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LEGAL SUPPLEMENT — B

GUYANA No. 37 of 2024

GUYANA CIVIL AVIATION AUTHORITY

REQUIREMENTS FOR AIR OPERATOR CERTIFICATION AND ADMINISTRATION 2024

Made Under

THE CIVIL AVIATION ACT 2018

(Act No. 21 of 2018)

In exercise of the powers conferred upon the Guyana Civil Aviation Authority by section 142 of the Civil Aviation Act 2018, the Guyana Civil Aviation Authority prescribe the following Requirements which may be cited as the Civil Aviation Requirements for Air Operator Certification and Administration (No. 2 for 2024) 2024.

These Requirements are prescribed in respect of the Civil Aviation (Operations) Regulations 2024 and contain –

(a) applicable standards;

(b) rules and recommended practices of international aviation organisations; and

(c) other requirements of the Authority.

These Requirements are numbered 9.1 to 9.6.

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9.1 AIR OPERATOR CERTIFICATE

9.1.1.1 APPLICABILITY

(a) These Requirements apply to the carriage of passengers, cargo or mail for remuneration or hire by persons whose principal place of business or permanent residence is located in Guyana.

(b) These Requirements are for the original certification and continued validity of Air Operator Certificates (AOC) issued by Guyana.

(c) Except where specifically noted, these Requirements apply to all commercial air transport operations by AOC holders for which Guyana is the State of the Operator under the definitions provided in Annex 6 to the Chicago Convention.

9.1.1.2 DEFINITIONS

(a) For the purpose of these Requirements, the following definitions shall apply—

(1) **Accountable Manager**. The manager who has corporate authority for ensuring that all prescribed actions are performed to the standard required by the Authority. When authorised by the Authority, the accountable manager may delegate all or part of his or her authority in writing to another person within the organisation, who becomes the accountable manager for the matters delegated.

Note: The "accountable manager" is not specifically defined under ICAO, but the concept is partially discussed in ICAO Doc. 9642, Section IV, Chapter 2, as being either the CEO or a high level corporate official who has financial responsibility for the entire organisation. This person is not defined under the current FAR's. The definition of accountable manager used in this Part is adapted from the current JAR's 145.5. JAR 145.5 IEM gives examples of the accountable manager as the CEO, president, managing director, director general, general manager, etc.

(2) **Acceptance checklist**. A document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met.

(3) **Aircraft Technical Log**. A document attached to 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 need to know.

(4) **Airworthiness Release**. The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on their own behalf. In effect, the person signing the release acts in the capacity of an authorised agent for the operator and is certifying that the maintenance covered by the release was accomplished according to the air operator's continuous maintenance program. Responsibility for each step of the accomplished maintenance is borne by the person signing for that step and the airworthiness release certifies the entire maintenance work package. This arrangement in no way reduces the responsibility of licensed aircraft maintenance technicians (AMT) or maintenance organisations for maintenance functions or tasks they perform or supervise. The air operator is obligated to designate, by name or occupational title, each licensed AMT or maintenance organisation authorised to execute the airworthiness release. In addition, the air operator should designate when a release is required. Normally, a release is required f following inspections prescribed by the air operations specifications maintenance activities involving inspections, and any other significant maintenance.

(5) **Cargo aircraft**. Any aircraft carrying goods or property but not passengers. In this context the following are not considered to be passengers:

(i) A crewmember.

(ii) An operator's employee permitted by, and carried in accordance with, the instructions contained in the Operations Manual.

(iii) An authorised representative of an Authority.

(iv) A person with duties in respect of a particular shipment on board.

(6) **Consignment**: 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.

(7) **Crew Member**: A person assigned by an operator to duty on an aircraft during a flight duty period.

(8) **Dangerous Goods**: Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those instructions.

(9) **Dangerous goods accident**. An occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage.

(10) **Dangerous goods incident**. 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.

(11) **Dangerous goods transport document**. A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air (See definition, below). It is completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods. The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport.

(12) **Directly in Charge**. A person assigned to a position in which he or she is responsible for the work of a shop or station that performed maintenance, preventive maintenance, or modifications, or other functions affecting aircraft airworthiness.

(13) **Equivalent system of maintenance**. An AOC holder may conduct maintenance activities through an arrangement with an AMO or may conduct its own maintenance, preventive maintenance, or alterations, so long as the AOC holder's maintenance system is approved by the Authority and is equivalent to that of an AMO, except that the approval for return to service of an aircraft/aeronautical product shall be made by an appropriately licensed aviation maintenance technician or aviation repair specialists in accordance with regulations or requirements made under the Civil Aviation Act with respect to personnel licensing, as appropriate.

(14) **Freight container**. A freight container is an article of transport equipment for radioactive materials, designed to facilitate the transport of such materials, either packaged or unpackaged, by one or more modes of transport.

(15) **Handling agent**. 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.

(16) **Holdover time**. The estimated time de-icing/anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft. Holdover time begins when the final application of de-icing or anti-icing fluid commences and expires when the de-icing or anti-icing fluid applied to the aircraft loses its effectiveness.

(17) **Interchange agreement**. A leasing agreement which permits an air carrier to dry lease and take or relinquish operational control of an aircraft at an airport.

(18) **Maintenance Control Manual**. A manual approved by the authority containing procedures, instructions and guidance for use by maintenance and concerned operational personnel in the execution of their duties.

(19) **Operations manual**. A manual approved by the authority containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.

(20) **Overpack**. 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.

(21) **Package**. The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

(22) **Packaging**. Receptacles and any other components or materials necessary for the receptacle to perform its containment function and to ensure compliance with the packing requirements.

(23) **Proper shipping name**. The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging.

(24) **Serious injury**. An injury which is sustained by a person in an accident and which:

- (i) Requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received;
- (ii) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- (iii) Involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; or
- (iv) Involves injury to any internal organ; or
- (v) Involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
- (vi) Involves verified exposure to infectious substances or injurious radiation.

(25) **State of Origin**. The State in which dangerous goods were first loaded on an aircraft.

(26) **State of the Operator**: The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

(27) **Technical instructions**. The latest effective edition of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc. 9284-AN/905), including the supplement and any addendum, approved and published by decision of the Council of the ICAO. The term "Technical Instructions" is used in this Part.

(28) **Training to proficiency**. The process of the check airman administering each prescribed manoeuvre and procedure to a pilot as necessary until it is performed successfully during the training period.

(29) **UN number**. The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.

(30) **Unit load device**. Any type of aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

9.1.1.3 ACRONYMS

(a) The following acronyms are used in these Requireements.

(1) AOC – Air Operator Certificate (Civil Aviation Law)
(2) AMO – Approved Maintenance Organisation (Part 1)
(3) ATP – Air Transport Pilot
(4) CDL – Configuration Deviation List
(5) MEL – Minimum Equipment List (Part 1)
(6) UN – United Nations

9.1.1.4 COMPLIANCE WITH AN AIR OPERATOR CERTIFICATE

(a) No operator may operate an aircraft in commercial air transport unless that operator holds an AOC for the operations being conducted.

(b) No person may operate an aircraft in commercial air transport operations which are not authorised by the terms and conditions of its AOC.

(c) Each AOC holder shall, at all times, continue in compliance with the AOC terms, conditions of issuance, and maintenance requirements in order to hold that certificate.

(d) The air operator certificate shall authorize the operator to conduct commercial air transport operations in accordance with the operations specifications.

(e) The continued validity of an air operator certificate shall depend upon the operator maintaining the requirements of 9.1.1.6 (a) 6 under the supervision of the State of the Operator.

Note: Failure to comply may result in the revocation or suspension of the AOC.

9.1.1.5 APPLICATION FOR AN AIR OPERATOR CERTIFICATE

(a) An operator applying to the Authority for an AOC shall submit an application—

(1) In a form and manner prescribed by the Authority; and
(2) Containing any information the Authority requires the applicant to submit.

(b) Each applicant shall make the application for an initial issue of an AOC at least 90 days before the date of intended operation, except the Operations Manual specified in 9.3.1.4 and Maintenance Control Manual specified in 9.4.1.4 which may be submitted later than but not less than 60 days before the date of intended operation.

9.1.1.6 ISSUANCE OR DENIAL OF AIR OPERATOR CERTIFICATE

(a) The Authority may issue an AOC if, after investigation, the Authority finds that the applicant—

(1) Is a citizen of Guyana;
(2) Has its principle place of business and its registered office, if any, located in Guyana;
(3) Meets the applicable regulations and standards for the holder of an AOC;
(4) Is properly and adequately equipped for safe operations in commercial air transport and maintenance of the aircraft; and
(5) Holds the economic authority issued by the Guyana under the provisions of the Act of 2000.
(6) The issue of an air operator certificate by the State of the Operator shall be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.

(b) The Authority may deny application for an AOC if the Authority finds that—

(1) The applicant is not properly or adequately equipped or is not able to conduct safe operations in commercial air transport;
(2) The applicant previously held an AOC which was revoked; or
(3) An individual that contributed to the circumstances causing the revocation process of an AOC obtains a substantial ownership or is employed in a position required by this requirement.

9.1.1.7 CONTENTS OF AIR OPERATOR CERTIFICATE

(a) The AOC will consist of two documents—

(1) A certificate for public display signed by the Authority, and
(2) Operations Specifications containing the terms and conditions applicable to the AOC holder's certificate.

(b) The Authority will issue an AOC which will contain—

(1) The State of the Operator and the issuing Authority;
(2) The Air Operator certificate number and its expiration date;
(3) The Operator's name, trading name (if different) and address of the Principal place of business
(4) The date of issue and the name, signature and title of the Authority representative, and
(5) The location, in a controlled document carried on board, where the contact details of Operational Management can be found.

(c) The Authority will issue Operations Specifications which will contain –

1. Issuing Authority contact details,
2. Operator name and AOC number
3. Date of issue and signature of the Authority representative
4. Aircraft model
5. Types and areas of operations
6. Special limitations and
7. Specific approvals

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

9.1.1.8 DURATION AND RENEWAL OF AN AIR OPERATOR CERTIFICATE

(a) An AOC, or any portion of the AOC, issued by the Authority is effective for 24 months unless—

(1) The Authority, amends, suspends, revokes or otherwise terminates the certificate.
(2) The AOC holder surrenders it to the Authority; or
(3) The AOC holder suspends operations for more than 60 days.

(b) An AOC holder shall make application for renewal for an AOC at least 30 days before the end of the existing period of validity.

9.1.1.9 AMENDMENT OF AN AIR OPERATOR CERTIFICATE

(a) The Authority may amend any AOC if—

(1) The Authority determines that safety in commercial air transport and the public interest require the amendment; or

(2) The AOC holder applies for an amendment, and the Authority determines that safety in commercial air transport and the public interest allows the amendment.

(b) If the Authority stipulates in writing that an emergency exists requiring immediate amendment in the public interest with respect to safety in commercial air transportation, such an amendment is effective without stay on the date the AOC holder receives notice.

(c) An AOC holder may appeal the amendment, but shall operate in accordance with it, unless it is subsequently withdrawn.

(d) Amendments proposed by the Authority, other than emergency amendments, become effective 30 days after notice to the AOC holder, unless the AOC holder appeals the proposal in writing prior to the effective date. The filing of an appeal stays the effective date until the appeal process is completed.

(e) Amendments proposed by the AOC holder shall be made at least 30 days prior to the intended date of any operation under that amendment.

(f) No person may perform a commercial air transport operation for which an AOC amendment is required, unless it has received notice of the approval from the Authority.

9.1.1.10 ACCESS FOR INSPECTION

(a) To determine continued compliance with the applicable regulations, the AOC holder shall—

(1) Grant the Authority access to and co-operation with any of its organisations, facilities and aircraft;

(2) Ensure that the Authority is granted access to and co-operation with any organisation or facilities that it has contracted for services associated with commercial air transport operations and maintenance services; and

(3) Grant the Authority free and uninterrupted access to the flight deck of the aircraft during flight operations.

(b) Each AOC holder shall provide to the Authority a forward observer's seat on each of the AOC holder's aircraft from which the flight crew's actions and conversations may be easily observed.

Note: The suitability of the seat location and the ability to monitor crewmember actions, conversations and radio communications is determined by the Authority.

9.1.1.11 CONDUCTING TESTS AND INSPECTIONS

(a) The Authority will conduct on-going validation of the AOC holder's continued eligibility to hold its AOC and associated approvals.

(b) The AOC holder shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether an AOC holder is complying with the applicable laws, regulations and AOC terms and conditions.

(c) The AOC holder shall make available at its principal base of operations—

(1) All portions of its current Air Operator Certificate;

(2) All portions of its Operations and Maintenance Manuals; and

(3) A current listing that includes the location and individual positions responsible for each record, document and report required to be kept by the AOC holder under the applicable aviation law, regulations or standards.

(d) Failure by any AOC holder to make available to the Authority upon request, all portions of the AOC, Operations and Maintenance Manuals and any required record, document or report is grounds for suspension of all or part of the AOC.

9.2 AIR OPERATOR CERTIFICATION AND CONTINUED VALIDITY

9.2.1.1 APPLICABILITY

Subpart 9.2 provides requirements applicable to the certification and continued validity of all AOC holders.

9.2.2 Administration

9.2.2.1 BASE OF OPERATIONS

(a) Each AOC holder that is not authorised to conduct maintenance under its AOC certificate shall maintain a principal base of operations.

(b) Each AOC holder that is authorised to conduct maintenance under its AOC certificate shall maintain a principal base of operations and maintenance.

(c) An AOC holder may establish a main operations base and a main maintenance base at the same location or at separate locations.

(d) Each AOC holder shall provide written notification of intent to the Authority at least 30 days before it proposes to establish or change the location of either base.

9.2.2.2 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

(a) Each AOC holder shall have an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all flight operations and maintenance activities can be financed and carried out to the highest degree of safety standards required by the Authority.

(b) When conducting commercial air transport operations, the AOC holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent:

(1) Director of Operations;
(2) Chief Pilot;
(3) Director of Safety;
(4) Director of Maintenance; and
(5) Quality Manager.

Note: "Competency in civil aviation" means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served.

(c) The Authority may approve positions or numbers of positions, other than those listed, if the AOC holder is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel due to the—

(1) The kind of operations involved;
(2) The number of aircraft used; and (3) The area of operation.

Implementing Standard: See IS: 9.2.2.2 for additional management personnel requirements.

IS: 9.2.2.2 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

(a) Each AOC holder shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.

(b) Required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled.

(c) A person serving in a required management position for an AOC holder may not serve in a similar position for any other AOC holder, unless a deviation is issued by the Authority.

(d) The minimum initial qualifications for a Director of Operations are—

(1) An ATP license; and
(2) 3 years experience as PIC in commercial air transport operations of large aircraft. (e) The minimum qualifications for a Chief Pilot are—

(3) An ATP license with the appropriate ratings for at least one of the aircraft used in the AOC holder's operations; and

(4) 3 years experience as PIC in commercial air transport operations.

Note: The Authority may accept a commercial pilot license with instrument rating in lieu of the ATP license if the PIC requirements for the operations conducted require only a commercial certificate.

(f) The minimum entry qualifications for a Director of Maintenance are—

(1) An Aircraft Maintenance Engineer (AME)) license with airframe and powerplant ratings; and

(2) 3 years experience in maintaining the same category and class of aircraft used by the AOC holder including 1 year in the capacity of returning aircraft to service.

(g) An AOC holder may employ a person who does not meet the appropriate airman qualification or experience if the Authority issues a deviation finding that that person has comparable experience and can effectively perform the required management functions.

