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REPUBLIC OF UGANDA
UGANDA CIVIL AVIATION AUTHORITY
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P.O. BOX 5536
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**AIC
Series A**

30/20
22 JUN 2020
White 137

Form No.: CAA/DANS/AIM/OF/24

UGANDA CIVIL AVIATION SAFETY OVERSIGHT MEASURES ON THE COVID-19 PANDEMIC

This AIC A30/20 is promulgated for information, guidance and necessary action.

1 GENERAL

1.1 This AIC is issued in response to the exceptional circumstances caused by the COVID-19 outbreak and in line with the functions of Uganda Civil Aviation Authority under Section 6 of the Civil Aviation Authority Act. Pursuant to Section 63 and 56 of the Civil Aviation Authority Act, 1991, the Director General may exempt upon receipt of application by Operators, Aircrew, Instructors, Examiners, Aircraft maintenance licence holders, Flight Operation officers, Cabin crew certificate holders and Air traffic controllers for whom the Authority is the competent authority, wherever facilities are not available, from the requirements detailed here below, as appropriate and subject to any conditions therein.

1.2 Notwithstanding the contingency measures detailed herein, all regulated entities are required to prepare and submit for consideration and acceptance their proposed comprehensive safety risk assessment report with suitable mitigation measures to minimize adverse safety risk to civil aviation.

2 VALIDITY PERIODS FOR MEDICAL CERTIFICATES FOR LICENCED AVIATION PERSONNEL AND CABIN CREW

2.1 In line with the provisions of the Civil Aviation (Personnel Licensing) Regulations, 2020; Regulation 12 regarding the extension of validity of Medical Certificate, the Authority will; as part of the contingency measures; grant extensions to holders of class 1, 2 and 3 medical certificates whose expiry is due on or after the end of April 2020 for a period of 45 days from the date of expiry; provided that; holders of licenses whose validity depends on the medical certificates apply for renewal and continue to comply with the specified conditions and limitation imposed by the Designated Medical Examiner (DME). Failure to adhere to conditions and limitations imposed by the DME may invalidate their medical certificate and/or the applicability of this exemption.

2.2 Where licensed personnel encounter medical issues, the certificate holder should contact their DME who will seek advice from the Medical Assessor (MA);

2.3 Holders of Aircrew Licences, Cabin Crew Certificates and Air Traffic Controller Licenses whose medical certificate validity are extended under 2.1 above shall continue exercising the privileges of the licenses for the duration of the medical extension subject to compliance with the following conditions:

2.3.1 Hold a valid instrument rating where applicable;

2.3.2 Operate under the management of an Operator where applicable;

2.3.3 Maintain currency in Safety and Emergency Procedures Training (SEPT) under the management of an Operator where applicable; and

2.3.4 Maintain all the relevant training and currency required under the management of an Operator.

2.4 All personnel subject to the extension have to carry an attachment to the license/certificate and medical certificate which refers to the extension granted.

3 VALIDITY FOR APPROVED TRAINING ORGANIZATION (ATO) CERTIFICATES AND INSPECTIONS AND AUDITS FOR ATO CERTIFICATE HOLDERS

3.1 In order to minimize and/or reduce the person-to-person contact in line with social distancing requirements, all on-site ATO Certificate renewal audits and other inspections have been suspended until further notice. The following additional

provisions will also apply:

3.1.1 The validity of all ATO Certificates due to expire after 01st March, 2020 but before 30 June, 2020 shall be extended for a period of Six (6) months. The extensions shall be issued on specific case to case basis depending on Operator compliance records and a satisfactory ATO renewal application submission.

3.1.2 All written examination results due to expire between 01st March 2020 and 30th June 2020 shall remain valid for a further six (6) months from the date they were due to expire.

Note: This does not apply to any examination results whose expiry date is before 01st March, 2020.

4 VALIDITY OF AIR OPERATOR CERTIFICATES, DESIGNATED CHECK PILOTS' AUTHORIZATION, FLIGHT SIMULATED TRAINING DEVICES (FSTD), VARIOUS REGULATORY TRAININGS/ CHECKS AND SURVEILLANCE.

4.1 In order to minimize and/or reduce the person-to-person contact in line with social distancing requirements, all on-site Air Operator Certificate (AOC) renewal audits and other inspections have been suspended until further notice. The following additional requirements shall apply:

4.1.1 The validity of all Air Operator Certificates due to expire after 01st March, 2020 but before 30th June, 2020 shall be extended for a period of Six (6) months. The extension shall be issued on specific case to case basis depending on Operator compliance records and a satisfactory AOC renewal application submission;

4.1.2 AOC holders whose certificate may be renewed under the paragraph 4.1.1 above shall develop and submit to the Authority a comprehensive risk assessment report and mitigation measures against any foreseeable safety risk that may impact their operations; and

4.1.3 The Authority shall consider any new aircraft type additions to the existing air operator's certificate on case by case basis, applicants for fleet inclusions of similar aircraft type shall be considered during the AOC validity extension period.

