



THE UNITED REPUBLIC OF TANZANIA

CHAPTER 80

THE CIVIL AVIATION ACT

THE CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND
ADMINISTRATION) REGULATIONS

[SUBSIDIARY]

REVISED EDITION 2026

This Revised Edition of the The Civil Aviation (Air Operator Certification and Administration) Regulations, Government Notice No. 69 of 2017, has been revised up to and including 31st July, 2026 and is printed under the authority of section 4 of the Laws Revision Act, Chapter 4.

Dodoma,
31st July, 2026

HAMZA SAID JOHARI,
Attorney General

CHAPTER 80

THE CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND
ADMINISTRATION) REGULATIONS

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CHAPTER 80

THE CIVIL AVIATION ACT,

REGULATIONS

(Made under section 5)

THE CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND
ADMINISTRATION) REGULATIONS

[24th April, 2017]

[DPG]

GNs. No.
69 of 2017
366 of 2023
40 of 2026

PART I
PRELIMINARY PROVISIONS

Citation

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

Interpretation
GN No.
366 of 2023
reg. 2

2. In these Regulations, unless the context otherwise requires-

“accountable manager” means the manager who has corporate authority for ensuring that all operations and maintenance activities required by the AOC (Certificate holder) holder can be financed and carried out to the (standard required by authority) highest degree of safety standards required by the Authority;

“aerial work” means an aircraft operation in which an aircraft is used for specialised services including,

but not limited to, agriculture, construction, photography, surveying, observation and patrol, search and rescue, and aerial advertisement;

“aerodrome” means a defined area on land or water, including any buildings, installations and equipment, used or intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft;

“aerodrome operating minimum” means the limits of usability of an aerodrome for:

- (a) landing in 3D instrument approach operations, expressed in terms of visibility or runway visual range and decision altitude or DA or decision height or DH as appropriate to the type or category of the operation;
- (b) landing in 2D instrument approach operations, expressed in terms of visibility or runway visual range, minimum descent altitude or MDA or minimum descent height or MDH and, where necessary, cloud conditions; and
- (c) take-off, expressed in terms of runway visual range or visibility and, if necessary, cloud conditions;

“aeronautical product” means any aircraft, aircraft engine, propeller, or subassembly, appliance, material, part, or component to be installed thereon;

“aeroplane” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;

“aircraft” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;

“aircraft component” means any assembly, item component, part of an aircraft up to and including a complete engine or any operational

or emergency equipment;

“aircraft interchange” means an arrangement between two air operators in which the aircraft of the first air operator is crewed by the crew of the second operator at an interchange point linking their respective routes where operational control is transferred to the second operator for the period of the interchange;

“aircraft operating manual” means a manual, acceptable to the state of the Operator, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems and other material relevant to the operation of the aircraft;

“aircraft technical log” means a document carried on board an aircraft for recording defects and malfunctions discovered during operation and for recording details of all maintenance carried out whilst the aircraft is operating between scheduled visits to the base maintenance facility. It also contains operating information relevant to flight safety and maintenance data that the operating crew needs to know;

“aircraft tracking” means a process, established by the operator, that maintains and updates, at standardized intervals, a ground-based record of the four-dimensional position of individual aircraft in flight;

“aircraft type” means all aircraft of the same basic design;

“airframe” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces, including rotors but excluding propellers and rotating airfoils of a powerplant, and landing gear of an aircraft and their accessories and controls;

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

“Air Traffic Control (ATC)” means a service that promotes the safe, orderly, and expeditious flow

of air traffic at aerodromes and during the approach, departure, and en route environments;

“air traffic control (ATC) facility” means a building holding the persons and equipment responsible for providing ATC services;

“Airworthy” means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation;

“Alternate aerodrome” means an aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use: Alternate aerodromes include the following:

- (a) “Take-off alternate” means an alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure;
- (b) “En-route alternate” means an alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en route;
- (c) “Destination alternate” means an alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing;

“Approval” means an authorisation granted by an appropriate national authority for-

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

- “Approved Training Organisation (ATO)” means an organisation established to conduct aviation training courses as approved by the Authority;
- “appliance” means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, powerplant, or propeller;
- “approved maintenance organisation (AMO)” means an organisation approved to perform specific aircraft maintenance activities by the Authority. These activities may include the inspection, overhaul, maintenance, repair or modification and release to service of aircraft or aircraft components;
- “approved standard” means a manufacturing, design, maintenance, or quality standard approved by the Authority;
- “approved training” means training carried out under special curricula and supervision approved by the Authority;
- “article” means any item, including but not limited to an aircraft, airframe, engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part;
- “Authority” means the Civil Aviation Authority as established under the Act;
- “avionics” means the electronics and electrical systems on aircraft and spacecraft such as the navigation, communications, flight data and control systems;
- “balloon” means a non-power-driven lighter-than-air aircraft;
- “cabin crew member manual” means a manual containing procedures, instructions and guidance for use by cabin crew members in the execution of their duties;
- “calibration” means a set of operations, performed in

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

“cargo aircraft” means any aircraft, other than a passenger aircraft, which is carrying goods or property;

“CDL” means configuration deviation list;

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

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

“COMAT” means Operator material carried on an operator’s aircraft for the operator’s own purposes;

“Commercial air transport operation” means an aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire;

“competency in civil aviation” means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served;

“Configuration deviation list or CDL” means a list established by the organisation responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction;

- “consignment” means one or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address;
- “Contaminated runway” means when a significant portion of the runway surface area whether in isolated areas or not within the length and width being used is covered by one or more of the substances listed in the runway surface condition descriptors;
- “Continuing airworthiness” means the set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life;
- “Contracting States” means all States that are signatories to the Convention on International Civil Aviation (Chicago Convention);
- “course” means a programme of instruction to obtain a license, rating, qualification, authorisation, or currency;
- “crew member” means a person assigned by an operator to duty on an aircraft during a flight duty period;
- “dangerous goods” means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those instructions;
- “dangerous goods accident” means an occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property or environmental damage;
- “dangerous goods incident” means an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property

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

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

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

“Duty period” means a period which starts when a flight or cabin crew member is required by an operator to report for or to commence a duty and ends when that person is free from all duties;

“Engine” means a unit used or intended to be used for aircraft propulsion and consists of at least those components and equipment necessary for functioning and control, but excludes the propeller or rotors where applicable;

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

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

“facility” means a physical plant, including land, buildings, and equipment, which provides the means for the performance of maintenance, preventive maintenance, or modifications of any article;

“Fatigue” means a physiological state of reduced mental

or physical performance capability resulting from sleep loss, extended wakefulness, circadian phase, and or workload, mental and or physical activity that can impair a person's alertness and ability to adequately perform safety-related operational duties;

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

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

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

“Flight plan” means specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft;

“Flight recorder” means any type of recorder installed in the aircraft for the purpose of complementing accident and incident investigation;

“flight safety documents system” means a set of interrelated documentation established by the operator, compiling and organizing information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator's maintenance control manual;

“flight time” means-

- (a) for aeroplanes and gliders the total time from the moment an aeroplane or a glider moves for the purpose of taking off until the moment it finally comes to rest at the end of

the flight and it is synonymous with the term “block to block” or “chock to chock” time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight;

(b) for helicopter the total time from the moment a helicopter rotor blades start turning until the moment a helicopter comes to rest at the end of the flight and the rotor blades are stopped; and

(c) for airships or free balloon the total time from the moment an airship or free balloon first becomes detached from the surface until the moment when it next becomes attached thereto or comes to rest thereon;

“glider” means a non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces, which remain fixed under given conditions of flight;

“ground handling” means services necessary for an aircraft’s arrival at, and departure from, an airport, other than air traffic services;

“handling agent” means an agency which performs on behalf of the operator some or all of the latter’s functions including receiving, loading, unloading, transferring or other processing of passengers or cargo;

“heavier-than-air aircraft” means any aircraft deriving its lift in flight chiefly from aerodynamic forces;

“Helicopter” means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;

“holdover time” means the estimated time de-icing or anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft; 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;

“Human Factors principles” means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

“inspection” means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;

“instrument approach” means an approach procedure prescribed by the Authority having jurisdiction over the aerodrome;

“Interchange Agreement” means a leasing agreement which permits an air carrier to dry lease and take or relinquish operational control of an aircraft to or from another air operator at an airport for a limited duration;

“journey log” means a form signed by the Pilot in Command of each flight that records the aircraft’s registration, crew member names and duty assignments, the type of flight, and the date, place, and time of arrival and departure;

“lighter-than-air aircraft” means any aircraft supported chiefly by its buoyancy in the air;

“maintenance” means tasks required to ensure the continued airworthiness of an aircraft or aircraft components including any one or combination of overhaul, repair, inspection, replacement, modification, and defect rectification;

“Maintenance Control Manual” means a manual containing procedures, instructions and guidance for use by maintenance and concerned operational personnel in the execution of their duties;

“Maintenance programme” means a document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability

programme, necessary for the safe operation of those aircraft to which it applies;

“Maintenance release” means a document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance with appropriate airworthiness requirements;

“major modification” means a type design change not listed in the aircraft, engine, or propeller specifications that might appreciably affect the mass and balance limits, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness or environmental characteristics, or that will be embodied in the product according to non-standard practices;

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

“Master minimum equipment list or MMEL” means a list established for a particular aircraft type by the organisation responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight and the MMEL may be associated with special operating conditions, limitations or procedures;

“Minimum equipment list or MEL” means a list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type;

“modification” means a change to the type design of an

aircraft or aeronautical product which is not a repair;

“night” means the time between fifteen minutes after sunset and fifteen minutes before sunrise, sunrise and sunset being determined at surface level, and includes any time between sunset and sunrise when an unlighted aircraft or other unlighted prominent object cannot clearly be seen at a distance of 4,572 metres;

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

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

“operational flight plan” means the operator's plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations, and relevant expected conditions on the route to be followed and at the aerodromes or heliports concerned;

“operations manual” means a manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties;

“operations specifications” means a document that contains terms, authorisations, conditions and limitations that facilitate the Authority's administration of the AOC by ensuring that the Authority and the certificate holder have a mutual and clear understanding of how the certificate holder will conduct its operations;

“Operator's maintenance control manual” means a document which describes the operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner;

- “overhaul” means the restoration of an aircraft or aircraft component using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and testing in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under Parts Manufacturing Authorisation (PMA) or Technical Standard Order (TSO);
- “over pack” An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage;
- “package” means the complete product of the packing operation consisting of the packaging and its contents prepared for transport;
- “packaging” means receptacles and any other components or materials necessary for the receptacle to perform its containment function;
- “passenger aircraft” means an aircraft that carries any person other than a crew member, an operator’s employee in an official capacity, an authorised representative of an appropriate national authority or a person accompanying a consignment or other cargo;
- “pilot in command (PIC)” means the pilot designated by the operator or in the case of general aviation, the owner, as being in command and charged with responsibility for the operation and safety of the aircraft during flight time;
- “pre-flight inspection” means the inspection carried out before flight to insure that the aircraft is fit for the intended flight;
- “propeller” means a device for propelling an aircraft

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

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

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

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

“RVSM Airspace” means any airspace or route between flight level 290 and flight level 410 inclusive where the aircraft are separated vertically by 1000ft (300m);

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

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

“satellite” means a satellite ATO at a location other than primary location of the ATO;

“secondary standards” means a standard maintained by comparison with a primary standard;

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

(a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received;

(b) results in a fracture of any bone (except

- simple fractures of fingers, toes or nose);
 - (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage;
 - (d) involves injury to any internal organ;
 - (e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or
 - (f) involves verified exposure to infectious substances or injurious radiation;
- “signature” means an individual’s unique identification used as a means of authenticating a maintenance record entry or maintenance record. A signature may be hand-written, electronic, or any other form acceptable to the Authority;
- “State of Design” means the Contracting State which approved the original type certificate and any subsequent supplemental type certificates for an aircraft, or the State which approved the design of an aeronautical product or appliance;
- “State of Destination” means a state in the territory of which the consignment is finally to be unloaded from an aircraft;
- “State of Manufacture” means a Contracting State, under whose authority an aircraft was assembled, approved for compliance with the type certificate and all extant supplemental type certificates, test flown and approved for operation; the State of Manufacture may also be the state of design;
- “State of the Operator” means a state in which the operator’s principal place of business is located or, if there is no such place of business, the operator’s permanent residence;
- “State of Origin” means a state in which dangerous goods were first loaded on an aircraft;
- “State of Registry” means a Contracting State on whose registry an aircraft is entered;
- “substance” means alcohol, sedatives, hypnotics, anxiolytics, hallucinogens, opioids, cannabis,

inhalants, central nervous system stimulants such as cocaine, amphetamines, and similarly acting sympathomimetics, phencyclidine or similarly acting arylcyclohexylamines, and other psychoactive drugs and chemicals;

“substance abuse” refers to-

- (a) the use of a substance in a situation in which that use was physically hazardous, if there has been at any other time an instance of the use of a substance also in a situation in which that use was physically hazardous;
- (b) a verified positive drug test result acquired under an anti-drug programme or internal programme of the United Republic government; or
- (c) misuse of a substance that the Authority, based on case history and qualified medical judgement relating to the substance involved, makes the applicant unable to safely perform the duties or exercise the privileges of the certificate applied for or held, or may reasonably be expected, for the maximum duration of the medical certificate applied for or held, to make the applicant unable to perform those duties or exercise those privileges;

“substance dependence” means a condition in which a person is dependent on a substance, other than tobacco or ordinary xanthine-containing (e.g., caffeine) beverages, as evidenced by increased tolerance; manifestation of withdrawal symptoms; impaired control of use; or continued use despite damage to physical health or impairment of social, personal, or occupational functioning;

“technical instructions” means the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc. 9284-)), approved and issued periodically in accordance with the procedure established by the ICAO council;

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

“training programme” means a programme that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective and it may include a core curriculum and a specialty curriculum;

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

“UN number” means the four-digit number assigned by the United Nations Committee of Experts on the Transport of Goods and on the Globally Harmonized System of classification and labelling of chemicals to identify an article or substance or a particular group of articles or substances;

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

“working standard” means a calibrated standard that is used in the performance of maintenance or calibrations in any work area for the purpose of forming the basis for product acceptance or for making a finding of airworthiness approval for return to service to an aircraft or aircraft component; a working standard may be maintained by comparison with primary standards, secondary standards, reference standards or transfer standards, as appropriate but shall not to be used to test, measure, or calibrate other working standards or measurement devices.

Application

3.-(1) These Regulations apply to air operators carrying passengers, cargo or mail for remuneration or

hire whose principal place of business or permanent residence is located in the United Republic.

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

PART II AIR OPERATOR CERTIFICATE

Compliance with
Air Operator
Certificate.
GN No.
366 of 2023
reg. 3

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

(2) An AOC referred to in subregulation (1) shall authorize the operator to conduct commercial air transport operations in accordance with the conditions and limitations that may be specified in the AOC.

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

(4) An operator shall develop for use, policies and procedures to be used by contracted service providers.

(5) Each AOC holder shall carry a certified true copy of the air operator certificate and operations specifications relevant to the aircraft type, issued in conjunction with the certificate on board its aircraft.

(6) Where the certificate and the associated operations specifications are issued by the Authority in a language other than English, an English translation shall be included.

AOC eligibility
requirement
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4A. An AOC applicant shall be eligible for the grant of an AOC if they have undergone a five-phase certification process as specified by the Authority in the applicable technical guidance materials.

Application for
Air Operator
Certificate
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5.-(1) An operator applying to the Authority for an air operator certificate (AOC) shall submit an application-

- (a) on a form and manner prescribed by the Authority; and
- (b) containing any other information the Authority requires the applicant to submit.

(2) An applicant shall make the application for an initial issue of an AOC at least 90 days before the date of the intended operation.

(3) At the time of application, the applicant shall provide all information and manuals required by the Authority.

Issuance of Air
Operator
Certificate

6.-(1) The Authority may issue an air operator certificate (AOC) to an applicant if that applicant-

- (a) has its principal place of business and it is registered in the United Republic;
- (b) meets the applicable regulations and standards for the holder of an AOC;
- (c) is properly qualified and adequately staffed and equipped to conduct safe operations in commercial air transport and maintenance of the aircraft;
- (d) holds a valid air service license issued under the United Republic Air Services Licensing Regulations; and
- (e) has an approved aircraft operator security programme in accordance with the Civil Aviation (Security) Regulations, and met any other requirements as specified by the Authority.

(2) The Authority may reject an application for an AOC if-

- (a) the applicant does not meet the requirements specified in subregulation (1);
- (b) the applicant previously held an AOC which was revoked;
- (c) the applicant is not suitable by reason of

previous conduct and experience to properly maintain an AOC; or

- (d) an individual who has previously contributed to the circumstances that caused the revocation of an AOC obtains a substantial ownership in the applicant organisation or is employed in a position specified by these Regulations.

Contents of Air
Operator
Certificate
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7.-(1) An air operator certificate (AOC) shall consist of operation specifications containing the terms and conditions applicable to the certificate.

(2) The certificate mentioned in (1)(a) shall contain-

- (a) a certificate number specifically assigned to the AOC;
- (b) name and location of the main place of business of the AOC; and
- (c) date of issue and period of validity;
- (d) the location, in a controlled document carried on board, where the contact details of operational management can be found;
- (e) the type of aircraft authorised for use; and
- (f) the authorised areas of operations.