9.2.2.3 QUALITY SYSTEM

(a) Each AOC holder shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe operational practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

(b) Quality Assurance Responsibility for Contractors: An operator may decide to contract certain functions to external organisations for the provision of services related to areas such as Ground de-icing/anti-icing, Ground handling, Maintenance, Flight support (including performance calculations, flight planning, navigation database, and dispatch), Training and Manual preparation.

The ultimate responsibility for the product or service provided by the subcontractor shall remain with the operator. A written agreement shall exist between the operator and the contractor clearly defining the safety-related services and quality to be provided. The contractor's safety-related activities relevant to the agreement shall be included in the operator's quality assurance programme.

The operator shall ensure that the subcontractor has the necessary authorisation or approval when required and the resources and competent personnel to undertake the task.

9.2.2.4 SUBMISSION AND REVISION OF POLICY AND PROCEDURE MANUALS

(a) Each manual required by this part must:

(1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;

(2) Be in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual;

(3) Have a date of the last revision on each page concerned;

(4) Not be contrary to any applicable Guyana regulation and the AOC holder's specific operating provisions; and

(5) Each manual will include a reference to appropriate civil aviation regulations.

(b) No person may cause the use of any policy and procedure for flight operations or airworthiness function prior to co-ordination with the Authority.

(c) Each AOC holder shall submit the proposed policy or procedure to the Authority at least 30 days prior to the date of intended implementation.

9.2.2.5 RETENTION AND MAINTENANCE OF PERSONNEL RECORDS

(a) Each AOC holder shall maintain 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.

(b) Each AOC holder shall maintain records for those employees performing crew member or flight operations officer duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.

(c) Each AOC holder shall retain the following records:

(1) Flight and duty records.

(2) Flight crew records.

1) Fuel and oil records.

(d) The operator shall maintain records for all its flight and cabin crew members of flight time, flight duty periods, duty periods, and rest periods for a period of time specified by the Authority.

9.2.2.6 FLIGHT DECK VOICE AND FLIGHT DATA RECORDER RECORDS

(a) Each AOC holder shall retain:

(1) The most recent flight data recorder calibration, including the recording medium from which this calibration is derived; and

(2) The flight data recorder correlation for one aircraft of any group of aircraft operated by the AOC 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.

(b) In the event of an accident or occurrence requiring immediate notification of the Authority, the AOC holder shall remove and keep recorded information from the flight deck voice recorder and flight data recorder for at least 60 days or, if requested by the Authority, for a longer period.

(c) The operator shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with Annex 13.

(d) To preserve flight recorder records, flight recorders shall be deactivated upon completion of flight time following an accident or incident. The flight recorders shall not be reactivated before their disposition as determined in accordance with Annex 13.

9.2.2.7 AIRCRAFT RECORDS: DOMESTIC AND FLAG OPERATIONS

(a) Each AOC holder conducting domestic or flag operations shall maintain a current list of each aircraft that it operates in scheduled air transportation and shall send a copy of the record and each change to the Authority.

(b) Aircraft of another certificate holder operated under an interchange agreement shall be incorporated by reference.

9.2.2.8 AOC HOLDER'S AIRCRAFT TECHNICAL LOG

Each AOC holder shall have an aircraft technical log that is carried on the aircraft that contains a journey records section and an aircraft maintenance record section. The journey records section is further described in 9.3.1.15 and the aircraft maintenance record section is further described in 9.4.1.9.

9.2.2.9 COMPANY PROCEDURES INDOCTRINATION

(a) No person may serve nor may any AOC holder use a person as a Quality Manager or the Director of Maintenance 9.4.1.2 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. *Implementing Standard IS: 9.2.2.9 for additional company procedures training requirements.*

IS: 9.2.2.9 COMPANY PROCEDURES INDOCTRINATION

(a) Each AOC holder shall ensure that the Quality Manager and the Director of Maintenance are provided company indoctrination training that covers the following areas:

(1) AOC holder's organisation, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties.

(2) Appropriate provisions of these Requirements and other applicable regulations and guidance materials.

(3) AOC holder policies and procedures.

(4) Appropriate portions of the AOC holder's operations manual and maintenance control manual.

9.2.3 Aircraft

9.2.3.1 AUTHORISED AIRCRAFT

(a) No person may operate an aircraft in commercial air transport unless that aircraft has an appropriate current airworthiness certificate, is in an airworthy condition, and meets the applicable airworthiness requirements for these operations, including those related to identification and equipment.

(b) No person may operate any specific type of aircraft in commercial air transport until it has completed satisfactory initial certification, which includes the issuance of an AOC listing that type of aircraft.

(c) No person may operate additional or replacement aircraft of a type for which it is currently authorised unless it can show that each aircraft has completed an evaluation process for inclusion in the AOC holder's fleet.

9.2.3.2 DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

(a) An AOC holder may dry-lease a foreign-registered aircraft for commercial air transport as authorised by the Authority.

(b) No person may be authorised to operate a foreign registered aircraft unless—

(1) There is in existence a current agreement between the Authority and the State of Registry that, while the aircraft is operated by the Guyana AOC holder, the operations regulations of Guyana are applicable;

(2) There is in existence a current agreement between the Authority and the State of Registry that—

(i) While the aircraft is operated by the AOC holder, 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 Chicago Convention, the airworthiness regulations of Guyana shall apply to the extent agreed upon by the Authority and State of Registry.

(3) The agreement acknowledges that the Authority shall have free and uninterrupted access to the aircraft at any place and any time.

Implementing Standard: See IS: 9.2.3.2 for additional requirements for dry leasing of foreign-registered aircraft.

IS: 9.2.3.2 DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

(a) An AOC holder may dry lease an aircraft for the purpose of commercial air transportation to any AOC holder of a State which is signatory to the Chicago Convention provided that the following conditions are met:

(1) The aircraft carries an appropriate airworthiness certificate issued, in accordance with ICAO Annex 8, by the country of registration and meets the registration and identification requirements of that country.

(2) 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 Guyana, including the requirements which shall be met for issuance of a Guyana standard airworthiness certificate (including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements).

(3) The aircraft is maintained according to an approved maintenance program.

(4) The aircraft is operated by Guyana-certified airmen employed by the AOC holder.

(5) An aeroplane or a helicopter, when operating under an Article 83 bis agreement entered into between the State of Registry and the State of the Operator, shall carry a certified true copy of the agreement summary, in either an electronic or hard copy format.

(6) When the summary is issued in a language other than English, an English translation shall be included.

(b) Each AOC holder shall provide the Authority with a copy of the dry lease to be executed.

(c) Operational control of any dry leased aircraft rests with the AOC holder operating that aircraft.

(d) The Authority will remove a dry leased aircraft from the lessor's AOC holder's operations specifications and list it on the foreign AOC holder lessee's operations specifications.

(e) Each AOC holder engaged in dry leasing aircraft shall make the dry lease agreement explicit concerning the maintenance programme and MEL to be followed during the term of the dry lease.

9.2.3.3 AIRCRAFT INTERCHANGE

No person may interchange aircraft with another AOC holder without the approval of the Authority.

Implementing Standard: See IS: 9.2.3.3 for requirements pertaining to aircraft interchange agreements approved by the Authority.

IS: 9.2.3.3 AIRCRAFT INTERCHANGE

(a) Before operating under an interchange agreement, each AOC holder shall show that—

(1) The procedures for the interchange operation conform with safe operating practices;

(2) 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;

(3) Maintenance personnel meet training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;

(4) Flight crew members and flight operations officers meet appropriate route and airport qualifications;

(5) The aircraft to be operated are essentially similar to the aircraft of the AOC holder with whom the interchange is effected; and

(6) The arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the authority determines that the AOC holder has adequate training programmes to insure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarisation.

(b) Each AOC holder conducting an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals.

(c) The AOC holder shall amend their operations specifications to reflect an interchange agreement.

(d) The AOC holder shall 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.

9.2.3.4 WET-LEASING

(a) No person may conduct wet-lease operations on behalf of another air operator except in accordance with the applicable laws and regulations of the country in which the operation occurs and the restrictions imposed by the Authority.

(b) No person may allow another entity or air operator to conduct wet-lease operations on its behalf unless—

(1) That air operator holds an AOC or its equivalent from a Contracting State that authorises those operations; and

(2) The AOC holder advises the Authority of such operations and provides a copy of the AOC under which the operation was conducted.

Implementing Standard: See IS: 9.2.3.4 for additional requirements when wet leasing aircraft.

IS: 9.2.3.4 WET LEASING

(a) Each AOC holder shall provide the Authority with a copy of the wet lease to be executed.

(b) The Authority will determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as:

(1) Initiating and terminating flights.
(2) Maintenance and servicing of aircraft.
(3) Scheduling crewmembers.
(4) Paying crewmembers.
(5) Training crewmembers.

(c) Each AOC holder engaged in a wet leasing arrangement shall amend its operations specifications to contain the following information:

(1) The names of the parties to the agreement and the duration of the agreement.
(2) The make, model, and series of each aircraft involved in the agreement.
(3) The kind of operation.
(4) The expiration date of the lease agreement.
(5) A statement specifying the party deemed to have operational control.
(6) Any other item, condition, or limitation the Authority determines necessary.

9.2.3.5 EMERGENCY EVACUATION DEMONSTRATION

(a) No person may use an aircraft type and model 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 90 seconds or less.

(b) The full capacity actual demonstration may not be required, if the AOC holder provides a written petition for deviation with evidence that—

(1) A satisfactory full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification of another air operator; and
(2) There is an engineering analysis, which shows that an evacuation is still possible within the 90-second standard, if the AOC holder's aircraft configuration differs with regard to number of exits or exit type or number of cabin crew members or location of the cabin crew members.

(c) If a full capacity demonstration is not required, no person may use an aircraft type and model in commercial air transport passenger-carrying operations unless it has first demonstrated to the Authority that its available personnel, procedures and equipment could provide sufficient open exits for evacuation in 15 seconds or less.

(d) No person may use a land plane in extended overwater operations unless it has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures.

Implementing Standard: See IS: 9.2.3.5 for additional requirements concerning emergency evacuation demonstrations.

IS: 9.2.3.5 EMERGENCY EVACUATION DEMONSTRATION

(a) Each AOC holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority that demonstrates the effectiveness of its crew member emergency training and evacuation procedures.

(b) Prior to conducting an emergency evacuation demonstration, the AOC holder shall apply for and obtain approval from the Authority.

(c) Cabin crew members used in the emergency evacuation demonstrations shall—

(1) Be selected at random by the Authority;
(2) Have completed the AOC holder's Authority-approved training programme for the type and model of aircraft; and
(3) Have passed the drills and competence check on the emergency equipment and procedures.

(d) To conduct the partial emergency evacuation demonstration, the AOC holder's assigned cabin crew members shall, using the AOC holder's line operating procedures—

(1) Demonstrate the opening of 50 percent of the required floor-level emergency exits and 50 percent of the required non-floor-level emergency exits (whose opening by a cabin crew member is defined as an emergency evacuation duty) and deployment of 50 percent of the exit slides, selected by the Authority; and

(2) Prepare for use those exits and slides within 15 seconds.

(e) To conduct the ditching evacuation demonstration, the AOC holder's assigned cabin crew members shall—

(1) Demonstrate their knowledge and use of each item of required emergency equipment;

(2) Prepare the cabin for ditching within 6 minutes after the intention to ditch is announced;

(3) Remove each life raft from storage (one life raft, selected by the Authority, shall be launched and properly inflated or one slide life raft properly inflated); and

(4) Enter the raft (the raft shall include all required emergency equipment) and completely set it up for extended occupancy.

9.2.3.6 DEMONSTRATION FLIGHTS

(a) No person may operate an aircraft type in commercial air transport unless it first conducts satisfactory demonstration flights for the Authority in that aircraft type.

(b) No person may operate an aircraft in a designated special area, or using a specialised navigation system, unless it conducts a satisfactory demonstration flight for the Authority.

(c) Demonstration flights required by paragraph (a) shall be conducted in accordance with the regulations applicable to the type of operation and aircraft type used.

(d) The Authority may authorise deviations from this section if the Authority finds that special circumstances make full compliance with this section unnecessary.

Implementing Standard: See IS: 9.2.3.6 for additional requirements concerning demonstration flights.

IS: 9.2.3.6 DEMONSTRATION FLIGHTS

(a) Each AOC holder shall conduct demonstration flights for each type of aircraft, including those aircraft materially altered in design, and for each kind of operation the AOC holder intends to conduct.

Definition: "Materially altered aircraft" refers to aircraft having powerplants installed other than those for which it is certified; or alterations to the aircraft or its components that materially affect flight characteristics.

(b) Each AOC holder shall conduct demonstration flights which contain at least:

(1) One hundred total hours of flight time, unless the Authority determines that a satisfactory level of proficiency has been demonstrated in fewer hours;

(2) Five hours of night time, if night flights are to be authorised;

(3) Five instrument approach procedures under simulated or actual instrument weather conditions, if IFR flights are to be authorised; and

(4) Entry into a representative number of en route airports, as determined by the Authority

(c) No person may carry passengers in an aircraft during demonstration flights, except for those needed to make the demonstration flight and those designated by the Authority.

(d) For those AOC holders of aircraft of less than 5700 kg, the necessity and extent of demonstration shall be at the option of the Authority.

9.2.4 Facilities and Operations Schedules

9.2.4.1 FACILITIES

(a) Each operator shall maintain operational and airworthiness support facilities at the main operating base, appropriate for the area and type of operation.

(b) Each AOC holder shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights.

9.2.4.2 OPERATIONS SCHEDULES

In establishing flight operations schedules, each AOC holder conducting scheduled operations shall allow enough time for the proper servicing of aircraft at intermediate stops, and shall consider the prevailing winds en route and cruising speed for the type of aircraft. This cruising speed may not be more than that resulting from the specified cruising output of the engines.

9.3 AOC FLIGHT OPERATIONS MANAGEMENT

9.3.1.1 APPLICABILITY

Subpart 9.3 provides those certification requirements that apply to management of flight operations personnel and their functions.

9.3.1.2 OPERATIONS MANUAL

(a) Each AOC holder shall issue to the crewmembers and persons assigned operational control functions, an Operations Manual acceptable to the Authority.

(b) The Operations Manual shall contain the overall (general) company policies and procedures regarding the flight operations it conducts.

(c) Each AOC holder shall prepare and keep current an Operations Manual which contains the AOC procedures and policies for the use and guidance of its personnel.

(d) Each AOC holder shall issue the Operations Manual, or pertinent portions, together with all amendments and revisions to all personnel that are required to use it.

(e) No person may provide for use of its personnel in commercial air transport any Operations Manual or portion of this manual which has not been reviewed and found acceptable or approved for the AOC holder by the Authority.

(f) Each AOC holder shall ensure that the contents of the Operations Manual include at least those subjects designated by the Authority that are applicable to the AOC holder's operations.

(g) Each AOC holder shall have procedures for the crew and pilot-in-command regarding suspected cases of communicable diseases.

(h) Unless otherwise acceptable to the Authority, each AOC holder shall provide an Operations Manual containing information on operations administration and supervision, accident prevention and flight safety programmes, personnel training, flight crew and cabin crew member fatigue and flight time limitations, flight operations, aeroplane performance, routes, guides and charts, minimum flight altitudes, aerodrome operating minima, search and rescue, dangerous goods, navigation, communications, security, and human factors. The operations manual shall encompass the matters set forth above and may be issued in parts, or as a series of volumes, corresponding to a specific aspect of operations.

1) The operations manual shall be organised with the following structure:

a) General;
b) Aircraft operating information;
c) Routes and aerodromes; and
d) Training.

