

STATUTORY INSTRUMENTS SUPPLEMENT

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S T A T U T O R Y I N S T R U M E N T S

2020 No. 22.

**THE CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND
ADMINISTRATION) REGULATIONS, 2020.**

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STATUTORY INSTRUMENTS

2020 No. 22.

The Civil Aviation (Air Operator Certification and Administration) Regulations, 2020.

(Under sections 34(2) and 61 of the Civil Aviation Authority Act, Cap. 354

IN EXERCISE of the powers conferred on the Minister by sections 34(2) and 61 of the Civil Aviation Authority Act, Cap. 354, and on the recommendation of the Civil Aviation Authority, these Regulations are made this 5th day of February, 2020.

PART I—PRELIMINARY.

1. Title

These Regulations may be cited as the Civil Aviation (Air Operator Certification and Administration) Regulations, 2020.

2. Interpretation

In these Regulations, unless the context otherwise requires –

“Act” means the Civil Aviation Authority Act, Cap. 354;

“accountable manager” means the manager who has corporate authority for ensuring that all operations and maintenance activities required by the holder of an air operator certificate can be financed and carried out to the degree of safety standards required by the Authority;

“aerial work” means an aircraft operation in which an aircraft is used for specialised services including, but not limited to, agriculture, construction, photography, surveying, observation and patrol, search and rescue, and aerial advertisement;

- “aerodrome” means a defined area on land or water, including any buildings, installations and equipment, used or intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft;
- “aeronautical product” means any aircraft, aircraft engine, propeller or subassembly, appliance, material, part or component to be installed on an aircraft;
- “aeroplane” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;
- “aircraft” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;
- “aircraft component” means any assembly, item component, part of an aircraft up to and including a complete engine or any operational or emergency equipment;
- “aircraft technical log” means a document carried on board an aircraft for recording defects and malfunctions discovered during operation and for recording details of all maintenance carried out whilst the aircraft is operating between scheduled visits to the base maintenance facility. It also contains operating information relevant to flight safety and maintenance data that the operating crew needs to know.
- “aircraft tracking” means a process, established by the operator, that maintains and updates, at standardized intervals, a ground-based record of the four-dimensional position of individual aircraft in flight.
- “aircraft type” means all aircraft of the same basic design;
- “airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces, including rotors but excluding propellers and rotating airfoils of a powerplant, and landing gear of an aircraft and their accessories and controls;

“air operator certificate (AOC)” means a certificate authorising an operator to carry out specified commercial air transport operations;

“air traffic control (ATC)” means a service that promotes the safe, orderly, and expeditious flow of air traffic at aerodromes and during the approach, departure, and in route environments;

“air traffic service (ATS)” means 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” means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition of 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:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

“appliance” means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, powerplant or propeller;

“approval of carriage of dangerous goods” means an authorization granted by an appropriate national authority for —

- (a) the transport of dangerous goods forbidden on passenger or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; or

- (b) other purposes as provided for in the Technical Instructions;
- “approved maintenance organization (AMO)” means an organisation approved to perform specific aircraft maintenance activities by the Authority and these activities may include the inspection, overhaul, maintenance, repair or modification and release to service of aircraft or aircraft components;
- “approved standard” means a manufacturing, design, maintenance, or quality standard approved by the Authority;
- “approved training” means training carried out under special curricula and supervision approved by the Authority;
- “approved training organization (ATO)” means an organisation established to conduct aviation training courses as approved by the Authority;
- “area navigation” 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;
- “article” means any item, including but not limited to an aircraft, airframe, engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part;
- “Authority” means the Uganda Civil Aviation Authority established under section 3 of the Act;
- “avionics” means the electronics and electrical systems on aircraft and space craft such as the navigation, communications, flight data and control systems;
- “balloon” means a non-power-driven lighter-than-air aircraft;
- “cabin crewmember manual” means a manual containing procedures, instructions and guidance for use by cabin crew members in the execution of their duties;

“calibration” means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or aeronautical product tested;

“cargo aircraft” means any aircraft carrying goods or property but not passengers; in this context the following are not considered to be passengers—

- (a) a cabin crew or flight crew member;
- (b) an employee of an operator permitted by and carried in accordance with the instructions contained in the operator’s manual;
- (c) an authorized representative of the authority; or
- (d) a person with duties of a particular shipment on board.

“certificate of release to service” means a certification made by an appropriately licensed or approved personnel relating to aircraft maintenance work, that the work has been completed in a satisfactory manner in accordance with the requirements of the applicable Regulations and Standards;

“check pilot” means a pilot approved by the Authority or who has the appropriate training, experience, and demonstrated ability to evaluate and certify to the knowledge and skills of other pilots;

“Contracting States” means all states that are signatories to the Convention;

“Convention” means the Convention on International Civil Aviation;

“consignment” means one or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address;

- “commercial air transport operation” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration;
- “configuration deviation list (CDL)” means a list established by the organisation responsible for the type of 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;
- “continuing airworthiness” means the set of processes by which an aircraft, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life;
- “course” means a programme of instruction to obtain a license, rating, qualification, authorisation, or currency;
- “crew member” means a person assigned by an operator to duty on an aircraft during a flight duty period;
- “currency point” has the value assigned to it in Schedule 1;
- “dangerous goods” means 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;
- “dangerous goods accident” means an occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property or environmental damage;
- “dangerous goods incident” means an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage,

leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained; any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is deemed to constitute a dangerous goods incident;

“dangerous goods transport document” means a document specified by the Convention’s Technical Instructions for the Safe Transportation of Dangerous Goods by Air, and completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods;

“dry lease” means a contractual arrangement where the leased aircraft is operated by flight crew members of the lessee;

“Electronic flight bag (EFB)” means an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties.

“exception” means a provision in this Annex which excludes a specific item of dangerous goods from the requirements normally applicable to that item;

“exemption” means an authorization, other than an approval, granted by an appropriate national authority providing relief from the provisions of the Technical Instructions;

“Extended Diversion Time Operation (EDTO)” means any operation by an aeroplane with two or more turbine engines where the diversion time to an en-route alternate aerodrome is greater than the threshold time established by the State of the Operator;

“flight crew member” means a licensed crew member charged with duties essential to the operation of an aircraft during flight time;

“flight data analysis” means a process of analysing recorded flight data in order to improve the safety of flight operations;

“flight duty period” means the total time from the moment a flight crew member commences duty, immediately subsequent to a rest period and prior to making a flight or a series of flights, to the moment the flight crew member is relieved of all duties having completed such flight or series of flights;

“flight manual” means a manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions information necessary to the flight crew members for the safe operation of the aircraft;

“flight recorder” means a type of recorder installed in the aircraft for the purpose of complementing accident or incident investigation;

“flight safety documents system” means a set of inter-related documentation established by the operator, compiling and organising information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator’s maintenance control manual;

“flight time” means—

- (a) for aeroplanes and gliders the total time from the moment an aeroplane or a glider moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight and it is synonymous with the term “block to block” or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight;
- (b) for helicopter the total time from the moment a helicopter rotor blades start turning until the moment a helicopter comes to rest at the end of the flight and the rotor blades are stopped; and
- (c) for airships or free balloon the total time from the moment an airship or free balloon first becomes detached from the surface until the moment when it next becomes attached or comes to rest;

- “glider” means a non-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;
- “ground handling” means services necessary for an aircraft’s arrival at, and departure from, an airport, other than air traffic services;
- “handling agent” means an agency which performs on behalf of the operator some or all of the latter’s functions including receiving, loading, unloading, transferring or other processing of passengers or cargo;
- “heavier-than-air aircraft” means any aircraft deriving its lift in flight chiefly from aerodynamic forces;
- “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 axis;
- “holdover time” means the estimated time de-icing or anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft;
- “human factors principles” means 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” means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;
- “inspection” means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;
- “instrument approach” means an approach procedure prescribed by the Authority having jurisdiction over the aerodrome;

- “interchange agreement” means a leasing agreement which permits an air carrier to dry lease and take or relinquish operational control of an aircraft to or from another air operator at an airport for a limited duration;
- “journey log” means a form signed by the pilot-in-command of each flight that records the aircraft’s registration, crew member names and duty assignments, the type of flight, and the date, place, and time of arrival and departure;
- “lighter-than-air aircraft” means any aircraft supported chiefly by its buoyancy in the air;
- “maintenance” means tasks required to ensure the continued airworthiness of an aircraft or aircraft components including any one or combination of overhaul, repair, inspection, replacement, modification, and defect rectification;
- “maintenance control manual” means a manual containing procedures, instructions and guidance for use by maintenance and concerned operational personnel in the execution of their duties;
- “maintenance programme” means 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 which it applies;
- “maintenance release” means 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 organisation’s procedures manual or under an equivalent system;
- “major modification” means a type design change not listed in the aircraft, engine, or propeller specifications that

might appreciably affect the mass and balance limits, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness or environmental characteristics, or that will be embodied in the product according to non-standard practices;

“major repair” means a repair of an aeronautical product that might appreciably affect the structural strength, performance, powerplant, operation flight characteristics, or other qualities affecting airworthiness or environmental characteristics, or that will be embodied in the product using non-standard;

“minimum equipment list” means a list approved by the Authority 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 master minimum equipment list established for the aircraft type by the aircraft manufacturer, and approved by the state of design;

“modification” means a change to the type design of an aircraft or aeronautical product which is not a repair;

“night” means the time between fifteen minutes after sunset and fifteen minutes before sunrise, sunrise and sunset being determined at surface level, and includes any time between sunset and sunrise when an unlighted aircraft or other unlighted prominent object cannot clearly be seen at a distance of four thousand five hundred and seventy-two metres;

“operator” means a person, organisation or enterprise, engaged in or offering to engage in an aircraft operation;

“operational control” means the exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight;

- “operational flight plan” means the operator’s plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations, and relevant expected conditions on the route to be followed and at the aerodromes or heliports concerned;
- “operations manual” means a manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties;
- “operator’s maintenance control manual” means 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.
- “operations specifications” means a document that contains terms, authorisations, conditions and limitations that facilitate the Authority’s administration of the air operator certificate by ensuring that the Authority and the certificate holder have a mutual and clear understanding of how the certificate holder will conduct its operations;
- “overhaul” means the restoration of an aircraft or aircraft component using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and testing in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under Parts manufacturing authorisation or technical standard order;
- “overpack” means an enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage;

“package” means the complete product of the packing operation consisting of the packaging and its contents prepared for transport.

“packaging” means receptacles and any other components or materials necessary for the receptacle to perform its containment function and to ensure compliance with the packing requirements;

“pilot- in-command” means the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of the flight;

“pre-flight inspection” means the inspection carried out before flight to insure that the aircraft is fit for the intended flight;

“propeller” means a device for propelling an aircraft that has blades on a powerplant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation and it includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of powerplant;

“proper shipping name” means the name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging;

“repair” means the restoration of an aircraft or aircraft component to a serviceable condition in conformity with an approved standard;

“rest period” means a period free of all restraint, duty or responsibility for a flight crew member of A holder of an air operator certificate conducting commercial air transport operations;

“safety management system” means a systematic approach to managing safety, including the necessary organisation structures, accountabilities, policies and procedures;

“safety programme” means an integrated set of regulations and activities aimed at improving safety;

“satellite” means a satellite approved training organisation at a location other than primary location of the approved training organisation;

“serious injury” means an injury which is sustained by a person in an accident and which—

- (a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received;
- (b) results in a fracture of any bone (except simple fractures of fingers, toes or nose);
- (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage;
- (d) involves injury to any internal organ;
- (e) involves second- or third-degree burns, or any burns affecting more than 5 per cent of the body surface; or
- (f) involves verified exposure to infectious substances or injurious radiation;

“signature” means an individual’s unique identification used as a means of authenticating a maintenance record entry or maintenance record and a signature may be hand-written, electronic, or any other form acceptable to the Authority;

“State of design” means the Contracting State which approved the original type certificate and any subsequent supplemental type certificates for an aircraft, or the State which approved the design of an aeronautical product or appliance;

“State of manufacture” means the Contracting State, under whose authority an aircraft was assembled, approved for compliance with the type certificate and all extant supplemental type certificates, test flown and approved for

operation; the State of Manufacture may also be the state of design;

“State of the operator” means 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;

“State of origin” means the state in which dangerous goods were first loaded on an aircraft;

“State of registry” means the Contracting State on whose registry an aircraft is entered;

“substance” means alcohol, sedatives, hypnotics, anxiolytics, hallucinogens, opioids, cannabis, inhalants, central nervous system stimulants such as cocaine, amphetamines, and similarly acting sympathomimetics, phencyclidine or similarly acting arylcyclohexylamines, and other psychoactive drugs and chemicals;

“technical instructions” means the *technical instructions for the safe transport of dangerous goods by air* (Doc 9284), approved and issued periodically in accordance with the procedure established by the International Civil Aviation Organisation Council;

“technical log” means a document carried on an aircraft that contains information to meet the Convention’s requirements; a technical log contains two independent sections, a journey record section and an aircraft maintenance record section;

“training programme” means a programme that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective;

“UN number” means the four-digit number assigned by the United Nations Committee of Experts on the Transport of Goods and on the Globally Harmonized System of

classification and labelling of chemicals to identify an article or substance or a particular group of articles or substances.

“unit load device” means any type of freight container, aircraft container, aircraft pallet with a net or aircraft pallet with a net over an igloo;

“wet lease” means a contractual arrangement where the leased aircraft is operated by flight crew members of the lessor; and

“working standard” means a calibrated standard that is used in the performance of maintenance or calibrations in any work area for the purpose of forming the basis for product acceptance or for making a finding of airworthiness approval for return to service of an aircraft or aircraft component.

3. Application.

(1) These Regulations shall apply to air operators carrying passengers, cargo or mail for remuneration or hire whose principal place of business or permanent residence is located in Uganda.