(3) The air operator certificate shall be in the form prescribed in the First Schedule.

(4) A certified true copy of the AOC shall be carried on board, where the contact details of operational management can be found.

(5) The operations specifications associated with the air operator certificate shall contain at least the information listed in the second schedule.

(6) An operator shall conspicuously display the Air operator certificate and operation specifications containing the terms and conditions applicable to the certificate.

Validity and
renewal of Air
Operator
Certificate

8.-(1) An air operator certificate (AOC) issued by the Authority shall be valid for twelve months from the date of issue or renewal, unless a shorter period is

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specified by the Authority or-

- (a) the Authority amends, suspends, revokes or otherwise terminates the certificate;
- (b) an AOC holder surrenders it to the Authority;
- (c) the Authority establishes that the Air Operator has suspended operations for more than 60 continuous days; or
- (d) the AOC holder notifies the Authority of the suspension of operations.

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

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

(4) An applicant for an AOC who fails to comply with subregulation (3) shall be required to make an initial application as prescribed in regulation 5.

Amendment of
Air Operator
Certificate

9.-(1) The Authority may amend an air operator certificate (AOC) if the-

- (a) Authority determines that the amendment is necessary for the safety in commercial air transport and in the public interest; or
- (b) AOC holder applies for an amendment, and the Authority determines that the amendment is necessary for safety in commercial air transport and in the public interest.

(2) Where the Authority stipulates in writing that an emergency exists requiring the immediate amendment of the AOC in the public interest with respect to safety in commercial air transportation, such an amendment is effective on the date the AOC holder receives notice of the amendment.

(3) An AOC holder shall operate in accordance with the amendment unless it is subsequently withdrawn.

(4) Amendments stipulated by the Authority, other than emergency amendments, shall become

effective thirty days after notice is issued to the AOC holder.

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

(6) A person shall not perform a commercial air transport operation for which an AOC amendment is required, unless that person has received notice of the approval from the Authority.

Access for
inspection
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reg. 8

10.-(1) An air operator certificate (AOC) holder shall for the purpose of inspection-

- (a) Corporate with and grant the Authority unrestricted access to any of its organisations, facilities and aircraft;
- (b) ensure that the Authority is granted unrestricted access to any organisation or facilities that it has contracted for services associated with commercial air transport operations and maintenance for services; and
- (c) grant the Authority unrestricted access to the cockpit of the aircraft during flight operations.

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

Conducting tests
and inspections
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reg. 9

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

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

(3) An AOC holder shall make available at its principal base of operations the current-

- (a) AOC and its operation specifications;

- (b) Operations and Maintenance Manuals; and
- (c) a list that includes the location and individual positions responsible for each record, document and report required to be kept by the AOC holder under the applicable regulations.

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

PART III

AIR OPERATOR CERTIFICATION AND CONTINUED VALIDITY

Base of
operations

12.-(1) An air operator certificate (AOC) holder shall maintain a principal base of operations in the United Republic.

(2) An AOC holder shall submit written notification to the Authority, to establish or change the location of a principal base of operation at least thirty days before the proposed change.

Management
personnel
required for
commercial air
transport
operations

13.-(1) An air operator certificate (AOC) holder shall have an Accountable Manager, acceptable to the Authority, with authority to ensure that all operations and maintenance activities are financed and carried out to the highest safety standards required by the Authority.

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

- (a) Director of Operations;
- (b) Chief Pilot;
- (c) Director of Maintenance;
- (d) Quality Manager; and
- (e) Director of Safety.

(3) For the purposes of subregulation (2), “competency in civil aviation” means that an individual

shall have a technical qualification and management experience acceptable to the Authority for the position served.

(4) The Authority may approve a position, other than those listed, if the AOC holder is able to show that it can perform the operation safely under the direction of fewer or different categories of management personnel due to the-

- (a) kind of operations involved;
- (b) number of aircraft used; and
- (c) area of operation.

(5) An AOC holder shall-

- (a) state in the general policy provisions of the Operations Manual required by these Regulations, the duties, responsibilities, and authority of personnel required under subregulation (2);
- (b) list in the manual, the names and business addresses of the individuals assigned to those positions; and
- (c) notify the Authority within ten days of any change in personnel or any vacancy in any position listed.

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

(7) Required management personnel shall be contracted to work sufficient hours, to ensure that the management functions of the AOC holder are fulfilled.

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

Qualification of
personnel

14.-(1) The Accountable Manager shall possess the following qualifications-

- (a) a background in the management of commercial air transport operations;
- (b) knowledge of the Civil Aviation (Air

Operator Certification and Administration) Regulations and other Regulations and materials published by the Authority that are applicable to flight operations and aircraft maintenance; and

- (c) knowledge of the operations and aircraft maintenance requirements of the air operator certificate (AOC) holder.

(2) The minimum qualifications for a Director of Operations are-

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

(3) The minimum qualifications for a Chief Pilot are-

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

(4) The minimum qualifications for a Director of Maintenance are-

- (a) a licensed maintenance engineer with appropriate airframe, powerplant and avionics ratings; and
- (b) three years' experience in maintaining the same category and class of aircraft used by the AOC holder including one year in the capacity of returning aircraft to service.

(5) The minimum qualifications for Quality Manager are-

- (a) a technically qualified person in the field of aircraft maintenance, or flight or ground operations;

- (b) at least three years' experience in the field of aircraft maintenance, flight or ground operations; and
- (c) must have successfully completed a training in quality management recognized by the Authority
- (6) The minimum qualifications for Director of Safety are-
 - (a) a technically qualified person in the field of aircraft maintenance or flight operations;
 - (b) at least five years' experience in the field of aircraft maintenance or flight operations; and
 - (c) must have successfully completed a training in safety management systems course recognized by the Authority.
- (7) An AOC holder may approve the employment of a person who does not meet the appropriate qualification or experience if the Authority issues an exemption upon finding that that person has comparable experience and can effectively perform the required management functions.

Company
procedures
indoctrination

15.-(1) A person shall not serve nor shall any air operator certificate (AOC) holder use a person as a quality manager or a director of maintenance unless that person has completed the company indoctrination curriculum approved by the Authority, which shall include a complete review of the operations manual and maintenance control manual procedures pertinent to their duties.

(2) An AOC holder shall ensure that the Quality Manager and the Director of Maintenance undergo company indoctrination training that covers the following areas-

- (a) AOC holders' organisation, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties;
- (b) appropriate provisions of these Regulations and other applicable regulations and

- guidance materials;
- (c) AOC holder policies and procedures; and
- (d) appropriate portions of the AOC holder's operations manual and maintenance control manual.

Quality system

16.-(1) An air operator certificate (AOC) holder shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe operational practices and airworthy aircraft.

(2) Compliance monitoring in accordance with subregulation (1) shall include a feedback system to the Accountable Manager to ensure corrective action as necessary.

(3) An AOC holder shall ensure that each quality system established as required by subregulation (1) includes a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures.

(4) The quality system, and the quality manager specified in subregulation (1), shall be acceptable to the Authority.

(5) An AOC holder shall describe the quality system in all relevant documentation.

(6) Notwithstanding subregulation (1) of this regulation, the Authority may accept the appointment of two quality managers, one for operations and one for maintenance; provided that the AOC holder has designated one quality management unit to ensure that the quality system is applied uniformly during the entire operation.

Submission and
revision of policy
and procedure
manuals

17.-(1) A person who develops and maintains a manual required by these Regulations shall ensure that the manual-

- (a) includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities

- safely;
 - (b) is in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual;
 - (c) has a date of the last revision on each revised page;
 - (d) is not contrary to any applicable Laws of the United Republic and the air operator certificate (AOC) holder's operations specifications; and
 - (e) includes a reference to the appropriate civil aviation regulations.
- (2) A person shall not implement any policy or procedure for flight operations or airworthiness functions prior to approval or acceptance by the Authority as appropriate.
- (3) An AOC holder shall submit the proposed policy or procedure to the Authority at least thirty days prior to the date of intended implementation.

Retention and
maintenance of
personnel and
other records
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reg. 10

18.-(1) An air operator certificate (AOC) holder shall maintain current records detailing the qualifications and training of all its employees and the employees of contractors involved in the operational control, flight operations, ground operations and maintenance of the air operator.

(2) An AOC holder shall maintain records for a minimum period of two years for those employees performing crew member or flight dispatch duties in sufficient detail to determine whether the employee meets the experience and qualification requirements for duties in commercial air transport operations.

(3) An AOC holder shall retain the following records for the period specified-

- (a) flight and duty records, two years;
- (b) flight crew records, two years;
- (c) fuel and oil records, three months;
- (d) completed load manifests, six months;
- (e) mass and balance records, six months;

- (f) dispatch releases, six months;
- (g) flight plans, six months;
- (h) passenger manifests, six months;
- (i) weather reports, six months;
- (j) journey logs, two years; and
- (k) aircraft technical logbook, two years.
- (l) dangerous goods transport documents, 2 months;
- (m) records on cosmic and solar radiation dosage until 12 months after the crew member has left employment of the Operator; and
- (n) any other records for such period as the Authority may determine.

Inspection of
personnel and
other records

19.-(1) An air operator certificate (AOC) holder shall whenever called upon to do so by an authorised person-

- (a) produce for the inspection of that person all records referred to in regulation 18; and
- (b) furnish to that person all information that person may require, in connection with the records and produce, for, that person's inspection all log-books, certificates, papers and other documents which that person may reasonably require to examine for the purpose of determining whether the records are complete or of verifying the accuracy of their contents.

(2) The AOC holder shall, at the request of any person in respect of whom that person is required to keep records as specified above, furnish to that person, or to any operator of aircraft for the purpose of commercial air transport by whom that person may subsequently be employed, particulars of any qualifications obtained by such person while in the service of the AOC holder.

Flight recorders
records

20.-(1) An air operator certificate (AOC) holder records shall retain-

- (a) the most recent flight data recorder

- calibration, including the recording medium from which this calibration is derived;
- (b) the flight data recorder correlation for one aircraft of any group of aircraft operated by the AOC holder;
- (c) that are of the same type;
- (d) on which the model flight recorder and its installation are the same; and
- (e) on which there is no difference in type design with respect to the original installation of instruments associated with the recorder.

(2) The owner of the aeroplane, or in the case where it is leased, the lessee, shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition within a period specified by the Authority.

Aircraft record

21.-(1) An air operator certificate (AOC) holder shall maintain a current list of each aircraft it operates and shall send a copy of the list to the Authority, as well as each change to the list, prior to the intended change.

(2) An aircraft of another AOC holder operated under an interchange agreement shall be incorporated in the current list of aircraft required by subregulation (1).

Authorised aircraft

22.-(1) An air operator certificate (AOC) holder shall not operate an aircraft in commercial air transport unless that aircraft-

- (a) has an current certificate airworthiness;
- (b) is in an airworthy condition; and
- (c) meets the applicable airworthiness requirements for the operations the AOC holder intends to carry out, including those related to identification and equipment.

(2) A person shall not operate any specific type of aircraft in commercial air transport until it has

completed satisfactory initial certification, which includes the issuance of an AOC listing that type of aircraft.

(3) A person shall not operate additional or replacement aircraft of a type for which it is currently authorised unless that person can show that the aircraft has been approved by the Authority for inclusion in the AOC holder's fleet.

Dry leasing of
foreign registered
aircraft
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reg. 11

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

(2) An AOC holder shall not operate a foreign registered aircraft unless-

(a) there is in existence a current agreement between the Authority and the State of Registry that, while the aircraft is operated by a United Republic AOC holder, these Regulations governing the issuance of the United Republic AOC and its operation specification shall apply;

(b) there is in existence a current agreement between the Authority and the State of Registry that-

(i) while the aircraft is operated by the AOC holder, the 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 83bis of the Chicago Convention, the Civil Aviation (Airworthiness) Regulations, shall apply to the extent agreed upon by the Authority and the State of Registry; or

(iii) the agreement acknowledges that the Authority shall have unrestricted access to the aircraft at any place and

any time.

(3) Pursuant to subregulation (2), an AOC holder may operate a foreign registered aircraft for a period not exceeding six consecutive months.

(4) The total number of dry leased aircraft shall be such that an AOC holder will not be predominantly dependent on foreign registered aircraft.

(5) A person who wishes to operate a dry leased aircraft shall provide the Authority with the following information-

- (a) the aircraft type and serial number;
- (b) the name and address of the registered owner;
- (c) the State of Registry and registration marks;
- (d) the Certificate of Airworthiness and statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry;
- (e) the name, address and signature of the lessee who shall be responsible for the operational control of the aircraft under the lease agreement, including a statement that the lessee fully understands the responsibilities under the applicable regulations;
- (f) the name, address and signature of the lessee who shall be responsible for the operational control of the aircraft under the lease agreement, including a statement that the lessee fully understands the responsibilities under the applicable regulations;
- (g) a copy of the lease and maintenance agreement; and
- (h) the duration of the lease and any other information as the Authority deems necessary.

(6) A United Republic AOC holder may dry lease an aircraft registered in another contracting State for the purpose of commercial air transportation provided that the following conditions are met-

- (a) the aircraft carries certificate airworthiness

issued, in accordance with Annex 8, to the Chicago Convention by the State of Registry and meets the aircraft registration and marking requirements of that state;

- (b) the aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in United Republic, including the requirements which shall be met for issuance of a United Republic certificate of airworthiness including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements;
- (c) the aircraft is maintained according to an approved maintenance programme; and
- (d) the aircraft is operated by United Republic licensed flight crew employed by the United Republic AOC holder.

(7) An AOC holder operating a dry leased aircraft shall have operational control of that aircraft.

(8) An AOC holder shall provide satisfactory evidence that the aircraft has been deleted from the lessor's AOC before the Authority lists the aircraft on the lessee's AOC.

(9) An AOC holder engaged in the dry leasing of aircraft shall make the dry lease agreement explicit concerning the maintenance programme and minimum equipment list to be followed during the lease period.

(10) Where the lease arrangement is determined to be a dry lease involving an aircraft that possess a certificates of registration and certificate of airworthiness issued by the State of the Registry, and the dry lease is acceptable to the Authority, operations specifications shall be developed by the AOC holder containing at least the following:

- (a) the names of the parties to the lease agreement and the duration thereof;
- (b) the nationality and registration marks of each aircraft involved in the agreement;

- (c) the type of aircraft to be used;
- (d) the area of operation; and
- (e) the regulations applicable to the operation.

Interchange
agreement

24.-(1) An air operator certificate (AOC) holder shall not interchange aircraft with another AOC holder without the approval of the Authority.

(2) Prior to operating an aircraft under an interchange agreement, the AOC holder shall demonstrate that-

- (a) the procedures for the interchange operation conform with safe operating practices;
- (b) the required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;
- (c) the maintenance personnel meet the approved training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;
- (d) the flight crew members and flight operations officers meet approved appropriate route and airport qualifications;
- (e) the aircraft to be operated is essentially similar to the aircraft of the AOC holder with whom the interchange is effected; and
- (f) the arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the Authority determines that the AOC holder has adequate training programmes to ensure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarisation

(3) An AOC holder operating an aircraft under an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals.

- (4) An AOC holder shall-
 - (a) amend its operations specifications to reflect an interchange agreement; and
 - (b) comply with the applicable regulations of the State of Registry of an aircraft involved in an interchange agreement while it has operational control of that aircraft.

Wet-leasing of
aircraft

25.-(1) A holder of an air operator certificate (AOC) issued under these Regulations may enter into a wet-lease arrangement with another air operator subject to the approval of the Authority and any terms, conditions or limitations imposed by the Authority.

(2) Where a holder of an AOC issued under these Regulations enters into a wet lease arrangement, the AOC holder shall maintain operational control of the leased aircraft and crew.

(3) The AOC holder shall demonstrate how it will maintain operational control to the satisfaction of the Authority by providing the following information

- (a) the aircraft type and serial number;
- (b) the name and address of the registered owner;
- (c) the details of the crew members;
- (d) the State of Registry and registration marks;
- (e) the certificate of airworthiness and statement from the registered owner that the aircraft fully complies with the airworthiness requirements of the State of Registry;
- (f) the name, address and signature of the AOC holder responsible for the operational control of the aircraft under the lease agreement, including a statement that the AOC holder fully understands the responsibilities under the applicable regulations;
- (g) a copy of the lease and maintenance agreement;
- (h) the duration of the lease; and
- (i) any other information as the Authority deems necessary.

(4) The operations specifications of an AOC holder engaged in a wet lease operation shall contain the following information-

- (a) the names of the parties to the agreement and the duration of the agreement;
- (b) the make, model, series, serial number, nationality and registration marks of each aircraft referred to in the agreement;
- (c) the expiration date of the lease agreement;
- (d) the kind of operation;
- (e) a statement specifying the party deemed by the Authority to have operational control; and
- (f) any other item, condition, or limitation the Authority deems necessary.

Emergency
evacuation
demonstration

26.-(1) An air operator certificate (AOC) holder shall not use an aircraft type and model with total seating capacity of 44 and above in commercial air transport passenger-carrying operations unless it has first conducted, for the Authority, an actual full capacity emergency evacuation demonstration for the configuration in ninety seconds or less.

(2) The full capacity actual demonstration referred to in subregulation (1) may not be required, if the AOC holder applies to the Authority for an exemption with evidence that-

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

(3) Where an AOC holder requests for an

exemption under subregulation (2) and the exemption is approved, the AOC holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of the AOC holder's crew members emergency training and evacuation procedures.

