



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

CIVIL AVIATION DEPARTMENT
Ministry of Transport and Civil Aviation
Male'
Republic of Maldives

AIR SAFETY CIRCULAR

No. OPS 05
Issue 05
23 Oct 2001

AIR OPERATOR'S CERTIFICATE

1. INTRODUCTION

- 1.1 Civil Aviation Regulations, Maldives Part 15 require that a Maldivian Aircraft shall not fly on any flight for the purpose of Public Transport except under and in accordance with the terms and conditions of an Air Operator's Certificate (AOC) granted to the operator of the aircraft by the Director, certifying that the holder of the certificate is competent to secure that aircraft operated by him on such flights as that in question are operated safely.

2. APPLICABILITY

- 2.1 This Air Safety Circular is applicable to every aircraft registered in the Maldives and engaged in public transport. It specifies the requirements for grant of an AOC by the Director after he is satisfied that the person/operator applying therefor is competent having regard in particular to his previous conduct and experience, his equipment, organisation, staffing, maintenance and other arrangements, to secure the safe operation of his aircraft for the purpose so specified.

3. GENERAL REQUIREMENTS FOR GRANT OF AN AOC

- 3.1 The issue of an AOC by the Director signifies that only the holder is considered competent to secure the safe operation of the type of aircraft mentioned in the AOC. It does not in any way relieve an operator or an aircraft commander of his responsibility for compliance with the statutory requirements and for the safe conduct of a particular flight.
- 3.2 Granting of an AOC will be dependent upon the request of the operator and may be subjected to the conditions as the Director thinks fit, examples given below.
- a) any person authorised by the Director in that regard shall have access to any premises in the occupation or control of the holder of the AOC for the purpose of examining the premises and any document, equipment, tools, material or other things of whatsoever nature, relating to the operation of aircraft thereunder kept or used or intended to be used in connection of the operation of the aircraft.

- b) any person authorised by the Director in that regard shall be permitted at any time to board and fly in any aircraft operated under the certificate, and to enter and remain on the flight deck; provided that the commander of the aircraft may refuse access to the flight deck if, in his opinion, the safety of the aircraft would thereby be endangered.
 - c) any person appointed by the Director in that regard shall be permitted to board and fly in any aircraft in which any person is given a periodical test by or on behalf of the holder of this certificate. This appointed person shall be permitted to witness the test and may for that purpose enter and remain on the flight deck; provided that the commander of the aircraft may refuse access to the flight if, in his opinion, the safety of the aircraft would thereby be endangered.
 - d) the holder of this certificate shall furnish to the Director a copy of every **Operations Manual** and of all other written instruction to his operating staff, for the time being in effect concerning the operation of the aircraft under the AOC.
 - e) every flight under the AOC shall be conducted in accordance with the provisions of the aforesaid operations manual and instructions.
- 3.3 The Director may stipulate special condition regarding operation of the aircraft in the Maldives at the time of grant of an AOC or thereafter, for compliance by the operator; examples given below.
- a) advance notice to the Director by the holder of the certificate of intended changes or abolition of the senior managerial cadre posts
 - b) advance notice to the Director by the holder of the certificate of intended changes in the employment or cessation of an outside maintenance agency for maintaining the aircraft or any part of its equipment.
 - c) geographical limits of the area of operation.
 - d) operational restrictions deemed necessary regarding use of aerodromes, minimum height or flights over prohibited islands
 - e) adherence to established air routes and reporting procedures to the ATC.
- 3.4 For grant of an AOC, the applicant shall provide Type Training or equivalent for any new aircraft brought into the State to at least one pilot and one engineer from Civil Aviation Department, from the manufacturer or a training institute approved/acceptable to Director of Civil Aviation. The applicant shall bear all the cost of training, travel, accommodation and per diem.
- 3.5 The AOC shall remain in force until revoked, suspended or varied.
- #### 4. AIRCRAFT MAINTENANCE ARRANGEMENTS
- 4.1 Requirements relating to aircraft maintenance are contained in MAR Series 'E' No. 1 under approval category "C" (Aircraft Maintenance Organisation) and Category "E" (Overhauler) which must be complied with by the operator. It is the responsibility of the operator to satisfy the Department that his maintenance support arrangements are to a satisfactory standard. The operator either may have his own maintenance organisation or may contract out his maintenance to another organisation acceptable to the Director.