2) Subjects specific to aspects of operations are listed below. Subjects presented with reference to a specific section shall be addressed in accordance with the requirements of the referenced section.

(1) Aircraft Operating Manual. (9.3.1.4)
(2) Minimum Equipment List and Configuration Deviation List. (9.3.1.12)
(3) Training Programme. (9.3.1.3)
(4) Aircraft Performance Planning Manual. (9.3.1.13)
(5) Route Guide. (9.3.1.20)
(6) Dangerous Goods Procedures.
(7) Accident Reporting Procedures.
(8) Security Procedures.
(9) Aircraft Loading and Handling Manual. (9.3.1.15)
(10) Cabin Crew Member Manual (if required). (9.3.1.17) *Implementing Standard: See IS: 9.3.1.2 for a sample Operations Manual*

IS: 9.3.1.2 OPERATIONS MANUAL

(a) Each AOC holder shall ensure that the contents and structure of the operations manual are in accordance with rules and regulations of the Authority, and is relevant to the area(s) and type(s) of operation.

(b) An AOC holder may design a manual to be more restrictive than the Authority's requirements.

(c) Procedures for the crew and pilot-in-command regarding suspected cases of communicable diseases: Procedures for *the Crew to carry out Evaluation of Suspected Passengers*:

- If a passenger is suspected to have a communicable disease, the crew should follow these steps: a. Isolate the passenger from others as much as possible to prevent potential transmission. b. Request the passenger's cooperation in undergoing a medical evaluation. c. Assess the passenger's condition, including checking for fever and other signs or symptoms of illness. d. If the passenger has a fever accompanied by other signs or symptoms suggestive of a communicable disease, document the findings. e. Notify the pilot-in-command immediately of the suspected case. f. Provide necessary assistance to the passenger while maintaining precautions to prevent the spread of the disease to others.
- Upon completion of the evaluation, the crew should transmit a general statement form to state authorities detailing the suspected case and any relevant information.

Procedures for the Pilot-in-Command to promptly Notification to ATC:

- The pilot-in-command is responsible for promptly notifying air traffic control (ATC) in all cases where a communicable disease is suspected onboard.
- The notification should include the following information:
  a. Identification of the aircraft (flight number or registration).
  b. Departure aerodrome.
  c. Destination aerodrome.
  d. Estimated time of arrival (ETA).
  e. Number of people on board.
  f. Number of suspected cases of communicable disease onboard.
  g. Any known information regarding the type of risk to public health posed by the suspected disease.
  These procedures aim to ensure timely identification and response to suspected cases of communicable diseases onboard aircraft, facilitating appropriate measures to protect public health and safety.

(d) Each AOC holder shall ensure that the operations manual presents the items of information listed below, to meet the requirements of 9.3.1.2(g). The manual may consist of two or more parts containing together all such information in a format and manner based upon the outline presented in paragraph (d) below. Each part of the operations manual must contain all information required by each group of personnel addressed in that part.

(a) General –

(i) Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations;

(ii) Rules limiting the flight time and flight duty periods and providing for adequate rest periods for flight crewmembers and cabin crew;

(iii) A list of the navigational equipment to be carried including any requirements relating to operations in RNP airspace;

(iv) Where relevant to the operations, the long range navigation procedures, engine failure procedure for ETOPS and the nomination and utilization of diversion aerodrome;

(v) The circumstances in which a radio listening watch is to be maintained;

(vi) The method for determining minimum flight altitudes;

(vii) The methods for determining aerodrome operating minima;

(viii) Safety precautions during refuelling with passengers on board;

(ix) Ground handling arrangements and procedures to include that the AOC holder maintains permanently it's ground handling responsibility, when all or parts of the functions and tasks related to ground handling services have been contracted to a service provider.

(x) Procedures, as prescribed in ICAO Annex 12, for PICs observing an accident;

(xi) The flight crew for each type of operation including the designation of the succession of command;

(xii) 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 the failure of one or more powerplants while enroute;

(xiii) The conditions under which oxygen shall be used and the amount of oxygen determined in accordance with GARs sub-section 7.1.8.12

(xiv) Instructions for mass and balance control;

(xv) Instructions for the conduct and control of ground de-icing/anti-icing operations;

(xvi) The specifications for the Operational Flight Plan;

(xvii) Standard operating procedures (SOP) for each phase of flight;

(xviii) Instructions on the use of normal checklists and the timing of their use;

(xix) Departure contingency procedures;

(xx) Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call outs;

(xxi) Instructions on the use of autopilots and auto-throttles in IMC;

(xxii) Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved;

(xxiii) Departure and approach briefings;

(xxiv) Route and destination familiarization;

(xxv) Stabilized approach procedures;

(xxvi) Limitation on high rates of descent near the surface;

(xxvii) Conditions required to commence or to continue an instrument approach;

(xxviii) Instructions for the conduct of precision and non-precision instrument approach procedures;

(xxix) Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations;

(xxx) Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS);

(xxxi) Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS);

(xxxii) Information and instructions relating to the interception of civil aircraft including – (A) Procedures, as described in regulations or requirements made under the Civil Aviation Act with respect to operations, for PICs of intercepted aircraft; and (B) Visual signals for use by intercepting and intercepted aircraft as described in in regulations or requirements made under the Civil Aviation Act with respect to operations

(xxxiii) For aeroplanes intended to be operated above 15000 m (49,000 ft)

(A) Information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and

(B) Procedures in the event that a decision to descend is taken, covering – :

(aa) The necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and

(bb) The action to be taken in the event that communication with the ATS unit cannot be established or is interrupted;

(xxxiv) Details of the accident prevention and flight safety programme provided in accordance with GARs Subsection 9.3.1.30, including a statement of safety policy and the responsibility of personnel;

(xxxv) Information and instructions on the carriage of dangerous goods, including action to be taken in the event of an emergency;

(xxxvi) Security instructions and guidance; and

(xxxvii) The search procedure checklist for searching for bombs, concealed weapons, explosives or other dangerous devices. This shall include information on the least-risk bomb location specific to the aircraft.

(b) Aircraft operating information –

(i) Certification limitations and operating limitations;

(ii) The normal, abnormal and emergency procedures to be used by the flight crew and the related checklists;

(iii) Operating instructions and information on climb performance with all engines operating;
(iv) Flight planning data for preflight and in-flight planning with different thrust/power and speed settings;
(v) Instructions and data for mass and balance calculations;
(vi) Instructions for aircraft loading and securing of load;
(vii) Aircraft systems, associated controls and instructions for their use;
(viii) The MEL and CDL for the aeroplane types operated and specific operations authorized, including any requirements relating to operations in RNP airspace;
(ix) Checklist of emergency and safety equipment and instructions for its use;
(x) Emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crewmember;
(xi) The normal, abnormal and emergency procedures to be used by the cabin crew, the checklist relating thereto and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight and cabin crew;
(xii) Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off, including procedures to determine the required amount of oxygen and the quantity available; and
(xiii) The ground-air visual signal code for use by survivors, as contained in in regulations or requirements made under the Civil Aviation Act with respect to operations

(c) Routes and aerodromes –

(i) A route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, heliports, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, and such other information as the operator may deem necessary for the proper conduct of flight operations;
(ii) The minimum flight altitudes for each route to be flown;
(iii) Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes;
(iv) The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities;
(v) heliport operating minima for each of the heliports that are likely to be used as heliports of intended landing or as alternate heliports.
(vi) the increase of heliport operating minima in case of degradation of approach or heliport facilities and
(vii) The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of –

(A) Take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures that affect the take-off distance;
(B) Take-off climb limitations;
(C) Enroute climb limitations;
(D) Approach climb limitations and landing climb limitations;
(E) Landing runway length requirements for dry, wet, and contaminated conditions including systems failures which affect the landing distance; and
(F) Supplementary information, such as tire speed limitations.

(d) Training –

(i) Details of the flight crew training programme as required by GARs sub-part 8.10;
(ii) Details of the cabin crew duties training programme as required by GARs sub-part 8.10; and
(iii) Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision as detailed in GARs sub-part 8.10

The general part or section of the OM shall contain at least the following:

1.0 Administration and Control of the Operations Manual

1.1 Introduction.

1.1.1 A statement that the manual complies with all applicable rules and regulations and with the specific approvals, conditions, and limitations of the applicable air operator operations specifications.

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

1.1.3 A list and brief description of the various OM parts and their contents, applicability, and use.

1.1.4 Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision.

1.2.1 A description of who is responsible for the issuance and insertion of amendments and revisions.

1.2.2 A record of amendments and revisions with insertion dates and effective dates.

1.2.3 A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.

1.2.4 A description of the system for the annotation of pages and their effective dates.

1.2.5 A list of effective pages and their effective dates.

1.2.6 Annotation of changes (on text pages and, as practicable, on charts and diagrams).

1.2.7 A system for recording temporary revisions.

1.2.8 A description of the distribution system for the manuals, amendments, and revisions.

1.2.9 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 Organisation and Responsibilities

2.1 Organisational Structure.

2.1.1 A description of the organisational structure, including the general company organisation and the operations department organisation.

2.1.2 The relationship between the operations department and the other departments of the organisation.

2.1.3 In particular, the subordination and reporting lines of all divisions, departments, etc., that pertain to the safety of flight operations.

2.1.4 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.

2.2 Responsible Managers.

2.2.1 The name of each manager responsible for flight operations, the maintenance system, crew training, and ground operations.

2.2.2 A description of the function and responsibilities of each manager.

2.3 Authority, Duties, and Responsibilities of Operations Management Personnel.

2.3.1 A description of the authority, duties, and responsibilities of operations management personnel pertaining to the safety of flight operations and compliance with applicable regulations.

2.4 Authority, Duties, and Responsibilities of a PIC.

2.4.1 A description of the authority, duties, and responsibilities of the PIC.

2.5 Authority, Duties, and Responsibilities of Crew Members Other Than the PIC.

2.5.1 A description of the authority, duties, and responsibilities of all required crew members.

3.0 Operational Control and Supervision

3.1 Supervision of the Operation by the AOC Holder.

3.1.1 A description of the system for supervision of the operation by the AOC holder. 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) Specifications for the operational flight plan;

(b) Competence of operations personnel; and

(c) Control, analysis, and storage of records; flight documents; additional information; and safety-related data.

3.2 System of Promulgation of Additional Operational Instructions and Information.

3.2.1 A description of any system for promulgating information that may be of an operational nature but is supplementary to the information in the OM, including the applicability of this information and the responsibilities for its promulgation.

3.3 Safety Management System.

3.3.1 A description of the main aspects of the SMS programme required by 1.6 of these regulations, including:

(a) Safety policy: general expectations;

(b) Safety risk management: general expectations;

(c) Safety assurance: general expectations; and

(d) Safety promotion: general expectations.

3.4 Operational Control.

3.4.1 A description of the objectives, procedures, and responsibilities necessary to exercise operational control with respect to flight safety.

4.0 Quality System

4.1 A description of the quality system adopted.

5.0 Flight Crew

5.1 Crew Composition.

5.1.1 An explanation of the method for determining crew composition, taking into account the following:

(a) Experience (total and type), recency, and qualification of the crew members;

(b) The designation of the PIC and, if required by the duration of the flight, the procedures for the relief of the PIC or other members of the flight crew; and

(c) The flight crew for each type of operation, including the designation of the succession of command.

5.2 PIC Designation.

5.2.1 The rules applicable to the designation of a PIC.

5.3 Crew Incapacitation.

5.3.1 Instructions on the succession of command in the event of flight crew incapacitation.

6.0 Flight Crew, Cabin Crew, Flight Operations Officer/Flight Dispatcher, and Other Operations Personnel Qualifications

6.1 Qualifications.

6.1.1 A description of the required licence, rating(s), qualification/competency (e.g., for routes and aerodromes), experience, training, checking, and recency of experience for operations personnel to conduct their duties. Consideration shall be given to the aircraft type, type of operation, and composition of the crew.

6.2 Flight Crew.

6.2.1 Operation on more than one type or variant.

6.3 Cabin Crew.

6.3.1 Operation on more than one type or variant.

6.4 Flight Operations Officer/Flight Dispatcher.

6.5 Other Operations Personnel.

7.0 Fatigue Management

7.1 Flight Time, Flight Duty Periods, Duty Period Limitations, and Rest Requirements.

7.1.1 Flight crew;

7.1.2 Cabin crew; and

7.1.3 FOO/flight dispatcher.

7.2 FRMS (if authorised by the Authority).

8.0 Crew Health

8.1 Crew Health Precautions.

8.1.1 The relevant regulations and guidance for crew members concerning health, including:

(a) Alcohol and other intoxicating liquor;

(b) Narcotics;

(c) Drugs;

(d) Sleeping tablets;
(e) Pharmaceutical preparations;
(f) Immunisations;
(g) Scuba diving;
(h) Blood donation;
(i) Meal precautions prior to and during flight;
(j) Sleep and rest; and
(k) Surgical operations.

9.0 Operating Procedures

9.1 Flight Preparation Instructions.

9.1.1 As applicable to the operation:

(a) Criteria for determining the usability of aerodromes.

(b) The method for determining minimum flight altitudes.

(c) The method for determining aerodrome operating minima.

(d) En route operating minima for VFR flights.

(1) A description of en route operating minima for VFR flights or VFR portions of a flight and, where single-engine aircraft are used, instructions for route selection with respect to the availability of surfaces that permit a safe forced landing.

(e) Presentation and application of aerodrome and en route operating minima.

(f) Interpretation of meteorological information.

(1) Explanatory material on the decoding of meteorological forecasts and meteorological reports relevant to the area of operations, including the interpretation of conditional expressions.

9.1.2 Determination of the quantities of fuel, oil, and water-methanol carried.

(a) This section shall include the specific instructions and methods by which the quantities of fuel, oil, and water-methanol to be carried are determined and monitored in flight. It shall also include instructions on the measurement and distribution of the fluid carried on board. Such instructions shall take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight replanning, the failure of one or more of the aircraft's powerplants, and possible loss of pressurisation. The system for maintaining fuel and oil records shall also be described.

9.1.3 The general principles of mass and centre of gravity, including:

(a) The policy for using 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;

(d) General instruction and information necessary for verification of the various types of mass and balance documentation in use;

(e) Last-minute changes to procedures;

(f) Seating policy and procedures; and

(g) A list of documents, forms, and additional information to be carried during a flight.

9.2 Ground Handling Arrangements and Procedures.

9.2.1 Fuelling procedures.

(a) A description of fuelling procedures, including:

(1) Safety precautions during refuelling and defuelling, including when an auxiliary power unit is in operation or when a turbine engine is running and, if applicable, when the propeller brakes are on;

(2) Refuelling and defuelling when passengers are embarking, on board, or disembarking;

(3) Precautions to be taken to avoid mixing fuels; and

(4) A method to ensure the required amount of fuel is loaded.

9.2.2 Aircraft, passenger, and cargo handling procedures related to safety.

(a) A description of the handling procedures to be used when allocating seats, embarking and disembarking passengers, and loading and unloading the aircraft. Further procedures, aimed at achieving safety while the aircraft is on the ramp, shall also be given. Handling procedures shall include:

(1) Sick passengers and persons with reduced mobility;

(2) The permissible size and weight of hand baggage;

(3) The loading and securing of items in the aircraft;

(4) Special loads and classification of load compartments (e.g., dangerous goods, live animals);

(5) The positioning of ground equipment;

(6) The operation of aircraft doors;

(7) Safety on the ramp, including fire prevention, blast, and suction areas;

(8) Start-up and ramp departure and arrival procedures;

(9) Servicing of aircraft;

(10) Documents and forms; and

(11) Multiple occupancy of aircraft seats.