4.2 Designated Check Pilots (DCPs) approvals that expire after 01st March, 2020 shall be extended for ninety (90) days from the date the Authority monitored the check-ride, provided that the Operator formally applies to the Authority for renewal of DCP approval.

4.3 Flight Simulated Training Devices (FSTD) validations due to expire after 01st March, 2020 shall be extended for six (6) months provided that the Operator applies for the validation and the requisite documents acceptable to the Authority have been submitted.

4.4 Holders of Flight Operations Officer (Dispatchers) Licenses due to expire after 31st March, 2020 shall have the validity of their licenses extended for six (6) months provided that they continue to practice within an AOC.

4.5 The validity of the following regulated training shall be considered and evaluated on a case by case basis:

4.5.1 Pilot Proficiency Checks (PPC);

4.5.2 Line Proficiency Checks (LPC);

4.5.3 Crew Resource Management (CRM) and Human Factors;

4.5.4 Dangerous Goods Regulations (DGR) Training;

4.5.5 Safety and Emergency Procedures Training (SEPT);

4.5.6 Aviation Security (AVSEC);

4.5.7 Technical Ground Training.

Note: In order to objectively consider and approve dispensation on the regulated training, all operators shall be required to develop and submit to the Authority their contingency plans outlining measures put in place to ensure continued compliance with the training specifications. Operators who fail to submit contingency plans and acceptable means of compliance shall fully comply with the regulatory provisions governing the regulated training entities.

5 VALIDITY OF AIRCRAFT MAINTENANCE LICENCES, CERTIFICATES OF AIRWORTHINESS AND APPROVED MAINTENANCE ORGANIZATIONS CERTIFICATES

5.1 In order to minimize and/or reduce the person-to-person contact in line with social distancing requirements the Authority exempts all aircraft maintenance license holders and approved maintenance organizations, where normal revalidation facilities are not available from the normal validity periods for licenses, certificates and ratings that expire after 01st March, 2020 subject to the following conditions:

5.1.1 Aircraft Maintenance Engineers Licence shall have their validity extended for six (6) months provided that:

- a) The holder shall have exercised the privileges of the licence for at least six months during the Twenty-Four (24) months preceding the date of the expiry of the licence; or
- b) The holder technically supervised other Aircraft Maintenance Engineers; or
- c) The holder provided aviation maintenance instruction or served as the Direct supervisor of persons providing aviation maintenance instruction for an Aircraft Maintenance Engineer's Licence course or programme acceptable to the Authority;

5.1.2 In order to minimize the person-to-person contact in line with social distancing requirements, all on-site Approved Maintenance Organizations (AMO) renewal audits and other inspections have been suspended until further notice. AMO Certificates due to expire after 01st March, 2020 but before 30th June, 2020 shall be extended for a period of Six (6) months and shall remain valid provided that:

- a) The AMO remains in compliance with applicable provisions of the Civil Aviation (Approved Maintenance Organization) Regulations 2020; and
- b) The AMO to submit to the Authority a comprehensive risk assessment report and mitigation measures against any foreseeable safety risk that may impact their operations;
- c) The Authority shall consider new AMO applicants on case by case basis upon receipt of an application.

5.1.3 In order to minimize the person-to-person contact in line with social distancing requirements, all on-site Certificate of Airworthiness (C of A) inspections have been suspended until further notice. All current Certificates of Airworthiness shall remain valid for a period of Six (6) months provided that:

- a) The aircraft or such of its equipment as is necessary for the airworthiness of the aircraft is maintained or if any part of the aircraft or such equipment is removed or is replaced, in a manner and with material of a type approved by the Authority either generally or in relation to a class of aircraft or to the particular aircraft;
- b) The aircraft or any of its equipment is maintained as required by the Approved Maintenance programme or schedule; and
- c) An inspection or modification classified as mandatory by the Authority, applicable to the aircraft or of any such equipment has been completed to the satisfaction of the Authority.
- d) The aircraft is kept in long term storage and maintained in accordance with long term storage procedures in the approved maintenance programme. Prior to restoration of the airworthiness status the operator shall submit to the Authority a comprehensive risk assessment report on aircraft status for review and acceptance.

