



MALDIVES CIVIL AVIATION AUTHORITY
Republic of Maldives

MALDIVES CIVIL AVIATION REGULATIONS
MCAR-AIR OPERATIONS

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IV - INTRODUCTION

MALDIVIAN CIVIL AVIATION REGULATIONS – AIR OPERATIONS

MALDIVIAN CIVIL AVIATION AUTHORITY REGULATIONS-AIR OPERATIONS (MCAR-AIR OPERATIONS) of 1 January 2014 laying down technical requirements and administrative procedures related to civil aviation air operations pursuant to Maldivian Civil Aviation Act No 2/2001 of the Republic of Maldives

Having regard to Maldivian Civil Aviation Act No 2/2001 of the Republic of Maldives on common rules in the field of civil aviation,

Whereas:

- (1) Operators and personnel involved in the operation of certain aircraft have to comply with the relevant essential requirements set out in this Regulation.
- (2) This Regulation requires, in addition to the oversight of certificates that have been issued, conduct investigations, including ramp inspections, and to take any measure, including the grounding of aircraft, to prevent the continuation of an infringement.
- (3) In accordance with this Regulation MCAA would adopt the necessary implementing rules for establishing the conditions for the safe operation of aircraft.
- (4) In order to ensure a smooth transition and a high level of civil aviation safety in the Maldives, implementing measures would reflect the state of the art, including best practices, and scientific and technical progress in the field of air operations. Accordingly, technical requirements and administrative procedures agreed under the auspices of the International Civil Aviation Organisation (hereinafter 'ICAO') and the European Joint Aviation Authorities until 30 June 2009, as well as existing legislation pertaining to a specific national environment, would be considered.
- (5) It is necessary to provide sufficient time for the aeronautical industry and MCAA to adapt to the new regulatory framework and to recognise under certain conditions the validity of certificates issued before this Regulation applies.

HAS ADOPTED THIS REGULATION:

Article 1

Subject matter and scope

1. This Regulation lays down detailed rules for commercial air transport operations with aeroplanes and helicopters, and non-commercial operations with aeroplanes, helicopters, balloons and sailplanes including ramp inspections of aircraft of operators under the safety oversight of another State when landed at aerodromes located in the Republic of Maldives.
2. This Regulation also lays down detailed rules on the conditions for issuing, maintaining, amending, limiting, suspending or revoking the certificates of operators of aircraft engaged in commercial air transport operations, the privileges and responsibilities of the holders of certificates as well as conditions under which operations shall be prohibited, limited or subject to certain conditions in the interest of safety.
3. This Regulation also lays down detailed rules for non-commercial operations and the conditions and procedures for the declaration by and for the oversight of operators engaged in the non-commercial operation of complex motor-powered aircraft.
4. Other air operations including operations where an aircraft is used to undertake specialised tasks or services shall continue to be conducted in accordance with applicable national legislation until the related implementing rules are adopted and apply.
5. This Regulation shall not apply to air operations within the scope of products, parts, appliances, personnel and organisations while carrying out military, customs, police, search and rescue, firefighting, coastguard or similar activities or services.

Article 2
Definitions

For the purposes of this Regulation:

- (1) 'Air taxi operation' means, for the purpose of flight time and duty time limitations, non-scheduled on demand commercial air transport operations with an aeroplane with a maximum operational passenger seating configuration (MOPSC) of 19 or less.'
- (2) 'commercial air transport (CAT) operation' means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration;
- (3) 'operation in performance class 1' means an operation that, in the event of failure of the critical engine, the helicopter is able to land within the rejected take-off distance available or safely continue the flight to an appropriate landing area, depending on when the failure occurs.
- (4) "performance-based navigation (PBN)" means area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.
- (5) 'performance class B aeroplanes' means aeroplanes powered by propeller engines with a maximum operational passenger seating configuration of nine or less and a maximum take-off mass of 5 700 kg or less;
- (6) 'public interest site (PIS)' means a site used exclusively for operations in the public interest;

Additional definitions are laid down in Annex I for the purposes of Annexes II to VII.

Article 3
Oversight capabilities

1. For the purpose of this Regulation, the competent authority in the Maldives is MCAA, with the necessary powers and allocated responsibilities for the certification and oversight of persons and organisations subject to this Regulation and its implementing rules.
2. MCAA would ensure that it has the necessary capability for the oversight of all persons and organisations covered by the oversight programme, including sufficient resources to fulfil the requirements of this Regulation.
3. MCAA would ensure that personnel do not perform oversight activities when there is evidence that this could result directly or indirectly in a conflict of interest, in particular when relating to family or financial interest.
4. Personnel authorised by MCAA to carry out certification and/or oversight tasks are empowered to perform at least the following tasks:
 - (a) examine the records, data, procedures and any other material relevant to the execution of the certification and/or oversight task;
 - (b) take copies of or extracts from such records, data, procedures and other material;
 - (c) ask for an oral explanation on site;
 - (d) enter relevant premises, operating sites or means of transport;
 - (e) perform audits, investigations, assessments, inspections, including ramp inspections and unannounced inspections;
 - (f) take or initiate enforcement measures as appropriate.
5. The tasks under paragraph 4 shall be carried out in compliance with the legal provisions.

Article 4
Ramp inspections

Ramp inspections of aircraft of operators under the safety oversight of MCAA or of a third country would be carried out in accordance with Subpart RAMP of Annex II.

Article 5
Air operations

1. Operators shall only operate an aircraft for the purpose of commercial air transport (hereinafter 'CAT') operations as specified in Annexes III and IV.
2. Operators shall comply with the relevant provisions of Annex V when operating:
 - (a) aeroplanes and helicopters used for:
 - (i) operations using performance-based navigation (PBN);
 - (ii) operations in accordance with minimum navigation performance specifications (MNPS);
 - (iii) operations in airspace with reduced vertical separation minima (RVSM);
 - (iv) low visibility operations (LVO);
 - (b) aeroplanes, helicopters, balloons and sailplanes used for the transport of dangerous goods (DG);
 - (c) two-engined aeroplanes used for extended range operations (ETOPS) in commercial air transport;
 - (d) helicopters used for commercial air transport operations with the aid of night vision imaging systems (NVIS);
 - (e) helicopters used for commercial air transport hoist operations (HHO); and
 - (f) helicopters used for commercial air transport emergency medical service operations (HEMS).
3. Operators of complex motor-powered aeroplanes and helicopters involved in non-commercial operations shall declare their capability and means to discharge their responsibilities associated with the operation of aircraft and operate the aircraft in accordance with the provisions specified in Annex III and Annex VI.
4. Operators of other-than-complex motor-powered aeroplanes and helicopters as well as balloons and sailplanes involved in non-commercial operations shall operate the aircraft in accordance with the provisions specified in Annex VII.
5. By way of derogation from paragraphs 1, 3 and 4, training organisations having their principle place of business in the Maldives and approved in accordance with Civil Aviation Regulations when conducting flight training into, within or out of the Maldives shall operate:
 - (a) complex motor-powered aeroplanes and helicopters in accordance with the provisions specified in Annex VI;
 - (b) other-than-complex motor-powered aeroplanes and helicopters as well as balloons and sailplanes in accordance with the provisions specified in Annex VII.

Article 6
Derogations

1. CAT operations starting and ending at the same aerodrome/operating site with performance class B aeroplanes or non-complex helicopters shall not be subject to compliance with Annexes III and IV.

However, they shall be subject to the following:

- (a) for aeroplanes, based on safety risk assessments carried out by MCAA;
 - (b) for helicopters, requirements as may be specified by MCAA on case to case basis.
2. MCAA may require a specific approval and additional requirements regarding operational procedures, equipment, crew qualification and training for CAT helicopter offshore operations.
3. Existing helicopter operations to/from a public interest site (PIS) may be conducted in derogation to CAT.POL.H.225 of Annex IV whenever the size of the PIS, the obstacle environment or the helicopter does not permit compliance with the requirements for operation in performance class 1. Such operations shall be conducted under conditions determined by MCAA.
4. By way of derogation from SPA.PBN.100 PBN of Annex V non-commercial operations with other-than-complex motor-powered aeroplanes in designated airspace, on routes or in accordance with procedures where performance-based navigation (PBN) specification are established shall continue to be operated under the conditions set out in ASC-OPS 1-5 until the related implementing rules are adopted and apply.

Article 7

Air operator certificates

1. Air operator certificates (AOCs) issued to CAT operators of aeroplanes before this Regulation shall be deemed to have been issued in accordance with this Regulation.

However, no later than 31 December 2015:

- (a) operators shall adapt their management system, training programmes, procedures and manuals to be compliant with Annexes III, IV and V, as relevant;
- (b) the AOC would be replaced by certificates issued in accordance with Annex II to this Regulation.

Article 8

Flight time limitations

1. Flight and duty time limitations shall be subject to the following:

Operator of an aircraft to which MCAR AIR OPERATIONS applies, shall comply with Subpart FTL of Annex III. The following operations shall be subject to Subpart FTL of Annex III:

- (a) CAT Operators
- (b) Air Taxi/Sole Use Charter and Air Ambulance
- (c) Pleasure Flying and Aerial Photography
- (d) Helicopters

Article 9

Minimum equipment lists

Minimum equipment lists (MEL) approved before this Regulation applies by the State of Operator or Registry, as applicable, are deemed to be approved in accordance with this Regulation and may continue to be used by the operator having received the approval.

After this Regulation applies, any change of the MEL shall be carried out in compliance with ORO.MLR.105 of Annex III.

Article 10

Entry into force

1. This Regulation shall enter into force on the twentieth day following that of its publication in the *Official Gazette of the Republic of Maldives*.
2. It shall apply from 1 January 2014, to all helicopter operators; and
3. It shall apply from 01 January 2015 to all other operators.

This Regulation shall be binding in its entirety and directly applicable in the Republic of Maldives.

Done at Male', 1 January 2014;

For the MCAA
Chief Executive
Hussain JALEEL

V - ESSENTIAL REQUIREMENTS FOR AIR OPERATIONS

1. General

- a. A flight must not be performed if the crew members and, as appropriate, all other operations personnel involved in its preparation and execution are not familiar with applicable laws, regulations and procedures, pertinent to the performance of their duties, prescribed for the areas to be traversed, the aerodromes planned to be used and the air navigation facilities relating there to.
- b. A flight must be performed in such a way that the operating procedures specified in the Flight Manual or, where required the Operations Manual, for the preparation and execution of the flight are followed.

To facilitate this, a checklist system must be available for use, as applicable, by crew members in all phases of operation of the aircraft under normal, abnormal and emergency conditions and situations.

Procedures must be established for any reasonably foreseeable emergency situation.

- c. Before every flight, the roles and duties of each crew member must be defined. The pilot-in-command must be responsible for the operation and safety of the aircraft and for the safety of all crew members, passengers and cargo on board.
- d. Articles or substances, which are capable of posing a significant risk to health, safety, property or the environment, such as dangerous goods, weapons and ammunition, must not be carried on any aircraft, unless specific safety procedures and instructions are applied to mitigate the related risks.
- e. All necessary data, documents, records and information with respect to the conditions specified in point 5.c must be retained for each flight and kept available for a minimum period of time compatible with the type of operation.

2. Flight preparation

- a. A flight must not be commenced unless it has been ascertained by every reasonable means available that all the following conditions are complied with:
 1. Adequate facilities directly required for the flight and for the safe operation of the aircraft, including communication facilities and navigation aids, are available for the execution of the flight, taking into account available Aeronautical Information Services documentation.
 2. The crew must be familiar with and passengers informed of the location and use of relevant emergency equipment. Sufficient related information regarding emergency procedures and use of cabin safety equipment must be made available to crew and passengers using specified information.
 3. The pilot-in-command must be satisfied that:
 - (i) the aircraft is airworthy as specified in point 6;
 - (ii) if required, the aircraft is duly registered and the appropriate certificates with respect there to are aboard the aircraft;
 - (iii) instruments and equipment as specified in point 5 required for the execution of that flight are installed in the aircraft and are operative, unless waived by the applicable Minimum Equipment List (MEL) or equivalent document;
 - (iv) the mass of the aircraft and centre of gravity location are such that the flight can be conducted within limits prescribed in the airworthiness documentation;
 - (v) all cabin baggage, hold luggage and cargo is properly loaded and secured; and
 - (vi) the aircraft operating limitations as specified in point 4 will not be exceeded at any time during the flight.
 4. Information regarding meteorological conditions for departure, destination and, where applicable, alternate aerodromes, as well as enroute conditions, must be available to the flight crew. Special attention must be given to potentially hazardous atmospheric conditions.
 5. In case of flight into known or expected icing conditions, the aircraft must be certified, equipped and/or treated to operate safely in such conditions.

6. For a flight based on visual flight rules, meteorological conditions along the route to be flown must be such as to render compliance with these flight rules possible. For a flight based on instrument flight rules a destination and where applicable alternate aerodrome(s) where the aircraft can land must be selected, taking into account in particular the forecasted meteorological conditions, the availability of air navigation services, the availability of ground facilities and the instrument flight procedures approved by the State in which the destination and/or alternate aerodrome is located.
7. The amount of fuel and oil on board must be sufficient to ensure that the intended flight can be completed safely, taking into account the meteorological conditions, any element affecting the performance of the aircraft and any delays that are expected in flight. In addition, a fuel reserve must be carried to provide for contingencies. Procedures for in-flight fuel management must be established when relevant.

3. *Flight operations*

- a. With regard to flight operations, all the following conditions must be complied with:
 1. where relevant for the type of aircraft, during take-off and landing, and whenever deemed necessary by the pilot-in-command in the interest of safety, each crew member must be seated at their crew station and must use the provided restraint systems, taking into account the type of aircraft;
 2. where relevant for the type of aircraft, all flight crew members required to be on flight deck duty must be and remain at their station, with their seat belts fastened except en-route for physiological or operational needs;
 3. where relevant for the type of aircraft and the type of operation, before take-off and landing, during taxiing and whenever deemed necessary in the interest of safety, the pilot-in-command must ensure that each passenger is properly seated and secured;
 4. a flight must be performed in such a way that appropriate separation from other aircraft is maintained and that adequate obstacle clearance is ensured, during all phases of the flight. Such separation must at least be those required by the applicable rules of the air;
 5. a flight must not be continued unless known conditions continue to be at least equivalent to those in point 2. Furthermore, for a flight based on instrument flight rules, an approach toward an aerodrome must not be continued below certain specified heights or beyond a certain position, if prescribed visibility criteria are not met;
 6. in an emergency, the pilot-in-command must ensure that all passengers are instructed in such emergency action as may be appropriate to the circumstances;
 7. a pilot-in-command must take all necessary measures so as to minimize the consequences on the flight of disruptive passenger behaviour;
 8. an aircraft must not be taxied on the movement area of an aerodrome, or its rotor must not be turned under power, unless the person at the controls is appropriately competent;
 9. the applicable in-flight fuel management procedures must be used, when relevant.

4. *Aircraft performance and operating limitations*

- a. An aircraft must be operated in accordance with its airworthiness documentation and all related operating procedures and limitations as expressed in its approved flight manual or equivalent documentation, as the case may be. The flight manual or equivalent documentation must be available to the crew and kept up to date for each aircraft.
- b. The aircraft must be operated in accordance with the applicable environmental documentation.
- c. A flight must not be commenced or continued unless the aircraft's scheduled performance, considering all factors which significantly affect its performance level, allows all phases of flight to be executed within the applicable distances/areas and obstacle clearances at the planned operating mass. Performance factors which significantly affect take-off, en-route and approach/landing are, particularly:
 - (i) operating procedures;
 - (ii) pressure altitude of the aerodrome;
 - (iii) temperature;
 - (iv) wind;
 - (v) size, slope and condition of the take-off/landing area; and

(vi) the condition of the airframe, the power plant or the systems, taking into account possible deterioration.

1. Such factors must be taken into account directly as operational parameters or indirectly by means of allowances or margins, which may be provided in the scheduling of performance data, as appropriate to the type of operation.

5. Instruments, data and equipment

- a. An aircraft must be equipped with all navigation, communication and other equipment necessary for the intended flight, taking account of air traffic regulations and rules of the air applicable during any phase of the flight.
- b. When relevant, an aircraft must be equipped with all necessary safety, medical, evacuation and survival equipment, taking account of the risks associated to the areas of operation, the routes to be flown, the flight altitude and the duration of the flight.
- c. All data necessary for the execution of the flight by the crew must be updated and available on board the aircraft taking account of applicable air traffic regulations, rules of the air, flight altitudes and areas of operation.

6. Continuing airworthiness

- a. The aircraft must not be operated unless:
 - (i) the aircraft is in an airworthy condition;
 - (ii) the operational and emergency equipment necessary for the intended flight is serviceable;
 - (iii) the airworthiness document of the aircraft is valid; and
 - (iv) the maintenance of the aircraft is performed in accordance with its maintenance programme.
- b. Before each flight or consistent series of consecutive flights, the aircraft must be inspected, through a pre-flight check, to determine whether it is fit for the intended flight.
- c. The maintenance programme must contain in particular, maintenance tasks and intervals, especially those that have been specified as mandatory in the instructions for continuing airworthiness.
- d. The aircraft must not be operated unless it is released to service by qualified persons or organisations, after maintenance. The signed release to service must contain in particular, the basic details of the maintenance carried out.
- e. All records demonstrating the airworthiness of the aircraft must be kept until the information contained has been superseded by new information equivalent in scope and detail but not less than 24 months in the case of detailed maintenance records. When the aircraft is leased, all records demonstrating the airworthiness of the aircraft must be kept at least for the length of the lease.
- f. All modifications and repairs must comply with the essential requirements for airworthiness. The substantiating data supporting compliance with the airworthiness requirements must be retained.

7. Crew members

- a. The number and composition of the crew must be determined taking into account:
 - (i) the certification limitations of the aircraft, including if applicable, the relevant emergency evacuation demonstration;
 - (ii) the aircraft configuration; and
 - (iii) the type and duration of operations.
- b. Cabin crew members must:
 - (i) be trained and checked on a regular basis to attain and maintain an adequate level of competency in order to perform their assigned safety duties; and
 - (ii) be periodically assessed for medical fitness to safely exercise their assigned safety duties. Compliance must be shown by appropriate assessment based on aero-medical best practice.

- c. The pilot-in-command must have the authority to give all commands and take any appropriate actions for the purpose of securing the operation and the safety of the aircraft and of persons and/or property carried there in.
- d. In an emergency situation, which endangers the operation or the safety of the aircraft and/or persons on board, the pilot-in-command must take any action he/she considers necessary in the interest of safety. When such action involves a violation of local regulations or procedures, the pilot-in-command must be responsible for notifying the appropriate local authority without delay.
- e. Emergency abnormal situations must not be simulated when passengers or cargo are being carried.
- f. No crew member must allow their task achievement/decision making to deteriorate to the extent that flight safety is endangered because of the effects of fatigue, taking into account, *inter alia*, fatigue accumulation, sleep deprivation, number of sectors flown, night duties or time zone changes. Rest periods must provide sufficient time to enable crewmembers to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period.
- g. A crew member must not perform allocated duties on board an aircraft when under the influence of psychoactive substances or alcohol or when unfit due to injury, fatigue, medication, sickness or other similar causes.

8. Additional requirements for operation for commercial purposes and operation of complex motor-powered aircraft

- a. The operation for commercial purposes and the operation of complex motor-powered aircraft must not be undertaken unless the following conditions are met:
 - 1. the operator must have directly or indirectly through contracts the means necessary for the scale and scope of the operations. These means comprise but are not limited to the following: aircraft, facilities, management structure, personnel, equipment, documentation of tasks, responsibilities and procedures, access to relevant data and record keeping;
 - 2. the operator must use only suitably qualified and trained personnel and implement and maintain training and checking programmes for the crew members and other relevant personnel;
 - 3. the operator must establish a MEL or equivalent document, taking account of the following:
 - (i) the document must provide for the operation of the aircraft, under specified conditions, with particular instruments, items of equipment or functions inoperative at the commencement of the flight;
 - (ii) the document must be prepared for each individual aircraft, taking account of the operator's relevant operational and maintenance conditions; and
 - (iii) the MEL must be based on the Master Minimum Equipment List (MMEL), if available, and must not be less restrictive than the MMEL;
 - 4. the operator must implement and maintain a management system to ensure compliance with these essential requirements for operations and aim for continuous improvement of this system; and
 - 5. the operator must establish and maintain an accident prevention and safety programme, including an occurrence reporting programme, which must be used by the management system in order to contribute to the aim of continuous improvement of the safety of operations.
- b. The operation for commercial purposes and the operation of complex motor-powered aircraft must only be undertaken in accordance with an operator's operations manual. Such manual must contain all necessary instructions, information and procedures for all aircraft operated and for operations personnel to perform their duties. Limitations applicable to flight time, flight duty periods and rest periods for crew members must be specified. The operations manual and its revisions must be compliant with the approved flight manual and be amended as necessary.
- c. The operator must establish procedures, as appropriate, so as to minimise the consequences to safe flight operations of disruptive passenger behaviour.
- d. The operator must develop and maintain security programmes adapted to the aircraft and the type of operation including particularly:
 - (i) security of the flight crew compartment;
 - (ii) aircraft search procedure checklist;

- (iii) training programmes;
- (iv) protection of electronic and computer systems to prevent intentional system interference and corruption; and
- (v) reporting acts of unlawful interference.

When security measures may adversely affect the safety of operations, the risks must be assessed and appropriate procedures developed to mitigate safety risks, this may necessitate the use of specialist equipment.

- e. The operator must designate one pilot amongst the flight crew as the pilot-in-command.
- f. The prevention of fatigue must be managed through a rostering system.

For a flight, or series of flights, such a rostering system needs to address flight time, flight-duty periods, duty and adapted rest periods.

Limitations established within the rostering system must take into account all relevant factors contributing to fatigue such as, in particular, number of sectors flown, time-zone crossing, sleep deprivation, disruption of circadian cycles, night hours, positioning, cumulative duty time for given periods of time, sharing of allocated tasks between crew members, and also the provision of augmented crews.

- g. The tasks specified in point 6.a and those described in points 6.d and 6.e must be controlled by an organisation responsible for the continuing airworthiness management that must meet, in addition to those requirements of Annex I point 3.a, the following conditions:
 - (i) the organisation must be qualified for the maintenance of products, parts and appliances under its responsibility or have established a contract with such a qualified organisation for these products, parts and appliances; and
 - (ii) the organisation must establish an organisation manual providing, for use and guidance of personnel concerned, a description of all continuing airworthiness procedures of the organisation including when applicable a description of administrative arrangements between the organisation and the approved maintenance organisation.
- h. For each flight of an aeroplane above 15 000 m (49 000 ft), the operator shall maintain records so that the total cosmic radiation dose received by each crew member over a period of 12 consecutive months can be determined.

V - ABBREVIATIONS AND DEFINITIONS

ANNEX I

DEFINITIONS FOR TERMS USED IN ANNEXES II TO VII

For the purpose of this Regulation, the following definitions shall apply:

- (1) 'accelerate-stop distance available (ASDA)' means the length of the take-off run available plus the length of stopway, if such stopway is declared available by the State of the aerodrome and is capable of bearing the mass of the aeroplane under the prevailing operating conditions;
- (2) 'acceptable means of compliance (AMC)' means non-binding standards adopted by MCAA to illustrate means to establish compliance with this Regulation and its Implementing Rules;
- (3) 'acceptance checklist' means a document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met with;
- (4) 'adequate aerodrome' means an aerodrome on which the aircraft can be operated, taking account of the applicable performance requirements and runway characteristics;
- (5) For the purpose of passenger classification:
 - (a) 'adult' means a person of an age of 12 years and above;
 - (b) 'child/children' means persons who are of an age of two years and above but who are less than 12 years of age;
 - (c) 'infant' means a person under the age of two years;
- (6) 'aeroplane' means an engine-driven fixed-wing aircraft heavier than air that is supported in flight by the dynamic reaction of the air against its wings;
- (7) 'aided night vision imaging system (NVIS) flight' means, in the case of NVIS operations, that portion of a visual flight rules (VFR) flight performed at night when a crew member is using night vision goggles (NVG);
- (8) 'aircraft' means a 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;
- (9) 'alternative means of compliance' means those means that propose an alternative to an existing acceptable means of compliance or those that propose new means to establish compliance with this Regulation and its Implementing Rules for which no associated AMC have been adopted by MCAA;
- (10) 'anti-icing', in the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time);
- (11) "approach procedure with vertical guidance (APV) operation" means an instrument approach which utilises lateral and vertical guidance, but does not meet the requirements established for precision approach and landing operations, with a decision height (DH) not lower than 250 ft and a runway visual range (RVR) of not less than 600 m;
- (12) 'cabin crew member' means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations;
- (13) 'category I (CAT I) approach operation' means a precision instrument approach and landing using an instrument landing system (ILS), microwave landing system (MLS), GLS (ground-based augmented global navigation satellite system (GNSS/GBAS) landing system), precision approach radar (PAR) or GNSS using a satellite-based augmentation system (SBAS) with a decision height (DH) not lower than 200 ft and with a runway visual range (RVR) not less than 550 m for aeroplanes and 500 m for helicopters;

- (14) 'category II (CAT II) operation' means a precision instrument approach and landing operation using ILS or MLS with:
- (a) DH below 200 ft but not lower than 100 ft; and
 - (b) RVR of not less than 300 m;
- (15) 'category IIIA (CAT IIIA) operation' means a precision instrument approach and landing operation using ILS or MLS with:
- (a) DH lower than 100 ft; and
 - (b) RVR not less than 200 m;
- (16) 'category IIIB (CAT IIIB) operation' means a precision instrument approach and landing operation using ILS or MLS with:
- (a) DH lower than 100 ft, or no DH; and
 - (b) RVR lower than 200 m but not less than 75 m;
- (17) 'category A with respect to helicopters' means a multi-engined helicopter designed with engine and system isolation features specified in the applicable airworthiness codes and capable of operations using take-off and landing data scheduled under a critical engine failure concept that assures adequate designated surface area and adequate performance capability for continued safe flight or safe rejected take-off in the event of engine failure;
- (18) 'category B with respect to helicopters' means a single-engined or multi-engined helicopter that does not meet category A standards. Category B helicopters have no guaranteed capability to continue safe flight in the event of an engine failure, and unscheduled landing is assumed;
- (19) 'certification specifications' (CS) means technical standards adopted by MCAA indicating means to show compliance with this Regulation and its Implementing Rules and which can be used by an organisation for the purpose of certification;
- (20) 'circling' means the visual phase of an instrument approach to bring an aircraft into position for landing on a runway/FATO that is not suitably located for a straight-in approach;
- (21) 'clearway' means a defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height;
- (22) 'cloud base' means the height of the base of the lowest observed or forecast cloud element in the vicinity of an aerodrome or operating site or within a specified area of operations, normally measured above aerodrome elevation or, in the case of offshore operations, above mean sea level;
- (23) 'code share' means an arrangement under which an operator places its designator code on a flight operated by another operator, and sells and issues tickets for that flight;
- (24) 'congested area' means in relation to a city, town or settlement, any area which is substantially used for residential, commercial or recreational purposes;
- (25) 'contaminated runway' means a runway of which more than 25 % of the runway surface area within the required length and width being used is covered by the following:
- (a) surface water more than 3 mm (0,125 in) deep, or by slush, or loose snow, equivalent to more than 3 mm (0,125 in) of water;
 - (b) snow which has been compressed into a solid mass which resists further compression and will hold together or break into lumps if picked up (compacted snow); or
 - (c) ice, including wet ice;
- (26) 'contingency fuel' means the fuel required to compensate for unforeseen factors that could have an influence on the fuel consumption to the destination aerodrome;
- (27) 'continuous descent final approach (CDFA)' means a technique, consistent with stabilised approach procedures, for flying the final-approach segment of a non-precision instrument approach procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix

altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre shall begin for the type

- (28) 'converted meteorological visibility (CMV)' means a value, equivalent to an RVR, which is derived from the reported meteorological visibility;
- (29) 'crew member' means a person assigned by an operator to perform duties on board an aircraft;
- (30) 'critical phases of flight' in the case of aeroplanes means the take-off run, the take-off flight path, the final approach, the missed approach, the landing, including the landing roll, and any other phases of flight as determined by the pilot-in-command or commander;
- (31) 'critical phases of flight' in the case of helicopters means taxiing, hovering, take-off, final approach, missed approach, the landing and any other phases of flight as determined by the pilot-in-command or commander;
- (32) 'damp runway' means a runway where the surface is not dry, but when the moisture on it does not give it a shiny appearance;
- (33) 'dangerous goods (DG)' 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;
- (34) '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 damage;
- (35) 'dangerous goods incident' means:
- (a) an occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, 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;
 - (b) any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants;
- (36) 'de-icing', in the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces;
- (37) 'defined point after take-off (DPATO)' means the point, within the take-off and initial climb phase, before which the helicopter's ability to continue the flight safely, with the critical engine inoperative, is not assured and a forced landing may be required;
- (38) 'defined point before landing (DPBL)' means the point within the approach and landing phase, after which the helicopter's ability to continue the flight safely, with the critical engine inoperative, is not assured and a forced landing may be required;
- (39) 'distance DR' means the horizontal distance that the helicopter has travelled from the end of the take-off distance available;
- (40) 'dry lease agreement' means an agreement between undertakings pursuant to which the aircraft is operated under the air operator certificate (AOC) of the lessee;
- (41) 'dry operating mass' means the total mass of the aircraft ready for a specific type of operation, excluding usable fuel and traffic load;
- (42) 'dry runway' means a runway which is neither wet nor contaminated, and includes those paved runways which have been specially prepared with grooves or porous pavement and maintained to retain 'effectively dry' braking action even when moisture is present;
- (43) 'elevated final approach and take-off area (elevated FATO)' means a FATO that is at least 3 m above the surrounding surface;

- (44) “ELA1 aircraft” means the following manned European Light Aircraft:
- (a) an aeroplane with a Maximum Take-off Mass (MTOM) of 1 200 kg or less that is not classified as complex motor-powered aircraft;
 - (b) a sailplane or powered sailplane of 1 200 kg MTOM or less;
 - (c) a balloon with a maximum design lifting gas or hot air volume of not more than 3 400 m³ for hot air balloons, 1 050 m³ for gas balloons, 300 m³ for tethered gas balloons.’;
- (45) “ELA2 aircraft” means the following manned European Light Aircraft
- (a) an aeroplane with a Maximum Take-off Mass (MTOM) of 2 000 kg or less that is not classified as complex motor-powered aircraft;
 - (b) a sailplane or powered sailplane of 2 000 kg MTOM or less;
 - (c) a balloon;
 - (d) a Very Light Rotorcraft with a MTOM not exceeding 600 kg which is of a simple design, designed to carry not more than two occupants, not powered by turbine and/or rocket engines; restricted to VFR day operations.’;
- (46) ‘en-route alternate (ERA) aerodrome’ means an adequate aerodrome along the route, which may be required at the planning stage;
- (47) ‘enhanced vision system (EVS)’ means a system to display electronic real-time images of the external scene achieved through the use of imaging sensors;
- (48) ‘final approach and take-off area (FATO)’ means a defined area for helicopter operations, over which the final phase of the approach manoeuvre to hover or land is completed, and from which the take-off manoeuvre is commenced. In the case of helicopters operating in performance class 1, the defined area includes the rejected take-off area available;
- (49) ‘flight data monitoring (FDM)’ means the proactive and non-punitive use of digital flight data from routine operations to improve aviation safety;
- (50) ‘flight simulation training device (FSTD)’ means a training device which is:
- (a) in the case of aeroplanes, a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD);
 - (b) in the case of helicopters, a full flight simulator (FFS), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);
- (51) ‘fuel ERA aerodrome’ means an ERA aerodrome selected for the purpose of reducing contingency fuel;
- (52) ‘GBAS landing system (GLS)’ means an approach landing system using ground based augmented global navigation satellite system (GNSS/GBAS) information to provide guidance to the aircraft based on its lateral and vertical GNSS position. It uses geometric altitude reference for its final approach slope;
- (53) ‘ground emergency service personnel’ means any ground emergency service personnel (such as policemen, firemen, etc.) involved with helicopter emergency medical services (HEMSs) and whose tasks are to any extent pertinent to helicopter operations;
- (54) ‘grounding’ means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
- (55) ‘head-up display (HUD)’ means a display system which presents flight information to the pilot’s forward external field of view and which does not significantly restrict the external view;
- (56) ‘head-up guidance landing system (HUDLS)’ means the total airborne system that provides head-up guidance to the pilot during the approach and landing and/or missed approach procedure. It includes all sensors, computers, power supplies, indications and controls;
- (57) ‘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;

- (58) 'helicopter hoist operation (HHO) crew member' means a technical crew member who performs assigned duties relating to the operation of a hoist;
- (59) 'helideck' means a FATO located on a floating or fixed offshore structure;
- (60) 'HEMS crew member' means a technical crew member who is assigned to a HEMS flight for the purpose of attending to any person in need of medical assistance carried in the helicopter and assisting the pilot during the mission;
- (61) 'HEMS flight' means a flight by a helicopter operating under a HEMS approval, the purpose of which is to facilitate emergency medical assistance, where immediate and rapid transportation is essential, by carrying:
- (a) medical personnel;
 - (b) medical supplies (equipment, blood, organs, drugs); or
 - (c) ill or injured persons and other persons directly involved;
- (62) 'HEMS operating base' means an aerodrome at which the HEMS crew members and the HEMS helicopter may be on stand-by for HEMS operations;
- (63) 'HEMS operating site' means a site selected by the commander during a HEMS flight for helicopter hoist operations, landing and take-off;
- (64) 'HHO flight' means a flight by a helicopter operating under an HHO approval, the purpose of which is to facilitate the transfer of persons and/or cargo by means of a helicopter hoist;
- (65) 'HHO offshore' means a flight by a helicopter operating under an HHO approval, the purpose of which is to facilitate the transfer of persons and/or cargo by means of a helicopter hoist from or to a vessel or structure in a sea area or to the sea itself;
- (66) 'HHO passenger' means a person who is to be transferred by means of a helicopter hoist;
- (67) 'HHO site' means a specified area at which a helicopter performs a hoist transfer;
- (68) 'hold-over time (HoT)' means the estimated time the anti-icing fluid will prevent the formation of ice and frost and the accumulation of snow on the protected (treated) surfaces of an aeroplane;
- (69) 'hostile environment' means:
- (a) an environment in which:
 - (i) a safe forced landing cannot be accomplished because the surface is inadequate;
 - (ii) the helicopter occupants cannot be adequately protected from the elements;
 - (iii) search and rescue response/capability is not provided consistent with anticipated exposure; or
 - (iv) there is an unacceptable risk of endangering persons or property on the ground;
 - (b) in any case, the following areas:
 - (i) for overwater operations, the open sea areas north of 45N and south of 45S designated by the authority of the State concerned;
 - (ii) those parts of a congested area without adequate safe forced landing areas;
- (70) 'landing decision point (LDP)' means the point used in determining landing performance from which, an engine failure having been recognised at this point, the landing may be safely continued or a balked landing initiated;
- (71) 'landing distance available (LDA)' means the length of the runway which is declared available by the State of the aerodrome and suitable for the ground run of an aeroplane landing;
- (72) 'landplane' means a fixed wing aircraft which is designed for taking off and landing on land and includes amphibians operated as landplanes;
- (73) 'local helicopter operation' means a commercial air transport operation of helicopters with a maximum certified take-off mass (MCTOM) over 3 175 kg and a maximum operational passenger seating configuration (MOPSC) of nine or less, by day, over routes navigated by reference to visual landmarks, conducted within a local and defined geographical area specified in the operations manual;

- (74) 'low visibility procedures (LVP)' means procedures applied at an aerodrome for the purpose of ensuring safe operations during lower than standard category I, other than standard category II, category II and III approaches and low visibility take-offs;
- (75) 'low visibility take-off (LVTO)' means a take-off with an RVR lower than 400 m but not less than 75 m;
- (76) 'lower than standard category I (LTS CAT I) operation' means a category I instrument approach and landing operation using category I DH, with an RVR lower than would normally be associated with the applicable DH but not lower than 400 m;
- (77) 'maximum operational passenger seating configuration (MOPSC)' means the maximum passenger seating capacity of an individual aircraft, excluding crew seats, established for operational purposes and specified in the operations manual. Taking as a baseline the maximum passenger seating configuration established during the certification process conducted for the type certificate (TC), supplemental type certificate (STC) or change to the TC or STC as relevant to the individual aircraft, the MOPSC may establish an equal or lower number of seats, depending on the operational constraints;
- (78) 'medical passenger' means a medical person carried in a helicopter during a HEMS flight, including but not limited to doctors, nurses and paramedics;
- (79) 'night' means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority;
- (80) 'night vision goggles (NVG)' means a head-mounted, binocular, light intensification appliance that enhances the ability to maintain visual surface references at night;
- (81) 'night vision imaging system (NVIS)' means the integration of all elements required to successfully and safely use NVGs while operating a helicopter. The system includes as a minimum: NVGs, NVIS lighting, helicopter components, training and continuing airworthiness;
- (82) 'non-hostile environment' means an environment in which:
- (a) a safe forced landing can be accomplished;
 - (b) the helicopter occupants can be protected from the elements; and
 - (c) search and rescue response/capability is provided consistent with the anticipated exposure.
- In any case, those parts of a congested area with adequate safe forced landing areas shall be considered non-hostile;
- (83) 'non-precision approach (NPA) operation' means an instrument approach with a minimum descent height (MDH), or DH when flying a CDFA technique, not lower than 250 ft and an RVR/CMV of not less than 750 m for aeroplanes and 600 m for helicopters;
- (84) 'NVIS crew member' means a technical crew member assigned to an NVIS flight;
- (85) 'NVIS flight' means a flight under night visual meteorological conditions (VMC) with the flight crew using NVGs in a helicopter operating under an NVIS approval;
- (86) 'offshore operations' means operations which routinely have a substantial proportion of the flight conducted over sea areas to or from offshore locations;
- (87) 'operating site' means a site, other than an aerodrome, selected by the operator or pilot-in-command or commander for landing, take-off and/or external load operations;
- (88) 'operation in performance class 1' means an operation that, in the event of failure of the critical engine, the helicopter is able to land within the rejected take-off distance available or safely continue the flight to an appropriate landing area, depending on when the failure occurs;
- (89) 'operation in performance class 2' means an operation that, in the event of failure of the critical engine, performance is available to enable the helicopter to safely continue the flight, except when the failure

- occurs early during the take-off manoeuvre or late in the landing manoeuvre, in which cases a forced landing may be required;
- (90) 'operation in performance class 3' means an operation that, in the event of an engine failure at any time during the flight, a forced landing may be required in a multi-engined helicopter and will be required in a single-engined helicopter;
- (91) 'operational control' means the responsibility for the initiation, continuation, termination or diversion of a flight in the interest of safety;
- (92) 'other than standard category II (OTS CAT II) operation' means a precision instrument approach and landing operation using ILS or MLS where some or all of the elements of the precision approach category II light system are not available, and with:
- (a) DH below 200 ft but not lower than 100 ft; and
 - (b) RVR of not less than 350 m;
- (93) 'performance class A aeroplanes' means multi-engined aeroplanes powered by turbo-propeller engines with an MOPSC of more than nine or a maximum take-off mass exceeding 5 700 kg, and all multi-engined turbo-jet powered aeroplanes;
- (94) 'performance class B aeroplanes' means aeroplanes powered by propeller engines with an MOPSC of nine or less and a maximum take-off mass of 5 700 kg or less;
- (95) 'performance class C aeroplanes' means aeroplanes powered by reciprocating engines with an MOPSC of more than nine or a maximum take-off mass exceeding 5 700 kg;
- (96) 'pilot-in-command' means the pilot designated as being in command and charged with the safe conduct of the flight. For the purpose of commercial air transport operations, the 'pilot-in-command' shall be termed the 'commander';
- (97) 'principal place of business' means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;
- (98) 'prioritisation of ramp inspections' means the dedication of an appropriate portion of the total number of ramp inspections conducted by or on behalf of a competent authority on an annual basis as provided in Part-ARO;
- (99) 'public interest site (PIS)' means a site used exclusively for operations in the public interest;
- (100) 'ramp inspection' means the inspection of aircraft, of flight and cabin crew qualifications and of flight documentation in order to verify the compliance with the applicable requirements;
- (101) 'rectification interval' means a limitation on the duration of operations with inoperative equipment;
- (102) 'rejected take-off distance available (RTODAH)' means the length of the final approach and take-off area declared available and suitable for helicopters operated in performance class 1 to complete a rejected take-off;
- (103) 'rejected take-off distance required (RTODRH)' means the horizontal distance required from the start of the take-off to the point where the helicopter comes to a full stop following an engine failure and rejection of the take-off at the take-off decision point;
- (104) 'runway visual range (RVR)' means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;
- (105) 'safe forced landing' means an unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface;

- (106) 'seaplane' means a fixed wing aircraft which is designed for taking off and landing on water and includes amphibians operated as seaplanes;
- (107) 'separate runways' means runways at the same aerodrome that are separate landing surfaces. These runways may overlay or cross in such a way that if one of the runways is blocked, it will not prevent the planned type of operations on the other runway. Each runway shall have a separate approach procedure based on a separate navigation aid;
- (108) 'special VFR flight' means a VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC;
- (109) 'stabilised approach (SAp)' means an approach that is flown in a controlled and appropriate manner in terms of configuration, energy and control of the flight path from a pre-determined point or altitude/height down to a point 50 ft above the threshold or the point where the flare manoeuvre is initiated if higher;
- (110) 'take-off alternate aerodrome' means an alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and if it is not possible to use the aerodrome of departure;
- (111) 'take-off decision point (TDP)' means the point used in determining take-off performance from which, an engine failure having been recognised at this point, either a rejected take-off may be made or a take-off safely continued;
- (112) 'take-off distance available (TODA)' in the case of aeroplanes means the length of the take-off run available plus the length of the clearway, if provided;
- (113) 'take-off distance available (TODAH)' in the case of helicopters means the length of the final approach and take-off area plus, if provided, the length of helicopter clearway declared available and suitable for helicopters to complete the take-off;
- (114) 'take-off distance required (TODRH)' in the case of helicopters means the horizontal distance required from the start of the take-off to the point at which take-off safety speed (V TOSS), a selected height and a positive climb gradient are achieved, following failure of the critical engine being recognised at the TDP, the remaining engines operating within approved operating limits;
- (115) 'take-off flight path' means the vertical and horizontal path, with the critical engine inoperative, from a specified point in the take-off for aeroplanes to 1 500 ft above the surface and for helicopters to 1 000 ft above the surface;
- (116) 'take-off mass' means the mass including everything and everyone carried at the commencement of the take-off for helicopters and take-off run for aeroplanes;
- (117) 'take-off run available (TORA)' means the length of runway that is declared available by the State of the aerodrome and suitable for the ground run of an aeroplane taking off;
- (118) 'technical crew member' means a crew member in commercial air transport HEMS, HHO or NVIS operations other than a flight or cabin crew member, assigned by the operator to duties in the aircraft or on the ground for the purpose of assisting the pilot during HEMS, HHO or NVIS operations, which may require the operation of specialised on-board equipment;
- (119) 'technical instructions (TI)' means the latest effective edition of the 'Technical instructions for the safe transport of dangerous goods by air', including the supplement and any addenda, approved and published by the International Civil Aviation Organisation;
- (120) 'traffic load' means the total mass of passengers, baggage, cargo and carry-on specialist equipment, including any ballast;
- (121) 'unaided NVIS flight' means, in the case of NVIS operations, that portion of a VFR flight performed at night when a crew member is not using NVG;

- (122) ‘undertaking’ means any natural or legal person, whether profit-making or not, or any official body whether having its own personality or not;
- (123) ‘ V_1 ’ means the maximum speed in the take-off at which the pilot must take the first action to stop the aeroplane within the accelerate-stop distance. V_1 also means the minimum speed in the take-off, following a failure of the critical engine at V_{EF} , at which the pilot can continue the take-off and achieve the required height above the take-off surface within the take-off distance;
- (124) ‘ V_{EF} ’ means the speed at which the critical engine is assumed to fail during take-off;
- (125) ‘visual approach’ means an approach when either part or all of an instrument approach procedure is not completed and the approach is executed with visual reference to the terrain;
- (126) “weather-permissible aerodrome” means an adequate aerodrome where, for the anticipated time of use, weather reports, or forecasts, or any combination thereof, indicate that the weather conditions will be at or above the required aerodrome operating minima, and the runway surface condition reports indicate that a safe landing will be possible;’.
- (127) ‘wet lease agreement’ means an agreement between air carriers pursuant to which the aircraft is operated under the AOC of the lessor;
- (128) ‘wet runway’ means a runway of which the surface is covered with water, or equivalent, less than specified by the ‘contaminated runway’ definition or when there is sufficient moisture on the runway surface to cause it to appear reflective, but without significant areas of standing water.

Note: For complete list of definitions and abbreviations please refer to MCAR 1

ANNEX II

**AUTHORITY REQUIREMENTS FOR AIR OPERATIONS
(PART-ARO)**

ARO.GEN.005 Scope

SUBPART GEN *GENERAL REQUIREMENTS*

SECTION I General

- ARO.GEN.115 Oversight documentation
- ARO.GEN.120 Means of compliance
- ARO.GEN.135 Immediate reaction to a safety problem

SECTION II Management

- ARO.GEN.200 Management system
- ARO.GEN.205 Allocation of tasks to qualified entities
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SECTION III Oversight, certification and enforcement

- ARO.GEN.300 Oversight
- ARO.GEN.305 Oversight programme
- ARO.GEN.310 Initial certification procedure — organisations
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SECTION I Certification of commercial air transport operators

- ARO.OPS.100 Issue of the air operator certificate
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- ARO.RAMP.005 Scope
- ARO.RAMP.100 General
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Appendix I AIR OPERATOR CERTIFICATE

Appendix II OPERATIONS SPECIFICATIONS

Appendix III Proof of Ramp Inspection

Appendix IV Ramp inspection report

AUTHORITY REQUIREMENTS FOR AIR OPERATIONS PART-ARO

ARO.GEN.005 Scope

This Annex establishes requirements for the administration and management system to be fulfilled by MCAA for the implementation and enforcement of Maldives Civil Aviation Regulations-Air Operations and its Implementing Rules regarding civil aviation air operations.

SUBPART GEN GENERAL REQUIREMENTS

SECTION I General

ARO.GEN.115 Oversight documentation

MCAA will provide all legislative acts, standards, rules, technical publications and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

ARO.GEN.120 Means of compliance

- (a) MCAA will develop acceptable means of compliance (AMC) that may be used to establish compliance with Regulations and its Implementing Rules. When the AMC are complied with, the related requirements of the Implementing Rules are met.
- (b) Alternative means of compliance may be used to establish compliance with the Implementing Rules.
- (c) MCAA will establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations and persons under its oversight allow the establishment of compliance with Regulations and its Implementing Rules.
- (d) MCAA will evaluate all alternative means of compliance proposed by an organisation in accordance with ORO.GEN.120 (b) by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When MCAA finds that the alternative means of compliance are in accordance with the Implementing Rules, it will without undue delay notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly.

- (e) When MCAA itself uses alternative means of compliance to achieve compliance with Regulations and its Implementing Rules it will make them available to all organisations and persons under its oversight.

ARO.GEN.135 Immediate reaction to a safety problem

- (a) MCAA will implement a system to appropriately collect, analyse and disseminate safety information.
- (b) Upon receiving the information referred to in (a), MCAA will take adequate measures to address the safety problem.
- (c) Measures taken under (b) will immediately be notified to all persons or organisations which need to comply with them.

SECTION II **Management**

ARO.GEN.200 Management system

- (a) MCAA will establish and maintain a management system, including as a minimum:
 - (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulations and its Implementing Rules. The procedures will be kept up to date and serve as the basic working documents within MCAA for all related tasks;
 - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. Such personnel will be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence. A system will be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
 - (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring will include a feedback system of audit findings to the senior management of MCAA to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons, ultimately responsible to the senior management of MCAA for the compliance monitoring function.
- (b) MCAA will, for each field of activity, including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) MCAA will establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned including on all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of the Republic of Maldives, but certified by or making declarations to the authority of another State.

ARO.GEN.205 Allocation of tasks to qualified entities

- (a) Tasks related to the initial certification or continuing oversight of persons or organisations subject to Regulations and its Implementing Rules will be allocated only to qualified entities. When allocating tasks, MCAA will ensure that it has:
 - (1) put a system in place to initially and continuously assess that the qualified entity complies with the Regulations. This system and the results of the assessments will be documented.
 - (2) establish a documented agreement with the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports and records to be provided;
 - (iii) the technical conditions to be met in performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) MCAA will ensure that the internal audit process and safety risk management process required by ARO.GEN.200 (a) (4) covers all certification or continuing oversight tasks performed on its behalf.

ARO.GEN.210 Changes in the management system

- (a) MCAA will have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulations and its Implementing Rules. This system will enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) MCAA will update its management system to reflect any change to Regulations and its Implementing Rules in a timely manner, so as to ensure effective implementation.

ARO.GEN.220 Record-keeping

- (a) MCAA will establish a system of record-keeping providing for adequate storage, accessibility and reliable traceability of:

- (1) the management system's documented policies and procedures;
 - (2) training, qualification and authorisation of its personnel;
 - (3) the allocation of tasks, covering the elements required by ARO.GEN.205 as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organisations;
 - (5) declaration processes and continuing oversight of declared organisations;
 - (6) details of training courses provided by certified organisations, and if applicable, records relating to FSTDs used for such training;
 - (7) oversight of persons and organisations exercising activities within the territory of the Republic of Maldives, but overseen or certified by the competent authority of another State, as agreed between these authorities;
 - (8) oversight of operations of other-than-complex motor- powered aircraft by non-commercial operators;
 - (9) findings, corrective actions and date of action closure;
 - (10) enforcement measures taken; and
 - (11) safety information and follow-up measures.
- (b) MCAA will maintain a list of all organisation certificates it issued and declarations it received.
- (c) All records will be kept for the minimum period specified in this Regulation. In the absence of such indication, records will be kept for a minimum period of five years subject to applicable data protection law.

SECTION III ***Oversight, certification and enforcement***

ARO.GEN.300 Oversight

- (a) MCAA will verify:
- (1) compliance with the requirements applicable to organisations prior to the issue of an organisation certificate or approval, as applicable;
 - (2) continued compliance with the applicable requirements of organisations it has certified or from whom it received a declaration;
 - (3) continued compliance with the applicable requirements of non-commercial operators of other-than-complex motor-powered aircraft; and
 - (4) implementation of appropriate safety measures mandated by MCAA as defined in ARO.GEN.135(c) and (d).
- (b) This verification will:
- (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (2) provide the persons and organisations concerned with the results of safety oversight activity;
 - (3) be based on audits and inspections, including ramp and unannounced inspections; and
 - (4) provide MCAA with the evidence needed in case further action is required, including the measures foreseen by ARO.GEN.350 and ARO.GEN.355.
- (c) The scope of oversight defined in (a) and (b) will take into account the results of past oversight activities and the safety priorities.
- (d) Without prejudice to the competences of other States and to their obligations, the scope of the oversight of activities performed by persons or organisations established or residing in another State shall be determined on the basis of the safety priorities, as well as of past oversight activities.
- (e) Where the activity of a person or organisation involves more than one State, the authority responsible for the oversight under (a) may agree to have oversight tasks performed by the authority(ies) of the other State(s) where the activity takes place. Any person or organisation subject to such agreement will be informed of its existence and of its scope.
- (f) MCAA will collect and process any information deemed useful for oversight, including for ramp and unannounced inspections.

ARO.GEN.305 Oversight programme

- (a) MCAA will establish and maintain an oversight programme covering the oversight activities required by ARO.GEN.300 and by ARO.RAMP.
- (b) For organisations certified by MCAA, the oversight programme will be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities required by ARO.GEN and ARO.RAMP and will be based on the assessment of associated risks. It will include within each oversight planning cycle:
 - (1) audits and inspections, including ramp and unannounced inspections as appropriate; and
 - (2) meetings convened between the accountable manager and MCAA to ensure both remain informed of significant issues.
- (c) For organisations certified by MCAA an oversight planning cycle not exceeding 24 months will be applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation has decreased.

The oversight planning cycle may be extended to a maximum of 36 months if MCAA has established that, during the previous 24 months:

- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
- (2) the organisation has continuously demonstrated under ORO.GEN.130 that it has full control over all changes;
- (3) no level 1 findings have been issued; and
- (4) all corrective actions have been implemented within the time period accepted or extended by MCAA as defined in ARO.GEN.350(d)(2).

The oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and MCAA has approved, an effective continuous reporting system to MCAA on the safety performance and regulatory compliance of the organisation itself.

- (d) For organisations declaring their activity to MCAA, the oversight programme will be developed taking into account the specific nature of the organisation, the complexity of its activities and the results of past oversight activities and shall be based on the assessment of associated risks. It shall include audits and inspections, including ramp and unannounced inspections, as appropriate;
- (e) For persons holding a licence, certificate, or rating issued by MCAA the oversight programme will include inspections, including unannounced inspections, as appropriate.
- (f) The oversight programme will include records of the dates when audits, inspections and meetings are due and when such audits, inspections and meetings have been carried out.

ARO.GEN.310 Initial certification procedure — organisations

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, MCAA will verify the organisation's compliance with the applicable requirements. This verification may take into account the statement referred to in ORO.AOC.100 (b).
- (b) When satisfied that the organisation is in compliance with the applicable requirements, MCAA will issue the certificate(s), as established in Appendices I and II. The certificate(s) will be issued for an unlimited duration. The privileges and scope of the activities that the organisation is approved to conduct will be specified in the terms of approval attached to the certificate(s).
- (c) To enable an organisation to implement changes without prior authority approval in accordance with ORO.GEN.130, MCAA will approve the procedure submitted by the organisation defining the scope of such changes and describing how such changes will be managed and notified.

ARO.GEN.330 Changes — organisations

- (a) Upon receiving an application for a change that requires prior approval, MCAA will verify the organisation's compliance with the applicable requirements before issuing the approval.

MCAA will prescribe the conditions under which the organisation may operate during the change, unless MCAA determines that the organisation's certificate needs to be suspended.

When satisfied that the organisation is in compliance with the applicable requirements, MCAA will approve the change.

- (b) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received MCAA approval as defined in (a), MCAA will suspend, limit or revoke the organisation's certificate.
- (c) For changes not requiring prior approval, MCAA will assess the information provided in the notification sent by the organisation in accordance with ORO.GEN.130 to verify compliance with the applicable requirements. In case of any non-compliance, MCAA will:
- (1) notify the organisation about the non-compliance and request further changes;
 - (2) in case of level 1 or level 2 findings, act in accordance with ARO.GEN.350.

ARO.GEN.345 Declaration — organisations

- (a) Upon receiving a declaration from an organisation carrying out or intending to carry out activities for which a declaration is required, MCAA will verify that the declaration contains all the information required by Part-ORO and will acknowledge receipt of the declaration to the organisation.
- (b) If the declaration does not contain the required information, or contains information that indicates non-compliance with applicable requirements, MCAA will notify the organisation about the non-compliance and request further information. If deemed necessary MCAA will carry out an inspection of the organisation. If the non-compliance is confirmed, MCAA will take action as defined in ARO.GEN.350.