(2) Except where specifically noted, these Regulations shall apply to all commercial air transport operations by air operator certificate holders for which Uganda is the State of the operator.

PART II—AIR OPERATOR CERTIFICATE

4. Compliance with an air operator certificate.

(1) An operator shall not engage in commercial air transport operations unless that operator holds a valid air operator certificate issued by the Authority.

(2) An air operator certificate referred to in sub-regulation (1) shall authorise the operator to conduct commercial air transport

operations in accordance with the conditions and limitations that may be specified in the air operator certificate.

(3) The issue and continued validity of an air operator certificate by the Authority shall be dependent upon the operator demonstrating an adequate organisation, method of control and supervision of flight operations, training programme and maintenance arrangements consistent with the nature and extent of the operations specified.

(4) A person who contravenes sub regulation (1) and (2) of this Regulation commits an offence and shall be liable on conviction to a fine not exceeding one hundred currency points for each flight or to imprisonment for a term not exceeding three years or to both.

5. Application for an air operator certificate.

(1) An operator who wishes to apply to the Authority for an air operator certificate shall submit an application —

- (a) in a form and manner prescribed by the Authority; and
- (b) any other information the Authority may require the applicant to submit.

(2) Except for the operations manual specified in regulation 30 and the maintenance control manual specified in regulation 58 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 air operator certificate at least sixty days before the date of the intended operation.

6. Issuance of air operator certificate.

(1) The Authority may issue an air operator certificate to an applicant if that applicant—

- (a) has his or her principal place of business and is registered in Uganda;

- (b) meets the applicable regulations and standards for the holder of an air operator certificate;
- (c) is 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 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, 2017 and meets any other requirements as may be specified by the Authority.

(2) The Authority may reject an application for an air operator certificate if —

- (a) the applicant does not meet the requirements specified in sub- regulation (1);
- (b) the applicant previously held an air operator which was revoked;
- (c) the applicant is not suitable by reason of previous conduct and experience to properly maintain an air operator certificate; or
- (d) an individual who has previously contributed to the circumstances that caused the revocation of an air operator certificate obtains a substantial ownership in the applicant organization or is employed in a position specified by these regulations.

7. Contents of an air operator certificate.

(1) An air operator certificate 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 specified in sub regulation (1) (a) shall contain —
- (a) a certificate number specifically assigned to the air operator certificate;
 - (b) name and location of the main place of business of the operator;
 - (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 Schedule 2.

(4) A certified true copy of the air operator certificate 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 Schedule 3.

8. Validity and renewal of an air operator certificate.

(1) The air operator certificate issued by the Authority shall be valid for twelve months from the date of issue or renewal, unless—

- (a) a shorter period is specified by the Authority ;
- (b) the Authority amends, suspends, revokes or otherwise terminates the certificate;
- (c) the holder of an air operator certificate surrenders it to the Authority;

- (d) the Authority establishes that the operator has suspended operations for more than sixty continuous days; or
- (e) the holder of the air operator certificate notifies the Authority of the suspension of operations.

(2) An air operator certificate which is suspended or revoked shall be returned to the Authority.

(3) An application for renewal of an air operator certificate shall be made in a form prescribed by the Authority not later than sixty days before the certificate expires.

(4) An applicant for an air operator certificate which has expired shall make a fresh application to the Authority in accordance with these Regulations.

9. Amendment of an air operator certificate.

(1) The Authority may amend an air operator certificate if the—

- (a) Authority determines that the amendment is necessary for the safety in commercial air transport and in the public interest; or
- (b) the holder of the air operator certificate 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 that requires the immediate amendment of the air operator certificate in the public interest with respect to safety in commercial air transportation, such an amendment shall be effective on the date the holder of the air operator certificate receives the notice of the amendment.

(3) A holder of an air operator certificate shall operate in accordance with the amendment unless the certificate is subsequently withdrawn.

(4) Amendments stipulated by the Authority, other than emergency amendments, shall become effective thirty days after notice is issued to the holder of the air operator certificate.

(5) Amendments proposed by the holder of the air operator certificate 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 air operator certificate amendment is required, unless that person has received notice of the approval from the Authority.

(7) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

10. Access for inspection.

(1) A holder of an air operator certificate shall for the purpose of inspection operate in accordance with the amendment unless the certificate is subsequently withdrawn—

- (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 for services; and
- (c) grant the Authority unrestricted access to the cockpit of the aircraft during flight operations.

(2) A holder of an air operator certificate shall provide to the Authority a forward observer's seat on the aircraft of the holder of an air operator certificate from which the actions and conversations of the flight crew may be easily observed.

(3) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

11. Conducting tests and inspections.

(1) The Authority shall conduct surveillance on the holder of the air operator certificate to ensure continued eligibility to hold an air operator certificate and associated approvals.

(2) A holder of an air operator certificate shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether the holder of the air operator certificate is complying with the applicable laws, regulations and the terms and conditions of the air operator certificate.

(3) A holder of an air operator certificate shall make available at its principal base of operations the current —

- (a) air operator certificate and its operation specifications;
- (b) operations and maintenance manuals; and
- (c) list that includes the location and individual positions responsible for each record, document and report required to be kept by the holder of the air operator certificate under the applicable regulations or standards.

(4) The Authority may suspend the air operator certificate or any of its operation specifications upon failure by the holder of an air operator certificate to make available to the Authority upon request, any document, certificate or report.

(5) A holder of an air operator certificate who contravenes sub regulation (2) and (3) of this regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

PART III—AIR OPERATOR CERTIFICATION AND
CONTINUED VALIDITY

12. Base of operations.

(1) A holder of an air operator certificate shall maintain a principal base of operations in Uganda.

(2) A holder of an air operator certificate 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.

13. Management personnel required for commercial air transport operations.

(1) A holder of an air operator certificate 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) The holder of an air operator certificate shall, when conducting commercial air transport operations 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 holder of an air operation certificate 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 aircrafts used; and
- (c) area of operation.

(5) A holder of an air operator certificate 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) A holder of an air operator certificate 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 holder of an air operator certificate are fulfilled.

(8) A person who serves in a required management position for a holder of an air operator certificate shall not serve in a similar position for any other holder of an air operator certificate, unless an exemption is issued by the Authority.

14. Qualification of management personnel

(1) The accountable manager shall possess the following qualifications—

- (a) a background in the management of commercial air transport operations;
- (b) knowledge of these 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 holder of an air operator certificate.

(2) The minimum qualifications for a director of operations shall be as follows—

- (a) an airline transport pilot licence; and
- (b) three years experience as pilot-in-command in commercial air transport operations of large aircraft.

(3) The minimum qualifications for a chief pilot shall be as follows —

- (a) an airline transport pilot licence with the appropriate ratings for at least one of the aircraft used in the operations of the holder of the air operator certificate;
- (b) three years experience as pilot-in-command in commercial air transport operations; and
- (c) a commercial pilot license with instrument rating in lieu of the airline transport pilot licence if the pilot-in-command requirements for the operations conducted require only a commercial pilot licence.

(4) The director of maintenance shall have the following minimum qualifications —

- (a) a license in maintenance engineering with appropriate airframe, powerplant and avionics ratings; and

- (b) three years experience in maintaining the same category and class of aircraft used by the air operator certificate holder including one year in the capacity of returning aircraft to service.

(5) A quality manager shall have the following minimum qualifications—

- (a) a technical qualification in the field of aircraft maintenance or flight or ground operations;
- (b) at least three years of experience in the field of aircraft maintenance, flight or ground operations; and
- (c) successful completion of a training in quality management recognised by the Authority.

(6) A director of safety shall have the following minimum qualifications—

- (a) a technical qualification in the field of aircraft maintenance or flight operations;
- (b) at least five years of experience in the field of aircraft maintenance or flight operations; and
- (c) successful completion of a training in safety management systems course recognised by the Authority.

(7) The holder of an air operations certificate 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.

15. Company procedures indoctrination.

(1) A person shall not serve nor shall any holder of an air operator certificate 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) A holder of an air operator certificate shall ensure that the quality manager and the director of maintenance undergo company indoctrination training that covers the following areas—

- (a) the organization of the holder of an air operator certificate 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) policies and procedures of the holder of an air operator certificate; and
- (d) appropriate portions of the holder of an air operator certificate operations manual and maintenance control manual.

16. Quality system.

(1) A holder of an air operator certificate 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) A holder of an air operator certificate 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) A holder of an air operator certificate 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 holder of an air operator certificate has designated one quality management unit to ensure that the quality system is applied uniformly during the entire operation.

17. Submission and revision of policy and procedure manuals.

(1) A person who develops and maintains a policy and procedure 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 operations and specifications of the holder of an air operator certificate; and
- (e) includes a reference to the appropriate civil aviation regulations.

(2) A person shall not implement any policy or procedure manual for flight operations or airworthiness functions prior to approval or acceptance by the Authority as appropriate.

(3) A holder of an air operator certificate shall submit the proposed policy or procedure manual to the Authority at least thirty days prior to the date of intended implementation.

(4) A person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

18. Retention and maintenance of personnel and other records.

(1) A holder of an air operator certificate 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) A holder of an air operator certificate 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) A holder of an air operator certificate shall retain the following records for the period specified—

- (a) flight and duty records, two years;
- (b) flight crew records, two years;
- (c) fuel and oil records, three months;
- (d) completed load manifests, six months;
- (e) mass and balance records, six months;
- (f) dispatch releases, six months;
- (g) flight plans, six months;
- (h) passenger manifests, six months;

- (i) weather reports, six months;
- (j) journey logs, two years; and
- (k) aircraft technical logbook, two years.

(4) The holder of an air operator certificate shall for the records identified in sub regulations (1), (2) and (3), maintain—

- (a) current records which detail the qualifications and training of all its employees, and contract employees, involved in the operational control, flight operations, ground operations and maintenance of the air operator; and
- (b) records for employees performing crew member or flight operations officer duties insufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.

(5) A holder of an air operator certificate shall maintain records in a manner approved by the Authority.

(6) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

19. Inspection of personnel and other records.

(1) A holder of an air operator certificate shall whenever called upon to do so by an authorised person—

- (a) produce for the inspection of all records referred to in regulation 18; and
- (b) furnish all information required, 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 holder of an air operator certificate shall, at the request of any person in respect of whom that person is required to keep records as specified in regulation 18, furnish to that person, or to any operator 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 holder of an air operator certificate.

(3) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

20. Flight recorders records.

(1) A holder of an air operator certificate 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 air operator certificate holder —
 - (i) that are of the same type;
 - (ii) on which the model flight recorder and its installation are the same; and
 - (iii) 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.

(3) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

21. Aircraft record.

(1) A holder of an air operator certificate 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 holder of an air operator certificate operated under an interchange agreement shall be incorporated in the current list of aircraft required by sub-regulation (1).

22. Authorised aircraft.

(1) A holder of an air operator certificate shall not operate an aircraft in commercial air transport unless that aircraft—

- (a) has an current certificate of airworthiness;
- (b) is in an airworthy condition; and
- (c) meets the applicable airworthiness requirements for the operations the air operator certificate 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 air operator certificate 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 fleet of the holder of an air operator certificate.

23. Dry leasing of foreign registered aircraft.

(1) A holder of an air operator certificate may dry-lease a foreign- registered aircraft for commercial air transport as authorised by the Authority.

(2) A holder of an air operator certificate 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 holder of an air operator certificate, the Regulations governing the issuance of the Uganda air operator certificate 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 holder of an air operator certificate, the 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 Convention, the Civil Aviation (Airworthiness) Regulations, 2020 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) In accordance with sub-regulation (2), a holder of an operator certificate may 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 a holder of an air operator certificate will not be predominantly dependent on a 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) a copy of the lease and maintenance agreement; and
- (g) the duration of the lease and any other information as the Authority deems necessary.

(6) A Ugandan holder of an air operator certificate may dry lease an aircraft registered in another Contracting State for the purpose of commercial air transportation provided that the following conditions are met—

- (a) the aircraft carries a certificate of airworthiness issued, in accordance with Annex 8, to the 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 Ugandan holder of an air operator certificate.

(7) A holder of an air operator certificate operating a dry leased aircraft shall have operational control of that aircraft.

(8) A holder of an air operator certificate shall provide satisfactory evidence that the aircraft has been deleted from the lessor's air operator certificate before the Authority lists the aircraft on the lessee's air operator certificate.

(9) A holder of an air operator certificate 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 possesses a certificate of registration and certificate of airworthiness issued by the State of the Registry, and the dry lease is acceptable to the Authority, operations specifications shall be developed by the air operator certificate holder containing at least the following—

- (a) the names of the parties to the lease agreement and its duration;
- (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.

(11) A person who contravenes this regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

24. Interchange agreement.

(1) A holder of an air operator certificate shall not interchange an aircraft with another air operator certificate holder without the approval of the Authority.

(2) The air operator certificate holder shall, prior to operating an aircraft under an interchange agreement, 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 air operator certificate 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 air operator certificate holder has adequate training programmes to ensure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarisation.

(3) A holder of an air operator certificate operating an aircraft under an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals.

(4) A holder of an air operator certificate 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.

25. Wet-leasing of aircraft.

(1) A holder of an air operator certificate 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) The air operator certificate holder shall maintain operational control of the leased aircraft and crew where a holder of an air operator certificate issued under these Regulations enters into a wet lease arrangement.

(3) The air operator certificate holder shall demonstrate how he or she shall 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 air operator certificate holder responsible for the operational control of the aircraft under the lease agreement, including a statement that the air operator certificate 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 air operator certificate 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; and
- (f) any other item, condition, or limitation the Authority deems necessary.

26. Emergency evacuation demonstration.

(1) A holder of an air operator certificate shall not use an aircraft type and model with total seating capacity of forty four 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 air operator certificate holder applies to the Authority for an exemption with evidence that—

- (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 air operator certificate 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 a holder of an air operator certificate requests for a exemption under sub-regulation (2) and the exemption is approved, the air operator certificate holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of the air operator certificate holder's crew members emergency training and evacuation procedures.

