kept for the periods mentioned in sub –regulation 90(2): 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 regulation 89 (a) to e) shall be kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in regulation 89(f) for a minimum period of one 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. In the event of any permanent change of operator, the records shall be transferred to the new operator.
Continuing Airworthiness Information	**90**.(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 the civil aviation (Airworthiness) regulation, and the civil aviation (Operation 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.
Modifications And Repairs	**91.** (1)All modifications and repairs shall comply with airworthiness requirements acceptable to the State of Registry.
	(2) Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained
Maintenance Release	**92.(**1)A maintenance release shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures described in the maintenance organization's procedures manual.
	(2) A maintenance release shall contain a certification including: a) basic details of the maintenance carried out including detailed reference of the approved data used; b) the date such maintenance was completed; c) when applicable, the identity of the approved maintenance organization; and d) the identity of the person or persons signing the release.

Records	**93**.(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) These records shall be kept for a period of 90 days after the end of the operating life of the unit to which they refer.

SCHEDULES

FIRST SCHEDULE

AIR OPERATOR CERTIFICATE (AOC)

REGULATION 7(3)

AIR OPERATOR CERTIFICATE		
1	**STATE OF THE OPERATOR 2** **ISSUING AUTHORITY 3**	1
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

REGULATION 7(5).

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 name: _____				
Aircraft model5:				
Types of operation: Commercial air transportation □ Passengers □ Cargo □ Other6: _____				
Area(s) of operation7:				
Special limitations8:				
SPECIAL AUTHORIZATIONS	**YES**	**NO**	**SPECIFIC APPROVALS9**	**REMARKS**
Dangerous goods	□	□		
Low visibility operations Approach and landing	□	□	CAT10: _____ RVR: _____ m DH: _____ ft	

Take-off	□	□	RVR11: _____ m	
RVSM12 □ N/A	□	□		
ETOPS13 □ N/A	□	□	Maximum diversion time14: _____ minutes	
Navigation specifications for PBN operations15	□	□		16
Continuing airworthiness			17	
Other18	□	□		

Notes.—

1. Telephone and fax contact details of the authority, including the country code. E-mail 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).

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

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

10. Insert the applicable precision approach category (CAT I, II, IIIA, IIIB or IIIC). 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. One line per approval may be used if different approvals are granted.

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

13. Extended range operations (ETOPS) currently applies only to twin-engined aircraft. Therefore the “Not applicable (N/A)” box may be checked if

the aircraft model has more than 2 engines. Should the concept be extended to 3 or 4-engined aircraft in the future, the “Yes” or “No” checkbox

will be required to be checked.

14. The threshold distance may also be listed (in NM), as well as the engine type.

15. Performance-based navigation (PBN): one line is used for each PBN specification authorization (e.g. RNAV 10, RNAV 1, RNP 4), with

appropriate limitations or conditions listed in the “Specific Approvals” and/or “Remarks” columns.

16. Limitations, conditions and regulatory basis for operational approval associated with the performance-based navigation specifications (e.g.

GNSS, DME/DME/IRU). Information on performance-based navigation, and guidance concerning the implementation and operational approval

process, are contained in the Performance-based Navigation Manual *(Doc 9613).*

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

MNPS, approved navigation performance).

THIRD SCHEDULE

Reg 30 (1) and 31 (2)

OPERATIONS MANUAL

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

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

2.1 A 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 AOC holder 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.

2.9 A 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) Programme 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 auto throttles 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 aero planes 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 fueling 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 recognizing 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 AOC holder 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 $V_{ref;}$
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 preplanning 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 Refueling 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) Wind shear;

(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 V_{NO}, V_{Ne}, etc.;

3.3 Calculation of V_1, V_2 and V_{ref};

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) V_{NO};

(b) V_{NE}; and

(c) $V_{MO/MMO}$, 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 programme 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 AOC holder 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 AOC holder.

(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 AOC holder's operating manual.

(d) Appropriate emergency training as required by the Authority and the AOC holder'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, firefighting, 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 AOC holder shall retain all documentation required by appropriate Authority or the Authority of a foreign country in which the AOC holder 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

REGULATION 32(3)

AIRCRAFT OPERATING MANUAL

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 abattement;

(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.

4.0 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 categorization for flight crew competence qualification.

FIFTH SCHEDULE

REGULATION 44(3)

CABIN CREW MEMBER MANUAL

1.0 General

1.1 Manual 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

(a) Cabin preparation
(b) Securing of cabin and galley
(c) Review of passenger safety procedures and survival equipment
(d) Brace positions
(e) Able-bodies passenger briefing and procedures

5.3 Brace Positions for Passengers and Crew

(a) Forward and aft seats
(b) High and low density seating

5.4 Abnormal Procedures

(a) Engine torching
(b) Passenger initiation of evacuation
(c) 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

(a) Description
(b) Operation
(c) 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

SIXTH SCHEDULE

REGULATION 55(2)

FLIGHT SAFETY DOCUMENTS SYSTEM

1. INTRODUCTION

1.1 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.

1.2 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

REGULATION 65 (5) and 80 (3)

MAINTENANCE CONTROL MANUAL

1. Each AOC applicant and AOC holder 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.

1.0 Administration and Control of the Maintenance Control Manual

1.1 Introduction

(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:

a) Brief description of organization;
b) Relationship with other organizations;
c) Fleet composition - Type of operation; and
d) Line station locations.

2.3 Maintenance management personnel:

a) Accountable Manager;
b) Nominated Post holder;
c) Maintenance co-ordination;
d) Duties and responsibilities;
e) Organization chart(s); and
f) Manpower resources and training policy.

2.4 Notification procedure to the Authority regarding changes to the maintenance arra 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;

a) Analysis;
b) Liaison with manufacturers and Regulatory Authorities; and
c) Deferred defect policy;

3.9 Engineering activity;

3.10 Reliability programmes;

a) Airframe;
b) Propulsion; and
c) Components;

3.11 Pre-flight inspection;

a) Preparation of aircraft for flight;
b) Sub-contracted Ground Handling functions;
c) Security of Cargo and Baggage loading;
d) Control of refueling, Quantity/Quality; and
e) 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 AOC holder's operations manual.

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.