ARO.GEN.350 Findings and corrective actions — organisations

- (a) MCAA for oversight in accordance with ARO.GEN.300 (a) will have a system to analyse findings for their safety significance.
- (b) A level 1 finding will be issued by MCAA when any significant non-compliance is detected with the applicable requirements of Regulations and its Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate or with the content of a declaration which lowers safety or seriously hazards flight safety.

The level 1 findings will include:

- (1) failure to give MCAA access to the organisation's facilities as defined in ORO.GEN.140 during normal operating hours and after two written requests;
 - (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of the organisation certificate; and
 - (4) the lack of an accountable manager.
- (c) A level 2 finding will be issued by MCAA when any non-compliance is detected with the applicable requirements of Regulations and its Implementing Rules, with the organisation's procedures and manuals or with the terms of an approval or certificate or with the content of a declaration which could lower safety or hazard flight safety.
- (d) When a finding is detected during oversight or by any other means, MCAA will, without prejudice to any additional action required by Regulations and its Implementing Rules, communicate the finding to the organisation in writing and request corrective action to address the non-compliance(s) identified. Where relevant, MCAA will inform the State in which the aircraft is registered.

- (1) In the case of level 1 findings MCAA will take immediate and appropriate action to prohibit or limit activities, and if appropriate, it will take action to revoke the certificate or specific approval or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the organisation.
 - (2) In the case of level 2 findings, MCAA will:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially will not be more than three months. At the end of this period, and subject to the nature of the finding, MCAA may extend the three-month period subject to a satisfactory corrective action plan agreed by MCAA; and
 - (ii) assess the corrective action and implementation plan proposed by the organisation and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by MCAA, the finding will be raised to a level 1 finding and action taken as laid down in (d)(1).
 - (4) MCAA will record all findings it has raised or that have been communicated to it and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- (e) Without prejudice to any additional enforcement measures, when MCAA acting under the provisions of ARO.GEN.300 (d) identifies any non-compliance with the applicable requirements of Regulations and its Implementing Rules by an organisation certified by or declaring its activity to the authority of another State, it shall inform that authority and provide an indication of the level of finding.

ARO.GEN.355 Findings and enforcement measures — persons

- (a) If, during oversight or by any other means, evidence is found by the authority responsible for oversight in accordance with ARO.GEN.300 (a) that shows a non-compliance with the applicable requirements by a person holding a licence, certificate, or rating issued in accordance with Regulations and its Implementing Rules, MCAA will act in accordance with ARA.GEN.355 (a) to (d) of Annex VI (Part-ARA) to MCAR-Air Crew.
- (b) If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by a person subject to the requirements laid down in Regulations and its Implementing Rules and not holding a licence, certificate, or rating issued in accordance with that Regulations and its Implementing Rules, the authority that identified the non-compliance will take any enforcement measures necessary to prevent the continuation of that non-compliance.

SUBPART OPS AIR OPERATIONS

SECTION I *Certification of commercial air transport operators*

ARO.OPS.100 Issue of the air operator certificate

- (a) MCAA will issue the air operator certificate (AOC) when satisfied that the operator has demonstrated compliance with the elements required in ORO.AOC.100.
- (b) The certificate will include the associated operations specifications.

ARO.OPS.105 Code-share arrangements

In considering the safety of a code-share agreement involving a third-country operator, MCAA will:

- (1) satisfy itself, following the verification by the operator as set out in ORO.AOC.115, that the third-country operator complies with the applicable ICAO standards;
- (2) liaise with the authority of the State of the third-country operator as necessary.

ARO.OPS.110 Lease agreements

- (a) MCAA will approve a lease agreement when satisfied that the operator certified in accordance with Annex III (Part-ORO) complies with:
 - (1) ORO.AOC.110 (d), for dry leased-in third country aircraft;
 - (2) ORO.AOC.110(c), for wet lease-in of an aircraft from a third country operator;
 - (3) ORO.AOC.110 (e), for dry lease-out of an aircraft to any operator;
 - (4) relevant requirements of continuing airworthiness and air operations, for dry lease-in of an aircraft registered in the Maldives and wet lease-in of an aircraft from a Maldivian operator.
- (b) The approval of a wet lease-in agreement will be suspended or revoked whenever:
 - (1) the AOC of the lessor or lessee is suspended or revoked;
 - (2) the lessor is subject to an operating ban pursuant to Regulations.
- (c) The approval of a dry lease-in agreement will be suspended or revoked whenever the certificate of airworthiness of the aircraft is suspended or revoked.
- (d) When asked for the prior approval of a dry-lease out agreement in accordance with ORO.AOC.110 (e), MCAA will ensure:
 - (1) proper coordination with the authority responsible for the continuing oversight of the aircraft, in accordance with Regulations, or for the operation of the aircraft, if it is not the same authority;
 - (2) that the aircraft is timely removed from the operator's AOC.

SECTION II **Approvals**

ARO.OPS.200 Specific approval procedure

- (a) Upon receiving an application for the issue of a specific approval or changes thereof, MCAA will assess the application in accordance with the relevant requirements of Annex V (Part-SPA) and conduct, where relevant, an appropriate inspection of the operator.
- (b) When satisfied that the operator has demonstrated compliance with the applicable requirements, MCAA will issue or amend the approval. The approval will be specified in:
 - (1) the operations specifications, as established in Appendix II, for commercial air transport operations;
 - or
 - (2) the list of specific approvals, as established in Appendix V, for non-commercial operations.

ARO.OPS.205 Minimum equipment list approval

- (a) When receiving an application for initial approval of a minimum equipment list (MEL) or an amendment thereof from an operator, MCAA will assess each item affected, to verify compliance with the applicable requirements, before issuing the approval.
- (b) MCAA will approve the operator's procedure for the extension of the applicable rectification intervals B, C and D, if the conditions specified in ORO.MLR.105 (f) are demonstrated by the operator and verified by MCAA.
- (c) MCAA will approve, on a case-by-case basis, the operation of an aircraft outside the constraints of the MEL but within the constraints of the master minimum equipment list (MMEL), if the conditions specified in ORO.MLR.105 are demonstrated by the operator and verified by MCAA.

ARO.OPS.210 Determination of local area

MCAA may determine a local area for the purpose of flight crew training and checking requirements.

ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

- (a) The MCAA will designate those areas where helicopter operations may be conducted without an assured safe forced landing capability, as described in CAT.POL.H.420.
- (b) Before issuing the approval referred to in CAT.POL.H.420 MCAA will have considered the operator's substantiation precluding the use of the appropriate performance criteria.

ARO.OPS.220 Approval of helicopter operations to or from a public interest site

The approval referred to in CAT.POL.H.225 will include a list of the public interest site(s) specified by the operator to which the approval applies.

ARO.OPS.225 Approval of operations to an isolated aerodrome

The approval referred to in CAT.OP.MPA.106 will include a list of the aerodromes specified by the operator to which the approval applies.

ARO.OPS.230 Determination of disruptive schedules

For the purpose of FTL, MCAA will determine, according to the definitions of 'early type' and 'late type' in ORO.FTL.105, which of these two types of disruptive schedules will be applicable to all commercial air transport operators under its oversight.'

ARO.OPS.235 Approval of individual flight time specification schemes

- (a) MCAA will approve flight time specification schemes proposed by commercial air transport operators if compliance with Regulation MCAR-AIR OPERATIONS and Subpart FTL of Annex III to this Regulation has been demonstrated by the operator.
- (b) Whenever a flight time specification scheme proposed by an operator deviates from the applicable Certification Specifications issued, or whenever a flight time specification scheme proposed by an operator derogates from applicable Implementing Rules, MCAA may approve the deviations or derogations, subject to independent scientific and medical evaluation after the application of the deviation or derogation.

SUBPART RAMP

RAMP INSPECTIONS OF AIRCRAFT OF OPERATORS UNDER THE REGULATORY OVERSIGHT OF ANOTHER STATE

ARO.RAMP.005 Scope

This Subpart establishes the requirements to be followed by MCAA when exercising its tasks and responsibilities regarding the performance of ramp inspections of aircraft used by third country operators when landed at aerodromes located in the territory of the Republic of Maldives.

ARO.RAMP.100 General

- (a) Aircraft, as well as their crew, will be inspected against the applicable requirements.
- (b) In addition to conducting ramp inspections included in its oversight programme established in accordance with ARO.GEN.305, MCAA will perform a ramp inspection of an aircraft suspected of not being compliant with the applicable requirements.
- (c) Within the development of the oversight programme established in accordance with ARO.GEN.305, MCAA will establish an annual programme for the conduct of ramp inspections of aircraft. This programme will:
 - (1) be based on a calculation methodology that takes into account historical information on the number and nature of operators and their number of landings at its aerodromes, as well as safety risks; and
 - (2) enable MCAA to give priority to the inspections of aircraft on the basis of the list referred to in ARO.RAMP.105(a).

ARO.RAMP.105 Intentionally Blank

ARO.RAMP.110 Collection of information

MCAA will collect and process any information deemed useful for conducting ramp inspections.

ARO.RAMP.115 Qualification of ramp inspectors

- (a) MCAA will have qualified inspectors to conduct ramp inspections.
- (b) Ramp inspectors will:
 - (1) possess the necessary aeronautical education or practical knowledge relevant to their area(s) of inspection;
 - (2) have successfully completed:
 - (i) appropriate specific theoretical and practical training, in one or more of the following areas of inspection:
 - (A) flight deck;
 - (B) cabin safety;
 - (C) aircraft condition;
 - (D) cargo;
 - (ii) appropriate on-the-job training delivered by a senior ramp inspector appointed by MCAA;
 - (3) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 12 inspections in every 12-month period.
- (c) The training in (b) (2) (i) will be delivered by MCAA or by any training organisation approved in accordance with ARO.RAMP.120 (a).
- (d) The MCAA will develop and maintain training syllabi and promote the organisation of training courses and workshops for inspectors to improve the understanding and uniform implementation of this Subpart.
- (e) The MCAA may facilitate and coordinate an inspector exchange programme aimed at allowing inspectors to obtain practical experience and contributing to the harmonisation of procedures.

ARO.RAMP.120 Approval of training organisations

- (a) MCAA will approve a training organisation, when satisfied that the training organisation:
 - (1) has nominated a head of training possessing sound managerial capability to ensure that the training provided is in compliance with the applicable requirements;
 - (2) has available training facilities and instructional equipment suitable for the type of training provided;
 - (3) provides training in accordance with the syllabi developed by the MCAA in accordance with ARO.RAMP.115(d);
 - (4) uses qualified training instructors.
- (b) The training organisation will be approved to provide one or more of the following types of training:
 - (1) initial theoretical training;
 - (2) initial practical training;
 - (3) recurrent training.

ARO.RAMP.125 Conduct of ramp inspections

- (a) Ramp inspections will be performed in a standardised manner using the form established in either Appendix III or Appendix IV.
- (b) When performing a ramp inspection, the inspector(s) will make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
- (c) On completion of the ramp inspection, the pilot-in-command or, in his/her absence, another member of the flight crew or a representative of the operator will be informed of the ramp inspection's results using the form established in Appendix III.

ARO.RAMP.130 Categorisation of findings

For each inspection item, three categories of possible non-compliance with the applicable requirements are defined as findings. Such findings will be categorised as follows:

- (1) a category 3 finding is any detected significant non-compliance with the applicable requirements or the terms of a certificate that has a major influence on safety;
- (2) a category 2 finding is any detected non-compliance with the applicable requirements or the terms of a certificate that has a significant influence on safety;
- (3) a category 1 finding is any detected non-compliance with the applicable requirements or the terms a certificate that has a minor influence on safety.

ARO.RAMP.135 Follow-up actions on findings

- (a) For a category 2 or 3 finding MCAA, will:
 - (1) communicate the finding in writing to the operator, including a request for evidence of corrective actions taken; and
 - (2) inform the competent authority of the State of the operator and, where relevant, the State in which the aircraft is registered and where the licence of the flight crew was issued. Where appropriate, MCAA will request confirmation of their acceptance of the corrective actions taken by the operator in accordance with ARO.GEN.350 or ARO.GEN.355.
- (b) In addition to (a), in the case of a category 3 finding, MCAA will take immediate steps by:
 - (1) imposing a restriction on the aircraft flight operation;
 - (2) requesting immediate corrective actions;
 - (3) grounding the aircraft in accordance with ARO.RAMP.140; or
 - (4) imposing an immediate operating ban in accordance with applicable Regulations.

ARO.RAMP.140 Grounding of aircraft

- (a) In the case of a category 3 finding where it appears that the aircraft is intended or is likely to be flown without completion by the operator or owner of the appropriate corrective action, MCAA will:
 - (1) notify the pilot-in-command/commander or the operator that the aircraft is not permitted to commence the flight until further notice; and
 - (2) ground that aircraft.
- (b) MCAA will immediately inform the competent authority of the State of the operator and of the State in which the aircraft is registered.
- (c) MCAA will, in coordination with the State of the operator or the State of Registry, prescribe the necessary conditions under which the aircraft can be allowed to take-off.
- (d) If the non-compliance affects the validity of the certificate of airworthiness of the aircraft, the grounding will only be lifted by MCAA when the operator shows evidence that:
 - (1) compliance with the applicable requirements has been re-established;
 - (2) it has obtained a permit-to-fly in accordance with applicable Regulations;
 - (3) a permit-to-fly or equivalent document of the State of Registry or the State of the operator for aircraft registered in a third country and operated by a Maldivian or a third country operator; and
 - (4) permission from third countries which will be overflown, if applicable.

ARO.RAMP.145 Reporting

- (a) Information collected in accordance with ARO.RAMP.125 (a) will be entered into the database within 21 calendar days after the inspection.
- (b) MCAA will enter into the database any information useful for the application of Regulations and its Implementing Rules and for the accomplishment of the tasks assigned to it by this Annex, including the relevant information referred to in ARO.RAMP.110.

- (c) Whenever the information as referred to in ARO.RAMP.110 shows the existence of a potential safety threat, such information will also be communicated to other relevant competent authority without delay.
- (d) Whenever information concerning aircraft deficiencies is given by a person to MCAA, the information referred to in ARO.RAMP.110 and ARO.RAMP.125 (a) will be de-identified regarding the source of such information.

ARO.RAMP.150 Intentionally Blank

ARO.RAMP.155 Annual report

The MCAA will prepare an annual report on the ramp inspection system containing at least the following information:

- (a) status of the progress of the system;
- (b) status of the inspections performed in the year;
- (c) analysis of the inspection results with indication of the categories of findings;
- (d) actions taken during the year;
- (e) proposals for further improving the ramp inspection system; and
- (f) annexes containing lists of inspections sorted out by State of operation, aircraft type, operator and ratios per item.

ARO.RAMP.160 Information to the public and protection of information

- (a) MCAA will use the information received, pursuant to ARO.RAMP.105 and ARO.RAMP.145, solely for the purpose of Regulations and its implementing rules and will protect it accordingly.
- (b) The MCAA will publish an aggregated information report annually that will be available to the public containing the analysis of the information received in accordance with ARO.RAMP.145. The report will be simple and easy to understand, and the source of the information will be de-identified.

Appendix I

AIR OPERATOR CERTIFICATE
(Approval schedule for air operators)

Types of operations: Commercial air transport operation (CAT) Passenger: ☐ Cargo: ☐

☐ Others ⁽¹⁾

Commercial specialized operation (SPO) ☐ ⁽²⁾

5	State of the operator ⁽³⁾	⁽⁵⁾
	Issuing authority ⁽⁴⁾	
AOC ⁽⁶⁾	Operator name ⁽⁷⁾	Operator points of contact: ⁽⁹⁾
	Db a trading name ⁽⁸⁾	Contact details, at which operational management can be contacted without undue delay, are listed in ⁽¹²⁾
	Operator address ⁽¹⁰⁾ :	
	Telephone ⁽¹¹⁾ : Fax E-mail:	
This certificate certifies that ⁽¹³⁾ is authorised to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual, Annex IV to Maldives Civil Aviation Regulations-Air Operations and its implementing rules.		
Date of issue ⁽¹⁴⁾ :	Name and signature ⁽¹⁵⁾ Title:	

⁽¹⁾ Other type of transportation to be specified.

⁽²⁾ Specify the type of operation, eg agriculture, construction, photography, surveying, observation and petrol, aerial advertisement.

⁽³⁾ Replaced by the name of the state of the operator.

⁽⁴⁾ Replaced by the identification issueing authority.

⁽⁵⁾ For use of MCAA.

⁽⁶⁾ Approval reference, as issued by MCAA.

⁽⁷⁾ Replaced by the operator's registered name.

⁽⁸⁾ Operator's trading name, if diffirent. Insert 'Db a' (for 'Doing business as') before the trading name.

⁽⁹⁾ The contact details include the telephone and fax numbers, including the country code, and the Email address (if available) at which operational management can be contacted without undue delayfor issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.

⁽¹⁰⁾ Operator's principle place of buness address.

⁽¹¹⁾ Operator's principle place of buseness telephone and fax details including the country code. E-mail to be provided if available.

⁽¹²⁾ Insert the controlled document, carried on board, in which the contact details are listed, with appropriate paragraph or page reference. E.g.: 'Contact details.....are listed in the operations manual, gen/basic, chapter 1, 1.1'; or '... are listed in the operations specifications, page 1'; or '..... are listed in an attachment to this document'.

⁽¹³⁾ Operator's registered name.

⁽¹⁴⁾ Issue date of the APC (dd-mm-yyyy).

⁽¹⁵⁾ Title, name and signature of MCAA representative. In addition, an official stamp may be applied on the AOC.

Appendix II

OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)				
MCAA Contact Details Telephone ⁽¹⁾ : ; Fax:; E-mail:				
AOC ⁽²⁾ : Operator Name ⁽³⁾ : Date ⁽⁴⁾ : Signature:				
Dba trading name: Operations specifications:				
Aircraft model ⁽⁵⁾ : Registration marks ⁽⁶⁾ :				
Commercial operations <input type="checkbox"/>				
Area of operations ⁽⁷⁾ :				
Special limitations ⁽⁸⁾ :				
Specific approvals:	Yes	No	Specification ⁽⁹⁾	Remarks
Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low visibility operations			RVR ⁽¹¹⁾ : m	
Take-off			CAT ⁽¹⁰⁾RVR: m DH: ft	
Approach and landing	<input type="checkbox"/>	<input type="checkbox"/>		
Take-off	<input type="checkbox"/>	<input type="checkbox"/>		
RVSM ⁽¹²⁾ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
ETOPS ⁽¹³⁾ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Maximum diversion time ⁽¹⁴⁾ : min.	
Navigation specifications for PBN operations ⁽¹⁵⁾ :	<input type="checkbox"/>	<input type="checkbox"/>		⁽¹⁶⁾
Minimum navigation performance specification	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter hoist operations	<input type="checkbox"/>	<input type="checkbox"/>		
Helicopter emergency medical service operations	<input type="checkbox"/>	<input type="checkbox"/>		
Cabin crew training ⁽¹⁷⁾	<input type="checkbox"/>	<input type="checkbox"/>		
Issue of CC licence ⁽¹⁸⁾	<input type="checkbox"/>	<input type="checkbox"/>		
Continuing airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	⁽¹⁹⁾	
Others ⁽²⁰⁾				

- ⁽¹⁾ Telephone and fax contact details of MCAA, including the country code. E-mail to be provided if available.
- ⁽²⁾ Incursion of air operator certificate (AOC) number.
- ⁽³⁾ Incursion of the operator's registered name and the operator's trading name, if different. Insert 'Dbn' before the trading name (for 'Doing business with as').
- ⁽⁴⁾ Issue date of the operations specifications (dd-mm-yyyy) and signature of MCAA representative.
- ⁽⁵⁾ Insertion of ICAO designation of the aircraft make, model and series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232).
- ⁽⁶⁾ Either the registration marks are listed in the operations specifications or in the operations manual. In the latter case the related operations specifications must make a reference to the related page in the operations manual. In case not all specific approvals apply to the aircraft model, the registration marks of the aircraft could be entered in the remarks column to the related specific approval.
- ⁽⁷⁾ Listing of geographical area(s) of authorised operation (by geographical coordinates or specific route, flight information region or national or regional boundaries).
- ⁽⁸⁾ Listing of applicable special limitations (e.g. VFR only, Day only, etc.).
- ⁽⁹⁾ List in this column the most criteria for each approval or the approval type (with appropriate criteria).
- ⁽¹⁰⁾ Insertion of applicable precision approach category; CAT I, II, IIIA, IIIB, or IIIC. Insertion of minimum runway visual range (RVR) in meters and decision height (DH) in feet. One line is used per listed approach category.
- ⁽¹¹⁾ Insertion of approved minimum take-off RVR in meters. 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 FL290.
- ⁽¹³⁾ Extended range operations (ETOPS) currently applies only to two-engine aircraft. Therefore the not applicable (N/A) box may be checked if the aircraft model has more or less than two engines.
- ⁽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 approval (e.g. area navigation RNAV 10, RNAV 1, required navigation performance (RNP) 4, ..) with appropriate limitations or conditions listed in the 'Specifications' or and/or 'Remarks' columns.
- ⁽¹⁶⁾ Limitations, conditions and regularity basis for operational approval associated with the PBN approval (e.g. global navigation satellite system (GNSS), distance measuring equipment (DME/ inertial reference unit (DME/DME/IRU), ...).
- ⁽¹⁷⁾ Approval to conduct the training course and examination to be completed by applicants for a cabin crew attestation as specified in Annex V (Part-CC) to MCAR-Air Crew.
- ⁽¹⁸⁾ Approval to issue cabin crew licences as specified in Annex V (Part-CC) to MCAR-Air Crew.
- ⁽¹⁹⁾ The name of the person/organisation responsible for ensuring that the continuing airworthiness of the aircraft is maintained and a reference to the regulation that requires the work, i.e. Annex I (part-M), Subpart G to MCAR-M.
- ⁽²⁰⁾ Other approval or data can be entered here, using one line (or multi-line block) per authorisation (e.g. short landing operations, steep approach operations, helicopter operations to/from public interest sites, helicopter operations over hostile environment located outside a congested area, helicopter operations without a safe forced landing capability, operations with increased bank angles, maximum distance from an adequate aerodrome for two-engine aeroplanes without an ETOPS approval, aircraft used for non-commercial operations).

Appendix III

Proof of Ramp Inspection											
Date:		Time:		Place:		<div style="text-align: center;"> MCAA (logo, contact details, tel/fax/e-mail) </div>					
Operator:		State:		AOC No.:							
Route from:		Flight No.:		Route to:						Flight No.:	
Flight type:		Chartered operator:		Aircraft type:						Aircraft configuration:	
Charterer's state:		Registration mark:		Construction No.:							
Flight crew stae(s) of licensing:		Acknowledgement of receipt (*) Name: Function: Function: Signature:									
A	Flight Check			18	Oxygen equipment						
1	General condition			19	Independent portable light			13	Stowage of passenger baggage		
				Flight crew							
2	Emergency exit			20	Flight crew licence/composition			14	Seat capacity		
3	Equipment			Journey/technical log book or equivalent				C	Aircraft Condition		
Documentation				21	Log book or equivalent			1	General external condition		
4	Manuals			22	Maintenance release			2	Doors and hatches		
5	Checklists			23	Defect notification and rectification (Incl. tech log)			3	Flight controls		
6	Navigation/instrument charts			24	Pre-flight inspection			4	Wheels, tyres and brakes		
7	Minimum equipment list			B	Cabin Safety			5	Under-carriage, skids/floats		
8	Certificate of registration			1	General internal condition			6	Wheel well		
9	Noice certificate (where applicable)			2	Cabin crew station and crew rest area			7	Powerplant and pylon		
10	AOC or equivalent			3	First-Aid kit/Emergency medical kit			8	Fan blades, propellers, rotors (main/tail)		
11	Radio licence			4	Hand fire extinguisher			9	Obvious repairs		
12	Certificate of airworthiness			5	Life-jacket/floatation devices			10	Obvious unrepaired damage		
Flight data				6	Seat belt and seat condition			11	Leakage		
13	Flight preparation			7	Emergency exit, lighting			D	Cargo		
14	Mass and balace calculation			8	Slides/Life-rafts (as required), ELT			1	General condition of cargo compartment		
Safety equipment				9	Oxygen supply (cabin crew and passenger)			2	Dangerous goods		
15	Hand fire extinguishers			10	Safety instructions			3	Cargo stwage		
16	Life jacket/floatation devices			11	Cabin crew members			E	General		
17	Harness			12	Access to emergency exits			1	General		
Action taken	Inspection Item				Catogary	Remarks					
	(3d) Immediate operating ban										
	(3c) Aircraft grounded by inspecting NAA										
	(3b) Corrective actions before flight										
	(3a) Restrictions on the aircraft operation										
	(2) Information to MCAA and operator										
	(1) Information to the pilot-in-command										
	(0) No remarks										
Inspector(s) sign. or code											
Crew comments (if any):											
(*) Signature by the member of the crew or other representative of the inspected oprator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicatedon this document. The report represents an indication of what was found on this occasionand must not be construed as a determination that the aircraft is fit for the intended flight. Data submitted in this report can be subject to change upon entering into the ceteralised data base.											

Revision No: Original
Issue No: 1

Item code	Checked	Remarks
A. Flight deck		
<i>General</i>		
1. General condition		
2. Emergency exit		
3. Equipment		
<i>Documentation</i>		
4. Manuals		
5. Checklists		
6. Navigation/instrument charts		
7. Minimum equipment list		
8. Certificate of registration		
9. Noice certificate (where applicable)		
10. AOC or equivalent		
11. Radio licence		
12. Certificate of airworthiness		
<i>Flight data</i>		
13. Flight preparation		
14. Mass and balace calculation		
<i>Safety equipment</i>		
15. Hand fire extinguishers		
16. Life jacket/floatation devices		
17. Harness		
18. Oxygen equipment		
19. Independent portable light		
<i>Flight crew</i>		
20. Flight crew licence/composition		
<i>Journey/technical log book or equivalent</i>		
21. Log book or equivalent		
22. Maintenance release		
23. Defect notification and rectification (Incl. tech log)		
24. Pre-flight inspection		
25. Oxygen equipment		
26. Independent portable light		
B. Cabin Safety		
1. General internal condition		
2. Cabin crew station and crew rest area		
3. First-Aid kit/Emergency medical kit		
4. Hand fire extinguisher		
5. Life-jacket/floatation devices		
6. Seat belt and seat condition		
7. Emergency exit, lighting		
8. Slides/Life-rafts (as required), ELT		
9. Oxygen supply (cabin crew and passenger)		
10. Safety instructions		
11. Cabin crew members		
12. Access to emergency exits		
13. Stowage of passenger baggage		
14. Seat capacity		
C. Aircraft Condition		
1. Gereal external condition		
2. Doors and hatches		
3. Flight controls		
4. Wheels, tyres and brakes		
5. Under-carriage, skids/floats		
6. Wheel well		
7. Powerplant and pylon		
8. Fan blades, propellers, rotors (main/tail)		
9. Obvious repairs		
10. Obvious unrepaired damage		
11. Leakage		
D. Cargo		
1. Gereal condition of cargo compartment		
2. Dangerous goods		
3. Cargo stwage		
E. General		
1. General		

Appendix V

List of specific approvals

Non-commercial operations

(Subject to the conditions specified in the approval and contained in the operations manual or pilot's operating handbook)

Maldives Civil Aviation Authority ⁽¹⁾ :		
List of Specific Approvals # ⁽²⁾ :		
Name of Operator:		
Date ⁽³⁾ :		
Signature:		
Aircraft Model and Registration Marks ⁽⁴⁾ :		
Types of specialised operation (SPO), if applicable: ⁽⁵⁾		
Specific Approvals ⁽⁶⁾ :	Specification ⁽⁷⁾	Remarks

(1) Insertion of name and contact details.

(2) Insertion of the associated number.

(3) Issue date of the specific approvals (dd-mm-yyyy) and signature of MCAA representative.

(4) Insertion of 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/>
The registration marks should be either listed in the List of Specific Approvals or in the operations manual. In the latter case the List of Specific Approvals shall refer to the related page in the operation manual.

(5) Specify the type of operation, e.g., agriculture, construction, photography, surveying, observation and patrol, aerial advertisement.

(6) List in this column any approved operations, e.g., Dangerous goods, LVO, RVSM, RNP, MNPS.

(7) List in this column the most permissive criteria for each approval, e.g. the decision height and RVR minima for CAT II.

**ORGANISATION REQUIREMENTS FOR AIR OPERATIONS
(PART-ORO)**

ORO.GEN.005 Scope

SUBPART GEN GENERAL REQUIREMENTS

SECTION I General

- ORO.GEN.105 Competent authority
- ORO.GEN.110 Operator responsibilities
- ORO.GEN.115 Application for an operator certificate
- ORO.GEN.120 Means of compliance
- ORO.GEN.125 Terms of approval and privileges of an operator
- ORO.GEN.130 Changes
- ORO.GEN.135 Continued validity
- ORO.GEN.140 Access
- ORO.GEN.150 Findings
- ORO.GEN.155 Immediate reaction to a safety problem
- ORO.GEN.160 Occurrence reporting

SECTION 2 Management

- ORO.GEN.200 Management system
- ORO.GEN.205 Contracted activities
- ORO.GEN.210 Personnel requirements
- ORO.GEN.215 Facility requirements
- ORO.GEN.220 Record-keeping

SUBPART AOC AIR OPERATOR CERTIFICATION

- ORO.AOC.100 Application for an air operator certificate
- ORO.AOC.105 Operations specifications and privileges of an AOC holder
- ORO.AOC.110 Leasing agreement
- ORO.AOC.115 Code-share agreements
- ORO.AOC.120 Approvals to provide cabin crew training and to issue cabin crew attestations
- ORO.AOC.125 Non-commercial operations of aircraft listed in the operations specifications by the holder of an AOC
- ORO.AOC.130 Flight data monitoring — aeroplanes
- ORO.AOC.135 Personnel requirements
- ORO.AOC.140 Facility requirements
- ORO.AOC.150 Documentation requirements

SUBPART MLR MANUALS, LOGS AND RECORDS

- ORO.MLR.100 Operations manual — general
- ORO.MLR.101 Operations manual — structure
- ORO.MLR.105 Minimum equipment list
- ORO.MLR.110 Journey log
- ORO.MLR.115 Record-keeping

SUBPART SEC SECURITY

- ORO.SEC.100.A Flight crew compartment security
- ORO.SEC.100.H Flight crew compartment security

SUBPART FC FLIGHT CREW

ORO.FC.005	Scope
ORO.FC.100	Composition of flight crew
ORO.FC.105	Designation as pilot-in-command/commander
ORO.FC.110	Flight engineer
ORO.FC.120	Operator conversion training
ORO.FC.125	Differences training and familiarisation training
ORO.FC.130	Recurrent training and checking
ORO.FC.135	Pilot qualification to operate in either pilot's seat
ORO.FC.140	Operation on more than one type or variant
ORO.FC.145	Provision of training
ORO.FC.200	Composition of flight crew
ORO.FC.201	In-flight relief of flight crew members
ORO.FC.202	Single-pilot operations under IFR or at night
ORO.FC.205	Command course
ORO.FC.215	Initial operator's crew resource management (CRM) training
ORO.FC.220	Operator conversion training and checking
ORO.FC.230	Recurrent training and checking
ORO.FC.235	Pilot qualification to operate in either pilot's seat
ORO.FC.240	Operation on more than one type or variant
ORO.FC.A.245	Alternative training and qualification programme
ORO.FC.A.250	Commanders holding a CPL (A)
ORO.FC.H.250	Commanders holding a CPL (H)

SUBPART CC *CABIN CREW*

ORO.CC.005	Scope
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SECTION 1 General requirement

ORO.CC.100	Number and composition of cabin crew
ORO.CC.110	Conditions for assignment to duties
ORO.CC.115	Conduct of training courses and associated checking
ORO.CC.120	Initial training course
ORO.CC.125	Aircraft type specific training and operator conversion training
ORO.CC.130	Differences training
ORO.CC.135	Familiarisation
ORO.CC.140	Recurrent training
ORO.CC.145	Refresher training

SECTION 2 Additional requirements for commercial air transport operations

ORO.CC.200	Senior cabin crew member
ORO.CC.205	Reduction of the number of cabin crew during ground operations and in unforeseen circumstances
ORO.CC.210	Additional conditions for assignment to duties
ORO.CC.215	Training and checking programs and related documentation
ORO.CC.250	Operation on more than one aircraft type or variant
ORO.CC.255	Single cabin crew member operations

SUBPART TC *TECHNICAL CREW IN HEMS, HHO OR NVIS OPERATIONS*

ORO.TC.100	Scope
ORO.TC.105	Conditions for assignment to duties
ORO.TC.110	Training and checking
ORO.TC.115	Initial training
ORO.TC.120	Operator conversion training
ORO.TC.125	Differences training
ORO.TC.130	Familiarisation flights
ORO.TC.135	Recurrent training
ORO.TC.140	Refresher training

SUBPART FTL FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS

SECTION 1 *general*

ORO.FTL.100	Scope
ORO.FTL.105	Definitions
ORO.FTL.110	Operator responsibilities
ORO.FTL.115	Crew member responsibilities
ORO.FTL.120	Fatigue risk management (FRM)
ORO.FTL.125	Flight time specification schemes

Appendix I Declaration (DEC)

Appendix II Flight time specification (FTS) schemes

DRAFT

ORGANISATION REQUIREMENTS FOR AIR OPERATIONS PART - ORO

ORO.GEN.005 Scope

This Annex establishes requirements to be followed by an air operator conducting commercial air operations or non-commercial operations with complex motor-powered aircraft.

SUBPART GEN GENERAL REQUIREMENTS

SECTION I General

ORO.GEN.105 Competent authority

For the purpose of this Annex, Maldives Civil Aviation Authority is the competent authority and it shall be the authority exercising oversight over operators subject to a certification or declaration obligation having their principal place of business in the Maldives.

ORO.GEN.110 Operator responsibilities

- (a) The operator is responsible for the operation of the aircraft in accordance with Annex IV to this Regulation, the relevant requirements of this Annex and its certificate or declaration.
- (b) Every flight shall be conducted in accordance with the provisions of the operations manual.
- (c) The operator shall establish and maintain a system for exercising operational control over any flight operated under the terms of its certificate or declaration.
- (d) The operator shall ensure that its aircraft are equipped and its crews are qualified as required for the area and type of operation.
- (e) The operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.
- (f) The operator shall establish procedures and instructions for the safe operation of each aircraft type, containing ground staff and crew member duties and responsibilities for all types of operation on the ground and in flight. These procedures shall not require crew members to perform any activities during critical phases of flight other than those required for the safe operation of the aircraft.
- (g) The operator shall ensure that all personnel are made aware that they shall comply with the laws, regulations and procedures of those States in which operations are conducted and that are pertinent to the performance of their duties.
- (h) The operator shall establish a checklist system for each aircraft type to be used by crew members in all phases of flight under normal, abnormal and emergency conditions to ensure that the operating procedures in the operations manual are followed. The design and utilisation of checklists shall observe human factors principles and take into account the latest relevant documentation from the aircraft manufacturer.
- (i) The operator shall specify flight planning procedures to provide 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 operating sites concerned. These procedures shall be included in the operations manual.

- (j) The operator shall establish and maintain dangerous goods training programmes for personnel as required by the technical instructions which shall be subject to review and approval by MCAA. Training programmes shall commensurate with the responsibilities of personnel.

ORO.GEN.115 Application for an operator certificate

- (a) The application for an operator certificate or an amendment to an existing certificate shall be made in a form and manner established by MCAA, taking into account the applicable requirements of the Regulations and its Implementing Rules.
- (b) Applicants for an initial certificate shall provide MCAA with documentation demonstrating how they will comply with the requirements established in the Regulations and its Implementing Rules. Such documentation shall include a procedure describing how changes not requiring prior approval will be managed and notified to MCAA.

ORO.GEN.120 Means of compliance

- (a) Alternative means of compliance to those adopted by MCAA may be used by an operator to establish compliance with the Regulations and its Implementing Rules.
- (b) When an operator subject to certification wishes to use an alternative means of compliance to the acceptable means of compliance (AMC) adopted by MCAA to establish compliance with Regulations and its Implementing Rules, it shall, prior to implementing it, provide MCAA with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

The operator may implement these alternative means of compliance subject to prior approval by MCAA and upon receipt of the notification as prescribed in ARO.GEN.120 (d).

- (c) An operator required to declare its activity shall notify to MCAA the list of alternative means of compliance it uses to establish compliance with this Regulation and its Implementing Rules.

ORO.GEN.125 Terms of approval and privileges of an operator

A certified operator shall comply with the scope and privileges defined in the operations specifications attached to the operator's certificate.

ORO.GEN.130 Changes

- (a) Any change affecting:
 - (1) the scope of the certificate or the operations specifications of an operator; or
 - (2) any of the elements of the operator's management system as required in ORO.GEN.200(a)(1) and (a)(2), shall require prior approval by MCAA.
- (b) For any changes requiring prior approval in accordance with Regulations and its Implementing Rules, the operator shall apply for and obtain an approval issued by MCAA. The application shall be submitted before any such change takes place, in order to enable MCAA to determine continued compliance with Regulations and its Implementing Rules and to amend, if necessary, the operator certificate and related terms of approval attached to it.

The operator shall provide MCAA with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by MCAA in accordance with ARO.GEN.330.

The operator shall operate under the conditions prescribed by MCAA during such changes, as applicable.

- (c) All changes not requiring prior approval shall be managed and notified to MCAA as defined in the procedure approved by MCAA in accordance with ARO.GEN.310(c).

ORO.GEN.135 Continued validity

- (a) The operator's certificate shall remain valid subject to:
 - (1) the operator remaining in compliance with the relevant requirements of Regulations and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ORO.GEN.150;
 - (2) MCAA being granted access to the operator as defined in ORO.GEN.140 to determine continued compliance with the relevant requirements of Regulations and its Implementing Rules; and
 - (3) the certificate not being surrendered or revoked.
- (b) Upon revocation or surrender the certificate shall be returned to MCAA without delay.

ORO.GEN.140 Access

- (a) For the purpose of determining compliance with the relevant requirements of Regulations and its Implementing Rules, the operator shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification or declaration, whether it is contracted or not, to any person authorised by one of the following authorities:
 - (1) the authority defined in ORO.GEN.105;
 - (2) the authority acting under the provisions of ARO.GEN.300(d), ARO.GEN.300(e) or ARO.RAMP.
- (b) Access to the aircraft mentioned under (a) shall include the possibility to enter and remain in the aircraft during flight operations unless otherwise decided by the commander for the flight crew compartment in accordance with CAT.GEN.MPA.135 in the interest of safety.

ORO.GEN.150 Findings

After receipt of notification of findings, the operator shall:

- (a) identify the root cause of the non-compliance;
- (b) define a corrective action plan; and
- (c) demonstrate corrective action implementation to the satisfaction of MCAA within a period agreed with that authority as defined in ARO.GEN.350(d).

ORO.GEN.155 Immediate reaction to a safety problem

The operator shall implement:

- (a) any safety measures mandated by MCAA in accordance with ARO.GEN.135(c); and
- (b) any relevant mandatory safety information issued by MCAA, including airworthiness directives.

ORO.GEN.160 Occurrence reporting

- (a) The operator shall report to MCAA, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in MCAR 12.
- (b) Without prejudice to point (a) the operator shall report to MCAA and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.
- (c) The reports referred in paragraphs (a) and (b) shall be made in a form and manner, established by MCAA and contain all pertinent information about the condition known to the operator.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the operator identifying the condition to which the report relates, unless exceptional circumstances prevent this.

- (e) Where relevant, the operator shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by MCAA.

SECTION 2

Management

ORO.GEN.200 Management system

- (a) The operator shall establish, implement and maintain a management system that includes:
- (1) clearly defined lines of responsibility and accountability throughout the operator, including a direct safety accountability of the accountable manager;
 - (2) a description of the overall philosophies and principles of the operator with regard to safety, referred to as the safety policy;
 - (3) the identification of aviation safety hazards entailed by the activities of the operator, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - (4) maintaining personnel trained and competent to perform their tasks;
 - (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - (6) a function to monitor compliance of the operator with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (7) any additional requirements that are prescribed in the relevant Subparts of this Annex or other applicable Annexes.
- (b) The management system shall correspond to the size of the operator and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

ORO.GEN.205 Contracted activities

- (a) Contracted activities include all activities within the operator's scope of approval that are performed by another organisation either itself certified to carry out such activity or if not certified, working under the operator's approval. The operator shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.
- (b) When the certified operator contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of the operator. The contracting organisation shall ensure that MCAA is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

ORO.GEN.210 Personnel requirements

- (a) The operator shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.
- (b) A person or group of persons shall be nominated by the operator, with the responsibility of ensuring that the operator remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager.
- (c) The operator shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- (d) The operator shall maintain appropriate experience, qualification and training records to show compliance with point (c).
- (e) The operator shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

ORO.GEN.215 Facility requirements

The operator shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

ORO.GEN.220 Record-keeping

- (a) The operator shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in ORO.GEN.200.
- (b) The format of the records shall be specified in the operator's procedures.
- (c) Records shall be stored in a manner that ensures protection from damage, alteration and theft.

SUBPART AOC AIR OPERATOR CERTIFICATION

ORO.AOC.100 Application for an air operator certificate

- (a) Prior to commencing commercial air operations, the operator shall apply for and obtain an air operator certificate (AOC) issued by MCAA.
- (b) The operator shall provide the following information to MCAA:
 - (1) the official name and business name, address, and mailing address of the applicant;
 - (2) a description of the proposed operation, including the type(s), and number of aircraft to be operated;
 - (3) a description of the management system, including organisational structure;
 - (4) the name of the accountable manager;
 - (5) the names of the nominated persons required by ORO.AOC.135(a) together with their qualifications and experience; and
 - (6) a copy of the operations manual required by ORO.MLR.100.
 - (7) a statement that all the documentation sent to MCAA have been verified by the applicant and found in compliance with the applicable requirements.
- (c) Applicants shall demonstrate to MCAA that:
 - (1) they comply with all the applicable requirements of this Regulation, this Annex and Annex IV (Part-CAT) and Annex V (Part-SPA) to this Regulation, as applicable;
 - (2) all aircraft operated have a certificate of airworthiness (CofA) in accordance with Regulations; and
 - (3) its organisation and management are suitable and properly matched to the scale and scope of the operation.

ORO.AOC.105 Operations specifications and privileges of an AOC holder

The privileges of the operator, including those granted in accordance with Annex V (Part-SPA), shall be specified in the operations specifications of the certificate.

ORO.AOC.110 Leasing agreement

Any lease-in

- (a) Any lease agreement concerning aircraft used by an operator certified in accordance with this Part shall be subject to prior approval by MCAA.
- (b) The operator certified in accordance with this Part shall only wet lease-in aircraft from an operator that is not subject to an operating ban.

Wet lease-in

- (c) The applicant for the approval of the wet lease-in of an aircraft of a third country operator shall demonstrate to MCAA that:
- (1) the third country operator holds a valid AOC issued in accordance with ICAO Annex 6;
 - (2) the safety standards of the third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by these Regulations; and
 - (3) the aircraft has a standard CofA issued in accordance with ICAO Annex 8.

Dry lease-in

- (d) An applicant for the approval of the dry lease-in of an aircraft registered in a third country shall demonstrate to MCAA that:
- (1) an operational need has been identified that cannot be satisfied through leasing an aircraft registered in the Maldives;
 - (2) the duration of the dry lease-in does not exceed seven months in any 12 consecutive month period; and
 - (3) compliance with the applicable requirements of Regulationa are ensured.

Dry lease-out

- (e) The operator certified in accordance with this Part intending to dry lease-out one of its aircraft shall apply for prior approval by MCAA. The application shall be accompanied by copies of the intended lease agreement or description of the lease provisions, except financial arrangements, and all other relevant documentation.

Wet lease-out

- (f) Prior to the wet lease-out of an aircraft, the operator certified in accordance with this Part shall notify MCAA.

ORO.AOC.115 Code-share agreements

- (a) An operator certified in accordance with this Part shall enter into a code-share agreement with a third country operator only after:
- (1) having verified that the third country operator complies with the applicable ICAO standards; and
 - (2) having provided MCAA with documented information enabling such authority to comply with ARO.OPS.105.
- (b) When implementing the code-share agreement the operator shall monitor and regularly assess the ongoing compliance of the third country operator with the applicable ICAO standards.
- (c) The operator certified in accordance with this Part shall not sell and issue tickets for a flight operated by a third country operator when the third country operator is subject to an operating ban or is failing to maintain compliance with the applicable ICAO standards.

ORO.AOC.120 Approvals to provide cabin crew training and to issue cabin crew licence

- (a) When intending to provide the training course required in Annex V (Part-CC), the operator shall apply for and obtain an approval issued by MCAA. For this purpose, the applicant shall demonstrate compliance with the requirements for the conduct and content of training course established in CC.TRA.215 and CC.TRA.220 of that Annex and shall provide MCAA with:
- (1) the date of intended commencement of activity;
 - (2) the personal details and qualifications of the instructors as relevant to the training elements to be covered;
 - (3) the name(s) and address(es) of the training site(s) at which the training is to be conducted;
 - (4) a description of the facilities, training methods, manuals and representative devices to be used; and
 - (5) the syllabi and associated programmes for the training course.
- (b) If MCAA decides, in accordance with ARA.CC.200 of Annex VI (Part-ARA), that operators may be approved to issue cabin crew licences, the applicant shall, in addition to (a):

- (1) demonstrate to MCAA that:
 - (i) the organisation has the capability and accountability to perform this task;
 - (ii) the personnel conducting examinations are appropriately qualified and free from conflict of interest; and
 - (2) provide the procedures and the specified conditions for:
 - (i) conducting the examination required by CC.TRA.220;
 - (ii) issuing cabin crew licences; and
 - (iii) supplying MCAA with all relevant information and documentation related to the licences it will issue and their holders, for the purpose of record-keeping, oversight and enforcement actions by that authority.
- (c) The approvals referred to in (a) and (b) shall be specified in the operations specifications.

ORO.AOC.125 Non-commercial operations of aircraft listed in the operations specifications by the holder of an AOC

- (a) The holder of an AOC may conduct non-commercial operations with an aircraft otherwise used for commercial air transport operations that is listed in the operations specifications of its AOC, provided that the operator:
- (1) describes such operations in detail in the operations manual, including:
 - (i) identification of the applicable requirements;
 - (ii) a clear identification of any differences between operating procedures used when conducting commercial and non-commercial operations;
 - (iii) a means of ensuring that all personnel involved in the operation are fully familiar with the associated procedures;
 - (2) submits the identified differences between the operating procedures referred to in (a)(1)(ii) to the MCAA for prior approval.
- (b) An AOC holder conducting operations referred to in (a) shall not be required to submit a declaration in accordance with this Part.

ORO.AOC.130 Flight data monitoring — aeroplanes

- (a) The operator shall establish and maintain a flight data monitoring system, which shall be integrated in its management system, for aeroplanes with a maximum certificated take-off mass of more than 27 000 kg.
- (b) The flight data monitoring system shall be non-punitive and contain adequate safeguards to protect the source(s) of the data.

ORO.AOC.135 Personnel requirements

- (a) In accordance with ORO.GEN.210 (b), the operator shall nominate persons responsible for the management and supervision of the following areas:
- (1) flight operations;
 - (2) crew training;
 - (3) ground operations; and
 - (4) continuing airworthiness in accordance with Regulations.
- (b) *Adequacy and competency of personnel*
- (1) The operator shall employ sufficient personnel for the planned ground and flight operations.
 - (2) All personnel assigned to, or directly involved in, ground and flight operations shall:
 - (i) be properly trained;
 - (ii) demonstrate their capabilities in the performance of their assigned duties; and
 - (iii) be aware of their responsibilities and the relationship of their duties to the operation as a whole.
- (c) *Supervision of personnel*
- (1) The operator shall appoint a sufficient number of personnel supervisors, taking into account the structure of the operator's organisation and the number of personnel employed.
 - (2) The duties and responsibilities of these supervisors shall be defined, and any other necessary arrangements shall be made to ensure that they can discharge their supervisory responsibilities.

- (3) The supervision of crew members and personnel involved in the operation shall be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.

ORO.AOC.140 Facility requirements

In accordance with ORO.GEN.215, the operator shall:

- (a) make use of appropriate ground handling facilities to ensure the safe handling of its flights;
- (b) arrange operational support facilities at the main operating base, appropriate for the area and type of operation; and
- (c) ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews.

ORO.AOC.150 Documentation requirements

- (a) The operator shall make arrangements for the production of manuals and any other documentation required and associated amendments.
- (b) The operator shall be capable of distributing operational instructions and other information without delay.

SUBPART DEC DECLARATION

ORO.DEC.100 Declaration

The non-commercial operator of complex motor-powered aircraft shall:

- (a) provide MCAA with all relevant information prior to commencing operations, using the form contained in Appendix I to this Annex;
- (b) notify to MCAA a list of the alternative means of compliance used;
- (c) maintain compliance with the applicable requirements and with the information given in the declaration;
- (d) notify MCAA without delay of any changes to its declaration or the means of compliance it uses through submission of an amended declaration using the form contained in Appendix I to this Annex; and
- (e) notify MCAA when it ceases operation.

SUBPART MLR MANUALS, LOGS AND RECORDS

ORO.MLR.100 Operations manual — general

- (a) The operator shall establish an operations manual (OM) as specified under 8.b of the Essential Requirements to this Regulation.
- (b) The content of the OM shall reflect the requirements set out in this Annex, Annex IV (Part-CAT), Annex V (Part-SPA) and Annex VI (Part-NCC), as applicable, and shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC) or the declaration and its list of specific approvals, as applicable.

- (c) The OM may be issued in separate parts.
- (d) All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.
- (e) The OM shall be kept up to date. All personnel shall be made aware of the changes that are relevant to their duties.
- (f) Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the operator.
- (g) For AOC holders:
 - (1) for amendments required to be notified in accordance with ORO.GEN.115(b) and ORO.GEN.130(c), the operator shall supply MCAA with intended amendments in advance of the effective date; and
 - (2) for amendments to procedures associated with prior approval items in accordance with ORO.GEN.130, approval shall be obtained before the amendment becomes effective.
- (h) Notwithstanding (g), when immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for.
- (i) The operator shall incorporate all amendments and revisions required by MCAA.
- (j) The operator shall ensure that information taken from approved documents, and any amendment thereof, is correctly reflected in the OM. This does not prevent the operator from publishing more conservative data and procedures in the OM.
- (k) The operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written. The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles.

ORO.MLR.101 Operations manual — structure for commercial air transport'

The main structure of the OM shall be as follows:

- (a) Part A: General/Basic, comprising all non-type-related operational policies, instructions and procedures;
- (b) Part B: Aircraft operating matters, comprising all type-related instructions and procedures, taking into account differences between types/classes, variants or individual aircraft used by the operator;
- (c) Part C: Commercial air transport operations, comprising route/role/area and aerodrome/operating site instructions and information;
- (d) Part D: Training, comprising all training instructions for personnel required for a safe operation.

ORO.MLR.105 Minimum equipment list

- (a) A minimum equipment list (MEL) shall be established as specified under 8.a.3 of the Essential Requirements to this Regulation, based on the relevant master minimum equipment list (MMEL).
- (b) The MEL and any amendment thereto shall be approved by MCAA.
- (c) The operator shall amend the MEL after any applicable change to the MMEL within the acceptable timescales.
- (d) In addition to the list of items, the MEL shall contain:
 - (1) a preamble, including guidance and definitions for flight crews and maintenance personnel using the MEL;
 - (2) the revision status of the MMEL upon which the MEL is based and the revision status of the MEL;
 - (3) the scope, extent and purpose of the MEL.

- (e) The operator shall:
 - (1) establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL;
 - (2) establish an effective rectification programme;
 - (3) only operate the aircraft after expiry of the rectification interval specified in the MEL when:
 - (i) the defect has been rectified; or
 - (ii) the rectification interval has been extended in accordance with (f).
- (f) Subject to approval of MCAA, the operator may use a procedure for the one time extension of category B, C and D rectification intervals, provided that:
 - (1) the extension of the rectification interval is within the scope of the MMEL for the aircraft type;
 - (2) the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL;
 - (3) the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have precluded rectification;
 - (4) a description of specific duties and responsibilities for controlling extensions is established by the operator;
 - (5) MCAA is notified of any extension of the applicable rectification interval; and
 - (6) a plan to accomplish the rectification at the earliest opportunity is established.
- (g) The operator shall establish the operational and maintenance procedures referenced in the MEL taking into account the operational and maintenance procedures referenced in the MMEL. These procedures shall be part of the operator's manuals or the MEL.
- (h) The operator shall amend the operational and maintenance procedures referenced in the MEL after any applicable change to the operational and maintenance procedures referenced in the MMEL.
- (i) Unless otherwise specified in the MEL, the operator shall complete:
 - (1) the operational procedures referenced in the MEL when planning for and/or operating with the listed item inoperative; and
 - (2) the maintenance procedures referenced in the MEL prior to operating with the listed item inoperative.
- (j) Subject to a specific case-by-case approval by MCAA, the operator may operate an aircraft with inoperative instruments, items of equipment or functions outside the constraints of the MEL but within the constraints of the MMEL, provided that:
 - (1) the concerned instruments, items of equipment or functions are within the scope of the MMEL as defined in the data established in accordance with Regulations;
 - (2) the approval is not used as a normal means of conducting operations outside the constraints of the approved MEL and is used only when events beyond the control of the operator have precluded the MEL compliance;
 - (3) a description of specific duties and responsibilities for controlling the operation of the aircraft under such approval is established by the operator; and
 - (4) a plan to rectify the inoperative instruments, items of equipment or functions or to return operating the aircraft under the MEL constraints at the earliest opportunity is established.

ORO.MLR.110 Journey log

Particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a journey log, or equivalent.

ORO.MLR.115 Record-keeping

- (a) The following records shall be stored for at least 5 years:
 - (1) for CAT operators, records of the activities referred to in ORO.GEN.200;
 - (2) for non-commercial operations with complex motor-powered aircraft, a copy of the operator's declaration, details of approvals held and operations manual.
- (b) The following information used for the preparation and execution of a flight, and associated reports, shall be stored for three months:

- (1) the operational flight plan, if applicable;
- (2) route-specific notice(s) to airmen (NOTAM) and aeronautical information services (AIS) briefing documentation, if edited by the operator;
- (3) mass and balance documentation;
- (4) notification of special loads, including written information to the commander/pilot-in-command about dangerous goods;
- (5) the journey log, or equivalent; and
- (6) flight report(s) for recording details of any occurrence, or any event that the commander/pilot-in-command deems necessary to report or record;

(c) Personnel records shall be stored for the periods indicated below:

Flight crew licence and cabin crew licence	As long as the crew member is exercising the privileges of the licence for the aircraft operator
Crew member training, checking and qualifications	3 years
Records on crew member recent experience	15 months
Crew member route and aerodrome/task and area competence, as appropriate	3 years
Dangerous goods training, as appropriate	3 years
Training/qualification records of other personnel for whom a training programme is required	Last 2 training records

- (d) The operator shall:
 - (1) maintain records of all training, checking and qualifications of each crew member, as prescribed in Part-ORO; and
 - (2) make such records available, on request, to the crew member concerned.
- (e) The operator shall preserve the information used for the preparation and execution of a flight and personnel training records, even if the operator ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in (c).
- (f) If a crew member becomes a crew member for another operator, the operator shall make the crew member's records available to the new operator, provided this is within the timescales prescribed in (c).