(4) Where a full capacity demonstration is not required, an air operator certificate holder shall not use an aircraft type and model in commercial air transport passenger-carrying operations unless the air operator certificate 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) A holder of an air operator certificate shall not use an aircraft in extended overwater operations unless the air operator certificate holder has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures.

(6) A holder of an air operator certificate 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) A cabin crew member who participates in the emergency evacuation demonstrations shall—

- (a) be selected at random by the Authority;
- (b) have completed the air operator certificate holder's training programme that is approved by the Authority for the type and model of aircraft; and
- (c) have passed the drills and competence check on the emergency equipment and procedures.

(8) A holder of an air operator certificate's assigned cabin crew member shall use the air operator certificate holder's line operating procedures while conducting a partial emergency evacuation or demonstration and shall—

- (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) A holder of an air operator certificate's assigned cabin crew shall while conducting ditching evacuation demonstration—

- (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.

27. Demonstration flights.

(1) A holder of an air operator certificate shall not operate an aircraft type in commercial air transport unless the air operator certificate holder first conducts demonstration flights to the satisfaction of the Authority.

(2) A holder of an air operator certificate shall not operate an aircraft in a designated special area or using a specialised navigation system unless the air operator certificate holder conducts demonstration flight to the satisfaction of the Authority.

(3) A holder of an air operator certificate shall conduct demonstration flights for each type of aircraft, including aircraft materially altered in design, and for each kind of operation the air operator certificate 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 type used as determined by the Authority.

28. Facilities.

(1) A holder of an air operator certificate shall maintain operational and airworthiness support facilities at the air operator certificate holder's principal base of operation, appropriate for the area and type of operation.

(2) A holder of an air operator certificate shall arrange appropriate ground handling facilities necessary to ensure the safe servicing and loading of its aircraft at each airport used.

29. Operations schedule.

(1) A holder of an air operator certificate establishing flight operations schedules, 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.

PART IV—AIR OPERATOR CERTIFICATE FLIGHT OPERATIONS
MANAGEMENT

30. Operations manual.

(1) A holder of an air operator certificate shall issue to the crew members and persons assigned operational control functions, an operations manual as set out in Schedule 4 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 in the manual 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) A holder of an air operator certificate shall submit to the Authority a copy of the air operator certificate holder's entire operations manual for the time being in force or of such parts as the Authority may specify.

(4) A holder of an air operator certificate shall make 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, 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) A holder of an air operator certificate shall prepare and keep current an operations manual which contains the air operator certificate holder's procedures and policies for the use and guidance of its personnel.

(7) A holder of an air operator certificate shall issue the operations manual, or pertinent portions, together with all amendments and revisions to all personnel that are required to use it.

(8) A holder of an air operator certificate 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 air operator certificate holder by the Authority.

(9) A holder of an air operator certificate 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 air operator certificate holder's area and type of operations.

(10) The operations manual may be published in parts, as a single document, or as a series of volumes.

(11) An operator shall establish and maintain a safety management system that is appropriate to the size and complexity of the operation.

(12) A holder of an air operator certificate may design an operations manual to be more restrictive than the Authority's requirements.

(13) A holder of an air operator certificate shall establish and maintain a safety management system that is appropriate to the size and complexity of operation.

31. Training programmes.

(1) A holder of an air operator certificate shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of these duties to the operation as a whole.

(2) A holder of an air operator certificate shall have training programmes approved by the Authority and shall contain the general training, checking, standardisation and record keeping policies as specified in Schedule 4.

(3) A holder of an air operator certificate 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) A holder of an air operator certificate 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.

32. Aircraft operating manual.

(1) A holder or applicant for an air operator certificate shall submit proposed aircraft operating manual for each type and variant of aircraft operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft for approval by the Authority.

(2) An aircraft operating manual shall—

- (a) be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by the air operator certificate 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 air operator certificate 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 air operator certificate holder.

(3) A holder or applicant for an air operator certificate shall submit and maintain an aircraft operating manual containing as a minimum the information specified in the Schedule 5 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.

33. Aircraft Technical Logbook.

(1) A holder of an air operator certificate 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 name of the operator printed 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, to determine the next scheduled inspection; 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 including a provision for recording the following—

- (i) a cross-reference for each deferred defect to clearly identify the original defect together with brief related details in the sector record section; and
 - (ii) the original date of occurrence of the deferred defect, together with brief related details;
- (f) a cross-reference for each deferred defect to clearly identify the action in respect of the deferred defect in the sector record section.
- (g) the number of landings, flight pressure cycles or engine cycles as specified for that aircraft; and
- (h) any other details as the Authority may require.

(3) The technical log and any subsequent amendment shall be approved by the Authority.

34. Technical logbook entries.

(1) The pilot-in-command shall enter at the end of every flight, 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 twenty-four 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 pilot-in-command, the pilot-in-command 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) A holder of an air operator certificate 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.

35. Designation of Pilot in Command

An air operator certificate holder shall, for each commercial air transport operation, designate, in writing, one pilot as the pilot-in-command.

36. Required cabin crew members.

(1) A holder of an air operator certificate shall schedule, the minimum number of required cabin crew members on board passenger-carrying flights.

(2) The pilot-in-command shall ensure that the minimum number of required cabin crew members are on board passenger-carrying flights.

(3) The number of cabin crew members may not be less than the minimum prescribed by the Authority in the air operator certificate holder's 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; and
- (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), 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 air operator certificate holder requiring the air operator certificate holder to include among the crew thereof, whenever the aircraft is flying

for the purpose of commercial air transport operations, at least one cabin crew member notwithstanding that the aircraft may be carrying fewer than twenty passengers.

(7) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

37. Carriage of special situation passengers.

(1) A holder of an air operator certificate shall not allow the transportation of special situation passengers, except—

- (a) as otherwise provided in an air operator certificate's operation manual procedure; and
- (b) with the knowledge and concurrence of the pilot-in-command.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

38. Cockpit checklist procedures.

(1) An air operator certificate 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 crew—

- (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) A holder of an air operator certificate 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) A holder of an air operator certificate 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) A holder of an air operator certificate 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.

(7) The check lists provided in accordance with this regulation shall be used by flight crew prior to, during and after all phases of operation and in emergency, to ensure compliance with operations procedure contained in the aircraft operating manual and aeroplane flight manual or other documents associated with certificate of airworthiness and otherwise in operations manual, are followed and the design and utilisation of checklist, shall observe human factor principles.

39. Minimum equipment list and configuration deviation list.

(1) A holder of an air operator certificate 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 minimum equipment list 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 air operator certificate 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 specific to the aircraft type if one is provided and approved by the State of Design.

(4) The operations manual of a holder of an air operator certificate shall contain those procedures approved by the Authority for operations in accordance with the configuration deviation list requirements.

(5) The operator shall include in the operations manual a minimum equipment list, approved by the state of the operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative.

(6) Where the state of the operator is not the State of Registry, the State of the Operator shall ensure that the minimum equipment list does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.

(7) The operator shall include in the operations manual a minimum equipment list approved by the state of the operator which will enable the pilot-in-command to determine whether he or she is to proceed from any intermediate stop should any instrument, equipment or system become inoperative.

40. Performance planning manual.

(1) A holder of an air operator certificate 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 approved by the Authority.

(2) The performance planning manual 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.

41. Performance data control system.

A holder of an air operator certificate 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 air operator certificate holder uses.

42. Aircraft loading and handling manual.

(1) A holder of an air operator certificate 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.

43. Mass and balance data control system.

A holder of an air operator certificate shall have a system, approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated by that air operator certificate holder.

44. Cabin crewmember manual.

(1) A holder of an air operator certificate shall issue to the cabin crew member for use during the performance of their duties, a cabin crew member manual approved by 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) A holder of an air operator certificate shall issue to the cabin crew member a manual specific to the aircraft type and variant, containing at least the information set out in Schedule 6 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.

45. Passenger briefing cards.

(1) A holder of an air operator certificate 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) A holder of an air operator certificate shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.

(3) A holder of an operator certificate 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;
 - (xi) 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 passenger from performing the functions;

- (iii) may suffer bodily harm as the result of performing one or more of those functions;
- (iv) does not wish to perform those functions; or
- (v) lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the air operator certificate holder.

(3) Where a cabin crew member identifies a passenger who does not meet the requirements specified in sub-regulation (3), the crew member shall reseat the passenger.

46. Aeronautical data control system.

(1) A holder of an air operator certificate shall have an aeronautical data system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and airport used.

(2) A holder of an air operator certificate shall provide the following aeronautical data for each airport use—

- (a) airports—
 - (i) facilities;
 - (ii) navigational and communications aids;
 - (iii) construction affecting takeoff, landing, or ground operations; and
 - (iv) air traffic service facilities;
- (b) runways, clearways, and stopways—
 - (i) dimensions;
 - (ii) surface;
 - (iii) marking and lighting systems; and
 - (iv) elevation and gradient;

- (c) displaced thresholds—
 - (i) location;
 - (ii) dimensions;
 - (iii) takeoff or landing or both;

- (d) obstacles—
 - (i) those affecting takeoff and landing performance computations; and
 - (ii) controlling obstacles;

- (e) instrument flight procedures—
 - (i) departure procedure;
 - (ii) approach procedure; and
 - (iii) missed approach procedure;

- (f) special information—
 - (i) runway visual range measurement equipment; and
 - (ii) prevailing winds under low visibility conditions.

47. Route guide and aeronautical charts.

(1) A holder of an air operator certificate 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 air operator certificate holder.

48. Weather reporting sources.

(1) A holder of an air operator certificate shall use sources approved by the Authority for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.

(2) The air operator certificate 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 where a holder of an operator certificate carries out passenger carrying operations on a published schedule.

(3) A holder of an air operator certificate may use the following sources of weather reports for flight planning or controlling flight movement—

- (a) Uganda National Meteorological Authority.
- (b) Uganda operated automated surface observation stations, so long as the station reports all required items for a complete surface aviation weather report;
- (c) a Uganda operated supplemental aviation weather reporting station;
- (d) observations made by aerodrome control towers;
- (e) Uganda contracted weather observatory;
- (f) any active meteorological office operated by a foreign state which subscribes to the standards and practices contained in the Convention and the Annexes;
- (g) 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;
- (h) 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
- (i) A holder of an air operator certificate operated and maintained weather reporting system approved by the Authority.

49. De-icing and anti-icing programme.

(1) A holder of an air operator certificate 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) 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) procedures for flight crew members to increase or decrease the determined hold over time in changing conditions; and

(3) The holdover time shall be supported by data acceptable to the Authority.

(4) Where the maximum holdover time is exceeded, takeoff shall be prohibited unless at least one of the following conditions exists—

- (a) a pre-takeoff 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 air operator 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 air operator certificate 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.

50. Flight tracking.

(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 fifteen minutes for the portion of the in-flight operation under the following conditions—

- (a) where the aeroplane has a maximum certificated take-off mass of over 27 000 kg and a seating capacity exceeding 19 passengers; and
- (b) where an air traffic services unit obtains aeroplane position information at more than fifteen-minute intervals.

(3) The operator shall track the position of an aeroplane through automated reporting at least every fifteen minutes for the portion of the in-flight operation that is planned in an oceanic area under the following conditions—

- (a) the aeroplane has a maximum certificated take-off mass of over 45 500 kg and a seating capacity exceeding 19 passengers; and

- (b) where an air traffic services unit obtains aeroplane position information at more than fifteen-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.

51. Flight supervision and monitoring system

(1) An air operator certificate 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 which shall be located at points necessary to ensure adequate flight preparation, dispatch and in-flight contact with the scheduled flight operations.

(3) Where an air operator certificate holder conducts scheduled operations, the air operator certificate holder shall provide enough qualified operations officers at each dispatch centre to ensure proper operational control of each flight.

52. Flight following system for charter flights operations.

(1) A holder of an air operator certificate shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted.

(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) A holder of an air operator certificate 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.

(4) The centres established by a holder of an air operator certificate 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; and
- (b) that the pilot-in-command is provided with all information necessary for the safety of the flight.

(5) A holder of an air operator certificate conducting charter operations may arrange to have flight following facilities provided by persons other than the air operator certificate holder's employees, and the air operator certificate holder shall continue to be responsible for the operational control of each flight.

(6) A holder of an air operator certificate 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 air operator certificate holder to perform the function of operational control of the aircraft.

(7) A holder of an air operator certificate conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

53. Communications facilities.

(1) A holder of an air operator certificate's aircraft shall have two-way radio communications with all air traffic service facilities along the routes and alternate routes to be used.

(2) A holder of an air operator certificate who conducts scheduled operations shall have rapid and reliable radio communications with all flights over the entire route structure under normal operating conditions.

54. Routes and areas of operation.

(1) A holder of an air operator certificate may conduct operations only along routes and within areas where—

- (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) a two-engine aircraft is used, adequate airports are available with the time and distance limitations; and
- (f) a single engine aircraft is used, surfaces are available which permit a safe forced landing executed in the event of engine failure.

(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.

(3) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

55. En-route navigational facilities.

(1) A holder of an air operator certificate 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 air traffic control; and
- (b) located to allow navigation to any regular, provisional, refuelling, or alternate airport, within the degree of accuracy necessary for the operation involved.

(2) Visual ground aids shall not be required for—

- (a) visual flight rules operations; or
- (b) operations on route segments where the use of celestial or other specialised means of navigation is approved by the Authority.

(3) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

56. Flight safety documents system.

(1) A holder of an air operator certificate 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 Schedule 8.

57. Fatigue risk management system.

An Operator fatigue risk management system shall be 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 as prescribed in the Civil Aviation Fatigue Risk Management Regulations 2020.

58. Safety programme and management system.

(1) The Authority shall establish a safety programme in order to achieve an acceptable level of safety in the operation of aircraft.