(4) Where a full capacity demonstration is not required, an AOC holder shall not use an aircraft type and model in commercial air transport passenger carrying operations unless the AOC holder has first demonstrated to the Authority that its available personnel, procedures and equipment shall provide sufficient open exits for evacuation in fifteen seconds or less.

(5) An AOC holder shall not use an aircraft in extended overwater operations unless the AOC holder has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures.

(6) An AOC holder shall apply to the Authority for approval to conduct the emergency evacuation demonstration at least thirty days before the intended date of the emergency evacuation demonstration.

(7) Cabin crew member to be used in the emergency evacuation demonstrations shall-

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

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

- (a) demonstrate the opening of fifty percent of the required floor-level emergency exits and fifty percent of the required non-floor-level emergency exits, whose opening by a cabin

crew member is defined as an emergency evacuation duty and deployment of fifty percent of the exit slides, selected by the Authority; and

(b) prepare for use those exits and slides within fifteen seconds.

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

(a) demonstrate their knowledge and use of each item of required emergency equipment;

(b) prepare the cabin for ditching within six minutes after the intention to ditch is announced;

(c) remove each life raft from storage, one of which as selected by the Authority shall be launched and properly inflated or one slide life raft properly inflated; and enter the raft, which shall include all required emergency equipment, and completely set it up for extended occupancy.

Demonstration
flights
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reg. 12

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

(2) An AOC holder shall not operate an aircraft in a designated special area or using a specialized navigation system unless the AOC holder conducts demonstration flights to the satisfaction of the Authority.

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

(4) The demonstration flights required under subregulation (1) shall be conducted in accordance with the regulation applicable to the type of operation and aircraft used as determined by the Authority.

(5) A person shall not carry passengers in an aircraft during demonstration flights, except as authorised by the Authority.

(6) The Authority shall determine the necessity and extent of demonstration flights for those operators operating aircraft with a maximum certificated take-off mass of 5,700kg or less.

Facilities

28.-(1) An air operator certificate (AOC) holder shall maintain operational and airworthiness support facilities at the AOC holders' principal base of operation, appropriate for the area and type of operation.

(2) An AOC holder shall arrange appropriate ground handling facilities necessary to ensure the safe servicing and loading of its aircraft at each airport used.

Operations
schedule

29.-(1) In establishing flight operations schedules, an air operator certificate (AOC) holder shall-

(a) allow enough time for the proper servicing of aircraft at intermediate stops; and

(b) consider the prevailing winds en route and cruising speed for the type of aircraft.

(2) The cruising speed referred to in subregulation (1) shall not be more than that resulting from the specified cruising output of the engines.

Contracted
activities
GN No.
40 of 2026
reg. 2

30.-(1) Operators may decide to contract certain activities to third party organisations for the provision of services related to ground handling, ground de-icing and anti-icing, flight support including performance calculations, flight planning, navigation database and dispatch, training and manual preparation.

(2) Contracted activities shall include all activities within the operator's scope of approval that are performed by third party organisation either certified or authorised to carry out such activity or if not certified or authorised, working under the operator's approval.

(3) Notwithstanding the approval status of the

third-party organisations, the contracting operator shall ensure that all contracted activities are subject to hazard identification and risk management and compliance monitoring pursuant to regulations 16 and 56.

(4) When the third party organisation is certified or authorised to carry out contracted activities, the operator's compliance monitoring shall ensure that the approval is valid and covers the contracted activities.

(5) The ultimate responsibility for the product or service provided by third-party organisations shall remain with the operator.

(6) An operator shall develop policies and procedures for third party organisations that perform work on behalf of the operator.

PART IV

AOC FLIGHT OPERATIONS MANAGEMENT

Operations
manual

31.-(1) An air operator certificate (AOC) holder shall issue to the crew members and persons assigned operational control functions, an operations manual as illustrated in the Third Schedule.

(2) The Operations Manual referred to in subregulation (1) shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date, and all such amendments or revisions shall be issued to all personnel that are required to use the Operations Manual.

(3) An AOC holder shall submit to the Authority a copy of the AOC holder's entire operations manual for the time being in force or of such parts thereof as the Authority may specify.

(4) An AOC holder shall make such amendments or additions to the operations manual as the Authority may require for the purpose of ensuring the safety of the aircraft or of persons or cargo carried therein, efficiency or regularity of air navigation

(5) The Operations Manual issued under subregulation (1) shall contain the overall, general company policies and procedures regarding the flight

operations it conducts.

(6) An AOC holder shall prepare and keep current an operations manual which contains the AOC holder's procedures and policies for the use and guidance of its personnel.

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

(8) An AOC holder shall not provide for use of its personnel in commercial air transport any Operations Manual or its part which has not been reviewed and found acceptable or approved for the AOC holder by the Authority.

(9) An AOC holder shall ensure that the contents and structure of the Operations Manual are in accordance with these Regulations and includes at least those subjects designated by the Authority that are applicable to the AOC holder's area and type of operations.

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

(11) An AOC holder may design an Operations Manual to be more restrictive than the Authority's requirements.

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

Training
programmes

32.-(1) An air operator certificate (AOC) holder shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole.

(2) An AOC holder shall have training programmes approved by the Authority containing the general training, checking, standardization and record keeping policies as specified in the Third Schedule.

(3) An AOC holder shall have a training curriculum approved by the Authority prior to using the training curriculum for the purpose of qualifying a crew

member, or person performing operational control functions, for duties in commercial air transport.

(4) An AOC holder shall submit to the Authority any revision to an approved training programme, and shall receive approval of the revision from the Authority before that revision can be effected.

(5) The training programmes specified in subregulation (2) shall be described in detail either in the operations or in a training manual which would form part of the operations manual but may be issued as a separate volume.

Aircraft operating
manual

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

(2) An aircraft operating manual shall-

- (a) be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by the AOC holder and shall include specific operating parameters, details of the aircraft systems and of the check lists to be used applicable to the operations of the AOC holder that are approved by the Authority;
- (b) be designed so as to observe human factors principles; and
- (c) be issued to the flight crew members and persons assigned operational control functions to each aircraft operated by the AOC holder.

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

(4) The operator shall provide operations staff and flight crew with an aircraft operating manual, for each aircraft type operated, containing the normal,

abnormal and emergency procedures relating to the operation of the aircraft.

(5) The manual shall include details of the aircraft systems and of the checklists to be used.

(6) The design of the manual shall observe human factors principles.

AOC holder's
journey log

34.-(1) An air operator certificate (AOC) holder shall maintain a journey log containing the following information for each flight-

- (a) aircraft nationality and registration marks;
- (b) date of the flight;
- (c) name(s) of crew members;
- (d) duty assignments of crew members;
- (e) place of departure;
- (f) place of arrival;
- (g) time of departure;
- (h) time of arrival;
- (i) duration of flight;
- (j) purpose of flight;
- (k) incidents, and observations, if any; and
- (l) signature of the pilot-in-command.

(2) The Authority may waive the requirement of subregulation (1) if the relevant information is available in the aircraft technical logbook referred to in regulation 61.

(3) An AOC holder shall maintain a journey log book for every aeroplane engaged in international air navigation in which shall be entered particulars of the aeroplane, its crew and each journey.

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

(5) Entries in the journey log book shall be made currently and in ink or indelible pencil.

(5) Completed journey log book shall be retained to provide a continuous record of the last six months' operations.

Designation of

35. An air operator certificate (AOC) holder

PIC shall, for each commercial air transport operation, designate, in writing, one pilot as the pilot-in-command.

Required cabin
crew members
GN No.
366 of 2023
reg. 13

36.-(1) An air operator certificate (AOC) holder shall schedule, and the pilot-in-command shall ensure that the minimum number of required cabin crew members are on board passenger-carrying flights.

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

- (a) in the case of an aircraft with a total seating capacity of twenty to fifty passengers, one cabin crew member;
- (b) in the case of an aircraft with a total seating capacity of not more than two hundred, the number of cabin crew members carried on such flight shall be not less than one cabin crew member for every fifty, or a fraction of fifty passengers carried;
- (c) in the case of an aircraft with a total seating capacity of more than two hundred, the number of cabin crew members carried on such flights shall be not less than half the number of the main exits in the aircraft, and in addition, when more than two hundred passengers are carried, one additional cabin crew member for every twenty-five, or a fraction of twenty five, of such passengers above two hundred.

(3) Where the number of cabin crew members specified in subregulation (2), calculated in accordance with that subregulation exceeds the number of main exits in the aircraft, it shall be sufficient compliance with this regulation if the number of cabin crew members carried is equal to the number of main exits in the aircraft.

(4) Where passengers are on board a parked aircraft, the minimum number of cabin crew members shall be half of the number required for the flight

operation, but in any case a minimum of one cabin crew member or another person qualified in the emergency evacuation procedures for the aircraft.

(5) Where one-half of the cabin crew members specified in subregulation (1) would result in a fractional number, the tally of requisite cabin crew members may be rounded down to the next whole number.

(6) Notwithstanding the preceding provisions of this regulation the Authority may give a direction to an AOC holder requiring him to include among the crew thereof, whenever the aircraft is flying for the purpose of commercial air transport operations, at least one cabin crew notwithstanding that the aircraft may be carrying fewer than twenty passengers.

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

Carriage of
special situation
passengers

37. An air operator certificate (AOC) holder shall not allow the transportation of special situation passengers, except-

- (a) as otherwise provided in the AOC holder's operations manual procedures; and
- (b) with the knowledge and concurrence of the pilot-in-command.

Cockpit check
procedure

38.-(1) An air operator certificate (AOC) holder shall issue to each flight crew member and make available on each aircraft at each flight crew member position, the cockpit checklist procedures approved by the Authority appropriate for the type and variant of aircraft.

- (2) Checklists shall be used by flight crews-
 - (a) prior to, during and after all phases of operations; and
 - (b) in emergencies;

(c) to ensure compliance with the operating procedures contained in the aircraft operating manual and the aeroplane flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations manual, are followed.

(3) The design and utilization of checklists shall observe human factors principles.

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

(5) An AOC holder shall ensure that the checklist procedures are designed so that a flight crew member shall not need to rely upon their memory for items to be checked.

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

Minimum
equipment list and
configuration
deviation list
GN No.
40 of 2026
reg. 3

39.-(1) An operator shall prepare Minimum Equipment List (MEL) which provides for the operation of aircraft, subject to specified conditions with particular equipment inoperative, and in conformity with or more restrictive than the Master Minimum Equipment List (MMEL) established for the aircraft type.

(2) An air operator certificate (AOC) holder shall provide for the use of the flight crew members, maintenance personnel, and persons assigned operational control functions during the performance of their duties, Minimum Equipment List approved by the Authority.

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

(4) An AOC holder may provide for the use of flight crew, maintenance personnel and persons assigned operational control functions during the performance of their duties a Configuration Deviation List (CDL) specific to the aircraft type if one is provided and approved by the State of Design.

(5) An AOC holder's Operations Manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements.

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

(7) Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.

Performance
planning manual

40.-(1) An air operator certificate holder shall provide for the use of the flight crew members and persons assigned operational control functions during the performance of their duties, a Performance Planning Manual (PPM) acceptable to the Authority.

(2) The PPM shall be specific to the aircraft type and variant and shall contain adequate performance information to accurately calculate the performance in all normal phases of flight operation.

Performance data
control system
GN No.
366 of 2023
reg. 14

41.-(1) An air operator certificate (AOC) holder shall have a system approved by the Authority, for obtaining, maintaining and distributing to appropriate personnel current performance data for each aircraft, route and airport that the AOC holder uses.

(2) The system specified in subregulation (1) shall provide current obstacle data for departure and arrival performance calculations.

Aircraft loading
and handling
manual

42.-(1) An air operator certificate (AOC) holder shall provide for the use of the flight crew members, ground handling personnel and persons assigned operational control functions during the performance of their duties, an aircraft handling and loading manual acceptable to the Authority.

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

Mass and
balance data
control system

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

Cabin crew
member manual

44.-(1) An AOC holder shall issue to the cabin crew member for use during the performance of their duties, a cabin crew member manual acceptable to the Authority.

(2) The Cabin Crew Member manual shall contain the operational policies and procedures applicable to cabin crew member and the carriage of passengers.

(3) An AOC holder shall issue to the Cabin Crew Member a manual specific to the aircraft type and variant, containing at least the information set out in the Fifth Schedule as well as details of normal, abnormal and emergency procedures and the location and operation of emergency equipment.

(4) The manuals specified in sub-regulation (3) may be combined into one manual for use by the cabin crew member.

Passenger briefing
cards

45.-(1) An air operator certificate (AOC) holder shall carry on each passenger-carrying aircraft, in convenient locations for the use of each passenger, printed briefing cards supplementing the oral briefing and containing-

- (a) diagrams and methods of operating the emergency exits;
- (b) other instructions necessary for use of the emergency equipment; and
- (c) information regarding the restrictions and requirements associated with sitting in an exit seat row.

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

(3) An AOC holder shall, at each exit seat, provide passenger information cards that include the following information in English and Kiswahili languages-

- (a) functions required of a passenger in the event of an emergency in which a crew member is not available to assist-
 - (i) locate the emergency exit;
 - (ii) recognise the emergency exit opening mechanism;
 - (iii) comprehend the instructions for operating the emergency exit;
 - (iv) operate the emergency exit;
 - (v) assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;
 - (vi) follow oral directions and hand signals given by a crew member;
 - (vii) stow or secure the emergency exit door so that it will not impede use of the exit;
 - (viii) assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide;
 - (ix) pass expeditiously through the emergency exit; and
 - (x) assess, select, and follow a safe path away from the emergency exit;

- (b) a requirement that a passenger identify themselves to allow reseating if that passenger-
 - (i) cannot perform the emergency functions stated in the information card;
 - (ii) has a condition that will prevent that;
 - (iii) passenger from performing the functions;
 - (iv) may suffer bodily harm as the result of performing one or more of those functions;
 - (v) does not wish to perform those functions;
 - (vi) lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the AOC holder; or
 - (vii) a statement that whenever a crew member identifies a passenger who does not meet the requirements specified in paragraph (b) above, the crew member shall reseat the passenger.

Aeronautical data
control system

46.-(1) An air operator certificate (AOC) holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and airport used.

(2) An AOC holder shall provide the following aeronautical data for each airport used-

- (a) airports-
 - (i) facilities;
 - (ii) navigational and communications aids;
 - (iii) construction affecting takeoff, landing, or ground operations; and
 - (iv) air traffic service facilities;
- (b) runways, clearways, and stopways-

- (i) dimensions;
- (ii) surface;
- (iii) marking and lighting systems; and
- (iv) elevation and gradient;
- (c) displaced thresholds-
 - (i) location;
 - (ii) dimensions;
 - (iii) takeoff or landing or both;
- (d) obstacles-
 - (i) those affecting takeoff and landing performance computations; and
 - (ii) controlling obstacles;
- (e) instrument flight procedures-
 - (i) departure procedure;
 - (ii) approach procedure; and
 - (iii) missed approach procedure;
- (f) special information-
 - (i) runway visual range measurement equipment; and
 - (ii) prevailing winds under low visibility conditions.

Route guide and
aeronautical
charts
GN No.
366 of 2023
reg. 15

47.-(1) An air operator certificate (AOC) holder shall provide for the use of the flight crew members and persons assigned operational control function during the performance of their duties, a route guide and aeronautical charts approved by the Authority.

(2) The route guide and aeronautical charts shall be current and appropriate for the proposed types and areas of operations to be conducted by the AOC holder.

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

(a) the minimum flight altitudes for each aircraft to be flown.

(b) aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.

(c) the increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.

(d) the necessary information for compliance with all flight profiles required by these Regulations, including the determination of-

- (i) take-off runway length requirements for dry, wet, and contaminated conditions, including those dictated by systems failures which affect the take-off distance;
- (ii) take-off climb limitations;
- (iii) en route climb limitations;
- (iv) approach climb limitations and landing climb limitations; and
- (v) landing runway length requirements for dry, wet, and contaminated conditions, including systems failures which affect the landing distance.

Weather reporting
sources

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

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

(3) An AOC holder may use the following sources of weather reports for flight planning or controlling flight movement:

- (a) the United Republic of Tanzania Meteorological Agency;
- (b) the United Republic of Tanzania-operated automated surface observation stations, so long as the station reports all required items for a complete surface aviation weather report;
- (c) a United Republic of Tanzania-operated supplemental aviation weather reporting

- station;
- (d) observations made by aerodrome control towers;
- (e) a United Republic of Tanzania-contracted weather observatory;
- (f) any active meteorological office operated by a foreign state which subscribes to the standards and practices contained in the Chicago convention and the annexes thereunder;
- (g) any military weather reporting sources approved by the Authority in case of flight operations which use military airports as departure, destination, alternate or diversion airports;
- (h) near-real time reports such as pilot reports, radar reports, radar summary charts, and satellite imagery reports made by commercial weather sources or other sources specifically approved by the Authority; or
- (i) an AOC holder operated and maintained weather reporting system approved by the Authority.

De-icing and anti-icing programme

49.-(1) An air operator certificate (AOC) holder planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to stick on to the aircraft shall-

- (a) use only aircraft adequately equipped for such conditions;
- (b) ensure flight crew is adequately trained for such conditions; and
- (c) have an approved ground de-icing and anti-icing programme.