- 4.2 The operator remains responsible for the safe operation of his aircraft when accomplishment of maintenance is contracted out and must therefore, be satisfied with the standards of airworthiness achieved by the contractor. However, the inspection of the maintenance infrastructure of the contractor by a Surveyor of the Department shall be necessary to ensure its adequacy and the scope of maintenance. To facilitate the inspection of contractor's maintenance facilities, the operator shall bear the cost in connection with the travel and stay of the CAD Surveyor, in case the facilities are based outside Maldives.
- 4.3 All maintenance support organisations outside Maldives should have the appropriate approvals issued by the regulatory authorities of their country and have management systems to ensure effective support and surveillance of the operator's fleet of aircraft for which they have responsibility. Quality Control and Assurance must be exercised as necessary to achieve satisfactory standards of continuing airworthiness.

5. APPLICATION FOR AN AIR OPERATOR'S CERTIFICATE

- 5.1 Operators seeking an AOC in the Maldives should apply to the Director of Civil Aviation on application form No. DCA/OPS/01 which may be obtained from his office. Fees for grant of an AOC as prescribed in the Air Safety Circular No. AW 6 shall be paid by the operator before an AOC is issued by the Director.
- 5.2 The application should be accompanied by the relevant Operations Manual, Training Manual and Engineering Exposition and should be submitted as far ahead as possible, at least 90 days prior to the proposed date for the start of operations.
- 5.3 On receipt of the application by the CAD, scrutiny of all aspects of aircraft operation including management structure, adequacy of aircraft crews and ground staff, arrangement for the training, premises; adequacy of maintenance facilities, rotables and equipment; and aircraft will be made by the Surveyors of the Department. Operator's coordination in this regard may be necessary to have further details as considered necessary by the Surveyors.
- 5.4 A proving flight on the aircraft type for which application is made, may be required if deemed necessary and will be observed by the Operations and Airworthiness surveyors of the Department.

6. REQUIREMENTS FOR OPERATIONS MANUAL

- 6.1 The operator of an aircraft shall:-
- (i) make available to each member of his operating staff an operations manual, and
 - (ii) ensure that each copy of the operations manual is kept upto date, and
 - (iii) ensure that on each flight every member of the crew has access to a copy of every part of the operations manual which is relevant to his duties on the flight.
- 6.2 Each operations manual shall contain all such information and instructions as may be necessary to enable the operating staff to perform their duties as such including in particular information and instructions relating to the following matters:-
- (1) the number of the crew to be carried in the aircraft, on each stage of any route to be

- flown and the respective capacities in which they are to act, and instructions as to the order and circumstances in which command is to be assumed by members of the crew;
- (2) the respective duties of each member of the crew and the other members of the operating staff;
 - (3) such particulars, as to flight time duty limitations;
 - (4) such technical particulars concerning the aircraft, its engines and equipment and concerning the performance of the aircraft as may be necessary to enable the flight crew of the aircraft to perform their respective duties;
 - (5) the manner in which the quantities of fuel and oil to be carried by the aircraft are to be computed and records of fuel and oil carried and consumed on each stage of the route to be flown are to be maintained; the instructions shall take account of all circumstances likely to be encountered on the flight including the possibility of failure of one or more of the aircraft engines;
 - (6) the manner in which the quantity, if any, of oxygen and oxygen equipment to be carried in the aircraft,
 - (7) the check lists to be followed by the crew of the aircraft prior to and on take-off, on landing and in an emergency, so as to ensure that the operating procedures contained in the operations manual and in the flight manual or performance schedule forming part of the relevant certificate of airworthiness are complied with;
 - (8) the circumstances in which a radio watch is to be maintained;
 - (9) the circumstances in which oxygen is to be used by the crew of the aircraft, and by passengers;
 - (10) communication, navigational aids, aerodromes, local regulations, in-flight procedures, approach and landing procedures and such other information as the operator may deem necessary for the proper conduct of flight operations; the information referred to in this paragraph shall be contained in a route guide, which may be in the form of a separate volume;
 - (11) the reporting in flight to the notified authorities of meteorological observations;
 - (12) the minimum altitudes for safe flight on each stage of the route to be flown and any planned diversion therefrom, such minimum altitudes being not lower than any which may be applicable under the law of the Republic or of the countries whose territory is to be flown over;
 - (13) aerodrome operating minima for every aerodrome which the operator plans for use.
 - (14) emergency evacuation procedures, including procedures for the instruction of passengers in the position and use of emergency equipment and procedures to be adopted when the pilot in command of the aircraft becomes aware that another aircraft or a vessel is in distress and needs assistance;
 - (15) in the case of aircraft intended to fly at an altitude of more than 49000 feet the

procedures for the use of cosmic radiation detection equipment;