(2) A holder of an air operator certificate operating an aircraft registered in Uganda flying for the purpose of commercial air transport shall establish and maintain a safety management system approved 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) A holder of an air operator certificate who operates an aircraft registered in Uganda with a maximum certificated take off mass authorised of more than twenty thousand kilogrammes that flies 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) safety management system shall clearly define lines of safety accountability throughout the operator's organisation, including a direct accountability for safety on the part of senior management.

(7) The air operator certificate holder shall, as part of certification requirements, submit a safety management system manual to the Authority for approval.

- (8) The safety management system manual 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 systems;
 - (h) safety assurance;
 - (i) safety performance monetary;
 - (j) safety audit;
 - (k) management of change;
 - (l) safety promotion; and
 - (m) contacted activities.

(9) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

PART V— COMMERCIAL AIR TRANSPORT AEROPLANES

59. Manuals, logs and records.

The following additional manuals, logs and records contained in these Regulation shall apply—

- (a) fuel and oil records — in Civil Aviation (Operation of Aircraft) Regulations;

- (b) maintenance records — Air Operator Certificate Regulations
- (c) flight time records — in Civil Aviation (Operation of Aircraft) Regulations:
- (d) flight preparation forms — in Civil Aviation (Operation of Aircraft) Regulations:
- (e) operational flight plan — in Civil Aviation (Operation of Aircraft) Regulations: and
- (f) pilot-in-command route and airport qualification records — in Civil Aviation (Operation of Aircraft) Regulations.

60. Flight manual of aeroplanes

(1) The flight manual shall contain the information specified in Civil Aviation (Airworthiness) Regulations, 2020.

(2) The flight manual shall be updated by implementing changes made mandatory by the State of registry.

61. Operator's maintenance control manual contents

The operator's maintenance control manual, shall contain the following information—

- (a) a description of the procedures required may include—
 - (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 management personnel;
- (c) a reference to the maintenance programme required by regulation 62 of these Regulations;

- (d) a description of the methods used for the completion and retention of the operator's maintenance records required by regulation 69 of these Regulations;
- (e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by regulation 69 of these Regulations;
- (f) a description of the procedures for complying with the service information reporting requirements of the Civil Aviation (Airworthiness) Regulation, 2020 and the Civil Aviation (Operation of Aircraft Commercial Air Transport) Regulations, 2020;
- (g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by regulation 67 of these Regulations;
- (h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information with—
 - (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;
 - (ii) a description of aircraft types and models to which the manual applies;
 - (iii) a description of procedures for ensuring that unserviceability affecting airworthiness are recorded and rectified; and
 - (iv) a description of the procedures for advising the State of Registry of significant in-service occurrences.

62. Maintenance programme contents

(1) A maintenance programme for each aeroplane as required by regulation 68 of these 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 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) 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.

63. Journey log book

(1) The aeroplane journey log book shall contain the following items—

- (a) aeroplane nationality and registration;
- (b) date;
- (c) names of crew members;
- (d) duty assignments of crew members;
- (e) place of departure;
- (f) place of arrival;
- (g) time of departure;
- (h) time of arrival;
- (i) hours of flight;
- (j) nature of flight whether it is private, aerial work, scheduled or non-scheduled;

- (k) incidents, observations, if any; and
- (l) signature of person in charge.

(2) The entries in the journey log book shall be up to date and shall be made in ink or indelible pencil.

(3) The completed journey log book shall be retained for purposes of providing 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 of these Regulations.

(5) The pilot-in-command shall be responsible for the journey log book or the general declaration containing the information listed in this regulation.

64. Records of emergency and survival equipment

An operator shall ensure the availability of—

- (a) an immediate communication network to rescue coordination centres;
- (b) a list containing information on the emergency and survival equipment carried on board may include 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.; and
- (c) a list containing information on any of their aeroplanes engaged in international air navigation.

65. Flight recorder records

The operator shall ensure that 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 are kept in safe custody pending their

disposition as determined in accordance with the Civil Aviation (Aircraft Accident and Incident) Regulations.

66. Operator’s maintenance responsibility for aeroplanes

(1) In accordance with procedures acceptable to the State of Registry, the operator shall—

- (a) for each aeroplane the operator operates ensure that is maintained in an airworthy condition;
- (b) ensure that the operational and emergency equipment necessary for an intended flight is serviceable; and
- (c) have 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 72 of these Regulations.

(3) 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.

(4) The operator shall ensure that the maintenance of its aeroplanes is performed in accordance with the maintenance programme.

(5) Where an air operator certificate holder is not an approved maintenance organisation, the air operator certificate holder shall make arrangements with an approved maintenance organisation to carry out maintenance on their behalf.

(6) The arrangement made under subregulation (5) shall be in the form of a written maintenance contract between the air operator certificate holder and the approved maintenance organisation detailing the required maintenance functions and defining the support of quality functions approved or accepted by the Authority.

67. Operator’s maintenance control manual

(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 regulation 61 of these Regulations.

(2) The operator shall ensure that the maintenance control manual is amended to keep the information contained therein up to date.

(3) The copies of an amended 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 the updates 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 air operator certificate holder or applicant for an air operator certificate shall submit and maintain a maintenance control manual containing at least the information set out in the Schedule 8 to these Regulations.

68. Maintenance programme

(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 73 (1) of these Regulations.

(2) The design and application of the operator's maintenance programme shall include the human factor principle.

(3) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

69. Maintenance of records

(1) The Operator shall maintain and retain the records for the period prescribed in sub regulation (2) and these records may include—

- (a) the total time in service that is the hours, calendar time or cycles 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 that is the hours, calendar time or cycles since the last overhaul of the aeroplane or its components subject to a mandatory overhaul life;
- (e) the current status of the aeroplanes 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 sub regulation (1) (a) to (e) shall be kept for at least 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in sub regulation (1) (f) for at least twelve months after the signing of the maintenance release.

(3) Where there is a temporary change of operator, the records shall be made available to the new operator and in case of a permanent change of operator, the records shall be transferred to the new operator.

(4) The decision of what amounts to a temporary change of operator shall be made by the State of Registry.

70. Continuing airworthiness information

(1) The operator of an aeroplane over 5700 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, 2020.

(2) The operator of an aeroplane over 5700 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 implement the resulting actions considered necessary in accordance with a procedure acceptable to the State of Registry.

71. Modifications and repairs

(1) The modifications and repairs shall comply with airworthiness requirements acceptable to the State of registry

(2) The procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained.

72. Approved maintenance organisation

(1) The issue of a maintenance organisation approval by an Authority shall depend on the applicant demonstrating compliance with the requirements of these Regulations and the relevant provisions contained in Civil aviation (Safety Management) Regulations for such organisations.

(2) The approval document shall contain at least the following—

- (a) organisation's name and location;
- (b) date of issue and period of validity; and
- (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 organisation.

73. Maintenance organisation's procedures manual

(1) The maintenance organisation shall provide for the use and guidance of maintenance personnel concerned a procedures manual containing the following information—

- (a) a general description of the scope of work authorised under the organisation's terms of approval;
- (b) a description of the organisation's procedures and quality or inspection system in accordance with regulation 75 of these Regulations;
- (c) a general description of the organisation's facilities;
- (d) names and duties of the person or persons required by regulation 74 of these Regulations;
- (e) a description of the procedures used to establish the competence of maintenance personnel as required by regulation 77 of these Regulations;
- (f) a description of the method used for the completion and retention of the maintenance records required by regulation 78 of these Regulations;
- (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 authorisation;
- (i) a description, when applicable, of the additional procedures for complying with the operator's maintenance procedures and requirements; and
- (j) a description of the procedures for complying with the service information reporting requirements of the Civil

Aviation (Airworthiness) Regulation, 2020 and the Civil Aviation (Operation of Aircraft Commercial Air Transport) Regulations, 2020; and

- (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 organisation shall ensure that the procedures manual is updated to keep the information contained therein up to date.

(3) The copies of all the updated procedures manual shall be furnished promptly to all organisations or persons to whom the manual has been issued.

74. Safety management

The Safety management shall be in accordance with the Civil Aviation (Safety Management) Regulations, 2020.

75. Maintenance procedures and quality assurance system

(1) The maintenance organisation shall establish procedures, acceptable to the State granting the approval, which ensure good maintenance practices and compliance with all relevant requirements.

(2) The maintenance organisation 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.

76. Facilities

(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) The 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.

77. Personnel

(1) The maintenance organisation shall nominate a person or group of persons whose responsibilities include ensuring that the maintenance organisation remains in compliance with the requirements of regulation 73 of these Regulations for an approved maintenance organisation.

(2) The maintenance organisation 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, 2020.

(5) The maintenance organisation 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 organisation shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.

78. Records

(1) The maintenance organisation 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 at least one year after the signing of the maintenance release.

79. Maintenance release

(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 organisation'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.

(3) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

PART VI— COMMERCIAL AIR TRANSPORT-HELICOPTERS

80. Manuals, logs and records

The following additional manuals, logs and records contained in these Regulations shall also apply—

- (a) fuel and oil records—Civil Aviation (Helicopter Operations) Regulations;

- (b) maintenance records — Civil Aviation (Helicopter Operations) Regulations;
- (c) flight time, flight duty periods and rest periods records — Civil Aviation (Helicopter Operations) Regulations;
- (d) flight preparation forms — Civil Aviation (Helicopter Operations) Regulations;
- (e) operational flight plan — Civil Aviation (Helicopter Operations) Regulations;
- (f) pilot-in-command operational qualification records — Civil Aviation (Helicopter Operations) Regulations.

81. Flight manual of helicopter

(1) The flight manual shall contain the information specified in the Civil Aviation (Airworthiness) Regulations, 2020.

(2) The flight manual shall be updated by implementing changes made mandatory by the State of Registry.

82. Operator's maintenance control manual of helicopter

(1) The operator's maintenance control manual provided in accordance with these Regulations, may contain the following information—

- (a) a description of the procedures required by these Regulations;
- (b) a description of the administrative arrangements between the operator and the approved maintenance organisation;
- (c) 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 organisation;
- (d) names and duties of the person required by these Regulations;

- (e) a reference to the maintenance programme required by these Regulations;
- (f) a description of the methods used for the completion and retention of the operator's maintenance records required;
- (g) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by the Civil Aviation (Airworthiness) Regulations 2020;
- (h) a description of the procedures for complying with the service information reporting requirements of the Civil Aviation (Airworthiness) Regulation, 2020 and the Civil Aviation (Operation of Aircraft) Regulations, 2020;
- (i) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by the Civil Aviation (Airworthiness) Regulations 2020;
- (j) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- (k) 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;
- (l) a description of helicopter types and models to which the manual applies;
- (m) a description of procedures for ensuring that un serviceability affecting airworthiness are recorded and rectified;
- (n) a description of the procedures for advising the State of Registry of significant in-service occurrences;
- (o) a description of procedures to control the leasing of aircraft and related aeronautical products; and

(p) a description of the maintenance control manual amendment procedures.

(2) The operator shall ensure that the maintenance control manual is updated to keep the information contained therein up to date.

(3) An air operator certificate holder or applicant for an air operator certificate shall submit and maintain a maintenance control manual containing at least the information set out in the Schedule 8 to these Regulations.

(4) The operator shall ensure that the maintenance control manual is updated 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 the updates and revisions to it and shall incorporate in it such mandatory material as the State of operator or the State of Registry may require.

83. Maintenance programme contents of helicopter

(1) A maintenance programme for each helicopter as required by these Regulations containing 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; and

(c) the conditions of monitoring and reliability programme descriptions for helicopter systems, components, power transmissions, rotors and engines.

(2) The 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 may be based on maintenance programme information made available by the State of design or by the organisation responsible for the type design, and any additional applicable experience.

84. Journey log book of helicopter

(1) The helicopter journey log book shall contain the following items—

- (a) helicopter nationality and registration;
- (b) date;
- (c) names of crew members;
- (d) duty assignments of crew members;
- (e) place of departure;
- (f) place of arrival;
- (g) time of departure;
- (h) time of arrival;
- (i) hours of flight;
- (j) nature of flight (private, scheduled or non-scheduled);
- (k) incidents, observations, if any; and
- (l) signature of person in charge.

(2) The entries in the journey log book should be up to date and shall be made in ink or indelible pencil.

(3) The completed journey log books should be retained to provide a continuous record of at least six months' operations.

85. Records of emergency and survival equipment of helicopter.

(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, 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.

86. Flight recorder records of helicopter

The operator shall ensure that in the event the helicopter becomes involved in an accident or incident, that all related flight recorder records, are preserved and if necessary, the associated flight recorders, and their retention in safe custody pending their disposition in accordance with the Civil Aviation (Aircraft Accident and Incident) Regulations, 2020.

87. Operator's maintenance responsibilities for helicopter

(1) The 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 organisation approved in accordance with these Regulations.

(3) 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.

(4) The operator shall ensure that the maintenance of its helicopters is performed in accordance with the maintenance programme approved by the State of Registry.

(5) Where an air operator certificate holder is not an approved maintenance organisation, the air operator certificate holder shall make arrangements with an approved maintenance organisation to carry out maintenance on their behalf.

(6) The arrangement made under subregulation (5) shall be in the form of a written maintenance contract between the air operator certificate holder and the approved maintenance organisation detailing the required maintenance functions and defining the support of quality functions approved or accepted by the Authority.

88. Operator's maintenance control manual of helicopter

(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 incorporate the human factors principles.

(3) The operator shall ensure that the maintenance control manual is updated as necessary to keep the information contained therein up to date.

(4) The copies of all amendments to the operator's maintenance control manual shall be furnished promptly to all organisation or person 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 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.

89. Maintenance programme of helicopter

(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 these Regulations.

(2) The design and application of the operator's maintenance programme shall incorporate the human factors principles.

(3) The copies of all amendments to the maintenance programme shall be furnished promptly to all organisations or persons to whom the maintenance programme has been issued.