SUBPART SEC

SECURITY

ORO.SEC.100.A Flight crew compartment security

- (a) In an aeroplane which is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which the cabin crew can notify the flight crew in the event of suspicious activity or security breaches in the cabin.
- (b) All passenger-carrying aeroplanes of a maximum certificated take-off mass exceeding 45 500 kg, or with a MOPSC of more than 60 engaged in the commercial transportation of passengers, shall be equipped with an approved flight crew compartment door that is capable of being locked and unlocked from either pilot's station and designed to meet the applicable airworthiness requirements.
- (c) In all aeroplanes which are equipped with a flight crew compartment door in accordance with point (b) above:
 - (1) this door shall be closed prior to engine start for take-off and will be locked when required by security procedures or by the pilot-in-command until engine shut down after landing, except when deemed necessary for authorised persons to access or egress in compliance with national civil aviation security programmes; and

- (2) 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.

ORO.SEC.100.H Flight crew compartment security

If installed, the flight crew compartment door on a helicopter operated for the purpose of carrying passengers shall be capable of being locked from within the flight crew compartment in order to prevent unauthorised access.

SUBPART FC FLIGHT CREW

ORO.FC.005 Scope

This Subpart establishes requirements to be met by the operator related to flight crew training, experience and qualification and comprises:

- (a) Section 1 specifying common requirements applicable to both non-commercial operations of complex motor-powered aircraft and commercial air transport operations.
- (b) Section 2 specifying additional requirements applicable to commercial air transport operations.

SECTION 1 Common requirements

ORO.FC.100 Composition of flight crew

- (a) The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the aircraft flight manual or operating limitations prescribed for the aircraft.
 - (1) Minimum flight crew for all turbo-propeller aeroplanes having a maximum take off mass less than 5700 kg and with a maximum approved passenger seating configuration of more than nine is two pilots;
 - (2) Minimum flight crew for all turbojet aeroplanes and all aeroplanes exceeding maximum take-off mass of 5700 kg the minimum is two pilots;
 - (3) Minimum flight crew for aeroplanes with two or more piston engines is two pilots unless it is equipped with an autopilot;
- (b) The flight crew shall include additional flight crew members when required by the type of operation and shall not be reduced below the number specified in the operations manual.
- (c) All flight crew members shall hold a licence and ratings issued or accepted in accordance with MCAR-Air Crew and appropriate to the duties assigned to them.
- (d) The flight crew member may be relieved in flight of his/her duties at the controls by another suitably qualified flight crew member.
- (e) When engaging the services of flight crew members who are working on a freelance or part-time basis, the operator shall verify that all applicable requirements of this Subpart and the relevant elements of Annex I (Part-FCL) to MCAR-Air Crew, including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:
 - (1) the total number of aircraft types or variants operated; and
 - (2) the applicable flight and duty time limitations and rest requirements.

ORO.FC.105 Designation as pilot-in-command/commander

- (a) In accordance with MCAR-Air Operations, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to MCAR-Air Crew, shall be designated by the operator as pilot-in-command or, for commercial air transport operations, as commander;.
- (b) The operator shall only designate a flight crew member to act as pilot-in-command/commander if he/she has:
 - (1) the minimum level of experience specified in the operations manual;
 - (2) adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used;
 - (3) in the case of multi-crew operations, completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.
- (c) The pilot-in-command/commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarisation training of the route or area to be flown and of the aerodromes, facilities and procedures to be used. This route/area and aerodrome knowledge shall be maintained by operating at least once on the route or area or to the aerodrome within a 12-month period.
- (d) In the case of performance class B aeroplanes involved in commercial air transport operations under VFR by day, (c) shall not apply.

ORO.FC.110 Flight engineer

When a separate flight engineer station is incorporated in the design of an aeroplane, the flight crew shall include one crew member who is suitably qualified in accordance with applicable national rules.

ORO.FC.115 Crew resource management (CRM) training

- (a) Before operating, the flight crew member shall have received CRM training, appropriate to his/her role, as specified in the operations manual.
- (b) Elements of CRM training shall be included in the aircraft type or class training and recurrent training as well as in the command course.

ORO.FC.120 Operator conversion training

- (a) In the case of aeroplane or helicopter operations, the flight crew member shall complete the operator conversion training course before commencing unsupervised line flying:
 - (1) when changing to an aircraft for which a new type or class rating is required;
 - (2) when joining an operator.
- (b) The operator conversion training course shall include training on the equipment installed on the aircraft as relevant to flight crew members' roles.

ORO.FC.125 Differences training and familiarisation training

- (a) Flight crew members shall complete differences or familiarisation training when required by Annex I (Part-FCL) to MCAR-Air Crew and when changing equipment or procedures requiring additional knowledge on types or variants currently operated.
- (b) The operations manual shall specify when such differences or familiarisation training is required.

ORO.FC.130 Recurrent training and checking

- (a) Each flight crew member shall complete annual recurrent flight and ground training relevant to the type or variant of aircraft on which he/she operates, including training on the location and use of all emergency and safety equipment carried.

- (b) Each flight crew member shall be periodically checked to demonstrate competence in carrying out normal, abnormal and emergency procedures.

ORO.FC.135 Pilot qualification to operate in either pilot's seat

Flight crew members who may be assigned to operate in either pilot's seat shall complete appropriate training and checking as specified in the operations manual.

ORO.FC.140 Operation on more than one type or variant

- (a) Flight crew members operating more than one type or variant of aircraft shall comply with the requirements prescribed in this Subpart for each type or variant, unless credits related to the training, checking, and recent experience requirements are defined in the data established in accordance with MCAR-Air Crew for the relevant types or variants.
- (b) Appropriate procedures and/or operational restrictions shall be specified in the operations manual for any operation on more than one type or variant.

ORO.FC.145 Provision of training

- (a) All the training required in this Subpart shall be conducted:
 - (1) in accordance with the training programmes and syllabi established by the operator in the operations manual;
 - (2) by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks shall be qualified in accordance with Annex I (Part-FCL) to MCAR-Air Crew.
- (b) When establishing the training programmes and syllabi, the operator shall include the mandatory elements for the relevant type as defined in the data established in accordance with MCAR-Air Crew.
- (c) In the case of commercial air transport operations, training and checking programmes, including syllabi and use of individual flight simulation training devices (FSTDs), shall be approved by MCAA.
- (d) The FSTD shall replicate the aircraft used by the operator, as far as practicable. Differences between the FSTD and the aircraft shall be described and addressed through a briefing or training, as appropriate.
- (e) The operator shall establish a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programmes.

SECTION 2

Additional requirements for commercial air transport operations

ORO.FC.200 Composition of flight crew

- (a) There shall not be more than one inexperienced flight crew member in any flight crew.
- (b) The commander may delegate the conduct of the flight to another pilot suitably qualified in accordance with Annex I (Part-FCL) to MCAR-Air Crew provided that the requirements of ORO.FC.105(b)(1), (b)(2) and (c) are complied with.
- (c) Specific requirements for aeroplane operations under instrument flight rules (IFR) or at night.
 - (1) The minimum flight crew shall be two pilots for all turbo-propeller aeroplanes with a maximum operational passenger seating configuration (MOPSC) of more than nine and all turbojet aeroplanes.
 - (2) Aeroplanes other than those covered by (c)(1) shall be operated with a minimum crew of two pilots, unless the requirements of ORO.FC.202 are complied with, in which case they may be operated by a single pilot.
- (d) Specific requirements for helicopter operations.

- (1) For all operations of helicopters with an MOPSC of more than 19 and for operations under IFR of helicopters with an MOPSC of more than 9:
 - (i) the minimum flight crew shall be two pilots; and
 - (ii) the commander shall be the holder of an airline transport pilot licence (helicopter) (ATPL(H)) with an instrument rating issued in accordance with Annex I (Part-FCL) to MCAR-Air Crew.
- (2) Operations not covered by (d) (1) may be operated by a single pilot under IFR or at night provided that the requirements of ORO.FC.202 are complied with.

ORO.FC.A.201 In-flight relief of flight crew members

- (a) The commander may delegate the conduct of the flight to:
 - (1) another qualified commander; or
 - (2) for operations only above flight level (FL) 200, a pilot who complies with the following minimum qualifications:
 - (i) ATPL;
 - (ii) conversion training and checking, including type rating training, in accordance with ORO.FC.220;
 - (iii) all recurrent training and checking in accordance with ORO.FC.230 and ORO.FC.240;
 - (iv) route/area and aerodrome competence in accordance with ORO.FC.105.
- (b) The co-pilot may be relieved by:
 - (1) another suitably qualified pilot;
 - (2) for operations only above FL 200, a cruise relief co-pilot that complies with the following minimum qualifications:
 - (i) valid commercial pilot licence (CPL) with an instrument rating;
 - (ii) conversion training and checking, including type rating training, in accordance with ORO.FC.220 except the requirement for take-off and landing training;
 - (iii) recurrent training and checking in accordance with ORO.FC.230 except the requirement for take-off and landing training.
- (c) A flight engineer may be relieved in flight by a crew member suitably qualified in accordance with applicable national rules.

ORO.FC.202 Single-pilot operations under IFR or at night

In order to be able to fly under IFR or at night with a minimum flight crew of one pilot, as foreseen in ORO.FC.200(c)(2) and (d)(2), the following shall be complied with:

- (a) The operator shall include in the operations manual a pilot's conversion and recurrent training programme that includes the additional requirements for a single-pilot operation. The pilot shall have undertaken training on the operator's procedures, in particular regarding:
 - (1) engine management and emergency handling;
 - (2) use of normal, abnormal and emergency checklist;
 - (3) air traffic control (ATC) communication;
 - (4) departure and approach procedures;
 - (5) autopilot management, if applicable;
 - (6) use of simplified in-flight documentation;
 - (7) single-pilot crew resource management.
- (b) The recurrent checks required by ORO.FC.230 shall be performed in the single-pilot role on the relevant type or class of aircraft in an environment representative of the operation.
- (c) For aeroplane operations under IFR the pilot shall have:
 - (1) a minimum of 50 hours flight time under IFR on the relevant type or class of aeroplane, of which 10 hours are as commander; and
 - (2) completed during the preceding 90 days on the relevant type or class of aeroplane:
 - (i) five IFR flights, including three instrument approaches, in a single-pilot role; or
 - (ii) an IFR instrument approach check.
- (d) For aeroplane operations at night the pilot shall have:

- (1) a minimum of 15 hours flight time at night which may be included in the 50 hours flight time under IFR in (c)(1); and
- (2) completed during the preceding 90 days on the relevant type or class of aeroplane:
 - (i) three take-offs and landings at night in the single pilot role; or
 - (ii) a night take-off and landing check.
- (e) For helicopter operations under IFR the pilot shall have:
 - (1) 25 hours total IFR flight experience in the relevant operating environment; and
 - (2) 25 hours flight experience as a single pilot on the specific type of helicopter, approved for single-pilot IFR, of which 10 hours may be flown under supervision, including five sectors of IFR line flying under supervision using the single-pilot procedures; and
 - (3) completed during the preceding 90 days:
 - (i) five IFR flights as a single pilot, including three instrument approaches, carried out on a helicopter approved for this purpose; or
 - (ii) an IFR instrument approach check as a single pilot on the relevant type of helicopter, flight training device (FTD) or full flight simulator (FFS).

ORO.FC.205 Command course

- (a) For aeroplane and helicopter operations, the command course shall include at least the following elements:
 - (1) training in an FSTD, which includes line oriented flight training (LOFT) and/or flight training;
 - (2) the operator proficiency check, operating as commander;
 - (3) command responsibilities training;
 - (4) line training as commander under supervision, for a minimum of:
 - (i) 10 flight sectors, in the case of aeroplanes; and
 - (ii) 10 hours, including at least 10 flight sectors, in the case of helicopters;
 - (5) completion of a line check as commander and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used; and
 - (6) crew resource management training.

ORO.FC.215 Initial operator's crew resource management (CRM) training

- (a) The flight crew member shall have completed an initial CRM training course before commencing unsupervised line flying.
- (b) Initial CRM training shall be conducted by at least one suitably qualified CRM trainer who may be assisted by experts in order to address specific areas.
- (c) If the flight crew member has not previously received theoretical training in human factors to the ATPL level, he/she shall complete, before or combined with the initial CRM training, a theoretical course provided by the operator and based on the human performance and limitations syllabus for the ATPL as established in Annex I (Part-FCL) to MCAR-AIR Crew.

ORO.FC.220 Operator conversion training and checking

- (a) CRM training shall be integrated into the operator conversion training course.
- (b) Once an operator conversion course has been commenced, the flight crew member shall not be assigned to flying duties on another type or class of aircraft until the course is completed or terminated. Crew members operating only performance class B aeroplanes may be assigned to flights on other types of performance class B aeroplanes during conversion courses to the extent necessary to maintain the operation.
- (c) The amount of training required by the flight crew member for the operator's conversion course shall be determined in accordance with the standards of qualification and experience specified in the operations manual, taking into account his/her previous training and experience.
- (d) The flight crew member shall complete:

- (1) the operator proficiency check and the emergency and safety equipment training and checking before commencing line flying under supervision (LIFUS); and
 - (2) the line check upon completion of line flying under supervision. For performance class B aeroplanes, LIFUS may be performed on any aeroplane within the applicable class.
- (e) In the case of aeroplanes, pilots that have been issued a type rating based on a zero flight-time training (ZFTT) course shall:
- (1) commence line flying under supervision not later than 21 days after the completion of the skill test or after appropriate training provided by the operator. The content of such training shall be described in the operations manual;
 - (2) complete six take-offs and landings in a FSTD not later than 21 days after the completion of the skill test under the supervision of a type rating instructor for aeroplanes (TRI(A)) occupying the other pilot seat. The number of take-offs and landings may be reduced when credits are defined in the data established in accordance with MCAR-Air Crew. If these take-offs and landings have not been performed within 21 days, the operator shall provide refresher training. The content of such training shall be described in the operations manual;
 - (3) conduct the first four take-offs and landings of the LIFUS in the aeroplane under the supervision of a TRI(A) occupying the other pilot seat. The number of take-offs and landings may be reduced when credits are defined in the data established in accordance with MCAR-Air Crew.

ORO.FC.230 Recurrent training and checking

- (a) Each flight crew member shall complete recurrent training and checking relevant to the type or variant of aircraft on which they operate.
- (b) *Operator proficiency check*
- (1) Each flight crew member shall complete operator proficiency checks as part of the normal crew complement to demonstrate competence in carrying out normal, abnormal and emergency procedures.
 - (2) When the flight crew member will be required to operate under IFR, the operator proficiency check shall be conducted without external visual reference, as appropriate.
 - (3) The validity period of the operator proficiency check shall be six calendar months. For operations under VFR by day of performance class B aeroplanes conducted during seasons not longer than eight consecutive months, one operator proficiency check shall be sufficient. The proficiency check shall be undertaken before commencing commercial air transport operations.
 - (4) The flight crew member involved in operations by day and over routes navigated by reference to visual landmarks with other-than-complex motor-powered helicopter may complete the operator proficiency check in only one of the relevant types held. The operator proficiency check shall be performed each time on the type least recently used for the proficiency check. The relevant helicopter types that may be grouped for the purpose of the operator proficiency check shall be contained in the operations manual.
 - (5) Notwithstanding ORO.FC.145 (a) (2), for operations of other-than-complex motor-powered helicopters by day and over routes navigated by reference to visual landmarks and performance class B aeroplanes, the check may be conducted by a suitably qualified commander nominated by the operator, trained in CRM concepts and the assessment of CRM skills. The operator shall inform MCAA about the persons nominated.
- (c) *Line check*
- (1) Each flight crew member shall complete a line check on the aircraft to demonstrate competence in carrying out normal line operations described in the operations manual. The validity period of the line check shall be 12 calendar months.
 - (2) Notwithstanding ORO.FC.145 (a) (2), line checks may be conducted by a suitably qualified commander nominated by the operator, trained in CRM concepts and the assessment of CRM skills.
- (d) *Emergency and safety equipment training and checking*

Each flight crew member shall complete training and checking on the location and use of all emergency and safety equipment carried. The validity period of an emergency and safety equipment check shall be 12 calendar months.

- (e) *CRM training*

- (1) Elements of CRM shall be integrated into all appropriate phases of the recurrent training.
 - (2) Each flight crew member shall undergo specific modular CRM training. All major topics of CRM training shall be covered by distributing modular training sessions as evenly as possible over each three-year period.
- (f) Each flight crew member shall undergo ground training and flight training in an FSTD or an aircraft, or a combination of FSTD and aircraft training, at least every 12 calendar months.
- (g) The validity periods mentioned in (b) (3), (c) and (d) shall be counted from the end of the month when the check was taken.
- (h) When the training or checks required above are undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

ORO.FC.235 Pilot qualification to operate in either pilot's seat

- (a) Commanders whose duties require them to operate in either pilot seat and carry out the duties of a co-pilot, or commanders required to conduct training or checking duties, shall complete additional training and checking as specified in the operations manual. The check may be conducted together with the operator proficiency check prescribed in ORO.FC.230 (b).
- (b) The additional training and checking shall include at least the following:
- (1) an engine failure during take-off;
 - (2) a one-engine-inoperative approach and go-around; and
 - (3) a one-engine-inoperative landing.
- (c) In the case of helicopters, commanders shall also complete their proficiency checks from left- and right-hand seats, on alternate proficiency checks, provided that when the type rating proficiency check is combined with the operator proficiency check the commander completes his/her training or checking from the normally occupied seat.
- (d) When engine-out manoeuvres are carried out in an aircraft, the engine failure shall be simulated.
- (e) When operating in the co-pilot's seat, the checks required by ORO.FC.230 for operating in the commander's seat shall, in addition, be valid and current.
- (f) The pilot relieving the commander shall have demonstrated, concurrent with the operator proficiency checks prescribed in ORO.FC.230(b), practice of drills and procedures that would not, normally, be his/her responsibility. Where the differences between left- and right-hand seats are not significant, practice may be conducted in either seat.
- (g) The pilot other than the commander occupying the commander's seat shall demonstrate practice of drills and procedures, concurrent with the operator proficiency checks prescribed in ORO.FC.230(b), which are the commander's responsibility acting as pilot monitoring. Where the differences between left- and right-hand seats are not significant, practice may be conducted in either seat.

ORO.FC.240 Operation on more than one type or variant

- (a) The procedures or operational restrictions for operation on more than one type or variant established in the operations manual and approved by MCAA shall cover:
- (1) the flight crew members' minimum experience level;
 - (2) the minimum experience level on one type or variant before beginning training for and operation of another type or variant;
 - (3) the process whereby flight crew qualified on one type or variant will be trained and qualified on another type or variant; and
 - (4) all applicable recent experience requirements for each type or variant.
- (b) When a flight crew member operates both helicopters and aeroplanes, that flight crew member shall be limited to operations on only one type of aeroplane and one type of helicopter.

- (c) Point (a) shall not apply to operations of performance class B aeroplane if they are limited to single-pilot classes of reciprocating engine aeroplanes under VFR by day. Point (b) shall not apply to operations of performance class B aeroplane if they are limited to single-pilot classes of reciprocating engine aeroplanes.

ORO.FC.A.245 Alternative training and qualification programme

- (a) The aeroplane operator having appropriate experience may substitute one or more of the following training and checking requirements for flight crew by an alternative training and qualification programme (ATQP), approved by MCAA:
- (1) SPA.LVO.120 on flight crew training and qualifications;
 - (2) conversion training and checking;
 - (3) differences training and familiarisation training;
 - (4) command course;
 - (5) recurrent training and checking; and
 - (6) operation on more than one type or variant.
- (b) The ATQP shall contain training and checking that establishes and maintains at least an equivalent level of proficiency achieved by complying with the provisions of ORO.FC.220 and ORO.FC.230. The level of flight crew training and qualification proficiency shall be demonstrated prior to being granted the ATQP approval by MCAA.
- (c) The operator applying for an ATQP approval shall provide MCAA with an implementation plan, including a description of the level of flight crew training and qualification proficiency to be achieved.
- (d) In addition to the checks required by ORO.FC.230 and FCL.060 of Annex I (Part-FCL) to MCAR-Air Crew, each flight crew member shall complete a line oriented evaluation (LOE) conducted in an FSTD. The validity period of an LOE shall be 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the LOE is undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.
- (e) After two years of operating with an approved ATQP, the operator may, with the approval of MCAA, extend the validity periods of the checks in ORO.FC.230 as follows:
- (1) Operator proficiency check to 12 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.
 - (2) Line check to 24 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken within the last six months of the validity period, the new validity period shall be counted from the original expiry date.
 - (3) Emergency and safety equipment checking to 24 calendar months. The validity period shall be counted from the end of the month when the check was taken. When the check is undertaken within the last six months of the validity period, the new validity period shall be counted from the original expiry date.

ORO.FC.A.250 Commanders holding a CPL (A)

- (a) The holder of a CPL (A) (aeroplane) shall only act as commander in commercial air transport on a single-pilot aeroplane if:
- (1) when carrying passengers under VFR outside a radius of 50 NM (90 km) from an aerodrome of departure, he/she has a minimum of 500 hours of flight time on aeroplanes or holds a valid instrument rating; or
 - (2) when operating on a multi-engine type under IFR, he/she has a minimum of 700 hours of flight time on aeroplanes, including 400 hours as pilot-in-command. These hours shall include 100 hours under IFR and 40 hours in multi-engine operations. The 400 hours as pilot-in-command may be substituted by hours operating as co-pilot within an established multi-pilot crew system prescribed in the operations manual, on the basis of two hours of flight time as co-pilot for one hour of flight time as pilot-in command.
- (b) For operations under VFR by day of performance class B aeroplanes (a) (1) shall not apply.

ORO.FC.H.250 Commanders holding a CPL (H)

- (a) The holder of a CPL (H) (helicopter) shall only act as commander in commercial air transport on a single-pilot helicopter if:
 - (1) when operating under IFR, he/she has a minimum of 700 hours total flight time on helicopters, including 300 hours as pilot-in-command. These hours shall include 100 hours under IFR. The 300 hours as pilot-in-command may be substituted by hours operating as co-pilot within an established multi-pilot crew system prescribed in the operations manual on the basis of two hours of flight time as co-pilot for one hour flight time as pilot-in command;
 - (2) when operating under visual meteorological conditions (VMC) at night, he/she has:
 - (i) a valid instrument rating; or
 - (ii) 300 hours of flight time on helicopters, including 100 hours as pilot-in-command and 10 hours as pilot flying at night.

SUBPART CC

CABIN CREW

ORO.CC.005 Scope

This Subpart establishes the requirements to be met by the operator when operating an aircraft with cabin crew and comprises:

- (a) Section 1 specifying common requirements applicable to all operations; and
- (b) Section 2 specifying additional requirements only applicable to commercial air transport operations.

SECTION 1

Common requirements

ORO.CC.100 Number and composition of cabin crew

- (a) The number and composition of cabin crew shall be determined in accordance with MCAR-Air Operations, taking into account operational factors or circumstances of the particular flight to be operated. At least one cabin crew member shall be assigned for the operation of aircraft with an MOPSC of more than 19 for land operations and 9 for floatplane/amphibian operations, when carrying one or more passenger(s).
- (b) For the purpose of complying with (a), the minimum number of cabin crew shall be the greater of the following:
 - (1) the number of cabin crew members established during the aircraft certification process in accordance with the applicable certification specifications, for the aircraft cabin configuration used by the operator; or
 - (2) if the number under (1) has not been established, the number of cabin crew established during the aircraft certification process for the maximum certified passenger seating configuration reduced by 1 for every whole multiple of 50 passenger seats of the aircraft cabin configuration used by the operator falling below the maximum certified seating capacity; or
 - (3) one cabin crew member for every 50, or fraction of 50, passenger seats installed on the same deck of the aircraft to be operated.
- (c) For operations where more than one cabin crew member is assigned, the operator shall nominate one cabin crew member to be responsible to the pilot-in-command/commander.

ORO.CC.110 Conditions for assignment to duties

- (a) Cabin crew members shall only be assigned to duties on an aircraft if they:
 - (1) are at least 18 years of age;
 - (2) have been assessed, in accordance with the applicable requirements of Annex IV (Part-MED) to MCAR-Air Crew, as physically and mentally fit to perform their duties and discharge their responsibilities safely; and

- (3) have successfully completed all applicable training and checking required by this Subpart and are competent to perform the assigned duties in accordance with the procedures specified in the operations manual.
- (b) Before assigning to duties cabin crew members who are working on a freelance or part-time basis, the operator shall verify that all applicable requirements of this Subpart are complied with, taking into account all services rendered by the cabin crew member to any other operator(s), to determine in particular:
 - (1) the total number of aircraft types and variants operated; and
 - (2) the applicable flight and duty time limitations and rest requirements.
- (c) Operating cabin crew members, as well as their role with regard to the safety of passengers and flight, shall be clearly identified to the passengers.

ORO.CC.115 Conduct of training courses and associated checking

- (a) A detailed programme and syllabus shall be established by the operator for each training course in accordance with the applicable requirements of this Subpart, and of Annex V (Part-CC) to MCAR-Air Crew where applicable, to cover the duties and responsibilities to be discharged by the cabin crew members.
- (b) Each training course shall include theoretical and practical instruction together with individual or collective practice, as relevant to each training subject, in order that the cabin crew member achieves and maintains the adequate level of proficiency in accordance with this Subpart.
- (c) Each training course shall be:
 - (1) conducted in a structured and realistic manner; and
 - (2) performed by personnel appropriately qualified for the subject to be covered.
- (d) During or following completion of all training required by this Subpart, each cabin crew member shall undergo a check covering all training elements of the relevant training programme, except for crew resource management (CRM) training. Checks shall be performed by personnel appropriately qualified to verify that the cabin crew member has achieved and/or maintains the required level of proficiency.
- (e) CRM training courses and CRM modules where applicable shall be conducted by a cabin crew CRM instructor. When CRM elements are integrated in other training, a cabin crew CRM instructor shall manage the definition and implementation of the syllabus.

ORO.CC.120 Initial training course

- (a) Each new entrant who does not already hold a valid cabin crew licence issued in accordance with Annex V (Part-CC) to MCAR-Air Crew:
 - (1) shall be provided with an initial training course as specified in CC.TRA.220 of that Annex; and
 - (2) shall successfully undergo the associated examination before undertaking other training required by this Subpart.
- (b) Elements of the initial training programme may be combined with the first aircraft type specific training and operator conversion training, provided that the requirements of CC.TRA.220 are met and any such element(s) are recorded as elements of the initial training course in the training records of the cabin crew members concerned.

ORO.CC.125 Aircraft type specific training and operator conversion training

- (a) Each cabin crew member shall have completed appropriate aircraft type specific training and operator conversion training, as well as the associated checks, before being:
 - (1) first assigned by the operator to operate as a cabin crew member; or
 - (2) assigned by that operator to operate on another aircraft type.
- (b) When establishing the aircraft type specific and the operator conversion training programmes and syllabi, the operator shall include, where available, the mandatory elements for the relevant type as defined in the data established in accordance with MCAR-Air Crew.

- (c) The aircraft type specific training programme shall:
- (1) involve training and practice on a representative training device or on the actual aircraft; and
 - (2) cover at least the following aircraft type specific training elements:
 - (i) aircraft description as relevant to cabin crew duties;
 - (ii) all safety equipment and systems installed relevant to cabin crew duties;
 - (iii) operation and actual opening, by each cabin crew member, of each type or variant of normal and emergency doors and exits in the normal and emergency modes;
 - (iv) demonstration of the operation of the other exits including flight crew compartment windows;
 - (v) fire and smoke protection equipment where installed;
 - (vi) evacuation slide training, where fitted;
 - (vii) operation of the seat, restraint system and oxygen system equipment relevant to pilot incapacitation.
- (d) The operator conversion training programme for each aircraft type to be operated shall:
- (1) involve training and practice on a representative training device or on the actual aircraft;
 - (2) include training in the operator's standard operating procedures for cabin crew members to be first assigned to duties by the operator;
 - (3) cover at least the following operator specific training elements as relevant to the aircraft type to be operated:
 - (i) description of the cabin configuration;
 - (ii) location, removal and use of all portable safety and emergency equipment carried on-board;
 - (iii) all normal and emergency procedures;
 - (iv) passenger handling and crowd control;
 - (v) fire and smoke training including the use of all related fire-fighting and protective equipment representative of that carried on-board;
 - (vi) evacuation procedures;
 - (vii) pilot incapacitation procedures;
 - (viii) applicable security requirements and procedures;
 - (ix) crew resource management.

ORO.CC.130 Differences training

- (a) In addition to the training required in ORO.CC.125, the cabin crew member shall complete appropriate training and checking covering any differences before being assigned on:
- (1) a variant of an aircraft type currently operated; or
 - (2) a currently operated aircraft type or variant with different:
 - (i) safety equipment;
 - (ii) safety and emergency equipment location; or
 - (iii) normal and emergency procedures.
- (b) The differences training programme shall:
- (1) be determined as necessary on the basis of a comparison with the training programme completed by the cabin crew member, in accordance with ORO.CC.125(c) and (d), for the relevant aircraft type; and
 - (2) involve training and practice in a representative training device or the actual aircraft as relevant to the difference training element to be covered.
- (c) When establishing a differences training programme and syllabus for a variant of an aircraft type currently operated, the operator shall include, where available, the mandatory elements for the relevant aircraft type and its variants as defined in the data established in accordance with MCAR-Air Crew.

ORO.CC.135 Familiarisation

After completion of aircraft type specific training and operator conversion training on an aircraft type, each cabin crew member shall complete appropriate supervised familiarisation on the type before being assigned to operate as a member of the minimum number of cabin crew required in accordance with ORO.CC.100.

ORO.CC.140 Recurrent training

- (a) Each cabin crew member shall complete annually recurrent training and checking.

- (b) Recurrent training shall cover the actions assigned to each member of the cabin crew in normal and emergency procedures and drills relevant to each aircraft type and/or variant to be operated.
- (c) Aircraft type specific training elements:
 - (1) Recurrent training shall include annually touch-drills by each cabin crew member for simulating the operation of each type or variant of normal and emergency doors and exits for passenger evacuation.
 - (2) Recurrent training shall also include at intervals not exceeding three years:
 - (i) operation and actual opening by each cabin crew member, in a representative training device or in the actual aircraft, of each type or variant of normal and emergency exits in the normal and emergency modes;
 - (ii) actual operation by each cabin crew member, in a representative training device or in the actual aircraft, of the flight crew compartment security door, in both normal and emergency modes, and of the seat and restraint system, and a practical demonstration of the oxygen system equipment relevant to pilot incapacitation;
 - (iii) demonstration of the operation of all other exits including the flight crew compartment windows; and
 - (iv) demonstration of the use of the life-raft, or slide raft, where fitted.
- (d) Operator specific training elements:
 - (1) Recurrent training shall include annually:
 - (i) by each cabin crew member:
 - (A) location and handling of all safety and emergency equipment installed or carried on board; and
 - (B) the donning of life-jackets, portable oxygen and protective breathing equipment (PBE);
 - (ii) stowage of articles in the passenger compartment;
 - (iii) procedures related to aircraft surface contamination;
 - (iv) emergency procedures;
 - (v) evacuation procedures;
 - (vi) incident and accident review;
 - (vii) crew resource management;
 - (viii) aero-medical aspects and first aid including related equipment;
 - (ix) security procedures.
 - (2) Recurrent training shall also include at intervals not exceeding three years:
 - (i) use of pyrotechnics (actual or representative devices);
 - (ii) practical demonstration of the use of flight crew checklists;
 - (iii) realistic and practical training in the use of all fire-fighting equipment, including protective clothing, representative of that carried in the aircraft;
 - (iv) by each cabin crew member:
 - (A) extinguishing a fire characteristic of an aircraft interior fire;
 - (B) donning and use of PBE in an enclosed simulated smoke-filled environment.
- (e) Validity periods:
 - (1) The annual recurrent training validity period shall be 12 calendar months counted from the end of the month when the check was taken.
 - (2) If the recurrent training and checking required in (a) are undertaken within the last three calendar months of the validity period, the new validity period shall be counted from the original expiry date.
 - (3) For the additional triennial training elements specified in (c)(2) and (d)(2), the validity period shall be 36 calendar months counted from the end of the month when the checks were taken.

ORO.CC.145 Refresher training

- (a) When a cabin crew member, during the preceding six months within the validity period of the last relevant recurrent training and checking:
 - (1) has not performed any flying duties, he/she shall, before being reassigned to such duties, complete refresher training and checking for each aircraft type to be operated; or
 - (2) has not performed flying duties on one particular aircraft type, he/she shall, before being reassigned to duties, complete on that aircraft type:
 - (i) refresher training and checking; or
 - (ii) twofamiliarisation flights in accordance with ORO.CC.135.

- (b) The refresher training programme for each aircraft type shall at least cover:
 - (1) emergency procedures;
 - (2) evacuation procedures;
 - (3) operation and actual opening, by each cabin crew member, of each type or variant of normal and emergency exits and of the flight crew compartment security door in the normal and emergency modes;
 - (4) demonstration of the operation of all other exits including the flight crew compartment windows;
 - (5) location and handling of all relevant safety and emergency equipment installed or carried on-board.
- (c) The operator may elect to replace refresher training by recurrent training if the reinstatement of the cabin crew member's flying duties commences within the validity period of the last recurrent training and checking. If that validity period has expired, refresher training may only be replaced by aircraft type specific and operator conversion training as specified in ORO.CC.125.

SECTION 2

Additional requirements for commercial air transport operations

ORO.CC.200 Senior cabin crew member

- (a) When more than one cabin crew member is required, the composition of the cabin crew shall include a senior cabin crew member nominated by the operator.
- (b) The operator shall nominate cabin crew members to the position of senior cabin crew member only if they:
 - (1) have at least one year of experience as operating cabin crew member; and
 - (2) have successfully completed a senior cabin crew training course and the associated check.
- (c) The senior cabin crew training course shall cover all duties and responsibilities of senior cabin crew members and shall include at least the following elements:
 - (1) pre-flight briefing;
 - (2) cooperation with the crew;
 - (3) review of operator requirements and legal requirements;
 - (4) accident and incident reporting;
 - (5) human factors and crew resource management (CRM); and
 - (6) flight and duty time limitations and rest requirements.
- (d) The senior cabin crew member shall be responsible to the commander for the conduct and coordination of normal and emergency procedures specified in the operations manual, including for discontinuing non-safety-related duties for safety or security purposes.
- (e) The operator shall establish procedures to select the most appropriately qualified cabin crew member to act as senior cabin crew member if the nominated senior cabin crew member becomes unable to operate. Changes to these procedures shall be notified to MCAA.

ORO.CC.205 Reduction of the number of cabin crew during ground operations and in unforeseen circumstances

- (a) Whenever any passengers are on board an aircraft, the minimum number of cabin crew required in accordance with ORO.CC.100 shall be present in the passenger compartment.
- (b) Subject to the conditions specified in (c), this number may be reduced:
 - (1) during normal ground operations not involving refuelling/defuelling when the aircraft is at its parking station; or
 - (2) in unforeseen circumstances if the number of passengers carried on the flight is reduced. In this case a report shall be submitted to MCAA after completion of the flight.
- (c) Conditions:
 - (1) procedures ensuring that an equivalent level of safety is achieved with the reduced number of cabin crew, in particular for evacuation of passengers, are established in the operations manual;
 - (2) the reduced cabin crew includes a senior cabin crew member as specified in ORO.CC. 200;

- (3) at least one cabin crew member is required for every 50, or fraction of 50, passengers present on the same deck of the aircraft;
- (4) in the case of normal ground operations with aircraft requiring more than one cabin crew member, the number determined in accordance with (c)(3) shall be increased to include one cabin crew member per pair of floor level emergency exits.

ORO.CC.210 Additional conditions for assignment to duties

Cabin crew members shall only be assigned to duties, and operate, on a particular aircraft type or variant if they:

- (a) hold a valid licence issued in accordance with Annex V (Part-CC) to MCAR-Air Crew;
- (b) are qualified on the type or variant in accordance with this Subpart;
- (c) comply with the other applicable requirements of this Subpart and Annex IV (Part-CAT);
- (d) wear the operator's cabin crew uniform.

ORO.CC.215 Training and checking programs and related documentation

- (a) Training and checking programmes including syllabi required by this Subpart shall be approved by MCAA and specified in the operations manual.
- (b) After a cabin crew member has successfully completed a training course and the associated check, the operator shall:
 - (1) update the cabin crew member's training records in accordance with ORO.MLR.115; and
 - (2) provide him/her with a list showing updated validity periods as relevant to the aircraft type(s) and variant(s) on which the cabin crew member is qualified to operate.

ORO.CC.250 Operation on more than one aircraft type or variant

- (a) A cabin crew member shall not be assigned to operate on more than three aircraft types, except that, with the approval of MCAA, the cabin crew member may be assigned to operate on four aircraft types if for at least two of the types:
 - (1) safety and emergency equipment and type-specific normal and emergency procedures are similar; and
 - (2) non-type-specific normal and emergency procedures are identical.
- (b) For the purpose of (a) and for cabin crew training and qualifications, the operator shall determine:
 - (1) each aircraft as a type or a variant taking into account, where available, the relevant data established in accordance with MCAR-Air Operations for the relevant aircraft type or variant; and
 - (2) variants of an aircraft type to be different types if they are not similar in the following aspects:
 - (i) emergency exit operation;
 - (ii) location and type of portable safety and emergency equipment;
 - (iii) type-specific emergency procedures.

ORO.CC.255 Single cabin crew member operations

- (a) The operator shall select, recruit, train and check the proficiency of cabin crew members to be assigned to single cabin crew member operations according to criteria appropriate to this type of operation.
- (b) Cabin crew members who have no previous operating experience as single cabin crew member shall only be assigned to such type of operation after they have:
 - (1) completed training as required in (c) in addition to other applicable training and checking required by this Subpart;
 - (2) successfully passed the checks verifying their proficiency in discharging their duties and responsibilities in accordance with the procedures specified in the operations manual; and
 - (3) undertaken familiarisation flying of at least 20 hours and 15 sectors on the relevant aircraft type under the supervision of an appropriately experienced cabin crew member.

- (c) The following additional training elements shall be covered with particular emphasis to reflect single cabin crew operations:
- (1) responsibility to the commander for the conduct of normal and emergency procedures;
 - (2) importance of coordination and communication with the flight crew, in particular when managing unruly or disruptive passengers;
 - (3) review of operator requirements and legal requirements;
 - (4) documentation;
 - (5) accident and incident reporting; and
 - (6) flight and duty time limitations and rest requirements.

SUBPART TC
TECHNICAL CREW IN HEMS, HHO OR NVIS OPERATIONS

ORO.TC.100 Scope

This Subpart establishes the requirements to be met by the operator when operating an aircraft with technical crew members in commercial air transport helicopter emergency medical service (HEMS), night vision imaging system (NVIS) operations or helicopter hoist operations (HHO).

ORO.TC.105 Conditions for assignment to duties

- (a) Technical crew members in commercial air transport HEMS, HHO or NVIS operations shall only be assigned duties if they:
- (1) are at least 18 years of age;
 - (2) are physically and mentally fit to safely discharge assigned duties and responsibilities;
 - (3) have completed all applicable training required by this Subpart to perform the assigned duties;
 - (4) have been checked as proficient to perform all assigned duties in accordance with the procedures specified in the operations manual.
- (b) Before assigning to duties technical crew members who are self-employed and/or working on a freelance or part-time basis, the operator shall verify that all applicable requirements of this Subpart are complied with, taking into account all services rendered by the technical crew member to other operator(s) to determine in particular:
- (1) the total number of aircraft types and variants operated;
 - (2) the applicable flight and duty time limitations and rest requirements.

ORO.TC.110 Training and checking

- (a) The operator shall establish a training programme in accordance with the applicable requirements of this Subpart to cover the duties and responsibilities to be performed by technical crew members.
- (b) Following the completion of initial, operator conversion, differences and recurrent training, each technical crew member shall undergo a check to demonstrate their proficiency in carrying out normal and emergency procedures.
- (c) Training and checking shall be conducted for each training course by personnel suitably qualified and experienced in the subject to be covered. The operator shall inform MCAA about the personnel conducting the checks.

ORO.TC.115 Initial training

Before undertaking the operator conversion training, each technical crew member shall complete initial training, including:

- (a) general theoretical knowledge on aviation and aviation regulations covering all elements relevant to the duties and responsibilities required of technical crew;
- (b) fire and smoke training;

- (c) survival training on ground and in water, appropriate to the type and area of operation;
- (d) aero-medical aspects and first-aid;
- (e) communication and relevant CRM elements of ORO.FC.115 and ORO.FC.215.

ORO.TC.120 Operator conversion training

Each technical crew member shall complete:

- (a) operator conversion training, including relevant CRM elements,
 - (1) before being first assigned by the operator as a technical crew member; or
 - (2) when changing to a different aircraft type or class, if any of the equipment or procedures mentioned in (b) are different.
- (b) Operator conversion training shall include:
 - (1) the location and use of all safety and survival equipment carried on the aircraft;
 - (2) all normal and emergency procedures;
 - (3) on-board equipment used to carry out duties in the aircraft or on the ground for the purpose of assisting the pilot during HEMS, HHO or NVIS operations.

ORO.TC.125 Differences training

- (a) Each technical crew member shall complete differences training when changing equipment or procedures on types or variants currently operated.
- (b) The operator shall specify in the operations manual when such differences training is required.

ORO.TC.130 Familiarisation flights

Following completion of the operator conversion training, each technical crew member shall undertake familiarisation flights prior to operating as a required technical crew member in HEMS, HHO or NVIS operations.

ORO.TC.135 Recurrent training

- (a) Within every 12-month period, each technical crew member shall undergo recurrent training relevant to the type or class of aircraft and equipment that the technical crew member operates. Elements of CRM shall be integrated into all appropriate phases of the recurrent training.
- (b) Recurrent training shall include theoretical and practical instruction and practice.

ORO.TC.140 Refresher training

- (a) Each technical crew member who has not undertaken duties in the previous six months shall complete the refresher training specified in the operations manual.
- (b) The technical crew member who has not performed flying duties on one particular aircraft type or class during the preceding six months shall, before being assigned on that type or class, complete either:
 - (1) refresher training on the type or class; or
 - (2) twofamiliarisation sectors on the aircraft type or class.

SUBPART FTL
FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS

SECTION 1
General

ORO.FTL.100 Scope

This Subpart establishes the requirements to be met by an operator with regard to flight and duty time limitations and rest requirements for crew members.

ORO.FTL.105 Definitions

For the purpose of this Subpart, the following definitions shall apply:

‘Acclimatised’: means that a crew member is considered to be acclimatised to a 2-hour wide time zone surrounding the local time of his/her point of departure. When the local time of the place where a duty commences differs by more than 2 hours from that at the place where a duty ends, the crew member is considered to be acclimatised in accordance with the values in the table below for the calculation of the maximum daily FDP.

Time difference (h) between reference time and local time where the crew member starts the subsequent duty	Time elapsed since reporting at reference time				
	<48	48-71:59	71-95:59	96-119:59	≥120
<4	B	D	D	D	D
≤6	B	X	D	D	D
≤9	B	X	X	D	D
≤12	B	X	X	X	D

‘B’ means acclimatised to the local time of the departure time zone,

‘D’ means acclimatised to the local time where the crew member starts his/her subsequent duty, and

‘X’ means that a crew member is in an unknown state of acclimatisation

‘Accommodation’ means, for the purpose of standby and split duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

‘Airport duty’ means a pre-notified and defined period of time during which a crew member is required by the operator to be at the airport immediately available to receive an assignment for a flight, positioning or other duty.

‘Augmented flight crew’ means a flight crew which comprises more than the minimum number required to operate the aircraft, allowing each flight crew member to leave his/her assigned post and be replaced by another appropriately qualified flight crew member for the purpose of in-flight rest.

‘Break’ means a period of time within an FDP, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.

‘Delayed reporting’ means the postponement of a scheduled FDP by the operator before a crew member has left his/her place of rest.

‘Disruptive schedule’ means a crew member’s roster comprising an FDP or a combination of FDPs starting, finishing during or encroaching any portion of the day or of the night where a crew member is acclimatised which disrupts the sleep opportunity during the optimal sleep time window. A schedule may be disruptive due to early starts, late finishes and night duties.

- (a) **'Early type'** of disruptive schedule means:
- (1) for **'early start'** a duty period starting in the period between 05:00 and 05:59 in the time zone to which a crew member is acclimatised; and
 - (2) for **'late finish'** a duty period finishing in the period between 23:00 and 01:59 in the time zone to which a crew member is acclimatised.
- (b) **'Late type'** of disruptive schedule means:
- (1) for **'early start'** a duty period starting in the period between 05:00 and 06:59 in the time zone to which a crew member is acclimatised; and
 - (2) for **'late finish'** a duty period finishing in the period between 00:00 and 01:59 in the time zone to which a crew member is acclimatised.
- (c) **'Night duty'** means a duty period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew is acclimatised.

'Duty' means any task that a crew member performs for the operator, including flight duty, administrative work, giving or receiving training and checking, positioning, and some elements of standby.

'Duty period' means a period which starts when a crew member is required by an operator to report for or to commence a duty and ends when that person is free of all duties.

'Eastward-Westward and Westward-Eastward transition' means the transition at home base between a rotation crossing 6 or more time zones in one direction and a rotation crossing 4 or more time zones in the opposite direction.

'Flight duty period (FDP)' means a period that commences when a crew member is required to report for duty, which may include a flight or a series of flights, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last flight on which he/she acts as an operating crew member.

'Flight time' means, for aeroplanes and touring motor gliders, the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.

'Home base' means the location, assigned by the operator to the crew member, from where the crew member normally starts and ends a duty period or a series of duty periods and where, under normal circumstances, the operator is not responsible for the accommodation of the crew member concerned.

'Local day' means a 24-hour period commencing at 00:00 local time.

'Local night' means a period of 8 hours falling between 22:00 and 08:00 local time.

'Operating crew member' means a crew member carrying out his/her duties in an aircraft during a flight.

'Positioning' means the transferring of a non-operating crew member from one place to another, at the behest of the operator, excluding the time from home to the designated reporting place at home base and vice versa, as well as the time for local transfer from a place of rest to the commencement of duty and vice versa.

'Reference time' means the local time at the reporting point in a time zone band 2 hours wide around the local time where a crew member is acclimatised.

'Rest facility' means a bunk or seat with leg and foot support that provides a crew member with a sleep opportunity on board an aircraft.

'Reserve' means a period of time during which a crew is required by the operator to be available to receive an assignment for a flight, positioning or other duty with at least a 10 hour notification before the start of the assigned duty.

'Rest period' means a continuous, uninterrupted and defined period of time, subsequent to and/or prior to duty, during which a crew member is free of all duties and reserve.

'Rotation' is a duty or a series of duties, including at least one flight duty, and rest periods out of home base, starting at home base and ending when returning to home base for a rest period where the operator is no longer responsible for the accommodation of the crew member.

‘Single day free of duty’ means, a time free of all duties consisting of a single day and two local nights and which may include a rest period as part of the day off.

‘Sector’ means the time between an aircraft first moving for the purpose of taking off until it comes to rest after landing on the designated parking position.

‘Standby’ means a pre-notified and defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period, as follows:

- (a) **airport standby** means a standby performed at the airport, which may lead to an assignment of duty;
- (b) **other standby** means a standby either at home or in a suitable accommodation, which may lead to an assignment of duty.

‘Suitable accommodation’ means, for the purpose of standby, split duty and minimum rest, a separate room, with appropriate facilities, for each crew member located in a quiet environment, equipped with a bed, sufficient ventilation, a device for regulating temperature and light intensity, and access to food and drink.

‘Ultra long range operations (ULR)’ means long range flights having a planned flight duration greater than 16 hours or a flight duty period that exceeds 18 hours.

‘Window of Circadian Low (WOCL)’ means the period between 02:00 and 05:59 hours in the time zone to which a crew member is acclimatised.

ORO.FTL.110 Operator responsibilities

An operator shall, where applicable to the type of operation:

- (a) publish duty rosters sufficiently in advance to provide the opportunity for crew members to plan adequate rest;
- (b) ensure that flight duty periods are planned in a way that enables crew members to remain sufficiently free from fatigue so that they can operate to a satisfactory level of safety under all circumstances;
- (c) specify reporting times that allow sufficient time for ground duties;
- (d) take into account the relationship between the frequencies and pattern of flight duty periods and rest periods and give consideration to the cumulative effects of undertaking long duty hours combined with minimum rest periods;
- (e) allocate duty patterns which avoid practices that cause a serious disruption of established sleep/work pattern, such as alternating day/night duties;
- (f) apply the type of disruptive schedule established under ARO.OPS.230 when a disruptive schedule cannot be avoided;
- (g) provide rest periods of sufficient time to enable crew members to overcome the effects of the previous duties and to be rested by the start of the following flight duty period;
- (h) plan recurrent extended recovery rest periods and notify crew members sufficiently in advance;
- (i) ensure that flights are planned to be completed within the allowable flight duty period taking into account the time necessary for pre-flight duties, the flight and turnaround times;
- (j) change a schedule and/or crewing arrangements if the actual operation exceeds the maximum flight duty period on more than 33% of the flights in that schedule during a scheduled seasonal period.

ORO.FTL.115 Crew member responsibilities

Crew members shall:

- (a) comply with CAT.GEN.MPA.100 of Annex IV; or NCO.GEN.105 of Annex VI; and

- (b) make optimum use of the opportunities and facilities for rest provided and plan and use their rest periods properly.

ORO.FTL.120 Fatigue risk management (FRM)

- (a) When FRM is required by this Subpart or an applicable Certification Specification, the operator shall establish, implement and maintain FRM as an integral part of its management system. FRM shall ensure compliance with the Essential Requirements 7.f., 7.g. and 8.f.
- (b) The FRM established, implemented and maintained shall include:
 - (1) a description of the philosophy and principles of the operator with regard to FRM, referred to as the FRM policy;
 - (2) documentation of the FRM processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - (3) scientific principles and knowledge;
 - (4) a hazard identification and risk assessment process that allows managing the operational risk(s) of the operator arising from crew member fatigue on a continuous basis;
 - (5) a risk mitigation process that provides for remedial actions to be implemented promptly, necessary to effectively mitigate the operator's risk(s) arising from crew member fatigue and for continuous monitoring and regular assessment of the mitigation of fatigue risks achieved by such actions;
 - (6) and correspond to the roster system or flight time specification scheme used by the operator;
 - (7) provide for continuous improvement to the overall performance of the FRM;
 - (8) FRM safety assurance processes;
 - (9) FRM promotion processes.
- (c) The FRM shall correspond to the to the size of the operator and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities and the applicable flight time specification scheme.
- (d) The operator shall take mitigating actions when the FRM safety assurance process shows that the required safety performance is not maintained.

ORO.FTL.125 Flight time specification schemes

- (a) Operators shall establish, implement and maintain flight time specification schemes that are appropriate for the type(s) of operation performed and that comply with this Regulation and this Subpart.
- (b) Before being implemented, flight time specification schemes shall be approved by MCAA.
- (c) To show compliance with this Regulation, the operator shall apply the applicable Certification Specifications. Alternatively, it shall prior to implementing provide MCAA with a full description of the deviation. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating that the requirements of these Regulations are met.

Refer Appendix II-Flight time specification (FTS) scheme, for detailed requirements and examples for operators that should be used to comply with this SUB-PART.

APPENDIX I

DECLARATION in accordance with MCAR Air operations	
Operator	
Name:	
Place in which the operator is established or residing and place from which the operations are directed:	
Name and contact details of the accountable manager:	
Aircraft operation	
Starting date of operation/applicability date of the change:	
Type(s) of operation:	
Part-NCC: (specify if passenger and/or cargo)	
Type(s) of aircraft, registration(s) and main base:	
Details of approvals held (attach list of specific approvals to the declaration, if applicable)	
List of alternative means of compliance with references to the AMCs they replace (attach to the declaration)	
Statements	
The management system documentation including the operations manual reflect the applicable requirements set out in Part-ORO, Part-NCC and Part-SPA.	
All flights will be carried out in accordance with the procedures and instructions specified in the operations manual.	
All aircraft operated hold a valid certificate of airworthiness and comply with Applicable Regulations.	
All flight crew members and cabin crew members, as applicable, are trained in accordance with the applicable requirements.	
The operator has implemented and demonstrated conformance to an officially recognised industry standard.	
Reference of the standard:	
Date of the last conformance audit:	
Any change in the operation that affects the information disclosed in this declaration will be notified to MCAA.	
The operator confirms that the information disclosed in this declaration is correct.	
Date, name and signature of the accountable manager'	

FLIGHT TIME SPECIFICATION SCHEME

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Section A

Introduction

1 Requirements of MCAR Air Operations

- 1.1 MCAR Air Operations, as amended, requires that the operator of an aircraft to which the Maldives Civil Aviation Regulations (MCAR) applies, shall have a scheme for the regulation of flight times of crew. The scheme must be approved by the Civil Aviation Authority (MCAA) and included in the Company Operations Manual, or when an Operations Manual is not required, incorporated in a separate document. The Operations Manual, or separate document, shall be readily available to every person employed by the operator as a member of an aircraft crew.
- 1.2 The requirements apply in relation to an aircraft registered in the Maldives which is either:
 - a) engaged on a flight for the purpose of public transport or
 - b) operated by an air transport undertaking;provided that they shall not apply in relation to a flight made for the purpose of instruction in flying, given by or on behalf of a flying club or a flying school, or a person who is not an air transport undertaking.
- 1.3 In essence, MCAR requires that a crew member shall not fly, and an operator shall not require him to fly, if either has reason to believe that he is suffering, or is likely to suffer while flying, from such fatigue as may endanger the safety of the aircraft or of its occupants.
- 1.4 A flight crew member is required to inform anyone who employs his services as a flight crew member of all flight times and flying duty periods undertaken, whether professionally or privately, except for flying in aircraft not exceeding 1,600 kg maximum weight and not flying for the purpose of public transport or aerial work. Aerial work includes flying instruction for which the pilot is remunerated. It is also aerial work where valuable consideration is given specifically for flying instruction, even if the pilot receives no reward.

2 General Principles Applied to Control of Flight, Duty and Rest Time

- 2.1 The prime objective of a flight time specification scheme is to ensure that crew members are adequately rested at the beginning of each flying duty period, and whilst flying be sufficiently free from fatigue so that they can operate to a satisfactory level of efficiency and safety in all normal and abnormal situations. Aircraft operators are expected to appreciate the relationship between the frequency and pattern of scheduled flying duty periods and rest periods and time off, and give due consideration to the cumulative effects of working long hours interspersed with minimum rest.
- 2.2 Planned schedules must allow for flights to be completed within the maximum permitted flying duty period. MCAA, when assessing the planning of a schedule will take into account the time allowed for pre-flight duties, taxiing, the flight and turn-round times. However, it is recognised that on occasion a planned flight will experience unforeseen delays. Under these conditions, the aircraft commander may, within prescribed conditions, extend an FDP.
- 2.3 Other factors to be considered when planning duty periods include:
 - a) the allocation of work patterns which avoid such undesirable practices as alternating day/night duties, the positioning of crew so that a serious disruption of established sleep/work patterns occur, or scheduling rest periods of between 18 and 30 hours especially after long flights crossing many time zones;
 - b) planning days off and notifying crew well in advance;
 - c) consultation between operators and crew to ensure adequate rest prior to flight but, within that constraint, takes account of the commercial requirements of the company.