(2) Contents of the ground de-icing and anti-icing programme shall include a detailed description of-

- (a) the method used to determine that conditions are such that frost, ice, or snow may reasonably be expected to stick on to the aircraft and that ground de-icing and anti-

- icing operational procedures shall be effected;
- (b) the person responsible for deciding that ground de-icing and anti-icing operational procedures shall be effected;
 - (c) the procedures for implementing ground deicing and anti-icing operational procedures;
 - (d) the specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground de-icing and anti-icing operational procedures are in effect;
 - (e) The AOC holder's programme shall include procedures for flight crew members to increase or decrease the determined hold over time in changing conditions; and
 - (f) The holdover time shall be supported by data acceptable to the Authority.
- (5) Where the maximum holdover time is exceeded, takeoff shall be prohibited unless at least one of the following conditions exists:
- (a) a pre-takeoff contamination check is conducted outside the aircraft within five minutes prior to beginning take off to determine that the wings, control surfaces, and other critical surfaces, as defined in the certificate holder's programme, are free of frost, ice or snow;
 - (b) it is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the AOC holder's approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice or snow; or
 - (c) the wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.

and monitoring
system
GN No.
366 of 2023
reg. 16

who conducts scheduled operations shall have an adequate system approved by the Authority for proper dispatching and monitoring of the progress of the scheduled flights.

(2) The dispatch and monitoring system shall have enough dispatch 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.

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

Aircraft tracking
GN No.
366 of 2023
reg. 17

50A.-(1) An Operator shall establish a capability to aircraft track tracking aircraft throughout its area of operations.

(2) The Operator shall track the position of an aeroplane through automated reporting at least every 15 minutes for the portion or portions of the in-flight operations under the following conditions:

- (a) where the aeroplane has a maximum certificated take-off mass of over 27 000 kg and a seating capacity greater than 19; and
- (b) where an ATS unit obtains aeroplane position information at greater than 15-minute intervals.

(3) The Operator shall track the position of an aeroplane through automated reporting at least every 15 minutes for the portion or portions of the in-flight operations that are planned in an oceanic airspace under the following conditions:

- (a) where the aeroplane has a maximum certificated take-off mass of over 45500 kg and a seating capacity greater than 19; and
- (b) where an ATS unit obtains aeroplane position information at greater than 15-minute intervals.

(4) The Operator shall establish procedures, approved by the Authority, for the retention of aircraft

tracking data to assist search and rescue or SAR in determining the last known position of the aircraft.

Flight following
system for charter
flights operations
GN No.
366 of 2023
reg. 18

51.-(1) An air operator certificate (AOC) holder who conducts charter flight operations shall have a system for providing flight preparation documents and determining the departure and arrival times of its flights at all airports approved by the Authority.

(2) The systems specified in subregulation (1) shall have a means of communication by private or available public facilities to monitor the departure and arrival at all airports, including flight diversions.

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

(4) The centres established by an AOC holder for flight following shall be located at points necessary to ensure-

- (a) the proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and
- (b) that the pilot-in-command is provided with all information necessary for the safety of the flight.

(5) An AOC holder conducting charter operations using a flight following system shall ensure that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to-

- (a) the flight crew of each aircraft; and
- (b) the persons designated by the AOC holder to perform the function of operational control of the aircraft.

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

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

Managing
fatigue-related
safety risks
GN No.
11 of 2024
366 of 2023
reg. 19

51A. An AOC holder shall manage fatigue-related safety risks, in accordance with the applicable Civil Aviation (Fatigue Management) Regulations.

Communications
facilities

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

(2) An AOC holder who conducts scheduled operations shall have rapid and reliable radio communications with all flights over his entire route structure under normal operating conditions.

Routes and areas
of operation
GN No.
366 of 2023
reg. 20

53.-(1) An air operator certificate (AOC) holder may conduct operations only along such routes and within such areas for which-

- (a) ground facilities and services, including meteorological services, provided are adequate for the planned operation;
- (b) the performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements;
- (c) the equipment of the aircraft intended to be used meets the minimum requirements for the planned operation;
- (d) appropriate and current maps and charts are available; and
- (e) where a two-engine aircraft is used, adequate airports are available with the time and distance limitations.
- (f) where single-engine aircraft are used, surfaces are available which permit a safe

forced landing to be executed.

(2) A person shall not conduct commercial air transport operations on any route or area of operation unless the operations are in accordance with any restrictions imposed by the Authority.

En-route
navigational
facilities
GN No.
366 of 2023
reg. 21

54.-(1) An air operator certificate (AOC) holder shall not operate on a proposed route or area that does not have non visual ground aids-

- (a) available over the route for navigating aircraft within the degree of accuracy required for ATC; and
- (b) located to allow navigation to any regular, provisional, refuelling, or alternate airport, within the degree of accuracy necessary for the operation involved.

(2) Non visual ground aids shall not be required for-

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

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

Flight safety
documents system

55.-(1) An air operator certificate holder shall establish a flight safety documents system, for the use and guidance of operational personnel.

(2) Guidance on the development and organisation of a flight safety documents system is provided in the Sixth schedule.

Safety
Programme and
Management
system
GNs Nos.
757 of 2018

56. An air operator certificate holder operating a Tanzanian registered aircraft flying for the purpose of commercial air transport shall establish and maintain a safety management system in accordance with the provisions of the Civil Aviation (Safety Management)

366 of 2023
reg. 22

Regulations.

PART V
AOC MAINTENANCE REQUIREMENTS

Maintenance
responsibility

57.-(1) An air operator certificate (AOC) holder shall ensure the airworthiness of its aircraft or helicopter and the serviceability of both operational and emergency equipment necessary for the intended flight is serviceable by-

- (a) carrying out pre-flight inspections;
- (b) correcting any defect or damage affecting safe operation of the aircraft to an approved standard, taking into account the minimum equipment list and configuration deviation list if available for the aircraft type;
- (c) carrying out maintenance on the aircraft in accordance with the approved operator's aircraft maintenance programme;
- (d) analysing of the effectiveness of the AOC holder's approved aircraft maintenance programme;
- (e) effecting the provisions of any operational directive, airworthiness directive and any other continued airworthiness requirement made mandatory by the Authority; and
- (f) carrying out modifications in accordance with an approved standard and establishing an embodiment policy for non-mandatory modifications.

(2) An AOC holder shall ensure that the certificate of airworthiness for each aircraft operated remains valid in respect of-

- (a) the requirements specified in subregulation (1);
- (b) the expiry date of the certificate of airworthiness; and
- (c) any other maintenance condition specified in the certificate of airworthiness.

(3) AOC holder shall ensure that the requirements specified in subregulation (1) are performed in accordance with procedures approved by or acceptable to the Authority.

(4) An AOC holder shall ensure that the maintenance, preventive maintenance and modification of its aircraft or aircraft component are performed in accordance with its maintenance control manual or current instructions for continued airworthiness, and applicable civil aviation regulations.

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

(6) Operators shall ensure that, in accordance with procedures acceptable to the State of Registry, the operational and emergency equipment necessary for the intended flight is serviceable.

(7) The owner of an aircraft, or in the case where it is leased, the lessee, shall ensure that, in accordance with procedures acceptable to the State of Registry.

(8) The maintenance of the aircraft shall be performed in accordance with a maintenance programme acceptable to the State of Registry.

(9) The owner of an aircraft, or in the case where it is leased, the lessee, shall ensure that, the certificate of airworthiness of the aircraft remains valid in accordance with procedures acceptable to the State of Registry.

Approval and
acceptance of
AOC maintenance
systems

58.-(1) Except for pre-flight inspections, an air operator certificate holder shall not operate an aircraft-

- (a) registered in the United Republic unless it is maintained and released to service by an AMO approved in accordance with the Civil Aviation (Approved Maintenance Organisation) Regulations; and
- (b) of foreign registry unless it is maintained and released to service in accordance with a system approved by the State of Registry

and is acceptable to the Authority;

(2) The State of Registry may transfer some or all its responsibility for foreign registered aircraft operating in the United Republic under an agreement entered into pursuant to Article 83bis of Chicago Convention.

Maintenance
control manual

59.-(1) An air operator certificate (AOC) holder shall provide to the Authority, and to the State of Registry of the aircraft, if different from the Authority, the 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-

- (a) the accountable manager and Director of Maintenance responsible for the maintenance system as required by regulation 13;
- (b) procedures to be followed to satisfy the maintenance responsibility required under Regulation 56, except where the AOC holder is an AMO, and the quality functions are specified in Regulation 16, such procedures may be included in the AMO procedures manual;
- (c) procedures for the reporting of failures, malfunctions, and defects in accordance with the Civil Aviation (Airworthiness) Regulations to the Authority, State of Registry and the State of Design within seventy two hours of discovery;
- (d) items that warrant immediate notification to the Authority by telephone, telex or fax, with a written follow-on report as soon as possible but no later than within seventy two hours of discovery, which 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.

(2) An AOC holder's maintenance control manual shall contain the following information which may be issued in separate parts-

- (a) a description of the administrative agreements between the AOC holder and an AMO;
- (b) a description of the maintenance procedures and the procedures for completing and signing the certificate of release to service;
- (c) a description of the procedures to ensure each aircraft an AOC holder operates is in an airworthy condition;
- (d) a description of the procedures to ensure the operational emergency equipment for each flight is serviceable;
- (e) the names and duties of the person or persons required to ensure that all maintenance is carried out in accordance with the maintenance control manual;
- (f) a reference to the maintenance programme required under regulation 66;
- (g) a description of the methods for completion and retention of the operator's maintenance records required by regulation 63;
- (h) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aircraft of a maximum certificated takeoff mass of over 5,700kg and helicopters over 3 175 kg maximum certificated take off mass;
- (i) a description of the procedures for obtaining and assessing continued airworthiness information and implementing any resulting actions for all aircraft with a maximum certificated take-

off mass of over 5,700kg, from the organisation responsible for the type design, and shall implement such actions considered necessary by the State of Registry;

- (j) a system of ensuring that any fault, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of aeroplanes with a maximum certificated take-off mass of over 5,700kg and helicopters 3,180kg and above maximum certificated take-off mass shall be transmitted to the organisation responsible for the type design of that aeroplane or helicopter;
 - (k) a description of the procedures for implementing mandatory continuing airworthiness information as required in Regulation 56;
 - (l) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme;
 - (m) a description of aircraft types and models to which the manual applies;
 - (n) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;
 - (o) a description of the procedures for advising the State of Registry and the State of the Operator of significant in- service occurrences.
 - (p) An AOC holder shall not provide for use of its personnel in commercial air transport, a maintenance control manual or its part that has not been reviewed and approved by the Authority.
- (3) An AOC holder's maintenance control

manual shall observe Human Factors principles

(4) An AOC holder or applicant for an AOC shall submit and maintain a maintenance control manual containing at least the information set out in the Seventh Schedule.

(5) The operator shall provide the State of the Operator and the State of Registry with a copy of the operator's maintenance control manual, together with all amendments or revisions to it and shall incorporate in it such mandatory material as the State of the Operator or the State of Registry may require.

Maintenance
management

60.-(1) An air operator certificate (AOC) holder, approved as an approved maintenance organisation (AMO), may carry out the requirements in regulation 56.

(2) An AOC holder shall employ a person or a group of persons, acceptable to the Authority, to ensure that all maintenance is carried out on time to an approved standard such that the maintenance requirements of regulation 56 and requirements of the AOC holder's maintenance control manual are satisfied, and to ensure the functioning of the quality system.

(3) An AOC holder shall provide suitable office accommodation at appropriate locations for the personnel specified in subregulation (2).

(4) Where an AOC holder is not an AMO, the AOC holder shall make arrangements with an AMO to carry out the requirement of regulation 56.

(5) The arrangement made pursuant to subregulation (4) shall be in the form of a written maintenance contract between the AOC holder and the AMO detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the Authority.

Quality system
maintenance

61.-(1) For maintenance purposes, an air operator certificate (AOC) holder's quality system required under regulation 16 shall-

(a) include at least the following functions:

- (i) monitoring that the activities of regulation 56 are being performed in accordance with the accepted procedures;
 - (ii) ensure that all contracted maintenance is carried out in accordance with the contract;
 - (iii) monitoring compliance with, and adequacy of, procedures required to ensure safe maintenance practices, airworthy aircraft and aircraft components;
 - (iv) monitoring the continued compliance with the requirements of these Regulations; and
- (b) 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.
- (2) Compliance monitoring as referred to in subregulation (1) shall include a feed-back system to the accountable manager to ensure corrective action as necessary.
- (3) Where an AOC holder is also an approved maintenance organisation (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 the United Republic.
- (4) An AOC holder shall establish a plan acceptable to the Authority indicating when and how often the activities as required in regulation 56 may be monitored.
- (5) Reports shall be made upon completion of monitoring of activities including details of discrepancies of non-compliance with procedures or requirements.

(6) The feedback part of the system shall specify the person responsible for rectifying discrepancies and non-compliance in each particular case, the procedure to be followed if rectification is not completed within appropriate time scales, and a system of reporting to the accountable manager.

(7) To ensure effective compliance with this regulation, an AOC holder or an applicant for an AOC shall carry out-

- (a) product sampling; the part inspection of a representative sample of the aircraft fleet;
- (b) defect sampling; the monitoring of defect rectification performance;
- (c) concession sampling; the monitoring of any concession not to carry out maintenance on time;
- (d) on time maintenance sampling; the monitoring of when flying hours, calendar time and flight cycles, of the aircraft and the components are brought in for maintenance; and
- (e) sample reports of unairworthy conditions and maintenance errors on aircraft and components.

Technical
logbook

62.-(1) An air operator certificate (AOC) holder shall ensure that every United Republic registered aircraft used for commercial air transport or aerial work maintains a technical logbook.

(2) The following particulars shall be entered in the technical logbook:

- (a) a title page with the name and address of the operator, the aircraft type, and registration marks;
- (b) details relating to the current certificate of release to service;
- (c) details relating to the next inspection on the approved maintenance schedule;
- (d) a section containing sector record pages, each page being serially numbered with the

operator's name printed thereon and having a provision for recording the following:

- (i) aircraft type, serial number and registration marks;
 - (ii) date, place and time of take-off and landing;
 - (iii) particulars of any defect experienced on the aircraft;
 - (iv) the fuel and oil quantities on arrival and quantities uplifted in each tank;
 - (v) a certificate of release to service in respect of any work performed for the purpose of rectifying defects;
 - (vi) the running total of flying hours, such that the hours to the next scheduled inspection can be easily determined; and
 - (vii) provision for pre-flight and daily inspection signatures;
- (e) a readily identifiable section containing a record of deferred defects with serially numbered pages and the operator's name printed thereon including a provision for recording the following:
- (i) a cross-reference for each deferred defect such that the original defect together with brief related details can be clearly identified in the sector record section;
 - (ii) the original date of occurrence of the deferred defect, together with brief related details; and
 - (iii) a cross-reference for each deferred defect such that the action in respect of such deferred defect can be clearly

identified in the sector record section.

(f) the number of landings, flight pressure cycles or engine cycles as specified for that aircraft; and

(g) any other details as the Authority may require.

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

Technical
logbook entries

63.-(1) At the end of every flight, the pilot-in-command (PIC) shall enter, sign and date the following information in a technical logbook-

(a) the times when the aircraft took off and landed; and

(b) particulars of any defect which is known to him and which affects the airworthiness or safe operation of the aircraft, or if no such defect is known to him, an entry to that effect.

(2) Notwithstanding subregulation (1), in the case of a number of consecutive flights each of which begins and ends-

(a) within the same period of 24 hours;

(b) at the same aerodrome except where each such flight is for the purpose of dropping or projecting any material for agricultural, public health or similar purposes; and

(c) with the same person as the PIC, the PIC may, except where he becomes aware of a defect during an earlier flight, make the entries in a technical logbook at the end of the last of such consecutive flights.

(3) Upon the rectification of any defect which has been entered in a technical logbook a person signing a maintenance release in respect of that defect shall enter the release in the technical logbook in such a position as to be readily identifiable with the defect to which it relates.

(4) An air operator certificate holder shall have

in the approved Operations Manual a procedure for keeping adequate copies of technical logbook to be carried on board the aircraft in a place readily accessible to each flight crew member.

Maintenance
records

64.-(1) An air operator certificate (AOC) holder shall ensure that a system has been established to keep the following records, in a form acceptable to the Authority-

- (a) the total time in service in hours, calendar time and cycles, as appropriate, of the aircraft and all its life-limited components;
 - (b) the current status of compliance with all mandatory continuing airworthiness information;
 - (c) appropriate details of modifications and repairs to the aircraft and its major components;
 - (d) the time in service in hours, calendar time and cycles, as appropriate, since last overhaul of the aircraft or its components subject to mandatory overhaul life;
 - (e) the current aircraft status of compliance with the maintenance programme;
 - (f) the detailed maintenance records to show that all requirements for signing of a certificate of release to service have been met;
 - (g) The lessee of an aircraft shall comply with the requirements of this regulation as applicable, while the aircraft is leased;
 - (h) the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met; and
 - (i) technical logbook records.
- (2) An AOC holder shall ensure that-
- (a) the records specified in subregulation (1)(a) to (e) are kept for a minimum period of ninety days after the unit to which they refer has been permanently withdrawn from

- service;
 - (b) the records referred to in subregulation (1)(f) are kept for a minimum of two years after the signing of the certificate of release to service;
 - (c) the records referred to in subregulation (1)(g) are retained for twenty four months after the date of the last entry;
 - (d) in the event of temporary change of operator, the records specified in subregulation (1) are made available to the new operator;
 - (e) copies of all amendments to the operator's maintenance control manual shall be furnished promptly to all organisations or persons to whom the manual has been issued; and
 - (f) when an aircraft is permanently transferred from one operator to another operator, the records specified in subregulation (1) are also transferred.
 - (g) The lessee of an aircraft shall comply with the requirements of this regulation as applicable, while the aircraft is leased
- (3) The records in subregulation (2)(f) for a minimum period of one year after the signing of the maintenance release.