90. Maintenance records of helicopter

(1) The operator shall maintain and retain records for the periods prescribed in sub regulation (2) and the records may include—

- (a) the total time in service including hours, calendar time and cycles, 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 including hours, calendar time and cycles, 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 sub regulation (1) (a) to (e) shall be kept for at least 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in sub regulation (1) (f) for a at least period of one year after the signing of the maintenance release.

(3) Where there is a temporary change of operator, the records shall be made available to the new operator and in case of a permanent change of operator, the records shall be transferred to the new operator.

91. Continuing airworthiness information of helicopter

(1) The operator of a helicopter over 3175 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, 2020 and the Civil Aviation (Operation of Aircraft Helicopter) Regulations, 2020.

(2) The operator of a helicopter over 3175 kg maximum mass shall obtain and assess continuing airworthiness information and recommendations available from the organisation responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the State of registry.

92. Modifications and repairs of helicopter

(1) All modifications and repairs shall comply with airworthiness requirements acceptable by the State of registry.

(2) The procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained

93. Maintenance release of helicopter

(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 organisation; and
- (d) the identity of the person or persons signing the release.

94. Records of helicopter

(1) The operator of a helicopter shall maintain and retain the following records—

- (a) the major components of the helicopter including the total time in service, the date of the last overhaul, the date of the last inspection;
- (c) instruments and equipment, the serviceability and operating life of the of the helicopter and the time in service; and
- (d) the date of the last inspection.

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

PART VII—AIR OPERATOR CERTIFICATE SECURITY MANAGEMENT

95. Security requirements.

A holder of an air operator certificate shall ensure that all personnel are familiar and comply with the relevant requirements of the national security programmes of Uganda, for the protection of aircraft, facilities and personnel from unlawful interference.

96. Security training programmes.

(1) A holder of an air operator certificate shall establish and maintain an approved security training programme which ensures crew members act in the most appropriate manner to minimise the consequences of acts of unlawful interference.

(2) The security training programme specified in sub-regulation (1) shall, at least include —

- (a) determination of the seriousness of any occurrence;
- (b) crew communication and coordination;
- (c) appropriate self-defence responses;
- (d) use of non-lethal protective devices assigned to crew members whose use is authorised by the Authority;
- (e) understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacker behaviour and passenger responses;
- (f) live situational training exercises regarding various threat conditions;
- (g) flight procedures to protect the aircraft; and
- (h) aircraft search procedures and guidance on least-risk bomb locations where practicable.

(3) A holder of an air operator certificate shall establish and maintain a training programme to acquaint employees with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference.

97. Reporting acts of unlawful interference.

Following an act of unlawful interference on board an aircraft the pilot-in-command or in the absence of a pilot-in-command the air operator certificate holder shall submit, without delay, a report of that act to the designated local authority and the Authority.

98. Aircraft search procedure checklist.

(1) A holder of an air operator certificate shall ensure that there is on board the aircraft, a checklist of the procedures to be followed in searching for a bomb in case of suspected sabotage and for inspecting aircraft for concealed weapons, explosives or other

dangerous devices where a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference.

(2) The checklist referred to in sub-regulation (1) shall be supported by guidelines on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aircraft.

99. Security of the flight crew compartment.

(1) Where an aircraft is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which cabin crew members can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.

(3) Where an aircraft is equipped with a flight crew compartment door in accordance with sub-regulation (1)—

- (a) the door shall be closed and locked from the time all external doors are closed following embarkation until any external door is opened for disembarkation, except when necessary to permit access and egress by authorized persons; and
- (b) means shall be provided for monitoring from the cockpit the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.

100. Provision for stowing of weapons while flying.

Where an operator accepts the carriage of weapons removed from passengers, the aeroplane shall have provision for stowing the weapons in a place where they will not be accessible to any person during flight time.

PART VIII—AIR OPERATOR CERTIFICATE DANGEROUS
GOODS MANAGEMENT

101. Approval to transport dangerous goods.

(1) A holder of an air operator certificate shall not transport dangerous goods unless approved to do so by the Authority and in compliance with the requirements of the International Civil Aviation Organisation technical instructions on the carriage of dangerous goods by air.

(2) A holder of an air operator certificate who contravenes sub regulation (1) and (2) of this Regulation commits an offence and shall be liable on conviction to a fine not exceeding one hundred currency points for each flight or to imprisonment for a term not exceeding three years or to both.

102. Compliance with technical instructions.

(1) A holder of an air operator certificate shall comply with the provisions contained in the Technical Instructions of the Convention on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside Uganda.

(2) The air operator certificate holder shall where dangerous goods are to be transported outside Uganda, review and comply with the appropriate variations notified by Contracting States contained in Attachment 3 to the Technical Instructions.

(3) Articles and substances which would otherwise be classified as dangerous goods are excluded from the provisions of this Part, to the extent specified in the Technical Instructions, provided they are—

- (a) required to be on board the aircraft for operating reasons;
- (b) carried as catering or cabin service supplies;

- (c) carried for use in flight as veterinary aid or as a humane killer for an animal; or
- (d) carried for use in flight for medical aid for a patient, provided that—
 - (i) gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;
 - (ii) drugs, medicines and other medical matter are under the control of trained personnel during the time when they are in use in the aircraft;
 - (iii) equipment containing wet cell batteries is kept and secured in an upright position to prevent spillage of the electrolyte;
 - (iv) proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the pilot-in-command in the interests of safety; or
 - (v) they are carried by passengers or crew members.

(4) Articles and substances intended as replacements for those specified in sub-regulation (3)(a) may be transported on an aircraft as specified in the Technical Instructions.

(5) Where specifically provided for in the Technical Instructions, the Authority may grant an approval provided that in such instances an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions is achieved.

- (6) In instances—
 - (a) of extreme urgency;
 - (b) when other forms of transport are inappropriate; or

- (c) when full compliance with the prescribed requirements is contrary to the public interest, the Authority may grant an exemption from the provisions of the Technical Instructions provided that in those instances every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions.

(7) In case of over flight, if none of the criteria for granting an exemption are relevant, an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

(8) The Authority shall take the necessary measures to achieve compliance with the detailed provisions contained in the Technical Instructions and shall also take the necessary measures to achieve compliance with any amendment to the Technical Instructions which may be published during the specified period of applicability of an edition of the Technical Instructions.

(9) A holder of an air operator certificate who contravenes sub regulation (1) and (2) of this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

103. Operators with no operational approval to transport dangerous goods as cargo.

A holder of an air operator certificate not approved to transport dangerous goods shall establish—

- (a) dangerous goods training programme that meets the requirements of the International Civil Aviation Organisation Technical Instructions, as amended and the requirements of these Regulations;

- (b) dangerous goods policies and procedures in its operations manual to meet the International Civil Aviation Organisation Technical Instructions, as amended and these Regulations to allow operator personnel to—
 - (i) identify and reject undeclared dangerous goods, including COMAT classified as dangerous goods; and
 - (ii) report to the appropriate authorities of the State of the operator and the State in which it occurred any occasions when undeclared dangerous goods are discovered in cargo or mail; and dangerous goods accidents and incidents.

104. Operators transporting dangerous goods as cargo

A holder of an air operator certificate shall not transport dangerous goods unless—

- (a) he or she establishes a dangerous goods training programme that meets the requirements in the Technical Instructions and the requirements of the Civil Aviation Regulations;
- (b) dangerous goods training programme is included in the operations manuals of the operator;
- (c) he or she establishes dangerous goods policies and procedures in its operations manual to meet the Technical Instructions and the Civil Aviation Regulations to enable operator personnel to —
 - (i) identify and reject undeclared or mis-declared dangerous goods, including COMAT classified as dangerous goods;
 - (ii) report to the appropriate authorities of the State of the Operator and the State in which it occurred any occasions when undeclared or misdeclared dangerous goods are discovered in cargo or mail and dangerous goods accidents and incidents;

- (d) he or she reports to the appropriate authorities of the State of the Operator and the State of Origin any occasions when dangerous goods are discovered to have been carried when not loaded, segregated, separated or secured in accordance with the Technical Instructions and without information
- (e) he or she accepts, handles, stores, transports, loads and unloads dangerous goods, including COMAT classified as dangerous goods as cargo on board an aircraft; and
- (f) he or she provides the pilot-in-command with accurate and legible written or printed information concerning dangerous goods that are to be carried as cargo.”
- (g) procedures for carriage of dangerous goods is included in the operator’s Safety Management System.

105. Postal operators transporting dangerous goods

(1) A holder of an air operator certificate approved as a postal operator shall establish—

- (a) procedures for transport of dangerous goods by air in mail; and
- (b) dangerous goods training programmes approved by the authority and the State where the mail is accepted.

(2) For entities other than operators and designated postal operators, the dangerous goods training programme shall be approved by the Authority.

106. Limitations on the transport of dangerous goods.

(1) A holder of an air operator certificate shall take reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstances are not carried on any aircraft.

(2) A holder of an air operator certificate shall take reasonable measures to ensure that articles and substances or other goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances are transported only when—

- (a) they are exempted by the Contracting States concerned under the provisions of the Technical Instructions; or
- (b) the Technical Instructions indicate they may be transported under an approval issued by the State of Origin of the goods.

(3) The dangerous goods described in this regulation are forbidden on aircraft unless exempted by the Authority or unless the provisions of the Technical Instructions indicate they may be transported under an approval granted by the State of Origin—

- (a) dangerous goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances; and
- (b) infected live animals.

(4) The dangerous goods and infected live animals identified in the technical instructions are forbidden on aircraft unless exempted by the Authority or unless the provisions of the Technical Instructions indicate they may be transported under an approval granted by the State of Origin.

(5) A holder of an air operator certificate who contravenes sub regulation (1) and (2) of this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

107. Classification of dangerous goods.

(1) A holder of an air operator certificate shall take all reasonable measures to ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

108. Packaging.

- (1) A holder of an air operator certificate shall ensure that the—
- (a) packages used for the transport of dangerous goods by air are of good quality and constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport due to changes in temperature, humidity, pressure or vibration;
 - (b) packages are suitable for the contents, and packaging in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods;
 - (c) packages meet the material and construction specifications in the Technical Instructions;
 - (d) packages are tested in accordance with the provisions of the Technical Instructions;
 - (e) packages for which retention of a liquid is a basic function are capable of withstanding, without leaking, the pressure stated in the Technical Instructions; and
 - (f) inner packaging is packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging during normal conditions of air transport and the cushioning and absorbent materials will not react dangerously with the contents of the packaging.

(2) A holder of an air operator certificate shall not reuse packaging unless the packaging is inspected and found free from corrosion or other damage and where a packaging is reused, all necessary measures shall be taken to prevent contamination of subsequent contents.

(3) where, due to the nature of their former contents, uncleaned empty packaging are likely to present a hazard, the packaging shall be tightly closed and treated according to the hazard they constitute

(4) Harmful quantity of a dangerous substance shall adhere to the outside of packages.

(5) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

109. Labelling and marking.

(1) A holder of an air operator certificate shall take reasonable measures to ensure that packages, overpacks and freight containers are labelled and marked as specified in the Technical Instructions.

(2) Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions.

(3) Unless otherwise provided for in the Technical Instructions, each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the appropriate provisions of those Instructions and no packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification contained in those Instructions.

(4) Where dangerous goods are carried on a flight which takes place wholly or partly outside Uganda, the air operator certificate holder shall ensure that labelling and marking are in the English and Kiswahili languages.

(5) The operator shall ensure that, the transport document bears a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified, packed, marked, labelled, and in proper condition for transport by air in accordance with the relevant regulations.

(6) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

110. Separation and segregation.

A holder of an air operator certificate shall ensure that—

- (a) packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage;
- (b) packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions; and
- (c) packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions.

111. Securing of dangerous goods cargo loads.

(1) The operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages when dangerous goods subject to the provisions contained herein are loaded in an aircraft.

(2) For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements of regulation 87 (1) (c) are met at all times.

112. Dangerous goods transport document.

(1) A holder of an air operator certificate shall, except where otherwise specified in the Technical Instructions, ensure that, dangerous goods are accompanied by a dangerous goods transport document.

(2) The operator shall ensure that, the transport document bears a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified, packed, marked, labelled, and in proper condition for transport by air in accordance with the relevant regulations.

(3) Where dangerous goods are carried on a flight which takes place wholly or partly outside Uganda, A holder of an operator certificate shall ensure that the English and Kiswahili languages are used for the dangerous goods transport document.

(4) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

113. Acceptance of dangerous goods.

(1) A holder of an air operator certificate shall not accept dangerous goods for transport unless the package, over pack or freight container has been inspected in accordance with the acceptance procedures as stipulated in the Technical Instructions.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction

to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

114. Acceptance checklist

A holder of an air operator certificate shall develop and use an acceptance checklist as an aid in compliance with these Regulations.

115. Inspection for damage, leakage or contamination.

- (1) A holder of an air operator certificate shall ensure that—
 - (a) packages, overpacks and freight containers are inspected for evidence of leakage or damage immediately prior to loading on an aircraft or into a unit load device, as specified in the Technical Instructions;
 - (b) a unit load device is not loaded on an aircraft unless it has been inspected as required by the Technical Instructions and found free from any evidence of leakage, or damage from, the dangerous goods it contains;
 - (c) leaking or damaged packages, overpacks or freight containers are not loaded on an aircraft;
 - (d) any package of dangerous goods found on an aircraft and which appears to be damaged or leaking is removed or arrangements made for its removal by an appropriate authority or organisation;
 - (e) after removal of any leaking or damaged goods, the remainder of the consignment is inspected to ensure it is in a proper condition for transport and that no further damage or contamination has occurred to the aircraft or its load; and
 - (f) packages, overpacks and freight containers are inspected for signs of damage or leakage upon unloading from an aircraft or from a unit load device and, if there is evidence of damage or leakage, the area where the dangerous goods were stowed shall be inspected for damage or contamination.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

116. Removal of contamination.

(1) A holder of an air operator certificate shall ensure that—

- (a) any contamination found as a result of the leakage or damage of dangerous goods is removed without delay; and
- (b) an aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned until the radiation level at any accessible surface and the non- fixed contamination are not more than the values specified in the Technical Instructions.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

117. Loading restrictions.

(1) A holder of an air operator certificate shall ensure that-

- (a) dangerous goods are not carried in an aircraft cabin occupied by passengers or in the cockpit, unless otherwise specified in the Technical Instructions;
- (b) dangerous goods are loaded, segregated, stowed and secured on an aircraft as specified in the Technical Instructions; and
- (c) packages of dangerous goods bearing the “Cargo aircraft only” label shall be loaded in accordance with the provisions in the Technical Instructions.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

118. Provision of information.

- (1) A holder of an air operator certificate shall ensure that—
- (a) information is provided to enable ground staff to carry out their duties with regard to the transport of dangerous goods, including the actions to be taken in the event of incidents and accidents involving dangerous goods; and
 - (b) where applicable, the information referred to in paragraph (a) is provided to the handling agent.