NOTE: The MCAA will conduct periodic and spot checks on operators' records and aircraft commanders' reports to determine if the planning of flight schedules and duty is compatible with the limitations provided for in the operator's scheme.

3 Responsibilities of Operators and Crew Members

3.1 It is the responsibility of the operator to prepare duty rosters sufficiently in advance to provide the opportunity for crew to plan adequate pre-duty rest. Operators must establish minimum periods of notification of duty for operating crew, or where this is not practicable due to the nature of the operation, must establish in advance minimum periods of notification of days off, during which a crew member will not be required for any duties. Training for Rostering Staff must include guidance on the effects of disturbing Circadian Rhythms, and sleep deprivation. Away from base, the operator must provide for crew members both the opportunity and facilities for adequate pre-flight rest, in suitable accommodation. When an operator employs a crew member on an irregular basis, then that employer must ensure that the crew member satisfies the provisions of the company approved FTS scheme. Furthermore, operators shall satisfy themselves that crew members who undertake other employment, if allowed by the operator, still have the opportunity to enjoy adequate pre-flight rest.

3.2 Responsibility for preventing the onset of fatigue cannot rest on the operator alone.

The formal responsibilities of crew members, under the Fatigue Risk Management (FRM), are described in sub-paragraphs 1.3 and 1.4 above; furthermore, individuals shall ensure that they are not in breach of the Company approved FTS scheme. It is emphasised that crew members working on a freelance basis must maintain an individual record of their flying and duty hours which must be presented to an operator before undertaking a duty period. All crew members shall make optimum use of the opportunities and facilities for rest provided, and plan and use their rest periods properly. Before considering additional employment crew members must recognise that the responsibility for being sufficiently rested before undertaking a flying duty remains with the individual. Crew members are also reminded that persons are not entitled to act as a member of the crew of an aircraft registered in the Maldives if the individuals know or suspect that their physical or mental condition renders them temporarily unfit so to act.

4 Standard Provisions Applicable to an FTS scheme

4.1 Subject to the maxima and minima specified in Section B, it is incumbent on the operator to establish maximum flying duty periods and minimum rest periods appropriate to the nature of flight operations undertaken. The essentials are identified by use of the words 'shall' or 'must'; desirable features are introduced by the words 'should' or 'may'. Comprehensive guidance and instructions shall be included in the Operations Manual for the benefit of all crew members and the staff concerned with the preparation and day to day management of rostering and scheduling.

4.2 Although operators must plan their schemes in accordance with the requirements, it is recognised that the standard provisions will not necessarily satisfy every type of operation. In these circumstances operators may apply for a change to the standard provisions. Approval will only be given where an operator can show that his proposal will ensure a better or equivalent level of protection against fatigue than the basic requirements. Approved changes must be brought to the attention of crew members by incorporation into the Operations Manual, or other suitable operating instructions.

4.3 It is emphasised that the existence of any industrial agreement cannot in any way absolve either the operator or the crew member from observing any of the conditions contained within an approved FTS scheme.

5 Operators' Schemes and Their Approval

5.1 The requirements stated above mean that an operator must submit for approval to MCAA a proposed scheme for the regulation of flight and duty times and provision of minimum rest periods. Examples of FTS schemes relevant to the business of large companies, Air Taxi/Sole Use Charter, Air Ambulance work, Pleasure Flying, and Helicopter operations are contained within Section C.

6 Nutrition

- (a) A meal and drink opportunity shall occur during the FDP in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours.
- (b) An operator shall specify in its Operations Manual how the crew member's nutrition during FDP is ensured.

Section B

The Scheme

Introduction

The provisions of this Section set limits on the allowable duty hours and minimum periods of rest for flight crew and cabin crew, employed by holders of an Air Operator's Certificate. For the purpose of this appendix flight crew and cabin crew are as defined by MCAR 1, as amended.

The Section contains provisions that are applicable to both flight crew and cabin crew of all aircraft; however, where the nature of the work involved requires the application of other rules then those differences are stated in separate paragraphs. Helicopter flying is covered in paragraph 23 and the rules concerned with the work pattern of cabin crew in paragraph 24. Paragraphs not applicable to helicopter crew or cabin crew are so annotated.

Definitions

Unless otherwise defined below all words, phrases, definitions, and abbreviations, have identical meanings to those described in MCAR 1, as amended.

- 1) **'Contactable'** A short period of time during the day, other than on a 'day off', during which the company requires a crew member to be at an agreed location for the purpose of giving notification of a duty period which will commence not less than ten hours ahead. The contactable period will be between [*] and [*] local time and shall not exceed 2½ hours.

* *Times to be inserted by the company. If required, the 2½ hours can be split into 2 separate periods. Such arrangements must be agreed by MCAA.*
- 2) **'Regular'** Regular, when applied to duties that are Late Finishes, Night or Early Starts, means a run of 4 or 5 consecutive duties, not broken by a period of 34 hours free from such duties, contained in a single 7 consecutive day period.
- 3) **'Reporting Time'** The time at which a crew member is required by an operator to report for any duty.
- 4) **'Rostered/Planned Duty'** A duty period, or series of duty periods, with stipulated start and finish times, notified by the operator to crew in advance.
- 5) **'Rostering Period'** A number of consecutive weeks, usually 4, but defined by the operator.
- 6) **'Scheduled Duty'** The allocation of a specific flight or flights or other duties to a crew member within the pre notified rostered/planned series of duty periods.
- 7) **'Sector'** The time between an aircraft first moving under its own power until it next comes to rest after landing, on the designated parking position.
- 8) **'Split Duty'** A flying duty period which consists of two or more sectors, separated by less than a minimum rest period.
- 9) **'Travelling'** All time spent by a crew member transitting between the place of rest, and the place of reporting for duty.
- 10) **'Week'** A period of 7 consecutive days starting at any set time and on any set day as specified and stated by the operator.

NOTE: Terms Sole Use Charter, Pleasure Flying, and an Air Ambulance Flight are defined in Section C.

6 Calculation of a Flying Duty Period

- 6.1 The maximum FDP, in hours and fractions of hours, shall be in accordance with paragraph 13, Table A or B (2 or more flight crew, aeroplanes), Table C (single flight crew aeroplanes) or paragraph 23, Table D (helicopters). The times extracted from the tables may be extended by use of in-flight relief, split duty and commander's discretion, under the terms of paragraphs 15, 16 and 18. Where an aeroplane flight crew consists of two pilots only, any FDP involving a sector which is planned to exceed 7 hours must be calculated in accordance with the provisions of paragraph 14.

7 Additional Limits on Flying

7.1 Late Finishes/Early Starts

- 7.1.1 The conditions set in this paragraph only apply when a crew member is acclimatised.

- 7.2 Sleep deprivation, leading to the onset of fatigue, can arise if a crew member is required to report early for duty, or finishes a duty late, on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 hours local time can be undertaken, nor may there be more than 4 such duties in any 7 consecutive days. Any run of consecutive duties (Late Finishes or Nights or Early Starts) can only be broken by a period of not less than 34 consecutive hours free from such duties. This 34 consecutive hours may include a duty that is not an Early, Late or Night duty.

- 7.2.1 This paragraph is not applicable to helicopters.

However, crew members who are employed on a regular early morning duty for a maximum of 5 consecutive duties shall work to the following:

- The minimum rest period before the start of such a series of duties is 24 hours.
- The duty will not exceed 9 hours, irrespective of the sectors flown.
- At the finish of such a series of duties, crew members will have a minimum of 63 hours free from all duties.

- 7.3 Should a crew member be scheduled for duty that occurs during any part of the period 0200 to 0459 hours local time, for a minimum of 2 and a maximum of 3 consecutive nights, then crew members must be free from all duties by 2100 hours local time before covering the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE: Operators may replace the above paragraph with one of the following choices, either Options A and B OR Options B and C. The operator may roster crew members for either 2 or 3 consecutive nights, but must ensure that the duty preceding this series of duties finishes by 2359 hours local time (2 nights) or 2100 hours local time (3 nights) as appropriate.

If it is preferred to retain the present contents then attention must be paid to the notes attached to the Options listed (below). These notes list the actions to be followed in the event that duty is inadvertently extended beyond the cut-off times (i.e. 2100 or 2359 hours).

Option A

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night. If the duty immediately prior to the 3 consecutive night duties extends beyond 2100 hours local time and the individual crew member is willing to continue with the planned roster, (i.e. 3 consecutive night duties) then provided that duty preceding this series of duties finishes no later than 2359 hours local time, the schedule may continue.

NOTE: 1: Under this Option, if the crew member chooses not to continue the planned roster (after finishing duty between 2100 and 2359 hours) then only the planned first and second night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

NOTE: 2: Under this Option, if the duty finishes after 2359 hours local time, then only the first of the 3 consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option B - 2 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 2 consecutive nights, then crew members will finish the duty preceding this series of duties by 2359 hours local time before commencing the block of 2 consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE: Under this Option in the event of 2359 hours being exceeded, then only the first of the 2 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option C - 3 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTES:

- 1 Under this Option in the event of 2100 hours being exceeded, then only the first of the 3 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.*
- 2 In all cases the limits in paragraph 7.2 or 7.3 must not be exceeded (i.e. maximum of 3 consecutive nights and 4 in 7 consecutive days).*

7.3.1 This paragraph is not applicable to helicopters.

However, crew members who are employed on a regular night duty for a maximum of 5 consecutive nights shall work to the following:

- a) The minimum rest period before the start of such a series of duties is 24 hours.
- b) The duty will not exceed 8 hours, irrespective of the sectors flown.
- c) At the finish of such a series of duties crew members will have a minimum of 54 hours free from all duties.

7.3.1.1 Options For Night Operations

If an operator elects to roster 4 or 5 consecutive night duties, then the criteria laid down in paragraph 7.3.1 (Section C Example B paragraph 7.2.1 - Air Taxi) must be complied with and must form part of the approved FTS scheme. Operators are reminded that the normal days off requirements must be met (i.e. the 54 hours off between two blocks of 5 nights is only 1 proper day off). However, if operators find that this part of the Scheme is too restrictive then one of the following options may be employed but, if used, must be fully complied with:

- a) When crew are employed on duty for a total of 20 hours or less during 5 consecutive night duties, (i.e. maximum duty each night is 4 hours) the 54 hours free from all duties will meet the "Days Off" requirements for each 28 consecutive day period. Any positioning flights must be completed within the 20 hours duty.
- b) When crew are employed on duty for a total of more than 20 hours but not more than 40 hours during 5 consecutive night duties, the first 54 hours (between week 1 and week 2) may be counted as 2 "Days Off". For the 28 consecutive day period that starts on the first night of the first duty, crew must be given a minimum of a further 5 "Days Off" (average of a further 6 days). Any positioning flights must be completed within the 40 hours duty.

- c) When crew are employed on duty which requires full use of 40 hours duty during 5 consecutive night duties plus a maximum of 3 hours positioning (pre- and post- total) then:
 - i) allowable flying hours (month and year) will be reduced to the following:
 - 1) a maximum of 75 hours in any 28 consecutive days with a maximum of 60 hours in 28 consecutive days averaged over three 28 day periods, and;
 - 2) 600 hours in any 12 consecutive months.
 - ii) a minimum of 9 "Days Off" in any 28 consecutive days will be granted;
 - iii) any increase in duty over 40 hours during the block of 5 consecutive night duties is to be added to the subsequent 54 hours rest period which may not be reduced.

7.3.1.2 General Rules

To be applied when an operator utilises a), b) or c) of paragraph 7.3.1.1

- a) The exercise of "Commander's Discretion" is limited to 1 hour per night with a total of 2 hours allowed during any 5 consecutive night cycle. Any duty worked in excess of 40 hours by use of "Commander's Discretion" must also be added to the subsequent 54 hours rest which may not be reduced.
- b) The absolute maximum duty permitted during a block of 5 consecutive night duties is 45 hours (40 hours, plus 3 hours positioning, plus 2 hours "Commander's Discretion", as per paragraphs 7.3.1.1 c) and 7.3.1.2 a) above).
- c) Crew cannot be rostered for more than 8 hours per night, except when working to paragraph 7.3.1.1 c) above.
- d) Split duties and extension of FDP by in-flight rest are not permitted. e) "Commander's Discretion" to reduce rest is not permitted.

NOTE: For 5 consecutive earlies, the same rule as in 7.3.1.2 a) above applies (i.e. maximum 1 hour discretion per day and a total of 2 hours in the 5 day cycle).

7.4 Air Taxi/Sole Use Charter/Helicopters - Interrupted Rest

If, prior to the start of an FDP, a crew member's rest period is interrupted for operational reasons between 2300 and 0700 hours local time, the following shall apply:

If the disturbance happens earlier than 1 hour before the planned departure from the crew member's place of rest, the time elapsed between that disturbance and the departure time from the place of rest minus 1 hour, shall count as part of the subsequent FDP.

NOTE: The phrase 'operational reasons' applies to such actions as contacting the customer, checking weather, liaison with ATC or any action pertaining to the planned flight. It is anticipated that operators with a 24 hour support organisation will provide these services for crew, leaving their crew members undisturbed.

8 Mixed Duties

- 8.1 When a crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task at the behest of an employer, then the time spent on that task shall be part of the subsequent FDP.

8.2 Fixed and Rotary Wing Flying

When both fixed wing and rotary wing flying is carried out the more restrictive flight and duty time limitations shall apply.

8.3 Mixed Simulator and Aircraft Flying

This paragraph does not apply to cabin crew.

When a crew member flies in the simulator, either on a check or training flight, or as a Training Captain or Instructor, and then within the same duty period flies as a crew member on a public transport flight, all the time spent in the simulator is counted in full towards the subsequent FDP, and for helicopters

towards the daily flying hour maxima. Simulator flying does not count as a sector, but the FDP allowable is calculated from the report time of the simulator detail.

8.4 Mixed Single Pilot/Two Pilot Operations

This paragraph does not apply to cabin crew.

In one duty period a pilot may fly as a single flight crew up to the point where the total flying and duty hours reach the single flight crew FDP limit. During this time the pilot may fly either in command or as a co-pilot on a 2 flight crew aircraft. The pilot may then continue beyond the single flight crew FDP limit in a 2 flight crew operation up to the 2 flight crew FDP and flying hour maxima, but may only fly as a co-pilot.

9 Travelling Time

9.1 Travelling time, other than that time spent on positioning, shall not be counted as duty.

9.2 Travelling time, from home to departure aerodrome, if long distances are involved, is a factor influencing any subsequent onset of fatigue. If the journey time from home to normal departure airfield is usually in excess of 1½ hours, crew members should consider making arrangements for temporary accommodation nearer to base.

9.3 When crew members are required to travel from their home to an aerodrome other than the one from which they normally operate, any travelling time over and above the journey time from home to the usual operating aerodrome shall be classed as positioning. Notional times for any additional travelling shall be agreed between the operator and MCAA.

10 Delayed Reporting Time in a Single FDP

10.1 When a crew member is informed of a delay to the reporting time due to a changed schedule, before leaving the place of rest, the FDP shall be calculated as follows. When the delay is less than 4 hours, the maximum FDP allowed shall be based on the original report time and the FDP shall start at the actual report time. Where the delay is 4 hours or more, the maximum FDP shall be based on the more limiting time band of the planned and the actual report time and the FDP starts 4 hours after the original report time.

10.2 When an operator informs a crew member before leaving the place of rest of a delay in reporting time of 10 hours or more ahead, and that crew member is not further disturbed by the operator until a mutually agreed hour, then that elapsed time is classed as a rest period. If, upon the resumption of duty, further delays occur, then the appropriate criteria in this paragraph and paragraph 10.1 above shall be applied to the re-arranged reporting time.

11 Positioning

11.1 All time spent on positioning at the behest of an operator shall count as duty, but positioning does not count as a sector when calculating the FDP. In these circumstances the FDP commences not later than the time at which the crew member reports for the positioning journey, or positions in accordance with paragraph 9.3.

11.2 If, after a positioning journey, the crew member spends less than a minimum rest period at suitable accommodation provided by the operator, and then carries out an FDP, the positioning must be counted as a sector if a split duty is claimed when calculating the allowable FDP. If it is not, then a split duty FDP cannot be used.

11.3 On occasion, and when, agreed by MCAA, an operator may recover a crew member from an overseas airfield on a positioning flight on the eighth consecutive day of duty.

12 Standby Duty

- 12.1 The time of start, end and nature of the standby duty must be defined and notified to crew members. The time a standby duty starts determines the allowable FDP, except that when the actual FDP starts in a more limiting time band then that FDP limit will apply. However, when standby is undertaken at home, or in suitable accommodation provided by the operator, during the period 2200 to 0800 hours local time and a crew member is given 2 hours or less notice of a report time, the allowable FDP starts at the report time for the designated reporting place.
- 12.2 When a crew member is on standby duty on immediate readiness at an airport, then the allowable FDP is calculated using the start time of the standby duty.
- 12.3 If a crew member is called out from standby, the standby duty will cease when that individual reports at the designated reporting point.
- 12.4 The following limits apply:

Duty	Maximum Duration
Standby Duty (all cases)	12 Hours
Standby followed by an FDP	As in Case A and B below

Case A

If a crew member is called out from standby to conduct an FDP before completing 6 hours standby duty then the total duty period allowed is the sum of the time spent on standby and the FDP allowable from paragraph 13, Tables A, B, C, or paragraph 23, Table D.

Case B

If a crew member is called out from standby to conduct an FDP after completing 6 or more hours standby duty, then the total duty period allowed is the sum of all the time spent on standby and the allowable FDP, reduced by the amount of standby worked in excess of 6 hours.

NOTES:

- 1 The method of adding time spent on standby to cumulative totals is stated in paragraph 22.
- 2 The reference to 'total duty period' applies only to the sum of the standby time achieved + the allowable FDP obtained from paragraph 13. On the day, for cumulative duty totals and for minimum rest purposes, the total duty achieved will be standby time achieved + FDP achieved + post flight duties + any positioning.

- 12.5 When any period of standby finishes, during which a call-out has not occurred, at least 12 hours rest must follow prior to the next duty period. Similarly, following the end of a contactable period or periods, at least 10 hours must elapse prior to the next duty period.

13 Maximum FDP - Aeroplanes

- 13.1 Standard reporting times prior to flight must be specified by an operator. Pre-flight duties are part of the FDP. A period of duty must be allowed for post-flight activities: the minimum for major operators is 30 minutes, 15 minutes for others. If this "period" for post FDP duties is routinely exceeded then the post FDP duty period stated in the scheme must be revised to better represent the actual time taken. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period.
- 13.2 The utilisation of a non-standard reporting time, except by use of a dispatch crew, designed to take advantage of an increased FDP from a more favourable time band, must not be used.

13.3 Tables A and C apply when the FDP starts at a place where the crew member is acclimatised; Table B applies at other times.

Table A - Two or more flight crew – Acclimatised

Local time of start	Sectors							
	1	2	3	4	5	6	7	8 or more
0600-0759	13	12¼	11½	10¾	10	9½	9	9
0800-1259	14	13¼	12½	11¾	11	10½	10	9½
1300-1759	13	12¼	11½	10¾	10	9½	9	9
1800-2159	12	11¼	10½	9¾	9	9	9	9
2200-0559	11	10¼	9½	9	9	9	9	9

Table B - Two or more flight crew - Not Acclimatised

Length of preceding rest hours	Sectors						
	1	2	3	4	5	6	7 or more
Up to 18 or over 30	13	12¼	11½	10¾	10	9¼	9
Between 18 and 30	11½	11	10½	9¾	9	9	9

NOTE: The practice of inserting a short duty into a rest period of between 18 and 30 hours in order to produce a rest period of less than 18 hours, thereby taking advantage of the longer FDP contained in Table B, is not permitted.

Table C - Maximum FDP - Single Flight Crew

Local time of start	Sectors				
	Up to 4	5	6	7	8 or more
0600-0759	10	9¼	8½	8	8
0800-1259	11	10¼	9½	8¾	8
1300-1759	10	9¼	8½	8	8
1800-2159	9	8¼	8	8	8
2200-0559	8	8	8	8	8

13.4 Report times must not be reduced in order for crew members to achieve their required rest prior to an FDP.

14 Limits on Two Flight Crew Long Range Operations

This paragraph does not apply to helicopter crew or cabin crew.

14.1 When an aeroplane flight crew is only two pilots, the allowable FDP shall be calculated as follows. A sector scheduled for more than 7 hours is considered as a multi-sector flight, as below:

Scheduled Sector Times	Acclimatised	Not Acclimatised
	Sectors	
Sector Length over 7 hours but not more than 9 hours	2	4
Sector Length over 9 hours but not more than 11 hours	3	4
Sector Length over 11 hours	4	Not Applicable

The appropriate table in paragraph 13 is then entered with the start time of the duty period and the 'modified' number of sectors, to determine the allowable FDP.

14.2 When an additional, current, type rated pilot is a crew member, then these limits do not apply and the permissible FDP is determined by entering Table A or B in paragraph 13 with time of start and the actual sectors planned.

15 Extension of Flying Duty Period by In-flight Relief

- 15.1 When any additional crew member is carried to provide in-flight relief with the intent of extending an FDP, that individual shall hold qualifications which are equal or superior to those held by the crew member who is to be rested. To take advantage of this facility the division of duty and rest between crew members must be kept in balance. It is unnecessary for the relieving crew member to rest in between the times relief is provided for other crew members.
- 15.2 When in-flight relief is utilised there must be, for the crew members resting, a comfortable reclining seat, or bunk, separated and screened from the flight deck and passengers.
- 15.3 A total in-flight rest of less than three hours does not allow for the extension of an FDP, but where the total in-flight rest, which need not be consecutive, is three hours or more, then the permitted FDP may be extended as follows:

If rest is taken in a bunk	If rest is taken in a seat
A period equal to one half of the total rest taken, provided that the maximum FDP permissible shall be 18 hours; 19 hours in the case of cabin crew.	A period equal to one third of the total rest taken, provided that the maximum FDP permissible shall be 15 hours; 16 hours in the case of cabin crew.

16 Extension of Flying Duty Period by Split Duty

- 16.1 When an FDP consists of two or more sectors - of which one can be a positioning journey counted as a sector - but separated by less than a minimum rest period, then the FDP may be extended by the amounts indicated below.

Consecutive Hours Rest	Maximum Extension of the FDP
Less than 3	NIL
3 - 10	A period equal to half the consecutive hours rest taken.

- 16.2 The rest period shall not include the time allowed for immediate post-flight duties and pre-flight duties, a minimum total of 30 minutes. The actual time allowed shall be specified by the operator. When the rest period is 6 hours or less it will suffice if a quiet and comfortable place, not open to the public, is available. If the rest period is more than 6 consecutive hours, then suitable accommodation must be provided.
- 16.3 When rest is taken in the aircraft on the ground, the minimum standards of noise, temperature, light and ventilation are to be specified in the Operations Manual. Such arrangements will only be permitted when the crew have adequate control of the temperature and ventilation within the aircraft, and passengers are not on board.

17 Rest Periods

- 17.1 The aircraft operator must notify all crew members in good time of a flying duty period so that sufficient and uninterrupted pre-flight rest can be obtained. When away from base the operator must provide the crew with the opportunity and the facilities for adequate pre-flight rest. The operator must provide suitable accommodation. When flights are carried out at such short notice that it is impracticable for an operator to arrange suitable accommodation, then this responsibility devolves to the aircraft commander.
- 17.2 The minimum rest period which must be provided before undertaking a flying duty period shall be:
- at least as long as the preceding duty period, or
 - 12 hours
- whichever is the greater.

- 17.2.1 When away from base, in the case when the rest period earned by a crew member is 12 hours, and suitable accommodation is provided by the operator, then that rest period may be reduced by one hour. In such circumstances, if the travelling time between the aerodrome and the accommodation is more than 30 minutes each way then the rest period must be increased by the amount the total time spent travelling exceeds one hour. The room allocated to the crew member must be available for occupation for a minimum of 10 hours. This sub-paragraph does not apply to rest periods that exceed 12 hours.
- 17.2.2 Exceptionally at home base, individual crew members may be asked to exercise their discretion to reduce rest by up to a maximum of one hour but only to a minimum of 12 hours for flight crew and 11 hours for cabin crew. If discretion is used, it is the responsibility of the operator and the crew member to inform the commander of the flight immediately following the rest period, that a reduced rest period has been taken.
- 17.3 If the preceding duty period, which includes any time spent on positioning, exceeded 18 hours, then the ensuing rest period must include a local night.
- 17.4 The rest period following a sequence of reduced rest and then an extended FDP, cannot be reduced.
- 17.5 After being called out from a standby duty the length of minimum rest shall be determined by the length of standby duty, plus any time spent on positioning, and any FDP completed.
- 17.6 Crew members who inform an operator that they are having difficulty in achieving adequate pre-flight rest must be given the opportunity to consult an aviation medical specialist.

18 Aircraft Commander's Discretion to Extend a Flying Duty Period

- 18.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, extend an FDP beyond that permitted in paragraph 13, Tables A, B, C, or paragraph 23, Table D, provided he is satisfied that the flight can be made safely. The extension shall be calculated according to what actually happens, not on what was planned to happen. An extension of 3 hours is the maximum permitted, except in cases of emergency (see Note 1).
- 18.2 The operator's scheme shall include guidance to aircraft commanders on the limits within which discretion may be exercised, and shall include specific limits to which a commander may extend the flying duty period. In a Flying Duty Period involving 2 or more sectors up to a maximum of 2 hours discretion may be exercised prior to the first and subsequent sectors. On a single sector flight and immediately prior to the last sector on a multi-sector flight, a commander may utilise the full amount of discretion authorised by the operator.
- 18.3 A commander may exercise discretion to extend an FDP following a reduced rest period, only exceptionally, and then only to the extent necessary to allow for unforeseen circumstances that become apparent during the last sector.
- 18.4 Whenever a commander extends an FDP, it shall be reported to his employer on a Discretion Report Form, either in the format of Appendix A or on a form acceptable to MCAA. If the extension is greater than 2 hours, or when exercised after any reduced rest period, then the operator shall submit the commander's written report, together with the operator's comments to the MCAA, within 14 days of the aircraft's return to base.

NOTES:

- 1 *In respect of an extension of a flying duty period, an emergency is a situation which in the judgement of the commander presents a serious risk to the health or safety of crew and passengers, or endangers the lives of others.*
- 2 *Discretion reports may be used by MCAA to assess the realism of particular schedules.*

19 Aircraft Commander's Discretion to Reduce a Rest Period

- 19.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, reduce a rest period but only insofar as the room allocated to the crew member must be available for occupation for a minimum of 10 hours. The exercise of such discretion

shall be considered exceptional and must not be used to reduce successive rest periods. If the preceding FDP was extended, the rest period may be reduced, provided that the subsequent allowable FDP is also reduced by the same amount. In no circumstances may a commander exercise discretion to reduce a rest period below 10 hours at accommodation.

- 19.2 Whenever a commander reduces a rest period, it shall be reported to his employer on a Discretion Report Form, in the format of Appendix B, or on a form acceptable to MCAA. If the reduction is more than 1 hour, then the operator shall submit the commander's written report together with the operator's comments, to the MCAA, within 14 days of the aircraft's return to base.

20 Days Off

This paragraph does not apply to helicopter crew.

- 20.1 Wherever possible and if required by the crew member, days off should be taken in the home environment.
- 20.2 A single day off shall include 2 local nights, and shall be of at least 34 hours duration.
- 20.3 A planned rest period may be included as part of a day off.
- 20.4 Crew members shall:
- a) not be on duty more than 7 consecutive days between days off, but may be positioned to the usual operating base on the eighth day, provided they are then allocated at least 2 consecutive days off, and
 - b) have 2 consecutive days off in any consecutive 14 days following the previous 2 consecutive days off, and
 - c) have a minimum of 7 days off in any consecutive 4 weeks, and
 - d) have an average of at least 8 days off in each consecutive 4 week period, averaged over 3 such periods.

21 Absolute Limits on Flying Hours (this paragraph does not apply to helicopter crew).

- 21.1 A person shall not act as a member of the flight crew of an aircraft if at the beginning of the flight the aggregate of all previous flight times:
- a) during the period of 28 consecutive days expiring at the end of the day on which the flight begins exceeds 100 hours. (This means that on the 28th day a flight crew member may depart on a single sector flight, and may complete that sector, even though at the end of the flight the total flying hours completed in 28 days will exceed 100 hours. Consequently, the flight crew member cannot then continue to operate as a flight crew member on any subsequent sectors during that day); or
 - b) during the period of 12 months, expiring at the end of the previous month exceeds 900 hours.

22 Cumulative Duty Hours

- 22.1 The maximum duty hours for flight crew, excepting helicopters, shall not exceed:
- (a) 55 hours in any 7 consecutive days, but may be increased to 60 hours, when a rostered duty covering a series of duty periods, once commenced, is subject to unforeseen delays;
 - (b) 95 hours in any 14 consecutive days; and
 - (c) 190 hours in any 28 consecutive days.
- The maximum hours allowed to helicopter crew members are stated in sub-paragraph 23.5.
- 22.1.1 When away from base and where an individual crew member separates from the crew, or the crew as a whole splits up, then any use of discretion to reduce rest becomes a decision for an individual crew member. The decision to continue with the next flight and the submission of an associated discretion report is the responsibility of the relevant commander after the crew member, and operator if in a position to do so, has informed the commander that a reduced rest period has been taken.
- 22.2 When a crew member is not rostered for either standby or flying duties for 28 or more consecutive days then any duty hours worked need not be added to cumulative totals. However, when a crew member is anticipated to return to either standby or flying duties the duty hours worked in the 28 days preceding that

duty must be recorded. Before allocating a flying duty to a crew member the operator must be satisfied that that crew member is in compliance with the scheme.

22.3 Calculation of Cumulative Duty Hours (all aircraft)

Duty hours shall be added to cumulative totals in accordance with the following:

- a) To count in full:
 - i) Duty periods and flying duty periods, plus subsequent post-flight duties
 - ii) All standby duty, except that specified in b) i) and ii) below
 - iii) The time spent on positioning.
- b) To count as half the time on duty:
 - i) The standby duty, when the period of notice given to the crew member by the operator before reporting for duty, is treble or more than the specified minimum report time.
 - ii) The standby duty when undertaken at home, or in suitable accommodation provided by the operator, takes place during the period 2200 to 0800 hours, and the crew member can take undisturbed rest and is not called out for duty.

23 Limits on Helicopter Flying

23.1 Table D Maximum FDP – Helicopters

Local time of start	SINGLE PILOT		TWO PILOTS	
	Max. Length of Flying Duty Period (Hours)	Maximum Flying Time (Hours)	Max. Length of Flying Duty Period (Hours)	Maximum Flying Time (Hours)
0600-0659	9	6	10	9
0700-0759	10	7	11	10
0800-1359	10	7	12	10
1400-2159	9	6	10	9
2200-0559	8	5	9	8

23.2 Additional Limits on Helicopter Flying

23.2.1 Repetitive Short Sectors

Crew flying repetitive short sectors, for example pleasure flying, offshore short sector shuttles, at an average rate of 10 or more landings per hour, shall have a break of at least 30 minutes away from the helicopter within any continuous period of 3 hours.

23.2.2 When carrying out the more demanding roles of helicopter flying, for example, winching and external load carrying, operators shall specify maximum periods of continuous operation. The limits set shall not exceed the maximum allowed in sub-paragraph 23.2.1, but depending on the nature and circumstances of a particular operation may need to be more restrictive.

23.2.3 After 3 hours shuttle operations between offshore installations in conditions other than day VMC, a rest of 30 minutes free of all duty shall be allowed.

23.2.4 Survival Suits

The wearing of survival suits can prove an irritant and be uncomfortable. Therefore:

- a) a flight crew member should not participate in moving freight or baggage, or any other activity requiring excessive physical effort. His role should be supervisory.
- b) Schedules which involve continuous flying in excess of 4½ hours must include provisions for a break free of all duty of at least 30 minutes, not including a total of 30 minutes for immediate post-flight duties and pre-flight duties. The break must be scheduled prior to exceeding a total of 6 hours flying.

23.3 Helicopter Crew Days Off

23.3.1 Wherever possible, and if required by the crew member, days off should be taken in the home environment. A single day off for helicopter crew shall include two local nights, and shall be of at least 36 hours duration. A planned rest period may be included as part of a day off.

23.3.2 Crew members shall:

- a) not work more than 7 consecutive days, and
- b) have 2 consecutive days off following a period of 7 consecutive days duty, and
- c) have 2 consecutive days off in any consecutive 14 days, and have at least 3 days off in any consecutive 14 days, and
- d) have a minimum of 7 days off in any consecutive 4 weeks, and
- e) have an average of at least 8 days off in each consecutive 4 week period averaged over 3 such periods.

NOTE: A single day off can only be allocated when 6 or less consecutive days duty have been worked.

23.4 Absolute Limits on Flying Hours

The maximum flying hours for flight crew will be:

- (a) 90 in any 28 consecutive days; and
- (b) 800 in any period of 12 months.

23.5 Cumulative Duty and Flying Hours (Helicopters)

Maximum duty hours for flight crew shall not exceed:

- (a) 60 hours in any 7 consecutive days; and
- (b) 200 hours in any 28 consecutive days.

23.6 The Maximum number of Flying Hours which a pilot may be permitted to undertake are:

Single Day	Table D
Any 3 consecutive days	18 hours
Any 7 consecutive days	30 hours
Any 3 consecutive 28 day periods	240 hours

24 Rules Relating to Cabin Crew

24.1 The requirements detailed in this paragraph shall be applicable to all cabin crew employed as crew members and are not intended to apply only to those cabin crew carried to meet the provisions of MCAR Air Operations.

24.2 The limitations which shall be applied to cabin crew are those applicable to flight crew members contained in paragraphs 6 to 23, but with the following differences:

- a) A flying duty period can be 1 hour longer than that permitted for flight crew. The FDP and limits set on early starts for cabin crew shall be based on the time at which the flight crew report for their flying duty period, but that FDP will start at the report time of the cabin crew.
- b) For cabin crew the minimum rest period which will be provided before undertaking a flying duty period shall be:
 - i) at least as long as the preceding duty period less 1 hour; or
 - ii) 11 hours;whichever is the greater.
- c) The combined sum of standby time and subsequent FDP can be 1 hour longer than that permitted to flight crew.
- d) The maximum duty hours for cabin crew shall not exceed:
60 hours in any 7 consecutive days,
but may be increased to 65 hours when a rostered duty covering a series of duty periods, once commenced, is subject to unforeseen delays.
105 hours in any 14 consecutive days.
210 hours in any 28 consecutive days.
- e) The annual and 28 day limits on flying hours appertaining to flight crew need not be applied.

- f) The limits relating to two pilot flight crew long range operations do not apply.

25 Records to be maintained

25.1 Records for the duty and rest periods of all flying staff must be kept. These records shall include:

For each crew member:

- (a) The beginning, end and duration of each duty or flying duty period, and function performed during the period.
- (b) Duration of each rest period prior to a flying duty or standby duty period.
- (c) Dates of days off.
- (d) 7 consecutive day totals of duty.
- (e) With the agreement of MCAA, operators employing more than 100 cabin crew need only record the information required above for a percentage of cabin crew. The size of the percentage and the rate of sampling will be agreed by the assigned Inspector and the operator.

For each flight crew member:

- (a) Daily and 7 consecutive day flying hours.

Records shall be preserved for at least 12 calendar months from the date of the last relevant entry.

25.2 Additionally, operators shall retain all aircraft commanders' discretion reports of extended flying duty periods, extended flying hours, and reduced rest periods for a period of at least six months after the event.

Attachment A
Commander's Discretion Report - Extension Of Flying Duty Period/Flying Hours

COMMANDER'S DISCRETION REPORT Extension Of Flying Duty Period/Flying Hours						
Part A	Operator:			Aircraft Type:		
	Flight Number:			Commander:		
	Date:					
<i>NOTE: If discretion exercised for part crew or individuals state name(s) and operating capacity below.</i>						
Voyage Details						
Part B	1 Crew acclimatised			YES/NO		
	2 Length of preceding rest - 18 to 30 hrs/under 18 or over 30 hrs			HrsMins		
	3 Allowable FDP from:			Table A or B		
	4 Split duty: actual time off..... time on.....			Credit.....		
	5 In-flight relief; rest taken..... bunk/seat			Credit		
	6 Revised allowable: FDP.....					
Voyage Details						
Schedule (Planned)				Actual		
	Place	UTC	Local		UTC	Local
Duty to start				Duty started		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
FDP to end				FDP ended		
				Actual FDP		
Amount of Commander's Discretion Exercised – Hrs Mins						
Maximum Flying Hours Permitted..... in 28 days/1 year period. Hours Flown.....						
Part C	Commander's Report:					
					
					
					
					
	Signed..... Date.....					
Operator's Remarks/Action Taken:						
.....						
.....						
.....						
.....						
Signed..... Date.....						

[illegible]

NOTE: All times to be recorded as date/time six-figure groups, expressed in both UTC and Local time.

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Section C

Examples of FTS schemes

Introduction

The content of this Section contains four examples of schemes for use, if so desired, by companies operating scheduled services and those associated with the International Travel (IT) market, those involved with Air Taxi/Sole Use Charter, Commercial Pleasure Flying, Air Ambulance Work, and Helicopter operations.

A further Example presents guidance that companies may wish to issue to Rostering Staff.

The purpose behind providing these examples is to relieve operators of the burden of determining what may or may not be acceptable to MCAA. There is no obligation on companies to reproduce what is set out in the Examples, but equally there is no objection to any AOC Holder using an example in its entirety as their FTS scheme. Furthermore, the Examples do not attempt to cover the working practices adopted by every single operator, and it is recognised and accepted that some may need to modify what is stated herein to suit their particular circumstances. Previously this was achieved, in practice, by the granting of a variation. While the word variation is still valid, any such differences to what is the standard will be incorporated into the approved scheme. Further variations to the approved scheme will result in the withdrawal of that scheme's approval and the issue of a further full approval for the revised scheme.

In each Example, some paragraphs are annotated with the symbol '‡', and certain values are shown as (*). The paragraphs marked '‡' are those which may not apply to all schemes, and can be included or omitted, as appropriate. If omitted, it is implicit that the operator will not use the provisions of that particular paragraph. In the Introduction to the first four Examples a key is provided, giving a paragraph number and the associated maxima or minima as the case may be, that when inserted in the relevant position completes the scheme. If they wish, operators can vary these figures to suit their purpose, but only to the extent of providing a better level of protection against the onset of fatigue than is given in Section B. The scheme in the Examples has paragraphs numbered sequentially and simply: this approach is adopted for ease of reference. Operators should number the paragraphs in their submission in line with what is in use in their Operations Manual.

In sum, a set of FTS schemes and an example of guidance to rostering staff is provided with the intent of easing the task of those compiling Company FTS schemes.

Example A

Large Companies

Introduction

The scheme set out in this Example is one that may suit the purpose of companies operating scheduled services and those involved in the IT market. If any difficulty is experienced in deciding whether or not the Example refers to the nature of the operation conducted by a particular company, reference to the introduction to the other Examples will give sufficient guidance.

As will be seen, the content of the Example follows faithfully the provisions of Section B. Only in a few instances are compilers given the option of omitting a paragraph - annotated with the symbol '†' - where the specific practice covered may not be utilised by their company. As mentioned in the Introduction to this Section, those paragraphs containing the symbol (*) must have the appropriate figure inserted, as specified in the Key.

Key

Definition 5.3		Times inserted, which must not cover more than 2½ hours
Definition 5.19		As required by the operator
Definition 5.26		Insert four figure UTC or local time and day
Paragraph 9.2	line 3	Not more than 1½ hours
Paragraph 12.4	line 3	Not more than 12
Paragraph 13.1	line 1	A minimum of 1 hour, but can be increased dependent on aircraft type and route to be flown
	line 2	Not less than 30
Paragraph 13.5	line 1	Insert aircraft type
	line 2	Not less than 15
Paragraph 15.3		Left hand block - not more than 18 and 19 respectively Right hand block - not more than 15 and 16 respectively
Paragraph 16.2	line 1	Not less than 30
Paragraph 17.3	line 2	Not more than 18
Paragraph 18.1	line 5	Not more than 3
Paragraph 18.2	line 3	Not more than 2
	line 4	Not more than 3
Paragraph 19.1	line 4	Not less than 10
Paragraph 20.1	line 1/2	Specify point of contact and as appropriate
Paragraph 20.2	line 1/2	Specify as above
Paragraph 21.4 a)	line 1	Not more than 7
b)	line 1	Not less than 2, not more than 14, respectively
c)	line 1	Not less than 7, not more than 4
d)	line 1	Not less than 8
Paragraph 23.2 b) i)		At least treble the time stated in paragraph 13.1
Paragraph 25.1	line 8	Not less than 10, and not more than 6 respectively

Flight and Duty Time Limitations Scheme

1 Purpose

The purpose of this scheme is to interpret the requirements of Subpart FTL of MCAR Air Operations, as they apply to the regulation of flight times and the avoidance of fatigue in crew members.

2 Aim

The aim is to express the intent behind the published, relevant documents, thereby taking all reasonable precautions to ensure that crew members are adequately rested at the beginning of each flying duty period. To meet this aim, due note will be taken of length of duty cycles, periods of time off and cumulative duty hours.

3 Applicability

The scheme shall apply in relation to any duty carried out at the behest of the company by both flight crew and cabin crew. The scheme shall apply to all cabin crew carried as crew members.

4 Responsibilities

4.1 The Company

The company will publish rosters in advance so that operating crew can plan adequate pre-flight rest. Crew members will normally be given at least 7 days notice of days off. Before the start of the new roster year, the start and finish dates of each roster period, plus the expected publication date, will be issued to crew members.

4.2 Crew Members

Responsibility for the proper control of flight and duty time does not rest wholly with the company. Crew members have the responsibility to make optimum use of the opportunities and facilities for rest provided. They are also responsible for planning and using their rest periods properly in order to minimise incurring fatigue. MCAR places a further responsibility on crew members. Simply put, crew members shall not act as operating crew if they know, or suspect, that their physical or mental condition renders them unfit to operate. Furthermore, they must not fly if they know that they are, or are likely to be, in breach of this scheme.

5 Definitions

Unless otherwise defined below all words, phrases, definitions and abbreviations, have identical meanings to those described in MCAR 1, as amended.

- 1) **‘Acclimatised’**: means that a crew member is considered to be acclimatised to a 2-hour wide time zone surrounding the local time of his/her point of departure. When the local time of the place where a duty commences differs by more than 2 hours from that at the place where a duty ends, the crew member is considered to be acclimatised in accordance with the values in the table below for the calculation of the maximum daily FDP.

Time difference (h) between reference time and local time where the crew member starts the subsequent duty	Time elapsed since reporting at reference time				
	<48	48-71:59	71-95:59	96-119:59	≥120
<4	B	D	D	D	D
≤6	B	X	D	D	D
≤9	B	X	X	D	D
≤12	B	X	X	X	D

- 'B' means acclimatised to the local time of the departure time zone,
'D' means acclimatised to the local time where the crew member starts his/her subsequent duty,
and
'X' means that a crew member is in an unknown state of acclimatisation
- 2) '**Accommodation**' means, for the purpose of standby and split duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.
- 3) '**Airport duty**' means a pre-notified and defined period of time during which a crew member is required by the operator to be at the airport immediately available to receive an assignment for a flight, positioning or other duty.
- 4) '**Crew**' A member of the flight crew or cabin crew.
- a) '**Augmented flight crew**' means a flight crew which comprises more than the minimum number required to operate the aircraft, allowing each flight crew member to leave his/her assigned post and be replaced by another appropriately qualified flight crew member for the purpose of in-flight rest.
- b) '**Cabin Crew**' A person employed to facilitate the safety of passengers, whose duties are detailed by the company or the aircraft commander. Such persons will not act as a member of the flight crew.
- c) '**Dispatch Crew**' A fully qualified and current flight crew/cabin crew authorised to carry out pre-flight duties as defined by the company.
- d) '**Flight Crew**' Those members of the crew of an aircraft who act as a pilot or flight engineer.
- 5) '**Break**' means a period of time within an FDP, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.
- 6) '**Contactable**' A short period of time during the day, other than on a 'day off', during which the company requires a crew member to be at an agreed location for the purpose of giving notification of a duty period which will commence not less than ten hours ahead. The contactable period will be between [*] and [*] local time and shall not exceed 2½ hours.
- * *Times to be inserted by the company. If required, the 2½ hours can be split into 2 separate periods. Such arrangements must be agreed by MCAA.*
- 7) '**Days Off**' Periods available for leisure and relaxation free from all duties. A single day off shall include 2 local nights. Consecutive days off shall include a further local night for each additional consecutive day off. A rest period may be included as part of a day off.
- 8) '**Delayed reporting**' means the postponement of a scheduled FDP by the operator before a crew member has left his/her place of rest.
- 9) '**Disruptive schedule**' means a crew member's roster comprising an FDP or a combination of FDPs starting, finishing during or encroaching any portion of the day or of the night where a crew member is acclimatised which disrupts the sleep opportunity during the optimal sleep time window. A schedule may be disruptive due to early starts, late finishes and night duties.
- (a) '**Early type**' of disruptive schedule means:
- (1) for '**early start**' a duty period starting in the period between 05:00 and 05:59 in the time zone to which a crew member is acclimatised; and
- (2) for '**late finish**' a duty period finishing in the period between 23:00 and 01:59 in the time zone to which a crew member is acclimatised.
- (b) '**Late type**' of disruptive schedule means:
- (1) for '**early start**' a duty period starting in the period between 05:00 and 06:59 in the time zone to which a crew member is acclimatised; and
- (2) for '**late finish**' a duty period finishing in the period between 00:00 and 01:59 in the time zone to which a crew member is acclimatised.
- (c) '**Night duty**' means a duty period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew is acclimatised.

- 10) **'Duty'** means any task that a crew member performs for the operator, including flight duty, administrative work, giving or receiving training and checking, positioning, and some elements of standby.
 - a) **'Duty period'** means a period which starts when a crew member is required by an operator to report for or to commence a duty and ends when that person is free of all duties.
 - b) **'Days Off'** Periods available for leisure and relaxation free from all duties. A single day off shall include 2 local nights. Consecutive days off shall include a further local night for each additional consecutive day off. A rest period may be included as part of a day off.
- 11) **'Eastward-Westward and Westward-Eastward transition'** means the transition at home base between a rotation crossing 6 or more time zones in one direction and a rotation crossing 4 or more time zones in the opposite direction.
- 12) **'Flight duty period (FDP)'** means a period that commences when a crew member is required to report for duty, which may include a flight or a series of flights, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last flight on which he/she acts as an operating crew member.
- 13) **'Flight time'** means, for aeroplanes and touring motor gliders, the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.
- 14) **'Home base'** means the location, assigned by the operator to the crew member, from where the crew member normally starts and ends a duty period or a series of duty periods and where, under normal circumstances, the operator is not responsible for the accommodation of the crew member concerned.
- 15) **'Local day'** means a 24-hour period commencing at 00:00 local time.
- 16) **'Local night'** means a period of 8 hours falling between 22:00 and 08:00 local time.
- 17) **'Operating crew member'** means a crew member carrying out his/her duties in an aircraft during a flight.
- 18) **'Positioning'** means the transferring of a non-operating crew member from one place to another, at the behest of the operator, excluding the time from home to the designated reporting place at home base and vice versa, as well as the time for local transfer from a place of rest to the commencement of duty and vice versa.
- 19) **'Reference time'** means the local time at the reporting point in a time zone band 2 hours wide around the local time where a crew member is acclimatised.
- 20) **'Regular'** Regular, when applied to duties that are Late Finishes, Night or Early Starts, means a run of 4 or 5 consecutive duties, not broken by a period of 34 hours free from such duties, contained in a single 7 consecutive day period.
- 21) **'Reporting Time'** The time at which a crew member is required by an operator to report for any duty.
- 22) **'Rest facility'** means a bunk or seat with leg and foot support that provides a crew member with a sleep opportunity on board an aircraft.
- 23) **'Reserve'** means a period of time during which a crew is required by the operator to be available to receive an assignment for a flight, positioning or other duty with at least a 10 hour notification before the start of the assigned duty.
- 24) **'Rest period'** means a continuous, uninterrupted and defined period of time, subsequent to and/or prior to duty, during which a crew member is free of all duties and reserve.
- 25) **'Rostered/Planned Duty'** A duty period, or series of duty periods, with stipulated start and finish times, notified by the operator to crew in advance.

- 26) **'Rostering Period' (*)** consecutive weeks.
- 27) **'Rotation'** is a duty or a series of duties, including at least one flight duty, and rest periods out of home base, starting at home base and ending when returning to home base for a rest period where the operator is no longer responsible for the accommodation of the crew member.
- 28) **'Scheduled Duty'** The allocation of a specific flight or flights or other duties to a crew member within the pre notified rostered/planned series of duty periods.
- 29) **'Sector'** The time between an aircraft first moving under its own power until it next comes to rest after landing, on the designated parking position.
- 30) **'Single day free of duty'** means, a time free of all duties consisting of a single day and two local nights and which may include a rest period as part of the day off.
- 31) **'Split Duty'** A flying duty period which consists of two or more sectors, separated by less than a minimum rest period.
- 32) **'Standby'** means a pre-notified and defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period, as follows:
- (a) **airport standby** means a standby performed at the airport, which may lead to an assignment of duty;
 - (b) **other standby** means a standby either at home or in a suitable accommodation, which may lead to an assignment of duty.
- 33) **'Suitable accommodation'** means, for the purpose of standby, split duty and minimum rest, a separate room, with appropriate facilities, for each crew member located in a quiet environment, equipped with a bed, sufficient ventilation, a device for regulating temperature and light intensity, and access to food and drink.
- 34) **'Travelling'** All time spent by a crew member transiting between the place of rest, and the place of reporting for duty.
- 35) **'Ultra long range operations (ULR)'** means long range flights having a planned flight duration greater than 16 hours or a flight duty period that exceeds 18 hours.
- 36) **'Week'** A period of 7 consecutive days starting at (*) on (*).

6 Calculation of a Flying Duty Period

- 6.1 The maximum FDP, in hours and fractions of hours, will be in accordance with paragraph 13. The times extracted from the tables may be extended by use of in-flight relief, split duty, and commander's discretion, under the terms of paragraphs 15, 16 and 18. Where a flight crew consists of two pilots only, any FDP involving a sector which is planned to exceed 7 hours will be calculated as detailed in paragraph 14.

7 Additional Limits on Flying

7.1 Late Finishes/Early Starts

- 7.1.1 This paragraph only applies to crew members who are acclimatised.

- 7.2 Sleep deprivation, leading to the onset of fatigue, can arise if a crew member is required to report early for duty on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 hours local time can be undertaken, nor will there be more than 4 such duties in any 7 consecutive days.

Any run of consecutive duties (Late Finishes or Nights or Early Starts) can only be broken by a period of not less than 34 consecutive hours free from such duties. This 34 consecutive hours may include a duty that is not an Early, Late or Night duty.

- ‡ 7.2.1 Crew members who are employed on a regular early morning duty for a maximum of 5 consecutive duties will work to the following:
- a) The minimum rest period before the start of such a series of duties will be 24 hours.
 - b) The duty will not exceed 9 hours, irrespective of the sectors flown.
 - c) At the finish of such a series of duties, crew members will have a minimum of 63 hours free of all duties.

7.3 Should any duties be scheduled to be carried out within any part of the period 0200 to 0459 hours local time, for a minimum of 2 and a maximum of 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before covering the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE:

1. Operators may replace the above paragraph with one of the following choices, either Options A and B OR Options B and C. The operator may roster crew members for either 2 or 3 consecutive nights, but must ensure that the duty preceding this series of duties finishes by 2359 hours local time (2 nights) or 2100 hours local time (3 nights) as appropriate.
2. If it is preferred to retain the present contents then attention must be paid to the notes attached to the Options listed (below). These notes list the actions to be followed in the event that duty is inadvertently extended beyond the cut-off times (i.e. 2100 or 2359 hours).

Option A

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night. If the duty immediately prior to the 3 consecutive night duties extends beyond 2100 hours local time and the individual crew member is willing to continue with the planned roster, (i.e. 3 consecutive night duties) then provided that duty preceding this series of duties finishes no later than 2359 hours local time, the schedule may continue.

NOTES:

- 1 Under this Option, if the crew member chooses not to continue the planned roster (after finishing duty between 2100 and 2359 hours local time) then only the planned first and second night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.
- 2 Under this Option, if the duty finishes after 2359 hours local time, then only the first of the 3 consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option B - 2 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 2 consecutive nights, then crew members will finish the duty preceding this series of duties by 2359 hours local time before commencing the block of 2 consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE: Under this Option in the event of 2359 hours being exceeded, then only the first of the 2 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option C - 3 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTES:

- 1 Under this Option in the event of 2100 hours being exceeded, then only the first of the 3 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

- 2 *In all cases the limits in paragraph 7.2 or 7.3 must not be exceeded (i.e. maximum of 3 consecutive nights and 4 in 7 consecutive days).*

‡ 7.3.1 Crew members who are employed on a regular night duty for a maximum of 5 consecutive nights will work to the following:

- a) The minimum rest period before the start of such a series of duties will be 24 hours.
- b) The duty will not exceed 8 hours, irrespective of the sectors flown.
- c) At the finish of such a series of duties crew members will have a minimum of 54 hours free of all duties.

7.3.1.1 Options For Night Operations

If an operator elects to roster up to 5 consecutive night duties, then the criteria laid down in paragraph 7.3.1 (Section C Example B paragraph 7.2.1 - Air Taxi) must be complied with and must form part of the approved FTS scheme. Operators are reminded that the normal days off requirements must be met (i.e. the 54 hours off between two blocks of 5 nights is only 1 proper day off). However, if operators find that this part of the Scheme is too restrictive then one of the following options may be employed but, if used, must be fully complied with:

- a) When crew are employed on duty for a total of 20 hours or less during 5 consecutive night duties, (i.e. maximum duty each night is 4 hours) the 54 hours free from all duties will meet the "Days Off" requirements for each 28 consecutive day period. Any positioning flights must be completed within the 20 hours duty.
- b) When crew are employed on duty for a total of more than 20 hours but not more than 40 hours during 5 consecutive night duties, the first 54 hours (between week 1 and week 2) may be counted as 2 "Days Off". For the 28 consecutive day period that starts on the first night of the first duty, crew must be given a minimum of a further 5 "Days Off" (average of a further 6 days). Any positioning flights must be completed within the 40 hours duty.
- c) When crew are employed on duty which requires full use of 40 hours duty during 5 consecutive night duties plus a maximum of 3 hours positioning (pre- and post- total) then:
 - i) allowable flying hours (month and year) will be reduced to the following:
 - 1) a maximum of 75 hours in any 28 consecutive days with a maximum of 60 hours in 28 consecutive days averaged over three 28 day periods, and;
 - 2) 600 hours in any 12 consecutive months.
 - ii) a minimum of 9 "Days Off" in any 28 consecutive days will be granted;
 - iii) any increase in duty over 40 hours during the block of 5 consecutive night duties is to be added to the subsequent 54 hours rest period which may not be reduced.

NOTE: Where crew do less than a 7 consecutive day period of such duties, then normal Table A limits and the limits in paragraphs 7.2 and 7.3 apply.