Release to
service or
maintenance
section records
of technical
logbook

65.-(1) An air operator certificate (AOC) holder shall not operate an aircraft or helicopter unless it is maintained and released to service by an organisation approved in accordance with the Civil Aviation (Approved Maintenance Organisation) Regulations, acceptable to the State of Registry.

(2) The owner or the lessee shall not operate the aeroplane unless it is maintained and released to service under a system acceptable to the State of Registry.

(3) An operator shall not operate a helicopter unless it is maintained and released to service by an organisation approved in accordance with the Civil Aviation (Operation of Aircraft) Regulations, or under

an equivalent system, either of which shall be acceptable to the State of Registry.

(4) The certificate of release to service shall be issued in accordance with the AOC maintenance control manual procedures.

(5) An AOC holder shall not operate an aircraft after release under sub-regulation (1) unless an appropriate entry is made in accordance with the AOC maintenance control manual procedures acceptable to the Authority.

(6) An AOC holder shall give a copy of the certificate of release to service for the aircraft to the PIC or ensure that an entry noting the release is made in the technical logbook.

Modification or
repairs to aircraft

66.-(1) All modifications or repairs to an aircraft shall be made in compliance with the airworthiness requirements acceptable to the State of Registry.

(2) An air operator certificate (AOC) holder shall-

- (a) establish the procedures to ensure that records supporting compliance with the airworthiness requirements are retained;
- (b) ensure that major repair or major modification is carried out in accordance with technical data approved by the Authority;
- (c) promptly, upon completion of a major modification or major repair, prepare a report of each major modification or major repair of an airframe, aircraft engine, propeller or appliance of an aircraft operated by the AOC holder; and
- (d) submit a copy of each report of a major modification to the Authority and keep a copy of each report of a major repair available for inspection.

Aircraft
maintenance

67.-(1) An air operator certificate (AOC) holder's aircraft maintenance programme and any

programme

subsequent amendment shall be submitted to the Authority for approval.

(2) In the case of the foreign registered aircraft the maintenance programme shall be approved by the State of Registry and may be subsequently accepted by the Authority.

(3) In addition to the requirement of a maintenance programme for aircraft operated by an AOC holder, an aircraft with maximum certificated takeoff mass authorised above 13,310 kg shall include a reliability programme in the maintenance programme.

(4) Where a determination is made by the Authority under sub-regulation (3), an AOC holder shall provide the procedures and information in the maintenance control manual.

(5) An AOC holder shall ensure that each aircraft is maintained in accordance with the approved maintenance programme which shall include-

- (a) maintenance tasks and the intervals in which these are to be performed, taking into account the anticipated utilisation of the aircraft;
- (b) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;
- (c) where applicable, a continuing structural integrity programme;
- (d) procedures for changing or deviating from paragraphs (a) and (b) as approved by the State of Registry;
- (e) where applicable, condition monitoring and reliability programme, descriptions for aircraft systems, components and engines; and
- (f) where applicable and approved by the State of Registry, condition monitoring and reliability programme descriptions for aircraft systems, components and powerplants.

(6) The owner or the lessee shall ensure that the maintenance of the aeroplane is performed in accordance with a maintenance programme acceptable to the State of Registry.

(7) The Authority may amend any operation specifications (ops specs) issued to an AOC holder to permit deviation from those provisions of this Part that would prevent the return to service and use of airframe components, engines, appliances, and spare parts because the airframe components, engines, appliances and spare parts have been maintained, altered, or inspected by persons employed outside the United Republic who do not hold a United Republic maintenance engineer's licence.

(8) An AOC holder who is granted authority under this deviation shall provide for surveillance of facilities and practices to assure that all work performed on the airframe components, engines, appliances and spare parts specified in subregulation (6) is accomplished in accordance with an AOC holder's maintenance control manual.

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

(10) The maintenance programme shall 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 information, documentation or experience.

(11) A person shall not 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.

(12) Approval of an AOC holder's maintenance programme and any subsequent amendments shall be noted in the operations specifications.

(13) An AOC holder shall have an inspection programme and a programme covering other maintenance, preventive maintenance, and

modifications to ensure that-

- (a) preventive maintenance and modifications are performed in accordance with an AOC holder's maintenance control manual;
- (b) each aircraft released to service is airworthy and has been properly maintained for operation.

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

(15) An operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, acceptable to the State of Registry, containing the information required by regulation 66.

(16) The design and application of the operator's maintenance programme shall observe human factors principles according to the State of Registry's guidance material.

Maintenance,
preventive
maintenance and
modifications

68. An air operator certificate (AOC) holder may make arrangements with an appropriately rated AMO 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.

Records of
emergency and
survival
equipment carried
GN No.
366 of 2023
reg. 24

68A.-(1) An AOC holder or applicant shall, at all times, have available for immediate communication to rescue coordination centres, lists containing information on the emergency and survival equipment carried on board any of their aeroplanes engaged in international air navigation.

(2) The information specified in subregulation (1) shall include, as applicable-

- (a) the number, colour and type of life rafts and pyrotechnics;
- (b) details of emergency medical supplies;

- (c) water supplies; and
- (d) the type and frequencies of the emergency portable radio equipment.

Portable
electronic devices
GN No.
366 of 2023
reg. 24

68B. A PIC or any other crew member shall not permit any person to use, nor shall any person use a portable electronic device on board an aircraft that may adversely affect the performance of aircraft systems and equipment unless-

- (a) for IFR operations other than commercial air transport, the PIC allows such a device prior to its use;
- (b) for commercial air transport operations, the AOC holder makes a determination of acceptable devices and publishes that information in the Operations Manual for the crew members use; and
- (c) the PIC informs passengers of the permitted use.

Flight recorder
records
GN No.
366 of 2023
reg. 24

GN.No.
58 of 2017

68C. An operator shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with the Civil Aviation (Aircraft Accident And Incident) Regulations.

PART VA¹ COMMERCIAL AIR TRANSPORT-AEROPLANES

Aeroplane continuing airworthiness

Operator' s
continuing
airworthiness
responsibilities
GN No.

68D.-(1) An Operator shall ensure that, in accordance with procedures acceptable to the State of Registry-

- (a) each aeroplane they operate is maintained

¹ This part was added by GN No. 366 of 2023 reg 23

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reg. 23

in an airworthy condition;

(b) the operational and emergency equipment necessary for an intended flight is serviceable; and

(c) the certificate of airworthiness of each aeroplane they operate remains valid.

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55 of 2017

(2) The operator shall not operate an aeroplane unless it is maintained and released to service by an organisation approved in accordance with the Civil Aviation (Approved Maintenance Organisation) Regulation.

(3) The operator shall not operate an aeroplane unless maintenance on the aeroplane, including any associated engine, propeller and part, is carried out by-

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55 of 2017

(a) an organisation complying with the applicable Civil Aviation (Approved Maintenance Organisation) Regulation that is either approved by the Authority or is approved by another Contracting State and is acceptable by the State of Registry; or

(b) by a person or organisation in accordance with procedures that are authorised by the Authority and there is a maintenance release in relation to the maintenance carried out.

(4) The operator shall employ a person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual.

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

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(6) An AOC holder shall ensure that the maintenance, preventive maintenance and modification of its aircraft or aircraft component are performed in accordance with its maintenance control manual or current instructions for continued airworthiness, and the Civil Aviation (Airworthiness of Aircraft) Regulations.

(7) An AOC holder may make an arrangement with another person for the performance of any maintenance, preventive maintenance or modifications

but shall remain responsible for all work performed under the arrangement.

(8) Operators shall ensure that, in accordance with procedures acceptable to the Authority, the operational and emergency equipment necessary for the intended flight is serviceable.

(9) The owner of an aircraft, or in the case where it is leased, the lessee, shall ensure that, the certificate of airworthiness of the aircraft remains valid in accordance with procedures acceptable to the Authority.

(10) Where an air operator certificate holder does not have its own approved maintenance organisation, the air operator certificate holder shall make arrangements with an approved maintenance organisation to carry out maintenance on their behalf.

(11) The arrangement made under subregulation (10) shall be in the form of a written maintenance contract between the air operator certificate holder and the approved maintenance organisation detailing the required maintenance functions and defining the support of quality functions approved by the Authority.

Operator's
Maintenance
Control Manual
or MCM
GN No.
366 of 2023
reg. 23

68E.-(1) An AOC holder or applicant for an AOC shall submit and maintain a maintenance control manual containing at least the information set out in the Seventh Schedule.

(2) The operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, approved by the Authority.

(3) The Operator shall observe Human Factors principles in the design and application of the maintenance control manual.

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

(5) An AOC holder shall submit all amendments and revisions of the maintenance control

manual to the Authority for approval.

(6) An AOC holder shall furnish copies of the approved maintenance control manual and amendments or revisions to all relevant organisations and personnel.

(7) The operator shall provide the Authority and State of the Operator with a copy of the operator's maintenance control manual, together with all amendments and revisions and shall incorporate such mandatory material as the Authority and State of the Operator may require.

Maintenance
Programme
GN No.
366 of 2023
reg. 23

68F.-(1) An operator shall provide for use and guidance of maintenance and operational personnel concerned, an approved maintenance programme, approved containing the information required by regulation 70.

(2) The Operator shall observe Human Factors principles in the design and application of the operator's maintenance programme.

(3) An AOC holder shall submit all amendments and revisions to the approved maintenance programme to the Authority for approval.

Continuing
airworthiness
records
GN No.
366 of 2023
reg. 23

68G.-(1) The operator shall ensure that the following records are kept for the periods mentioned in subregulation (2):

- (a) the total time in service hours, calendar period and cycles, as appropriate of the aeroplane and all life-limited components;
- (b) the current status of compliance with all mandatory continuing airworthiness information;
- (c) appropriate details of modifications and repairs;
- (d) the time in service hours, calendar period and cycles, as appropriate since the last overhaul of the aeroplane or its components subject to a mandatory overhaul life;
- (e) the current status of the aeroplane's compliance with the maintenance

- programme;
 - (f) the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met; and
 - (g) Technical Logbook records.
- (2) An Operator shall ensure that-
- (a) the records specified in subregulation (1)(a) to (e) are kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service;
 - (b) the records referred to in subregulation (1)(f) are kept for a minimum of 1 year after the signing of the certificate of release to service;
 - (c) the records referred to in subregulation (1)(g) are retained for 2 years after the date of the last entry;
 - (d) in the event of a temporary change of operator, the records specified in subregulation (1) shall be made available to the new operator;
 - (e) in the event of any permanent change of operator, the records shall be transferred to the new operator;
 - (f) records kept and transferred in accordance with this regulation shall be maintained in a form and format that ensures readability, security and integrity of the records at all times;
 - (g) copies of all amendments to the operator's maintenance control manual shall be furnished promptly to all organisations and personnel to whom the manual has been provided; and
 - (h) when an aircraft is permanently transferred from one operator to another operator, the records specified in subregulation (1) are also transferred.
- (3) The lessee of an aeroplane shall comply with the requirements of this regulation, as applicable, while

the aeroplane is leased.

(4) An Operator shall ensure that the following records are kept:

- (a) in respect of the entire total time in service;
- (b) in respect of the major components of the aeroplane-
 - (i) the total time in service;
 - (ii) the date of the last overhaul;
 - (iii) the date of the last inspection;
- (a) in respect of those instruments and equipment, the serviceability and operating life of which are determined by their time in service;
 - (i) such records of the time in service as are necessary to determine their serviceability or to compute their operating life;
 - (ii) the date of the last overhaul; and
 - (iii) the date of the last inspection.

(5) The records in subregulation (4) shall be kept for a period of 90 days after the end of the operating life of the unit to which they refer.

Continuing
airworthiness
information
GN No.
366 of 2023
reg. 23

68H.-(1) The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and ensure that, in respect of an aeroplane over 5,700 kg maximum certificated take-off mass, there exists a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the type design of that aircraft.

(2) The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and ensure the type of information to be reported to the Authority, organisations responsible for type design and

maintenance organisations in respect of aeroplanes over 5 700 kg maximum certificated take-off mass, communicated through procedures established by the owner or operator and acceptable to the Authority as determined in the technical guidance materials.

(3) An operator of an aircraft shall, through approved procedures as prescribed in the applicable technical guidance material-

- (a) monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information and report through a specified system; and
- (b) obtain and assess continuing airworthiness information and recommendations available from the organisation responsible for the type design, component manufacturers, modifications, repairs and implement resulting actions considered necessary.

(4) The operator of an aeroplane over 5 700 kg maximum certificated take off mass shall obtain and assess continuing airworthiness information and recommendations available from the organisation responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the Authority.

Modifications and
repairs
GN No.
55 of 2017
366 of 2023
reg. 23

68I.-(1) An operator shall ensure that all modifications and repairs comply with airworthiness requirements acceptable to the Authority as provided for in the applicable Civil Aviation (Airworthiness of Aircraft) Regulations.

(2) An operator shall establish procedure to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained.

Approved
maintenance

68J. An AOC holder's approved maintenance organisation shall comply with the Civil Aviation

organisation
GN No.
55 of 2017
366 of 2023
reg. 23

(Approved Maintenance Organisation) Regulations.

Maintenance
release

GN No.
55 of 2017

68K.-(1) where maintenance is carried out by an approved maintenance organisation, the maintenance release shall be issued by the approved maintenance organisation in accordance with the provisions of the Civil Aviation (Approved Organisation) Regulations.

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(2) Where maintenance is not carried out by an approved maintenance organisation, the maintenance release shall be completed and signed by a person appropriately licensed in accordance with Civil Aviation (Personnel Licensing) Regulations to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and procedures acceptable to the Authority.

(3) Where maintenance is not carried out by an approved maintenance organisation, the maintenance release shall include the following:

- (a) basic details of the maintenance carried out including detailed reference of the approved data used;
- (b) the date such maintenance was completed; and
- (c) the identity of the person or persons signing the release.

Manuals, logs and records

Flight manual
GN No.
366 of 2023
reg. 23

68L.-(1) An operator shall not operate an aeroplane unless there is available flight manual for use by the flight crew.

(2) The flight manual specified in subregulation (1) shall be updated by implementing changes made mandatory by the State of Registry.

Maintenance

68M.-(1) An AOC's maintenance control

control manual
contents
GN No.
366 of 2023
reg. 23

manual, which may be issued in separate parts, shall contain the following information:

- (a) a description of the procedures including, where applicable-
 - (i) a description of the administrative arrangements between the operator and the approved maintenance organisation;
 - (ii) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organisation;
- (b) names and duties of the qualified person or persons required;
- (c) a reference to the maintenance programme required;
- (d) a description of the methods used for the completion and retention of the operator's maintenance records required;
- (e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required;
- (f) a description of the procedures for complying with the service information reporting requirements for airworthiness;
- (g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required;
- (h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- (i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and

- efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- (j) a description of helicopter types and models to which the manual applies;
- (k) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;
- (l) a description of the procedures for advising the Authority of significant in service occurrences;
- (m) a description of procedures to control the leasing of aircraft and related aeronautical products; and
- (n) a description of the maintenance control manual amendment procedures.

Maintenance
programme
contents
GN No.
366 of 2023
reg. 23

68N.-(1) An operator shall ensure that maintenance programme for each aeroplane as specified in the applicable technical guidance material, shall contain the following information:

- (a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;
- (b) when applicable, a continuing structural integrity programme;
- (c) procedures for changing or deviating from paragraphs (a) and (b);
- (d) when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines; and
- (e) where applicable and approved by the State of Registry, condition monitoring and reliability programme descriptions for aircraft systems, components and powerplants.

(2) In the case of the foreign registered aircraft the maintenance programme shall be approved by the

State of Registry and may be subsequently accepted by the Authority.

(3) In addition to the requirement of a maintenance programme for aircraft operated by an AOC holder, an aircraft with maximum certificated take off mass authorised above 13,310 kg shall include a reliability programme in the maintenance programme.

(4) Where a determination is made by the Authority under subregulation (3), an AOC holder shall provide the procedures and information in the maintenance control manual.

(5) The owner or the lessee shall ensure that the maintenance of the aeroplane is performed in accordance with a maintenance programme acceptable to the Authority.

(6) The Authority may amend any operation specifications issued to an AOC holder to permit deviation from those provisions of this Part that would prevent the return to service and use of airframe components, engines, appliances, and spare parts because the airframe components, engines, appliances and spare parts have been maintained, altered, or inspected by persons employed outside the [State] who do not hold a [State] maintenance engineer's licence.

(7) An AOC holder who is granted authority under this deviation shall provide for surveillance of facilities and practices to assure that all work performed on the airframe components, engines, appliances and spare parts specified in subregulation (6) is accomplished in accordance with an AOC holder's maintenance control manual.