(2) A holder of an air operator certificate shall ensure that information is promulgated as required by the Technical Instructions so that passengers are warned as to the types of goods which they are forbidden from transporting on board an aircraft and, where applicable, the handling agent shall ensure that notices are provided at acceptance points for cargo giving information about them.

(3) A holder of an air operator certificate shall ensure that information is provided in the operations manual to enable crew members to carry out their responsibilities in regard to the transport of dangerous goods, including the actions to be taken in the event of emergencies involving dangerous goods.

(4) A holder of an air operator certificate shall ensure that the pilot-in- command is provided with written information on dangerous goods carried on board the aircraft in the manner and form specified in the Technical Instructions.

(5) A holder of an air operator certificate involved in an aircraft incident or accident shall—

- (a) as soon as possible, inform the Authority and the appropriate authority of the State in which the aircraft incident or accident occurred of any dangerous goods carried; and
- (b) on request by the Authority, provide any information required to minimise the hazards created by any dangerous goods carried.

(6) A holder of the air operator certificate shall ensure that all personnel, including third-party personnel, involved in the acceptance, handling, loading and unloading of cargo are informed of the operator's operational approval and limitations with regard to the transport of dangerous goods.

(7) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

119. Training programmes.

(1) A holder of an air operator certificate shall establish, maintain, and have approved by the Authority, staff training programmes, as required by the Technical Instructions.

(2) A holder of an air operator certificate without a permanent approval to carry dangerous goods shall ensure that—

- (a) staff who are engaged in general cargo handling have received training to carry out their duties in respect of dangerous goods to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and what requests apply to the carriage of such goods by passengers and the training shall at least cover—
 - (i) general philosophy;

- (ii) package marking and labelling;
 - (iii) dangerous goods in passenger's baggage; and
 - (iv) emergency procedures.
- (b) crew members, passenger handling staff, and security staff employed by a holder of an air operator certificate to deal with the screening of passengers and their baggage, have received training to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers and the training shall at least cover-
- (i) general philosophy;
 - (ii) limitations on dangerous goods in air transport;
 - (iii) package marking and labelling;
 - (iv) dangerous goods in passenger's baggage; and
 - (v) emergency procedures.
- (3) A holder of an air operator certificate holding a permanent approval to carry dangerous goods shall ensure that—
- (a) staff who are engaged in the acceptance of dangerous goods have received training and are qualified to carry out their duties which covers as at least, the areas identified in Column 1 of the table in Schedule 9 to ensure that the staff can take good decisions on the acceptance or refusal of dangerous goods offered for carriage by air;
 - (b) staff who are engaged in ground handling, storage and loading of dangerous goods have received training to enable them to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column 2 of table in Schedule 9 to ensure that the staff gain an awareness of the hazards associated with dangerous goods, how to identify such goods and how to handle and load them;

- (c) staff who are engaged in general cargo handling have received training in the areas prescribed to enable them to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column 3 of table in Schedule 9 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and how to handle and load them;
 - (d) flight crew members have received training in the areas identified in Column 4 of table in Schedule 9 and ensure that the staff is aware of hazards associated with dangerous goods and how they should be carried on an aircraft; and
 - (e) passenger handling staff and security staff used by the holder of an air operator certificate dealing with the screening of passengers and their baggage and crew members, other than flight crew members, have received training in the areas identified in Column 5 of table in Schedule 9 to ensure that the staff and the security staff gain awareness of the hazards associated with dangerous goods and the requirements that apply to the carriage of those goods by passengers or, more generally, their carriage on an aircraft.
- (4) A holder of an air operator certificate shall ensure that—
- (a) all staff who require dangerous goods training receive recurrent training at intervals of not exceeding two years;
 - (b) the records of dangerous goods training are maintained for all staff trained in accordance with the provisions of this regulation; and
 - (c) the handling agent's staff are trained in accordance with sub regulation (2) and the applicable column of table in Schedule 9.

120. Dangerous goods incident and accident reports.

(1) A holder of an air operator certificate shall report to the Authority—

- (a) dangerous goods incidents and accidents; and
- (b) un-declared or mis-declared dangerous goods discovered in the cargo or passenger baggage within seventy-two hours of the incident, accident or discovery unless exceptional circumstances prevent such reporting within the time stipulated.

(2) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

121. Information in the event of an aircraft accident or incident.

(1) In the event of—

- (a) an aircraft accident; or
- (b) a serious incident where dangerous goods carried as cargo may be involved, the operator of the aircraft carrying dangerous goods as cargo shall provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command.

(2) The operator shall provide the information in sub regulation (1) (b) as soon as possible to the appropriate authorities of the State of the operator and the State in which the accident or serious incident occurred.

(3) In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo shall, when requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which

the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command.

122. Dangerous goods security measures

The Authority shall establish dangerous goods security measures applicable to shippers, operators and other individual engaged in the transport of dangerous goods by air to be taken to minimum safety or misuse of dangerous goods that may endanger persons, property or the environment.

PART IX—EXEMPTIONS

123. Requirements for application.

(1) A person may apply to the Authority for an exemption from the application of these Regulations.

(2) An application for an exemption shall be submitted at least sixty days in advance of the proposed effective date, to obtain timely review.

(3) An application for an exemption must contain the applicant's—

- (a) name;
- (b) physical address and mailing address;
- (c) telephone number;
- (d) fax number if available; and
- (e) e-mail address if available.

(4) The application shall be accompanied by a fee prescribed by the Authority, for technical evaluation.

124. Substance of the application for exemption.

(1) An application for an exemption shall contain the following—

- (a) a citation of the specific requirement from which the applicant seeks exemption;
- (b) an explanation of why the exemption is needed;
- (c) a description of the type of operations to be conducted under the proposed exemption;
- (d) the proposed duration of the exemption;
- (e) an explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
- (f) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question;
- (g) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware; and
- (h) if the applicant seeks to operate under the proposed exemption outside of Uganda's airspace, an indication whether the exemption would contravene any provision of the Standards and Recommended Practices of the Convention as well as the Regulations pertaining to the airspace in which the operation will occur.

(2) Where the applicant seeks expeditious processing, the application shall contain supporting facts and reason why the application was not timely filed, and the reason it is an emergency.

(3) The Authority may deny an application if the Authority finds that the applicant has not justified the failure to apply for an exemption in a timely fashion.

125. Initial review by the Authority.

(1) The Authority shall review an application for accuracy and compliance with the requirements of regulation 123 and 124.

(2) Where the application appears on its face to satisfy the provisions of this regulation and the Authority determines that a review of its merits is justified, the Authority will publish a detailed summary of the application in either the Uganda Gazette, aeronautical information circular or at least one local daily newspaper for comment and specify the date by which comments must be received by the Authority for consideration.

(3) Where the requirements of regulations 123 and 124 have not been met, the Authority will notify the applicant and take no further action until the applicant corrects the application and submits it in accordance with these Regulations.

(4) Where the application is for emergency relief, the Authority shall publish the application or the Authority's decision as soon as possible.

126. Evaluation of the request.

(1) The Authority shall, where the requirements have been satisfied, evaluate the application using the following criteria—

- (a) whether an exemption would be in the public interest;
- (b) whether the applicant's proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) whether a grant of the exemption would contravene the applicable Standards and Recommended Practices of the Convention; and

(2) The Authority shall basing on the criteria in sub-regulation (1) make a recommendation on whether the application should be granted or denied, and state the conditions or limitations that should be part of the exemption.

(3) The Authority shall in writing notify the applicant of its evaluation and decision and publish a detailed summary of the evaluation and the decision in the Gazette, the aeronautical information circular or at least one daily local newspaper.

(4) The summary referred to in sub-regulation (3) shall specify the duration of the exemption and any conditions or limitations of the exemption where the exemption is granted.

PART X — GENERAL PROVISIONS

127. Possession of an air operator certificate.

(1) A holder of an air operator certificate or authorisation issued by the Authority shall have physical possession of the air operator certificate or authorisation or at the work site when exercising the privileges of that certificate or authorisation.

(2) A flight crew of a foreign registered aircraft shall hold a valid air operator certificate or authorisation issued by the Authority and have physical possession of the air operator certificate or authorisation issued by the Authority or at the work site when exercising the privileges of the air operator certificate or authorisation issued by the Authority.

(3) A holder of an air operator certificate who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

128. Drug and alcohol testing and reporting.

(1) A person who performs a function requiring an air operator certificate or authorisation issued by the Authority under these Regulations directly or by contract under the provisions of these Regulations may be tested for drug or alcohol usage.

(2) Where the Authority or any person authorised by the Authority finds it necessary to test a person referred to in sub regulation (1) for the percentage by weight of alcohol in the blood, or for the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, and that person—

- (a) refuses to submit to the test; or
- (b) having submitted to the test, refuses to authorise the release of the test results the Authority may suspend or revoke the air operator certificate or authorisation issued by the Authority of the air operator certificate holder that employs that person.

(3) The Authority shall, in determining whether to suspend or revoke the certificate of the holder of air operator certificate, consider all relevant factors, including—

- (a) whether the air operator certificate holder had knowledge of the drug or alcohol use;
- (b) whether the air operator certificate holder encourage the person to refuse the drug or alcohol test;
- (c) whether the air operator certificate holder dismissed the person who failed or refused the drug tests; or
- (d) the position that person held with the air operator certificate holder.

(4) The Authority shall require the air operator certificate holder to show cause why that person should not be dismissed from the employment of the air operator certificate holder.

(5) A person who is convicted, in or outside Uganda, for any offence relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, shall be dismissed from the employment of the air operator certificate holder.

(6) The Authority may suspend or revoke the certificate of a holder of an air operator certificate where a holder of an operator certificate refuses to dismiss from his or her employment a person convicted under sub regulation (5).

129. Inspection of air operator certificate or authorisation.

(1) A person who holds an air operator certificate, or authorisation required by these Regulations shall present it for inspection upon request from the Authority or any other person authorised by the Authority.

(2) A person who contravenes this Regulation commits an offence and shall be liable on conviction to a fine not exceeding fifty currency points for each flight or to imprisonment for a term not exceeding one year or to both.

130. Change of name.

(1) A holder of an air operator certificate or authorisation issued under these Regulations may apply to change the name on air operator certificate or authorisation.

(2) The holder shall include with any such request—

- (a) the current air operator certificate holder or authorisation; and
- (b) a court order, or other legal document verifying the name change

(3) The Authority may change the name on the air operator certificate holder or authorisation and issue a replacement.

(4) The Authority shall return to the air operator certificate holder or the holder of an authorisation issued under these Regulations, the original documents specified in sub-regulation 2(b) and retain copies and return the replaced licence, certificate or authorisation with the appropriate endorsement.

131. Change of address.

(1) A holder of an air operator certificate or authorisation issued under these Regulations shall notify the Authority of the change in the physical and mailing address and shall in the case of—

- (a) physical address, notify the Authority at least fourteen days in advance; and
- (b) mailing address, notify the Authority upon the change of the mailing address.

(2) A person who does not notify the Authority of the change in the physical address or notify the Authority upon change of mailing address within the time frame specified in sub-regulation (1) shall not exercise the privileges of the air operator certificate or authorisation.

132. Replacement of documents.

A person may apply to the Authority in the prescribed form for replacement of documents issued under these Regulations if such documents are lost or destroyed.

133. Air operator certificate suspension and revocation.

(1) The Authority shall, where it considers it to be in the public interest, suspend provisionally, pending further investigation, any certificate, approval, exemption, authorisation or other document issued, granted or having effect under these Regulations.

(2) The Authority shall, upon the completion of an investigation where there is sufficient ground to its satisfaction and where it

considers it to be in the public interest, revoke, suspend, or vary an air operator certificate, approval, exemption or any other document issued under these Regulations.

(3) The Authority shall, where it considers it to be in the public interest, prevent any person or aircraft from flying.

(4) A holder or any person having the possession or custody of any certificate, approval, exemption or other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within fourteen days from the date of revocation, suspension or variation.

(5) The breach of any condition subject to which an air operator certificate, approval, authorisation, exemption or any other document has been granted or issued under these Regulations shall render the document invalid during the continuance of the breach.

134. Use and retention of documents and records.

(1) A person shall not—

- (a) use an air operator certificate, authorisation, exemption or any other document issued under these Regulations which has been forged, altered, revoked, or suspended, or to which he is not entitled;
- (b) forge or alter an air operator certificate, authorisation, exemption or any other document issued under these Regulations;
- (c) lend an air operator certificate, authorisation, permission, exemption or any other document issued under these Regulations to another person;
- (d) make any false representation for the purpose of procuring for himself or any other person the issue, renewal, or variation of an air operator certificate, authorisation, or exemption or any other document; or

- (e) during the period for which it is required under these Regulations to be preserved, a person shall not mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under these Regulations to be maintained, or knowingly make, or procure or assist in the making of, any false entry in any such record, or wilfully omit to make a material entry in such record.