7.3.1.2 General Rules

To be applied when an operator utilises a), b) or c) of paragraph 7.3.1.1:

- a) The exercise of "Commander's Discretion" is limited to 1 hour per night with a total of 2 hours allowed during any 5 consecutive night cycle. Any duty worked in excess of 40 hours by use of "Commander's Discretion" must also be added to the subsequent 54 hours rest which may not be reduced.
- b) The absolute maximum duty permitted during a block of 5 consecutive night duties is 45 hours (40 hours, plus 3 hours positioning, plus 2 hours "Commander's Discretion", as per paragraphs 7.3.1.1 c) and 7.3.1.2 a) above).
- c) Crew cannot be rostered for more than 8 hours per night, except when working to paragraph 7.3.1.1 c) above.
- d) Split duties and extension of FDP by in-flight rest are not permitted.
- e) "Commander's Discretion" to reduce rest is not permitted.

NOTE: For 5 consecutive earlies, the same rule as in 7.3.1.2 a) above applies (i.e. maximum 1 hour discretion per day and a total of 2 hours in the 5 day cycle).

8 Mixed Duties

- 8.1 When a crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task at the behest of the company, then the time spent on that task shall be part of the subsequent FDP.

8.2 Mixed Simulator and Aircraft Flying

When a flight crew member flies in the simulator, either on a check or training flight, or as a Training Captain or Instructor, and then within the same duty period flies as a flight crew member on a public transport flight, all the time spent in the simulator is counted in full towards the subsequent FDP. Simulator flying does not count as a sector, but the FDP allowable is calculated from the report time of the simulator detail.

9 Travelling Time

- 9.1 Travelling time, other than that time spent on positioning, does not count as duty.
- 9.2 Travelling time, from home to departure aerodrome, if long distances are involved, is a factor influencing any subsequent onset of fatigue. If the journey time from home to normal departure airfield is usually in excess of (*) hours, crew members should make arrangements for temporary accommodation nearer to base.
- 9.3 When crew members are required to travel from their home to an aerodrome other than the one from which they normally operate, any travelling time over and above the journey time from home to the usual operating aerodrome will count as positioning.

The notional additional times when reporting to the following airfields are as stated:

Maamigili	minutes
Male'	minutes

If reporting to any other airfield the company will specify an appropriate allowance for the extra travel involved.

10 Delayed Reporting Time in a Single FDP

- 10.1 When a crew member is informed of a delay to the reporting time due to a changed schedule, before leaving the place of rest, the FDP shall be calculated as follows. When the delay is less than 4 hours the maximum FDP allowed will be based on the original report time and the FDP will start at the actual report time. When the delay is 4 hours or more, the maximum FDP will be calculated using the more limiting of the planned and actual report times and the FDP will start 4 hours after the original report time.
- 10.2 When the company informs a crew member before leaving the place of rest of a delay in reporting time of 10 hours or more ahead, and that crew member is not further disturbed by the company until a mutually agreed hour, then that elapsed time is classed as a rest period. If, upon the resumption of duty, further delays occur then the appropriate criteria in this paragraph and paragraph 10.1 above will be applied to the re-arranged reporting time.

11 Positioning

- 11.1 All time spent on positioning at the behest of the company shall count as duty, but positioning does not count as a sector when calculating the FDP. In these circumstances the FDP commences not later than the time at which the crew member reports for the positioning journey, or positions in accordance with paragraph 9.3.
- 11.2 If, after a positioning journey, the crew member spends less than a minimum rest period at suitable accommodation provided by the company, and then carries out an FDP, the positioning will be counted as a sector if a split duty is claimed when calculating the allowable FDP. If it is not, a split duty FDP will not be used.

- ‡ 11.3 On occasion, with the agreement of the MCAA the company can recover a crew member to main base from an overseas airfield by means of a positioning flight on the eighth consecutive day of duty.

12 Standby Duty

- 12.1 The time of start, end and nature of the standby duty will be defined and notified to crew members. The time a standby duty starts determines the allowable FDP, except that when the actual FDP starts in a more limiting time band, then that FDP limit will apply. However, when a standby duty is undertaken at home or in suitable accommodation provided by the company during the period 2200 to 0800 hours local time, and a crew member is given 2 hours or less notice of a report time, then the allowable FDP starts at the report time at the designated reporting place.
- 12.2 When a crew member is on standby duty on immediate readiness at an airport, the allowable FDP is calculated using the start time of the standby duty.
- 12.3 If a crew member is called out from standby, the standby duty will cease when the crew member reports at the designated reporting point.
- 12.4 The following limits apply:

Duty	Maximum Duration
Standby Duty (all cases)	(*) hours
Standby followed by FDP	As in Case A and B below

Case A

If a crew member is called out from standby to conduct an FDP before completing 6 hours standby duty then the total duty period allowed is the sum of the time spent on standby and the FDP obtained from paragraph 13.

Case B

If a crew member is called out from standby to conduct an FDP after completing 6 or more hours standby duty, then the total duty period allowed is the sum of all the time spent on standby and the FDP obtained from paragraph 13, reduced by the amount of standby worked in excess of 6 hours.

NOTE: The reference to 'total duty period' applies only to the sum of the standby time achieved + the allowable FDP obtained from paragraph 13. On the day, for cumulative duty totals and for minimum rest purposes, the total duty achieved will be standby time achieved + FDP achieved + post flight duties + any positioning.

- 12.5 When any period of standby finishes, during which a call-out has not occurred, at least 12 hours rest must follow prior to the next duty period. Similarly, following the end of a contactable period or periods, at least 10 hours must elapse prior to the next duty period.

13 Maximum FDP

- 13.1 The standard reporting time prior to flight is (*). Pre-flight duties are part of the FDP; (*) minutes duty will be allowed for post-flight activities. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period. If this "period" for post FDP duties is routinely exceeded then the post FDP duty period stated in the scheme must be revised to better represent the actual time taken.
- 13.2 A non-standard reporting time designed to take advantage of an increased FDP from a more favourable time band, must not be used.
- 13.3 Table A applies when the FDP starts at a place where the crew member is acclimatised; Table B applies at other times.

Table A
Acclimatised

Local time of start	Sectors							
	1	2	3	4	5	6	7	8 or more
0600-0759	13	12¼	11½	10¾	10	9½	9	9
0800-1259	14	13¼	12½	11¾	11	10½	10	9½
1300-1759	13	12¼	11½	10¾	10	9½	9	9
1800-2159	12	11¼	10½	9¾	9	9	9	9
2200-0559	11	10¼	9½	9	9	9	9	9

Table B
Not Acclimatised

Length of preceding rest hours	Sectors						
	1	2	3	4	5	6	7 or more
Up to 18 or over 30	13	12¼	11½	10¾	10	9¼	9
Between 18 and 30	11½	11	10½	9¾	9	9	9

NOTE: The practice of inserting a short duty into a rest period of between 18 and 30 hours in order to produce a rest period of less than 18 hours, thereby taking advantage of the longer FDP contained in Table B, is not permitted.

13.4 Report times must not be reduced in order for crew members to achieve their required rest prior to an FDP.

‡ 13.5 On the route X to Y, using (*), a dispatch crew will prepare the aircraft for departure. The operating crew will come on duty (*) minutes before scheduled departure time, and the FDP allowable for that crew shall be calculated from the 'on duty' time.

‡ 14 Limits on Two Flight Crew Long Range Operations

14.1 When an aeroplane flight crew is only two pilots, the allowable FDP shall be calculated as follows. A sector scheduled for more than 7 hours is considered as a multi-sector flight, as in the table below:

Scheduled Sector Times	Acclimatised	Not Acclimatised
	Sectors	
Sector Length over 7 hours but not more than 9 hours	2	4
Sector Length over 9 hours but not more than 11 hours	3	4
Sector Length over 11 hours	4	Not Applicable

The appropriate table in paragraph 13 is then entered with the start time of the duty period and the 'modified' number of sectors, to determine the allowable FDP.

14.2 When an additional, current, type rated pilot is carried then these limits do not apply and the permissible FDP is determined by entering the appropriate table in paragraph 13 with time of start and the actual sectors planned.

‡ 15 Extension of Flying Duty Period by In-flight Relief

15.1 When any additional crew member is carried to provide in-flight relief, with the intent of extending an FDP, that individual shall hold qualifications which are equal or superior to those held by the crew member who is to be rested. The division of duty and rest between those crew members being relieved will be kept in balance. It is unnecessary for the relieving crew member to rest in between the times relief is provided for other crew members.

15.2 When in-flight relief is utilised there will be for the crew member resting a comfortable reclining seat, or bunk, separated and screened from the flight deck and passengers, and free from disturbance.

- 15.3 A total in-flight rest of less than 3 hours does not allow for the extension of an FDP, but where the total in-flight rest, which need not be consecutive, is 3 hours or more, then the FDP may be extended as follows:

If rest is taken in a bunk	If rest is taken in a seat
A period equal to one half of the total rest taken, provided that the maximum FDP permissible shall be 18 hours; 19 hours in the case of cabin crew.	A period equal to one third of the total rest taken, provided that the maximum FDP permissible shall be 15 hours; 16 hours in the case of cabin crew.

16 Extension of Flying Duty Period by Split Duty

- 16.1 When an FDP consists of two or more sectors - of which one can be a positioning journey counted as a sector - but separated by less than a minimum rest period, then the FDP will be extended by the amounts indicated below:

Consecutive Hours Rest	Maximum Extension of the FDP
Less than 3 Hours	NIL
3 – 10 Hours	A period equal to half the consecutive hours rest taken.

- 16.2 The rest period shall not include the (*) minutes total allowed for immediate post flight and pre-flight duties. When the rest period is 6 hours or less it will suffice if a quiet and comfortable place, not open to the public, is available. If rest is taken in the aircraft on the ground, the crew must have adequate control of the temperature and ventilation within the aircraft, either by use of a ground power unit or the aircraft internal power units. The passengers must not be on board. If the rest period is more than 6 consecutive hours, then suitable accommodation will be provided by the company.

17 Rest Periods

- 17.1 Crew members will be notified in good time of a flying duty period so that sufficient and uninterrupted pre-flight rest can be obtained. When away from base opportunities and facilities for adequate pre-flight rest will be provided by the company in suitable accommodation. When flights are carried out at such short notice that it is impracticable for the company to arrange suitable accommodation, then this responsibility devolves to the aircraft commander.

- 17.2 The minimum rest period which must be taken before undertaking a flying duty period shall be:

- a) at least as long as the preceding duty period, or
 - b) 12 hours,
- whichever is the greater.

- 17.2.1 When away from base, in the case when the rest period earned by a crew member is 12 hours, and suitable accommodation is provided by the company, then that rest period may be reduced by one hour. In such circumstances, if the travelling time between the aerodrome and the accommodation is more than 30 minutes each way then the rest period will be increased by the amount the total time spent travelling exceeds one hour. In both situations the room allocated to the crew member must be available for occupation for a minimum of 10 hours. This sub-paragraph does not apply to rest periods that exceed 12 hours.

- 17.2.2 Exceptionally, at home base, individual crew members may be asked to exercise their discretion to reduce rest by up to a maximum of one hour but only to a minimum of 12 hours for flight crew and 11 hours for cabin crew. If discretion is used, it is the responsibility of the operator and the crew member to inform the commander of the flight immediately following the rest period, that a reduced rest period has been taken.

- 17.3 If the preceding duty period, which includes any time spent on positioning, exceeded (*) hours, then the ensuing rest period must include a local night.

- 17.4 Following a sequence of reduced rest and an extended FDP the subsequent rest period cannot be reduced.

- 17.5 After being called out from a standby duty the length of the minimum rest period will be determined by the length of standby duty, plus any time spent on positioning, and any FDP completed.

- 17.6 Crew members who have difficulty in achieving adequate pre-flight rest shall inform their manager, and then will be given the opportunity to consult an aviation medical specialist.

18 Aircraft Commander's Discretion to Extend a Flying Duty Period

- 18.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, extend an FDP beyond that permitted in paragraph 13, provided he is satisfied that the flight can be made safely. The extension shall be calculated according to what actually happens, not on what was planned to happen. An extension of (*) hours is the maximum permitted, except in cases of emergency (see Note).

- 18.2 A commander is authorised to exercise his discretion in the following circumstances and to the limits set. In a Flying Duty Period involving 2 or more sectors, up to a maximum of (*) hours discretion may be exercised prior to the first and subsequent sectors, but this may be up to (*) hours prior to the start of a single sector flight, or immediately prior to the last sector on a multi-sector flight.

- 18.3 A commander may exercise discretion to extend an FDP following a reduced rest period, only exceptionally, and then only to the extent necessary to allow for unforeseen circumstances that become apparent during the last sector.

NOTE: In respect of an extension to a flying duty period, an emergency is a situation which in the judgement of the commander presents a serious risk to the health or safety of crew and passengers, or endangers the lives of others.

19 Aircraft Commander's Discretion to Reduce a Rest Period

- 19.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, reduce a rest period, but only insofar as the room allocated to the crew member must be available for occupation for a minimum of (*) hours. The exercise of such discretion will be exceptional and must not be used to reduce successive rest periods. If the preceding FDP was extended, the rest period may be reduced, provided that the subsequent allowable FDP is also reduced by the same amount. In no circumstances may a commander exercise discretion to reduce a rest period below 10 hours at accommodation.

- 19.1.1 When away from base and where an individual crew member separates from the crew, or the crew as a whole splits up, then any use of discretion to reduce rest becomes a decision for an individual crew member. The decision to continue with the next flight and the submission of an associated discretion report is the responsibility of the relevant commander after the crew member, and operator if in a position to do so, has informed the commander that a reduced rest period has been taken.

20 Reporting Exercise of Discretion

- 20.1 Whenever a commander extends an FDP it shall be reported to (*) on a Discretion Report Form, in the format of (*). If the extension is greater than 2 hours, or discretion is exercised after any reduced rest period, then the company will submit the commander's written report, together with company comments, to the MCAA, within 14 days of the aircraft's return to base.

- 20.2 Whenever a commander reduces a rest period, it shall be reported to (*) on a Discretion Report Form, in the format of (*). If the reduction is more than 1 hour, then the company will submit the commander's written report together with comments by the company to MCAA, within 14 days of the aircraft's return to base.

21 Days Off

- 21.1 Wherever possible, and if required by the crew member, days off will be allocated so that they can be taken in the home environment.

- 21.2 A single day off will include 2 local nights, and cover at least 34 hours.

21.3 A planned rest period may be included as part of a day off.

21.4 Crew members will:

- a) not be on duty more than (*) consecutive days between days off, but may be positioned to the usual operating base on the next day after which they will have 2 consecutive days off, and
- b) have (*) consecutive days off in any consecutive (*) days following the previous 2 consecutive days off, and
- c) have a minimum of (*) days off in any consecutive (*) weeks, and
- d) have an average of at least (*) days off in each consecutive 4 week period, averaged over 3 such periods.

22 Absolute Limits on Flying Hours

22.1 A person shall not act as a member of the flight crew of an aircraft if at the beginning of the flight the aggregate of all previous flight times:

- a) during the period of 28 consecutive days expiring at the end of the day on which the flight begins exceeds 100 hours. (This means that on the 28th day a flight crew member may depart on a single sector flight, and may complete that sector, even though at the end of the flight the total flying hours completed in 28 days will exceed 100 hours. Consequently, the flight crew member cannot then continue to operate as a flight crew member on any subsequent sectors during that day); or
- b) during the period of 12 months, expiring at the end of the previous month exceeds 900 hours.

23 Cumulative Duty Hours

23.1 The maximum duty hours for flight crew will not exceed:

- (a) 55 hours in any 7 consecutive days, but this figure can be increased to 60 hours when a rostered duty covering a series of duty periods has commenced and is subject to unforeseen delays;
- (b) 95 hours in any 14 consecutive days; and,
- (c) 190 hours in any 28 consecutive days.

When a crew member is not rostered for either standby or flying duties for 28 or more consecutive days then any duty hours worked will not be added to cumulative totals. However, when a crew member is anticipated to return to either standby or flying duties the duty hours worked in the 28 days preceding that duty must be recorded. Those hours worked will be used to ensure that the crew member complies with the requirements of this scheme.

23.2 Calculation of Cumulative Duty Hours

Duty hours will be added to cumulative totals in accordance with the following:

- a) to count in full:
 - i) Duty periods and flying duty periods, plus subsequent post-flight duties
 - ii) All standby duty, except that specified in b) i) and ii) below
 - iii) The time spent on positioning
- b) to count as half the time on duty:
 - i) The standby duty, when the period of notice given to the crew member by the company before reporting for duty is (*)
 - ii) The standby duty when undertaken at home, or in suitable accommodation provided by the company, takes place during the period 2200 to 0800 hours local time, and the crew member can take undisturbed rest and is not called out for duty.

24 Rules Relating to Cabin Crew

24.1 The requirements detailed in this paragraph are applicable to all cabin crew employed as crew members, and are not intended to apply only to those cabin crew carried to meet the provisions of MCAR.

24.2 The limitations applied to cabin crew are those applicable to flight crew members contained in paragraphs 6 to 23, but with the following differences:

- a) A flying duty period is 1 hour longer than that permitted for flight crew. The FDP and limits set on early starts for cabin crew will be based on the time at which the flight crew report for their flying duty period, but that FDP will start at the report time of the cabin crew.

- b) For cabin crew the minimum rest period which will be provided before undertaking a flying duty period shall be:
 - i) at least as long as the preceding duty period less 1 hour; or
 - ii) 11 hours;whichever is the greater.
- c) The combined sum of standby time and subsequent FDP will be 1 hour longer than that permitted to flight crew.
- d) The maximum duty hours for cabin crew will not exceed:
 - (i) 60 hours in any 7 consecutive days, but can be increased to 65 hours under similar circumstances applicable to flight crew
 - (ii) 105 hours in any 14 consecutive days
 - (iii) 210 hours in any 28 consecutive days.
- e) The annual and 28 day limits on flying hours appertaining to flight crew do not apply.
- f) The limits set for two pilot flight crew long range operations do not apply.

25 Records to be maintained

25.1 Records for duty and rest periods of all flying staff shall include: For each crew member:

For each crew member:

- (a) The beginning, end and duration of each duty or flying duty period, and function performed during the period.
- (b) Duration of each rest period prior to a flying duty or standby duty period.
- (c) Dates of days off.
- (d) 7 consecutive day totals of duty.

‡ The duty and rest periods recorded for cabin crew will be a percentage of those so employed. The percentage used will be (*), and the sample will be changed every (*) months.

For each flight crew member:

- (a) Daily and 7 consecutive day flying hours.

Records shall be preserved for at least 12 calendar months from the date of the last relevant entry.

25.2 Additionally, copies of all aircraft commanders' discretion reports of extended flying duty periods and reduced rest periods will be retained for a period of at least 6 months after the event.

Attachment A
Commander's Discretion Report - Extension Of Flying Duty Period/Flying Hours

COMMANDER'S DISCRETION REPORT Extension Of Flying Duty Period/Flying Hours						
Part A	Operator:			Aircraft Type:		
	Flight Number:			Commander:		
	Date:					
<i>NOTE: If discretion exercised for part crew or individuals state name(s) and operating capacity below.</i>						
Voyage Details						
Part B	1 Crew acclimatised				YES/NO	
	2 Length of preceding rest - 18 to 30 hrs/under 18 or over 30 hrs				HrsMins	
	3 Allowable FDP from:				Table A or B	
	4 Split duty:		actual time off.....		time on.....Credit.....	
	5 In-flight relief;		rest taken.....		bunk/seatCredit	
	6 Revised allowable:		FDP.....			
Voyage Details						
Schedule (Planned)				Actual		
	Place	UTC	Local		UTC	Local
Duty to start				Duty started		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
FDP to end				FDP ended		
				Actual FDP		
Amount of Commander's Discretion Exercised – Hrs Mins						
Maximum Flying Hours Permitted..... in 28 days/1 year period. Hours Flown.....						
Part C	Commander's Report:					
					
					
					
	Signed.....		Date.....			
	Operator's Remarks/Action Taken:					
					
					
					
	Signed.....		Date.....			
Discretion exercised for:						
.....						
.....						
.....						
.....						
.....						
.....						
.....						
.....						

Attachment B
Commander's Discretion Report - Reduction of Rest

NOTE: All times to be recorded as date/time six-figure groups, expressed in both UTC and Local time.

COMMANDER'S DISCRETION REPORT			
Reduction of Rest			
Part A	Operator:		Aircraft Type:
	Flight Number:		Commander:
	Date:		
<i>NOTE: If discretion exercised for part crew or individuals state name(s) and operating capacity below.</i>			
Part B	Last duty started		UTC/Local
	Last duty ended		UTC/Local.....
	Rest earned		Hours.....
	Calculated earliest next available		UTC/Local.....
	Actual start of next FDP		UTC/Local.....
	Rest period reduced by		
	Crew affected:		
		
		
		
Part C	Commander's Report		
		
		
		
		
		
		
		
	Signed..... Date.....		
	Operator's Remarks/Action Taken:		
.....			
.....			
.....			
.....			
.....			
.....			
Signed..... Date.....			

Example B

Air Taxi/Sole Use Charter, Including Pleasure Flying and Air Ambulance Supplement

Introduction

The content of this Example is designed for use by companies conducting the business of Air Taxi/Sole Use Charter. In the context of this type of operation is being carried out when the operator utilises an aircraft which contains 19 or less passenger seats, and

- a) flights are confined to an area within which the local time does not vary by more than 2 hours, and
- b) the application of in-flight relief to extend an FDP is not used.

For those operators who combine air taxi/sole-use charter business with either/or commercial pleasure flying and air ambulance work, supplements to the main body of the scheme are provided. These supplements are only intended for use by companies that combine two or more types of operation within one AOC. A special scheme for those operators whose AOC allows for the use of a single engined aircraft for the purpose of public transport is the subject of a separate Example.

Compilers of company FTS schemes are invited to reproduce the specimen scheme in total, selecting from the paragraphs annotated with a '‡' those which suit their particular type of operation, and adding the relevant figures in the spaces marked (*). Alternatively, selected sections of the specimen scheme can be used. Neither course of action prevents an operator from proposing an alternative to the standard provisions, provided an equivalent or better level of protection against fatigue is ensured. If any paragraphs annotated with a '‡' are not included in a scheme, it is implicit that the operator will not use the provisions of that particular paragraph.

The following Key shows the maximum and minimum figures acceptable to MCAA.

Key

Definition 5.2	line 4	The operator to add the times, and the difference between them not to be more than 2½ hours
Definition 5.17		As required by the operator
Definition 5.24		Insert four figure group and day of week, as required
Paragraph 9.2	line 3	Not more than 1½
Paragraph 12.4	line 3	Not more than 12
Paragraph 13.1	line 1	In the range 30 to 60, depending on nature of operation
	line 2	Not less than 15
Paragraph 15.3	line 1	Not more than 18
Paragraph 16.1	line 5	Not more than 3
Paragraph 16.2	line 2	Not more than 2
	line 3	Not more than 3
Paragraph 18.1/2		Specify reporting point
		The form can be that contained in this Example, or one used by the operator which is acceptable to MCAA
Paragraph 19.4 a)	line 1	Not more than 7
b)	line 1	Not less than 2
c)	line 1	Not less than 7
d)	line 1	Not less than 8
Paragraph 21.2 b) i)		Not less than 3 times the value given in para 13.1 line 1

PLEASURE FLYING SUPPLEMENT

Paragraph 1.1	line 1	Not more than 10
	line 1	Only 2 more than above
Paragraph 1.2	line 1	Not more than 7
	line 5	Not more than 3
	line 6	Not less than 30

Flight and Duty Time Limitations Scheme

1 Purpose

The purpose of this scheme is to interpret the requirements of Subpart FTL of MCAR Air Operations, as they apply to the regulation of flight times and the avoidance of fatigue in crew members.

2 Aim

The aim is to express the intent behind the published relevant documents, thereby taking all reasonable precautions to ensure that crew members are adequately rested at the beginning of each flying duty period. To meet this aim, due note will be taken of length of duty cycles, periods of time off and cumulative duty hours.

3 Applicability

The scheme shall apply in relation to any duty carried out at the behest of the company by both flight deck crew and cabin crew. The scheme shall apply to all cabin crew carried as crew members.

4 Responsibilities

4.1 The Company

The company will publish rosters in advance so that operating crew can plan adequate pre-flight rest. Where crew members request specific days off, 7 days or more in advance, this will normally be granted. Should such allocated days off subsequently need to be worked, this will be entirely at the discretion of the crew member concerned. Rosters will provide details of flying duty periods, standby duty, and rest periods. The company will be satisfied that crew members employed on an irregular basis are not in breach of this FTS scheme before offering a flying duty.

4.2 Crew Members

Responsibility for the proper control of flight and duty time cannot rest wholly with the company. Crew members have a responsibility to make optimum use of the opportunities and facilities for rest provided. They are also responsible for planning and using their rest periods properly in order to minimise incurring fatigue. MCAR places a further responsibility on crew members. Simply put, crew members shall not act as operating crew if they know, or suspect, that their physical or mental condition renders them unfit to operate. Furthermore, they must not fly if they know that they are in breach of this FTS scheme. Crew members not in the regular employ of the company must provide details of their previous 28 day totals of flying hours/duty periods to the company before undertaking a flying duty.

5 Definitions

‡ 5.1 'Cabin Crew'

A person employed to facilitate the safety of passengers, whose duties are detailed by the company or the aircraft commander. Such persons will not act as a member of the flight crew.

‡ 5.2 'Contactable'

A short period of time, other than on a day off, unless mutually agreed, during which the company requires a crew member to be contactable for the purpose of giving notification of a duty period which will commence not less than ten hours ahead. The contactable period will be between (*) and (*) local time.

5.3 'Crew'

A member of the flight crew or cabin crew

5.4 'Days Off'

Periods available for leisure and relaxation free from all duties. A single day off will include two local nights. Consecutive days off will include a further local night for each additional consecutive day off. A rest period may be included as part of a day off.

5.5 'Duty'

Any continuous period during which a crew member is required to carry out any task associated with the business of the company.

5.6 'Early Start Duty'

A duty is an Early Start Duty if it commences in the period 0500 to 0659 hours local time.

5.7 'Flight Crew'

Those members of the crew of an aircraft who act as a pilot

5.8 'Flying Duty Period (FDP)'

Any time during which a person operates in an aircraft as a member of its crew; it starts when the crew member is required by an operator to report for a flight, and finishes at on-chocks or engines off, at the end of the final sector.

5.9 'Late Finish Duty'

A duty is a Late Finish when the duty finishes in the period 0100 to 0159 hours local time.

5.10 'Local Night'

A period of 8 hours falling between 2200 and 0800 hours local time

5.11 'Night Duty'

A duty is a Night Duty if any part of that duty falls within the period 0200 to 0459 hours local time.

5.12 'Positioning'

The practice of transferring crew from place to place as passengers in surface or air transport at the behest of the company

5.13 'Regular'

Regular, when applied to duties that are Late Finishes, Night or Early Starts, means a run of 4 or 5 consecutive duties, not broken by a period of 34 hours free from such duties, contained in a single 7 consecutive day period.

5.14 'Reporting Time'

The time at which a crew member is required by the company to report for any duty

5.15 'Rest Period'

A period of time before starting a flying duty period which is designed to give crew members adequate opportunity to rest before a flight

5.16 'Rostered/Planned Duty'

A duty period, or series of duty periods, with stipulated start and finish times, notified to crew in advance, by the company.

‡ 5.17 'Rostering Period'

(*) consecutive weeks

5.18 'Scheduled Duty'

The allocation of a specific flight or flights or other duties to a crew member within the pre-notified rostered/planned series of duty periods

5.19 'Sector'

The time between an aircraft first moving under its own power until it next comes to rest after landing, on the designated parking position.

5.20 'Split Duty'

A flying duty period which consists of two or more sectors, separated by less than a minimum rest period

‡ 5.21 'Standby Duty'

A period during which the company places restraints on a crew member who would otherwise be off duty; however, it shall not include any time during which a crew member is contactable for the purpose of giving notification of a duty which is due to start 10 hours or more ahead.

5.22 'Accommodation'

For the purpose of standby and split duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink..

5.23 'Travelling'

All time spent by a crew member transiting between the place of rest, and the place of reporting for duty.

5.24 'Week'

A period of 7 consecutive days starting at (*) local on a (*)

6 Calculation of a Flying Duty Period

6.1 The maximum rostered FDP, in hours and fractions of hours, shall be in accordance with paragraph 13. Rostering limits in the tables may be extended by split duty under the terms of paragraph 14. On the day, the aircraft commander may at his discretion, and after taking note of the circumstances of other members of the operating crew, if carried, about their fitness, further extend the FDP actually worked as outlined in paragraph 16.

7 Additional Limits on Flying

‡ 7.1 Late Finishes/Early Starts

Sleep deprivation, leading to the onset of fatigue, can arise if a crew member is required to report early for duty on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 hours local time will be undertaken, nor may there be more than 4 such duties in any 7 consecutive days. Any run of consecutive duties (Late Finishes or Nights or Early Starts) can only be broken by a period of not less than 34 consecutive hours free from such duties. This 34 consecutive hours may include a duty that is not an Early, Late or Night duty.

‡ 7.1.1 However, crew members who are employed on a regular early morning duty for a maximum of 5 consecutive duties will work to the following:

- a) The minimum rest period before the start of such a series of duties will be 24 hours.
- b) The duty will not exceed 9 hours, irrespective of the sectors flown.
- c) At the finish of such a series of duties, crew members will have a minimum of 63 hours free of all duties.

‡ 7.2 Should any duties be scheduled to be carried out in any part of the period between 0200 and 0459 hours local time, for a minimum of 2 and a maximum of 3 consecutive nights, then crew members must be free from all duties by 2100 hours local time before covering the block of consecutive night duties, such that crew members can take a rest period during a local night.

NOTE:

- 1 Operators may replace the above paragraph with one of the following choices, either Options A and B OR Options B and C. The operator may roster crew members for either 2 or 3 consecutive nights, but must ensure that the duty preceding this series of duties finishes by 2359 hours local time (2 nights) or 2100 hours local time (3 nights) as appropriate.
- 2 If it is preferred to retain the present contents then attention must be paid to the notes attached to the Options listed (below). These notes list the actions to be followed in the event that duty is inadvertently extended beyond the cut-off times (i.e. 2100 or 2359 hours).

Option A

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night. If the duty immediately prior to the 3 consecutive night duties extends beyond 2100 hours local time and the individual crew member is willing to continue with the planned roster, (i.e. 3 consecutive night duties) then provided that duty preceding this series of duties finishes no later than 2359 hours local time, the schedule may continue.

NOTES:

- 1 Under this Option, if the crew member chooses not to continue the planned roster (after finishing duty between 2100 and 2359 hours local time) then only the planned first and second night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.
- 2 Under this Option, if the duty finishes after 2359 hours local time, then only the first of the 3 consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option B - 2 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 2 consecutive nights, then crew members will finish the duty preceding this series of duties by 2359 hours local time before commencing the block of 2 consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE: Under this Option in the event of 2359 hours being exceeded, then only the first of the 2 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option C - 3 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTES:

- 1 Under this Option in the event of 2100 hours being exceeded, then only the first of the 3 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.
- 2 In all cases the limits in paragraph 7.2 or 7.3 must not be exceeded (i.e. maximum of 3 consecutive nights and 4 in 7 consecutive days).

‡ 7.2.1 However, crew members who are employed on a regular night duty for a maximum of 5 consecutive nights will work to the following:

- a) The minimum rest period before the start of such a series of duties will be 24 hours.
- b) The duty will not exceed 8 hours, irrespective of the sectors flown.
- c) At the finish of such a series of duties crew members will have a minimum of 54 hours free of all duties.

7.2.1.1 Options For Night Operations

If an operator elects to roster up to 5 consecutive night duties, then the criteria laid down in paragraph 7.2.1 must be complied with and must form part of the approved FTS scheme. Operators are reminded that the normal days off requirements must be met (i.e. the 54 hours off between two blocks of 5 nights is only 1 proper day off). However, if operators find that this part of the Scheme is too restrictive then one of the following options may be employed but, if used, must be fully complied with:

- a) When crew are employed on duty for a total of 20 hours or less during 5 consecutive night duties, (i.e. maximum duty each night is 4 hours) the 54 hours free from all duties will meet the "Days Off" requirements for each 28 consecutive day period. Any positioning flights must be completed within the 20 hours duty.

- b) When crew are employed on duty for a total of more than 20 hours but not more than 40 hours during 5 consecutive night duties, the first 54 hours (between week 1 and week 2) may be counted as 2 "Days Off". For the 28 consecutive day period that starts on the first night of the first duty, crew must be given a minimum of a further 5 "Days Off" (average of a further 6 days). Any positioning flights must be completed within the 40 hours duty.
- c) When crew are employed on duty which requires full use of 40 hours duty during 5 consecutive night duties plus a maximum of 3 hours positioning (pre- and post- total) then:
 - i) allowable flying hours (month and year) will be reduced to the following:
 - 1) a maximum of 75 hours in any 28 consecutive days with a maximum of 60 hours in 28 consecutive days averaged over three 28 day periods, and;
 - 2) 600 hours in any 12 consecutive months.
 - ii) a minimum of 9 "Days Off" in any 28 consecutive days will be granted;
 - iii) any increase in duty over 40 hours during the block of 5 consecutive night duties is to be added to the subsequent 54 hours rest period which may not be reduced.

NOTE: Where crew do less than a 7 consecutive day period of such duties, then normal Table A limits and the limits in paragraphs 7.2 and 7.3 apply.

7.2.1.2 General Rules

To be applied when an operator utilises a), b) or c) of paragraph 7.2.1.1;

- a) The exercise of "Commander's Discretion" is limited to 1 hour per night with a total of 2 hours allowed during any 5 consecutive night cycle. Any duty worked in excess of 40 hours by use of "Commander's Discretion" must also be added to the subsequent 54 hours rest which may not be reduced.
- b) The absolute maximum duty permitted during a block of 5 consecutive night duties is 45 hours (40 hours, plus 3 hours positioning, plus 2 hours "Commander's Discretion", as per paragraphs 7.2.1.1 c) and 7.2.1.2 a) above).
- c) Crew cannot be rostered for more than 8 hours per night, except when working to paragraph 7.2.1.1 c) above.
- d) Split duties and extension of FDP by in-flight rest are not permitted.
- e) "Commander's Discretion" to reduce rest is not permitted.

NOTE: For 5 consecutive earlies, the same rule as in 7.2.1.2 a) above applies (i.e. maximum 1 hour discretion per day and a total of 2 hours in the 5 day cycle).

7.3 Interrupted Rest

If, prior to the start of an FDP, a crew member's rest period is interrupted for operational reasons between 2300 and 0700 hours local time, the following shall apply:

If the disturbance happens earlier than 1 hour before the planned departure from the crew member's place of rest, the time elapsed between that disturbance and the departure time from the place of rest minus 1 hour, is to count as part of the subsequent FDP.

NOTE: The phrase 'operational reasons' applies to such actions as contacting the customer, checking weather, liaison with ATC or any action pertaining to the planned flight.

8 Mixed Duties

- 8.1 When a crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task at the behest of the company, then the time spent on that task shall be part of the subsequent FDP.

‡ 8.2 Fixed Wing and Rotary Wing Flying

When both fixed wing and rotary wing flying is carried out the more restrictive flight and duty time limitations apply.

‡ 8.3 Mixed Single Pilot/Two Pilot Operations

In one duty period a pilot may fly as single flight crew up to the point where the total duty hours reach the single flight crew FDP limit. During this time the pilot may fly either in command or as a co-pilot on a two pilot aircraft. The pilot may then continue beyond the single flight crew FDP limit in a two pilot operation up to the two flight crew FDP maxima, but may only fly as a co-pilot.

9 Travelling Time

9.1 Travelling time, other than that spent on positioning, shall not be counted as duty.

9.2 Travelling time, from home to departure aerodrome, if long distances are involved, is a factor influencing any subsequent onset of fatigue. If the journey time from home to normal departure airfield is usually in excess of (*) hours, crew members should make arrangements for temporary accommodation nearer to base.

‡ 9.3 When crew members are required to travel from their home to an aerodrome other than the one from which they normally operate, any travelling time over and above the time taken for the journey from home to the usual operating aerodrome shall be classed as positioning. Such additional travelling time will be agreed between the crew member and the company.

10 Delayed Reporting Time in a Single FDP

10.1 When a crew member is informed of a delay to the reporting time before leaving the place of rest, the FDP shall be calculated as follows. When the delay is less than 4 hours the maximum FDP allowed will be based on the original report time and the FDP will start at the actual report time. When the delay is 4 hours or more than the more limiting time band associated with the planned and actual reporting time will be used and the FDP will start 4 hours after the original report time.

10.2 When the company informs a crew member before leaving the place of rest of a delay in reporting time of 10 hours or more ahead, and that crew member is not further disturbed by the company until a mutually agreed time, then that period is classed as a rest. If, upon the resumption of duty, further delays occur then the appropriate criteria in this paragraph and paragraph 10.1 above will be applied to the re-arranged reporting time.

11 Positioning

11.1 All the time spent on positioning at the behest of the company will count as duty, but positioning does not count as a sector when calculating the FDP. In these circumstances the FDP commences at the time the crew member reports for the positioning journey, or positions in accordance with sub-paragraph 9.3. The subsequent rest period must account for the FDP plus positioning journey.

11.2 If, after a positioning journey, the crew member spends less than a minimum rest period at suitable accommodation provided by the company and then carries out an FDP, the positioning will be counted as a sector if a split duty is claimed when calculating the allowable FDP. If it is not, then a split duty FDP will not be used.

‡ 12 Standby Duty

12.1 The time of start, end and nature of the standby duty will be defined and notified to crew members. The time a standby duty starts determines the allowable FDP, except that when the actual FDP starts in a more limiting time band, then that FDP limit will apply.

12.2 When a crew member is on standby duty on immediate readiness at an airport, then the allowable FDP is calculated using the start time of the standby duty.

12.3 If a crew member is called out from standby, the standby duty will cease when the crew member reports at the designated reporting point.

12.4 The following limits apply:

Duty	Maximum Duration
Standby Duty (all cases)	(*) hours
Standby followed by FDP	As in Case A and B below

Case A

If a crew member is called out from standby to conduct an FDP before completing 6 hours standby duty then the total duty period is the sum of the time spent on standby and the FDP allowable from paragraph 13.

Case B

If a crew member is called out from standby to conduct an FDP after completing 6 or more hours standby duty, then the total duty period is the sum of all the time spent on standby and the allowable FDP from paragraph 13, reduced by the amount of standby worked in excess of 6 hours.

NOTE: The reference to 'total duty period' applies only to the sum of the standby time achieved + the allowable FDP obtained from paragraph 13. On the day, for cumulative duty totals and for minimum rest purposes, the total duty achieved will be standby time achieved + FDP achieved + post flight duties + any positioning.

13 Maximum FDP

13.1 Standard reporting times prior to flight will be (*) minutes. Pre-flight duties are part of the FDP. A minimum of (*) minutes duty will be allowed for post-flight activities. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period. If this "period" for post FDP duties is routinely exceeded then the post FDP duty period stated in the scheme must be revised to better represent the actual time taken.

13.2 A non-standard reporting time designed to take advantage of an increased FDP from a more favourable time band, will not be used.

13.3 When any period of standby finishes, during which a call-out has not occurred, at least 12 hours rest must follow prior to the next duty period. Similarly, following the end of a contactable period or periods, at least 10 hours must elapse prior to the next duty period.

Table A
Two Flight Crew

Local time of start	Sectors							
	1	2	3	4	5	6	7	8 or more
0600-0759	13	12¼	11½	10¾	10	9½	9	9
0800-1259	14	13¼	12½	11¾	11	10½	10	9½
1300-1759	13	12¼	11½	10¾	10	9½	9	9
1800-2159	12	11¼	10½	9¾	9	9	9	9
2200-0559	11	10¼	9½	9	9	9	9	9

Table B
Single Flight Crew

Local time of start	Sectors				
	Up to 4	5	6	7	8 or more
0600-0659	10	9¼	8½	8	8
0700-1259	11	10¼	9½	8¾	8
1300-1759	10	9¼	8½	8	8
1800-2159	9	8¼	8	8	8
2200-0559	8	8	8	8	8

14 Extension of Flying Duty Period by Split Duty

- 14.1 When an FDP consists of two or more sectors - one of which can be a positioning journey counted as a sector - but separated by less than a minimum rest period, then the FDP may be extended by the amounts indicated below.

Consecutive Hours Rest	Maximum Extension of the FDP
Less than 3 Hours	NIL
3 – 10 Hours	A period equal to half the consecutive hours rest taken.

The rest period shall not include the time allowed for immediate post flight and pre-flight duties, a minimum total of 30 minutes. When the rest period is 6 hours or less it will suffice if a quiet and comfortable place, not open to the public, is available. Rest may be taken in the aircraft on the ground only when the crew has adequate control of the temperature and ventilation within the aircraft, and the passengers are not on board. If the rest period is more than 6 consecutive hours, then suitable accommodation will be provided.

15 Rest Periods

- 15.1 The company will notify all crew members in good time of a flying duty period so that sufficient and uninterrupted pre-flight rest can be obtained. When away from base the company will provide the crew with the opportunity and the facilities for adequate pre-flight rest. The company will provide suitable accommodation. When flights are carried out at such short notice that it is impracticable for the company to arrange suitable accommodation, then this responsibility devolves to the aircraft commander.

- 15.2 The minimum rest period which will be provided before undertaking a flying duty period shall be:

- a) at least as long as the preceding duty period, or
 - b) 12 hours
- whichever is the greater.

- 15.2.1 When away from base, in the case when the rest period earned by a crew member is 12 hours, and suitable accommodation is provided by the company, then that rest period will be reduced by one hour. In such circumstances, if the travelling time between the aerodrome and the accommodation is more than 30 minutes each way then the rest period will be increased by the amount the total time spent travelling exceeds one hour. In both situations the accommodation allocated to the crew member must be available for occupation for a minimum of 10 hours. This sub-paragraph does not apply to rest periods that exceed 12 hours.

- 15.3 If a duty period, which includes any time spent on positioning, exceeds (*) hours, then the ensuing rest period will include a local night.

- 15.4 After being called out from a standby duty the length of the minimum rest period will be determined by the length of standby duty, plus any time spent on positioning, and any FDP completed.

- 15.5 Crew members who are having difficulty in achieving adequate pre-flight rest must inform the company, who will arrange for the individual to be given the opportunity to consult an aviation medical specialist.

16 Aircraft Commander's Discretion to Extend a Flying Duty Period

- 16.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, if carried, extend an FDP beyond that permitted in paragraph 13, provided he is satisfied that the flight can be made safely. The extension shall be calculated according to what actually happens, not on what was planned to happen. An extension of (*) hours is the maximum permitted, except in cases of emergency (see Note).

- 16.2 A commander may exercise his discretion to extend an FDP involving 2 or more sectors up to a maximum of (*) hours prior to the first and subsequent sectors, but this may be up to (*) hours prior to the start of a single sector flight, or immediately prior to the last sector on a multi-sector flight.

- 16.3 A commander may exercise discretion to extend an FDP following a reduced rest period, only exceptionally, and then only to the extent necessary to allow for unforeseen circumstances that become apparent during the last sector.

NOTE: In respect of an extension of a flying duty period, an emergency is a situation which in the judgement of the commander presents a serious risk to the health or safety of crew and passengers, or endangers the lives of others.

17 Aircraft Commander's Discretion to Reduce a Rest Period

- 17.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, if carried, reduce a rest period, but only insofar as the accommodation allocated to the crew member must be available for occupation for a minimum of 10 hours. The exercise of such discretion must be considered exceptional and must not be used to reduce successive rest periods. If the preceding FDP was extended, the rest period may be reduced, provided that the subsequent allowable FDP is also reduced by the same amount. In no circumstances may a commander exercise discretion to reduce a rest period below 10 hours at accommodation.

- 17.1.1 When away from base and where an individual crew member separates from the crew, or the crew as a whole splits up, then any use of discretion to reduce rest becomes a decision for an individual crew member. The decision to continue with the next flight and the submission of an associated discretion report is the responsibility of the relevant commander after the crew member, and operator if in a position to do so, has informed the commander that a reduced rest period has been taken.

18 Reporting Exercise of Discretion

- 18.1 Whenever a commander extends an FDP it shall be reported to (*) on a Discretion Report Form, in the format of (*). If the extension is greater than 2 hours or discretion is exercised after any reduced rest period, then the company will submit the commander's written report, together with the company's comments, to the MCAA, within 14 days of the aircraft's return to base.
- 18.2 Whenever a commander reduces a rest period, it shall be reported to (*) on a Discretion Report Form, in the format of (*). If the reduction is more than 1 hour, then the company will submit the commander's written report together with the comments by the company, to MCAA, within 14 days of the aircraft's return to base.

19 Days Off

- 19.1 Wherever possible, and if required by the crew member, days off will be taken in the home environment.
- 19.2 A single day off will include 2 local nights, and will last at least 34 hours.
- 19.3 A planned rest period may be included as part of a day off.
- 19.4 Crew members will:
- a) not be on duty more than (*) consecutive days between days off, and
 - b) have (*) consecutive days off in any consecutive 14 days following the previous 2 consecutive days off, and
 - c) have a minimum of (*) days off in any consecutive 4 weeks, and
 - d) have an average of at least (*) days off in each consecutive 4 week period, averaged over 3 such periods.

20 Absolute Limits on Flying Hours

- 20.1 A person shall not act as a member of the flight crew of an aircraft if at the beginning of the flight the aggregate of all previous flight times:
- a) during the period of 28 consecutive days expiring at the end of the day on which the flight begins exceeds 100 hours. (This means that on the 28th day a flight crew member may depart on a single sector flight, and may complete that sector, even though at the end of the flight the total flying hours completed

- in 28 days will exceed 100 hours. Consequently, the flight crew member cannot then continue to operate as a flight crew member on any subsequent sectors during that day); or
- b) during the period of 12 months, expiring at the end of the previous month exceeds 900 hours.

21 Cumulative Duty Hours

21.1 The maximum duty hours for flight crew, shall not exceed:

- (a) 55 hours in any 7 consecutive days
- (b) 95 hours in any 14 consecutive days and
- (c) 190 hours in any 28 consecutive days.

When a crew member is not rostered for either standby or flying duties for 28 or more consecutive days then any duty hours worked are not added to cumulative totals. However, when a crew member is anticipated to return to either standby or flying duties then the duty hours worked in the 28 days preceding that duty must be recorded. Those hours worked will be used to ensure that the crew member complies with the requirements of this scheme.

21.2 Calculation of Cumulative Duty Hours

- a) To count in full:
 - i) Duty periods and flying duty periods, plus subsequent post-flight duties
 - ii) All standby duty, except that specified in b) i) and ii) below
 - iii) The time spent on positioning.
- b) To count as half the time on duty:
 - i) The standby duty, when the period of notice given to the crew member before reporting for duty is (*) hours.
 - ii) The standby duty when undertaken at home, or in suitable accommodation provided by the company, takes place during the period 2200 to 0800 hours local time, and the crew member can take undisturbed rest and is not called out for duty.

‡ 22 Rules Relating To Cabin Crew

22.1 These requirements are applicable to all cabin crew employed as crew members.

22.2 The limitations which shall be applied to cabin crew are those applicable to flight crew members contained in paragraphs 6 to 21, but with the following differences:

- a) A flying duty period will be 1 hour longer than that permitted for flight crew. The FDP for cabin crew will be based on the time at which the flight crew report for their flying duty period, but that FDP will start at the report time of the cabin crew.
- b) For cabin crew the minimum rest period which will be provided before undertaking a flying duty period shall be:
 - i) at least as long as the preceding duty period less 1 hour; or
 - ii) 11 hours;whichever is the greater.
- c) The sum of the time spent on any standby, and any time on positioning plus subsequent FDP will be 1 hour longer than that permitted to flight crew.
- d) The maximum duty hours for cabin crew will not exceed:
 - (i) 60 hours in any 7 consecutive days
 - (ii) 105 hours in any 14 consecutive days
 - (iii) 210 hours in any 28 consecutive days
- e) The annual and 28 day absolute limits on flying hours appertaining to flight crew do not apply.

23 Records to be maintained

23.1 Records for the duty and rest periods of all flying staff must be kept. These records will include:

For each crew member:

- (a) The beginning, end and duration of each duty or flying duty period, and function performed during that period.
- (b) Duration of each rest period prior to a flying duty or standby duty period.
- (c) Dates of days off.

(d) 7 consecutive day totals of duty.

For each flight crew member:

(a) Daily and 7 consecutive day flying hours

Records shall be preserved for at least 12 calendar months from the date of the last relevant entry.

23.2 Additionally, aircraft commander's discretion reports of extended flying duty periods and reduced rest periods will be retained for a period of at least six months after the event.

‡ 24 **Pleasure Flying/Air Ambulance Work**

24.1 As the company's business includes pleasure flying and air ambulance work in addition to air taxi/sole use charter work two supplements to the main body of the scheme are contained in the pages following. The conditions applying to each addition are stated and must be followed by crew in the employ of the company.

24.2 On those occasions when a crew member is employed in the same duty period on flights to which the limits in the main body of this scheme and the pleasure flying addition apply, then the hours flown and the duty period worked will be the more restrictive of the two.

24.3 **Commercial Pleasure Flying**

When an aircraft takes-off from and lands at the same aerodrome without making an intermediate landing, but does not account for any positioning flight to or from that aerodrome.

24.4 **Air Ambulance**

When the sole reason for the flight is to carry an ill or injured person to a recognised medical facility, or the carriage of a human organ necessary for a transplant operation.

✈ **Pleasure Flying Supplement**

- 1 The following will apply whenever the pilot is solely engaged in Commercial Pleasure flying duties in a single FDP.

1.1 Flying Duty Period

A single FDP will not exceed (*) hours, except that this may be extended to (*) hours for the sole purpose of positioning the aircraft from/to the operator's base.

1.2 Flying Hours

A pilot will not spend more than (*) hours at the controls in any one flying duty period; when positioning the pilot may spend an additional 2 hours at the controls for the sole purpose of positioning the aircraft.

The maximum period which a pilot may spend continuously at the controls without a break is (*) hours.

During the FDP the pilot shall have breaks of (*) minutes duration according to the following table:

FDP up to 3 hours	Breaks totalling at least 30 minutes
FDP up to 6 hours	Breaks totalling at least 1 hour
FDP between 6 and 8 hours	Breaks totalling at least 1½ hours
FDP over 8 hours	Breaks totalling at least 2 hours

1.3 Rest Period

At the completion of an FDP solely concerned with commercial pleasure flying, and if applicable the return of the aircraft to the operator's base, the flight crew will have a rest period of at least 12 hours.

‡ Air Ambulance Supplement - Fixed Wing

1 Dedicated Air Ambulance

When carrying out an Air Ambulance flight, the allowable FDP extracted from paragraph (* insert as appropriate) in the company's approved FTS scheme may be increased by up to a maximum of 4 hours, subject to all the following conditions being met:

- a) Where an FDP is extended under the terms of this provision, a qualified medical attendant must accompany the flight.
- b) The only passengers that may be carried in addition to the patient and medical attendants are the immediate family or next of kin. One close friend only may be carried in lieu of any immediate family or next of kin.
- c) The crew must have had the full entitlement of rest relating to the preceding duty prior to starting an air ambulance flying duty.
- d) Single Pilot Crew
If, exceptionally, the FDP is scheduled to be extended beyond the maximum of the 4 hours permitted by this supplement then an additional qualified commander must be carried as a relief pilot at least until the aircraft reaches the site where the patient or organ is disembarked. Commander's discretion cannot be used to extend the FDP after the patient or organ has been disembarked. A discretion report must be submitted to MCAA.
- e) Two Pilot Crew
The use of Commander's discretion to further extend the FDP, beyond the extra 4 hours permitted, may be exercised only to offload/deliver the patient or organ to the destination. Such discretion cannot be used after the patient or organ has been offloaded. A discretion report must be submitted to MCAA.
- f) Following an Air Ambulance FDP the appropriate full rest period must be taken.
- g) At least 48 hours must elapse between the end of one extended Air Ambulance FDP and the start of another Air Ambulance FDP. In one Air Ambulance operation involving two or more extended FDP duties (the first of which is positioning to uplift a patient or organ) the necessity for the 48 hours rest may be deferred until return to base. In this case the Commander may reduce the rest following the first FDP by up to 3 hours or to 10 hours in suitable accommodation, whichever is the greater.
- h) A pilot can only fly 3 air ambulance extended FDPs in any 28 consecutive days. (This ruling shall only apply where extensions exceed 1½ hours).
- i) The relevant duty records must show where an FDP was conducted in accordance with this supplement.
- j) The use of split duty to extend the FDP is not permitted.

2 Combined Public Transport/Air Ambulance

On the day, if an operator wishes to use an aircraft and crew for a combination of Public Transport and Air Ambulance work then the FDP specified must be that obtained from paragraph (* insert as appropriate). Extension of the allowable FDP by the use of split duty and Commander's discretion, as stated in paragraphs 14 and 16 of the main scheme, is allowed. The extension permitted for dedicated air ambulance (in paragraph 1 above), does not apply in this case.

3 Air Ambulance - Heavy Crew

3.1 Heavy Crew Additional Requirements

A further 2 hours may be added to the 4 already allowable subject to the following additional conditions being met:

- a) A third Captain qualified crew member must be on board.
- b) A stretcher or comfortable reclining seat must be available for the resting crew member.
- c) Maximum duty will be 18 hours or as per Table A plus 6 hours whichever is the lesser.
- d) The air ambulance operation will terminate when the patient or organ has been off-loaded and full rest entitlement must be taken at that point.
- e) An additional 'day off' (minimum 34 hours which includes 2 local nights) must be taken on completion of the full rest entitlement.
- f) All 'heavy crew' duty days carried out must be notified to MCAA.

3.2 Revised Cumulative Duty Hours Limitations

- a) Only 2 'heavy crew' duty days will be permitted in any 28 consecutive days.
- b) In any 28 day period containing a 'heavy crew' duty day:
 - i) A minimum of 10 days off will be achieved.
 - ii) Maximum duty hours must not exceed 160 hours.
 - iii) Maximum flying hours shall be limited to 75 hours.
 - iv) A maximum of 60 hours flying averaged over 3 such 28 consecutive day periods.
 - v) If one or more such periods contain 'heavy crew' duty days then the allowable flying hours for the 12 month period must be reduced to 700 hours.

Commander's Discretion Report

COMMANDER'S DISCRETION REPORT Extension Of Flying Duty Period/Flying Hours						
Part A	Operator:			Aircraft Type:		
	Flight Number:			Commander:		
	Date:					
<i>NOTE: If discretion exercised for part crew or individuals state name(s) and operating capacity below.</i>						
Voyage Details						
Part B	1 Crew acclimatised			YES/NO		
	2 Length of preceding rest - 18 to 30 hrs/under 18 or over 30 hrs			HrsMins		
	3 Allowable FDP from:			Table A or B		
	4 Split duty: actual time off..... time on.....			Credit.....		
	5 In-flight relief; rest taken..... bunk/seat			Credit		
	6 Revised allowable: FDP.....					
Voyage Details						
Schedule (Planned)				Actual		
	Place	UTC	Local		UTC	Local
Duty to start				Duty started		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
FDP to end				FDP ended		
Scheduled FDP				Actual FDP	Hrs	Mins
Split duty:	Actual Time Off..... On.....			Credit FDP	Hrs	Mins
Max. Allowable FDP					Hrs	Mins
Amount of Commander's Discretion Exercised				FDP	Hrs	Mins
Maximum Flying Hours Permitted..... in 28 days/1 year period. Hours Flown.....						