9.3 Procedures for the refusal of embarkation.

9.3.1 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.

9.4 De-icing and anti-icing on the ground.

9.4.1 Instructions for the conduct and control of ground de-icing/anti-icing operations. 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; and

(d) Precautions during usage.

9.5 Helicopter refuelling procedures.

9.5.1 A description of procedures for helicopter refuelling, including:

(a) The doors on the refuelling side shall remain closed;

(b) The door on the non-refuelling side shall remain open;

(c) Firefighting facilities of the appropriate scale shall be immediately available in the case of a fire;

(d) The presence of fuel vapour, if detected, shall cease the refuelling process;

(e) The ground or deck area beneath the exits intended for emergency evacuation shall be kept clear;

(f) Seat belts shall be unfastened to facilitate rapid egress; and

(g) With rotors turning, only ongoing passengers shall remain on board.

9.6 Flight Procedures and Flight Navigation Equipment.

9.6.1 A description of flight procedures, including:

(a) SOPs for each phase of flight;

(b) Instructions on the use of normal checklists and the timing of their use;

(c) Departure contingency procedures;

(d) Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-outs;

(e) Instructions on the use of autopilots and autothrottles in IMC;

(f) Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved;

(g) Departure and approach briefings;

(h) Procedures for familiarisation with areas, routes, and aerodromes;

(i) Stabilised approach procedure;

(j) Limitation on high rates of descent near the surface;

(k) Conditions required to commence or to continue an instrument approach;

(l) Instructions for the conduct of precision and non-precision instrument approach procedures;

(m) The allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations;

(n) The circumstances in which a radio listening watch is to be maintained; and

(o) Instructions and training requirements for the use of HUD and EVS equipment, as applicable.

9.6.2 Navigation equipment.

(a) A list of the navigation equipment to be carried, including any requirements relating to operations where PBN is prescribed.

9.6.3 Navigation procedures.

(a) A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration shall be given to:

(1) Standard navigation procedures, including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft;

(2) In-flight replanning;

(3) Procedures in the event of system degradation;

(4) Where relevant to the operations, long-range navigation procedures, the engine failure procedure for EDTO, and the nomination and utilisation of diversion aerodromes;

(5) Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system;

(6) Policy, instructions, procedures, and training requirements for the avoidance of collisions and the use of the ACAS;

(7) Information and instructions relating to the interception of civil aircraft, including:

(i) Procedures, as prescribed in IS 8.8.1.28 of these Requirements, for PICs of intercepted aircraft; and

(ii) Visual signals for use by intercepting and intercepted aircraft, as contained in IS 8.8.1.28 of these Requirements; and

(b) For aeroplanes intended to be operated above 15 000 m (49 000 ft):

(1) Information that will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and

(2) 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 an ATS unit cannot be established or is interrupted.

9.6.4 Policy and procedures for in-flight fuel management.

9.6.5 Adverse and potentially hazardous atmospheric conditions.

9.6.6 Procedures for operating in, and/or avoiding, potentially hazardous atmospheric conditions, including:

(a) Thunderstorms;

(b) Icing conditions;

(c) Turbulence;

(d) Wind shear;

(e) Jet stream;

(f) Volcanic ash clouds;

(g) Heavy precipitation;

(h) Sand storms;

(i) Mountain waves; and

(j) Significant temperature inversions.

9.6.7 Operating restrictions.

(a) Cold weather operations;

(b) Take-off and landing in turbulence;

(c) Low-level wind shear operations;

(d) Crosswind operations (including tailwind components);

(e) High-temperature operations; and

(f) High-altitude operations.

9.6.8 Incapacitation of crew members.

(a) Procedures to be followed in the event of the incapacitation of crew members in flight. Examples of the types of incapacitation and the means for recognising them shall be included.

9.6.9 Cabin safety requirements.

(a) Procedures covering:

(1) Cabin preparation for flight; in-flight requirements; and preparation for landing, including procedures for securing cabin and galleys;

(2) 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;

(3) Procedures to be followed during passenger embarkation and disembarkation;

(4) Procedures for fuelling with passengers on board, embarking, or disembarking;

(5) Smoking on board; and

(6) The use of portable electronic equipment and cellular telephones.

9.6.10 Passenger briefing procedures.

(a) The contents, means, and timing of passenger briefing.

9.6.11 Procedures for use of cosmic or solar radiation detection equipment – aeroplanes.

(a) 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 OM are exceeded. In addition, the procedures, including ATC procedures, to be followed in the event that a decision to descend or reroute is taken.

9.7 All-Weather Operations.

9.8 Use of the Minimum Equipment List and Configuration Deviation List.

9.9 Non-Revenue Flights.

9.9.1 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 type of persons who may be carried on such flights.

9.10 Oxygen Requirements.

9.10.1 An explanation of the conditions under which oxygen shall be provided and used.

10.0 Dangerous Goods and Weapons

10.1 Transport of Dangerous Goods.

10.1.1 Information, instructions, and general guidance on the transport of dangerous goods, including:

(a) The AOC holder's policy on the transport of dangerous goods;

(b) Guidance on the requirements for acceptance, labelling, handling, stowage, and segregation of dangerous goods;

(c) Procedures and actions to be taken for responding to emergency situations involving dangerous goods;

(d) Duties of all personnel involved; and

(e) Instructions on the carriage by the AOC holder's employees.

10.2 Transport of Weapons.

10.2.1 The conditions under which weapons, munitions of war, and sporting weapons may be carried.

11.0 Security

11.1 Security Policies and Procedures.

11.1.1 A description of security policies and procedures for handling and reporting crime (e.g., unlawful interference, sabotage, bomb threats, and hijacking) on board.

11.2 Security Instructions and Guidance.

11.2.1 Security instructions and guidance of a non-confidential nature that shall include the authority and responsibilities of operations personnel.

11.3 Preventive Security Measures and Training.

11.3.1 A description of preventive security measures and training.

Note: Parts of the security instructions and guidance may be kept confidential.

12.0 Handling of Accidents and Incidents

12.1 Procedures for the Handling, Notifying, and Reporting of Accidents and Incidents.

12.1.1 This section shall include:

(a) Definitions of accidents and incidents and the relevant responsibilities of all persons involved;

(b) Descriptions of the company departments, authorities, or other institutions that shall be notified in case of an accident or incident, and by which means and in what sequence;

(c) Special notification requirements in the event of an accident or incident when dangerous goods are being carried;

(d) A description of the requirements to report accidents and incidents;

(e) The forms used for reporting accidents and incidents and the procedure for submitting such forms to the Authority;

(f) If the AOC holder develops additional safety-related reporting procedures for its own internal use, a description of the applicability and related forms to be used; and

(g) Procedures for PICs who have observed an accident or incident.

13.0 Rules of the Air

13.1 Rules of the air, including:

13.1.1 Territorial application of the rules of the air;

13.1.2 The circumstances during which a radio listening watch shall be maintained;

13.1.3 ATC clearances, adherence to flight plan, and position reports;

13.1.4 The ground-air visual codes for use by survivors, description and use of signal aids; and

13.1.5 Distress and urgency signals.

9.3.1.3 Training Manual

(a) Each AOC holder shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole.

(b) Each AOC holder shall have a Training Manual approved by the Authority containing the general training, checking, and record keeping policies.

(c) Each AOC holder shall have approval of the Authority prior to using a training curriculum for the purpose of qualifying a crew member, or a person performing operational control functions, for duties in commercial air transport.

(d) Each AOC holder shall submit to the Authority any revision to an approved training programme and shall receive written approval from the Authority before that revision may be used.

(e) The Training Manual shall conform to the outline prescribed in IS 9.3.1.3.

IS 9.3.1.3 TRAINING MANUAL

(a) Each AOC holder and AOC applicant, as part of its OM, shall submit and maintain training programmes based on the following outline:

1.0 Training Syllabi and Checking Programmes

1.1 General Requirements.

1.1.1 Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight shall be developed to meet the respective requirements of the Authority. An AOC holder may not use any person in, 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.

1.2 Flight Crew.

1.2.1 The training syllabi and checking programmes for flight crew members shall include:

(a) A written training programme acceptable to the Authority that provides for basic indoctrination, initial, transition, difference, and recurrent training, as appropriate, for flight 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 AOC holder;

(d) An adequate number of ground and flight check personnel to ensure adequate training and checking of flight crew members; and

(e) A record system acceptable to the Authority to show compliance with appropriate training and currency requirements.

1.3 Cabin Crew.

1.3.1 The training syllabi and checking programmes for cabin crew members shall include:

(a) Basic initial ground training covering duties and responsibilities;

(b) Appropriate Authority rules and regulations;

(c) Appropriate portions of the AOC holder's OM;

(d) Appropriate emergency training, as required by the Authority and the AOC holder's OM;

(e) Appropriate flight training;

(f) Appropriate recurrent, transition, or difference training, as required, to maintain currency in any type and variance of aircraft the crew member may be required to work in;

(g) A current list of approved training materials, equipment, training devices, simulators, and other required training items needed to meet the training needs for each type and variation of aircraft flown by the AOC holder;

(a) An adequate number of ground check personnel and flight check personnel to ensure adequate training and checking of crew members; and

(b) A record system acceptable to the Authority to show compliance with all appropriate training and currency requirements.

1.2 All Crew Members.

1.2.1 A written training programme shall be developed for all crew members in the emergency procedures appropriate to each make and model of aircraft flown in or by the crew member. Areas shall include:

(a) Individual instruction in the use of on-board emergency equipment such as fire extinguishers, emergency breathing equipment, first aid equipment, emergency exits and evacuation slides, and the aircraft's oxygen system, including the use of portable emergency oxygen bottles. Flight crew members shall also practice using the emergency equipment designed to protect them in case of a flight deck fire or smoke;

(b) Instruction in potential emergencies such as rapid decompression, ditching, firefighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers; and

(c) Scheduled recurrent training to meet Authority requirements.

1.3 All Operations Personnel.

1.3.1 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; and

(c) A method of providing any required notification of an accident or incident involving dangerous goods.

1.4 Operations Personnel Other Than Crew Members.

1.4.1 For operations personnel other than crew members (e.g., FOO, handling personnel), a written training programme shall be developed that pertains to their respective duties. The training programme shall provide for initial, recurrent, differences, specialised, and any other training required by the Authority.

2.0 Procedures for Training and Checking

2.1 Proficiency Checking Procedures.

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

2.2 Procedures Involving the Simulation of Abnormal or Emergency Situations.

2.2.1 Procedures to ensure that abnormal or emergency situations requiring the application of part or all of the abnormal or emergency procedures, and simulation of IMC by artificial means, are not simulated during commercial air transportation flights.

3.0 Document Retention

3.1 Documentation to Be Stored and Storage Periods.

3.1.1 An AOC holder shall retain all documentation required by the Authority, or the Authority of another State in which the AOC holder is operating, for the time specified by the respective Authority or for the time period needed to show compliance with appropriate regulations or this OM, whichever is longer.

9.3.1.3.1 FLIGHT CREW MEMBER TRAINING PROGRAMMES

(a) The operator shall establish and maintain a ground and flight training programme, approved by the State of the Operator, which ensures that all flight crew members are adequately trained to perform their assigned duties. The training programme shall:

1) include ground and flight training facilities and properly qualified instructors as determined by the State of the Operator;

2) consist of ground and flight training in the type(s) of aircraft on which the flight crew member serves;

3) include proper flight crew coordination and training in all types of emergency and abnormal situations or procedures caused by engine, airframe or systems malfunctions, fire or other abnormalities;

4) include upset prevention and recovery training;

5) include training in knowledge and skills related to visual and instrument flight procedures for the intended area of operation, charting, human performance including threat and error management and in the transport of dangerous goods;

6) ensure that all flight crew members know the functions for which they are responsible and the relation of these functions to the functions of other crew members, particularly in regard to abnormal or emergency procedures; and

7) Include training in knowledge and skills related to the operational use of head-up display and/or enhanced vision systems for those aircraft so equipped; and

8) be given on a recurrent basis, as determined by the State of the Operator and shall include an assessment of competence.

9.3.1.4 AIRCRAFT OPERATING MANUAL

(a) Each AOC holder or applicant shall submit proposed aircraft operating manuals for each type and variant of aircraft operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft.

(b) Each Aircraft Operating Manual shall be based upon the aircraft manufacturer's data and the mandatory revisions specific to the aircraft type and variant operated by the AOC holder and shall include specific operating parameters, details of the aircraft systems, and of the checklists to be used applicable to the operations of the AOC that are approved by the Authority. The design of the manual shall observe human factors principles.

(c) The Aircraft Operating Manual shall be made available to operations staff and crew members and shall be easily accessible to the flight crew during all flight operations.

(d) The AOM shall conform to the outline prescribed in IS 9.3.1.4.

IS: 9.3.1.4 Aircraft Operating Manual

(a) Each AOC applicant and AOC holder shall submit and maintain an AOM as part of its OM, containing at least the following:

1.0 General Information and Units of Measurement

1.1 General information (e.g., aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables.

2.0 Limitations

2.1 Certification and Operational Limitations.

2.1.1 A description of the applicable operational limitations, including:

(a) Certification status;

(b) Passenger seating configuration for each aircraft type, including a pictorial presentation;

(c) Types of operation that are approved (e.g., AMO/IMC/VFR, CAT II/III, flights in known icing conditions, etc.);

(d) Crew composition;

(e) Operation within mass and centre of gravity limitations;

(f) Speed limitations;

(g) Flight envelopes;

(h) Wind limits, including operations on contaminated runways;

(i) Performance limitations for applicable configurations;

(j) Runway slope;

(k) Limitations on wet or contaminated runways;

(l) Airframe contamination; and

(m) Post landing.

3.0 Procedures

3.1 Normal Procedures.

3.1.1 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 coordination procedures between flight and cabin crew. The following normal procedures and duties shall be included:

(a) Pre-flight;

(b) Pre-departure and loading;

	(c)	Altimeter setting and checking;
	(d)	Taxi, take-off, and climb;
	(e)	Noise abatement;
	(f)	Cruise and descent;
	(g)	Approach, landing preparation, and briefing;
	(h)	VFR approach;
	(i)	Instrument approach;
	(j)	Visual approach and circling;
	(k)	Missed approach;
	(l)	Normal landing;
	(m)	Post landing; and
	(n)	Operation on wet and contaminated runways.
3.2	Flight Deck Procedures.	
	(a)	Obtain a flight release;
	(b)	Initial flight deck preparation;
	(c)	SOPs;
	(d)	Flight deck discipline;
	(e)	Standard call-outs;
	(f)	Communications;
	(g)	Flight safety;
	(h)	Push-back and towing procedures;
	(i)	Taxi guidelines and ramp signals;
	(j)	Take-off and climbout procedures;
	(k)	Choice of runway;
	(l)	Take-off in limited visibility;
	(m)	Take-off in adverse weather;
	(n)	Use and limitations of weather radar;
	(o)	Use of landing lights;
	(p)	Monitoring of flight instruments;
	(q)	Power settings for take-off;
	(r)	Malfunctions during take-off;
	(s)	Rejected take-off decision;
	(t)	Climb, best angle, best rate;
	(u)	Sterile cockpit procedures;

(v) En route and holding procedures;

(w) Cruise control;

(x) Navigation logbook;

(y) Descent, approach, and landing procedures;

(z) Reporting of maintenance problems; and

(aa) How to obtain maintenance and service en route.