5.2 Where breaches to civil aviation regulations and measures in this AIC occur, enforcement policy and procedures shall apply.

6 VALIDITY PERIOD FOR THE EXISTING AIR SERVICE LICENCES AND AIRCRAFT LEASE APPROVALS

6.1 In order to minimize the person-to-person contact in line with social distancing requirements, the Authority shall not conduct the Public Hearing Meetings for consideration of applications for Air Services Licences (ASLs) on schedule.

6.2 Upon submission of the applications, ASLs which are due to expire shall remain valid in accordance to Regulation 10 (2) of the Civil Aviation (Licensing of Air Services) Regulations, 2001 until such applications are determined.

6.3 Applicants for new ASLs, upon fulfilment of all the requirements, may be granted Provisional Licence (s) which shall remain valid in accordance with Regulation 33 of the Civil Aviation (Licensing of Air Services) Regulations, 2001 until such applications are determined.

6.4 To enable compliance with Regulation 4 (1) (g) & (f) of the Civil Aviation (Licensing of Air Services) Regulations, 2001 during the period of the pandemic all Air Operators are urged to extend aircraft leases which are due to expire and submit

for consideration. All new aircraft leases shall also be submitted for consideration.

6.5 All the applications for Air Services Licences are recommended to be submitted through the Authority's online Air Services Licensing system which is accessible through Uganda Civil Aviation Authority website: www.caa.go.ug or by using the link: <https://asl.caa.go.ug>.

6.6 In case of any challenges of online application, Air Operators may with consultation of Economic Regulation Officers also submit the applications for Air Services Licences and requests for aircraft lease approvals using the e-mail address: dat@caa.co.ug. Submissions must be made with the requisite documents.

7 COMPLIANCE WITH CIVIL AVIATION REGULATIONS

7.1 For the duration of these mitigation measures related to the outbreak of COVID-19 all regulated entities thus; Air Operators, Approved Training Organizations, Approved Maintenance Organizations, Aerodrome Operators, Air Navigation Service Providers, Licensed Aviation Personnel, Certified Personnel; and their agencies and outsourced service providers shall ensure compliance with all applicable Civil Aviation Regulations provisions unless a dispensation is issued or alternative measures put in place assures safety levels of compliance acceptable to the Authority.

7.2 Compliance with provisions of Civil Aviation (Safety Management) Regulations, 2020, specifically requirements for Mandatory and Voluntary reporting are not subject to any exemptions and/or dispensation.

7.3 The Civil Aviation (Airworthiness) Regulations, has no exemption provisions but given the current situation of COVID-19 the DG under his power as provided for in the Civil Aviation Authority Act (CAP 354) had to issue this AIC with Airworthiness Certificate inclusive.

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8 FLIGHT INSPECTION OF RADIO NAVIGATION AIDS

8.1 Radio navigation aids available for use by aircraft engaged in international air navigation shall be the subject of periodic ground and flight test in according with the Civil Aviation (Aeronautical Radio Navigation Aids) Regulations.

8.2 Deviations from the normal inspection intervals of a navigation aid may occur beyond the allowable time window under appropriate conditions where possible, after engineering evaluation and/or ground maintenance reinforcement.

8.3 The engineering evaluation should take into account the following factors;

- a) Proven track record of reliability and stability of operation of the equipment
- b) Ground testing/inspection successfully performed
- c) Quality of ground maintenance
- d) Stable operational environment (including site safeguarding and protection of ILS critical and sensitive areas)
- e) Extension is consistent with equipment manufacturer recommendations
- f) Verification of the proper functioning of executive monitoring shutdown capabilities

8.4 The ANSP shall conduct a safety risk assessment of the deviation in addition to the engineering evaluation. Possible mitigations may include;

- a) Reinforcing ground testing and maintenance
- b) Additional monitoring
- c) Review of the engineering evaluation and safety assessment on a regular basis
- d) Define procedure to deal with the return to standard validity periods, taking into account potential inspection backlog
- e) Careful examination of any pilot reports identifying potential poor performance of the NAVAIDS
- f) Implementation of a record for tracking the use of the alleviation instrument

8.5 Subject to the conditions above being met, an extension of flight inspection intervals beyond those normally permitted by the Authority's prescriptive provisions may be granted under controlled and monitored conditions.