Part B
Reduction of Rest

COMMANDER'S DISCRETION REPORT			
Reduction of Rest			
Part A	Operator:		Aircraft Type:
	Flight Number:		Commander:
	Date:		
<i>NOTE: All times to be recorded as date/time six-figure groups, expressed in both UTC and Local Time.</i>			
Part B	Last duty started	UTC/Local	
	Last duty ended	UTC/Local.....	
	Rest earned	Hours.....	
	Calculated earliest next available	UTC/Local.....	
	Actual start of next FDP	UTC/Local.....	
	Rest period reduced by		
Part C	Commander's Report		
		
		
		
		
		
		
		
	Signed..... Date.....		
	Operator's Remarks/Action Taken:		
.....			
.....			
.....			
.....			
.....			
.....			
Signed..... Date.....			

[illegible]

Example C

Pleasure Flying and Aerial Photography

Introduction

This Example presents a simple Flight Time Limitation scheme, designed for use by a company holding an AOC which only permits the use of single engined aircraft for the purpose of public transport. In practice, this involves pleasure flying and aerial photography. When an operator carries out both air taxi/sole use charter flight and pleasure flights this Example is inapplicable, and the pleasure flying supplement attached to the air taxi/sole use charter scheme should be used.

For the purposes of this document pleasure flying and aerial photography is being conducted when the aircraft takes-off from and lands at the same aerodrome, but does not take into account any positioning flight to or from that aerodrome.

An operator has the flexibility to include figures in the spaces marked (*), for the type of operation being conducted, but the maxima and minima acceptable to the MCAA are set out in the Key following.

Key

Definition 5.6		Insert four figure group and day of week
Paragraph 6.1	line 1	Not more than 10
	line 2	Only 2 more than above
Paragraph 6.2	line 1	Not more than 7
Paragraph 6.3		Not more than 3
Paragraph 6.6	line 7	Not less than 7
	line 10	Not less than 8
Paragraph 7.1	line 1	Not more than 190

Flight and Duty Time Limitations Scheme

1 Purpose

The purpose of this scheme is to interpret the requirements of Subpart FTL of MCAR Air Operations, as they apply to the regulation of flight times and the avoidance of fatigue in crew members.

2 Aim

The aim is to express the intent behind the published relevant documents, thereby taking all reasonable precautions to ensure that crew members are adequately rested at the beginning of each flying duty period. To meet this aim, due note will be taken of length of duty cycles, periods of time off and cumulative duty hours.

3 Applicability

The scheme shall apply in relation to any duty carried out by a pilot at the behest of the company.

4 Responsibilities

4.1 The Company

The company will apply the content of this scheme in the scheduling of flights, and the allocation of rest periods. Due to the nature of the company's business the publication of a weekly or monthly roster is not a practical proposition, but the company will endeavour to provide a specific day/days off on request. The company will be satisfied that crew members employed on an irregular basis are not in breach of this FTS scheme before offering a flying duty.

4.2 Crew Members

Responsibility for the proper control of flight and duty time cannot rest wholly with the company. Crew members have a responsibility to make optimum use of the opportunities and facilities for rest provided. They are also responsible for planning and using their rest periods properly in order to minimise incurring fatigue. Crew members should not act as operating crew if they know, or suspect, that their physical or mental condition renders them unfit to operate, or if they know they will infringe the company's FTS scheme. Crew members not in the regular employ of the company must provide details of their previous 28 day totals of flying hours/duty periods to the company before undertaking a flying duty.

5 Definitions

5.1 'Days Off'

Periods available for leisure and relaxation free from all duties. A single day off shall include two local nights. Consecutive days off shall include a further local night for each additional consecutive day off. A rest period may be included as part of a day off.

5.2 'Duty'

Any continuous period during which a crew member is required to carry out any task associated with the business of the company.

5.3 'Flying Duty Period (FDP)'

Any time during which a person operates in an aircraft as a member of its crew. It starts when the crew member is required by the company to report for a flight, normally 30 minutes prior to planned take-off time, and finishes at on-chocks on the last flight of the day.

5.4 'Local Night'

A period of 8 hours falling between 2200 and 0800 hours local time.

5.5 'Rest Period'

A period of time before starting a flying duty period which is designed to give crew members adequate opportunity to rest before a flight.

5.6 'Week'

A period of 7 consecutive days starting at (*) local on a (*).

6 Limitations

6.1 A single FDP shall not exceed (*) hours, except that this may be extended to a maximum of (*) hours for the sole purpose of positioning the aircraft from/to the operator's base.

6.2 A pilot shall not spend more than (*) hours at the controls in any one flying duty period.
When positioning the aircraft, the pilot may spend up to an additional 2 hours at the controls for the sole purpose of completing this task.

6.3 A pilot shall not be at the controls continuously for more than (*) hours.

6.4 During an FDP a pilot shall have breaks of not less than 30 minutes duration, according to the following scale:

FDP up to 3 hours	Breaks totalling at least 30 minutes
FDP up to 6 hours	Breaks totalling at least 1 hour
FDP between 6 and 8 hours	Breaks totalling at least 1½ hours
FDP over 8 hours	Breaks totalling at least 2 hours

6.5 Rest Periods

The minimum rest period before undertaking a flying duty shall be at least 12 hours.

6.6 Days Off

The company will, wherever possible, give 7 days' notice of a day off. When this is not possible a pilot will be given the opportunity to request a particular day/days off. The company will comply with this request, wherever possible. Having been allocated a day off a subsequent duty required by the company for that day will only be worked with the agreement of the individual concerned.

Usually, a pilot will not be rostered to fly more than 7 consecutive days, between days off, and will have a minimum of (*) days off in any 4 consecutive weeks. If, for any reason, a pilot is requested to work for 8 or 9 consecutive days then 4 consecutive days off will follow.

A pilot shall have an average of at least (*) days off in each consecutive 4 week period, averaged over 3 such periods.

7 Cumulative Duty and Flying Hours

7.1 Maximum Cumulative Duty Hours

A pilot may be on duty for a maximum of (*) hours in any 28 consecutive days. All types of duty shall be counted in full.

7.2 Maximum Monthly Flying Hours

A pilot will not fly more than 100 hours in any 28 consecutive days.

7.3 Maximum Annual Flying Hours

A person shall not act as a flight crew member if the aggregate of flight times, in the period of 12 months expiring at the end of the previous month, exceeds 900 hours.

8 Records to be maintained

8.1 The company will maintain records showing the duty and rest periods of all flying staff, both permanent and temporary, on the form overleaf. These records shall include:

Start, finish & duration of each duty & flying duty period, & function performed during the duty, and

Dates of days off

Daily and 7 consecutive day flying hours

Flying and Duty Record Form

[illegible]

Example D

Helicopters

Introduction

The content of this Example is designed for use by those companies holding an AOC which operate helicopters only. Those organisations that have a fleet of fixed and rotary wing aircraft and are using this Section to assist in the compilation of an FTS scheme should refer to Example B.

The scheme has been compiled on the assumption that:

- a) Operations are confined within an area where local time varies by not more than one hour.
- b) Use of in-flight relief to obtain an extension to the allowable FDP is not exercised.

The main body of the scheme is complemented by additions that allow for commercial pleasure flying and air ambulance work. In the context of this Example the following applies:

- **Commercial Pleasure Flying**

When the helicopter takes-off from and lands at the same aerodrome or approved pleasure flying site, without making an intermediate landing, but does not take into account any positioning flight to or from that aerodrome or pleasure flying site.

- **Air Ambulance**

When the sole reason for the flight is to carry an ill or injured person to a recognised medical facility, or the carriage of a human organ necessary for the conduct of a transplant operation.

It is accepted that a few operators have helicopters based on oil rigs and provide emergency cover. The application of limits placed on allowable FDPs in such circumstances is detailed and complex, and not of interest to the wider audience. Therefore, although what is understood by these terms is detailed below, the construction of such schemes will be arranged between the operator and MCAA.

- **Offshore Based and Remote Site Operations**

Those operations in support of the oil/gas industry, where the helicopter and crew are based on a rig or at a remote operating site.

- **Emergency Flight**

A flight undertaken for the sole purpose of assisting in the resolution of an emergency, which is, or under slightly different circumstances could be, a threat to human life.

It is recognised that all the paragraphs contained within the scheme are not applicable to the operations of all companies: such paragraphs annotated with a '†' symbol can be omitted, where appropriate. However if omitted, it is implicit that the operator will not use the provisions of that particular paragraph. Furthermore, operators are given the opportunity to insert their own values where the symbol (*) appears. The figures added must not exceed those quoted in the following key.

Key

Definition 5.2		Times inserted, which must not cover more than 2½ hours
Definition 5.17		As required by the operator
Definition 5.24		Insert four figure UTC or local time and day
Paragraph 9.2	lines 4	Not more than 1½
Paragraph 13.1	line 1	Not less than 30 or 45 minutes as appropriate
Not less than 15		
Paragraph 14.2	lines 2	Not less than 30
Paragraph 15.2	lines 1	Not less than 30
Paragraph 19.1/2		Add nominated person, add relevant letter, as appropriate
Paragraph 22.3 b) i)	line 2	Not less than 3 times the value given in Paragraph 13.1 line 1

Flight and Duty Time Limitations Scheme

1 Purpose

The purpose of this scheme is to interpret the requirements of Subpart FTL of MCAR Air Operations, as they apply to the regulation of flight times and the avoidance of fatigue in crew members.

2 Aim

The aim is to express the intent behind the published, relevant documents, thereby taking all reasonable precautions to ensure that crew members are adequately rested at the beginning of each flying duty period. To meet this aim, due note will be taken of length of duty cycles, periods of time off and cumulative duty hours.

3 Applicability

The scheme shall apply in relation to any duty carried out at the behest of the company by both flight crew and cabin crew. The scheme shall apply to all cabin crew carried as crew members.

4 Responsibilities

4.1 The Company

The company will publish rosters in advance so that operating crew can plan adequate pre-flight rest. Crew members will normally be given at least 7 days notice of days off.

‡ Before the start of the new roster year, the start and finish dates of each roster period, plus the expected publication date, will be issued to crew members.

The company will be satisfied that crew members employed on an irregular basis are not in breach of this FTS scheme before offering a flying duty to the individual.

4.2 Crew Members

Responsibility for the proper control of flight and duty time does not rest wholly with the company. Crew members have the responsibility to make optimum use of the opportunities and facilities for rest provided. They are also responsible for planning and using their rest periods properly. MCAR places a further responsibility on crew members. Simply put, crew members shall not act as operating crew if they know, or suspect, that their physical or mental condition renders them unfit to operate. Furthermore, they must not fly if they know that they are or are likely to be in breach of this scheme.

Crew members not in the regular employ of the company must provide details of their previous 28 day totals of duty periods/flying hours before undertaking a flying duty on behalf of the company.

5 Definitions

Unless otherwise defined below all words, phrases, definitions and abbreviations, have identical meanings to those described in MCAR 1, as amended.

5.1 'Cabin Crew'

A person employed to facilitate the safety of passengers, whose duties are detailed by the company or the aircraft commander. Such persons will not act as a member of the flight crew.

5.2 'Contactable'

A short period of time other than on a day off, unless mutually agreed, during which the company requires a crew member to be contactable for the purpose of giving notification of a duty period which will commence not less than ten hours ahead. The contactable period will be between (*) and (*) local time.

5.3 'Crew'

A member of the flight crew or cabin crew.

5.4 'Days Off'

Periods available for leisure and relaxation free from all duties. A single day off shall include 2 local nights. Consecutive days off shall include a further local night for each additional consecutive day off. A rest period may be included as part of a day off.

5.5 'Duty'

Any continuous period during which a crew member is required to carry out any task associated with the business of the company.

5.6 'Early Start Duty'

A duty is an Early Start Duty if it commences in the period 0500 to 0659 hours local time.

5.7 'Flight Crew'

Those members of the crew of an aircraft who act as a pilot.

5.8 'Flying Duty Period (FDP)'

Any time during which a person operates in a helicopter as a member of its crew. It starts when the crew member is required by the company to report for a flight, and finishes at rotors stopped on the final sector.

5.9 'Late Finish Duty'

A duty is a Late Finish when the duty finishes in the period 0100 to 0159 hours local time.

5.10 'Local Night'

A period of 8 hours falling between 2200 hours and 0800 hours local time.

5.11 'Night Duty'

A duty is a Night Duty if any part of that duty falls within the period 0200 to 0459 hours local time.

5.12 'Positioning'

The practice of transferring crew from place to place as passengers in surface or air transport at the behest of the company.

5.13 'Regular'

Regular, when applied to duties that are Late Finishes, Night or Early Starts, means a run of 4 or 5 consecutive duties, not broken by a period of 34 hours free from such duties, contained in a single 7 consecutive day period.

5.14 'Reporting Time'

The time at which a crew member is required by the company to report for any duty.

5.15 'Rest Period'

A period of time before starting a flying duty period which is designed to give crew members adequate opportunity to rest before a flight.

5.16 'Rostered/Planned Duty'

A duty period, or series of duty periods, with stipulated start and finish times, notified by the company to crew in advance.

5.17 'Rostering Period'

(*) consecutive weeks.

5.18 'Scheduled Duty'

The allocation of a specific flight or flights or other duties to a crew member within the pre-notified rostered/planned series of duty periods.

5.19 'Sector'

The time between a helicopter first moving under its own power until it next comes to rest after landing, on the designated parking position.

5.20 'Split Duty'

A flying duty period which consists of two or more sectors, separated by less than a minimum rest period.

5.21 'Standby Duty'

A period during which the company places restraints on a crew member who would otherwise be off duty. However, it shall not include any time during which the crew member is contactable for the purpose of giving notification of a duty which is due to start 10 hours or more ahead.

5.22 'Accommodation'

For the purpose of standby and split duty; a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

5.23 'Travelling'

All time spent by a crew member transitting between the place of rest, and the place of reporting for duty.

5.24 'Week'

A period of 7 consecutive days starting at (*) on (*).

6 Calculation of a Flying Duty Period

6.1 The maximum FDP shall be in accordance with paragraph 13. The times extracted from the table may be extended by use of split duty and commander's discretion, under the terms of paragraphs 15 and 17.

7 Additional Limits on Flying

7.1 Late Finishes/Early Starts

Sleep deprivation, leading to the onset of fatigue, can arise if a crew member is required to report early for duty, or finishes a duty late, on a number of consecutive days. Therefore, not more than 3 consecutive duties that occur in any part of the period 0100 to 0659 hours local time can be undertaken, nor may there be more than 4 such duties in any 7 consecutive days. Any run of consecutive duties (Late Finishes or Nights or Early Starts) can only be broken by a period of not less than 34 consecutive hours free from such duties. This 34 consecutive hours may include a duty that is not an Early, Late or Night duty.

7.2 Should any duties be scheduled to be carried out in any part of the period 0200 and 0459 hours local time, for a minimum of 2 and a maximum of 3 consecutive nights, then crew members will be free from all duties by 2100 hours local time before covering the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE:

- 1 Operators may replace the above paragraph with one of the following choices, either Options A and B OR Options B and C. The operator may roster crew members for either 2 or 3 consecutive nights, but must ensure that the duty preceding this series of duties finishes by 2359 hours local time (2 nights) or 2100 hours local time (3 nights) as appropriate.
- 2 If it is preferred to retain the present contents then attention must be paid to the notes attached to the Options listed (below). These notes list the actions to be followed in the event that duty is inadvertently extended beyond the cut-off times (i.e. 2100 or 2359 hours).

Option A

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night. If the duty immediately prior to the 3 consecutive night duties extends beyond 2100 hours local time and the individual crew member is willing to continue with the planned

roster, (i.e. 3 consecutive night duties) then provided that duty preceding this series of duties finishes no later than 2359 hours local time, the schedule may continue.

NOTES:

- 1 Under this Option, if the crew member chooses not to continue the planned roster (after finishing duty between 2100 and 2359 hours local time) then only the planned first and second night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.
- 2 Under this Option, if the duty finishes after 2359 hours local time, then only the first of the 3 consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option B - 2 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 2 consecutive nights, then crew members will finish the duty preceding this series of duties by 2359 hours local time before commencing the block of 2 consecutive night duties, such that the crew members can take a rest period during a local night.

NOTE: Under this Option in the event of 2359 hours local time being exceeded, then only the first of the 2 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.

Option C - 3 consecutive night duties

Should any duties be scheduled to be carried out within any part of the period 0200 and 0459 hours local time, for 3 consecutive nights, then crew members will finish the duty preceding this series of duties by 2100 hours local time before commencing the block of consecutive night duties, such that the crew members can take a rest period during a local night.

NOTES:

- 1 Under this Option in the event of 2100 hours local time being exceeded, then only the first of the 3 planned consecutive night duties that impinge on any part of the period 0200 to 0459 hours local time may be undertaken.
- 2 In all cases the limits in paragraph 7.2 or 7.3 must not be exceeded (i.e. maximum of 3 consecutive nights and 4 in 7 consecutive days).

7.3 Interrupted Rest

If, prior to the start of an FDP, a crew member's rest period is interrupted for operational reasons between 2300 and 0700 hours local time, the following shall apply:

If the disturbance happens earlier than 1 hour before the planned departure from the crew member's place of rest, the time elapsed between that disturbance and the departure time from the place of rest minus 1 hour, is to count as part of the subsequent FDP.

NOTE: The phrase 'operational reasons' applies to such actions as contacting/being contacted by the customer, checking weather, liaison with ATC or any action pertaining to the planned flight.

8 Mixed Duties

8.1 When a crew member is required to report for duty in advance of the stipulated report time for a scheduled flight, to carry out a task at the behest of the company, then the time spent on that task shall be part of the subsequent FDP.

‡ 8.2 Mixed Simulator and Aircraft Flying

When a flight crew member flies in the simulator, either on a check or training flight, or as a Training Captain or Instructor, and then within the same duty period flies as a flight crew member on a public transport flight, all the time spent in the simulator is counted in full towards the subsequent FDP and daily flying hour maxima. The FDP allowable is calculated from the report time of the simulator detail.

‡ 8.3 Mixed Single Pilot/Two Pilot Operations

In one duty period a pilot may fly as single flight crew up to the point where the total flying and duty hours reach the single flight crew FDP limit. During this time the pilot may fly either in command or as a co-pilot on a two flight crew helicopter. The pilot may then continue beyond the single flight crew FDP limit in a two flight crew operation up to the two flight crew FDP and flying hour maxima, but may only fly as a co-pilot.

9 Travelling Time

9.1 Travelling time, other than that time spent on positioning, does not count as duty.

9.2 Travelling time, from home to departure aerodrome, if long distances are involved, is a factor influencing any subsequent onset of fatigue. If the journey time from home to normal departure airfield is usually in excess of (*) hours, crew members should make arrangements for temporary accommodation nearer to base.

9.3 When crew members are required to travel from their home to an aerodrome other than the one from which they normally operate, any travelling time over and above the journey time from home to the usual operating aerodrome shall be classed as positioning. For the purposes of this sub-paragraph the additional travelling times to the following airfields are:

Maamigili	mins
Male'	mins

10 Delayed Reporting Time in a Single FDP

10.1 When a crew member is informed of a delay to the reporting time due to a changed schedule, before leaving the place of rest, the FDP shall be calculated as follows. When the delay is less than 4 hours, the maximum FDP allowed will be based on the original report time and the FDP will start at the actual report time. When the delay is 4 hours or more, the maximum FDP allowed will be based on the more limiting time band of the planned report time and the actual report time and the FDP will start 4 hours after the original report time.

10.2 When the company informs a crew member before leaving the place of rest of a delay in reporting time of 10 hours or more ahead, and that crew member is not further disturbed by the company until a mutually agreed time, then that period is classed as a rest. If, upon the resumption of duty, further delays occur then the appropriate criteria in this paragraph and paragraph 10.1 above will be applied to the re-arranged reporting time.

11 Positioning

11.1 Time spent on positioning, at the behest of the company, before carrying out an FDP, will count as duty. The FDP commences not later than the time at which the crew member reports for the positioning journey, or positions in accordance with sub-paragraph 9.3.

11.2 Positioning after completion of an FDP is counted as duty, and the subsequent rest period must account for the FDP plus the positioning journey.

11.3 If, after a positioning journey, the crew member spends less than a minimum rest period at suitable accommodation provided by the company, and then carries out an FDP, the positioning will be counted as a sector if the allowable FDP is being extended by use of a split duty.

‡ 12 Standby Duty

12.1 The time of start, end and nature of the standby duty will be defined and notified to crew members. The time a standby duty starts determines the allowable FDP, except that when the actual FDP starts in a more limiting time band, then that FDP limit will apply. However, when standby is undertaken at home, or in suitable accommodation provided by the company, during the period 2200 to 0800 hours local time and a

crew member is given 2 hours or less notice of a report time, the allowable FDP starts at the report time for the designated reporting place.

12.2 When a crew member is on standby duty on immediate readiness at the airport or helicopter operating site, then the allowable FDP is calculated using the start time of the standby duty.

12.3 If a crew member is called out from standby, the standby duty will cease at the notified start time of the FDP, that is to say when the crew member reports at the designated reporting point.

12.3.1 The following limits apply:

Duty	Maximum Duration
Standby Duty (all cases)	12 hours
Standby followed by an FDP	As in Case A and B below

Case A

If a crew member is called out from standby to conduct an FDP before completing 6 hours standby duty then the total duty period allowed is the sum of the time spent on standby and the FDP from paragraph 13.

Case B

If a crew member is called out from standby to conduct an FDP after completing 6 or more hours standby duty, then the total duty period allowed is the sum of all the time spent on standby and the FDP, reduced by the amount of standby worked in excess of 6 hours.

NOTES:

- 1 The method of adding time spent on standby to cumulative totals is defined in paragraph 22.3.
- 2 The reference to 'total duty period' applies only to the sum of the standby time achieved + the allowable FDP obtained from paragraph 13. On the day, for cumulative duty totals and for minimum rest purposes, the total duty achieved will be standby time achieved + FDP achieved + post flight duties + any positioning.

12.4 When any period of standby finishes, during which a call-out has not occurred, at least 12 hours rest must follow prior to the next duty period. Similarly, following the end of a contactable period or periods, at least 10 hours must elapse prior to the next duty period.

13 Maximum FDP - Helicopters

13.1 The standard reporting time prior to flight is (*). Pre-flight duties are part of the FDP; (*) minutes duty must be allowed for post-flight activities. The time spent between reporting for a flight and the completion of post-flight tasks determines the length of the subsequent rest period. If this "period" for post FDP duties is routinely exceeded then the post FDP duty period stated in the scheme must be revised to better represent the actual time taken.

13.2 A non-standard reporting time designed to take advantage of an increased FDP from a more favourable time band, must not be used.

13.3 Maximum FDP – Helicopters

Local time of Start	SINGLE PILOT		TWO PILOTS	
	Max. Length of Flying Duty Period (Hours)	Maximum Flying Time (Hours)	Max. Length of Flying Duty Period (Hours)	Maximum Flying Time (Hours)
0600-0659	9	6	10	7
0700-0759	10	7	11	8
0800-1359	10	7	12	8
1400-2159	9	6	10	7
2200-0559	8	5	9	6

13.4 Report times must not be reduced in order for crew members to achieve their required rest prior to an FDP.

14 Additional Limits on Helicopter Flying

14.1 Repetitive Short Sectors

Crew flying repetitive short sectors, for example pleasure flying, offshore short sector shuttles, at an average rate of 10 or more landings per hour, will have a break of at least 30 minutes away from the helicopter within any continuous period of 3 hours.

14.2 When carrying out the more demanding roles of helicopter flying, for example, winching and external load carrying, crew will have a break of (*) minutes away from the helicopter within any continuous period of 3 hours.

‡ 14.3 After 3 hours shuttle operations between offshore installations in conditions other than day VMC, a rest of 30 minutes free of all duty will be allowed.

‡ 14.4 Survival Suits

The wearing of survival suits can prove an irritant and be uncomfortable. Therefore:

- a) a flight crew member should not participate in moving freight or baggage, or any other activity requiring excessive physical effort. His role should be supervisory;
- b) schedules which involve continuous flying in excess of 4½ hours will include provisions for a break free of all duty of at least 30 minutes, not including a total of 30 minutes for immediate post and pre-flight duties. The break will be scheduled prior to exceeding a total of 6 hours flying.

15 Extension of Flying Duty Period by Split Duty

15.1 The calculation of a permitted FDP does not rely on the number of sectors flown, but to increase an FDP as allowed for in this paragraph then at least one sector must be flown before any extension is permitted. The extensions allowed are set out below:

Consecutive Hours Rest	Maximum Extension of the FDP
Less than 2	NIL
2 - 3 (see Note)	1 hour
3 - 10	A period equal to half the consecutive hours rest taken

NOTE: Consecutive hours of rest between 2 and 3 hours will only be used once in any single FDP.

15.2 The rest period shall not include the minimum total of (*) minutes allowed for immediate post flight and pre-flight duties. When the rest period is 6 hours or less it will suffice if a quiet and comfortable place, not open to the public, is available. Rest cannot be taken in the helicopter. If the rest period is more than 6 consecutive hours, then suitable accommodation will be provided.

16 Rest Periods

16.1 Crew members will be notified in good time of a flying duty period so that sufficient and uninterrupted pre-flight rest can be obtained. When away from base opportunities and facilities for adequate pre-flight rest will be provided by the company in suitable accommodation. When flights are carried out at such short notice that it is impracticable for the company to arrange suitable accommodation, then this responsibility devolves to the aircraft commander.

16.2 The minimum rest period which must be taken before undertaking a flying duty period shall be:

- a) at least as long as the preceding duty period, or
- b) 12 hours, whichever is the greater.

16.2.1 When away from base, in the case when the rest period earned by a crew member is 12 hours, and suitable accommodation is provided by the company, then that rest period may be reduced by one

hour. In such circumstances, if the travelling time between the aerodrome and the accommodation is more than 30 minutes each way then the rest period will be increased by the amount the total time spent travelling exceeds one hour. The room allocated to the crew member will be available for occupation for a minimum of 10 hours. This sub-paragraph does not apply to rest periods that exceed 12 hours.

16.2.2 Exceptionally, at home base, individual crew members may be asked to exercise their discretion to reduce rest by up to a maximum of one hour but only to a minimum of 12 hours for flight crew and 11 hours for cabin crew. If discretion is used, it is the responsibility of the operator and the crew member to inform the commander of the flight immediately following the rest period, that a reduced rest period has been taken.

16.3 If the preceding duty period, which includes any time spent on positioning, exceeded 18 hours, then the ensuing rest period must include a local night.

16.4 After being called out from a standby duty the length of the minimum rest period shall be determined by the length of standby duty, plus any time spent on positioning, and any FDP completed.

16.5 Crew members who inform the company that they are having difficulty in achieving adequate pre-flight rest will be given the opportunity to consult an aviation medical specialist.

17 Aircraft Commander's Discretion to Extend a Flying Duty Period

17.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, if carried, extend an FDP beyond that permitted in paragraph 13, provided he is satisfied that the flight can be made safely. The extension shall be calculated according to what actually happens, not on what was planned to happen. An extension of 3 hours is the maximum permitted, except in cases of emergency (see Note).

17.2 A commander is authorised to exercise his discretion in the following circumstances and to the limits set. In a Flying Duty Period involving 2 or more sectors, up to a maximum of 2 hours discretion may be exercised prior to the first and subsequent sectors. On a single sector flight and immediately prior to the last sector on a multi-sector flight, a commander may use the maximum amount of discretion permitted.

17.3 A commander may exercise discretion to extend an FDP following a reduced rest period, only exceptionally, and then only to the extent necessary to allow for unforeseen circumstances that become apparent during the last sector.

NOTE: In respect of an extension to a flying duty period, an emergency is a situation which in the judgement of the commander presents a serious risk to the health or safety of crew and passengers, or endangers the lives of others.

18 Aircraft Commander's Discretion to Reduce a Rest Period

18.1 An aircraft commander may, at his discretion, and after taking note of the circumstances of other members of the crew, if carried, reduce a rest period, but only insofar as the room allocated to the crew member must be available for occupation for a minimum of 10 hours. The exercise of such discretion must be considered exceptional and must not be used to reduce successive rest periods. If the preceding FDP was extended, the rest period may be reduced, provided that the subsequent allowable FDP is also reduced by the same amount. In no circumstances may a commander exercise discretion to reduce a rest period below 10 hours at accommodation.

18.1.1 When away from base and where an individual crew member separates from the crew, or the crew as a whole splits up, then any use of discretion to reduce rest becomes a decision for an individual crew member. The decision to continue with the next flight and the submission of an associated discretion report is the responsibility of the relevant commander after the crew member, and operator if in a position to do so, has informed the commander that a reduced rest period has been taken.

19 Reporting Exercise of Discretion

19.1 Whenever a commander extends an FDP it shall be reported to (*) on a Discretion Report Form, in the format of (*). If the extension is greater than 2 hours, or discretion is exercised after any reduced rest period, then the company will submit the commander's written report, together with company comments, to the MCAA, within 14 days of the event.

19.2 Whenever a commander reduces a rest period, it shall be reported to (*) on a Discretion Report Form, in the format of (*). If the reduction is more than 1 hour, then the company will submit the commander's written report together with comments by the company to MCAA, within 14 days of the event.

20 Days Off

20.1 Wherever possible, and if required by the crew member, days off will be taken in the home environment. A single day off for helicopter crew shall include two local nights, and shall be of at least 36 hours duration. A planned rest period may be included as part of a day off.

20.2 Crew members will:

- a) not work more than 7 consecutive days, and
- b) have 2 consecutive days off following a period of 7 consecutive days duty, and
- c) have 2 consecutive days off in any consecutive 14 days, and have at least 3 days off in any consecutive 14 days, and
- d) have a minimum of 7 days off in any consecutive 4 weeks, and
- e) have an average of at least 8 days off in each consecutive 4 week period, averaged over 3 such periods.

NOTE: A single day off may only follow up to a maximum of 6 consecutive days duty.

21 Absolute Limits on Flying Hours

21.1 The maximum flying hours for flight crew will be:

- (a) 90 hours in 28 consecutive days, and
- (b) 800 hours in any period of 12 months.

22 Cumulative Duty and Flying Hours

22.1 Maximum duty hours for flight crew shall not exceed:

- (a) 60 hours in any 7 consecutive days and
- (b) 200 hours in any 28 consecutive days

22.2 The maximum number of flying hours which a pilot may be permitted to undertake are:

Single Day	Table in paragraph 13
Any 3 consecutive days	18 hours
Any 7 consecutive days	30 hours
Any 3 consecutive 28 day periods	240 hours

22.3 Calculation of Cumulative Duty Hours

Duty hours shall be added to cumulative totals in accordance with the following:

- a) to count in full:
 - i) Duty periods and flying duty periods, plus subsequent post-flight duties
 - ii) All standby duty, except that specified in b) i) and ii) below
 - iii) The time spent on positioning
- b) To count as half the time on duty:
 - i) The standby duty, when the period of notice given to the crew member by the company before reporting for duty is (*).

- ii) The standby duty when undertaken at home, or in suitable accommodation provided by the company, takes place during the period 2200 to 0800 hours local time, and the crew member can take undisturbed rest and is not called out for duty.

‡ 23 Rules Relating to Cabin Crew

23.1 The requirements detailed in this paragraph will apply to all cabin crew employed as crew members and are not intended to apply only to those cabin crew carried to meet the provisions of MCAR.

23.2 The limitations applying to cabin crew are those applicable to flight crew members but with the following differences:

- a) A flying duty period can be 1 hour longer than that permitted for flight crew. The FDP and limits set on early starts for cabin crew will be based on the time at which the flight crew report for their flying duty period, but that FDP will start at the report time of the cabin crew.
- b) For cabin crew the minimum rest period which will be provided before undertaking a flying duty period shall be:
 - i) at least as long as the preceding duty period less than one hour; or
 - ii) 11 hours;whichever is the greater.
- c) The combined sum of standby time and subsequent FDP can be 1 hour longer than that permitted to flight crew.
- d) The maximum duty hours for cabin crew will not exceed:
 - (a) 60 hours in any 7 consecutive days
 - (b) 105 hours in any 14 consecutive days
 - (c) 210 hours in any 28 consecutive days.
- e) The annual and 28 day limits on flying hours appertaining to flight crew do not apply.

24 Records to be maintained

24.1 Records for the duty and rest periods of all flying staff shall include:

For each crew member:

- (a) The beginning, end and duration of each duty and flying duty period, and function performed during the period.
- (b) Duration of each rest period prior to a flying duty or standby duty period.
- (c) Dates of days off.
- (d) 7 consecutive day totals of duty.

For each flight crew member:

- (a) Daily and 7 consecutive day flying hours.

Records shall be preserved for at least 12 calendar months from the date of the last relevant entry.

24.2 Additionally, copies of all aircraft commanders' discretion reports of extended flying duty periods and reduced rest periods will be retained for a period of at least six months after the event.

⌘ **Pleasure Flying Supplement - Helicopters**

- 1 The following will apply whenever the pilot is solely engaged in Commercial Pleasure flying duties in a single FDP.

1.1 Flying Duty Period

A single FDP will not exceed 10 hours, except that this may be extended to 11 hours for the sole purpose of positioning the aircraft from/to the operator's base.

1.2 Flying Hours

A pilot will not spend more than 6 hours at the controls in any one flying duty period. When positioning the pilot may spend an additional 1 hour at the controls for the sole purpose of positioning the aircraft.

The maximum period which a pilot may spend continuously at the controls without a break is 3 hours.

During the FDP the pilot shall have breaks of 30 minutes duration according to the following table:

FDP up to 3 hours	Breaks totalling at least 30 minutes
FDP up to 6 hours	Breaks totalling at least 1 hour
FDP between 6 and 8 hours	Breaks totalling at least 1½ hours
FDP over 8 hours	Breaks totalling at least 2 hours

1.3 Rest Period

At the completion of an FDP solely concerned with commercial pleasure flying, and if applicable the return of the aircraft to the operator's base, the flight crew will have a rest period of at least 12 hours.

‡ Air Ambulance Supplement - Helicopter

1 Dedicated Air Ambulance

When carrying out an Air Ambulance flight, the allowable FDP extracted from paragraph (* insert as appropriate) in the company's approved FTS scheme may be increased by up to a maximum of 4 hours, subject to all the following conditions being met:

- a) Where an FDP is extended under the terms of this provision, a qualified medical attendant must accompany the flight.
- b) The only passengers that may be carried in addition to the patient and medical attendants are the immediate family or next of kin. One close friend only may be carried in lieu of any immediate family or next of kin.
- c) The crew must have had the full entitlement of rest relating to the preceding duty prior to starting an Air Ambulance flying duty.
- d) Single Pilot Crew

If, exceptionally, the FDP is scheduled to be extended beyond the 4 hours permitted by this supplement then an additional qualified commander must be part of the crew, at least until the helicopter reaches the site where the patient or organ is disembarked. Commander's discretion cannot be used to extend the FDP after the patient or organ has been disembarked. A discretion report must be submitted to MCAA.

- e) Two Pilot Crew
The use of Commander's discretion to further extend the FDP, beyond the extra 4 hours permitted, may be exercised only to offload/deliver the patient or organ to the destination. Such discretion cannot be used after the patient or organ has been offloaded. A discretion report must be submitted to MCAA.
- f) Following an Air Ambulance FDP the appropriate full rest period must be taken.
- g) At least 48 hours must elapse between the end of one extended Air Ambulance FDP and the start of another Air Ambulance FDP.
- h) A pilot can only fly 3 Air Ambulance extended FDPs in any 28 consecutive days.
- i) The relevant duty records must show where an FDP was conducted in accordance with this supplement.
- j) The use of split duty to extend the FDP is not permitted.

2 Combined Public Transport/Air Ambulance

On the day, if an operator wishes to use a helicopter and crew for a combination of Public Transport and Air Ambulance work then the FDP specified must be that obtained from paragraph (* insert as appropriate). Extension of the allowable FDP by the use of split duty and Commander's discretion, as stated in paragraphs (*insert as appropriate) of the main scheme, is allowed. The extension permitted for dedicated Air Ambulance (in paragraph 1 above), does not apply in this case.

COMMANDER'S DISCRETION REPORT Extension Of Flying Duty Period/Flying Hours						
Part A	Operator:			Aircraft Type:		
	Flight Number:			Commander:		
	Date:					
NOTE: If discretion exercised for part crew or individuals state name(s) and operating capacity below. Commander*/First Officer*/Cabin Attendant* (Delete as necessary)						
Voyage Details						
Part B	1 Crew acclimatised			YES/NO		
	2 Length of preceding rest - 18 to 30 hrs/under 18 or over 30 hrs			HrsMins		
	3 Allowable FDP from:			Table A or B		
	4 Split duty: actual time off..... time on.....			Credit.....		
	5 In-flight relief; rest taken..... bunk/seat			Credit		
	6 Revised allowable: FDP.....					
Voyage Details						
Schedule (Planned)				Actual		
	Place	UTC	Local		UTC	Local
Duty to start				Duty started		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
Arrive				Arrived		
Depart				Departed		
FDP to end				FDP ended		
Scheduled FDP				Actual FDP	Hrs	Mins
Split duty:	Actual Time Off..... On.....			Credit FDP	Hrs	Mins
Max. Allowable FDP					Hrs	Mins
Amount of Commander's Discretion Exercised				FDP	Hrs	Mins
Maximum Flying Hours Permitted..... in 28 days/1 year period. Hours Flown.....						

COMMANDER'S DISCRETION REPORT			
Reduction of Rest			
Part A	Operator:		Aircraft Type:
	Flight Number:		Commander:
	Date:		
<i>NOTE: All times to be recorded as date/time six-figure groups, expressed in both UTC and Local Time.</i>			
Part B	Last duty started	UTC/Local	
	Last duty ended	UTC/Local.....	
	Rest earned	Hours.....	
	Calculated earliest next available	UTC/Local.....	
	Actual start of next FDP	UTC/Local.....	
	Rest period reduced by		
Part C	Commander's Report		
		
		
		
		
		
		
		
	Signed..... Date.....		
	Operator's Remarks/Action Taken:		
.....			
.....			
.....			
.....			
.....			
.....			
Signed..... Date.....			

Example E

The Preparation of a Roster

Introduction

The production of any roster is dependent upon the nature of the operator's business. At best, the example given for rostering staff in this Example can only illustrate a broad approach to the instructions an operator may wish to issue to the appropriate staff.

The content of this Example draws the attention of those employed in the preparation and day-to-day management of rosters to some basic principles, which when followed can lead to the even distribution of the workload within a company. The table in paragraph 11 is not designed to be a definitive statement of the time off that crew must have on return to base, but is presented as an example of what can be done to remove uncertainty in the minds of rostering officers and crew.

Guidance for Rostering Staff

Introduction

- 1 This section is designed to give guidance on the preparation of a roster and the day to day management of the published roster to staff employed in the Rostering Section.
- 2 The construction of a workable roster is a complex task. The Rostering Officer needs to consider many variables, before allocating crew to specific duties. The consideration of factors affecting human behaviour cannot be ignored. The finished product must strike a balance between the commercial needs of the company and the capacity of individual crew members to work effectively. It is of the utmost importance that rosters are seen by each crew member as distributing the amount of work to be done evenly amongst those involved. The watchword is 'fairness'.
- 3 On some occasions it will be impossible to produce a well balanced roster, and some will work harder than others. When this situation cannot be avoided, any unbalanced distribution of work should be redressed where possible in the next roster. In general terms, staff should endeavour to allocate duties evenly over each 3 month period.

Reference Documents

- 4 The construction of a roster is governed by many rules and regulations that are contained within several publications.

It is the responsibility of rostering staff to be familiar with the relevant content of the following documents:

- a) MCAR AIR OPERATIONS
- b) MCAR AIRCREW
- c) UK CAA CAP 371 - current edition
- d) UKCAA CAP 360, Part One - current edition
- e) Company Flight Time Limitation Scheme as approved
- f) Company Operations Manual Part A
- g) Company Operations Manual Part D

Roster Planning

- 5 As stated in the Introduction, the production of a workable and balanced roster requires consideration of much background knowledge and the constant application of the principle of fairness. The end result should satisfy the requirements of the company and individual crew members, but it is accepted that some personal inconvenience will be experienced by individuals from time-to-time. This must be borne if the company is to flourish and continue to provide employment.

- 6 The rostering officer must utilise the following principles when constructing a roster:
 - a) Work within the requirements of the company scheme.
 - b) Be fair in the allocation of duties; give an equitable distribution of workload and time off, paying particular attention to weekends.
 - c) Be consistent.
 - d) Provide individual crew members with a stable roster as far as practicable.

Day-to-Day Management

- 7 The best planned roster will be subject to disruption, brought about by circumstance that is impossible to predict. The unserviceability of an aircraft or the sudden imposition of flow control cannot be foreseen, but these factors and others can have a profound effect on a roster.
- 8 To control such disruptions requires that those involved are fully aware of the current state of the affected roster. This situation can only be achieved by a constant and accurate updating of rosters as the changes occur, and the certainty that all relevant factors are taken into account before adjustments are made to what was planned.
- 9 In this situation certain aspects of the FTS scheme assume a more important position than others. Rostering Officers will need to consider the following:
 - a) Delayed reporting.
 - b) Availability of Commander's discretion (which must not be assumed).
 - c) Use of standby crew, taking into account length of standby duty and required FDP.
 - d) Cumulative duty hours.
- 10 Wherever possible, the decision reached should cause minimum disruption to the planned roster, and still maintain a balanced workload amongst crew members - a difficult, demanding, yet rewarding task.

A Suggested Guide for Rostering Officers - Days Off

- 11 The table below provides an easy reference for days off at base, allocated to crew members on return from a flying duty or series of flying duties. If an individual crew member requests less days off than allowed for in the table this may be granted, provided the actual time off does not contravene the provisions of the FTS scheme.

Days Off Calculation Table

Return Sector Length	Duration of Trip	Time Zones Crossed	Minimum base turn around (MBTR)	
			Flight Crew	Cabin Crew
Up to 7 hours	Up to 48 hrs	Up to 3	Min.rest	Min.rest
Up to 7 hours	48 - 96 hrs	4 to 7	2 days	1 day
7 to 10 hours	48 - 96 hrs	4 to 7	2 days	2 days
7 to 10 hours	96 - 216 hrs	4 to 7	3 days	2 days
10 to 14 hours	48 - 96 hrs	7 plus	3 days	3 days
10 to 14 hours	96 - 216 hrs	7 plus	4 days	3 days
14 hours plus	48 - 96 hrs	7 plus	4 days	4 days
14 hours plus	96 - 216 hrs	7 plus	5 days	4 days

Summary

- 12 Without wishing to labour the point, when it is apparent that trips and time off, particularly weekends, are fairly distributed then individuals will have no cause for complaint, and the difficulties associated with the duties of a rostering officer will be minimised.

Example F

Aeroplane Variations

Introduction

With the increasing range of modern aircraft, for example the B787/A380, MCAA has concluded that within very carefully controlled circumstances and with a number of built-in compensating factors, it is possible to extend the FDP presently allowed for two-pilot crew. The compensating factors are designed to prevent the onset of fatigue by requiring progressively an increase in days off, reduction of overall duty hours and a limit on the number of extended FDPs permitted.

Where operators' FTS schemes contain a number of different standard Variations each of which contain suitable compensating factors, there must be no overlap when using the Variations concurrently. For example where a London One Variation requires 3 days off afterwards and then a Level 2 Variation is to be used which requires a single day off beforehand, a total of 4 days off must be achieved between the two Variations.

Companies are invited to apply to incorporate any of the following variations:

Standard Variations Levels 1 and 2
London 1 and 2

1 Standard Variations, Extended Single Flight Duty Period

1.1 Introduction

1.1.1 The Variations are identified as Level 1 and 2, allowing for an increase in the planned FDP of 30 and 60 minutes respectively. They are intended to allow flights from Male' and return, or a two-sector flight from or to Male', within a single extended FDP. Sector lengths over 7½ hours will continue to be factorised or will require an additional pilot as a flight crew member.

1.1.2 An operator wishing to utilise one of the Variations in this package can only employ one of the three that are available at any one time for each fleet of aircraft. In this context, where a mix of Boeing 757 and 767 aircraft is used and pilots are qualified on both, these two types are considered to comprise one fleet.

1.1.3 The selection of the level appropriate to a schedule must be nominated in advance by the operator and notified to all crew members. Where more than one schedule is affected, the more limiting will lead to the level chosen. For example, where one schedule requires an extension of 20 minutes and another 1 hour then Level 2 will be applicable to both schedules and all crew members involved.

1.2 LEVEL 1 - FDP Plus 30 minutes

Flight crew

- a) The allowable FDP obtained from Table A may be extended by 30 minutes and a sector need not be considered as a multi-sector flight until the sector is scheduled for more than 7½ hours subject to the following conditions:
- b) Flight crew members must be off duty by 2200 hours local on the day prior to the extended FDP so that either a rest period equivalent to the preceding duty period or a minimum of 12 hours rest is achieved, and discretion to reduce rest prior to or following such a flight may not be exercised.
- c) Flight crew members must be acclimatised.
- d) Commander's normal discretion to extend an FDP is reduced to a maximum of 2½ hours with no more than 1½ hours being exercised prior to leaving the initial point of departure.
- e) Where a commander exercises discretion which uses any portion of the time allowed after leaving the initial point of departure, then a report will be submitted to MCAA.
- f) A maximum of 4 extended FDP flights may be undertaken in any consecutive 28 day period.
- g) Maximum duty hours will be 185 hours in any 28 consecutive day period in which the use of this extension takes place.

- h) Minimum number of days off for flight crew operating one or more of these flights will be 8 days in any period of 4 consecutive weeks in which the use of this extension takes place.
- i) Despatch crew will not be used.
- j) Extension of FDP by split duty is not permitted.

Cabin crew

- a) Cabin crew will work to normal rules except that they must be acclimatised.

1.3 LEVEL 2 - FDP Plus 60 minutes

Flight crew

- a) The allowable FDP obtained from Table A may be extended by 60 minutes and a sector need not be considered as a multi-sector flight until the sector is scheduled for more than 7½ hours subject to the following conditions:
- b) 2 local nights (minimum 34 hours) free from all duties must be achieved prior to an extended flight duty period.
- c) Flight crew members must be acclimatised.
- d) Commander's normal discretion to extend an FDP is reduced to a maximum of 2 hours with no more than 1 hour being exercised prior to leaving the initial point of departure.
- e) Where a commander exercises discretion which uses any portion of the time allowed after leaving the initial point of departure, then a report will be submitted to MCAA.
- f) One day off must be achieved following the extended FDP.
- g) A maximum of 3 extended FDP flights may be undertaken in any consecutive 28 day period.
- h) Maximum duty hours will be 180 hours in any 28 consecutive day period in which the use of this extension takes place.
- i) Minimum number of days off for flight crew operating one or more of these flights will be 9 days in any period of 4 consecutive weeks in which the use of this extension takes place.
- j) Despatch crew must not be used.
- k) Extension of FDP by split duty is not permitted.

Cabin crew

- a) Cabin crew may be planned for an extra 30 minutes on their normal allowable FDP.
- b) Cabin crew members must be off duty by 2200 hours local on the day prior to the extended FDP so that either a rest period equivalent to the preceding duty period or a minimum of 11 hours rest is achieved, and discretion to reduce rest prior to or following such a flight may not be exercised.
- c) Cabin crew members must be acclimatised.
- d) A maximum of 4 extended FDP flights may be undertaken in any consecutive 28 day period.
- e) One day off must be achieved following the extended FDP.
- f) Maximum duty hours will be 205 hours in any 28 consecutive day period in which the use of this extension takes place.
- g) Minimum number of days off for cabin crew operating one or more of these flights will be 8 days in any period of 4 consecutive weeks in which the use of this extension takes place.

2 London Variations

2.1 London 1

This Variation may be applied to two-pilot crew operations in order to fly from Male' to London or similar destinations either on a single or two sector flight, take normal rest and then return to Male' (again on a single or two sector flight). It involves a 6 consecutive day package as follows:

- a) Duty must end by 2000 hours the day before the flight so that a local night's rest can be taken.
- b) The flight outbound, normal rest and flight inbound are completed during the morning of the third day. The remainder of the third day is rest.
- c) There then must follow 3 consecutive days off free from all duties.
- d) Maximum number of London (6-day package) flights permitted shall be 4 in any 28 consecutive days.
- e) For crew operating one or more of these flights the maximum duty hours will be 180 in any 28 consecutive day period in which the use of this Variation takes place.
- f) Minimum number of days off for crew operating one or more of these flights will be 9 days in any consecutive 28 day period in which the use of this extension takes place.

- g) For the purpose of this Variation only, flights may be planned up to 7½ hours sector length before factoring (in accordance with Section B paragraph 14).
- h) Despatch crew will not be used.
- i) Cabin crew will work to their normal rules but will be given at least two days off immediately following one of these operations.
- j) Extension of FDP by split duty is not permitted.

2.2 London 2

This Variation may be applied to a two-pilot crew operation in order to fly from Male' to London/Paris either on a single or two sector flight, take normal rest and then return to Male' with the crew on departure being unacclimatised (again on a single or two sector flight). The FDP upon return must end upon first landing in Male'. It involves a 6 or 7 consecutive day package. For return flights from London/Paris the maximum FDP will be that contained in Table B. Both outbound/inbound flights will be factored in accordance with the table below. The conditions that must be met to enable the increases are:

- a) Duty must end by 2000 hours the day before the flight so that a local night's rest can be taken.
- b) The flight outbound is followed by normal rest and flight inbound and positioning to base is completed on the 3rd or 4th day, the remainder of which is rest. No duty will be undertaken during the local night when unacclimatised and away from Male' base (8 hours defined between 2200 to 0800 hours local).
- c) There must follow two consecutive days off free from all duties. The earliest report after two days off will be 0800 hours local.
- d) The maximum number of London (6 or 7 day package) shall be 2 in any 28 consecutive days and a maximum of 9 such operations per pilot in any 6 consecutive calendar months.
- e) For crew operating one or more of these flights the maximum duty hours will be 180 in any 28 consecutive day period in which the use of this Variation takes place.
- f) Minimum number of days off for crew operating one or more of these flights will be 8 in any 28 consecutive day period which includes any day that forms part of this package.
- g) For the purposes of this Variation only, flights may be planned up to 7½ hours sector length before factoring (in accordance with Section B paragraph 14).
- h) Despatch crews will not be used.
- i) Cabin crew will work to their normal rules but will be given at least two days off immediately following one of these operations.

	Acclimatised London/Paris	Not Acclimatised Return London/Paris
	SECTORS	
Sector Length over 7½ hours but no more than 9 hours	2	2
Sector Length over 9 hours but no more than 11 hours	3	3
Sector Length over 11 hours	4	N/A

Example G

Helicopter Variations

Companies are invited to apply to incorporate any of the following variations: Extended FDP Variation known as the Silverstone Variation and Four Early Starts

1 EID Variation

The wording to be included in the company's scheme should be as follows:

"Extended FDP Variation

The Company has a Standard Variation to the Approved FTS scheme which permits an extended FDP on the day for special events such as EID. The Company will notify the Civil Aviation Authority by telex or fax, at least 24 hours ahead, of their intention to make use of this Variation. Duty records are to be annotated whenever use is made of this Variation.

The Variation is as follows: (Enter relevant wording from the examples)"

1.1 Example of 12 Hour Variation

This Variation permits the Scheduled flying duty period for any pilot of any helicopter operated by the said company to be extended to 12 hours provided that:

- a) such FDP lies wholly within the period 0600 to 2200 hours local times;
- b) a rest break free from all duties of at least three consecutive hours shall be provided for the pilots within the said FDP; and
- c) the normal rest period shall be given to the pilots before and after the extended FDP in accordance with the Approved FTS scheme and it shall not be reduced by discretion.

This Variation is valid only on.....in connection with flying tasks associated with (enter details).

1.2 Example of 13 Hour Variation

This Variation permits the Scheduled flying duty period for any pilot of any helicopter operated by the said company to be extended to 13 hours provided that:

- a) such FDP lies wholly within the period 0700 to 2200 hours local times;
- b) a rest break free from all duties of at least four consecutive hours shall be provided for the pilots within the said FDP;
- c) pilots shall be free of all duties from 1700 hours on the day prior to this Variation;
- d) the normal rest period shall be given to the pilots before and after the extended FDP in accordance with the Approved FTS scheme and it shall not be reduced by discretion.

This Variation is valid only onin connection with flying tasks associated with..... (enter details).

2 Four Early Starts

2.1 A crew member may undertake four consecutive early starts subject to the following conditions:

- a) The duty carried out immediately prior to four early starts may not commence before 0800 hours local.
- b) The earliest commencement of any of these duties shall not be before 0500 hours local.
- c) When reporting for duty at any time within the period 0500 to 0659 hours local, the maximum FDP shall not exceed 9 hours. The maximum flying time shall not exceed 6 hours.
- d) A minimum of two days off shall follow any achieved period of four consecutive early starts.

ANNEX IV

**COMMERCIAL AIR TRANSPORT OPERATIONS
(PART-CAT)**

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COMMERCIAL AIR TRANSPORT OPERATIONS PART-CAT

SUBPART A *GENERAL REQUIREMENTS*

CAT.GEN.100 Competent authority

The Maldives Civil Aviation Authority (MCAA) is the competent authority in Maldives for the purpose of this regulation.

SECTION 1 ***Motor-powered aircraft***

CAT.GEN.MPA.100 Crew responsibilities

- (a) The crew member shall be responsible for the proper execution of his/her duties that are:
 - (1) related to the safety of the aircraft and its occupants; and
 - (2) specified in the instructions and procedures in the operations manual.
- (b) The crew member shall:
 - (1) report to the commander any fault, failure, malfunction or defect which the crew member believes may affect the airworthiness or safe operation of the aircraft including emergency systems, if not already reported by another crew member;
 - (2) report to the commander any incident that endangered, or could have endangered, the safety of the operation, if not already reported by another crew member;
 - (3) comply with the relevant requirements of the operator's occurrence reporting schemes;
 - (4) comply with all flight and duty time limitations (FTL) and rest requirements applicable to their activities;
 - (5) when undertaking duties for more than one operator:
 - (i) maintain his/her individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
 - (ii) provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
- (c) The crew member shall not perform duties on an aircraft:
 - (1) when under the influence of psychoactive substances or alcohol or when unfit due to injury, fatigue, medication, sickness or other similar causes;
 - (2) until a reasonable time period has elapsed after deep water diving or following blood donation;
 - (3) if applicable medical requirements are not fulfilled;
 - (4) if he/she is in any doubt of being able to accomplish his/her assigned duties; or
 - (5) if he/she knows or suspects that he/she is suffering from fatigue as referred to in 7.f of Appendix 1 to this Regulation or feels otherwise unfit, to the extent that the flight may be endangered.