3.3 Abnormal and Emergency Procedures.

3.3.1 A listing of abnormal and emergency procedures assigned to crew members with appropriate checklists that include a system for use of the checklists and a statement covering the necessary coordination 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, as applicable;

(d) Exceeding of structural limits, such as overweight landing;

(e) Exceeding of cosmic radiation limits, as applicable;

(f) Lightning strikes;

(g) Distress communications and alerting of ATC to emergencies;

(h) Engine failure;

(i) System failures;

(j) Guidance for diversion in case of serious technical failure;

(k) Ground proximity warning;

(l) ACAS;

(m) Wind shear;

(n) Emergency landing/ditching;

(o) Aircraft evacuation;

(p) Fuel jettisoning precautions (as applicable) and overweight landing;

(q) General considerations and policy;

(r) Emergency procedures;

(s) Emergency descent;

(t) Low fuel;

(u) Dangerous goods incident or accident;

(v) Interception procedures;

(w) Emergency signal for cabin crew members;

(x) Communication procedures; and

(y) Radio listening watch.

4.0 Performance Data, Supplementary Performance Data, and Other Acceptable Performance Data

4.1 General.

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

4.2 Performance Data.

4.2.1 Performance material that provides the necessary data to allow the flight crew to comply with the approved AFM performance requirements shall be included to allow the determination of:

(a) Take-off climb limits (mass, altitude, temperature);

(b) Take-off field length limits (dry, wet, contaminated);

(c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;

(d) Gradient losses for banked climbouts;

(e) En route climb limits;

(f) Approach climb limits;

(g) Landing climb limits;

(h) Landing field length limits (dry, wet, contaminated), including the effects of an in-flight failure of a system or device, if it affects the landing distance;

(i) Brake energy limits; and

(j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).

4.3 Supplementary Performance Data.

4.3.1 Supplementary data covering:

(a) Flights in icing conditions;

(b) The maximum crosswind and tailwind components for each aircraft type operated and the reductions to be applied to these values having regard to gust, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances, or any other relevant operational factors; and

(c) Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.

4.4 Other Acceptable Performance Data.

4.4.1 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 OM may contain cross references to the approved data contained in the AFM, where such data is not likely to be used often or in an emergency.

4.5 Additional Performance Data.

4.5.1 Additional performance data, where applicable, including:

(a) All engines operating climb gradients;

(b) Drift-down data;

(c) The effect of de-icing/anti-icing fluids;

(d) Flight with landing gear down;

(a) For aircraft with three or more engines, one-engine-inoperative ferry flights; and

(b) Flights conducted under the provisions of a CDL.

5.0 Flight Planning

5.1 Flight Planning Data.

5.1.1 Specific data and instructions necessary for pre-flight and in-flight planning, including factors such as speed schedules and power settings. Where applicable, procedures for engine(s) out operations, EDTO, and flights to isolated aerodromes shall be included for the flight plan and the operational flight plan.

5.2 Fuel and Oil Calculations.

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

6.0 Mass and Balance

6.1 Calculating Mass and Balance.

6.1.1 Instructions and data for calculating mass and balance, including:

(a) The calculation system (e.g., index system);

(b) Information and instructions for the completion of mass and balance documentation, including manual and computer-generated types;

(c) Limiting mass and centre of gravity of the various versions; and

(d) Dry operating mass and corresponding centre of gravity or index.

7.0 Loading

7.1 Loading Procedures.

7.1.1 Instructions for loading and securing a load in the aircraft, including:

(a) Use of aircraft systems and associated controls.

7.2 Loading Dangerous Goods.

7.2.1 A method for notifying the PIC when dangerous goods are loaded in the aircraft.

8.0 Survival and Emergency Equipment Including Oxygen

8.1 List of Survival Equipment to Be Carried.

8.1.1 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.

8.1.2 Instructions regarding the location, accessibility, and use of survival and emergency equipment and its associated checklist(s).

8.2 Ground-Air Visual Signal.

8.2.1 Instructions illustrating the ground-air visual signal code for use by survivors.

8.3 Oxygen Usage.

8.3.1 The procedure for determining the amount of oxygen required and the quantity that is available, taking into consideration the flight profile, number of occupants, and possible cabin decompression.

8.3.2 The information provided shall be in a form in which it can be used without difficulty.

8.4 Emergency Equipment Usage.

8.4.1 A description of the proper use of the following emergency equipment, if applicable:

(a) Life jackets;
(b) Life rafts;
(c) Medical kits/first aid kits;
(d) Survival kits;
(e) Emergency locator transmitter;
(f) Visual signalling devices;
(g) Evacuation slides; and
(h) Emergency lighting.

9.0 Emergency Evacuation Procedures

9.1 Instructions for Emergency Evacuation.

9.1.1 Instructions for preparing for emergency evacuation, including crew coordination and emergency station assignment.

9.2 Emergency Evacuation Procedures.

9.2.1 A description of the duties of all members of the crew for the rapid evacuation of an aircraft and the handling of passengers in the event of a forced landing, ditching, or other emergency.

10.0 Aircraft Systems

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

11.0 Minimum Equipment List and Configuration Deviation List

11.1 The MEL and CDL for the aircraft types operated and the specific operations authorised, including any requirements relating to operations where PBN is prescribed.

12.0 Route and Aerodrome Instructions and Information (optional for this manual)

13.0 Instructions and Information

13.1 Communications, navigation, and aerodromes.

13.1.1 Instructions and information relating to communications, navigation, and aerodromes, including:

(a) Minimum flight level/altitude for each route to be flown;
(b) Operating minima for departure, destination, and alternate aerodromes;
(c) Communication facilities and navigation aids;
(d) Runway data and aerodrome 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 for checking their validity;

9.3.1.5 AOC HOLDER'S AIRCRAFT TECHNICAL LOG – JOURNEY RECORDS SECTION

(a) See 8.2.1.9

9.3.1.6 DESIGNATION OF PIC FOR COMMERCIAL AIR TRANSPORT

The AOC holder shall, for each commercial air transport operation, designate in writing one pilot as the PIC.

9.3.1.7 REQUIRED CABIN CREW MEMBERS

(a) The AOC holder shall schedule, and the PIC shall ensure that the minimum number of required cabin crew members are on board passenger-carrying flights.

(b) The number of cabin crew members may not be less than minimum prescribed by the Authority in the AOC holders' operations provisions or the following, whichever is greater—

(1) For a seating capacity of 20 to 50 passengers: 1 cabin crew member; and

(2) One additional cabin crew member for each unit, or part of a unit, of 50 passenger seat capacity.

(c) When passengers are on board a parked aircraft, the minimum number of flight crew members shall be one-half that required for the flight operation, but never less than one cabin crew member (or another person qualified in the emergency evacuation procedures for the aircraft).

Note: Where one-half would result in a fractional number, it is permissible to round down to the next whole number.

9.3.1.7.1 CABIN CREW - ASSIGNMENT OF EMERGENCY DUTIES

(a) The operator shall establish, to the satisfaction of the State of the Operator, the minimum number of cabin crew required for each type of aircraft, based on seating capacity or the number of passengers carried, which shall not be less than the minimum number established during certification, in order to effect a safe and expeditious evacuation of the helicopter, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of helicopter.

(b) Each cabin crew member assigned to emergency evacuation duties shall occupy a seat provided in accordance with 8.9.2.4 during take-off and landing and whenever the pilot-in-command so directs.

9.3.1.8 CARRIAGE OF SPECIAL SITUATION PASSENGERS

(a) No AOC holder may allow the transportation of special situation passengers except—

(1) As provided in the AOC holder's Operations Manual procedures; and (2) With the knowledge and concurrence of the PIC.

9.3.1.9 CREW MEMBER CHECKING AND STANDARDISATION PROGRAMME

Each AOC holder shall have a programme of checking and standardisation of crew members approved by the Authority.

9.3.1.10 TRAINING TO PROFICIENCY: PILOTS

An AOC holder may train its pilots to proficiency on those manoeuvres and procedures that area prescribed by the Authority for pilot proficiency checks, during every other proficiency check following the initial check.

Implementing Standard: See IS: 9.3.1.10 for requirements pertaining to aircraft simulator training used in a proficiency check.

IS: 9.3.1.10 TRAINING TO PROFICIENCY

(a) A course of training in an aircraft simulator may be included for use in proficiency checks if that course—

(1) Provides at least 4 hours of training at the pilot controls of an aircraft simulator as well as a proper briefing before and after the training;

(2) Provides training in at least the procedures and manoeuvres set forth in the proficiency check requirements; and

(3) Provides line-oriented training that—
  (i) Utilises a complete flight crew;
  (ii) Includes at least the manoeuvres and procedures that may be expected in line operations;
  (iii) Is representative of the flight segment appropriate to the operations being conducted by the AOC; and
(4) Is given by an instructor who meets the applicable requirements of a check airman.

9.3.1.11 COCKPIT CHECK PROCEDURE

(a) Each AOC holder shall issue to the flight crews and make available on each aircraft, the flight deck condensed checklist procedures approved by the Authority appropriate to for the type and variant of aircraft.

(b) Each AOC holder shall ensure that approved procedures include each item necessary for flight crew members to check for safety before starting engines, taking off, or landing, and for engine and systems abnormalities and emergencies.

(c) Each AOC holder shall ensure that the checklist procedures are designed so that a flight crewmember will not need to rely upon their memory for items to be checked.

(d) Each AOC holder shall make the approved procedures readily useable in the cockpit of each aircraft and the flight crew shall be required to follow them when operating the aircraft.

9.3.1.12 MINIMUM EQUIPMENT LIST AND CONFIGURATION DEVIATION LIST

(a) Each AOC holder shall provide for the use of the flight crewmembers, maintenance personnel and persons assigned operational control functions during the performance of their duties, an MEL approved by the Authority.

(b) The MEL shall be specific to the aircraft type and variant which contains the circumstances, limitations and procedures for release or continuance of flight of the aircraft with inoperative components, equipment or instruments.

(c) Each AOC holder may provide for the use of flight crew, maintenance personnel and persons assigned operational control functions during the performance of their duties a Configuration Deviation List (CDL) specific to the aircraft type if one is provided and approved by the State of Design. An AOC Holder operations manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements.

9.3.1.13 PERFORMANCE PLANNING MANUAL

(a) Each AOC holder shall provide for the use of the flight crewmembers and persons assigned operational control functions during the performance of their duties, a performance planning manual acceptable to the Authority.

(b) The performance planning manual shall be specific to aircraft type and variant which contains adequate performance information to accurately calculate the performance in all normal phases of flight operation.

9.3.1.14 PERFORMANCE DATA CONTROL SYSTEM

(a) Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current performance data for each aircraft, route and airport that it uses.

(b) The system approved by the Authority shall provide current obstacle data for departure and arrival performance calculations.

9.3.1.15 AIRCRAFT LOADING AND HANDLING MANUAL

(a) Each AOC holder shall provide for the use of the flight crewmembers, 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.

(b) This manual shall be specific to the aircraft type and variant which contains the procedures and limitations for servicing and loading of the aircraft.

9.3.1.16 MASS AND BALANCE DATA CONTROL SYSTEM

Each AOC holder 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.

9.3.1.17 CABIN CREW MEMBER MANUAL

(a) The AOC holder shall issue to the cabin crew members and provide to passenger agents during the performance of their duties, a cabin crew member manual acceptable to the Authority.

(b) The cabin crew member manual shall contain those operational policies and procedures applicable to cabin crew members and the carriage of passengers.

(c) The AOC holder shall issue to the cabin crew members, a manual specific to the aircraft type and variant which contains the details of their normal, abnormal and emergency procedures and the location and operation of emergency equipment.

Note: These manuals may be combined into one manual for use by the cabin crew members.

9.3.1.18 PASSENGER BRIEFING CARDS

(a) Each AOC holder shall carry on each passenger carrying aircraft, in convenient locations for the use of each passenger, printed cards supplementing the oral briefing and containing—

(1) Diagrams and methods of operating the emergency exits;

(2) Other instructions necessary for use of the emergency equipment, and

(3) Information regarding the restrictions and requirements associated with sitting in an exit seat row.

(b) Each AOC holder shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.

Implementing Standard: See IS: 9.3.1.18 for specific information to be included on passenger information cards.

IS: 9.3.1.18 PASSENGER BRIEFING CARDS

(a) Each AOC holder shall, at each exit seat, provide passenger information cards that include the following information in the primary language in which emergency commands are given by the crew:

(1) Functions required of a passenger in the event of an emergency in which a crew member is not available to assist—

(i) Locate the emergency exit;

(ii) Recognise the emergency exit opening mechanism;

(iii) Comprehend the instructions for operating the emergency exit;

(iv) Operate the emergency exit;

(v) Assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;

(vi) Follow oral directions and hand signals given by a crew member;

(vii) Stow or secure the emergency exit door so that it will not impede use of the exit;

(viii) Assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide;

(ix) Pass expeditiously through the emergency exit; and

(x) Assess, select, and follow a safe path away from the emergency exit

(2) A request that a passenger identify himself or herself to allow reseating if he or she—

(i) Cannot perform the emergency functions stated in the information card;

(ii) Has a nondiscernible condition that will prevent him or her from performing the functions;

(iii) May suffer bodily harm as the result of performing one or more of those functions; or

(iv) (iv) Does not wish to perform those functions;

(v) Lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the AOC holder.

9.3.1.19 AERONAUTICAL DATA CONTROL SYSTEM

Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and airport that it uses.

Implementing Standard: See IS: 9.3.1.19 for the specific airport information to be contained in the aeronautical data control system.

IS: 9.3.1.19 AERONAUTICAL DATA CONTROL SYSTEM

(a) Each AOC holder shall provide aeronautical data for each airport used by the AOC holder which includes the following:

(1) Airports:

(i) Facilities.
(ii) Navigational and communications aids.
(iii) Construction affecting takeoff, landing, or ground operations.
(iv) Air traffic facilities.

(2) Runways, clearways, and stopways:

(i) Dimensions.
(ii) Surface.
(iii) Marking and lighting systems.
(iv) Elevation and gradient.

(3) Displaced thresholds:

(i) Location.
(ii) Dimensions.
(iii) Takeoff or landing or both.

(4) Obstacles:

i. Those affecting takeoff and landing performance computations. (ii) Controlling obstacles.
(ii) Instrument flight procedures.
(iii) Departure procedure.
(iv) Approach procedure.
(v) Missed approach procedure.

(5) Special information:

i. Runway visual range measurement equipment.
ii. Prevailing winds under low visibility conditions.

9.3.1.20 ROUTE GUIDE – AREAS, ROUTES, AERODROMES, AND HELIPORTS

(a) Each AOC holder shall provide, for the use of flight crew members and persons assigned operational control functions during the performance of their duties, information on areas, routes, aerodromes, and heliports as well as suitable charts.

(b) The AOC holder shall keep the route guide and suitable charts current and appropriate for the proposed types and areas of operation to be conducted by the AOC holder. This information may be issued as part of, or separately from, the OM.

(c) This information shall contain at least the information prescribed in IS 9.3.1.20.

IS 9.3.1.20 Route Guide – Areas, Routes, Aerodromes, and Heliports

(a) Each AOC applicant and AOC holder shall submit and maintain as part of its OM a route guide containing information on areas, routes, aerodromes, and heliports. The route guide shall contain at least the information in IS 9.3.1.20(c).

(b) The route guide shall ensure that the flight crew have, for each flight, information relating to communication facilities, navigation aids, aerodromes, heliports, instrument approaches, instrument arrivals, and instrument departures, as applicable for the operation, and such other information as the operator may deem necessary in the proper conduct of flight operations.