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

(9) The maintenance programme shall 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 information, documentation or experience.

(10) AOC holder shall not provide for use to its

personnel a maintenance programme or portion thereof unless it has been reviewed and approved by the Authority.

(11) Approval of an AOC holder's maintenance programme and any subsequent amendments shall be noted in the operations specifications.

(12) An AOC holder shall have an inspection programme and a programme covering other maintenance, preventive maintenance, and modifications to ensure that-

- (a) preventive modifications maintenance are performed and in accordance with an AOC holder's maintenance control manual; and
- (b) each aircraft released to service is airworthy and has been properly maintained for operation.

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

(14) An operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, acceptable to the State of Registry, containing the information specified in regulation 62.

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

Cargo Compartment Safety

Transport of items
in cargo
compartment
GN No.
366 of 2023
reg. 23

68O.-(1) An AOC holder shall establish a policy and procedures for the transport of items in the cargo compartment, which include the conduct of a specific safety risk assessment.

(2) The risk assessment specified in subregulation (1) shall include at least the-

- (a) hazards associated with the properties of the items to be transported;
- (b) capabilities of the operator;

- (c) operational considerations including area of operations, diversion time;
 - (d) capabilities of the aeroplane and its systems including cargo compartment suppression capabilities;
 - (e) containment characteristics of unit load devices;
 - (f) packing and packaging;
 - (g) safety of the supply chain for items to be transported; and
 - (h) quantity and distribution of dangerous goods items to be transported.
- (3) The AOC holder shall comply with the requirements for the transport of dangerous goods as specified in the Civil Aviation (Dangerous Goods) Regulations.

Fire protection
GN No.
366 of 2023
reg. 23

68P.-(1) The elements of the cargo compartment fire protection system as approved by the State of Design or State of Registry, and a summary of the demonstrated cargo compartment fire protection certification standards, shall be provided in the aeroplane flight manual or other documentation supporting the operation of the aeroplane.

(2) The AOC holder shall establish policy and procedures that address the items to be transported in the cargo compartment.

(3) The policy and procedures specified in subregulation (2) shall ensure to a reasonable certainty that in the event of a fire involving those items in the cargo compartment, it can be detected and sufficiently suppressed or contained by the elements of the aeroplane design associated with cargo compartment fire protection, until the aeroplane makes a safe landing.

COMMERCIAL OPERATIONS- HELICOPTERS

Helicopter continuing airworthiness

AOC holder's
continuing
airworthiness
responsibilities.
GN No.
366 of 2023
reg. 23

68Q.-(1) An AOC holder shall ensure that in accordance with the procedures acceptable to the Authority-

- (a) each helicopter operated is maintained in an airworthy condition;
- (b) the operational and emergency equipment necessary for the intended flight is serviceable; and
- (c) the certificate of airworthiness of the helicopter operated remains valid.

(2) The AOC holder shall not operate a helicopter unless maintenance on the helicopter, including any associated engine, rotor and part, is carried out by-

GN No.
55 of 2017

- (a) an organisation complying with the Civil Aviation (Approved Maintenance Organisation) Regulations that is either approved by the Authority or is approved by another Contracting State and is acceptable by the Authority;
- (b) a qualified person or organisation in accordance with procedures that are authorised by the Authority; and
- (c) there is a maintenance release in relation to the maintenance carried out.

(3) The AOC holder shall employ a qualified person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual.

(4) The AOC holder shall ensure that the maintenance of its helicopters is performed in accordance with the maintenance programme approved by the Authority.

AOC holder's
maintenance
control manual
GN No.
366 of 2023
reg. 23

68R.-(1) An AOC holder shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance control manual, acceptable to the Authority in accordance with the requirements of Seventh Schedule, and the design of the manual shall observe Human Factors principles.

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

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

(4) The AOC holder shall provide the State of the Operator and the State of Registry with a copy of the operator's maintenance control manual, together with all amendments or revisions to it and shall incorporate in it such mandatory material as the State of Operator or the State of Registry may require.

Maintenance
programme
GN No.
366 of 2023
reg. 23

68S.-(1) An AOC holder shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, approved by the Authority containing the information required in regulation 113.

(2) The AOC holder shall ensure that the design and application of the operator's maintenance programme observes Human Factors principles.

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

Continuing
Airworthiness
Records
GN No.
366 of 2023
reg. 23

68T.-(1) The operator shall ensure that the following records are kept for the periods specified in these regulations:

- (a) the total time in service, hours, calendar time and cycles, as appropriate of the helicopter and all life-limited components;
- (b) the current status of compliance with all mandatory continuing airworthiness information;
- (c) appropriate details of modifications and repairs to the helicopter and its major components;
- (d) the time in service hours, calendar time and

cycles, as appropriate since last overhaul of the helicopter or its components subject to a mandatory overhaul life;

- (e) the current status of the helicopter's compliance with the maintenance programme; and
- (f) the detailed maintenance records to show that all requirements for a maintenance release have been met.

(2) The records in Paragraph (a) to (e) of Subregulation (1) shall be kept for a minimum period of 180 days after the unit to which they refer has been permanently withdrawn from service, and the records in subregulation(1)(f) for a minimum period of 2 years after the signing of the maintenance release.

(3) In the event of a temporary change of operator, the records shall be made available to the new operator, and in the event of any permanent change of operator, the records shall be transferred to the new operator.

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

Continuing
Airworthiness
Information
GNs Nos.
57 of 2017
366 of 2023
reg. 23

68U.-(1) The operator of a helicopter over 3,175 kg maximum mass shall monitor and assess continuing airworthiness and provide the information as prescribed by the State of Registry and report through the system specified in Civil Aviation (Airworthiness of Aircraft) Regulations.

(2) The operator of a helicopter over 3,175 kg maximum mass shall obtain and assess continuing airworthiness information and recommendations available shall from the organisation responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the State of Registry.

Modifications and
repairs
GNs Nos.
57 of 2017
366 of 2023
reg. 23

68V.-(1) The operator shall ensure that all modifications and repairs comply with airworthiness requirements specified in the Civil Aviation (Airworthiness of Aircraft) Regulations.

(2) The operator shall establish procedures in the maintenance control manual to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained.

Maintenance
release
GNs Nos.
55 of 2017
366 of 2023
reg. 23

68W.-(1) Where maintenance is carried out by an approved maintenance organisation, the maintenance release shall be issued by the approved maintenance organisation in accordance with the Civil Aviation (Approved Maintenance Organisations) Regulations.

(2) Where maintenance is not carried out by an approved maintenance organisation, the maintenance release shall be completed and signed by a person appropriately licensed in accordance with Civil aviation (Personnel Licensing) Regulations to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures acceptable to the Authority.

(3) Where maintenance is not carried out by an approved maintenance organisation, the maintenance release shall include the following:

- (a) basic details of the maintenance carried out including detailed approved data used;
- (b) the date such maintenance was completed; and
- (c) the identity of the qualified person or persons signing the release.

Records
GN No.
366 of 2023
reg. 23

68X.-(1) The operator shall ensure that the following records are kept:

- (a) in respect of the entire helicopter: the total time in service;
- (b) in respect of the major components of the helicopter-
 - (i) the total time in service;
 - (ii) the date of the last overhaul;

- (iii) the date of the last inspection;
 - (c) in respect of those instruments and equipment, the serviceability and operating life of which are determined by their time in service:
 - (i) such records of the time in service as are necessary to determine their serviceability or to compute their operating life; and
 - (ii) the date of the last inspection.
- (2) The records specified in subregulation (1) shall be kept for a period of 90 days after the end of the operating life of the unit to which they refer.

Manuals, logs and records

Flight manual
GNs Nos.
57 of 2017
366 of 2023
reg. 23

- 68Y.-(1) An AOC holder shall ensure that a flight manual contains the information specified in the Civil Aviation (Airworthiness of Aircraft) Regulations.
- (2) The flight manual shall be updated by implementing changes made mandatory by the Authority.

Contents of
maintenance
control manual
GN No.
366 of 2023
reg. 23

- 68Z. An AOC's maintenance control manual, which may be issued in separate parts, shall contain the following information:
- (a) a description of the procedures including, where applicable-
 - (i) a description of the administrative arrangements between the operator and the approved maintenance organisation;
 - (ii) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an

approved maintenance
organisation;

- (b) names and duties of the qualified person or persons required;
- (c) a reference to the maintenance programme required;
- (d) a description of the methods used for the completion and retention of the operator's maintenance records required;
- (e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required;
- (f) a description of the procedures for complying with the service information reporting requirements for airworthiness;
- (g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required;
- (h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- (i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- (j) a description of helicopter types and models to which the manual applies;
- (k) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;
- (l) a description of the procedures for advising the Authority of significant in-service occurrences;
- (m) a description of procedures to control the leasing of aircraft and related

- aeronautical products; and
- (n) a description of the maintenance control manual amendment procedures.

Maintenance
programme
GN No.
366 of 2023
reg. 23

68AA.-(1) A maintenance programme for each helicopter as required by regulation 55 shall contain the following information:

- (a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the helicopter;
- (b) where applicable, a continuing structural integrity programme;
- (c) procedures for changing or deviating from paragraphs (a) and (b); and
- (d) where applicable, condition monitoring and reliability programme descriptions for helicopter systems, components, power transmissions, rotors and engines.

(2) Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such by the Operator.

(3) The maintenance programme shall 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.

Journey logbook
GNs Nos.
366 of 2023
reg. 23

68BB.-(1) A helicopter journey logbook shall contain the following items and the corresponding roman numerals:

- (a) helicopter nationality and registration;
- (b) date;
- (c) names of crew members;
- (d) duty assignments of crew members;
- (e) place of departure;
- (f) place of arrival;
- (g) time of departure-Time of arrival;
- (h) hours of flight;
- (i) nature of flight -private, scheduled or

non-scheduled;

(j) incidents, observations, if any; and

(k) signature of person in charge.

(2) Entries in the journey logbook shall be made current and in ink or indelible pencil.

(3) A completed journey logbook shall be retained to provide a continuous record of the last six months' operations.

Records of
emergency and
survival
equipment carried
GN No.
366 of 2023
reg. 23

68CC.-(1) An AOC holder shall at all times have available for immediate communication to rescue coordination centres, lists containing information on the emergency and survival equipment carried on board any of their helicopters engaged in air navigation.

(2) The information specified in subregulation (1) shall include, as applicable-

(a) the number, colour where and type of life rafts and pyrotechnics;

(b) details of emergency medical supplies; and

(c) water supplies and the type and frequencies of the emergency portable radio equipment.

Flight recorder
records
GNs Nos.
58 of 2017
366 of 2023
reg. 23

68DD. An AOC holder shall ensure, to the extent possible, in the event the helicopter becomes involved in an accident or incident, the preservation of all related flight recorder records, and where necessary the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with Civil Aviation (Aircraft Accident and Incident Investigation) Regulations.

PART VI

AOC SECURITY MANAGEMENT

Security
requirements

69. An air operator certificate (AOC) holder shall ensure that all appropriate personnel are familiar and comply with the relevant requirements of the national security programmes of the United Republic, for the protection of aircraft, facilities and personnel

from unlawful interference.

Security training
programmes

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

(2) The security training programme specified in subregulation (1) shall, as a minimum include-

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

(3) An AOC holder shall 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 aircraft so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference.

Reporting acts of
unlawful
interference

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

Aircraft search

72.-(1) An air operator certificate (AOC) holder

procedure
checklist

shall ensure that there is on board the AOC holder's aircraft, a checklist of the procedures to be followed in searching for a bomb in case of suspected sabotage and for inspecting aircraft for concealed weapons, explosives or other dangerous devices when a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference.

(2) The checklist referred to in subregulation (1) 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 aircraft.

(3) Specialized means of attenuating and directing the blast shall be provided for use at the least risk bomb location.

Security of flight
crew
compartment
GN No.
366 of 2023
reg. 25

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

(2) An air operator certificate holder shall ensure that a passenger carrying aeroplane-

- (a) of a maximum certificated take-off mass in excess of 54 500 kg;
- (b) of a maximum certificated take-off mass in excess of 45 500 kg with a passenger seating capacity greater than 19; or
- (c) with a passenger seating capacity greater than 60, is equipped with an approved flight crew compartment door that is designed to resist penetration by small firearms and grenade shrapnel, and to resist forcible intrusions by unauthorised persons, and the door shall be capable of being locked and unlocked from either pilot's station.

(3) Where an aircraft is equipped with a flight crew compartment door in accordance with subregulation (2)-

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

(4) All passenger-carrying aeroplanes shall be equipped with an approved flight crew compartment door, where practicable, that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist forcible intrusions by unauthorised persons, this door shall be capable of being locked and unlocked from either pilot's station.

(5) In all aeroplanes which are equipped with a flight crew compartment door in accordance with subregulation (4)-

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

Miscellaneous
GN No.
366 of 2023
reg. 26

73A.-(1) Specialised means of attenuating and directing the blast shall be provided for use at the least-risk bomb location.

(2) Where the Operator accepts the carriage of weapons removed from passengers, the aeroplane shall have provision for stowing such weapons in a place so

that they are inaccessible to any person during flight time.

PART VII AOC DANGEROUS GOODS MANAGEMENT

Approval to
transport
dangerous goods
GN No.
366 of 2023
reg. 27

74. An air operator certificate holder shall not transport dangerous goods unless issued with a specific approval to do so by the Authority and in compliance with the requirements of these Regulations and the Civil Aviation (Dangerous Goods) Regulations.

Deleted

75.– 95 [Deleted by GN No. 366 of 2023, reg 28].

PART VIII EXEMPTIONS

Requirements for
Application

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

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

(3) A request for an exemption must contain the applicant's-

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

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

Substance of
request for
exemption

97.-(1) An application for an exemption shall contain the following:

- (a) a citation of the specific requirement from which the applicant seeks exemption;
- (b) an explanation of why the exemption is

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

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

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

Initial review by
Authority

98.-(1) The Authority shall review the application for accuracy and compliance with the requirements of regulations 87 and 88.

(2) If the application appears on its face to satisfy the provisions of this regulation and the Authority determines that a review of its merits is justified, the Authority will publish a detailed summary

of the application in either the *Gazette*, aeronautical information circular or at least one local daily newspaper for comment and specify the date by which comments must be received by the Authority for consideration.

(3) Where the filing requirements of regulations 87 and 88 have not been met, the Authority will notify the applicant and take no further action until and unless the applicant corrects the application and re-files it in accordance with these Regulations.

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

Evaluation of
request

99.-(1) After initial review, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to include-

- (a) determination of whether an exemption would be in the public interest;
- (b) a determination, after a technical evaluation of whether the applicant's proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;
- (c) a determination of whether a grant of the exemption would contravene the applicable ICAO Standards and Recommended Practices; and
- (d) a recommendation based on the preceding elements, of whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

(2) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation

and decision to grant or deny the request.

(3) The summary referred to in subregulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) If the exemption affects a significant population of the aviation community of the United Republic the Authority shall publish the summary in aeronautical information circular.

PART IX GENERAL PROVISIONS

Possession of
licence

100.-(1) A holder of a licence, certificate or authorisation issued by the Authority shall have in his physical possession or at the work site when exercising the privileges of that licence, certificate or authorisation.

(2) A flight crew of a foreign registered aircraft shall hold a valid licence, certificate or authorisation and have in his physical possession or at the work site when exercising the privileges of that licence, certificate or authorisation.

Drug and alcohol
testing and
reporting

101.-(1) A person who performs any function requiring a licence, rating, qualification, or authorisation prescribed by these Regulations directly or by contract under the provisions of these Regulations may be tested for drug or alcohol usage.

(2) Where the Authority or a person authorised by the Authority wishes to test a person referred to in subregulation (1) for the percentage by weight of alcohol in the blood, or for the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, and that person-

(a) refuses to submit to the test; or

(b) having submitted to the test, refuses to authorise the release of the test results,

the Authority may suspend or revoke the certificate of the air operator certificate (AOC) holder that employs that person.

(3) In determining whether to suspend or revoke

the certificate of the AOC holder, the Authority shall consider all relevant factors, including-

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

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

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

(6) The Authority may suspend or revoke the certificate of an AOC holder that refuses to dismiss from its employment a person convicted under subregulation (3).

Inspection of
licences and
certificates

102. A person who holds a licence, certificate, or authorisation required by these Regulations shall present it for inspection upon a request from the Authority or any other person authorised by the Authority.

Change of name

103.-(1) A holder of a licence, certificate or authorisation issued under these Regulations may apply to change the name on a license or certificate.

(2) The holder shall include with any such request:-

- (a) the current license or certificate; and
- (b) a court order, or other legal document verifying the name change.

(3) The Authority may change the licence, certificate or authorisation and issue a replacement thereof;

(4) The Authority shall return to the holder the original documents specified in subregulation 2(b) and retain copies thereof and return the replaced licence, certificate or authorisation with the appropriate endorsement.

Change of address

104.-(1) A holder of a certificate, or authorisation issued under these Regulations shall notify the Authority of the change in the physical and mailing address and shall do so in the case of-

(a) physical address, at least fourteen days in advance; and

(b) mailing address upon the change;

(2) A person who does not notify the Authority of the change in the physical address within the time frame specified in subregulation (1) shall not exercise the privileges of the certificate or authorisation.

Replacement of documents

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

Certificate suspension and revocations

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

(2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, revoke, suspend, or vary any certificate, approval, permission, exemption or such other document issued or granted under these Regulations.