CAT.GEN.MPA.105 Responsibilities of the commander

- (a) The commander, in addition to complying with CAT.GEN.MPA.100, shall:
 - (1) be responsible for the safety of all crew members, passengers and cargo on board, as soon as the commander arrives on board the aircraft, until the commander leaves the aircraft at the end of the flight;
 - (2) be responsible for the operation and safety of the aircraft:
 - (i) for aeroplanes, from the moment the aeroplane is first ready to move for the purpose of taxiing prior to take-off, until the moment it finally comes to rest at the end of the flight and the engine(s) used as primary propulsion unit(s) is(are) shut down;
 - (ii) for helicopters, when the rotors are turning;

- (3) have authority to give all commands and take any appropriate actions for the purpose of securing the safety of the aircraft and of persons and/or property carried therein in accordance with 7.c of Appendix I to this Regulation;
 - (4) have authority to disembark any person, or any part of the cargo, that may represent a potential hazard to the safety of the aircraft or its occupants;
 - (5) not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered;
 - (6) have the right to refuse transportation of inadmissible passengers, deportees or persons in custody if their carriage increases the risk to the safety of the aircraft or its occupants;
 - (7) ensure that all passengers are briefed on the location of emergency exits and the location and use of relevant safety and emergency equipment;
 - (8) ensure that all operational procedures and checklists are complied with in accordance with the operations manual;
 - (9) not permit any crew member to perform any activity during critical phases of flight, except duties required for the safe operation of the aircraft;
 - (10) ensure that flight recorders:
 - (i) are not disabled or switched off during flight; and
 - (ii) in the event of an accident or an incident that is subject to mandatory reporting:
 - (A) are not intentionally erased;
 - (B) are deactivated immediately after the flight is completed; and
 - (C) are reactivated only with the agreement of the investigating authority;
 - (11) decide on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or the minimum equipment list (MEL);
 - (12) ensure that the pre-flight inspection has been carried out in accordance with the requirements of Annex I (Part-M) to MCAR M;
 - (13) be satisfied that relevant emergency equipment remains easily accessible for immediate use.
- (b) The commander, or the pilot to whom conduct of the flight has been delegated, shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.d of Appendix I to this Regulation. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.
- (c) Whenever an aircraft in flight has manoeuvred in response to an airborne collision avoidance system (ACAS) resolution advisory (RA), the commander shall submit an ACAS report to MCAA.
- (d) Bird hazards and strikes:
- (1) Whenever a potential bird hazard is observed, the commander shall inform the air traffic service (ATS) unit as soon as flight crew workload allows.
 - (2) Whenever an aircraft for which the commander is responsible suffers a bird strike that results in significant damage to the aircraft or the loss or malfunction of any essential service, the commander shall submit a written bird strike report after landing to MCAA.

CAT.GEN.MPA.110 Authority of the commander

The operator shall take all reasonable measures to ensure that all persons carried in the aircraft obey all lawful commands given by the commander for the purpose of securing the safety of the aircraft and of persons or property carried therein.

CAT.GEN.MPA.115 Personnel or crew members other than cabin crew in the passenger compartment

The operator shall ensure that personnel or crew members, other than operating cabin crew members, carrying out their duties in the passenger compartment of an aircraft:

- (a) are not confused by the passengers with operating cabin crew members;
- (b) do not occupy required cabin crew assigned stations;
- (c) do not impede operating cabin crew members in their duties.

CAT.GEN.MPA.120 Common language

The operator shall ensure that all crew members can communicate with each other in a common language.

CAT.GEN.MPA.125 Taxiing of aeroplanes

The operator shall ensure that an aeroplane is only taxied on the movement area of an aerodrome if the person at the controls:

- (a) is an appropriately qualified pilot; or
- (b) has been designated by the operator and:
 - (1) is trained to taxi the aircraft;
 - (2) is trained to use the radio telephone;
 - (3) has received instruction in respect of aerodrome layout, routes, signs, marking, lights, air traffic control (ATC) signals and instructions, phraseology and procedures;
 - (4) is able to conform to the operational standards required for safe aeroplane movement at the aerodrome.

CAT.GEN.MPA.130 Rotor engagement — helicopters

A helicopter rotor shall only be turned under power for the purpose of flight with a qualified pilot at the controls.

CAT.GEN.MPA.135 Admission to the flight crew compartment

- (a) The operator shall ensure that no person, other than a flight crew member assigned to a flight, is admitted to, or carried in, the flight crew compartment unless that person is:
 - (1) an operating crew member;
 - (2) a representative of the competent or inspecting authority, if required to be there for the performance of his/her official duties; or
 - (3) permitted by and carried in accordance with instructions contained in the operations manual.
- (b) The commander shall ensure that:
 - (1) admission to the flight crew compartment does not cause distraction or interference with the operation of the flight; and
 - (2) all persons carried in the flight crew compartment are made familiar with the relevant safety procedures.
- (c) The commander shall make the final decision regarding the admission to the flight crew compartment.

CAT.GEN.MPA.140 Portable electronic devices

The operator shall not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment, and shall take all reasonable measures to prevent such use.

CAT.GEN.MPA.145 Information on emergency and survival equipment carried

The operator shall at all times have available for immediate communication to rescue coordination centres (RCCs) lists containing information on the emergency and survival equipment carried on board any of their aircraft.

CAT.GEN.MPA.150 Ditching — aeroplanes

The operator shall only operate an aeroplane with a passenger seating configuration of more than 30 on overwater flights at a distance from land suitable for making an emergency landing, greater than 120 minutes at cruising speed, or 400 NM, whichever is less, if the aeroplane complies with the ditching provisions prescribed in the applicable airworthiness code.

CAT.GEN.MPA.155 Carriage of weapons of war and munitions of war

- (a) The operator shall only transport weapons of war or munitions of war by air if an approval to do so has been granted by all States whose airspace is intended to be used for the flight.
- (b) Where an approval has been granted, the operator shall ensure that weapons of war and munitions of war are:
 - (1) stowed in the aircraft in a place that is inaccessible to passengers during flight; and
 - (2) in the case of firearms, unloaded.
- (c) The operator shall ensure that, before a flight begins, the commander is notified of the details and location on board the aircraft of any weapons of war and munitions of war intended to be carried.

CAT.GEN.MPA.160 Carriage of sporting weapons and ammunition

- (a) The operator shall take all reasonable measures to ensure that any sporting weapons intended to be carried by air are reported to the operator.
- (b) The operator accepting the carriage of sporting weapons shall ensure that they are:
 - (1) stowed in the aircraft in a place that is inaccessible to passengers during flight; and
 - (2) in the case of firearms or other weapons that can contain ammunition, unloaded.
- (c) Ammunition for sporting weapons may be carried in passengers' checked baggage, subject to certain limitations, in accordance with the technical instructions.

CAT.GEN.MPA.161 Carriage of sporting weapons and ammunition — alleviations

Notwithstanding CAT.GEN.MPA.160 (b), for helicopters with a maximum certified take-off mass (MCTOM) of 3 175 kg or less operated by day and over routes navigated by reference to visual landmarks, a sporting weapon may be carried in a place that is accessible during flight, provided that the operator has established appropriate procedures and it is impracticable to stow it in an inaccessible stowage during flight.

CAT.GEN.MPA.165 Method of carriage of persons

The operator shall take all measures to ensure that no person is in any part of an aircraft in flight that is not designed for the accommodation of persons unless temporary access has been granted by the commander:

- (a) for the purpose of taking action necessary for the safety of the aircraft or of any person, animal or goods therein; or
- (b) to a part of the aircraft in which cargo or supplies are carried, being a part that is designed to enable a person to have access thereto while the aircraft is in flight.

CAT.GEN.MPA.170 Alcohol and drugs

The operator shall take all reasonable measures to ensure that no person enters or is in an aircraft when under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered.

CAT.GEN.MPA.175 Endangering safety

The operator shall take all reasonable measures to ensure that no person recklessly or negligently acts or omits to act so as to:

- (a) endanger an aircraft or person therein; or
- (b) cause or permit an aircraft to endanger any person or property.

CAT.GEN.MPA.180 Documents, manuals and information to be carried

- (a) The following documents, manuals and information shall be carried on each flight, as originals or copies unless otherwise specified:
- (1) the aircraft flight manual (AFM), or equivalent document(s);
 - (2) the original certificate of registration;
 - (3) the original certificate of airworthiness (CofA);
 - (4) the noise certificate, including an English translation, where one has been provided by MCAA responsible for issuing the noise certificate;
 - (5) a certified true copy of the air operator certificate (AOC);
 - (6) the operations specifications relevant to the aircraft type, issued with the AOC;
 - (7) the original aircraft radio licence, if applicable;
 - (8) the third party liability insurance certificate(s);
 - (9) the journey log, or equivalent, for the aircraft;
 - (10) the aircraft technical log, in accordance with Annex I (Part-M) to MCAR M;
 - (11) details of the filed ATS flight plan, if applicable;
 - (12) current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;
 - (13) procedures and visual signals information for use by intercepting and intercepted aircraft;
 - (14) information concerning search and rescue services for the area of the intended flight, which shall be easily accessible in the flight crew compartment;
 - (15) the current parts of the operations manual that are relevant to the duties of the crew members, which shall be easily accessible to the crew members;
 - (16) the MEL;
 - (17) appropriate notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;
 - (18) appropriate meteorological information;
 - (19) cargo and/or passenger manifests, if applicable;
 - (20) mass and balance documentation;
 - (21) the operational flight plan, if applicable;
 - (22) notification of special categories of passenger (SCPs) and special loads, if applicable; and
 - (23) any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.
- (b) Notwithstanding (a), for operations under visual flight rules (VFR) by day with other-than-complex motor-powered aircraft taking off and landing at the same aerodrome or operating site within 24 hours, or remaining within a local area specified in the operations manual, the following documents and information may be retained at the aerodrome or operating site instead:
- (1) noise certificate;
 - (2) aircraft radio licence;
 - (3) journey log, or equivalent;
 - (4) aircraft technical log;
 - (5) NOTAMs and AIS briefing documentation;
 - (6) meteorological information;
 - (7) notification of SCPs and special loads, if applicable; and
 - (8) mass and balance documentation.
- (c) Notwithstanding (a), in case of loss or theft of documents specified in (a)(2) to (a)(8), the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

CAT.GEN.MPA.185 Information to be retained on the ground

- (a) The operator shall ensure that at least for the duration of each flight or series of flights:
- (1) information relevant to the flight and appropriate for the type of operation is preserved on the ground;
 - (2) the information is retained until it has been duplicated at the place at which it will be stored; or, if this is impracticable
 - (3) the same information is carried in a fireproof container in the aircraft.
- (b) The information referred to in (a) includes:
- (1) a copy of the operational flight plan, where appropriate;

- (2) copies of the relevant part(s) of the aircraft technical log;
- (3) route-specific NOTAM documentation if specifically edited by the operator;
- (4) mass and balance documentation if required; and
- (5) special loads notification.

CAT.GEN.MPA.190 Provision of documentation and records

The commander shall, within a reasonable time of being requested to do so by a person authorised by an authority, provide to that person the documentation required to be carried on board.

CAT.GEN.MPA.195 Preservation, production and use of flight recorder recordings

- (a) Following an accident or an incident that is subject to mandatory reporting, the operator of an aircraft shall preserve the original recorded data for a period of 60 days unless otherwise directed by the investigating authority.
- (b) The operator shall conduct operational checks and evaluations of flight data recorder (FDR) recordings, cockpit voice recorder (CVR) recordings and data link recordings to ensure the continued serviceability of the recorders.
- (c) The operator shall save the recordings for the period of operating time of the FDR as required by CAT.IDE.A.190 or CAT.IDE.H.190, except that, for the purpose of testing and maintaining the FDR, up to one hour of the oldest recorded material at the time of testing may be erased.
- (d) The operator shall keep and maintain up-to-date documentation that presents the necessary information to convert FDR raw data into parameters expressed in engineering units.
- (e) The operator shall make available any flight recorder recording that has been preserved, if so determined by MCAA.
- (f) Without prejudice to other Regulations:
 - (1) CVR recordings shall only be used for purposes other than for the investigation of an accident or an incident subject to mandatory reporting, if all crew members and maintenance personnel concerned consent.
 - (2) FDR recordings or data link recordings shall only be used for purposes other than for the investigation of an accident or an incident which is subject to mandatory reporting, if such records are:
 - (i) used by the operator for airworthiness or maintenance purposes only; or
 - (ii) de-identified; or
 - (iii) disclosed under secure procedures.

CAT.GEN.MPA.200 Transport of dangerous goods

- (a) Unless otherwise permitted by this Annex, the transport of dangerous goods by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the 'Technical instructions for the safe transport of dangerous goods by air' (ICAO Doc 9284-AN/905), including its supplements and any other addenda or corrigenda.
- (b) Dangerous goods shall only be transported by an operator approved in accordance with Annex V (Part-SPA), Subpart G, except when:
 - (1) they are not subject to the technical instructions in accordance with Part 1 of those instructions; or
 - (2) they are carried by passengers or crew members, or are in baggage, in accordance with Part 8 of the technical instructions.
- (c) An operator shall establish procedures to ensure that all reasonable measures are taken to prevent dangerous goods from being carried on board inadvertently.
- (d) The operator shall provide personnel with the necessary information enabling them to carry out their responsibilities, as required by the technical instructions.

- (e) The operator shall, in accordance with the technical instructions, report without delay to MCAA and the appropriate authority of the State of occurrence in the event of:
 - (1) any dangerous goods accidents or incidents;
 - (2) the discovery of undeclared or misdeclared dangerous goods in cargo or mail; or
 - (3) the finding of dangerous goods carried by passengers or crew members, or in their baggage, when not in accordance with Part 8 of the technical instructions.
- (f) The operator shall ensure that passengers are provided with information about dangerous goods in accordance with the technical instructions.
- (g) The operator shall ensure that notices giving information about the transport of dangerous goods are provided at acceptance points for cargo as required by the technical instructions.

SUBPART B **OPERATING PROCEDURES**

SECTION 1 **Motor-powered aircraft**

CAT.OP.MPA.100 Use of air traffic services

- (a) The operator shall ensure that:
 - (1) air traffic services (ATS) appropriate to the airspace and the applicable rules of the air are used for all flights whenever available;
 - (2) in-flight operational instructions involving a change to the ATS flight plan, when practicable, are coordinated with the appropriate ATS unit before transmission to an aircraft.
- (b) Notwithstanding (a), the use of ATS is not required unless mandated by air space requirements for:
 - (1) operations under VFR by day of other-than-complex motor-powered aeroplanes;
 - (2) helicopters with an MCTOM of 3 175 kg or less operated by day and over routes navigated by reference to visual landmarks; or
 - (3) local helicopter operations,provided that search and rescue service arrangements can be maintained.

CAT.OP.MPA.105 Use of aerodromes and operating sites

- (a) The operator shall only use aerodromes and operating sites that are adequate for the type(s) of aircraft and operation(s) concerned.
- (b) The use of operating sites shall only apply to:
 - (1) other-than-complex motor-powered aeroplanes; and
 - (2) helicopters.

CAT.OP.MPA.106 Use of isolated aerodromes — aeroplanes

- (a) Using an isolated aerodrome as destination aerodrome with aeroplanes requires the prior approval by MCAA.
- (b) An isolated aerodrome is one for which the alternate and final fuel reserve required to the nearest adequate destination alternate aerodrome is more than:
 - (1) for aeroplanes with reciprocating engines, fuel to fly for 45 minutes plus 15 % of the flying time planned to be spent at cruising level or two hours, whichever is less; or
 - (2) for aeroplanes with turbine engines, fuel to fly for two hours at normal cruise consumption above the destination aerodrome, including final reserve fuel.

CAT.OP.MPA.107 Adequate aerodrome

The operator shall consider an aerodrome as adequate if, at the expected time of use, the aerodrome is available and equipped with necessary ancillary services such as air traffic services (ATS), sufficient lighting, communications, weather reporting, navigation aids and emergency services.

CAT.OP.MPA.110 Aerodrome operating minima

- (a) The operator shall establish aerodrome operating minima for each departure, destination or alternate aerodrome planned to be used. These minima shall not be lower than those established for such aerodromes by the State in which the aerodrome is located, except when specifically approved by that State. Any increment specified by MCAA shall be added to the minima.
- (b) The use of a head-up display (HUD), head-up guidance landing system (HUDLS) or enhanced vision system (EVS) may allow operations with lower visibilities than the established aerodrome operating minima if approved in accordance with SPA.LVO.
- (c) When establishing aerodrome operating minima, the operator shall take the following into account:
 - (1) the type, performance and handling characteristics of the aircraft;
 - (2) the composition, competence and experience of the flight crew;
 - (3) the dimensions and characteristics of the runways/final approach and take-off areas (FATOs) that may be selected for use;
 - (4) the adequacy and performance of the available visual and non-visual ground aids;
 - (5) the equipment available on the aircraft for the purpose of navigation and/or control of the flight path during the take-off, the approach, the flare, the landing, rollout and the missed approach;
 - (6) for the determination of obstacle clearance, the obstacles in the approach, missed approach and the climb-out areas necessary for the execution of contingency procedures;
 - (7) the obstacle clearance altitude/height for the instrument approach procedures;
 - (8) the means to determine and report meteorological conditions; and
 - (9) the flight technique to be used during the final approach.
- (d) The operator shall specify the method of determining aerodrome operating minima in the operations manual.
- (e) The minima for a specific approach and landing procedure shall only be used if all the following conditions are met:
 - (1) the ground equipment shown on the chart required for the intended procedure is operative;
 - (2) the aircraft systems required for the type of approach are operative;
 - (3) the required aircraft performance criteria are met; and
 - (4) the crew is appropriately qualified.

CAT.OP.MPA.115 Approach flight technique — aeroplanes

- (a) All approaches shall be flown as stabilised approaches unless otherwise approved by MCAA for a particular approach to a particular runway.
- (b) Non-precision approaches
 - (1) The continuous descent final approach (CDFA) technique shall be used for all non-precision approaches.
 - (2) Notwithstanding (1), another approach flight technique may be used for a particular approach/runway combination if approved by MCAA. In such cases, the applicable minimum runway visual range (RVR):
 - (i) shall be increased by 200 m for category A and B aeroplanes and by 400 m for category C and D aeroplanes; or
 - (ii) for aerodromes where there is a public interest to maintain current operations and the CDFA technique cannot be applied, shall be established and regularly reviewed by MCAA taking into account the operator's experience, training programme and flight crew qualification.

CAT.OP.MPA.120 Airborne radar approaches (ARAs) for overwater operations — helicopters

- (a) An ARA shall only be undertaken if:
 - (1) the radar provides course guidance to ensure obstacle clearance; and
 - (2) either:
 - (i) the minimum descent height (MDH) is determined from a radio altimeter; or
 - (ii) the minimum descent altitude (MDA) plus an adequate margin is applied.
- (b) ARAs to rigs or vessels under way shall only be conducted in multi-crew operations.
- (c) The decision range shall provide adequate obstacle clearance in the missed approach from any destination for which an ARA is planned.
- (d) The approach shall only be continued beyond decision range or below MDA/H when visual reference with the destination has been established.
- (e) For single-pilot operations, appropriate increments shall be added to the MDA/H and decision range.

CAT.OP.MPA.125 Instrument departure and approach procedures

- (a) The operator shall ensure that instrument departure and approach procedures established by the State of the aerodrome are used.
- (b) Notwithstanding (a), the commander may accept an ATC clearance to deviate from a published departure or arrival route, provided obstacle clearance criteria are observed and full account is taken of the operating conditions. In any case, the final approach shall be flown visually or in accordance with the established instrument approach procedures.
- (c) Notwithstanding (a), the operator may use procedures other than those referred to in (a) provided they have been approved by the State in which the aerodrome is located and are specified in the operations manual.

CAT.OP.MPA.130 Noise abatement procedures — aeroplanes

- (a) Except for VFR operations of other-than-complex motor-powered aeroplanes, the operator shall establish appropriate operating departure and arrival/approach procedures for each aeroplane type taking into account the need to minimise the effect of aircraft noise.
- (b) The procedures shall:
 - (1) ensure that safety has priority over noise abatement; and
 - (2) be simple and safe to operate with no significant increase in crew workload during critical phases of flight.

CAT.OP.MPA.131 Noise abatement procedures — helicopters

- (a) The operator shall ensure that take-off and landing procedures take into account the need to minimise the effect of helicopter noise.
- (b) The procedures shall:
 - (1) ensure that safety has priority over noise abatement; and
 - (2) be simple and safe to operate with no significant increase in crew workload during critical phases of flight.

CAT.OP.MPA.135 Routes and areas of operation — general

- (a) The operator shall ensure that operations are only conducted along routes, or within areas, for which:
 - (1) ground facilities and services, including meteorological services, adequate for the planned operation are provided;
 - (2) the performance of the aircraft is adequate to comply with minimum flight altitude requirements;
 - (3) the equipment of the aircraft meets the minimum requirements for the planned operation; and
 - (4) appropriate maps and charts are available.

- (b) The operator shall ensure that operations are conducted in accordance with any restriction on the routes or the areas of operation specified by MCAA.
- (c) (a) (1) shall not apply to operations under VFR by day of other-than-complex motor-powered aircraft on flights that depart from and arrive at the same aerodrome or operating site.

CAT.OP.MPA.136 Routes and areas of operation — single-engined aeroplanes

The operator shall ensure that operations of single-engined aeroplanes are only conducted along routes, or within areas, where surfaces are available that permit a safe forced landing to be executed.

CAT.OP.MPA.137 Routes and areas of operation — helicopters

The operator shall ensure that:

- (a) for helicopters operated in performance class 3, surfaces are available that permit a safe forced landing to be executed, except when the helicopter has an approval to operate in accordance with CAT.POL.H.420;
- (b) for helicopters operated in performance class 3 and conducting ‘coastal transit’ operations, the operations manual contains procedures to ensure that the width of the coastal corridor, and the equipment carried, is consistent with the conditions prevailing at the time.

CAT.OP.MPA.140 Maximum distance from an adequate aerodrome for two-engined aeroplanes without an ETOPS approval

- (a) Unless approved by MCAA in accordance with Annex V (Part-SPA), Subpart F, the operator shall not operate a two-engined aeroplane over a route that contains a point further from an adequate aerodrome, under standard conditions in still air, than:
 - (1) for performance class A aeroplanes with either:
 - (i) a maximum operational passenger seating configuration (MOPSC) of 20 or more; or
 - (ii) a maximum take-off mass of 45 360 kg or more, the distance flown in 60 minutes at the one-engine-inoperative (OEI) cruising speed determined in accordance with (b);
 - (2) for performance class A aeroplanes with:
 - (i) an MOPSC of 19 or less; and
 - (ii) a maximum take-off mass less than 45 360 kg, the distance flown in 120 minutes or, subject to approval by MCAA, up to 180 minutes for turbo-jet aeroplanes, at the OEI cruise speed determined in accordance with (b);
 - (3) for performance class B or C aeroplanes:
 - (i) the distance flown in 120 minutes at the OEI cruise speed determined in accordance with (b); or
 - (ii) 300 NM, whichever is less.
- (b) The operator shall determine a speed for the calculation of the maximum distance to an adequate aerodrome for each two-engined aeroplane type or variant operated, not exceeding V_{MO} (maximum operating speed) based upon the true airspeed that the aeroplane can maintain with one engine inoperative.
- (c) The operator shall include the following data, specific to each type or variant, in the operations manual:
 - (1) the determined OEI cruising speed; and
 - (2) the determined maximum distance from an adequate aerodrome.
- (d) To obtain the approval referred to in (a) (2), the operator shall provide evidence that:
 - (1) the aeroplane/engine combination holds an extended range operations with two-engined aeroplanes (ETOPS) type design and reliability approval for the intended operation;
 - (2) a set of conditions has been implemented to ensure that the aeroplane and its engines are maintained to meet the necessary reliability criteria; and
 - (3) the flight crew and all other operations personnel involved are trained and suitably qualified to conduct the intended operation.

CAT.OP.MPA.145 Establishment of minimum flight altitudes

- (a) The operator shall establish for all route segments to be flown:
 - (1) minimum flight altitudes that provide the required terrain clearance, taking into account the requirements of Subpart C; and
 - (2) a method for the flight crew to determine those altitudes.
- (b) The method for establishing minimum flight altitudes shall be approved by MCAA.
- (c) Where the minimum flight altitudes established by the operator and a State overflown differ, the higher values shall apply.

CAT.OP.MPA.150 Fuel policy

- (a) The operator shall establish a fuel policy for the purpose of flight planning and in-flight replanning to ensure that every flight carries sufficient fuel for the planned operation and reserves to cover deviations from the planned operation. The fuel policy and any change to it require prior approval by MCAA.
- (b) The operator shall ensure that the planning of flights is based upon at least:
 - (1) procedures contained in the operations manual and:
 - (i) data provided by the aircraft manufacturer; or
 - (ii) current aircraft-specific data derived from a fuel consumption monitoring system; and
 - (2) the operating conditions under which the flight is to be conducted including:
 - (i) aircraft fuel consumption data;
 - (ii) anticipated masses;
 - (iii) expected meteorological conditions; and
 - (iv) air navigation services provider(s) procedures and restrictions.
- (c) The operator shall ensure that the pre-flight calculation of usable fuel required for a flight includes:
 - (1) taxi fuel;
 - (2) trip fuel;
 - (3) reserve fuel consisting of:
 - (i) contingency fuel;
 - (ii) alternate fuel, if a destination alternate aerodrome is required;
 - (iii) final reserve fuel; and
 - (iv) additional fuel, if required by the type of operation; and
 - (4) extra fuel if required by the commander.
- (d) The operator shall ensure that in-flight replanning procedures for calculating usable fuel required when a flight has to proceed along a route or to a destination aerodrome other than originally planned includes:
 - (1) trip fuel for the remainder of the flight; and
 - (2) reserve fuel consisting of:
 - (i) contingency fuel;
 - (ii) alternate fuel, if a destination alternate aerodrome is required;
 - (iii) final reserve fuel; and
 - (iv) additional fuel, if required by the type of operation; and
 - (3) extra fuel if required by the commander.

Note: *It is Recommendation that Operators determine one final reserve fuel value for each aeroplane type and variant in their fleet rounded up to an easily recalled figure.*

CAT.OP.MPA.151 Fuel policy — alleviations

- (a) Notwithstanding CAT.OP.MPA.150 (b) to (d), for operations of performance class B aeroplanes the operator shall ensure that the pre-flight calculation of usable fuel required for a flight includes:
 - (i) taxi fuel, if significant;
 - (ii) trip fuel;
 - (iii) reserve fuel, consisting of:

- (A) contingency fuel that is not less than 5 % of the planned trip fuel or, in the event of in-flight replanning, 5 % of the trip fuel for the remainder of the flight; and
 - (B) final reserve fuel to fly for an additional period of 45 minutes for reciprocating engines or 30 minutes for turbine engines;
- (iv) alternate fuel to reach the destination alternate aerodrome via the destination, if a destination alternate aerodrome is required; and
- (v) extra fuel, if specified by the commander.
- (b) Notwithstanding CAT.OP.MPA.150(b) to (d), for helicopters with an MCTOM of 3 175 kg or less, by day and over routes navigated by reference to visual landmarks or local helicopter operations, the fuel policy shall ensure that, on completion of the flight, or series of flights the final reserve fuel is not less than an amount sufficient for:
- (1) 30 minutes flying time at normal cruising speed; or
 - (2) 20 minutes flying time at normal cruising speed when operating within an area providing continuous and suitable precautionary landing sites.

CAT.OP.MPA.155 Carriage of special categories of passengers (SCPs)

- (a) Persons requiring special conditions, assistance and/or devices when carried on a flight shall be considered as SCPs including at least:
- (1) persons with reduced mobility (PRMs) who are understood to be any person whose mobility is reduced due to any physical disability, sensory or locomotory, permanent or temporary, intellectual disability or impairment, any other cause of disability, or age;
 - (2) infants and unaccompanied children; and
 - (3) deportees, inadmissible passengers or prisoners in custody.
- (b) SCPs shall be carried under conditions that ensure the safety of the aircraft and its occupants according to procedures established by the operator.
- (c) SCPs shall not be allocated, nor occupy, seats that permit direct access to emergency exits or where their presence could:
- (1) impede crew members in their duties;
 - (2) obstruct access to emergency equipment; or
 - (3) impede the emergency evacuation of the aircraft.
- (d) The commander shall be notified in advance when SCPs are to be carried on board.

CAT.OP.MPA.160 Stowage of baggage and cargo

The operator shall establish procedures to ensure that:

- (a) only hand baggage that can be adequately and securely stowed is taken into the passenger compartment; and
- (b) all baggage and cargo on board that might cause injury or damage, or obstruct aisles and exits if displaced, is stowed so as to prevent movement.

CAT.OP.MPA.165 Passenger seating

The operator shall establish procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they are able to assist and not hinder evacuation of the aircraft.

CAT.OP.MPA.170 Passenger briefing

The operator shall ensure that passengers are:

- (a) given briefings and demonstrations relating to safety in a form that facilitates the application of the procedures applicable in the event of an emergency; and

- (b) provided with a safety briefing card on which picture-type instructions indicate the operation of emergency equipment and exits likely to be used by passengers.

CAT.OP.MPA.175 Flight preparation

- (a) An operational flight plan shall be completed for each intended flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes/ operating sites concerned.
- (b) The flight shall not be commenced unless the commander is satisfied that:
 - (1) all items stipulated in 2.a.3 of Appendix 1 to this Regulation concerning the airworthiness and registration of the aircraft, instrument and equipment, mass and centre of gravity (CG) location, baggage and cargo and aircraft operating limitations can be complied with;
 - (2) the aircraft is not operated contrary to the provisions of the configuration deviation list (CDL);
 - (3) the parts of the operations manual that are required for the conduct of the flight are available;
 - (4) the documents, additional information and forms required to be available by CAT.GEN.MPA.180 are on board;
 - (5) current maps, charts and associated documentation or equivalent data are available to cover the intended operation of the aircraft including any diversion that may reasonably be expected;
 - (6) ground facilities and services required for the planned flight are available and adequate;
 - (7) the provisions specified in the operations manual in respect of fuel, oil, oxygen, minimum safe altitudes, aerodrome operating minima and availability of alternate aerodromes, where required, can be complied with for the planned flight; and
 - (8) any additional operational limitation can be complied with.
- (c) Notwithstanding (a), an operational flight plan is not required for operations under VFR of:
 - (1) other-than-complex motor-powered aeroplane taking off and landing at the same aerodrome or operating site; or
 - (2) helicopters with an MCTOM of 3 175 kg or less, by day and over routes navigated by reference to visual landmarks in a local area as specified in the operations manual.

CAT.OP.MPA.180 Selection of aerodromes — aeroplanes

- (a) Where it is not possible to use the departure aerodrome as a take-off alternate aerodrome due to meteorological or performance reasons, the operator shall select another adequate take-off alternate aerodrome that is no further from the departure aerodrome than:
 - (1) for two-engined aeroplanes:
 - (i) one hour flying time at an OEI cruising speed according to the AFM in still air standard conditions based on the actual take-off mass; or
 - (ii) the ETOPS diversion time approved in accordance with Annex V (Part-SPA), Subpart F, subject to any MEL restriction, up to a maximum of two hours, at the OEI cruising speed according to the AFM in still air standard conditions based on the actual take-off mass;
 - (2) for three and four-engined aeroplanes, two hours flying time at the OEI cruising speed according to the AFM in still air standard conditions based on the actual take-off mass.

If the AFM does not contain an OEI cruising speed, the speed to be used for calculation shall be that which is achieved with the remaining engine(s) set at maximum continuous power.
- (b) The operator shall select at least one destination alternate aerodrome for each instrument flight rules (IFR) flight unless the destination aerodrome is an isolated aerodrome or:
 - (1) the duration of the planned flight from take-off to landing or, in the event of in-flight replanning in accordance with CAT.OP.MPA.150(d), the remaining flying time to destination does not exceed six hours; and
 - (2) two separate runways are available and usable at the destination aerodrome and the appropriate weather reports and/or forecasts for the destination aerodrome indicate that, for the period from one hour before until one hour after the expected time of arrival at the destination aerodrome, the ceiling will be at least 2 000 ft or circling height + 500 ft, whichever is greater, and the ground visibility will be at least 5 km.
- (c) The operator shall select two destination alternate aerodromes when:

- (1) the appropriate weather reports and/or forecasts for the destination aerodrome indicate that during a period commencing one hour before and ending one hour after the estimated time of arrival, the weather conditions will be below the applicable planning minima; or
 - (2) no meteorological information is available.
- (d) The operator shall specify any required alternate aerodrome(s) in the operational flight plan.

CAT.OP.MPA.181 Selection of aerodromes and operating sites — helicopters

- (a) For flights under instrument meteorological conditions (IMC), the commander shall select a take-off alternate aerodrome within one hour flying time at normal cruising speed if it would not be possible to return to the site of departure due to meteorological reasons.
- (b) For IFR flights or when flying under VFR and navigating by means other than by reference to visual landmarks, the commander shall specify at least one destination alternate aerodrome in the operational flight plan unless:
- (1) the destination is a coastal aerodrome and the helicopter is routing from offshore;
 - (2) for a flight to any other land destination, the duration of the flight and the meteorological conditions prevailing are such that, at the estimated time of arrival at the site of intended landing, an approach and landing is possible under visual meteorological conditions (VMC); or
 - (3) the site of intended landing is isolated and no alternate is available; in this case, a point of no return (PNR) shall be determined.
- (c) The operator shall select two destination alternate aerodromes when:
- (1) the appropriate weather reports and/or forecasts for the destination aerodrome indicate that during a period commencing one hour before and ending one hour after the estimated time of arrival, the weather conditions will be below the applicable planning minima; or
 - (2) no meteorological information is available for the destination aerodrome.
- (d) The operator may select off-shore destination alternate aerodromes when the following criteria are applied:
- (1) an off-shore destination alternate aerodrome shall be used only after a PNR. Prior to the PNR, on-shore alternate aerodromes shall be used;
 - (2) OEI landing capability shall be attainable at the alternate aerodrome;
 - (3) to the extent possible, deck availability shall be guaranteed. The dimensions, configuration and obstacle clearance of individual helidecks or other sites shall be assessed in order to establish operational suitability for use as an alternate aerodrome by each helicopter type proposed to be used;
 - (4) weather minima shall be established taking accuracy and reliability of meteorological information into account;
 - (5) the MEL shall contain specific provisions for this type of operation; and
 - (6) an off-shore alternate aerodrome shall only be selected if the operator has established a procedure in the operations manual.
- (e) The operator shall specify any required alternate aerodrome(s) in the operational flight plan.

CAT.OP.MPA.185 Planning minima for IFR flights — aeroplanes

(a) *Planning minima for a take-off alternate aerodrome*

The operator shall only select an aerodrome as a take-off alternate aerodrome when the appropriate weather reports and/or forecasts indicate that, during a period commencing one hour before and ending one hour after the estimated time of arrival at the aerodrome, the weather conditions will be at or above the applicable landing minima specified in accordance with CAT.OP.MPA.110. The ceiling shall be taken into account when the only approach operations available are non-precision approaches (NPA) and/or circling operations. Any limitation related to OEI operations shall be taken into account.

(b) *Planning minima for a destination aerodrome other than an isolated destination aerodrome*

The operator shall only select the destination aerodrome when:

- (1) the appropriate weather reports and/or forecasts indicate that, during a period commencing one hour before and ending one hour after the estimated time of arrival at the aerodrome, the weather conditions will be at or above the applicable planning minima as follows:
 - (i) RVR/visibility (VIS) specified in accordance with CAT.OP.MPA.110; and
 - (ii) for an NPA or a circling operation, the ceiling at or above MDH; or
 - (2) two destination alternate aerodromes are selected.
- (c) *Planning minima for a destination alternate aerodrome, isolated aerodrome, fuel en-route alternate (fuel ERA) aerodrome, en-route alternate (ERA) aerodrome*

The operator shall only select an aerodrome for one of these purposes when the appropriate weather reports and/or forecasts indicate that, during a period commencing one hour before and ending one hour after the estimated time of arrival at the aerodrome, the weather conditions will be at or above the planning minima in Table 1.

Table 1
Planning minima

Destination alternate aerodrome, isolated destination aerodrome, fuel ERA and ERA aerodrome	
Type of approach	Planning minima
CAT II and III	CAT I RVR
CATI	NPA RVR/VIS Ceiling shall be at or above MDH
NPA	NPA RVR/VIS + 1 000 m Ceiling shall be at or above MDH + 200 ft
Circling	Circling

CAT.OP.MPA.186 Planning minima for IFR flights — helicopters

- (a) *Planning minima for take-off alternate aerodrome(s)*

The operator shall only select an aerodrome or landing site as a take-off alternate aerodrome when the appropriate weather reports and/or forecasts indicate that, during a period commencing one hour before and ending one hour after the estimated time of arrival at the take-off alternate aerodrome, the weather conditions will be at or above the applicable landing minima specified in accordance with CAT.OP.MPA.110. The ceiling shall be taken into account when the only approach operations available are NPA operations. Any limitation related to OEI operations shall be taken into account.

- (b) *Planning minima for destination aerodrome and destination alternate aerodrome(s)*

The operator shall only select the destination and/or destination alternate aerodrome(s) when the appropriate weather reports and/or forecasts indicate that, during a period commencing one hour before and ending one hour after the estimated time of arrival at the aerodrome or operating site, the weather conditions will be at or above the applicable planning minima as follows:

- (1) except as provided in CAT.OP.MPA.181(d), planning minima for a destination aerodrome shall be:
 - (i) RVR/VIS specified in accordance with CAT.OP.MPA.110; and
 - (ii) for NPA operations, the ceiling at or above MDH;
- (2) planning minima for destination alternate aerodrome(s) are as shown in Table 1.

Table 1
Planning minima

Destination alternate aerodrome	
Type of approach	Planning minima
CAT II and III	CAT I RVR
CAT I	CAT I + 200 ft/400 m visibility
NPA	NPA RVR/VIS + 400 m Ceiling shall be at or above MDH + 200 ft

CAT.OP.MPA.190 Submission of the ATS flight plan

- (a) If an ATS flight plan is not submitted because it is not required by the rules of the air, adequate information shall be deposited in order to permit alerting services to be activated if required.
- (b) When operating from a site where it is impossible to submit an ATS flight plan, the ATS flight plan shall be transmitted as soon as possible after take-off by the commander or the operator.

CAT.OP.MPA.195 Refuelling/defuelling with passengers embarking, on board or disembarking

- (a) An aircraft shall not be refuelled/defuelled with Avgas (aviation gasoline) or wide-cut type fuel or a mixture of these types of fuel, when passengers are embarking, on board or disembarking.
- (b) For all other types of fuel, necessary precautions shall be taken and the aircraft shall be properly manned by qualified personnel ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.

CAT.OP.MPA.200 Refuelling/defuelling with wide-cut fuel

Refuelling/defuelling with wide-cut fuel shall only be conducted if the operator has established appropriate procedures taking into account the high risk of using wide-cut fuel types.

CAT.OP.MPA.205 Push back and towing — aeroplanes

Push back and towing procedures specified by the operator shall be conducted in accordance with established aviation standards and procedures.

CAT.OP.MPA.210 Crew members at stations

- (a) *Flight crew members*
 - (1) During take-off and landing each flight crew member required to be on duty in the flight crew compartment shall be at the assigned station.
 - (2) During all other phases of flight each flight crew member required to be on duty in the flight crew compartment shall remain at the assigned station, unless absence is necessary for the performance of duties in connection with the operation or for physiological needs, provided at least one suitably qualified pilot remains at the controls of the aircraft at all times.
 - (3) During all phases of flight each flight crew member required to be on duty in the flight crew compartment shall remain alert. If a lack of alertness is encountered, appropriate countermeasures shall be used. If unexpected fatigue is experienced, a controlled rest procedure, organised by the commander, may be used if workload permits. Controlled rest taken in this way shall not be considered to be part of a rest period for purposes of calculating flight time limitations nor used to justify any extension of the duty period.

- (b) *Cabin crew members*

During critical phases of flight, each cabin crew member shall be seated at the assigned station and shall not perform any activities other than those required for the safe operation of the aircraft.

CAT.OP.MPA.215 Use of headset — aeroplanes

- (a) Each flight crew member required to be on duty in the flight crew compartment shall wear a headset with boom microphone or equivalent. The headset shall be used as the primary device for voice communications with ATS:
 - (1) when on the ground:
 - (i) when receiving the ATC departure clearance via voice communication; and
 - (ii) when engines are running;
 - (2) when in flight:
 - (i) below transition altitude; or
 - (ii) 10 000 ft, whichever is higher; and
 - (3) whenever deemed necessary by the commander.

- (b) In the conditions of (a), the boom microphone or equivalent shall be in a position that permits its use for two-way radio communications.

CAT.OP.MPA.216 Use of headset — helicopters

Each flight crew member required to be on duty in the flight crew compartment shall wear a headset with boom microphone, or equivalent, and use it as the primary device to communicate with ATS.

CAT.OP.MPA.220 Assisting means for emergency evacuation

The operator shall establish procedures to ensure that before taxiing, take-off and landing and when safe and practicable to do so, all means of assistance for emergency evacuation that deploy automatically are armed.

CAT.OP.MPA.225 Seats, safety belts and restraint systems

- (a) *Crew members*
- (1) During take-off and landing, and whenever decided by the commander in the interest of safety, each crew member shall be properly secured by all safety belts and restraint systems provided.
 - (2) During other phases of the flight, each flight crew member in the flight crew compartment shall keep the assigned station safety belt fastened while at his/her station.
- (b) *Passengers*
- (1) Before take-off and landing, and during taxiing, and whenever deemed necessary in the interest of safety, the commander shall be satisfied that each passenger on board occupies a seat or berth with his/her safety belt or restraint system properly secured.
 - (2) The operator shall make provisions for multiple occupancy of aircraft seats that is only allowed on specified seats. The commander shall be satisfied that multiple occupancy does not occur other than by one adult and one infant who is properly secured by a supplementary loop belt or other restraint device.

CAT.OP.MPA.230 Securing of passenger compartment and galley(s)

- (a) The operator shall establish procedures to ensure that before taxiing, take-off and landing all exits and escape paths are unobstructed.
- (b) The commander shall ensure that before take-off and landing, and whenever deemed necessary in the interest of safety, all equipment and baggage are properly secured.

CAT.OP.MPA.235 Life-jackets — helicopters

The operator shall establish procedures to ensure that, when operating a helicopter over water in performance class 3, account is taken of the duration of the flight and conditions to be encountered when deciding if life-jackets are to be worn by all occupants.

CAT.OP.MPA.240 Smoking on board

The commander shall not allow smoking on board during any public transport operation and:

- (a) whenever considered necessary in the interest of safety;
- (b) during refuelling and defuelling of the aircraft;
- (c) while the aircraft is on the surface unless the operator has determined procedures to mitigate the risks during ground operations;
- (d) outside designated smoking areas, in the aisle(s) and lavatory(ies);

- (e) in cargo compartments and/or other areas where cargo is carried that is not stored in flame-resistant containers or covered by flame-resistant canvas; and
- (f) in those areas of the passenger compartment where oxygen is being supplied.

CAT.OP.MPA.245 Meteorological conditions — all aircraft

- (a) On IFR flights the commander shall only:
 - (1) commence take-off; or
 - (2) continue beyond the point from which a revised ATS flight plan applies in the event of in-flight replanning,
 when information is available indicating that the expected weather conditions, at the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the planning minima.
- (b) On IFR flights, the commander shall only continue towards the planned destination aerodrome when the latest information available indicates that, at the expected time of arrival, the weather conditions at the destination, or at least one destination alternate aerodrome, are at or above the applicable aerodrome operating minima.
- (c) On VFR flights, the commander shall only commence take-off when the appropriate weather reports and/or forecasts indicate that the meteorological conditions along the part of the route to be flown under VFR will, at the appropriate time, be at or above the VFR limits.

CAT.OP.MPA.246 Meteorological conditions — aeroplanes

In addition to CAT.OP.MPA.245, on IFR flights with aeroplanes, the commander shall only continue beyond:

- (a) the decision point when using the reduced contingency fuel (RCF) procedure; or
 - (b) the pre-determined point when using the pre-determined point (PDP) procedure,
- when information is available indicating that the expected weather conditions, at the time of arrival, at the destination and/or required alternate aerodrome(s) are at or above the applicable aerodrome operating minima.

CAT.OP.MPA.247 Meteorological conditions — helicopters

In addition to CAT.OP.MPA.245:

- (a) On VFR flights overwater out of sight of land with helicopters, the commander shall only commence take-off when the appropriate weather reports and/or forecasts indicate that the cloud ceiling will be above 600 ft by day or 1 200 ft by night.
- (b) Notwithstanding (a), when flying between helidecks located in class G airspace where the overwater sector is less than 10 NM, VFR flights may be conducted when the limits are at, or better than, the following:

Table 1

Minima for flying between helidecks located in class G airspace				
	Day		Night	
	Height (*)	Visibility	Height (*)	Visibility
Single-pilot	300 ft	3 km	500 ft	5 km
Two pilots	300 ft	2 km (**)	500 ft	5 km (***)
(*) The cloud base shall be such as to allow flight at the specified height, below and clear of cloud.				
(**) Helicopters may be operated in flight visibility down to 800 m provided the destination or an intermediate structure is continuously visible.				
(***) Helicopters may be operated in flight visibility down to 1 500 m provided the destination or an intermediate structure is continuously visible.				

- (c) Flight with helicopters to a helideck or elevated FATO shall only be operated when the mean wind speed at the helideck or elevated FATO is reported to be less than 60 kt.

CAT.OP.MPA.250 Ice and other contaminants — ground procedures

- (a) The operator shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the aircraft are necessary to allow the safe operation of the aircraft.
- (b) The commander shall only commence take-off if the aircraft is clear of any deposit that might adversely affect the performance or controllability of the aircraft, except as permitted under (a) and in accordance with the AFM.

CAT.OP.MPA.255 Ice and other contaminants — flight procedures

- (a) The operator shall establish procedures for flights in expected or actual icing conditions.
- (b) The commander shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions.
- (c) If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the commander shall exit the icing conditions without delay, by a change of level and/or route, if necessary by declaring an emergency to ATC.

CAT.OP.MPA.260 Fuel and oil supply

The commander shall only commence a flight or continue in the event of in-flight replanning when satisfied that the aircraft carries at least the planned amount of usable fuel and oil to complete the flight safely, taking into account the expected operating conditions.

CAT.OP.MPA.265 Take-off conditions

Before commencing take-off, the commander shall be satisfied that:

- (a) according to the information available to him/her, the weather at the aerodrome or operating site and the condition of the runway or FATO intended to be used would not prevent a safe take-off and departure; and
- (b) established aerodrome operating minima will be complied with.

CAT.OP.MPA.270 Minimum flight altitudes

The commander or the pilot to whom conduct of the flight has been delegated shall not fly below specified minimum altitudes except when:

- (a) necessary for take-off or landing; or
- (b) descending in accordance with procedures approved by MCAA.

CAT.OP.MPA.275 Simulated abnormal situations in flight

The operator shall ensure that when carrying passengers or cargo the following are not simulated:

- (a) abnormal or emergency situations that require the application of abnormal or emergency procedures; or
- (b) flight in IMC by artificial means.

CAT.OP.MPA.280 In-flight fuel management — aeroplanes

The operator shall establish a procedure to ensure that in-flight fuel checks and fuel management are carried out according to the following criteria.

- (a) *In-flight fuel checks*
 - (1) The commander shall ensure that fuel checks are carried out in-flight at regular intervals. The usable remaining fuel shall be recorded and evaluated to:

- (i) compare actual consumption with planned consumption;
 - (ii) check that the usable remaining fuel is sufficient to complete the flight, in accordance with (b); and
 - (iii) determine the expected usable fuel remaining on arrival at the destination aerodrome.
- (2) The relevant fuel data shall be recorded.
- (b) *In-flight fuel management*
 - (1) The flight shall be conducted so that the expected usable fuel remaining on arrival at the destination aerodrome is not less than:
 - (i) the required alternate fuel plus final reserve fuel; or
 - (ii) the final reserve fuel if no alternate aerodrome is required.
 - (2) If an in-flight fuel check shows that the expected usable fuel remaining on arrival at the destination aerodrome is less than:
 - (i) the required alternate fuel plus final reserve fuel, the commander shall take into account the traffic and the operational conditions prevailing at the destination aerodrome, at the destination alternate aerodrome and at any other adequate aerodrome in deciding whether to proceed to the destination aerodrome or to divert so as to perform a safe landing with not less than final reserve fuel; or
 - (ii) the final reserve fuel if no alternate aerodrome is required, the commander shall take appropriate action and proceed to an adequate aerodrome so as to perform a safe landing with not less than final reserve fuel.
 - (3) The commander shall declare an emergency when the calculated usable fuel on landing, at the nearest adequate aerodrome where a safe landing can be performed, is less than final reserve fuel. The declaration shall be by broadcasting MAYDAY MAYDAY MAYDAY FUEL.
 - (4) Additional conditions for specific procedures
 - (i) On a flight using the RCF procedure, to proceed to the destination 1 aerodrome, the commander shall ensure that the usable fuel remaining at the decision point is at least the total of:
 - (A) trip fuel from the decision point to the destination 1 aerodrome;
 - (B) contingency fuel equal to 5 % of trip fuel from the decision point to the destination 1 aerodrome;
 - (C) destination 1 aerodrome alternate fuel, if a destination 1 alternate aerodrome is required; and
 - (D) final reserve fuel.
 - (ii) On a flight using the PDP procedure to proceed to the destination aerodrome, the commander shall ensure that the usable fuel remaining at the PDP is at least the total of:
 - (A) trip fuel from the PDP to the destination aerodrome;
 - (B) contingency fuel from the PDP to the destination aerodrome; and
 - (C) additional fuel.

CAT.OP.MPA.281 In-flight fuel management — helicopters

- (a) The operator shall establish a procedure to ensure that in-flight fuel checks and fuel management are carried out.
- (b) The commander shall ensure that the amount of usable fuel remaining in flight is not less than the fuel required to proceed to an aerodrome or operating site where a safe landing can be made, with final reserve fuel remaining.
- (c) The commander shall declare an emergency when the actual usable fuel on board is less than final reserve fuel.

CAT.OP.MPA.285 Use of supplemental oxygen

The commander shall ensure that flight crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously whenever the cabin altitude exceeds 10 000 ft for a period of more than 30 minutes and whenever the cabin altitude exceeds 13 000 ft.

CAT.OP.MPA.290 Ground proximity detection

When undue proximity to the ground is detected by a flight crew member or by a ground proximity warning system, the pilot flying shall take corrective action immediately to establish safe flight conditions.

CAT.OP.MPA.295 Use of airborne collision avoidance system (ACAS)

The operator shall establish operational procedures and training programmes when ACAS is installed and serviceable. When ACAS II is used, such procedures and training shall be in accordance with Regulations.

CAT.OP.MPA.300 Approach and landing conditions

Before commencing an approach to land, the commander shall be satisfied that, according to the information available to him/her, the weather at the aerodrome and the condition of the runway or FATO intended to be used should not prevent a safe approach, landing or missed approach, having regard to the performance information contained in the operations manual.

CAT.OP.MPA.305 Commencement and continuation of approach

- (a) The commander or the pilot to whom conduct of the flight has been delegated may commence an instrument approach regardless of the reported RVR/VIS.
- (b) If the reported RVR/VIS is less than the applicable minimum the approach shall not be continued:
 - (1) below 1 000 ft above the aerodrome; or
 - (2) into the final approach segment in the case where the DA/H or MDA/H is more than 1 000 ft above the aerodrome.
- (c) Where the RVR is not available, RVR values may be derived by converting the reported visibility.
- (d) If, after passing 1 000 ft above the aerodrome, the reported RVR/VIS falls below the applicable minimum, the approach may be continued to DA/H or MDA/H.
- (e) The approach may be continued below DA/H or MDA/H and the landing may be completed provided that the visual reference adequate for the type of approach operation and for the intended runway is established at the DA/H or MDA/H and is maintained.
- (f) The touchdown zone RVR shall always be controlling. If reported and relevant, the midpoint and stopend RVR shall also be controlling. The minimum RVR value for the midpoint shall be 125 m or the RVR required for the touchdown zone if less, and 75 m for the stopend. For aircraft equipped with a rollout guidance or control system, the minimum RVR value for the midpoint shall be 75 m.

CAT.OP.MPA.310 Operating procedures — threshold crossing height — aeroplanes

The operator shall establish operational procedures designed to ensure that an aeroplane conducting precision approaches crosses the threshold of the runway by a safe margin, with the aeroplane in the landing configuration and attitude.

CAT.OP.MPA.315 Flight hours reporting — helicopters

The operator shall make available to MCAA the hours flown for each helicopter operated during the previous calendar year.

CAT.OP.MPA.320 Aircraft categories

- (a) Aircraft categories shall be based on the indicated airspeed at threshold (V_{AT}) which is equal to the stalling speed (V_{SO}) multiplied by 1,3 or one-g (gravity) stall speed (V_{S1g}) multiplied by 1,23 in the landing configuration at the maximum certified landing mass. If both V_{SO} and V_{S1g} are available, the higher resulting V_{AT} shall be used.
- (b) The aircraft categories specified in the table below shall be used.

Table 1

Aircraft categories corresponding to V AT values	
Aircraft category	VAT
A	Less than 91 kt
B	From 91 to 120 kt
C	From 121 to 140 kt
D	From 141 to 165 kt
E	From 166 to 210 kt

- (c) The landing configuration that is to be taken into consideration shall be specified in the operations manual.
- (d) The operator may apply a lower landing mass for determining the V AT if approved by MCAA. Such a lower landing mass shall be a permanent value, independent of the changing conditions of day-to-day operations.

SUBPART C
AIRCRAFT PERFORMANCE AND OPERATING LIMITATIONS

SECTION 1
Aeroplanes

CHAPTER 1
General requirements

CAT.POL.A.100 Performance classes

- (a) The aeroplane shall be operated in accordance with the applicable performance class requirements.
- (b) Where full compliance with the applicable requirements of this Section cannot be shown due to specific design characteristics, the operator shall apply approved performance standards that ensure a level of safety equivalent to that of the appropriate chapter.

CAT.POL.A.105 General

- (a) The mass of the aeroplane:
- (1) at the start of the take-off; or
 - (2) in the event of in-flight replanning, at the point from which the revised operational flight plan applies, shall not be greater than the mass at which the requirements of the appropriate chapter can be complied with for the flight to be undertaken. Allowance may be made for expected reductions in mass as the flight proceeds and for fuel jettisoning.
- (b) The approved performance data contained in the AFM shall be used to determine compliance with the requirements of the appropriate chapter, supplemented as necessary with other data as prescribed in the relevant chapter. The operator shall specify other data in the operations manual. When applying the factors prescribed in the appropriate chapter, account may be taken of any operational factors already incorporated in the AFM performance data to avoid double application of factors.
- (c) Due account shall be taken of aeroplane configuration, environmental conditions and the operation of systems that have an adverse effect on performance.
- (d) For performance purposes, a damp runway, other than a grass runway, may be considered to be dry.
- (e) The operator shall take account of charting accuracy when assessing the take-off requirements of the applicable chapters.

CHAPTER 2

Performance class A

CAT.POL.A.200 General

- (a) The approved performance data in the AFM shall be supplemented as necessary with other data if the approved performance data in the AFM is insufficient in respect of items such as:
 - (1) accounting for reasonably expected adverse operating conditions such as take-off and landing on contaminated runways; and
 - (2) consideration of engine failure in all flight phases.
- (b) For wet and contaminated runways, performance data determined in accordance with applicable standards on certification of large aeroplanes or equivalent shall be used.
- (c) The use of other data referred to in (a) and equivalent requirements referred to in (b) shall be specified in the operations manual.