(c) Each route guide shall contain at least the following information:

(1) The minimum flight altitudes for each aircraft to be flown;

(1) Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes;

(2) The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities;

(3) Heliport operating minima for each of the heliports that are likely to be used as heliports of intended landing or as alternate heliports;

(4) The increase of heliport operating minima in case of degradation of approach or heliport facilities; and

(5) The necessary information for compliance with all flight profiles required, including the determination of:

(i) Take-off runway length requirements for dry, wet, and contaminated conditions, including those dictated by systems failures that affect the take-off distance;

(ii) Take-off climb limitations;

(iii) En route climb limitations;

(iv) Approach climb limitations and landing climb limitations;

(v) Landing runway length requirements for dry, wet, and contaminated conditions, including systems failures that affect the landing distance; and

(vi) Supplementary information, such as tire speed limitations.

9.3.1.21 WEATHER REPORTING SOURCES

(a) Each AOC holder shall use sources approved the Authority for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.

(b) For passenger carrying operations on a published schedule, the AOC holder shall have an approved system for obtaining forecasts and reports of adverse weather phenomena that may affect safety of flight on each route to be flown and airport to be used.

Implementing Standard: See IS: 9.3.1.21 for sources of weather reports satisfactory for flight planning or controlling flight movement.

IS: 9.3.1.21 WEATHER REPORTING SOURCES

(a) The Authority approves and considers the following sources of weather reports satisfactory for flight planning or controlling flight movement:

(1) Guyana Meteorological Office.

(2) Guyana-operated automated surface observation stations.

Note: Some automated systems cannot report all required items for a complete surface aviation weather report.

(3) Guyana-operated supplemental aviation weather reporting stations.

(4) Observations taken by airport traffic control towers.

(5) Guyana-contracted weather observatories.

(6) Any active meteorological office operated by a foreign state which subscribes to the standards and practices of ICAO conventions.

Note: These meteorological offices are normally listed in the MET tables located in ICAO Regional Air Navigation Plans.

(7) Any military weather reporting sources approved by the Authority.

Note: Use of military sources is limited to control of those flight operations which use military airports as departure, destination, alternate, or diversionary airports.

(8) 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.

(9) An AOC holder operated and maintained weather reporting system approved by the Authority.

9.3.1.22 DE-ICING AND ANTI-ICING PROGRAMME

(a) Each AOC holder planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to adhere to the aircraft shall—

(1) Use only aircraft adequately equipped for such conditions;
(2) Ensure flight crew is adequately trained for such conditions; and
(3) Have an approved ground de-icing and anti-icing programme.

Implementing Standard: See IS: 9.3.1.22 for detailed requirements pertaining to the AOC holder's de-icing programme.

IS: 9.3.1.22 DE-ICING AND ANTI-ICING PROGRAMME

(a) Contents of the AOC holder's ground de-icing and anti-icing programme shall include a detailed description of—

(1) How the AOC holder determines that conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft and that ground de-icing and anti-icing operational procedures shall be in effect;
(2) Who is responsible for deciding that ground de-icing and anti-icing operational procedures shall be in effect;
(3) The procedures for implementing ground de-icing and anti-icing operational procedures; and
(4) The specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground de-icing and anti-icing operational procedures are in effect.

(b) The AOC holder's programme shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions. The holdover time shall be supported by data acceptable to the Authority. If the maximum holdover time is exceeded, takeoff is prohibited unless at least one of the following conditions exists-

(1) 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 certificate holder's programme, are free of frost, ice, or snow;
(2) It is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the AOC holder's approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice, or snow; or
(3) The wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.

9.3.1.23 FLIGHT SUPERVISION AND MONITORING SYSTEM

(a) For operations on a published schedule, each AOC holder shall have an adequate system approved by the Authority for proper dispatch and monitoring of the progress of the scheduled flights.

(b) The dispatch and monitoring system shall have enough dispatch centres, adequate for the operations to be conducted, located at points necessary to ensure adequate flight preparation, dispatch and in-flight contact with the scheduled flight operations.

(c) For scheduled operations, each AOC holder shall provide enough qualified flight operations officers at each dispatch centre to ensure proper operational control of each flight.

9.3.1.24 FLIGHT FOLLOWING SYSTEM

(a) For charter flight operations, each AOC holder 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.

(b) The system described in paragraph (a) shall have a means of communication by private or available public facilities to monitor the departure and arrival at all airports, including flight diversions.

(c) For aircraft under 5700 kg, an AOC holder is not required to have a flight following system for each flight in which an ATC flight plan is filed and remains active until arrival at destination.

IS: 9.3.1.24 FLIGHT FOLLOWING SYSTEM

(a) Each AOC holder shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted.

(b) For AOC holders having flight following centres, these centres shall be located at those points necessary to ensure—

(1) The proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and

(2) That the PIC is provided with all information necessary for the safety of the flight.

(c) An AOC holder conducting charter operations may arrange to have flight following facilities provided by persons other than its employees, but in such a case the AOC holder continues to be primarily responsible for operational control of each flight.

(d) Each AOC holder conducting charter operations using a flight following system shall show that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to—

(1) The flight crew of each aircraft; and

(2) The persons designated by the certificate holder to perform the function of operational control of the aircraft.

(e) Each AOC holder conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

9.3.1.25 COMMUNICATIONS FACILITIES

(a) Each AOC holder's flights shall be able to have two-way radio communications with all ATC facilities along the routes and alternate routes to be used.

(b) For passenger carrying operations on a published schedule, each AOC holder shall be able to have rapid and reliable radio communications with all flights over the AOC's entire route structure under normal operating conditions.

9.3.1.26 ROUTES AND AREAS OF OPERATION

(a) An AOC holder may conduct operations only along such routes and within such areas for which—

(1) Ground facilities and services, including meteorological services, are provided which are adequate for the planned operation;

(2) The performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements;

(3) The equipment of the aircraft intended to be used meets the minimum requirements for the planned operation;

(4) Appropriate and current maps and charts are available;

(5) If two-engine aircraft are used, adequate airports are available with the time/distance limitations; and

(6) If single-engine aircraft are used, surfaces are available which permit a safe forced landing to be executed.

(b) No person may conduct commercial air transport operations on any route or area of operation unless those operations are in accordance with any restrictions imposed by the Authority.

9.3.1.27 NAVIGATIONAL ACCURACY

(a) Each AOC holder shall ensure that, for each proposed route or area, that the navigational systems and facilities it uses are capable of navigating the aircraft—

(1) Within the degree of accuracy required for ATC; and

(2) To the airports in the operational flight plan within the degree of accuracy necessary for the operation involved.

(b) In situations without adequate navigation systems reference, the Authority may authorise day VFR operations that can be conducted safely by pilotage because of the characteristics of the terrain.

(c) Except for those navigational aids required for routes to alternate airports, the Authority will list in the AOC holder's operations specifications non-visual ground aids required for approval of routes outside of controlled airspace.

(d) Non-visual ground aids are not required for night VFR operations on routes that the certificate holder shows have reliably lighted landmarks adequate for safe operation.

(e) Operations on route segments where the use of celestial or other specialised means of navigation shall be approved by the Authority.

9.3.1.28 Minimum Safe Altitudes

(a) The operator shall be permitted to establish minimum flight altitudes for those routes flown for which minimum flight altitudes have been established by the State flown over or the responsible State, provided that they shall not be less than those established by that State, unless specifically approved.

(b) The AOC holder shall specify the method by which it intends to determine minimum flight altitudes for operations conducted over routes for which minimum flight altitudes have not been established by the responsible State, and shall include this method in the operations manual. The minimum flight altitudes determined in accordance with the above method shall not be lower than specified in Annex 2.

(c) The Authority will approve such method only after careful consideration of the probable effects of the following factors on the safety of the operation in question –

(1) The accuracy and reliability with which the position of the aircraft can be determined;

(2) The inaccuracies in the indications of the altimeters used;

(3) The characteristics of the terrain (e.g. sudden changes in elevation);

(4) The probability of encountering unfavourable meteorological conditions (e.g. severe turbulence and descending air currents);

(5) Possible in accuracies in the aeronautical charts;

(6) Airspace restrictions; and

(7) ICAO Annex 2.

9.3.1.29 Aerodrome Operating Minima

(a) The AOC holder shall establish the aerodrome operating minima for each aerodrome to be used for commercial air transport operations involving takeoff, approach to landing in accordance with a method of determination approved by the Authority. Such minima shall not be lower than any that may be established for such heliports or landing locations by the State of the Aerodrome, except when specifically approved by that State.

(b) The method determined shall take full account of – Method of Determination

(1) The type, performance and handling characteristics of the aircraft;

(2) The composition of the flight crew, their competence and experience;

(3) The dimensions and characteristics of the runways/heliport which may be selected for use;

(4) The adequacy and performance of the available visual and non-visual ground aids

(5) The equipment available on the aircraft for the purpose of navigation and/or control of the flight path during the approach to landing and the missed approach;

(6) The obstacles in the approach and missed approach areas and the obstacle clearance altitude/height for the instrument approach procedures;

(7) The means used to determine and report meteorological conditions; and

(8) The obstacles in the climb-out areas and necessary clearance margins.

(9) the conditions prescribed in the operations specifications; and

(10) any minima that may be promulgated by the State of the Aerodrome.

(c) The State of the Operator shall authorize operational credit(s) for operations with advanced aircraft. Where the operational credit relates to low visibility operations, the State of the Operator shall issue a specific approval. Such authorizations shall not affect the classification of the instrument approach procedure.

(d) When issuing a specific approval for the operational credit, the State of the Operator shall ensure that the:

(1) aircraft meets the appropriate airworthiness certification requirements;

(2) information necessary to support effective crew tasks for the operation is appropriately available to both pilots where the number of flight crew members specified in the operations manual is more than one;

(3) operator has carried out a safety risk assessment of the operations supported by the equipment;

(4) operator has established and documented normal and abnormal procedures and MEL;

(5) operator has established a training programme for the flight crew members and relevant personnel involved in the flight preparation;

(6) operator has established a system for data collection, evaluation and trend monitoring for low visibility operations for which there is an operational credit; and

(7) operator has instituted appropriate procedures in respect of continuing airworthiness (maintenance and repair) practices and programmes.

(e) The heliport operating minima for the offshore destination and offshore destination alternate heliport required under 2.2.8.2 shall make due allowance for the availability and reliability of weather information and the geographic environment.

(f) The operator shall specify cloud ceiling and visibility criteria relevant to the helideck elevation and location.

(g) To ensure that an adequate margin of safety is observed in determining whether or not an approach and landing can be safely carried out at each alternate heliport or landing location, the operator shall specify appropriate incremental values for height of cloud base and visibility, acceptable to the State of the Operator, to be added to the operator's established heliport or landing location operating minima.

9.3.1.30 Flight Safety and Accident Prevention Programme

(a) The AOC holder shall have a programme of flight safety and accident prevention.

(b) This programme shall include primary duties for –

(1) Standardization of crewmember guidance and standard operating procedures, including –

(i) Expanded and condensed normal checklists;

(ii) Acceptable flight manoeuvres profiles;

(iii) Acceptable safety procedures; e.g standard call-outs, checklist usage and philosophy, etc.;

(2) Route standardization of crewmember and line check pilots;

(3) Conduct of safety briefings;

(4) Issuance of Operations Bulletins regarding safety and standardization matters; and

(5) Administration of a methodology for reporting, both anonymous and identifiable, and correction of possible safety issues and providing feedback to the operations personnel.

(c) An operator shall establish a flight safety documents system, for the use and guidance of operational personnel.

(d) An AOC holder of an aeroplane of a certificated take-off mass in excess of 27,000kg shall establish and maintain a flight data analysis programme as part of its accident prevention and flight safety programme.

(1) A flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source(s) of the data.

(2) An AOC holder may contract the operation of a flight analysis programme to another party while retaining overall responsibility for the maintenance of such a programme.

See IS 9.3.1.30 for the requirements of a flight safety documents system.

IS 9.3.1.30 FLIGHT SAFETY DOCUMENTS SYSTEMS

(a) A flight safety documents system is one in which all documentation associated with the flight safety programme, including the published standards, procedures and guidance for flight safety personnel, the means of advising company personnel of safety-related information or recording/documenting safety information, is produced, disseminated, completed and maintained in a standardized manner.

(b) Guidance in the preparation of a flight safety documents system may be found in ICAO Annex 6. The information contained therein deals with the following topics.

(1) Organization of the system;
(2) Validation of the system's components;
(3) Design of the documentation;
(4) Deployment or dissemination of the documentation; and
(5) Amendment of the documentation.

9.3.1.31 SAFETY MANAGEMENT SYSTEM

(a) An AOC holder shall implement an SMS acceptable to the Authority.

(b) An AOC holder operating an aeroplane with a maximum certificated take-off mass over 27 000 kg (44 092 lbs.) shall establish and maintain an FDAP for the use and guidance of operational personnel as part of its SMS.

(c) An AOC holder operating a helicopter with a maximum certificated take-off mass over 7 000 kg or having a passenger seating configuration of more than nine and fitted with an FDR shall establish and maintain an FDAP for the use and guidance of operational personnel as part of its SMS.

(d) The AOC holder's FDAP shall be non-punitive and shall contain adequate safeguards to protect the source(s) of data.

Note 1: An operator may contract the operation of an FDAP to another party while retaining overall responsibility for the maintenance of such a programme.

Note 2: Annex 19 includes Safety Management Provisions for Air Operators. Further guidance is contained in the Safety Management Manual (SMM) (Doc 9859).

Note 3: the carriage of dangerous goods is included in the scope of the Operator's safety Management System (SMS).

9.4 AOC MAINTENANCE REQUIREMENTS

9.4.1.1 APPLICABILITY

This Subpart provides those certification and maintenance requirements that apply to an AOC holder utilising an AMO or an equivalent system.

9.4.1.2 MAINTENANCE RESPONSIBILITY

(a) Each AOC holder shall ensure the airworthiness of the aircraft and the serviceability of both operational and emergency equipment by—

(1) Assuring the accomplishment of preflight inspections;

(2) Assuring the correction of any defect and/or damage affecting safe operation of an aircraft to an approved standard, taking into account the MEL and CDL if available for the aircraft type;

(3) Assuring the accomplishment of all maintenance in accordance with the approved operator's aircraft maintenance programme;

(4) The analysis of the effectiveness of the AOC holder's approved aircraft maintenance programme;

(5) Assuring the accomplishment of any operational directive, airworthiness directive and any other continued airworthiness requirement made mandatory by the Authority; and

(6) Assuring the accomplishment of modifications in accordance with an approved standard and, for non-mandatory modifications, the establishment of an embodiment policy.

(b) Each AOC holder shall ensure that the Certificate of Airworthiness for each aircraft operated remains valid in respect to—

(1) The requirements in paragraph (a);

(2) The expiration date of the Certificate; and

(3) Any other maintenance condition specified in the Certificate.

(c) Each AOC holder shall ensure that the requirements specified in paragraph (a) are performed in accordance with procedures approved by or acceptable to the Authority.

(d) Each AOC holder shall ensure that the maintenance, preventive maintenance, and modification of its aircraft/aeronautical products are performed in accordance with its maintenance control manual and/or current instructions for continued airworthiness, and applicable aviation regulations.

(e) Each AOC holder may make an arrangement with another person or entity for the performance of any maintenance, preventive maintenance, or modifications; but shall remain responsible for all work performed under such arrangement.

9.4.1.3 APPROVAL AND ACCEPTANCE OF AOC MAINTENANCE SYSTEMS AND PROGRAMMES

(a) An AOC holder shall not operate an aircraft, except for pre-flight inspections, unless it is maintained and released to service by an AMO or equivalent system of maintenance that is approved by the State of Registry and is acceptable to the Authority.