- (16) the labeling and marking of dangerous goods, the manner in which they must be loaded on or suspended beneath an aircraft, the responsibilities of members of the crew in respect of the carriage of dangerous goods and the action to be taken in event of emergency arising involving dangerous goods;
- (17) minimum equipment list as approved by the Director for the type of aircraft listed in the AOC. MAR series "C" No. 6 in this regard may be referred.
- (18) use and checking of altimeters - detailed instruction about altimeter setting procedures and in particular, about operator's policy regarding the use of QFE and QNH.
- (19) Mandatory occurrence reporting - procedure for reporting of all occurrences/defects, in aircraft and aircraft components which cause or might cause adverse effects on the continuing airworthiness of aircraft as defined in MAR series "C" No. 4 to the Department of Civil Aviation on Form No. DCA/OCC/01.

Provided that in relation to any flight which is not one of a series of flights between the same two places it shall be sufficient if, to the extent that it is not practicable to comply with sub-paragraphs (10) and (12), the manual contains such information and instructions as will enable the equivalent data to be ascertained before take-off.

- (20) the action to be taken in the event of unlawful interference or seizure of aircraft;
- (21) A checklist of the procedures to be followed in searching for a bomb in case of suspected sabotage. The checklist shall be supported by guidance on the course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aeroplane.

Note: Clarifications on any of the above requirements may be obtained from the Surveyors of the Department of Civil Aviation, if required.

- 6.3 Notwithstanding paragraph 6.2 the operations manual shall not be required to contain any information or instructions available in a flight manual accessible to the persons to whom the information or instructions may be required.

6.4 APPROVAL OF OPERATIONS MANUAL.

- (a) An aircraft shall not fly unless, not less than 90 days prior to such flight, the operator of the aircraft has furnished to the Director a copy of the whole of the operations manual for the time being in effect in respect of the aircraft.
- (b) Any amendments or additions to the operations manual shall be furnished to the Director by the operator before or immediately after they come into effect:

Provided that where an amendment or addition relates to the operation of an aircraft to which the operations manual did not previously relate, that aircraft shall not fly for the purpose of public transport until the amendment or addition has been furnished to the Director.

- (c) Without prejudice to the foregoing paragraphs the operator shall make such amendments or additions to the operations manual as the Director may require for

the purpose of ensuring the safety of the aircraft or of persons or property carried therein or the safety, efficiency or regularity of air navigation.

7. TRAINING MANUAL

7.1 The operator of a Maldivian aircraft shall not permit any person to be member of the crew thereof during any flight for the purpose of public transport (except a flight for the sole purpose of training persons to perform duties in aircraft) unless such person has had the training, experience, practice and periodical tests required by the Director in respect of the duties which he is to perform and unless the operator has satisfied himself that such person is competent to perform his duties, and in particular to use the equipment provided in the aircraft for that purpose.

7.2 In compliance of the statutory requirement as given in para 7.1 above, the operator of every Maldivian aircraft flying for the purpose of public transport shall:

- a) make a training manual available to every person appointed by the operator to give or to supervise the training, experience, practice or periodical tests as required to perform his duties.
- (b) ensure that each copy of that training manual is kept upto date.

7.3 CONTENTS OF TRAINING MANUAL

The training manual shall contain all such information and instructions as may be necessary to enable a person appointed by the operator to give or to supervise the training, experience, practice and periodical tests as required to perform his duties as such including in particular:-

- (1) Requirements in respect of the qualifications, training and experience of training staff;
- (2) A comprehensive statement of the duties and responsibilities of all training staff, which should include their names, the type of training and/or testing which they may conduct, and the types of aircraft on which they are authorised;
- (3) Minimum standards of experience and of initial and periodical training to be met by all aircraft crews for each type of aircraft used by the operator;
- (4) Detailed syllabii and specimen record forms for all training and testing;
- (5) Arrangements for administering and recording the periodical tests of all aircraft crews;
- (6) Methods of simulating instrument flight conditions;
- (7) Methods of simulating engine failure;
- (8) Procedures for touch-and-go or stop-and-go landings, including flap settings, minimum runway lengths, brake cooling requirements and handling techniques;
- (9) Limitations on training and testing in the course of flights for the purpose of public transport. Note particularly that the simulations of instrument flight conditions and of emergencies affecting the flight characteristics of the aircraft is prohibited in the course of flights for the public transport of passengers.