(2) All records required to be maintained by or under these Regulations shall be recorded in a permanent and indelible material.

(3) A person purport shall not issue any certificate, document or exemption under these Regulations unless he is authorised to do so by the Authority.

(4) The Authority shall not issue an air operator certificate, authorisation, exemption or any other document unless the Authority has satisfied itself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

(5) A person who contravenes sub regulation (1), (2) and (3) of this Regulation commits an offence and shall be liable on conviction to a fine not exceeding one hundred currency points for each flight or to imprisonment for a term not exceeding three years or to both.

135. Report of violation.

(1) A person who knows of a violation of the Act, or Rules, or Regulation, or order issued under the Act, shall report it to the Authority.

(2) The Authority shall determine the nature and type of any additional investigation or enforcement action that should be taken.

136. Enforcement of direction.

(1) A person who fails or refuses to comply with any direction given to him by the Authority or by an authorised person under these Regulations contravenes these Regulations.

(2) The Authority shall take enforcement action on any regulated entity that fails to comply with any of the provisions of these Regulations.

(3) The Inspectors of the Authority shall take necessary actions to preserve safety of the passengers or goods wherever there is reasonable suspicion that any of the provisions of these Regulations is being contravened.

(4) The necessary actions referred to under sub regulation (3), may include —

- (a) In case of a regulated entity, imposition of operating restrictions until such a time the existing conditions has been resolved; and
- (b) In case of a licensed personnel, require that the individual does not exercise the privileges of the licence until such a time that the existing conditions has been resolved.

(5) In carrying out enforcement actions pursuant to the provisions of sub-regulations (3), the inspectors of the Authority shall invoke the powers with due care and act in good faith in the interest of preserving safety of passengers or goods.

(6) A person who fails or refuses to comply with any direction given to him by the Authority or by an authorised person under these Regulations commits an offence and shall be liable on conviction to a fine not exceeding one hundred currency points for each flight or to imprisonment for a term not exceeding three years or to both.

137. Aeronautical user fees.

(1) The Authority shall prescribe the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, licence or such other document, including the issue of a copy or the undergoing of any examination, test, inspection or investigation or the grant of any or approval, required by, or for the purpose of these Regulations any orders, notices or proclamations made.

(2) Upon an application being made in connection with which any fee is chargeable in accordance with the provisions of sub-regulation (1), the applicant shall be required, to pay the prescribed fee.

(3) Where, after a payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is refused, the Authority shall not refund the payment made.

138. Application of Regulations to Government and visiting forces, etc.

(1) These Regulations shall apply to an aircraft, not being military aircraft, belonging to or exclusively employed in the service of the Government, and for the purposes of such application, the department or other authority for the time being responsible for management of the aircraft shall be deemed to be the operator of the aircraft, and in the case of an aircraft belonging to the Government, to be the owner of the interest of the Government in the aircraft.

(2) Except as otherwise expressly provided, the naval, military and air force authorities and member of any visiting force and property held or used for the purpose of such a force shall be exempt from the provision of these regulations to the same extent that the visiting force formed part of the military force of Uganda.

139. Extra-territorial application of Regulations.

Except where the context otherwise requires, the provisions of these Regulations shall—

- (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in Uganda, apply to such aircraft wherever it may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, apply to an aircraft that is within Uganda;
- (c) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything by any person in, or by any of the crew of, any aircraft registered in Uganda, shall apply to a person and crew, wherever they may be; and
- (d) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything in relation to any aircraft registered in Uganda by other persons shall, where such persons are citizens of Uganda, apply to them wherever they may be.

PART XI—OFFENCES AND PENALTIES

140. Contravention of Regulations.

A person who contravenes any provision of these Regulations may have his or her licence, certificate, approval, authorisation, exemption or other such document revoked or suspended.

141. Liability.

A person who contravenes these Regulations, where the air operator certificate holder or pilot-in-command is not in contravention of these Regulations shall be liable for the contravention unless he or she proves that the contravention occurred without his or her consent, connivance and knowledge and shall prove that he or she exercised all due diligence to prevent the contravention.

142. Revocation and savings.

(1) The Civil Aviation (Air Operator Certification and Administration) Regulations 2014, S.I. No. 58 of 2014 is here by revoked.

(2) A valid certificate issued by the Authority before the commencement of these Regulations shall, until its expiry, have effect as if issued under these Regulations.

SCHEDULES

SCHEDULE 1

Regulation 2

A currency point is equivalent to twenty thousand Uganda shillings.

SCHEDULE 2

FORMAT OF AIR OPERATOR CERTIFICATE (AOC)

AIR OPERATOR CERTIFICATE		
1	STATE OF THE OPERATOR ²	1
	ISSUING AUTHORITY ³	
AOC #4: Expiry date ⁵	OPERATOR NAME 6 Dba trading name ⁷ : Operator address 8: Telephone 9: Fax: E-mail:	OPERATIONAL POINTS OF CONTACT ¹⁰ Contact details, at which operational management can be contacted without undue delay, are listed in _____ ¹¹ .
This certificate certifies that _____ ¹² is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual and the _____ ¹³ .		
Date of issue ¹⁴	Name and signature ¹⁵ : Title:	

Notes.—

1. *For use of the State of the Operator.*
2. *Replace by the name of the State of the Operator.*
3. *Replace by the identification of the issuing authority of the State of the Operator.*
4. *Unique air operator certificate number, as issued by the State of the Operator.*
5. *Date after which the air operator certificate 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 air operator certificate (dd-mm-yyyy).*
15. *Title, name and signature of the authority representative. In addition, an official stamp may be applied on the air operator certificate.*

SCHEDULE 3

OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)				
ISSUING AUTHORITY CONTACT DETAILS ¹				
Telephone: _____		Fax: _____		Email: _____
AOC# ² : _____		Operator name ³ : _____		Date ⁴ : _____ Signature: _____
Dba trading name: _____				
Aircraft model ⁵ : _____				
Types of operation: Commercial air transportation <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo <input type="checkbox"/> Other ⁶ : _____				
Area(s) of operation ⁷ : _____				
Special limitations ⁸ : _____				
SPECIFIC APPROVAL	YES	NO	DESCRIPTION ⁹	REMARKS
Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low visibility operations				
Approach and landing Take-off	<input type="checkbox"/>	<input type="checkbox"/>	CAT ¹⁰ : ___ RVR: ___m DH: ___ft	
Operational credit(s)	<input type="checkbox"/>	<input type="checkbox"/>	RVR ¹¹ : ___m	
	<input type="checkbox"/>	<input type="checkbox"/>	¹²	
RVSM ¹³ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
EDTO ¹⁴ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Threshold time ¹⁵ : ___minutes	
			Maximum diversion time ¹⁶ : ___minutes	
AR navigation specifications for PBN operations	<input type="checkbox"/>	<input type="checkbox"/>	¹⁶	
Continuing airworthiness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	¹⁷	
EFB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	¹⁸	
Other ¹⁹	<input type="checkbox"/>	<input type="checkbox"/>		

Notes.—

1. *Telephone and fax contact details of the authority, including the country code. Email 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 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. *List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operational credit(s) granted.*
13. *"Not applicable (N/A)" box may be checked only if the aircraft maximum ceiling is below FL 290.*

14. *If extended diversion time operations (EDTO) approval does not apply based on the provisions in Chapter 4, 4.7, select “N/A”. Otherwise a threshold time and maximum diversion time must be specified.*
15. *The threshold time and maximum diversion time may also be listed in distance (NM), as well as the engine type.*
16. *Performance-based navigation (PBN): one line is used for each PBN AR navigation specification approval (e.g. RNP AR APCH), with appropriate limitations listed in the “Description” column.*
17. *Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).*
18. *List the EFB functions with any applicable limitations.*
19. *Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).*

SCHEDULE 4

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

1.1 INTRODUCTION

1.2 Purpose and scope of manuals

1.3 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.

1.4 A statement that the manual contains operational instructions that are to be complied with by the relevant personnel in the performance of their duties.

1.5 List of manuals comprising operations manual

1.6 A list and brief description of the various operations manual parts, their contents, applicability and use.

1.7 Manuals to be carried on aircraft

1.8 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 ORGANISATION

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 air operator certificate 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) Programmes to achieve and maintain risk awareness by all persons involved in flight operations; and
 - (b) Evaluation of accidents and incidents and the promulgation of related information.

- 2.11 A description of the objectives, procedures and responsibilities necessary to exercise operational control with respect to flight safety.
- 2.12 A description of the quality system adopted.
- 2.13 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.
- 2.14 Rules limiting the flight time and flight duty periods and providing for adequate rest periods for flight crew members and cabin crew.
- 2.15 A list of the navigational equipment to be carried including any requirements relating to operations in RNP airspace.
- 2.16 Where relevant to the operations, the long-range navigation procedures, engine failure procedure for EDTO 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 refuelling 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 approved maintenance organisation 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.
- 1.40 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 operator certificate) Regulation, for pilots-in command of intercepted aircraft; and
 - (b) visual signals for use by intercepting and intercepted aircraft. For aeroplanes intended to be operated above 15 000 m (49 000 ft)
 - (c) 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
 - (d) procedures in the event that a decision to descend is taken, covering—
 - (i) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and
 - (ii) the action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.
- 2.45 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.

2.46 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) Refuelling 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, inflight 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 recognising them shall be included.
- 4.10 Flight crew – acknowledgement of calls during take-off and landing;
- 4.11 Flight crew – querying of deviations from flight plan;
- 4.12 Flight crew – consumption of alcohol, narcotics and drugs;
- 4.13 Flight crew – wearing of harness for take-off and landing;
- 4.14 Flight crew – simulation of emergencies not permitted when carrying passengers;
- 4.15 Crew members – physiological factors;
- 4.16 Operation of radio in aircraft;

- 4.17 Radio checking procedure;
- 4.18 Altimeter checking procedure
- 4.19 Operation of flight data recorder.
- 4.20 Procedures for the use of cosmic or solar radiation detection equipment and for recording its readings including actions to be taken in the event that limit values specified in the operations manual are exceeded. In addition, the procedures, including ATC procedures, to be followed in the event that a decision to descend or re-route is taken.
- 4.21 All Weather Operations
- 4.22 Use of the minimum equipment list and configuration deviation list
- 4.23 Procedures and limitations for—
 - (a) training flights;
 - (b) test flights;
 - (c) delivery flights;
 - (d) ferry flights;
 - (e) demonstration flights; and
 - (f) positioning flights, including the kind of persons who may be carried on such flights.
- 4.24 Rules of the air including the ground/air visual codes for use by survivors, description and use of signal aids;
- 4.25 Emergency evacuation procedures;
- 4.26 Procedures in event of pressurization failure.
- 4.27 Procedure for use of ground-air visual signal code by survivors

5.0 FLIGHT TIME LIMITATIONS

5.1 Definitions of—

- (a) flight time;
- (b) Duty period;
- (c) Flying duty period;
- (d) Split duty;
- (f) positioning;
- (g) standby duty;
- (h) rest period;
- (i) time-off;
- (j) day;
- (k) local daylight;
- (l) 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) discretion of the pilot-in-command 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 air operator certificate;
- 6.2 Application for air operator certificate;
- 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 unauthorised 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 air operator certificate 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 Vref;
- 7.5 Check of safety altitude before descent;
- 7.6 Emergency drill—items to be covered;
- 7.7 Checklists for two pilot crews;
- 7.8 Checklist for flight engineers;
- 7.9 Checklist for single pilot crews;
- 7.10 Instruction that checklist must be used;
- 7.11 Requirement for cabin crew to be issued with individual copies of emergency evacuation duties.
- 7.12 Instructions on the use of autopilot and auto throttle in IMC

8.0 FUEL FLIGHT PLANNING AND RECORDS

- 8.1 Flight planning formula;
- 8.2 Island reserve;
- 8.3 Rules for replanning in flight;
- 8.4 Effect on fuel consumption of use of ancillary equipment;
- 8.5 Effect on fuel consumption of engine or system failures;
- 8.6 Fuel consumption records in flight (every hour);
- 8.7 Records of uplift and fuel states;
- 8.8 Retention of fuel records—
 - (a) technical logs; and
 - (b) in-flight records.
- 8.9 Retention of fuel records and navigation logs;
- 8.10 Refuelling with passengers on board – special instructions;
- 8.11 Fumes in aircraft;
- 8.12 Jettisoning fuel – special precaution

(C) AREAS, ROUTES AND AERODROMES

1.0 ROUTE OPERATING INFORMATION

- 1.1 Company policy on—
 - (a) flights on and off airways;
 - (b) nomination of alternate aerodromes (heliports);
 - (c) operation of VFR flights; and
 - (d) cancellation of IFR flight plans

- 1.2 Details of air operator certificate holder's 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.
- 1.9 Use of prepared navigational flight plans;
- 1.10 Where relevant Long range and EDTO procedures;
- 1.11 Navigation log forms for use by navigators;
- 1.12 Radio equipment required to be carried;
- 1.13 Operation of radio in aircraft;
- 1.14 Procedure for pilot-in-command observing an accident;
- 1.15 Radio failure procedures;
- 1.16 Minimum safe altitudes and methods of determining the MSA;
- 1.17 Procedures for operating above 15000 m (49000ft);
- 1.18 Terrain clearance following loss of engine(s);
- 1.19 Minimum aerodrome facilities for approach and landing;
- 1.20 Methods for determining aerodrome operating minima;

- 1.21 Documents to be carried on commercial air transport aircraft;
- 1.22 Details of aircraft library and navigation bag;
- 1.23 Flying staff instructions or notices—
 - (a) operational;
 - (b) technical;
 - (c) administration; and
 - (d) time limit after issue.
- 1.24 Requirement to carry life rafts;
- 1.25 Provision and use of oxygen;
- 1.26 Briefing of passengers in use of oxygen;
- 1.27 Noise abatement procedures;
- 1.28 Allowable deficiencies—guidance to pilots-in-command
- 1.29 Procedures for operating in, and/or avoiding, and reporting potentially hazardous atmospheric conditions including—
 - (a) thunderstorms;
 - (b) icing conditions;
 - (c) turbulence;
 - (d) windshear;
 - (e) jet stream;
 - (f) volcanic ash clouds;

- (g) heavy precipitation;
- (h) sand storms;
- (i) mountain waves; and
- (j) significant temperature inversions.