(b) For aircraft registered in Guyana, an AMO or an equivalent system of maintenance shall be approved by the Authority.

(c) For aircraft not registered in Guyana, an AMO or an equivalent system of maintenance will be approved by the State of Registry of the aircraft, and such approval will be accepted by the Authority.

(d) When the Authority or the State of Registry accepts an equivalent system of maintenance, the persons designated to sign a maintenance release or airworthiness release shall be licensed in accordance with regulations or requirements made under the Civil Aviation Act with respect to personnel licensing, as appropriate.

Note: Under JAR-OPS an AOC holder performing its own maintenance is certified as an AMO, while under the FAR the current practice is that an AOC holder is authorised to perform its own maintenance under the AOC certificate without being designated separately as an AMO.

9.4.1.4 MAINTENANCE CONTROL MANUAL

(a) Each Guyana AOC holder shall provide to the Authority, and to the State of Registry of the aircraft, if different from the Authority, an AOC holder's maintenance control manual and subsequent amendments, for the use and guidance of maintenance and operational personnel concerned, containing details of the organisation's structure including:

(1) The accountable manager and designated person(s) responsible for the maintenance system as required by 9.2.2.2.

(2) Procedures to be followed to satisfy the maintenance responsibility of 9.4.1.2, except where the AOC holder is an AMO, and the quality functions of 9.4.1.6. Such procedures may be included in the AMO procedures manual.

(3) Procedures for the reporting of failures, malfunctions, and defects in accordance with 5.5.1.4, to the Authority, State of Registry and the State of Design within 72 hours of discovery; in addition, items that warrant immediate notification to the Authority by telephone/telex/fax, with a written follow-on report as soon as possible but no later than within 72 hours of discovery, are— (i) Primary structural failure,

(ii) Control system failure,

(iii) Fire in the aircraft,

(iv) Engine structure failure, or

(v) Any other condition considered an imminent hazard to safety.

Note: ICAO procedures suggest that service difficulty items not included in the list presented in 5.5.1.4, be reported on a daily basis.

(b) The AOC holder's maintenance control manual shall contain the following information which may be issued in separate parts—

(1) A description of the administrative agreements between the AOC holder and the AMO, or 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 AMO;

(2) A description of the procedures to ensure each aeroplane they operate is in an airworthy condition;

(3) A description of the procedures to ensure the operational emergency equipment for each flight is serviceable;

(4) The names and duties of the person or persons required to ensure that all maintenance is carrier out in accordance with the maintenance control manual;

(5) A reference to the maintenance programme required in 9.4.1.12;

(6) A description of the methods for completion and retention of the operator's maintenance records required by 9.4.1.8;

(7) A description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aircraft over 5,700 kg maximum certificated take-off mass;

(8) a description of the procedures for complying with the service information reporting requirements of Annex 8, Part II, 4.2.3.1 f) and 4.2.4;

(9) A description of the procedures for obtaining and assessing continued airworthiness information and implementing any resulting actions for all aircraft over 5,700 kg maximum certificated take-off mass, from the organisation responsible for the type design, and shall implement such actions considered necessary by the State of Registry;

(10) A description of the procedures for implementing mandatory continuing airworthiness information as required in 9.4.1.2(a)(5);

(11) A description of the procedures for establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme;

(12) A description of aircraft types and models to which the manual applies;

(13) A description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and

(14) A description of the procedures for advising the State of Registry of significant in-service occurrences.

(15) a description of procedures to control the leasing of aircraft and related aeronautical products; and

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

(c) No person may provide for use of its personnel in commercial air transport any Maintenance Control Manual or portion of this manual which has not been reviewed and approved for the AOC holder by the Authority.

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

(e) Copies of all amendments to the operator's maintenance control manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.

Note: See IS: 9.4.1.4 for an outline of specific subjects to be contained as appropriate in the AOC holder's maintenance control manual.

IS: 9.4.1.4 AOC HOLDER'S MAINTENANCE CONTROL MANUAL

Each AOC applicant and AOC holder should submit and maintain a maintenance control manual containing at least the following.

Note: The manual may be put together in any subject order and subjects combined so long as all applicable subjects are covered in this manual.

Part 1.0 Administration and Control of the Maintenance Control Manual

1.1 Introduction

(a) A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operator Certificate.

(b) A statement that the manual contains maintenance and operational instructions that are to be complied with by the relevant personnel in the performance of their duties.

(c) A list and brief description of the various Maintenance Control Manual parts, their contents, applicability and use.

(d) Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision

(a) A Maintenance Control Manual shall describe who is responsible for the issuance and insertion of amendments and revisions.

(b) A record of amendments and revisions with insertion dates and effective dates is required.

(c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.

(d) A description of the system for the annotation of pages and their effective dates.

(e) A list of effective pages and their effective dates.

(f) Annotation of changes (on text pages and as practicable, on charts and diagrams).

(g) A system for recording temporary revisions.

(h) A description of the distribution system for the manuals, amendments and revisions.

(i) A statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.

PART 2.0 GENERAL ORGANISATION

2.1 Corporate commitment by the AOC

2.2 General information:

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

2.3 Maintenance management personnel:

a) Accountable Manager
b) Nominated Postholder
c) Maintenance co-ordination

d) Duties and responsibilities
e) Organization chart(s)
f) Manpower resources and training policy

2.2 Notification procedure to the Authority regarding changes to the maintenance arrangements locations, personnel, activitie or approval.
2.3

PART 3.0: MAINTENANCE PROCEDURES
3.1 Aircraft logbook utilization and MEL application.
3.2 Aircraft maintenance programme - development and amendment.
3.3 Time and maintenance records, responsibilities, retention.
3.4 Accomplishment and control of mandatory continued airworthiness information (Airworthiness Directives).
3.5 Analysis of the effectiveness of the maintenance programme.
3.6 Non-mandatory modification embodiment policy.
3.7 Major modification standards.
3.8 Defect reports:

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

3.9 Engineering activity.
3.10 Reliability programmes

a) Airframe
b) Propulsion
c) Components

3.11 Pre-flight inspection:

a) Preparation of aircraft for flight

9.4.1.5 MAINTENANCE MANAGEMENT

(a) The AOC holder, approved as an AMO, may carry out the requirements specified in 9.4.1.2 (a)(2),(3),(5)and (6).

(b) If the AOC holder is not an AMO, the AOC holder shall meet its responsibilities under in 9.4.1.2 (a)(2),(3),(5)and (6) by using —

(1) An equivalent system of maintenance approved or accepted by the Authority; or

(2) Through an arrangement with an AMO with a written maintenance contract agreed between the AOC holder and the contracting AMO detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the Authority.

Note: ICAO Doc. 9389, Attachment 6F contains requirements for contractual maintenance agreements.

(c) Each AOC holder shall employ a person or group of persons, acceptable to the Authority, to ensure that all maintenance is carried out to an approved standard such that the maintenance requirements of 9.4.1.2 and requirements of the AOC holder's maintenance control manual are satisfied, and to ensure the functioning of the quality system.

(d) Each AOC holder shall provide suitable office accommodation at appropriate locations for the personnel specified in paragraph (c).

9.4.1.6 QUALITY SYSTEM

(a) For maintenance purposes, each AOC holder's quality system required by 9.2.2.3 shall additionally include at least the following functions:

(1) Monitoring to ensure that the activities of 9.4.1.2 are being performed in accordance with the accepted procedures;

(2) Ensure that all contracted maintenance is carried out in accordance with the contract;

(3) Monitoring the continued compliance with the requirements of Subpart 9.4; and

(4) Monitoring compliance with, and adequacy of, procedures required ensuring safe maintenance practices, airworthy aircraft and aeronautical products.

Note: Compliance monitoring must include a feed-back system to the accountable manager to ensure corrective action as necessary.

(b) For maintenance purposes, each AOC holder's quality system required by 9.2.2.3 shall include a quality assurance programme that contains procedures designed to verify that all maintenance operations are being conducted in accordance with all applicable requirements, standards and procedures.

(c) Where the AOC holder is also an AMO, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for approval and acceptance to the Authority, and State of Registry for aircraft not registered in Guyana.

Implementing Standard: See IS: 9.4.1.6 for additional quality system requirements for maintenance activities.

Note: Guidance contained in ICAO Doc. 9642 is applicable for use by AOC holders who have the primary responsibility for maintaining the airworthiness of its aircraft.

IS: 9.4.1.6 AOC HOLDER'S ADDITIONAL QUALITY SYSTEM FOR MAINTENANCE

(a) Each AOC shall establish a plan acceptable to the Authority to show when and how often the activities as required in 9.4.1.2 will be monitored. In addition, reports should be produced at the completion of each monitoring investigation and include details of discrepancies of non-compliance with procedures or requirements

(b) The feedback part of the system shall address who is required to rectify discrepancies and non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate time scales. The procedure should lead to the Accountable Manager.

(c) To ensure effective compliance with 9.4.1.6 each AOC Holder and AOC applicant should use the following elements

(1) Product sampling - the part inspection of a representative sample of the aircraft fleet;

(2) Defect sampling - the monitoring of defect rectification performance;

(3) Concession sampling - the monitoring of any concession to not carry out maintenance on time;

(4) On time maintenance sampling - the monitoring of when (flying hours/calendar time/flight cycles, etc) aircraft and their components are brought in for maintenance;

(5) Sample reports of unairworthy conditions and maintenance errors on aircraft and components.

Note: The primary purpose of the Quality System for maintenance is to monitor compliance with the approved procedures specified in an operators maintenance control manual to ensure compliance with Subpart 9.4 and thereby ensure the maintenance aspects of the operational safety of the aircraft. In particular, this part of the Quality System provides a monitor of the effectiveness of maintenance, reference 9.4.1.2, and should include a feedback system to ensure that corrective actions are identified and carried out in a timely manner.

9.4.1.7 AIRCRAFT TECHNICAL LOG ENTRIES: AOC HOLDERS

(a) Each person who takes action in the case of a reported or observed failure or malfunction of an aircraft/ aeronautical product, that is critical to the safety of flight shall make, or have made, a record of that action in the maintenance section of the aircraft technical log.

(b) Each AOC holder shall have a procedure for keeping adequate copies of required records to be carried aboard, in a place readily accessible to each flight crewmember and shall put that procedure in the AOC holder's operations manual.

9.4.1.8 MAINTENANCE RECORDS

(a) Each AOC holder shall ensure that a system has been established to keep, in a form acceptable to the Authority, the following records:

(1) The total time in service (hours, calendar time and cycles, as appropriate) of the aircraft and all life-limited components;

(2) The current status of compliance with all mandatory continuing airworthiness information;

(3) Appropriate details of modifications and repairs to the aircraft and its major components;

(4) The time in service (hours, calendar time and cycles, as appropriate) since last overhaul of the aircraft or its components subject to mandatory overhaul life;

(5) The current aircraft status of compliance with the maintenance programme; and

(6) The detailed maintenance records to show that all requirements for signing of a maintenance release and airworthiness release have been met.

(b) Each AOC holder shall ensure that items in (a)(1-5) shall be kept for a minimum of 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in (a)(6) shall be kept for a minimum of 1 year after the signing of the maintenance release and/or airworthiness release.

Note: Under JAR, items (a)(1-5) are required to be retained for 12 months and item (a)(6) is required to be retained for 24 months. Under FAR, items (a)(1-5) are required to be retained and transferred with the aircraft when the aircraft is sold, and item (a)(6) is required to be retained for 12 months

(c) Each AOC holder shall ensure that in the event of temporary change of operator, the records specified in paragraph (a) shall be made available to the new operator.

(d) Each AOC holder shall ensure that when an aircraft is permanently transferred from one operator to another operator, the records specified in paragraph (a) are also transferred.

(e) Records kept and transferred in accordance with 9.4.1.8 shall be maintained in a form and format that ensures readability, security and integrity of the records at all times.

9.4.1.9 AOC HOLDER'S AIRCRAFT TECHNICAL LOG - MAINTENANCE RECORD SECTION

(a) Each AOC holder shall use an aircraft technical log which includes an aircraft maintenance record section containing the following information for each aircraft: (See 9.3.1.5 for operations section of the aircraft technical log)

(1) Information about each previous flight necessary to ensure continued flight safety.

(2) The current aircraft maintenance release and/or an airworthiness release.

(3) The current inspection status of the aircraft, to include inspections due to be performed on an established schedule and inspections that are due to be performed that are not on an established schedule, except that the Authority may agree to the maintenance statement being kept elsewhere.

(4) The current maintenance status of the aircraft, to include maintenance due to be performed on an established schedule and maintenance that is due to be performed that is not on an established schedule except that the Authority may agree to the maintenance statement being kept elsewhere.

(5) All deferred defects that affect the operation of the aircraft.

Note: Defects which are not airworthiness items may be deferred to a later date for rectification. When this is done, there must be a method of recording such a deferral, and normally the aeroplane technical log has a section solely for this purpose. Some operators have a system of classifying deferred defects so as to allow different lengths of time, either in hours flown, number of sectors, or on return to a maintenance base, until a defect must be rectified before further flight.

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

9.4.1.10 RELEASE TO SERVICE OR MAINTENANCE SECTION RECORDS OF THE TECHNICAL LOG

(a) An AOC holder shall not operate an aircraft unless it is maintained and released to service by an organisation approved in accordance with regulations or requirements made under the Civil Aviation Act with respect to AMOs, or under an equivalent system, either of which shall be acceptable to the State of Registry.

(b) An AOC holder using an AMO shall not operate an aircraft after release under subparagraph (a) unless an appropriate entry is made in accordance with the AOC maintenance control manual procedures acceptable to the Authority.

9.4.1.11 MODIFICATION AND REPAIRS

(a) All modifications and repairs shall comply with airworthiness requirements acceptable to the State of Registry. Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained. However, in the case of a major repair or major modification, the work must have been done in accordance with technical data approved by the Authority.

(b) An AOC holder which is authorised to perform maintenance, preventive maintenance, and modifications of any aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof, in accordance with the approved AOC's specific operating provisions that wishes to approve, for return to service, major repairs or major modifications to an aircraft registered in Guyana shall use a current and valid licensed Aircraft Maintenance Engineer with an airframe and powerplant rating and shall be qualified in accordance with 2.4.4.

(c) Each AOC holder shall, promptly upon its completion, prepare a report of each major modification or major repair of an airframe, aircraft engine, propeller, or appliance of an aircraft operated by it.

(d) The AOC holder shall submit a copy of each report of a major modification to the Authority, and shall keep a copy of each report of a major repair available for inspection.

9.4.1.12 AIRCRAFT MAINTENANCE PROGRAMME

(a) Each AOC holder's aircraft maintenance programme and any subsequent amendment shall be submitted to the State of Registry for approval; acceptance by the Authority will be conditioned upon prior approval by the State of Registry, or where appropriate, upon the AOC holder complying with recommendations provided by the State of Registry.

(b) The Authority will require an operator to include a reliability programme when the Authority determines that such a reliability programme is necessary. When such a determination is made by the Authority the AOC holder shall provide such procedures and information in the AOC holder's maintenance control manual

(c) Each AOC holder shall ensure that each aircraft is maintained in accordance with the AOC holder's aircraft approved maintenance programme as required by 9.4.1.3 which shall include—

(1) Maintenance tasks and the intervals in which these are to be performed, taking into account the anticipated utilisation of the aircraft;

(2) When applicable, a continuing structural integrity programme;

(3) Procedures for changing or deviating from subparagraphs (c)(1) and (c)(2); and

(4) When applicable, condition monitoring and reliability programme, descriptions for aircraft systems, components, and powerplants.