8.6 The measures above shall be applicable from 1st March 2020 to 31st October 2020 unless otherwise communicated

by the Authority

9 ATCO TRAINING ALLEVIATION AS A CONSEQUENCE OF COVID-19 SPREAD

9.1 Where due to COVID-19 related issues, the level of air traffic are significantly reduced, alternative methods of assessment than live traffic situations, may be deemed necessary for the demonstration of an appropriate level of skill by an ab-initial trainee, or an air traffic control officer (ATCO) undergoing new rating training, and nearing the completion of their training.

9.2 The ATCO training alleviation considerations below shall apply where necessary;

- a) Allowance for some of the required hours for aerodrome control, approach control, approach control surveillance, area control and/or area control surveillance ratings to be conducted in an ATC simulation training device.
- b) This alleviation applies until 31 October 2020.
- c) Increase in the proportion of ATC simulation training device (STD) to live traffic training until 31 October 2020
- d) The ANSP to conduct a safety assessment prior to implementation. Possible mitigations include;
 - i) The instructors to be competent to use the STD used for the training
 - ii) Subject to availability of ATC STDs increased use of, and reliance on, effective ATC STDs to provide appropriate experience to representative levels of air traffic.
 - iii) ATCO pairing (e.g. a planner and a controller, one of whom validated their rating under normal (representative) live traffic situations
 - iv) Continuous training programme to be established for rated ATCOs to maintain knowledge, competency and proficiency. Briefing, testing (verbal and/or written) to be conducted on topics such;
 - Operational procedures
 - Scenario-based table top exercises
 - Civil military coordination process
 - Safety case studies
 - v) ATC simulation training devices
 - Pre-COVID-19 air traffic intensity and scenario to be introduced during sessions to maintain rated ATCOs competency and proficiency
 - Handling of abnormal operations and conflict resolutions
 - vi) Additional performance monitoring or assessment (including by remote means) which may include;
 - Reviews of voice recordings
 - Oral knowledge testing
 - Written knowledge tests
 - Performance assessment using principles of physical spacing
 - vii) Use of voice and controller working position display replays
 - viii) "Return to normal operations plan" to manage the skill enhancement required by each ATCO affected by the alleviation when it expires

10 ATCO RECENCY REQUIREMENT EXTENSION

10.1 Where the use of a qualified OJTI to provide revalidation training is not possible, the 6-month recency requirement shall be waived to ensure continuity of service provision if;

- a) As a result of COVID-19 related health issues, some ATCOs may exceed the 6-month recency requirement without having exercised the privileges of a rating or ratings, or
- b) ATCOs return from other leave not related to COVID-19, or
- c) ANSP may find it necessary to utilize previously rated air traffic controllers to ensure continuity of service provision, due to staff sickness etc.

10.2 Applicability of the waiver

- a) The waiver applies to situations where ATC Ratings are within the validity period of the time of the alleviation
- b) The alleviation applies until 31st October 2020
- c) During the period of the COVID-19 pandemic, the recency requirement for ATC ratings shall be extended to 9 months.

10.3 The ANSP shall conduct a safety assessment prior to implementation waiver. Possible mitigations include;

- a) ATCO pairing (e.g. A planner and a controller, one of whom complies with recency requirements)
- b) Additional performance monitoring or assessment (including by remote means)
- c) Reviews of voice recordings
- d) Oral knowledge testing
- e) Written knowledge tests
- f) Performance assessment using principles of social spacing
- g) Active monitoring of traffic complexity and volume by ATC supervisors to ensure ATCO workload is maintained at an appropriate level
- h) “Return to normal operations plan” to manage the assessment, as per the Civil Aviation (Personnel Licensing) Regulations, by each ATCO affected by the alleviation when it expires

11 SURVEILLANCE OF OPERATORS AND SERVICE PROVIDERS

11.1 In order to adhere to national health guidelines on COVID-19, the Authority shall reduce the conduct of physical surveillance activities on operators and service providers

11.2 The surveillance activities that may be conducted include;

- a) Desktop inspections
- b) Using services providers’ systems to conduct partial surveillance obligations on behalf of the regulator.

11.3 These measures shall apply until 31st October 2020

12 FEEDBACK AND REQUESTS FOR ASSISTANCE

Operators and Service providers shall at all times, provide feedback to Uganda Civil Aviation Authority on the specific challenges encountered and the mitigations measures implemented during this period of scaled down operations due to government restrictions resulting from the COVID-19 pandemic.

Feedback or request for assistance can be submitted, in writing, to the Director Safety, Security and Economic Regulations at Uganda Civil Aviation Authority, Head Office; P.O. Box 5536 Kampala-Uganda, Email; dat@caa.co.ug

AIC A28/20 is hereby replaced

By direction of:

PROF. DAVID M. KAKUBA, FCIS, CGP, Ph.D.
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