- (10) Instructions covering retesting and retraining after unsatisfactory performance or periods off flying due to illness or other causes.
- (11) The use of flight simulators.

7.4 Details of flight crew training and periodical tests required to maintain validity of flight crew licences are given in Air Safety Circular No. OPS 2 dated 3 May 1992 which may be referred.

Note: Clarification on any of the above requirements may be obtained from the Surveyors of the Department of Civil Aviation, if required.

7.5 APPROVAL OF TRAINING MANUAL

- (a) An aircraft shall not fly unless, not less than 30 days prior to such flight, the operator of the aircraft has furnished to the Director copy of the whole of his training manual relating to the crew of that aircraft.
- (b) Any amendments or additions to the training manual shall be furnished to the Director by the operator before or immediately after they come into effect:

Provided that where an amendment or addition relates to training, experience, practice or periodical tests on an aircraft to which the training manual did not previously relate, that aircraft shall not fly for the purpose of public transport until the amendment or addition has been furnished to the Director and duly approved by him.

- (c) Without prejudice to the foregoing sub-paragraphs the operator shall make such amendments or additions to the training manual as the Director may require for the purpose of ensuring the safety of the aircraft or of persons or property carried therein or the safety, efficiency or regularity of air navigation.

8. OPERATIONS ORGANISATIONS

- 8.1 For grant of an AOC, it is necessary that the operator has a sound and effective operational management structure in his organisation commensurate with the scope of operations and manned by suitably qualified and experienced persons. The duties and responsibilities of Senior Executives and supervisory staff must be clearly defined in writing, and chain of responsibility firmly established.
- 8.2 Arrangement should be made for the supervision of all grades of aircraft crew to ensure the maintenance of high professional standards which in turn, may necessitate such appointments in the organisation as Chief Pilot, Training Captain and Operations/Traffic Officers etc. The Training Captain shall be responsible for imparting training to the flying crew as per training manual content including line training and will also discharge the duties of a Type Rating Examiner for maintaining crew licences currency and proficiency provided he is duly approved by the Director for the purpose.
- 8.3 It is equally important that operations organisation has adequate office accommodation and staff including the related infrastructure at the main base of operations to ensure that operational instructions and other related information are produced and circulated to all concerned without delay. Suitable working environments and adequate provision must be made for the operating staff to attend to matters on operational planning, storage and display of essential records, and for flight planning by flight crews.

- 8.4 The operator should maintain an adequate library of maps, charts, flight guides, operations manuals and other documents needed for reference and planning purposes and for carriage in flight. The library should be kept in an orderly fashion and the responsibility for updating the manuals should be clearly defined.
- 8.5 At times it may be necessary to supplement the instructions of operations manual which may be done by a systematic procedure for bringing urgent or purely temporary information to the notice of aircraft crew by way of issuing Flying Staff Instructions. This should be achieved by a numbered series of instructions or notices issued by the Chief Pilot and these should form part of operations manual.

9. AIRCRAFT APPROVED TO BE OPERATED UNDER AN AOC

- 9.1 An AOC will be not be granted for the operation of an aircraft under the terms and conditions of a Maldivian AOC unless the aircraft complies with AW01, AW02 and AW 08 (as applicable).

10. VARIATION OF AN AOC

- 10.1 If the holder of an AOC wishes to apply for the variation of a certificate (eg. inclusion of an additional aircraft type or extension of region), he should apply on the appropriate form at least 60 days in advance of the planned date of operations. If the application is for the inclusion of an additional type of an aircraft, the completed operation manual or an addendum for the type to an existing manual should accompany the application. An operator must also comply with AW01, AW02, and AW08 (if applicable) before approval will be granted to operate any additional aircraft under the terms and conditions of an existing AOC . Detailed information will be required on arrangements for the maintenance of the aircraft and for necessary training and testing of aircraft crews.

11 CANCELLATION

This circular cancels the latest OPS 05, issue 04 dated 12 August 2001, which should be destroyed.

Mahmood Razee
DIRECTOR GENERAL OF CIVIL AVIATION