(d) Repetitive maintenance tasks that are specified at mandatory intervals as a condition of approval of the type design shall be identified as such.

Note: The maintenance programme should 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.

(e) No person may provide for use of its personnel in commercial air transport a Maintenance Programme or portion thereof which has not been reviewed and approved for the AOC holder by the Authority.

(f) Approval by the Authority of an AOC holder's maintenance programme and any subsequent amendments shall be noted in the AOC certificate pursuant to 9.1.1.7(b)(6).

(g) Each AOC holder shall have an inspection programme and a programme covering other maintenance, preventive maintenance, and modifications to ensure that—

(1) Maintenance, preventive maintenance, and modifications performed by it, or by other persons, are performed in accordance with the AOC holder's maintenance control manual;

(2) Each aircraft released to service is airworthy and has been properly maintained for operation.

Note: It is recommended that the format of ICAO Doc. 9389, Attachment 7a & b, be utilised for notation of approval of an AOC holder's maintenance programme by the Authority.

(h) The Authority may amend any specifications issued to an AOC holder to permit deviation from those provisions of this Subpart that would prevent the return to service and use of airframe components, powerplants, appliances, and spare parts thereof because those items have been maintained, altered, or inspected by persons employed outside Guyana who do not hold a Guyana Aircraft Maintenance Engineer's license. Each AOC holder who is granted authority under this deviation shall provide for surveillance of facilities and practices to assure that all work performed on these parts is accomplished in accordance with the AOC holder's maintenance control manual.

(i) Copies of all amendments to the maintenance programme shall be furnished promptly to all organizations or persons to whom the maintenance programme has been issued.

9.4.1.13 INTENTIONALLY LEFT BLANK

9.4.1.14 AUTHORITY TO PERFORM AND APPROVE MAINTENANCE, PREVENTIVE MAINTENANCE AND MODIFICATIONS

(a) An AOC holder which is not approved as an AMO may perform and approve maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or a part thereof for return to service, if approved in the specific operating provisions, as provided in its maintenance programme and maintenance control manual.

(b) An AOC holder may make arrangements with an AMO (appropriately rated) for the performance of maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof as provided in its maintenance programme and maintenance control manual.

(c) An AOC holder which is not approved as an AMO shall use an appropriately licensed and rated individual in accordance with regulations or requirements made under the Civil Aviation Act with respect to personnel licensing, as appropriate, to approve maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, or appliance for return to service after performing or supervising in accordance with technical data approved by the Authority.

9.4.1.15 LICENSE REQUIREMENTS FOR A TECHNICIAN - AOC HOLDER USING EQUIVALENT SYSTEM

(a) Each person who is directly in charge of maintenance, preventive maintenance, or modification, of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof and each person performing required inspections and approving for return to service the maintenance performed, shall be an appropriately licensed and rated Aircraft Maintenance Engineer or repair specialists in accordance with regulations or requirements made under the Civil Aviation Act with respect to personnel licensing, as appropriate, and acceptable to the Authority.

(b) A person who is directly in charge shall be on site but need not physically observe and direct each worker constantly, but shall be available for consultation and decision on matters requiring instruction or decision from higher authority than that of the persons performing the work.

Note: A person "directly in charge" is each person assigned to a position in which he is responsible for the work of a shop or station that performs maintenance, preventive maintenance, modifications, or other functions affecting aircraft airworthiness.

9.4.1.16 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS ON AOC HOLDER AIRCRAFT

(a) No person may assign, nor shall any person perform maintenance functions for aircraft certified for commercial air transport, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.

(b) No person may schedule a person performing maintenance functions for aircraft Certified for commercial air transport for more than 12 consecutive hours of duty.

(c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft Certified for commercial air transport may be continued on duty for—

(1) Up to 16 consecutive hours; or (2) 20 hours in 24 consecutive hours.

(d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.

(e) The AOC holder shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day period.

9.5 AOC SECURITY MANAGEMENT

9.5.1.1 APPLICABILITY

Subpart 9.5 provides those certification requirements that apply to the AOC holder's protection of aircraft, facilities and personnel from unlawful interference.

9.5.1.2 SECURITY REQUIREMENTS

Each AOC holder shall ensure that all appropriate personnel are familiar, and comply with, the relevant requirements of the national security programmes of Guyana.

9.5.1.3 SECURITY TRAINING PROGRAMMES

(a) Each AOC holder shall establish, maintain and conduct approved training programmes which enable the operator's personnel to take appropriate action to prevent acts of unlawful interference such as sabotage or unlawful seizure of aircraft and to minimise the consequences of such events should they occur.

(b) As a minimum, this programme shall include the following elements:
1) determination of the seriousness of any occurrence;
2) crew communication and coordination;
3) appropriate self-defence responses;
4) use of non-lethal protective devices assigned to crew members whose use is authorized by the State of the Operator;
5) understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacker behaviour and passenger responses;
6) live situational training exercises regarding various threat conditions;
7) flight crew compartment procedures to protect the aeroplane; and
8) aeroplane search procedures and guidance on least-risk bomb locations where practicable.

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

9.5.1.4 REPORTING ACTS OF UNLAWFUL INTERFERENCE

Following an act of unlawful interference on board an aircraft the PIC or, in his absence, the AOC holder shall submit, without delay, a report of such an act to the designated local authority and the Authority in the State of the operator.

9.5.1.5 AIRCRAFT SEARCH PROCEDURE CHECKLIST

The operator shall ensure that there is on board a checklist of the procedures to be followed in searching for a bomb in case of suspected sabotage and for inspecting aircrafts for concealed weapons, explosives or other dangerous devices when a wellfounded suspicion exists that the aircrafts may be the object of an act of unlawful interference. The checklist shall be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aeroplane.

9.5.1.6 FLIGHT CREW COMPARTMENT SECURITY

If installed, the flight crew compartment door on aircraft operated for the purpose of carrying passengers shall be capable of being locked from within the compartment in order to prevent unauthorised access.

9.6 AOC DANGEROUS GOODS MANAGEMENT

9.6.1.1 APPLICABILITY

Subpart 9.6 provides those certification requirements that apply to management of flight operations personnel and their functions.

9.6.1.2 APPROVAL TO TRANSPORT DANGEROUS GOODS

No AOC holder may transport dangerous goods unless approved to do so by the Authority.

9.6.1.3 SCOPE

The State of the Operator shall issue a specific approval for the transport of dangerous goods and ensure that the operator:

(a) Each AOC holder shall comply with the provisions contained in the ICAO Technical Instructions for the Safe Transport of Dangerous Goods By Air, ICAO Doc. 9284 (Technical Instructions) on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Guyana. Where dangerous goods are to be transported outside the territory of Guyana, the AOC holder shall review and comply with the appropriate variations noted by contracting states contained in Attachment 3 to the Technical Instructions.

(b) Articles and substances which would otherwise be classed as dangerous goods are excluded from the provisions of Subpart 9.6, to the extent specified in the Technical Instructions, provided they are—

(1) Required to be aboard the aircraft for operating reasons;

(2) Carried as catering or cabin service supplies;

(3) Carried for use in flight as veterinary aid or as a humane killer for an animal; or

(4) Carried for use in flight for medical aid for a patient, provided that—

(i) Gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;

(ii) Drugs, medicines and other medical matter are under the control of trained personnel during the time when they are in use in the aircraft;

(iii) Equipment containing wet cell batteries is kept and, when necessary secured, in an upright position to prevent spillage of the electrolyte; and

(iv) Proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the PIC in the interests of safety; or

(v) They are carried by passengers or crewmembers.

(c) Articles and substances intended as replacements for those in paragraph (b)(1) may be transported on an aircraft as specified in the Technical Instructions.

9.6.1.4 LIMITATIONS ON THE TRANSPORT OF DANGEROUS GOODS

(a) Each AOC holder shall take all 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.

(b) Each AOC holder shall take all 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—

(1) They are exempted by the States concerned under the provisions of the Technical Instructions; or

(2) The Technical Instructions indicate they may be transported under an approval issued by the State of Origin.

9.6.1.5 CLASSIFICATION

Each AOC holder shall take all reasonable measures to ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.

9.6.1.6 PACKING

Each AOC holder shall take all reasonable measures to ensure that dangerous goods are packed as specified in the Technical Instructions.

9.6.1.7 LABELLING AND MARKING

(a) Each AOC holder shall take all reasonable measures to ensure that packages, overpacks and freight containers are labelled and marked as specified in the Technical Instructions.

(b) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of Guyana, the AOC holder shall ensure that labelling and marking are in the English language in addition to any other language requirements.

9.6.1.8 DANGEROUS GOODS TRANSPORT DOCUMENT

(a) Each AOC holder shall ensure that, except when otherwise specified in the Technical Instructions, dangerous goods are accompanied by a dangerous goods transport document.

(b) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of Guyana, the AOC holder shall ensure that the English language is used for the dangerous goods transport document in addition to any other language requirements.

9.6.1.9 ACCEPTANCE OF DANGEROUS GOODS

(a) No AOC holder may accept dangerous goods for transport until the package, overpack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions.

(b) Each AOC holder, or its handling agent, shall use an acceptance check list which—

(1) Shall allow for all relevant details to be checked; and

(2) Shall be in such form as will allow for the recording of the results of the acceptance check by manual, mechanical or computerised means.

9.6.1.10 INSPECTION FOR DAMAGE, LEAKAGE OR CONTAMINATION

(a) Each AOC holder shall ensure that:

(1) 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;

(2) A unit load device is not loaded on an aircraft unless it has been inspected as required by the Technical Instructions and found free from any evidence of leakage from, or damage to, the dangerous goods contained therein;

(3) Leaking or damaged packages, overpacks or freight containers are not loaded on an aircraft;

(4) 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.

(5) After removal of any leaking or damaged goods, the remainder of the consignment is inspected to ensure it is in a proper condition for transport and that no damage or contamination has occurred to the aircraft or its load; and

(6) 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 is inspected for damage or contamination.

9.6.1.11 REMOVAL OF CONTAMINATION

(a) Each AOC holder shall ensure that—

(1) Any contamination found as a result of the leakage or damage of dangerous goods is removed without delay; and

(2) An aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned until the radiation level at any accessible surface and the nonfixed contamination are not more than the values specified in the Technical Instructions.

9.6.1.12 LOADING RESTRICTIONS

(a) *Passenger Cabin and Flight Deck.* Each AOC holder shall ensure that \

(b) are not carried in an aircraft cabin occupied by passengers or on the flight deck, unless otherwise specified in the Technical Instructions.

(c) *Cargo Compartments.* Each AOC holder shall ensure that dangerous goods are loaded, segregated, stowed and secured on an aircraft as specified in the Technical Instructions.

(d) *Dangerous Goods Designated for Carriage Only on Cargo Aircraft.* Each AOC holder shall ensure that packages of dangerous goods bearing the "Cargo Aircraft Only" label are carried on a cargo aircraft and loaded as specified in the Technical Instructions.

9.6.1.13 PROVISION OF INFORMATION

(a) *Information to Ground Staff.* Each AOC holder shall ensure that:

(1) 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

(2) Where applicable, the information referred to in paragraph (a)(1) is also provided to the handling agent.

(b) *Information to Passengers.* Each AOC holder 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 aboard an aircraft.

(c) *Information to Acceptance Points Personnel.* Each AOC holder and, where applicable, the handling agent shall ensure that notices are provided at acceptance points for cargo giving information about the transport of dangerous goods.

(d) *Information to Crew Members.* Each AOC holder 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 arising involving dangerous goods.

(e) *Information to the PIC.* Each AOC holder shall ensure that the PIC is provided with written information, as specified in the Technical Instructions.

(f) *Information in the Event of an Aircraft Incident or Accident.* Each AOC holder which is involved in an aircraft incident shall—

(1) As soon as possible, inform the appropriate authority of the State in which the aircraft accident occurred of any dangerous goods carried; and

(2) On request, provide any information required to minimise the hazards created by any dangerous goods carried.

9.6.1.14 TRAINING PROGRAMMES

(a) Each AOC holder shall establish, maintain, and have approved by the Authority, staff training programmes, as required by the Technical Instructions

(b) Each AOC holder not holding a permanent approval to carry dangerous goods shall ensure that—

(1) Staff who are engaged in general cargo handling have received training to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column I of Table I to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and how to identify such goods.

(2) Crew members, passenger handling staff, and security staff employed by the AOC holder who deal with the screening of a passengers and their baggage, have received training which covers as a minimum, the areas identified in Column 2 of Table I 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.

(3) established dangerous goods policies and procedures in their operations manuals to meet, at a minimum, the requirements of Annex 18, the Technical Instructions and the State's regulations to allow operator personnel to:

a. identify and reject undeclared dangerous goods, including COMAT classified as dangerous goods; and

b. report to the appropriate authorities of the State of the Operator, and the State in which it occurred, any:

i. occasions when undeclared dangerous goods are discovered in cargo or mail; and

ii. dangerous goods accidents and incidents.

TABLE 1

Areas of Training	1	2
General philosophy	X	X
Limitations on dangerous goods in air transport	X	X
Package marking and labelling	X	X
Dangerous goods in passengers baggage		X
Emergency procedures	X	X

Note: 'X' indicates an area to Be covered.

(c) Each AOC holder holding a permanent approval to carry dangerous goods shall ensure that:

(1) Staff who are engaged in the acceptance of dangerous goods have received training and are qualified to carry out their duties which covers as a minimum, the areas identified in Column I of Table 2 to a depth sufficient to ensure the staff can take decisions on the acceptance or refusal of dangerous goods offered for carriage by air.

(2) 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 2 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.

(3) Staff who are engaged in general cargo handling 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 3 of Table 2 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.

(4) Flight crew members have received training which covers as a minimum, the areas identified in Column 4 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and how they should be carried on an aircraft.

(5) Passenger handling staff; security staff employed by the operator who deal with the screening of passengers and their baggage; and crew members other than flight crew members, have received training which covers as a minimum, the areas identified in Column 5 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and what requirements apply to the carriage of such goods by passengers or, more generally, their carriage on an aircraft.

(d) Each AOC holder shall ensure that all staff who require dangerous goods training receive recurrent training at intervals of not longer than 2 years.

(e) Each AOC holder shall ensure that records of dangerous goods training are maintained for all staff trained in accordance with paragraph (d).

(f) Each AOC holder shall ensure that its handling agent's staff are trained in accordance with the applicable column of Table I or Table 2.

Table 2

Areas Of Training	1	2	3	4	5
General philosophy	X	X	X	X	X
Limitations on dangerous goods in the air transport	X	X	X	X	X
Classification and list of dangerous goods	X	X		X	
General packing requirements and packing instructions	X				
Packaging specifications marking	X				
Package marking and labelling	X	X	X	X	X
Documentation from the shipper	X				
Acceptance of dangerous good, including the use of a checklist	X				
Loading, restrictions on loading and segregation	X	X	X	X	
Inspections for 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

Note: x indicates an area to be covered.

9.6.1.15 DANGEROUS GOODS INCIDENT AND ACCIDENT REPORTS

Each AOC holder shall report dangerous goods incidents and accidents to the Authority within 72 hours of the event, unless exceptional circumstances prevent this.

9.6.1.16 REVOCATION

The Civil Aviation Requirements for Air Operator Certification and Administration 2024 are revoked.

Made this 17th day of May, 2024.

DIRECTOR GENERAL • GUYANA CIVIL AVIATION AUTHORITY •

Director-General
For the Guyana Civil Aviation Authority