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

from flying.

(4) A holder or a person having the possession or custody of any certificate, approval, permission, exemption or other documents which has been revoked, suspended or varied under these Regulations shall surrender it to the Authority within 14 days from the date of revocation, suspension or variation.

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

Use and retention
of documents and
records

107.-(1) A person shall not-

- (a) use any certificate, approval, permission, exemption or such other document issued or required by or under these Regulations which has been forged, altered, revoked, or suspended, or to which he is not entitled; or
- (b) forge or alter any certificate, approval, permission, exemption or such other document issued or required by or under these Regulations; or
- (c) lend any certificate, approval, permission, exemption or such other document issued or required by or under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for himself or any other person the grant issue renewal or variation of any such certificate, approval, permission or exemption or such other document.
- (e) during the period for which it is required under these Regulations to be preserved, a person shall not mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under these Regulations to be maintained, or knowingly make, or procure or assist in the making of,

any false entry in any such record, or wilfully omit to make a material entry in such record.

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

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

(4) A person shall not issue any certificate of the kind referred to in subregulation (4) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.

Reports of
violation
Cap. 80

108.-(1) A person who knows of a violation of the Civil Aviation Act, any amendment thereto, or any rule, Regulation, or order issued thereunder, shall report it to the Authority.

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

Enforcement of
directions

109. A person who fails to comply with any direction given to him by the Authority or by any authorised person under any provision of these Regulations shall be deemed for the purposes of these Regulations to have contravened that provision.

Aeronautical user
fees

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

(2) Upon an application being made in

connection with which any fee is chargeable in accordance with the provisions of subregulation (1), the applicant shall be required, before the application is accepted, to pay the fee so chargeable.

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

Application of regulations to Government and visiting forces, etc.

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

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

Extra-territorial application of regulations

112. Except where the context otherwise requires, the provisions of these Regulations shall-

- (a) in so far as they apply, whether by express reference or otherwise, to aircraft registered in United Republic, apply to such aircraft wherever they may be;
- (b) in so far as they apply, whether by express reference or otherwise, to other aircraft, apply to such aircraft when they are within the United Republic;
- (c) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything by any person in, or by any of the crew of, any aircraft registered in

United Republic, shall apply to such persons and crew, wherever they may be; and

- (d) in so far as they prohibit, require or regulate, whether by express reference or otherwise, the doing of anything in relation to any aircraft registered in United Republic by other persons shall, where such persons are citizens of the United Republic, apply to them wherever they may be.

PART IX OFFENCES AND PENALTIES

Contravention of
regulations

113. The Authority may revoke or suspend a licence, certificate, approval, authorisation, exemption or such other document of a person who contravenes any provision of these Regulations.

Penalties

114.-(1) A person who contravenes any provision of these Regulations, orders, notices or proclamations made thereunder is contravened in relation to an aircraft, the operator of that aircraft and the pilot-in-command, if the operator or, the pilot in command is not the person who contravened that provision he shall, without prejudice to the liability of any other person under these Regulations for that contravention, be deemed for the purposes of the following provisions of this Regulation to have contravened that provision unless he proves that the contravention occurred without his consent or connivance and that he exercised all due diligence to prevent the contravention.

(2) Where it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations, orders, notices or proclamations made there under was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall be deemed not to be a contravention by that person of that provision.

(3) Where a person is charged with contravening a provision of these Regulations orders, notices or proclamations made thereunder by reason of his having been a member of the flight crew of an aircraft on a flight for the purpose of commercial air transport operations, the flight shall be treated, without prejudice to the liability of any other person under these Regulations, as not having been for that purpose if he proves that he neither knew nor had reason to know that the flight was for that purpose.

(4) A person who contravenes any provision of these Regulations, orders, notices or proclamations made thereunder not being a provision referred to in subregulation (9) shall, upon conviction, be liable to a fine, and in the case of a continuing contravention, each day of the contravention shall constitute a separate offence.

(5) In case an aircraft is involved in a contravention and the contravention is by the owner or operator of the aircraft, the aircraft shall be subject to a lien for the penalty.

(6) An aircraft subject to alien for the purpose of subregulation (5) may be seized by and placed in the custody of the Authority;

(7) The aircraft shall be released from custody of the Authority upon-

(a) payment of the penalty or the amount agreed upon in compromise;

(b) deposit of a bond in such amount as the Authority may prescribe, conditioned upon payment of the penalty or the amount agreed upon in compromise;

(c) receiving an order of the court to that effect.

(8) The Authority and any person specifically authorised by name by him or any police officer not below the rank of inspector specifically authorised by name by the Minister, may compound offences under Part A of the Schedule by assessing the contravention and requiring the person reasonably suspected of having committed the offence to pay to the Authority a sum

equivalent in Tanzanian shillings of five hundred United States dollars.

(9) Where a person contravenes any provision specified in Part B of the Schedule, upon conviction is liable to a fine not less than the equivalent in Tanzanian Shillings of one thousand United States Dollars or to imprisonment for a term of twelve months or to both.

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(10) Where a person is aggrieved by any order made under subregulation (8), he may, within twenty-one days of such order being made, appeal against the order to a higher court and the provisions of Part X of the Criminal Procedure Act, shall apply *mutatis mutandis*, to every such appeal as if it were an appeal against a sentence passed by a district court in the exercise of its original jurisdiction.

General penalty

115. A person who contravenes any provision of these Regulations for which no penalty has been provide, commits an offence and -

(a) shall be liable to a fine of the sum equivalent in Tanzanian shillings of five hundred United States dollars; and

(b) may have his certificate, approval, authorisation, exemption or such other document revoked or suspended.

PART XIV TRANSITION, SAVINGS AND REVOCATION

Revocation and
savings
GN. No.
32 of 2012

116.-(1) [Revokes the Civil Aviation (Air Operator Certification and Administration) Regulations]

(2) All valid licences, certificates, permits or authorisation issued or granted by the Authority before the commencement of these Regulations shall remain operational until their expiry or are revoked, annulled or replaced.

FIRST SCHEDULE

(Made under regulation 7(3))

AIR OPERATOR CERTIFICATE (AOC)

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

Notes.-

1. For use of the State of the Operator.
2. Replace by the name of the State of the Operator.
3. Replace by the identification of the issuing authority of the State of the Operator.
4. Unique AOC number, as issued by the State of the Operator.
5. Date after which the AOC ceases to be valid (dd-mm-yyyy).
6. Replace by the operator's registered name.
6. Operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").
7. Operator's principal place of business address. 9. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
8. 116
9. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
10. Insert the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference, e.g.:

11. "Contact details are listed in the operations manual, Gen/Basic, Chapter 1, 1.1" or "... are listed in the operations specifications, page 1" or "... are listed in an attachment to this document".
12. Operator's registered name.
13. Insertion of reference to the appropriate civil aviation regulations.
14. Issuance date of the AOC (dd-mm-yyyy).
15. Title, name and signature of the authority representative. In addition, an official stamp may be applied on the AOC

SECOND SCHEDULE

(Made under regulations 7 (5))

OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)				
ISSUING AUTHORITY CONTACT DETAILS1 Telephone: _____ Fax: _____ E-mail: _____				
AOC#2: _____ Operator name3: _____ Date4: _____ Signature: _____ Db a trading name: _____				
Aircraft model5: _____				
Types of operation: Commercial air transportation Passengers ☒ Cargo ☐ Other6 : _____				
Area(s) of operation7: _____				
Special limitations8: _____				
SPECIAL AUTHORIZATIONS	YES	NO	SPECIFIC APPROVALS9	REMARKS
Dangerous goods				
Low visibility operations Approach and landing Take-off			CAT10: _____ RVR: _____ m DH: _____ ft RVR11: _____ m	
RVSM12 ☐ A				

ETOPS13 ☐ A			Maximum diversion time14: minutes	
Navigation specifications for PBN operations15				16

Continuing airworthiness				17
Other18				

Notes.-

1. Telephone and fax contact details of the authority, including the country code.
2. E-mail to be provided if available.
3. Insert the associated AOC number.
4. Insert the operator's registered name and the operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").
5. Issuance date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.
6. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>.
7. Other type of transportation to be specified (e.g. emergency medical service). 7. List the geographical area(s) of authorised operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
8. List the applicable special limitations (e.g. VFR only, day only).
9. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
10. Insert the applicable precision approach category (CAT I, II, IIIA, IIIB or IIIC). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category.
11. Insert the approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.
12. "Not applicable (N/A)" box may be checked only if the aircraft maximum ceiling is below FL 290.
13. Extended range operations (ETOPS) currently applies only to twin-engined aircraft. Therefore the "Not applicable (N/A)" box may be checked if the aircraft model has

- more than 2 engines. Should the concept be extended to 3 or 4-engined aircraft in the future, the “Yes” or “No” checkbox will be required to be checked.*
- 14. The threshold distance may also be listed (in NM), as well as the engine type.*
 - 15. Performance-based navigation (PBN): one line is used for each PBN specification authorization (e.g. RNAV 10, RNAV 1, RNP 4), with appropriate limitations or conditions listed in the “Specific Approvals” and/or “Remarks” columns.*
 - 16. Limitations, conditions and regulatory basis for operational approval associated with the performance-based navigation specifications (e.g. GNSS, DME/DME/IRU). Information on performance-based navigation, and guidance concerning the implementation and operational approval process, are contained in the Performance-based Navigation Manual (Doc 9613).*
 - 17. Insert the name of the person/organisation responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).*
 - 18. 18. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).*

THIRD SCHEDULE

(Made under regulation 31 and 32)

GN No.
40 of 2026
reg. 4

ORGANISATION AND CONTENTS OF AN OPERATIONS MANUAL

1. ORGANISATION

An operations manual, which may be issued in separate parts corresponding to specific aspects of operations, provided in accordance with regulation 31(1) of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024, shall be organised with the following structure:

- (A) GENERAL;
- (B) AIRCRAFT OPERATING INFORMATION;
- (C) AREAS, ROUTES AND AERODROMES; and
- (D) TRAINING.

2. CONTENTS

The Operations Manual referred to in 1 shall contain at the least the following:

2.1 General

- 2.1.1 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.
- 2.1.2 Information and policy relating to fatigue management including:
 - (a) policies pertaining to flight time, flight duty period, duty period limitations and rest requirements for flight and cabin crew members in accordance with regulation 116(2) of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024; and
 - (b) where applicable, policy and documentation pertaining to the operator's FRMS in accordance with the second schedule of the Civil Aviation (Fatigue and Risk Management) Regulations, 2024.
- 2.1.3 A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.
- 2.1.4 Where relevant to the operations, the long-range navigation procedures, engine failure procedure for Extended Diversion Time Operations (EDTO) and the nomination and utilisation of diversion aerodromes.
- 2.1.5 The circumstances in which a radio listening watch is to be maintained.
- 2.1.6 The method for determining minimum flight altitudes.
- 2.1.7 The methods for determining aerodrome operating minima.
- 2.1.8 Safety precautions during refuelling with passengers on board.
- 2.1.9 Ground handling arrangements and procedures.
- 2.1.10 Procedures, as prescribed in regulation 111(4) of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024, for pilots-in-command observing an accident.
- 2.1.11 The flight crew for each type of operation including the designation of the succession of command.
- 2.1.12 Specific instructions for the computation of the quantities of fuel and oil to be carried, taking into account all circumstances of the operation including the possibility of loss of pressurization and the failure of one or more engines while enroute.
- 2.1.13 The conditions under which oxygen shall be used and the amount of oxygen determined in accordance with regulation 89 of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024.
- 2.1.14 Instructions for mass and balance control.
- 2.1.15 Instructions for the conduct and control of ground de-icing/anti-icing operations.
- 2.1.16 The specifications for the operational flight plan.
- 2.1.17 Standard Operating Procedures (SOPs) for each phase of flight.
- 2.1.18 Instructions on the use of normal checklists and the timing of their use.
- 2.1.19 Departure contingency procedures.
- 2.1.20 Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out.
- 2.1.21 Instructions on the use of autopilots and auto-throttles in IMC.
- 2.1.22 Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.
- 2.1.23 Departure and approach briefings.
- 2.1.24 Procedures for familiarisation with areas, routes and aerodromes.
- 2.1.25 Stabilized approach procedure.
- 2.1.26 Limitation on high rates of descent near the surface.
- 2.1.27 Conditions required to commence or to continue an instrument approach.

- 2.1.28 Instructions for the conduct of precision and non-precision instrument approach procedures.
 - 2.1.29 Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach operations.
 - 2.1.30 Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS).
 - 2.1.31 Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS).
 - 2.1.32 Information and instructions relating to the interception of civil aircraft including:
 - (a) procedures, as prescribed in the Civil Aviation (Rules of Air) Regulations 2023 as amended, for pilots- in-command of intercepted aircraft; and
 - (b) visual signals for use by intercepting and intercepted aircraft, as contained in the Civil Aviation (Rules of Air) Regulations 2023 as amended.
 - 2.1.33 For aeroplanes intended to be operated above 15 000 m (49 000 ft):
 - (a) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and
 - (b) procedures in the event that a decision to descend is taken, covering:
 - (i) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and
 - (ii) the action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.
 - 2.1.34 Details of the Safety Management System (SMS) provided in accordance with the Civil Aviation (Safety Management) Regulations 2018.
 - 2.1.35 Information and instructions on the carriage of dangerous goods, in accordance with the Civil Aviation (Transport of Dangerous Goods by Air) Regulations 2024, including action to be taken in the event of an emergency.
 - 2.1.36 Security instructions and guidance.
 - 2.1.37 The search procedure checklist provided in accordance with regulation 223 of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024.
 - 2.1.38 Instructions and training requirements for the use of automatic landing systems, a HUD or equivalent displays and EVS, SVS or CVS equipment as applicable.
 - 2.1.39 Instructions and training requirements for the use of the EFB, as applicable.
- 2.2 Aircraft Operating Information
- 2.2.1 Certification limitations and operating limitations.
 - 2.2.2 The normal, abnormal and emergency procedures to be used by the flight crew and the checklists relating thereto as required by regulation 7 of the Civil Aviation (Instruments and Equipment) Regulations 2024.
 - 2.2.3 Operating instructions and information on climb performance with all engines operating, if provided in accordance with regulation 32(3) of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024.
 - 2.2.4 Flight planning data for pre-flight and in-flight planning with different thrust/power and speed settings.
 - 2.2.5 The maximum crosswind and tailwind components for each aeroplane type operated and the reductions to be applied to these values having regard to gusts, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances, or any other relevant operational factors.
 - 2.2.6 Instructions and data for mass and balance calculations.

- 2.2.7 Instructions for aircraft loading and securing of load.
- 2.2.8 Aircraft systems, associated controls and instructions for their use, as required by regulation 7 of the Civil Aviation (Instruments and Equipment) Regulations 2024.
- 2.2.9 The minimum equipment list and configuration deviation list for the aeroplane types operated and specific operations authorised, including any requirements relating to operations where performance-based navigation is prescribed.
- 2.2.10 Checklist of emergency and safety equipment and instructions for its use.
- 2.2.11 Emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crew member.
- 2.2.12 The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists relating thereto and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight and cabin crew.
- 2.2.13 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.
- 2.2.14 The ground-air visual signal code for use by survivors, as contained in the Civil Aviation (Rules of Air) Regulations 2023 as amended.

2.3 Routes and aerodromes

- 2.3.1 A route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, 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.
- 2.3.2 The minimum flight altitudes for each route to be flown.
- 2.3.3 Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.
- 2.3.4 The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.
- 2.3.5 Instructions for determining aerodrome operating minima for instrument approaches using eligible equipment for operational credit.
- 2.3.6 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 which affect the take-off distance;
 - (b) take-off climb limitations;
 - (c) en-route 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.

2.4 Training

- 2.4.1 Details of the flight crew training programme, as required by regulation 143 of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024.

2.4.2 Details of the cabin crew duties training programme as required by regulation 221 of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024.

2.4.3 Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision in accordance with regulation 206 of the Civil Aviation (Operation of Aircraft – Commercial Air Transport) Regulations 2024.

FOURTH SCHEDULE

(Made under regulation 33(3))

AIRCRAFT OPERATING MANUAL

- 1.0 General Information and Units of Measurement
 - 1.1 General Information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables.
- 2.0 Limitations
 - 2.1 Certification and Operational Limitations

A description of the certified limitations and the applicable operational limitations including:

 - (a) Certification status;
 - (b) An approved-passenger seating configuration for each aircraft type including a pictorial presentation;
 - (c) Types of operation that are approved (e.g. IFR/VFR, CAT II/III, flights in known icing conditions etc.);
 - (d) Crew composition;
 - (e) Operating within mass and centre of gravity limitations;
 - (f) Speed limitations;
 - (g) Flight envelopes;
 - (h) Wind limits including operations on contaminated runways;
 - (i) Performance limitations for applicable configurations;
 - (j) Runway slope;
 - (k) Limitations on wet or contaminated runways;
 - (l) Airframe contamination; and
 - (m) Post landing.
- 3.0 Operating Procedures

3.1 Normal Procedures

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

- (a) Pre-flight;
- (b) Pre-departure and loading;
- (c) Altimeter setting and checking;
- (d) Taxi, Take-Off and Climb;
- (e) Noise 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 Specific Cockpit Procedures

- (a) Determining airworthiness of aircraft;
- (b) Obtaining flight release;
- (c) Initial cockpit preparation;
- (d) Standard operating procedures;
- (e) Cockpit discipline;
- (f) Standard call-outs;
- (g) Communications;
- (h) Flight safety;
- (i) Push-back and towing procedures;
- (j) Taxi guidelines and ramp signals;
- (k) Take-off and climb out procedures;
- (l) Choice of runway;
- (m) Take-off in limited visibility;
- (n) Take-off in adverse weather;
- (o) Use and limitations of weather radar;
- (p) Use of landing lights;
- (q) Monitoring of flight instruments;
- (r) Power settings for take-off;
- (s) Malfunctions during take-off;
- (t) Rejected take-off decision;
- (u) Climb, best angle, best rate;
- (v) Sterile cockpit procedures;

- (w) En route and holding procedures;
- (x) Cruise control;
- (y) Navigation log book;
- (z) Descent, approach and landing procedures;
- (aa) Standard call-outs;
- (bb) Reporting maintenance problems;
- (cc) How to obtain maintenance and service en route.