1.30 Procedure for familiarization with areas, routes and aerodromes

1.31 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;
- 2.4 Conditions for commencing a flight and departure contingency procedures;
- 2.5 Conditions for commencing or continuing an approach;
- 2.6 Stabilized approach procedures and limitations on high rates of descend near the surface;

- 2.7 Definitions of—
- (a) decision height;
 - (b) approach to landing;
 - (c) circling approach procedures; and
 - (d) RVR, etc;
 - (e) Stabilized approach.
- 2.8 Minima for pilots-in-command with limited experience on type;
- 2.9 Take-off and landing when an RVR is reported;
- 2.10 Take-off and landing when RVR is reported from more than one position on the runway;
- 2.11 Instructions concerning landing in shallow fog;
- 2.12 Alternate for each intended destination to be specified;
- 2.13 General guidance concerning selection of alternate aerodrome;
- 2.14 Guidance concerning selection of ‘return’ alternate;
- 2.15 Instructions concerning the use of return alternate—weather below landing minima;
- 2.16 Minima for aerodromes without approach aids;
- 2.18 Special minima for non-public transport flights;
- 2.19 Special rules for aircraft with performance category C, D or E;
- 2.20 Calculation of in-flight visibility for manoeuvring;
- 2.21 Relationship between RVR and DH;

- 2.22 Conversion of reported MET visibility to RVR; and
- 2.23 Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.

3.0 PERFORMANCE DATA

- 3.1 Simplified Regulated Take Off Mass (RTOM) or landing mass data;
- 3.2 Calculation of VNO, VNe, etc;
- 3.3 Calculation of V1, V2 and Vref;
- 3.4 En-route performance, limitations;
- 3.5 Flights over water;
- 3.6 Effect on performance of take-off procedures at particular aerodromes;
- 3.7 Effect of noise abatement requirements;
- 3.8 Abnormal pressurization affecting performance;
- 3.9 Definitions of—
 - (a) landing distance;
 - (b) take-off distance; and
 - (c) emergency distance, etc.
- 3.10 Factors arising from runway surface conditions—
 - (a) water;
 - (b) snow and slush;
 - (c) ice; and
 - (d) grass.

- 3.11 Minimum strip width after snow clearance;
- 3.12 Cross-wind limitations;
- 3.13 Maximum wind velocity – light aircraft;
- 3.14 Airworthiness or flight manual approval for above;
- 3.15 Flight manual performance figures;
- 3.16 Compliance with any special handling instructions NOT specified in Certificate of Airworthiness or Flight Manual;
- 3.17 Ferry flights with one engine inoperative;
- 3.18 Handling techniques – one engine inoperative;
- 3.19 Weather and route limitations; and
- 3.20 Fuel consumption.

4.0 TECHNICAL INFORMATION

- 4.1 Airframe leading particulars;
- 4.2 Simplified description of systems;
- 4.3 System pressures;
- 4.4 Fuel system;
- 4.5 Flying controls, etc;
- 4.6 Airframe limitations—
 - (a) VNO;
 - (b) VNE; and
 - (c) VMO/MMO, etc;

- 4.7 Engine – basic details;
- 4.8 Engine limitations;
- 4.9 Engine handling procedures;
- 4.10 Approved types of—
 - (a) fuel;
 - (b) oil;
 - (c) coolant;
 - (d) hydraulic fluid;
 - (e) water/methanol;
 - (f) anti-icing fluid, etc;
- 4.11 Replenishment of all systems;
- 4.12 Refuelling 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;
- 4.20 Radio equipment – general description;
- 4.21 Radio equipment – operating instructions;
- 4.22 Operating instructions for—
 - (a) auto-pilot;

- (b) flight director system;
 - (c) flight recorder; and
 - (d) special navigation equipment, etc.
- 4.23 Pre-flight inspections by crew;
- 4.24 Abnormal drills—
- (a) inverter failure;
 - (b) flight systems failures, etc;
- 4.25 Aircraft handling techniques—
- (a) following loss of engine;
 - (b) in turbulence; and
 - (c) on slippery surfaces, etc.;
- 4.26 Safety precautions (no smoking);
- 4.27 Operation with defective fuel tank;
- 4.28 Method of use of oxygen.

(D) TRAINING

1.1 Training Syllabi And Checking Programmes

1.2 General Requirements.

Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight shall be developed to meet the respective requirements of the Authority. A holder of an air operator certificate may not use, nor may any person serve in a required crew member capacity or operational capacity unless that person meets the training and currency requirements established by the Authority for that respective position.

1.3 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 crew members for each type of aircraft flown by that crew member. This written training programme shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crew member.
- (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 air operator certificate 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.

1.4 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 air operator certificate holder's operating manual;
- (d) appropriate emergency training as required by the Authority and the air operator certificate 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.

1.5 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 coordination;
- (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 crew members 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.

1.6 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, labelling, and documentation of dangerous articles and magnetised 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.

1.7 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.

2.1 Procedures for Training and Checking

2.2 Proficiency Checking Procedure

Procedures to be applied in the event that personnel do not achieve or maintain the required standards.

2.3 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.

3.1 Document Retention

3.2 Documentation To Be Stored And Storage Periods

A holder of an air operator certificate shall retain all documentation required by appropriate Authority or the Authority of a foreign country in which the air operator certificate 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.

SCHEDULE 5

AIRCRAFT OPERATING MANUAL

1.1 General Information and Units of Measurement

1.2 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.

2.1 Limitations

2.2 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

3.1 Operating Procedures

3.2 Normal Procedures

The normal procedures and duties assigned to the crew, the appropriate checklists, the system for use of the checklists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following normal procedures and duties shall be included—

- (a) pre-flight;
- (b) pre-departure and loading;
- (c) altimeter setting and checking;
- (d) Taxi, Take-Off and Climb;
- (e) noise abatement;
- (f) cruise and descent;
- (g) approach, landing preparation and briefing;
- (h) VFR approach;
- (i) instrument approach;
- (j) visual approach and circling;

- (k) missed approach;
- (l) normal landing;
- (m) post landing; and
- (n) operation on wet and contaminated runways.

3.3 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;
- (g) communications;
- (h) flight safety;
- (i) push-back and towing procedures;
- (j) taxi guidelines and ramp signals;
- (k) take-off and climb out procedures;
- (l) choice of runway;
- (m) take-off in limited visibility;

- (n) take-off in adverse weather;
- (o) use and limitations of weather radar;
- (p) use of landing lights;
- (q) monitoring of flight instruments;
- (r) power settings for take-off;
- (s) malfunctions during take-off;
- (t) rejected take-off decision;
- (u) climb, best angle, best rate;
- (v) sterile cockpit procedures;
- (w) en route and holding procedures;
- (x) cruise control;
- (y) navigation log book;
- (z) descent, approach and landing procedures;
- (aa) standard call-outs;
- (bb) reporting maintenance problems;
- (cc) how to obtain maintenance and service en route.

3.4 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;
- (l) TCAS warning;
- (m) windshear; and
- (n) emergency landing/ditching;
- (o) aircraft evacuation;

- (p) fuel Jettisoning and Overweight Landing—
 - (i) general considerations and policy;
 - (ii) fuel jettisoning procedures and precautions
- (q) emergency procedures—
 - (i) emergency decent;
 - (ii) low fuel;
 - (iii) dangerous goods incident or accident.
- (r) interception procedures;
- (s) emergency signal for cabin attendants;
- (t) communication Procedures;
- (u) radio listening watch.

4.1 Performance Data

4.2 Performance data shall be provided in a form in which it can be used without difficulty.

4.3 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).

4.5 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.

4.6 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.

4.7 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).

5.1 Flight Planning.

5.2 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, EDTO and flights to isolated airports shall be included.

5.3 Fuel Calculations.

The method for calculating fuel needed for the various stages of flight.

6.1 Mass and Balance.

6.2 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.

7.1 Loading.

7.2 Loading Procedures

Procedures and provisions for loading and securing the load in the aircraft.

7.3 Loading Dangerous Goods

The operations manual shall contain a method to notify the PIC when dangerous goods are loaded in the aircraft.

8.1 Survival And Emergency Equipment Including Oxygen

8.2 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.

8.3 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.

8.4 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 signalling devices;
- (g) Evacuation slides;
- (h) Emergency lighting

9.1 Emergency Evacuation Procedures

9.2 Instructions for Emergency Evacuation

Instructions for preparation for emergency evacuation including, crew co-ordination and emergency station assignment.

9.3 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.

10.1 Aircraft Systems.

10.2 Aircraft Systems

A description of the aircraft systems, related controls and indications and operating instructions.

10.1 Route and Airport Instructions and Information (optional for this manual)

10.2 Instructions and Information

Instructions and information relating to communications,

navigation and airports including minimum flight levels and altitudes for each route to be flown and operating minima for each airport planned to be used, including—

- (a) Minimum flight level/altitude;
- (b) Operating minima for departure, destination and alternate airports;
- (c) Communication facilities and navigation aids;
- (d) Runway data and airport facilities;
- (e) Approach, missed approach and departure procedures including noise abatement procedures;
- (f) Communications-failure procedures;
- (g) Search and rescue facilities in the area over which the aircraft is to be flown;
- (h) A description of the aeronautical charts that shall be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;
- (i) Availability of aeronautical information and MET services;
- (j) En route COM/NAV procedures, including holding;
- (k) Airport categorisation for flight crew competence qualification.

SCHEDULE 6

CABIN CREW MEMBER MANUAL

- 1.1 General
- 1.2 Manual record of revision sheet and effective list of pages
- 1.3 How to use the manual
- 1.4 Where to obtain revisions
- 1.5 How to revise the manual
- 1.6 Cabin crewmembers' responsibilities regarding the manual
- 2.1 Organization
- 2.2 Duties and responsibilities of each airline employee
- 2.3 Focal points for all company procedural and training manuals
- 3.1 Government Regulations and Requirements and Related Company Policies
- 3.2 Routine/normal operating procedures
- 4.1 Passenger Handling
- 4.2 Handicapped and disabled passengers
- 4.3 Interference
- 4.4 Current security procedures
- 4.5 Carriage of assist animals versus carriage of pets (company policy)

- 5.1 General Emergency Procedures
- 5.2 Decompression
- 5.3 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-bodied passenger briefing and procedures.
- 5.4 Brace Positions for Passengers and Crew—
 - (a) Forward and aft seats;
 - (b) High and low density seating.
- 5.5 Abnormal Procedures—
 - (a) Engine torching;
 - (b) Passenger initiation of evacuation; and

- (c) Passenger reporting of unsafe conditions of aircraft or other passengers

5.6 Turbulence

6.1 First Aid

6.2 Illness and Injuries

6.3 Symptoms

6.4 Immediate Treatment

6.5 Universal Precautions

6.6 Blood borne Pathogens

6.7 Use of Medical Equipment and First Aid Equipment

7.1 Aircraft Specific Sections

(This should include one section for each type of aircraft to include differences within the same type of aircraft).

7.2 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.

7.3 Reporting Procedures of Inoperative Equipment and Emergencies Procedures Specific to Each Aircraft Type.

SCHEDULE 7

FLIGHT SAFETY DOCUMENTS SYSTEM

1.0 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 approved maintenance organization 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

Operator 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 Operator 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 the operator. Operators shall ensure that such information meets their specific needs and those of the local authority.

- 6.2 Operator 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 air operator certificate; and
 - (e) changes for purposes of maintaining cross fleet standardization.

Note.— *Operator 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 Operator 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.

SCHEDULE 8

MAINTENANCE CONTROL MANUAL

1. Each applicant for an air operator certificate and a holder of an air operator certificate shall submit and maintain a maintenance control manual containing at least the information set forth below.
2. The manual may be put together in any subject order and subjects combined so long as all applicable subjects are covered.

1.1 Administration and Control of the Maintenance Control Manual

1.2 Introduction

- (a) a statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable an 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.

1.3 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) copies of all amendments to the operator's maintenance manual shall be furnished promptly to all organisations or persons to whom the manual has been issued; and
- (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 a holder of an air operator certificate

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 arrangements locations, personnel, activities, or approval.

3.0 Maintenance Procedures

3.1 Aircraft logbook utilization and minimum equipment list 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 refuelling, 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 air operator certificate 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, 2020 and regulation 95 (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 service abilities affecting airworthiness are recorded and rectified; and
- (l) a description of the procedures for advising the State of Registry of significant in-service occurrences.

SCHEDULE 9

Regulation 119

DANGEROUS GOODS TRAINING PROGRAMMES

TABLE 2					
Areas of Training	Column 1	Column 2	Column 3	Column 4	Column 5
General philosophy	X	X	X	X	X
Limitations on dangerous goods in the air transport	X	X		X	X
Classification and list of dangerous goods	X	X		X	
General pack requirements and packing instructions	X				
Packaging specifications marking	X				
Package marketing and labelling	X	X	X	X	X
Documentation from the shipper	X				
Acceptance of dangerous goods, including the use of a checklist	X				
Loading, restrictions on loading and segregation	X	X	X	X	
Inspection of damage or leakage and decontamination procedures	X	X			
Provision of information to the PIC	X	X		X	
Dangerous goods in passengers' baggage	X			X	X
Emergency procedures	X	X	X	X	X
Note: "X" indicates an area to be covered					

Cross references

The Civil Aviation (Airworthiness) Regulations, 2020

The Civil Aviation (Approved Maintenance Organisations) Regulations, 2020

The Civil Aviation (Licensing of Air Services) Regulations, 2001

The Civil Aviation (Safety Management System) Regulations, 2020

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