3.3 Abnormal and Emergency Procedures

The manual shall contain a listing of abnormal and emergency procedures assigned to crew members with appropriate check-lists that include a system for use of the check-lists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following abnormal and emergency procedures and duties shall be included:

- (a) Crew incapacitation;
- (b) Fire and smoke drills;
- (c) Unpressurised and partially pressurised flight;
- (d) Exceeding structural limits such as overweight landing;
- (e) Exceeding cosmic radiation limits;
- (f) Lightning strikes
- (g) Distress communications and alerting ATC to emergencies;
- (h) Engine failure;
- (i) System failures;
- (j) Guidance for diversion in case of serious technical failure;
- (k) Ground proximity warning;
- (l) TCAS warning;
- (m) Windshear; and
- (n) Emergency landing/ditching;
- (o) Aircraft evacuation;
- (p) Fuel Jettisoning and Overweight Landing:
 - General considerations and policy
 - Fuel jettisoning procedures and precautions
- (q) Emergency Procedures:
 - Emergency descent;
 - Low fuel;
 - Dangerous goods incident or accident.
- (r) Interception procedures;
- (s) Emergency signal for cabin attendants;
- (t) Communication Procedures;
- (u) Radio listening watch.

4.0 Performance Data

- 4.1 Performance data shall be provided in a form in which it can be used without difficulty.
- 4.2 Performance material which provides the necessary data to allow the flight crew to comply with the approved aircraft flight manual performance requirements shall be included to allow the determination of-
- (a) Take-off climb limits - Mass, Altitude, Temperature;
 - (b) Take-off field length (dry, wet, contaminated);
 - (c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;
 - (d) The gradient losses for banked climb outs;
 - (e) En route climb limits;
 - (f) Approach climb limits;
 - (g) Landing climb limits;
 - (h) Landing field length (dry, wet, contaminated) including the effects of an inflight failure of a system or device, if it affects the landing distance;
 - (i) Brake energy limits; and
 - (j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).
- 4.3 **Supplementary Performance Data**
Supplementary data covering flights in icing conditions. Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.
- 4.4 **Other Acceptable Performance Data**
If performance data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the Authority shall be included. Alternatively, the operations manual may contain cross-reference to the approved data contained in the AFM where such data is not likely to be used often or in an emergency.
- 4.5 **Additional Performance Data.**
Additional performance data where applicable including-
- (a) All engine climb gradients;
 - (b) Drift-down data;
 - (c) Effect of de-icing/anti-icing fluids;
 - (d) Flight with landing gear down;
 - (e) For aircraft with three or more engines, one engine inoperative ferry flights; and
 - (f) Flights conducted under the provisions of a configuration deviation list (CDL).
- 5.0 **Flight Planning**

- 5.1 **Flight Planning Data**
Data and instructions necessary for pre-flight and inflight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s) out operations, ETOPS and flights to isolated airports shall be included.
- 5.2 **Fuel Calculations**
The method for calculating fuel needed for the various stages of flight.
- 6.0 **Mass And Balance.**
- 6.1 **Calculating Mass and Balance**
Instructions and data for the calculation of mass and balance including:
(a) Calculation system (e.g. Index system);
(b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;
(c) Limiting mass and centre of gravity of the various versions;
(d) Dry operating mass and corresponding centre of gravity or index.
- 7.0 **Loading.**
- 7.1 **Loading Procedures**
Procedures and provisions for loading and securing the load in the aircraft.
- 7.2 **Loading Dangerous Goods**
The operations manual shall contain a method to notify the PIC when dangerous goods are loaded in the aircraft.
- 8.0 **Survival And Emergency Equipment Including Oxygen**
- 8.1 **List of Survival Equipment to be Carried**
A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) shall also be included.
- 8.2 **Oxygen Usage**
The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression shall be considered. The information provided shall be in a form in which it can be used without difficulty.
- 8.3 **Emergency Equipment Usage**
A description of the proper use of the following emergency equipment:
(a) Life jackets

- (b) Life rafts
 - (c) Medical kits/first aid kits
 - (d) Survival kits
 - (e) Emergency locator transmitter (ELT)
 - (f) Visual signalling devices
 - (g) Evacuation slides
 - (h) Emergency lighting
- 9.0 Emergency Evacuation Procedures
- 9.1 Instructions for Emergency Evacuation
Instructions for preparation for emergency evacuation including, crew co-ordination and emergency station assignment.
- 9.2 Emergency Evacuation Procedures
A description of the duties of all members of the crew for the rapid evacuation of an aircraft and the handling of the passengers in the event of a forced landing, ditching or other emergency.
- 10.0 Aircraft Systems.
- 10.1 Aircraft Systems
A description of the aircraft systems, related controls and indications and operating instructions.
- 11.0 Route and Airport Instructions and Information (optional for this manual)
- 11.1 Instructions and Information
Instructions and information relating to communications, navigation and airports including minimum flight levels and altitudes for each route to be flown and operating minima for each airport planned to be used, including:
- (a) Minimum flight level/altitude;
 - (b) Operating minima for departure, destination and alternate airports;
 - (c) Communication facilities and navigation aids;
 - (d) Runway data and airport facilities;
 - (e) Approach, missed approach and departure procedures including noise abatement procedures;
 - (f) Communications-failure procedures;
 - (g) Search and rescue facilities in the area over which the aircraft is to be flown;
 - (h) A description of the aeronautical charts that shall be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;
 - (i) Availability of aeronautical information and MET services;
 - (j) En route COM/NAV procedures, including holding;
 - (k) Airport categorisation for flight crew competence qualification.

FIFTH SCHEDULE

(Made under regulation 44 (3))

CABIN CREWMEMBER MANUAL

- 1.0 General
 - 1.1 Manual record of revision sheet and effective list of pages
 - 1.2 How to use the manual
 - 1.3 Where to obtain revisions
 - 1.4 How to revise the manual
 - 1.5 Cabin crewmembers' responsibilities regarding the manual
- 2.0 Organisation
 - 2.1 Duties and responsibilities of each airline employee
 - 2.2 Focal points for all company procedural and training manuals
- 3.0 Government Regulations and Requirements and Related Company Policies
 - 3.1 Routine/normal operating procedures
- 4.0 Passenger Handling
 - 4.1 Handicapped and disabled passengers
 - 4.2 Interference
 - 4.3 Current security procedures
 - 4.4 Carriage of assist animals versus carriage of pets (company policy)
- 5.0 General Emergency Procedures
 - 5.1 Decompression
 - 5.2 Procedures for planned and unplanned evacuation on land and in water
 - (a) Cabin preparation
 - (b) Securing of cabin and galley
 - (c) Review of passenger safety procedures and survival equipment
 - (d) Brace positions
 - (e) Able-bodies passenger briefing and procedures
 - 5.3 Brace Positions for Passengers and Crew
 - (a) Forward and aft seats
 - (b) High and low density seating
 - 5.4 Abnormal Procedures
 - (a) Engine torching
 - (b) Passenger initiation of evacuation
 - (c) Passenger reporting of unsafe conditions of aircraft or other passengers
 - 5.5 Turbulence
- 6.0 First Aid

- 6.1 Illness and Injuries
 - 6.2 Symptoms
 - 6.3 Immediate Treatment
 - 6.4 Universal Precautions
 - 6.5 Bloodborne Pathogens
 - 6.6 Use of Medical Equipment and First Aid Equipment
-
- 7.0 Aircraft Specific Sections
(This should include one section for each type of aircraft to include differences within the same type of aircraft).
 - 7.1 Description of Particular Aircraft from Nose to Tail
 - (a) Description
 - (b) Operation
 - (c) Pre-flight of all equipment, including passenger convenience item through emergency equipment, stowage areas and placarding.
 - 7.2 Reporting Procedures of Inoperative Equipment and Emergencies Procedures Specific to Each Aircraft Type
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- 8.0 International Rules/Regulations/Paperwork

SIXTH SCHEDULE

(Made under regulation 55(2))

FLIGHT SAFETY DOCUMENTS SYSTEM

- 1. INTRODUCTION
 - 1.1 The guidelines in this Schedule address the major aspects of an operator's flight safety documents system development process, with the aim of ensuring compliance with these Regulations.
 - 1.2 The guidelines are based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance.
- 2. Organisation
 - 2.1 A flight safety documents system shall be organized according to criteria, which ensure easy access to information, required for flight and ground operations contained in the various operational documents comprising the system and

which facilitate management of the distribution and revision of operational documents.

- 2.2 Information contained in a flight safety documents system shall be grouped according to the importance and use of the information, as follows:
 - (a) time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;
 - (b) time sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period;
 - (c) frequently used information;
 - (d) reference information, e.g., information that is required for the operation but does not fall under b) or c) above; and
 - (e) information that can be grouped based on the phase of operation in which it is used.
- 2.3 Time critical information shall be placed early and prominently in the flight safety documents system.
- 2.4 Time critical information, time sensitive information, and frequently used information shall be placed in cards and quick-reference guides.
3. Validation

A flight safety documents system shall be validated before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions among all groups that can occur during operations shall also be included in the validation process.
4. Design
 - 4.1 A flight safety documents system shall maintain consistency in terminology and in the use of standard terms for common items and actions.
 - 4.2 Operational documents shall include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system shall be defined.
 - 4.3 A flight safety documents system shall ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes.
 - 4.4 A flight safety documents system shall include a master index to locate, in a timely manner, information included in more than one operational document.

Note.- The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.

- 4.5 A flight safety documents system shall comply with the requirements of the operator's quality system, if applicable.
- 5. Deployment
Operators shall monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring shall include a formal feedback system for obtaining input from operational personnel.
- 6. Amendment
- 6.1 Operators shall develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors.

Note.- Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of operators. Operators shall ensure that such information meets their specific needs and those of the local authority.

- 6.2 Operators shall develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:
 - (a) changes resulting from the installation of new equipment;
 - (b) changes in response to operating experience;
 - (c) changes in an operator's policies and procedures;
 - (d) changes in an operator certificate; and
 - (e) changes for purposes of maintaining cross fleet standardization.

Note.- Operators shall ensure that crew coordination philosophy, policies and procedures are specific to their operation.

- 6.3 A flight safety documents system shall be reviewed:
 - (a) on a regular basis (at least once a year);
 - (b) after major events (mergers, acquisitions, rapid growth, downsizing, etc.);
 - (c) after technology changes (introduction of new equipment); and
 - (d) after changes in safety regulations.
- 6.4 Operators shall develop methods of communicating new information. The specific methods shall be responsive to the degree of communication urgency.

Note.- As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the flight safety documents system.

- 6.5 New information shall be reviewed and validated considering its effects on the entire flight safety documents system.
- 6.6 The method of communicating new information shall be complemented by a tracking system to ensure currency by operational personnel. The tracking system shall include a procedure to verify that operational personnel have the most recent updates.

SEVENTH SCHEDULE

(Made under regulation 59(4))

MAINTENANCE CONTROL MANUAL

- 1. Each AOC applicant and AOC holder shall submit and maintain a maintenance control manual containing at least the information set forth below.
 - 2. The manual may be put together in any subject order and subjects combined so long as all applicable subjects are covered.
- 1.0 Administration and Control of the Maintenance Control Manual
 - 1.1 Introduction
 - (a) A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operator Certificate;
 - (b) A statement that the manual contains maintenance and operational instructions that are to be complied with by the relevant personnel in the performance of their duties;
 - (c) A list and brief description of the various Maintenance Control Manual parts, their contents, applicability and use; and
 - (d) Explanations and definitions of terms and words used in the manual.
 - 1.2 System of Amendment and Revision
 - (a) A Maintenance Control Manual shall describe who is responsible for the issuance and insertion of amendments and revisions;
 - (b) A record of amendments and revisions with insertion dates and effective dates is required;
 - (c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety;

- (d) A description of the system for the annotation of pages and their effective dates;
 - (e) A list of effective pages and their effective dates;
 - (f) Annotation of changes (on text pages and as practicable, on charts and diagrams);
 - (g) A system for recording temporary revisions;
 - (h) Copies of all amendments to the operator's maintenance control manual shall be furnished promptly to all organisations or persons to whom the manual has been issued.
 - (i) A statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.
- 2.0 General Organisation
 - 2.1 Corporate commitment by the AOC
 - 2.2 General information:
 - (a) Brief description of organisation;
 - (b) Relationship with other organisations;
 - (c) Fleet composition - Type of operation; and
 - (d) Line station locations.
 - 2.3 Maintenance management personnel:
 - (a) Accountable Manager;
 - (b) Nominated Post holder;
 - (c) Maintenance co-ordination;
 - (d) Duties and responsibilities;
 - (e) Organisation chart(s); and
 - (f) Manpower resources and training policy.
 - 2.4 Notification procedure to the Authority regarding changes to the m locations, personnel, activities, or approval.
- 3.0 Maintenance Procedures
 - 3.1 Aircraft logbook utilization and MEL application;
 - 3.2 Aircraft maintenance programme - development and amendment;
 - 3.3 Time and maintenance records, responsibilities, retention;
 - 3.4 Accomplishment and control of mandatory continued airworthiness inf (Airworthiness Directives);
 - 3.5 Analysis of the effectiveness of the maintenance programme;
 - 3.6 Non-mandatory modification embodiment policy;
 - 3.7 Major modification standards;
 - 3.8 Defect reports;
 - (a) Analysis;
 - (b) Liaison with manufacturers and Regulatory Authorities; and
 - (c) Deferred defect policy;
 - 3.9 Engineering activity;
 - 3.10 Reliability programmes;

- (a) Airframe;
- (b) Propulsion; and
- (c) Components;
- 3.11 Pre-flight inspection;
 - (a) Preparation of aircraft for flight;
 - (b) Sub-contracted Ground Handling functions;
 - (c) Security of Cargo and Baggage loading;
 - (d) Control of refuelling, Quantity/Quality; and
 - (e) Control of snow, ice, dust and sand contamination to an approved aviat
- 3.12 Aircraft weighing.
- 3.13 Flight test procedures.
- 3.14 Sample of documents, tags and forms used.
- 3.15 Appropriate portions of the AOC holder's operations manual.
 - (a) a description of the procedures required by regulation 20 including, when applicable:
 - (i) a description of the administrative arrangements between the operator and the approved maintenance organisation;
 - (ii) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organisation.
 - (b) names and duties of the person or persons required by regulation 20(3);
 - (c) a reference to the maintenance programme required by regulation 23(1);
 - (d) a description of the methods used for the completion and retention of the operator's maintenance records required by regulation 29;
 - (e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience;
 - (f) a description of the procedures for complying with the service information reporting requirements of the Civil Aviation (Airworthiness) Regulations, and regulation 95 (In-flight simulation);
 - (g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions;
 - (h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
 - (i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
 - (j) a description of aircraft types and models to which the manual applies;
 - (k) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and
 - (l) a description of the procedures for advising the State of Registry of significant in-service occurrences.

EIGHTH SCHEDULE

(Made under regulation 114)

PENALTIES

REG. NO.	TITLE	PART
4	Compliance with an Air Operator Certificate.	B
9	Amendment of an Air Operator Certificate	A
10	Access for inspection	A
11	Conducting tests and inspections	A
17	Submission and revision of policy and procedure manuals	A
18	Retention and maintenance of personnel and other records	A
19	Inspection of personnel and other records	A
20	Flight recorders records	A
22	Authorised aircraft	B
23	Dry leasing of foreign registered aircraft	A
35	Required cabin crewmembers	A
36	Carriage of special situation passengers.	A
52	Routes and areas of operation	A
53	En-route navigational facilities.	A
56	Maintenance responsibility	A
57	Approval and acceptance of AOC maintenance systems.	A
64	Release to service or maintenance section records of the A technical log.	A
66	Aircraft maintenance programme.	B
73	Approval to transport dangerous goods.	A
74	Compliance with Technical Instructions.	A
75	Limitations on the transport of dangerous goods.	A
76	Classification of dangerous goods	A
77	Packing.	A
78	Labelling and marking.	A
79	Dangerous goods transport document.	A
80	Acceptance of dangerous goods.	A
81	Inspection for damage, leakage or contamination.	A
82	Removal of contamination.	A
83	Loading restrictions.	A
84	Provision of information.	A

85	Dangerous goods incident and accident reports	A
91	Possession of the licence.	A
92	Drug and alcohol testing and reporting.	A
93	Inspection of licences and certificates.	A
98	Use and retention of certificates and records.	B