CAT.POL.A.205 Take-off

- (a) The take-off mass shall not exceed the maximum take-off mass specified in the AFM for the pressure altitude and the ambient temperature at the aerodrome of departure.
- (b) The following requirements shall be met when determining the maximum permitted take-off mass:
 - (1) the accelerate-stop distance shall not exceed the accelerate-stop distance available (ASDA);
 - (2) the take-off distance shall not exceed the take-off distance available, with a clearway distance not exceeding half of the take-off run available (TORA);
 - (3) the take-off run shall not exceed the TORA;
 - (4) a single value of V₁ shall be used for the rejected and continued take-off; and
 - (5) on a wet or contaminated runway, the take-off mass shall not exceed that permitted for a take-off on a dry runway under the same conditions.
- (c) When showing compliance with (b), the following shall be taken into account:
 - (1) the pressure altitude at the aerodrome;
 - (2) the ambient temperature at the aerodrome;
 - (3) the runway surface condition and the type of runway surface;
 - (4) the runway slope in the direction of take-off;
 - (5) not more than 50 % of the reported headwind component or not less than 150 % of the reported tailwind component; and
 - (6) the loss, if any, of runway length due to alignment of the aeroplane prior to take-off.

CAT.POL.A.210 Take-off obstacle clearance

- (a) The net take-off flight path shall be determined in such a way that the aeroplane clears all obstacles by a vertical distance of at least 35 ft or by a horizontal distance of at least 90 m plus $0,125 \times D$, where D is the horizontal distance the aeroplane has travelled from the end of the take-off distance available (TODA) or the end of the take-off distance if a turn is scheduled before the end of the TODA. For aeroplanes with a wingspan of less than 60 m, a horizontal obstacle clearance of half the aeroplane wingspan plus 60 m, plus $0,125 \times D$ may be used.
- (b) When showing compliance with (a):
 - (1) The following items shall be taken into account:
 - (i) the mass of the aeroplane at the commencement of the take-off run;
 - (ii) the pressure altitude at the aerodrome;
 - (iii) the ambient temperature at the aerodrome; and
 - (iv) not more than 50 % of the reported headwind component or not less than 150 % of the reported tailwind component.
 - (2) Track changes shall not be allowed up to the point at which the net take-off flight path has achieved a height equal to one half the wingspan but not less than 50 ft above the elevation of the end of the TORA. Thereafter, up to a height of 400 ft it is assumed that the aeroplane is banked by no more than 15°. Above 400 ft height bank angles greater than 15°, but not more than 25° may be scheduled.

- (3) Any part of the net take-off flight path in which the aeroplane is banked by more than 15° shall clear all obstacles within the horizontal distances specified in (a), (b)(6) and (b)(7) by a vertical distance of at least 50 ft.
- (4) Operations that apply increased bank angles of not more than 20° between 200 ft and 400 ft, or not more than 30° above 400 ft, shall be carried out in accordance with CAT.POL.A.240.
- (5) Adequate allowance shall be made for the effect of bank angle on operating speeds and flight path including the distance increments resulting from increased operating speeds.
- (6) For cases where the intended flight path does not require track changes of more than 15°, the operator does not need to consider those obstacles that have a lateral distance greater than:
 - (i) 300 m, if the pilot is able to maintain the required navigational accuracy through the obstacle accountability area; or
 - (ii) 600 m, for flights under all other conditions.
- (7) For cases where the intended flight path requires track changes of more than 15°, the operator does not need to consider those obstacles that have a lateral distance greater than:
 - (i) 600 m, if the pilot is able to maintain the required navigational accuracy through the obstacle accountability area; or
 - (ii) 900 m, for flights under all other conditions.
- (c) The operator shall establish contingency procedures to satisfy the requirements in (a) and (b) and to provide a safe route, avoiding obstacles, to enable the aeroplane to either comply with the en-route requirements of CAT.POL.A.215, or land at either the aerodrome of departure or at a take-off alternate aerodrome.

CAT.POL.A.215 En-route — one-engine-inoperative (OEI)

- (a) The OEI en-route net flight path data shown in the AFM, appropriate to the meteorological conditions expected for the flight, shall allow demonstration of compliance with (b) or (c) at all points along the route. The net flight path shall have a positive gradient at 1 500 ft above the aerodrome where the landing is assumed to be made after engine failure. In meteorological conditions requiring the operation of ice protection systems, the effect of their use on the net flight path shall be taken into account.
- (b) The gradient of the net flight path shall be positive at least 1 000 ft above all terrain and obstructions along the route within 9.3 km (5 NM) on either side of the intended track.
- (c) The net flight path shall permit the aeroplane to continue flight from the cruising altitude to an aerodrome where a landing can be made in accordance with CAT.POL.A.225 or CAT.POL.A.230, as appropriate. The net flight path shall clear vertically, by at least 2 000 ft, all terrain and obstructions along the route within 9.3 km (5 NM) on either side of the intended track in accordance with the following:
 - (1) the engine is assumed to fail at the most critical point along the route;
 - (2) account is taken of the effects of winds on the flight path;
 - (3) fuel jettisoning is permitted to an extent consistent with reaching the aerodrome with the required fuel reserves, if a safe procedure is used; and
 - (4) the aerodrome where the aeroplane is assumed to land after engine failure shall meet the following criteria:
 - (i) the performance requirements at the expected landing mass are met; and
 - (ii) weather reports and/or forecasts and field condition reports indicate that a safe landing can be accomplished at the estimated time of landing.
- (d) The operator shall increase the width margins of (b) and (c) to 18, 5 km (10 NM) if the navigational accuracy does not meet at least required navigation performance 5 (RNP5).

CAT.POL.A.220 En-route — aeroplanes with three or more engines, two engines inoperative

- (a) At no point along the intended track shall an aeroplane having three or more engines be more than 90 minutes, at the all-engines long range cruising speed at standard temperature in still air, away from an aerodrome at which the performance requirements applicable at the expected landing mass are met, unless it complies with (b) to (f).
- (b) The two-engines-inoperative en-route net flight path data shall allow the aeroplane to continue the flight, in the expected meteorological conditions, from the point where two engines are assumed to fail simultaneously to an aerodrome at which it is possible to land and come to a complete stop when using the

prescribed procedure for a landing with two engines inoperative. The net flight path shall clear vertically, by at least 2 000 ft, all terrain and obstructions along the route within 9,3 km (5 NM) on either side of the intended track. At altitudes and in meteorological conditions requiring ice protection systems to be operable, the effect of their use on the net flight path data shall be taken into account. If the navigational accuracy does not meet at least RNP5, the operator shall increase the width margin given above to 18,5 km (10 NM).

- (c) The two engines shall be assumed to fail at the most critical point of that portion of the route where the aeroplane is more than 90 minutes, at the all-engines long range cruising speed at standard temperature in still air, away from an aerodrome at which the performance requirements applicable at the expected landing mass are met.
- (d) The net flight path shall have a positive gradient at 1 500 ft above the aerodrome where the landing is assumed to be made after the failure of two engines.
- (e) Fuel jettisoning shall be permitted to an extent consistent with reaching the aerodrome with the required fuel reserves, if a safe procedure is used.
- (f) The expected mass of the aeroplane at the point where the two engines are assumed to fail shall not be less than that which would include sufficient fuel to proceed to an aerodrome where the landing is assumed to be made, and to arrive there at least 1 500 ft directly over the landing area and thereafter to fly level for 15 minutes.

CAT.POL.A.225 Landing — destination and alternate aerodromes

- (a) The landing mass of the aeroplane determined in accordance with CAT.POL.A.105 (a) shall not exceed the maximum landing mass specified for the altitude and the ambient temperature expected for the estimated time of landing at the destination aerodrome and alternate aerodrome.

CAT.POL.A.230 Landing — dry runways

- (a) The landing mass of the aeroplane determined in accordance with CAT.POL.A.105 (a) for the estimated time of landing at the destination aerodrome and at any alternate aerodrome shall allow a full stop landing from 50 ft above the threshold:
 - (1) for turbo-jet powered aeroplanes, within 60 % of the landing distance available (LDA); and
 - (2) for turbo-propeller powered aeroplanes, within 70 % of the LDA.
- (b) For steep approach operations, the operator shall use the landing distance data factored in accordance with (a), based on a screen height of less than 60 ft, but not less than 35 ft, and shall comply with CAT.POL.A.245.
- (c) For short landing operations, the operator shall use the landing distance data factored in accordance with (a) and shall comply with CAT.POL.A.250.
- (d) When determining the landing mass, the operator shall take the following into account:
 - (1) the altitude at the aerodrome;
 - (2) not more than 50 % of the headwind component or not less than 150 % of the tailwind component; and
 - (3) the runway slope in the direction of landing if greater than ± 2 %.
- (e) For dispatching the aeroplane it shall be assumed that:
 - (1) the aeroplane will land on the most favourable runway, in still air; and
 - (2) the aeroplane will land on the runway most likely to be assigned, considering the probable wind speed and direction, the ground handling characteristics of the aeroplane and other conditions such as landing aids and terrain.
- (f) If the operator is unable to comply with (e)(1) for a destination aerodrome having a single runway where a landing depends upon a specified wind component, the aeroplane may be dispatched if two alternate aerodromes are designated that permit full compliance with (a) to (e). Before commencing an approach to land at the destination aerodrome, the commander shall check that a landing can be made in full compliance with (a) to (d) and CAT.POL.A.225.

- (g) If the operator is unable to comply with (e)(2) for the destination aerodrome, the aeroplane shall be only dispatched if an alternate aerodrome is designated that allows full compliance with (a) to (e).

CAT.POL.A.235 Landing — wet and contaminated runways

- (a) When the appropriate weather reports and/or forecasts indicate that the runway at the estimated time of arrival may be wet, the LDA shall be at least 115 % of the required landing distance, determined in accordance with CAT.POL.A.230.
- (b) When the appropriate weather reports and/or forecasts indicate that the runway at the estimated time of arrival may be contaminated, the LDA shall be at least the landing distance determined in accordance with (a), or at least 115 % of the landing distance determined in accordance with approved contaminated landing distance data or equivalent, whichever is greater. The operator shall specify in the operations manual if equivalent landing distance data are to be applied.
- (c) A landing distance on a wet runway shorter than that required by (a), but not less than that required by CAT.POL.A.230(a), may be used if the AFM includes specific additional information about landing distances on wet runways.
- (d) A landing distance on a specially prepared contaminated runway shorter than that required by (b), but not less than that required by CAT.POL.A.230(a), may be used if the AFM includes specific additional information about landing distances on contaminated runways.
- (e) For (b), (c) and (d), the criteria of CAT.POL.A.230 shall be applied accordingly, except that CAT.POL.A.230 (a) shall not be applied to (b) above.

CAT.POL.A.240 Approval of operations with increased bank angles

- (a) Operations with increased bank angles require prior approval by MCAA.
- (b) To obtain the approval, the operator shall provide evidence that the following conditions are met:
- (1) the AFM contains approved data for the required increase of operating speed and data to allow the construction of the flight path considering the increased bank angles and speeds;
 - (2) visual guidance is available for navigation accuracy;
 - (3) weather minima and wind limitations are specified for each runway; and
 - (4) the flight crew has obtained adequate knowledge of the route to be flown and of the procedures to be used in accordance with ORO.OPS.FC.

CAT.POL.A.245 Approval of steep approach operations

- (a) Steep approach operations using glideslope angles of 4, 5° or more and with screen heights of less than 60 ft, but not less than 35 ft, require prior approval by MCAA.
- (b) To obtain the approval, the operator shall provide evidence that the following conditions are met:
- (1) the AFM states the maximum approved glideslope angle, any other limitations, normal, abnormal or emergency procedures for the steep approach as well as amendments to the field length data when using steep approach criteria;
 - (2) for each aerodrome at which steep approach operations are to be conducted:
 - (i) a suitable glide path reference system comprising at least a visual glide path indicating system shall be available;
 - (ii) weather minima shall be specified; and
 - (iii) the following items shall be taken into consideration:
 - (A) the obstacle situation;
 - (B) the type of glide path reference and runway guidance;
 - (C) the minimum visual reference to be required at decision height (DH) and MDA;
 - (D) available airborne equipment;
 - (E) pilot qualification and special aerodrome familiarisation;
 - (F) AFM limitations and procedures; and
 - (G) missed approach criteria.

CAT.POL.A.250 Approval of short landing operations

- (a) Short landing operations require prior approval by MCAA.
- (b) To obtain the approval, the operator shall provide evidence that the following conditions are met:
 - (1) the distance used for the calculation of the permitted landing mass may consist of the usable length of the declared safe area plus the declared LDA;
 - (2) the State of the aerodrome has determined a public interest and operational necessity for the operation, either due to the remoteness of the aerodrome or to physical limitations relating to extending the runway;
 - (3) the vertical distance between the path of the pilot's eye and the path of the lowest part of the wheels, with the aeroplane established on the normal glide path, does not exceed 3 m;
 - (4) RVR/VIS minimum shall not be less than 1 500 m and wind limitations are specified in the operations manual;
 - (5) minimum pilot experience, training and special aerodrome familiarisation requirements are specified and met;
 - (6) the crossing height over the beginning of the usable length of the declared safe area is 50 ft;
 - (7) the use of the declared safe area is approved by the State of the aerodrome;
 - (8) the usable length of the declared safe area does not exceed 90 m;
 - (9) the width of the declared safe area is not less than twice the runway width or twice the wing span, whichever is greater, centred on the extended runway centre line;
 - (10) the declared safe area is clear of obstructions or depressions that would endanger an aeroplane undershooting the runway and no mobile object is permitted on the declared safe area while the runway is being used for short landing operations;
 - (11) the slope of the declared safe area does not exceed 5 % upward nor 2 % downward in the direction of landing; and
 - (12) additional conditions, if specified by MCAA, taking into account aeroplane type characteristics, orographic characteristics in the approach area, available approach aids and missed approach/balked landing considerations.

CHAPTER 3

Performance class B

CAT.POL.A.300 General

- (a) The operator shall not operate a single-engined aeroplane:
 - (1) at night; or
 - (2) in IMC except under special VFR.
- (b) The operator shall treat two-engined aeroplanes that do not meet the climb requirements of CAT.POL.A.340 as single-engined aeroplanes.

CAT.POL.A.305 Take-off

- (a) The take-off mass shall not exceed the maximum take-off mass specified in the AFM for the pressure altitude and the ambient temperature at the aerodrome of departure.
- (b) The unfactored take-off distance, specified in the AFM, shall not exceed:
 - (1) when multiplied by a factor of 1,25, the take-off run available (TORA); or
 - (2) when stop way and/or clearway is available, the following:
 - (i) the TORA;
 - (ii) when multiplied by a factor of 1,15, the take-off distance available (TODA); or
 - (iii) when multiplied by a factor of 1,3, the ASDA.
- (c) When showing compliance with (b), the following shall be taken into account:
 - (1) the mass of the aeroplane at the commencement of the take-off run;
 - (2) the pressure altitude at the aerodrome;
 - (3) the ambient temperature at the aerodrome;

- (4) the runway surface condition and the type of runway surface;
- (5) the runway slope in the direction of take-off; and
- (6) not more than 50 % of the reported headwind component or not less than 150 % of the reported tailwind component.

CAT.POL.A.310 Take-off obstacle clearance — multi-engined aeroplanes

- (a) The take-off flight path of aeroplanes with two or more engines shall be determined in such a way that the aeroplane clears all obstacles by a vertical distance of at least 50 ft, or by a horizontal distance of at least 90 m plus $0,125 \times D$, where D is the horizontal distance travelled by the aeroplane from the end of the TODA or the end of the take-off distance if a turn is scheduled before the end of the TODA, except as provided in (b) and (c). For aeroplanes with a wingspan of less than 60 m, a horizontal obstacle clearance of half the aeroplane wingspan plus 60 m plus $0,125 \times D$ may be used. It shall be assumed that:
 - (1) the take-off flight path begins at a height of 50 ft above the surface at the end of the take-off distance required by CAT.POL.A.305(b) and ends at a height of 1 500 ft above the surface;
 - (2) the aeroplane is not banked before the aeroplane has reached a height of 50 ft above the surface, and thereafter the angle of bank does not exceed 15°;
 - (3) failure of the critical engine occurs at the point on the all engine take-off flight path where visual reference for the purpose of avoiding obstacles is expected to be lost;
 - (4) the gradient of the take-off flight path from 50 ft to the assumed engine failure height is equal to the average all- engines gradient during climb and transition to the en-route configuration, multiplied by a factor of 0,77; and
 - (5) the gradient of the take-off flight path from the height reached in accordance with (a)(4) to the end of the take-off flight path is equal to the OEI en-route climb gradient shown in the AFM.
- (b) For cases where the intended flight path does not require track changes of more than 15°, the operator does not need to consider those obstacles that have a lateral distance greater than:
 - (1) 300 m, if the flight is conducted under conditions allowing visual course guidance navigation, or if navigational aids are available enabling the pilot to maintain the intended flight path with the same accuracy; or
 - (2) 600 m, for flights under all other conditions.
- (c) For cases where the intended flight path requires track changes of more than 15°, the operator does not need to consider those obstacles that have a lateral distance greater than:
 - (1) 600 m, for flights under conditions allowing visual course guidance navigation; or
 - (2) 900 m, for flights under all other conditions.
- (d) When showing compliance with (a) to (c), the following shall be taken into account:
 - (1) the mass of the aeroplane at the commencement of the take-off run;
 - (2) the pressure altitude at the aerodrome;
 - (3) the ambient temperature at the aerodrome; and
 - (4) not more than 50 % of the reported headwind component or not less than 150 % of the reported tailwind component.

CAT.POL.A.315 En-route — multi-engined aeroplanes

- (a) The aeroplane, in the meteorological conditions expected for the flight and in the event of the failure of one engine, with the remaining engines operating within the maximum continuous power conditions specified, shall be capable of continuing flight at or above the relevant minimum altitudes for safe flight stated in the operations manual to a point of 1 000 ft above an aerodrome at which the performance requirements can be met.
- (b) It shall be assumed that, at the point of engine failure:
 - (1) the aeroplane is not flying at an altitude exceeding that at which the rate of climb equals 300 ft per minute with all engines operating within the maximum continuous power conditions specified; and
 - (2) the en-route gradient with OEI shall be the gross gradient of descent or climb, as appropriate, respectively increased by a gradient of 0,5 %, or decreased by a gradient of 0,5 %.

CAT.POL.A.320 En-route — single-engined aeroplanes

- (a) In the meteorological conditions expected for the flight, and in the event of engine failure, the aeroplane shall be capable of reaching a place at which a safe forced landing can be made.
- (b) It shall be assumed that, at the point of engine failure:
 - (1) the aeroplane is not flying at an altitude exceeding that at which the rate of climb equals 300 ft per minute, with the engine operating within the maximum continuous power conditions specified; and
 - (2) the en-route gradient is the gross gradient of descent increased by a gradient of 0,5 %.

CAT.POL.A.325 Landing — destination and alternate aerodromes

The landing mass of the aeroplane determined in accordance with CAT.POL.A.105 (a) shall not exceed the maximum landing mass specified for the altitude and the ambient temperature expected at the estimated time of landing at the destination aerodrome and alternate aerodrome.

CAT.POL.A.330 Landing — dry runways

- (a) The landing mass of the aeroplane determined in accordance with CAT.POL.A.105 (a) for the estimated time of landing at the destination aerodrome and at any alternate aerodrome shall allow a full stop landing from 50 ft above the threshold within 70 % of the LDA taking into account:
 - (1) the altitude at the aerodrome;
 - (2) not more than 50 % of the headwind component or not less than 150 % of the tailwind component;
 - (3) the runway surface condition and the type of runway surface; and
 - (4) the runway slope in the direction of landing.
- (b) For steep approach operations, the operator shall use landing distance data factored in accordance with (a) based on a screen height of less than 60 ft, but not less than 35 ft, and comply with CAT.POL.A.345.
- (c) For short landing operations, the operator shall use landing distance data factored in accordance with (a) and comply with CAT.POL.A.350.
- (d) For dispatching the aeroplane in accordance with (a) to (c), it shall be assumed that:
 - (1) the aeroplane will land on the most favourable runway, in still air; and
 - (2) the aeroplane will land on the runway most likely to be assigned considering the probable wind speed and direction, the ground handling characteristics of the aeroplane and other conditions such as landing aids and terrain.
- (e) If the operator is unable to comply with (d) (2) for the destination aerodrome, the aeroplane shall only be dispatched if an alternate aerodrome is designated that permits full compliance with (a) to (d).

CAT.POL.A.335 Landing — wet and contaminated runways

- (a) When the appropriate weather reports and/or forecasts indicate that the runway at the estimated time of arrival may be wet, the LDA shall be equal to or exceed the required landing distance, determined in accordance with CAT.POL.A.330, multiplied by a factor of 1,15.
- (b) When the appropriate weather reports and/or forecasts indicate that the runway at the estimated time of arrival may be contaminated, the landing distance shall not exceed the LDA. The operator shall specify in the operations manual the landing distance data to be applied.
- (c) A landing distance on a wet runway shorter than that required by (a), but not less than that required by CAT.POL.A.330(a), may be used if the AFM includes specific additional information about landing distances on wet runways.

CAT.POL.A.340 Take-off and landing climb requirements

The operator of a two-engined aeroplane shall fulfil the following take-off and landing climb requirements.

- (a) *Take-off climb*

- (1) All engines operating
 - (i) The steady gradient of climb after take-off shall be at least 4 % with:
 - (A) take-off power on each engine;
 - (B) the landing gear extended, except that if the landing gear can be retracted in not more than seven seconds, it may be assumed to be retracted;
 - (C) the wing flaps in the take-off position(s); and
 - (D) a climb speed not less than the greater of 1,1 V_{MC} (minimum control speed on or near ground) and 1,2 V_{S1} (stall speed or minimum steady flight speed in the landing configuration).
 - (2) OEI
 - (i) The steady gradient of climb at an altitude of 400 ft above the take-off surface shall be measurably positive with:
 - (A) the critical engine inoperative and its propeller in the minimum drag position;
 - (B) the remaining engine at take-off power;
 - (C) the landing gear retracted;
 - (D) the wing flaps in the take-off position(s); and
 - (E) a climb speed equal to that achieved at 50 ft.
 - (ii) The steady gradient of climb shall be not less than 0,75 % at an altitude of 1 500 ft above the take-off surface with:
 - (A) the critical engine inoperative and its propeller in the minimum drag position;
 - (B) the remaining engine at not more than maximum continuous power;
 - (C) the landing gear retracted;
 - (D) the wing flaps retracted; and
 - (E) a climb speed not less than 1,2 V_{S1} .
- (b) *Landing climb*
- (1) All engines operating
 - (i) The steady gradient of climb shall be at least 2.5 % with:
 - (A) not more than the power or thrust that is available eight seconds after initiation of movement of the power controls from the minimum flight idle position;
 - (B) the landing gear extended;
 - (C) the wing flaps in the landing position; and
 - (D) a climb speed equal to V_{REF} (reference landing speed).
 - (2) OEI
 - (i) The steady gradient of climb shall be not less than 0.75 % at an altitude of 1 500 ft above the landing surface with:
 - (A) the critical engine inoperative and its propeller in the minimum drag position;
 - (B) the remaining engine at not more than maximum continuous power;
 - (C) the landing gear retracted;
 - (D) the wing flaps retracted; and
 - (E) a climb speed not less than 1,2 V_{S1} .

CAT.POL.A.345 Approval of steep approach operations

- (a) Steep approach operations using glideslope angles of 4.5° or more and with screen heights of less than 60 ft, but not less than 35 ft, require prior approval by MCAA.
- (b) To obtain the approval, the operator shall provide evidence that the following conditions are met:
 - (1) the AFM states the maximum approved glideslope angle, any other limitations, normal, abnormal or emergency procedures for the steep approach as well as amendments to the field length data when using steep approach criteria; and
 - (2) for each aerodrome at which steep approach operations are to be conducted:
 - (i) a suitable glide path reference system, comprising at least a visual glide path indicating system, is available;
 - (ii) weather minima are specified; and
 - (iii) the following items are taken into consideration:
 - (A) the obstacle situation;
 - (B) the type of glide path reference and runway guidance;
 - (C) the minimum visual reference to be required at DH and MDA;
 - (D) available airborne equipment;
 - (E) pilot qualification and special aerodrome familiarisation;

- (F) AFM limitations and procedures; and
- (G) missed approach criteria.

CAT.POL.A.350 Approval of short landing operations

- (a) Short landing operations require prior approval by MCAA.
- (b) To obtain the approval, the operator shall provide evidence that the following conditions are met:
 - (1) the distance used for the calculation of the permitted landing mass may consist of the usable length of the declared safe area plus the declared LDA;
 - (2) the use of the declared safe area is approved by the State of the aerodrome;
 - (3) the declared safe area is clear of obstructions or depressions that would endanger an aeroplane undershooting the runway and no mobile object is permitted on the declared safe area while the runway is being used for short landing operations;
 - (4) the slope of the declared safe area does not exceed 5 % upward nor 2 % downward slope in the direction of landing;
 - (5) the usable length of the declared safe area does not exceed 90 m;
 - (6) the width of the declared safe area is not less than twice the runway width, centred on the extended runway centreline;
 - (7) the crossing height over the beginning of the usable length of the declared safe area is not less than 50 ft;
 - (8) weather minima are specified for each runway to be used and are not less than the greater of VFR or NPA minima;
 - (9) pilot experience, training and special aerodrome familiarisation requirements are specified and met;
 - (10) additional conditions, if specified by MCAA, taking into account the aeroplane type characteristics, orographic characteristics in the approach area, available approach aids and missed approach/balked landing considerations.

CHAPTER 4

Performance class C

CAT.POL.A.400 Take-off

- (a) The take-off mass shall not exceed the maximum take-off mass specified in the AFM for the pressure altitude and the ambient temperature at the aerodrome of departure.
- (b) For aeroplanes that have take-off field length data contained in their AFM that do not include engine failure accountability, the distance from the start of the take-off roll required by the aeroplane to reach a height of 50 ft above the surface with all engines operating within the maximum take-off power conditions specified, when multiplied by a factor of either:
 - (1) 1,33 for aeroplanes having two engines;
 - (2) 1,25 for aeroplanes having three engines; or
 - (3) 1,18 for aeroplanes having four engines,shall not exceed the take-off run available (TORA) at the aerodrome at which the take-off is to be made.
- (c) For aeroplanes that have take-off field length data contained in their AFM which accounts for engine failure, the following requirements shall be met in accordance with the specifications in the AFM:
 - (1) the accelerate-stop distance shall not exceed the ASDA;
 - (2) the take-off distance shall not exceed the take-off distance available (TODA), with a clearway distance not exceeding half of the TORA;
 - (3) the take-off run shall not exceed the TORA;
 - (4) a single value of V_1 for the rejected and continued take-off shall be used; and
 - (5) on a wet or contaminated runway the take-off mass shall not exceed that permitted for a take-off on a dry runway under the same conditions.
- (d) The following shall be taken into account:
 - (1) the pressure altitude at the aerodrome;
 - (2) the ambient temperature at the aerodrome;
 - (3) the runway surface condition and the type of runway surface;
 - (4) the runway slope in the direction of take-off;

- (5) not more than 50 % of the reported headwind component or not less than 150 % of the reported tailwind component; and
- (6) the loss, if any, of runway length due to alignment of the aeroplane prior to take-off.

CAT.POL.A.405 Take-off obstacle clearance

- (a) The take-off flight path with OEI shall be determined such that the aeroplane clears all obstacles by a vertical distance of at least 50 ft plus $0,01 \times D$, or by a horizontal distance of at least 90 m plus $0,125 \times D$, where D is the horizontal distance the aeroplane has travelled from the end of the TODA. For aeroplanes with a wingspan of less than 60 m, a horizontal obstacle clearance of half the aeroplane wingspan plus 60 m plus $0,125 \times D$ may be used.
- (b) The take-off flight path shall begin at a height of 50 ft above the surface at the end of the take-off distance required by CAT.POL.A.405(b) or (c), as applicable, and end at a height of 1 500 ft above the surface.
- (c) When showing compliance with (a), the following shall be taken into account:
 - (1) the mass of the aeroplane at the commencement of the take-off run;
 - (2) the pressure altitude at the aerodrome;
 - (3) the ambient temperature at the aerodrome; and
 - (4) not more than 50 % of the reported headwind component or not less than 150 % of the reported tailwind component.
- (d) Track changes shall not be allowed up to that point of the take-off flight path where a height of 50 ft above the surface has been achieved. Thereafter, up to a height of 400 ft it is assumed that the aeroplane is banked by no more than 15°. Above 400 ft height bank angles greater than 15°, but not more than 25°, may be scheduled. Adequate allowance shall be made for the effect of bank angle on operating speeds and flight path, including the distance increments resulting from increased operating speeds.
- (e) For cases that do not require track changes of more than 15°; the operator does not need to consider those obstacles that have a lateral distance greater than:
 - (1) 300 m, if the pilot is able to maintain the required navigational accuracy through the obstacle accountability area; or
 - (2) 600 m, for flights under all other conditions.
- (f) For cases that do require track a change of more than 15°, the operator does not need to consider those obstacles that have a lateral distance greater than:
 - (1) 600 m, if the pilot is able to maintain the required navigational accuracy through the obstacle accountability area; or
 - (2) 900 m, for flights under all other conditions.
- (g) The operator shall establish contingency procedures to satisfy (a) to (f) and to provide a safe route, avoiding obstacles, to enable the aeroplane to either comply with the en-route requirements of CAT.POL.A.410, or land at either the aerodrome of departure or at a take-off alternate aerodrome.

CAT.POL.A.410 En-route — all engines operating

- (a) In the meteorological conditions expected for the flight, at any point on its route or on any planned diversion therefrom, the aeroplane shall be capable of a rate of climb of at least 300 ft per minute with all engines operating within the maximum continuous power conditions specified at:
 - (1) the minimum altitudes for safe flight on each stage of the route to be flown, or of any planned diversion therefrom, specified in or calculated from the information contained in the operations manual relating to the aeroplane; and
 - (2) the minimum altitudes necessary for compliance with the conditions prescribed in CAT.POL.A.415 and 420, as appropriate.

CAT.POL.A.415 En-route — OEI

- (a) In the meteorological conditions expected for the flight, in the event of any one engine becoming inoperative at any point on its route or on any planned diversion therefrom and with the other engine(s) operating within the maximum continuous power conditions specified, the aeroplane shall be capable of

continuing the flight from the cruising altitude to an aerodrome where a landing can be made in accordance with CAT.POL.A.430 or CAT.POL.A.435, as appropriate. The aeroplane shall clear obstacles within 9.3 km (5 NM) either side of the intended track by a vertical interval of at least:

- (1) 1 000 ft, when the rate of climb is zero or greater; or
- (2) 2 000 ft, when the rate of climb is less than zero.

- (b) The flight path shall have a positive slope at an altitude of 450 m (1 500 ft) above the aerodrome where the landing is assumed to be made after the failure of one engine.
- (c) The available rate of climb of the aeroplane shall be taken to be 150 ft per minute less than the gross rate of climb specified.
- (d) The width margins of (a) shall be increased to 18.5 km (10 NM) if the navigational accuracy does not meet at least RNP5.
- (e) Fuel jettisoning is permitted to an extent consistent with reaching the aerodrome with the required fuel reserves, if a safe procedure is used.

CAT.POL.A.420 En-route — aeroplanes with three or more engines, two engines inoperative

- (a) At no point along the intended track shall an aeroplane having three or more engines be more than 90 minutes, at the all-engines long range cruising speed at standard temperature in still air, away from an aerodrome at which the performance requirements applicable at the expected landing mass are met, unless it complies with (b) to (e).
- (b) The two-engines-inoperative flight path shall permit the aeroplane to continue the flight, in the expected meteorological conditions, clearing all obstacles within 9.3 km (5 NM) either side of the intended track by a vertical interval of at least 2 000 ft, to an aerodrome at which the performance requirements applicable at the expected landing mass are met.
- (c) The two engines are assumed to fail at the most critical point of that portion of the route where the aeroplane is more than 90 minutes, at the all-engines long range cruising speed at standard temperature in still air, away from an aerodrome at which the performance requirements applicable at the expected landing mass are met.
- (d) The expected mass of the aeroplane at the point where the two engines are assumed to fail shall not be less than that which would include sufficient fuel to proceed to an aerodrome where the landing is assumed to be made, and to arrive there at an altitude of at least 450 m (1 500 ft) directly over the landing area and thereafter to fly level for 15 minutes.
- (e) The available rate of climb of the aeroplane shall be taken to be 150 ft per minute less than that specified.
- (f) The width margins of (b) shall be increased to 18.5 km (10 NM) if the navigational accuracy does not meet at least RNP5.
- (g) Fuel jettisoning is permitted to an extent consistent with reaching the aerodrome with the required fuel reserves, if a safe procedure is used.

CAT.POL.A.425 Landing — destination and alternate aerodromes

The landing mass of the aeroplane determined in accordance with CAT.POL.A.105 (a) shall not exceed the maximum landing mass specified in the AFM for the altitude and, if accounted for in the AFM, the ambient temperature expected for the estimated time of landing at the destination aerodrome and alternate aerodrome.

CAT.POL.A.430 Landing — dry runways

- (a) The landing mass of the aeroplane determined in accordance with CAT.POL.A.105 (a) for the estimated time of landing at the destination aerodrome and any alternate aerodrome shall allow a full stop landing from 50 ft above the threshold within 70 % of the LDA taking into account:
 - (1) the altitude at the aerodrome;

- (2) not more than 50 % of the headwind component or not less than 150 % of the tailwind component;
 - (3) the type of runway surface; and
 - (4) the slope of the runway in the direction of landing.
- (b) For dispatching the aeroplane it shall be assumed that:
- (1) the aeroplane will land on the most favourable runway in still air; and
 - (2) the aeroplane will land on the runway most likely to be assigned considering the probable wind speed and direction, the ground handling characteristics of the aeroplane and other conditions such as landing aids and terrain.
- (c) If the operator is unable to comply with (b) (2) for the destination aerodrome, the aeroplane shall only be dispatched if an alternate aerodrome is designated that permits full compliance with (a) and (b).

CAT.POL.A.435 Landing — wet and contaminated runways

- (a) When the appropriate weather reports and/or forecasts indicate that the runway at the estimated time of arrival may be wet, the LDA shall be equal to or exceed the required landing distance, determined in accordance with CAT.POL.A.430, multiplied by a factor of 1,15.
- (b) When the appropriate weather reports and/or forecasts indicate that the runway at the estimated time of arrival may be contaminated, the landing distance shall not exceed the LDA. The operator shall specify in the operations manual the landing distance data to be applied.

SECTION 2 **Helicopters**

CHAPTER 1 **General requirements**

CAT.POL.H.100 Applicability

- (a) Helicopters shall be operated in accordance with the applicable performance class requirements.
- (b) Helicopters shall be operated in performance class 1:
- (1) when operated to/from aerodromes or operating sites located in a congested hostile environment, except when operated to/from a public interest site (PIS) in accordance with CAT.POL.H.225; or
 - (2) when having an MOPSC of more than 19, except when operated to/from a helideck in performance class 2 under an approval in accordance with CAT.POL.H.305.
- (c) Unless otherwise prescribed by (b), helicopters that have an MOPSC of 19 or less but more than nine shall be operated in performance class 1 or 2.
- (d) Unless otherwise prescribed by (b), helicopters that have an MOPSC of nine or less shall be operated in performance class 1, 2 or 3.

CAT.POL.H.105 General

- (a) The mass of the helicopter:
- (1) at the start of the take-off; or
 - (2) in the event of in-flight replanning, at the point from which the revised operational flight plan applies, shall not be greater than the mass at which the applicable requirements of this Section can be complied with for the flight to be undertaken, taking into account expected reductions in mass as the flight proceeds and such fuel jettisoning as is provided for in the relevant requirement.
- (b) The approved performance data contained in the AFM shall be used to determine compliance with the requirements of this Section, supplemented as necessary with other data as prescribed in the relevant requirement. The operator shall specify such other data in the operations manual. When applying the factors prescribed in this Section, account may be taken of any operational factors already incorporated in the AFM performance data to avoid double application of factors.

- (c) When showing compliance with the requirements of this Section, account shall be taken of the following parameters:
- (1) mass of the helicopter;
 - (2) the helicopter configuration;
 - (3) the environmental conditions, in particular:
 - (i) pressure altitude and temperature;
 - (ii) wind:
 - (A) except as provided in (C), for take-off, take-off flight path and landing requirements, accountability for wind shall be no more than 50 % of any reported steady headwind component of 5 kt or more;
 - (B) where take-off and landing with a tailwind component is permitted in the AFM, and in all cases for the take-off flight path, not less than 150 % of any reported tailwind component shall be taken into account; and
 - (C) where precise wind measuring equipment enables accurate measurement of wind velocity over the point of take-off and landing, wind components in excess of 50 % may be established by the operator, provided that the operator demonstrates to MCAA that the proximity to the FATO and accuracy enhancements of the wind measuring equipment provide an equivalent level of safety;
 - (4) the operating techniques; and
 - (5) the operation of any systems that have an adverse effect on performance.

CAT.POL.H.110 Obstacle accountability

- (a) For the purpose of obstacle clearance requirements, an obstacle located beyond the FATO, in the take-off flight path, or the missed approach flight path shall be considered if its lateral distance from the nearest point on the surface below the intended flight path is not further than the following:
- (1) For operations under VFR:
 - (i) half of the minimum width defined in the AFM — or, when no width is defined, ' $0,75 \times D$ ', where D is the largest dimension of the helicopter when the rotors are turning;
 - (ii) plus, the greater of ' $0,25 \times D$ ' or '3 m';
 - (iii) plus:
 - (A) $0,10 \times$ distance DR for operations under VFR by day; or
 - (B) $0,15 \times$ distance DR for operations under VFR at night.
 - (2) For operations under IFR:
 - (i) ' $1,5 D$ ' or 30 m, whichever is greater, plus:
 - (A) $0,10 \times$ distance DR, for operations under IFR with accurate course guidance;
 - (B) $0,15 \times$ distance DR, for operations under IFR with standard course guidance; or
 - (C) $0,30 \times$ distance DR for operations under IFR without course guidance.
 - (ii) When considering the missed approach flight path, the divergence of the obstacle accountability area only applies after the end of the take-off distance available.
 - (3) For operations with initial take-off conducted visually and converted to IFR/IMC at a transition point, the criteria required in (1) apply up to the transition point, and the criteria required in (2) apply after the transition point. The transition point cannot be located before the end of the take-off distance required for helicopters (TODRH) operating in performance class 1 or before the defined point after take-off (DPATO) for helicopters operating in performance class 2.
- (b) For take-off using a back-up or a lateral transition procedure, for the purpose of obstacle clearance requirements, an obstacle located in the back-up or lateral transition area shall be considered if its lateral distance from the nearest point on the surface below the intended flight path is not further than:
- (1) half of the minimum width defined in the AFM or, when no width is defined, ' $0,75 \times D$ ';
 - (2) plus the greater of ' $0,25 \times D$ ' or '3 m';
 - (3) plus:
 - (i) for operations under VFR by day $0,10 \times$ the distance travelled from the back of the FATO, or
 - (ii) for operations under VFR at night $0,15 \times$ the distance travelled from the back of the FATO.
- (c) Obstacles may be disregarded if they are situated beyond:
- (1) $7 \times$ rotor radius (R) for day operations, if it is assured that navigational accuracy can be achieved by reference to suitable visual cues during the climb;

- (2) $10 \times R$ for night operations, if it is assured that navigational accuracy can be achieved by reference to suitable visual cues during the climb;
- (3) 300 m if navigational accuracy can be achieved by appropriate navigation aids; or
- (4) 900 m in all other cases.

CHAPTER 2

Performance class 1

CAT.POL.H.200 General

Helicopters operated in performance class 1 shall be certified in category A or equivalent as determined by MCAA.

CAT.POL.H.205 Take-off

- (a) The take-off mass shall not exceed the maximum take-off mass specified in the AFM for the procedure to be used.
- (b) The take-off mass shall be such that:
 - (1) it is possible to reject the take-off and land on the FATO in case of the critical engine failure being recognised at or before the take-off decision point (TDP);
 - (2) the rejected take-off distance required (RTODRH) does not exceed the rejected take-off distance available (RTODAH); and
 - (3) the TODRH does not exceed the take-off distance available (TODAH).
- (4) Notwithstanding (b)(3), the TODRH may exceed the TODAH if the helicopter, with the critical engine failure recognised at TDP can, when continuing the take-off, clear all obstacles to the end of the TODRH by a vertical margin of not less than 10,7 m (35 ft).
- (c) When showing compliance with (a) and (b), account shall be taken of the appropriate parameters of CAT.POL.H.105(c) at the aerodrome or operating site of departure.
- (d) That part of the take-off up to and including TDP shall be conducted in sight of the surface such that a rejected take-off can be carried out.
- (e) For take-off using a backup or lateral transition procedure, with the critical engine failure recognition at or before the TDP, all obstacles in the back-up or lateral transition area shall be cleared by an adequate margin.

CAT.POL.H.210 Take-off flight path

- (a) From the end of the TODRH with the critical engine failure recognised at the TDP:
 - (1) The take-off mass shall be such that the take-off flight path provides a vertical clearance, above all obstacles located in the climb path, of not less than 10,7 m (35 ft) for operations under VFR and $10,7 \text{ m (35 ft)} + 0,01 \times \text{distance DR}$ for operations under IFR. Only obstacles as specified in CAT.POL.H.110 have to be considered.
 - (2) Where a change of direction of more than 15° is made, adequate allowance shall be made for the effect of bank angle on the ability to comply with the obstacle clearance requirements. This turn is not to be initiated before reaching a height of 61 m (200 ft) above the take-off surface unless it is part of an approved procedure in the AFM.
- (b) When showing compliance with (a), account shall be taken of the appropriate parameters of CAT.POL.H.105(c) at the aerodrome or operating site of departure.

CAT.POL.H.215 En-route — critical engine inoperative

- (a) The mass of the helicopter and flight path at all points along the route, with the critical engine inoperative and the meteorological conditions expected for the flight, shall permit compliance with (1), (2) or (3):

- (1) When it is intended that the flight will be conducted at any time out of sight of the surface, the mass of the helicopter permits a rate of climb of at least 50 ft/minute with the critical engine inoperative at an altitude of at least 300 m (1 000 ft), or 600 m (2 000 ft) in areas of mountainous terrain, above all terrain and obstacles along the route within 9,3 km (5 NM) on either side of the intended track.
 - (2) When it is intended that the flight will be conducted without the surface in sight, the flight path permits the helicopter to continue flight from the cruising altitude to a height of 300 m (1 000 ft) above a landing site where a landing can be made in accordance with CAT.POL.H.220. The flight path clears vertically, by at least 300 m (1 000 ft) or 600 m (2 000 ft) in areas of mountainous terrain, all terrain and obstacles along the route within 9.3 km (5 NM) on either side of the intended track. Drift-down techniques may be used.
 - (3) When it is intended that the flight will be conducted in VMC with the surface in sight, the flight path permits the helicopter to continue flight from the cruising altitude to a height of 300 m (1 000 ft) above a landing site where a landing can be made in accordance with CAT.POL.H.220, without flying at any time below the appropriate minimum flight altitude. Obstacles within 900 m on either side of the route need to be considered.
- (b) When showing compliance with (a)(2) or (a)(3):
- (1) the critical engine is assumed to fail at the most critical point along the route;
 - (2) account is taken of the effects of winds on the flight path;
 - (3) fuel jettisoning is planned to take place only to an extent consistent with reaching the aerodrome or operating site with the required fuel reserves and using a safe procedure; and
 - (4) fuel jettisoning is not planned below 1 000 ft above terrain.
- (c) The width margins of (a)(1) and (a)(2) shall be increased to 18,5 km (10 NM) if the navigational accuracy cannot be met for 95 % of the total flight time.

CAT.POL.H.220 Landing

- (a) The landing mass of the helicopter at the estimated time of landing shall not exceed the maximum mass specified in the AFM for the procedure to be used.
- (b) In the event of the critical engine failure being recognised at any point at or before the landing decision point (LDP), it is possible either to land and stop within the FATO, or to perform a balked landing and clear all obstacles in the flight path by a vertical margin of 10.7 m (35 ft). Only obstacles as specified in CAT.POL.H.110 have to be considered.
- (c) In the event of the critical engine failure being recognised at any point at or after the LDP, it is possible to:
 - (1) clear all obstacles in the approach path; and
 - (2) land and stop within the FATO.
- (d) When showing compliance with (a) to (c), account shall be taken of the appropriate parameters of CAT.POL.H.105(c) for the estimated time of landing at the destination aerodrome or operating site, or any alternate if required.
- (e) That part of the landing from the LDP to touchdown shall be conducted in sight of the surface.

CAT.POL.H.225 Helicopter operations to/from a public interest site

- (a) Operations to/from a public interest site (PIS) may be conducted in performance class 2, without complying with CAT.POL.H.310 (b) or CAT.POL.H.325 (b), provided that all of the following are complied with:
 - (1) the PIS was in use before 1 July 2002;
 - (2) the size of the PIS or obstacle environment does not permit compliance with the requirements for operation in performance class 1;
 - (3) the operation is conducted with a helicopter with an MOPSC of six or less;
 - (4) the operator complies with CAT.POL.H.305(b)(2) and (b)(3);
 - (5) the helicopter mass does not exceed the maximum mass specified in the AFM for a climb gradient of 8 % in still air at the appropriate take-off safety speed (V_{TOSS}) with the critical engine inoperative and the remaining engines operating at an appropriate power rating; and
 - (6) the operator has obtained prior approval for the operation from MCAA. Before such operations take place in another State, the operator shall obtain an endorsement from the authority of that State.

- (b) Site-specific procedures shall be established in the operations manual to minimise the period during which there would be danger to helicopter occupants and persons on the surface in the event of an engine failure during take-off and landing.
- (c) The operations manual shall contain for each PIS: a diagram or annotated photograph, showing the main aspects, the dimensions, the non-conformance with the requirements performance class 1, the main hazards and the contingency plan should an incident occur.

CHAPTER 3 **Performance class 2**

CAT.POL.H.300 General

Helicopters operated in performance class 2 shall be certified in category A or equivalent as determined by MCAA.

CAT.POL.H.305 Operations without an assured safe forced landing capability

- (a) Operations without an assured safe forced landing capability during the take-off and landing phases shall only be conducted if the operator has been granted an approval by MCAA.
- (b) To obtain and maintain such approval the operator shall:
 - (1) conduct a risk assessment, specifying:
 - (i) the type of helicopter; and
 - (ii) the type of operations;
 - (2) implement the following set of conditions:
 - (i) attain and maintain the helicopter/engine modification standard defined by the manufacturer;
 - (ii) conduct the preventive maintenance actions recommended by the helicopter or engine manufacturer;
 - (iii) include take-off and landing procedures in the operations manual, where they do not already exist in the AFM;
 - (iv) specify training for flight crew; and
 - (v) provide a system for reporting to the manufacturer loss of power, engine shutdown or engine failure events; and
 - (3) implement a usage monitoring system (UMS).

CAT.POL.H.310 Take-off

- (a) The take-off mass shall not exceed the maximum mass specified for a rate of climb of 150 ft/min at 300 m (1 000 ft) above the level of the aerodrome or operating site with the critical engine inoperative and the remaining engine(s) operating at an appropriate power rating.
- (b) For operations other than those specified in CAT.POL.H.305, the take-off shall be conducted such that a safe forced landing can be executed until the point where safe continuation of the flight is possible.
- (c) For operations in accordance with CAT.POL.H.305, in addition to the requirements of (a):
 - (1) the take-off mass shall not exceed the maximum mass specified in the AFM for an all engines operative out of ground effect (AEO OGE) hover in still air with all engines operating at an appropriate power rating; or
 - (2) for operations from a helideck:
 - (i) with a helicopter that has an MOPSC of more than 19; or
 - (ii) any helicopter operated from a helideck located in a hostile environment, the take-off mass shall take into account: the procedure; deck-edge miss and drop down appropriate to the height of the helideck with the critical engine(s) inoperative and the remaining engines operating at an appropriate power rating.
- (d) When showing compliance with (a) to (c), account shall be taken of the appropriate parameters of CAT.POL.H.105(c) at the point of departure.

- (e) That part of the take-off before the requirement of CAT.POL.H.315 is met shall be conducted in sight of the surface.

CAT.POL.H.315 Take-off flight path

From the defined point after take-off (DPATO) or, as an alternative, no later than 200 ft above the take-off surface, with the critical engine inoperative, the requirements of CAT.POL.H.210(a)(1), (a)(2) and (b) shall be complied with.

CAT.POL.H.320 En-route — critical engine inoperative

The requirement of CAT.POL.H.215 shall be complied with.

CAT.POL.H.325 Landing

- (a) The landing mass at the estimated time of landing shall not exceed the maximum mass specified for a rate of climb of 150 ft/min at 300 m (1 000 ft) above the level of the aerodrome or operating site with the critical engine inoperative and the remaining engine(s) operating at an appropriate power rating.
- (b) If the critical engine fails at any point in the approach path:
- (1) a balked landing can be carried out meeting the requirement of CAT.POL.H.315; or
 - (2) for operations other than those specified in CAT.POL.H.305, the helicopter can perform a safe forced landing.
- (c) For operations in accordance with CAT.POL.H.305, in addition to the requirements of (a):
- (1) the landing mass shall not exceed the maximum mass specified in the AFM for an AEO OGE hover in still air with all engines operating at an appropriate power rating; or
 - (2) for operations to a helideck:
 - (i) with a helicopter that has an MOPSC of more than 19; or
 - (ii) any helicopter operated to a helideck located in a hostile environment, the landing mass shall take into account the procedure and drop down appropriate to the height of the helideck with the critical engine inoperative and the remaining engine(s) operating at an appropriate power rating.
- (d) When showing compliance with (a) to (c), account shall be taken of the appropriate parameters of CAT.POL.H.105(c) at the destination aerodrome or any alternate, if required.
- (e) That part of the landing after which the requirement of (b) (1) cannot be met shall be conducted in sight of the surface.

CHAPTER 4

Performance class 3

CAT.POL.H.400 General

- (a) Helicopters operated in performance class 3 shall be certified in category A or equivalent as determined by the MCAA, or category B.
- (b) Operations shall only be conducted in a non-hostile environment, except:
- (1) when operating in accordance with CAT.POL.H.420; or
 - (2) for the take-off and landing phase, when operating in accordance with (c).
- (c) Provided the operator is approved in accordance with CAT.POL.H.305, operations may be conducted to/from an aerodrome or operating site located outside a congested hostile environment without an assured safe forced landing capability:
- (1) during take-off, before reaching V_y (speed for best rate of climb) or 200 ft above the take-off surface; or
 - (2) during landing, below 200 ft above the landing surface.

- (d) Operations shall not be conducted:
 - (1) out of sight of the surface;
 - (2) at night;
 - (3) when the ceiling is less than 600 ft; or
 - (4) when the visibility is less than 800 m.

CAT.POL.H.405 Take-off

- (a) The take-off mass shall be the lower of:
 - (1) the MCTOM; or
 - (2) the maximum take-off mass specified for a hover in ground effect with all engines operating at take-off power, or if conditions are such that a hover in ground effect is not likely to be established, the take-off mass specified for a hover out of ground effect with all engines operating at take-off power.
- (b) Except as provided in CAT.POL.H.400 (b), in the event of an engine failure the helicopter shall be able to perform a safe forced landing.

CAT.POL.H.410 En-route

- (a) The helicopter shall be able, with all engines operating within the maximum continuous power conditions, to continue along its intended route or to a planned diversion without flying at any point below the appropriate minimum flight altitude.
- (b) Except as provided in CAT.POL.H.420, in the event of an engine failure the helicopter shall be able to perform a safe forced landing.

CAT.POL.H.415 Landing

- (a) The landing mass of the helicopter at the estimated time of landing shall be the lower of:
 - (1) the maximum certified landing mass; or
 - (2) the maximum landing mass specified for a hover in ground effect, with all engines operating at take-off power, or if conditions are such that a hover in ground effect is not likely to be established, the landing mass for a hover out of ground effect with all engines operating at take-off power.
- (b) Except as provided in CAT.POL.H.400 (b), in the event of an engine failure, the helicopter shall be able to perform a safe forced landing.

CAT.POL.H.420 Helicopter operations over a hostile environment located outside a congested area

- (a) Operations over a non-congested hostile environment without a safe forced landing capability with turbine-powered helicopters with an MOPSC of six or less shall only be conducted if the operator has been granted an approval by MCAA, following a safety risk assessment performed by the operator.
- (b) To obtain and maintain such approval the operator shall:
 - (1) only conduct these operations in the areas and under the conditions specified in the approval;
 - (2) not conduct these operations under a HEMS approval;
 - (3) substantiate that helicopter limitations, or other justifiable considerations, preclude the use of the appropriate performance criteria; and
 - (4) be approved in accordance with CAT.POL.H.305(b).
- (c) Notwithstanding CAT.IDE.H.240, such operations may be conducted without supplemental oxygenequipment; provided the cabin altitude does not exceed 10 000 ft for a period in excess of 30 minutes and never exceeds 13 000 ft pressure altitude.

SECTION 3
Mass and balance

CHAPTER 1
Motor - powered aircraft

CAT.POL.MAB.100 Mass and balance, loading

- (a) During any phase of operation, the loading, mass and centre of gravity (CG) of the aircraft shall comply with the limitations specified in the AFM, or the operations manual if more restrictive.
- (b) The operator shall establish the mass and the CG of any aircraft by actual weighing prior to initial entry into service and thereafter at intervals of four years if individual aircraft masses are used, or nine years if fleet masses are used. The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented. Aircraft shall be reweighed if the effect of modifications on the mass and balance is not accurately known.
- (c) The weighing shall be accomplished by the manufacturer of the aircraft or by an approved maintenance organisation.
- (d) The operator shall determine the mass of all operating items and crew members included in the aircraft dry operating mass by weighing or by using standard masses. The influence of their position on the aircraft's CG shall be determined.
- (e) The operator shall establish the mass of the traffic load, including any ballast, by actual weighing or by determining the mass of the traffic load in accordance with standard passenger and baggage masses.
- (f) In addition to standard masses for passengers and checked baggage, the operator can use standard masses for other load items, if it demonstrates to MCAA that these items have the same mass or that their masses are within specified tolerances.
- (g) The operator shall determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the operations manual.
- (h) The operator shall ensure that the loading of:
 - (1) its aircraft is performed under the supervision of qualified personnel; and
 - (2) traffic load is consistent with the data used for the calculation of the aircraft mass and balance.
- (i) The operator shall comply with additional structural limits such as the floor strength limitations, the maximum load per running metre, the maximum mass per cargo compartment and the maximum seating limit. For helicopters, in addition, the operator shall take account of in-flight changes in loading.
- (j) The operator shall specify, in the operations manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (i). This system shall cover all types of intended operations.

CAT.POL.MAB.105 Mass and balance data and documentation

- (a) The operator shall establish mass and balance data and produce mass and balance documentation prior to each flight specifying the load and its distribution. The mass and balance documentation shall enable the commander to determine that the load and its distribution is such that the mass and balance limits of the aircraft are not exceeded. The mass and balance documentation shall contain the following information:
 - (1) Aircraft registration and type;
 - (2) Flight identification, number and date;
 - (3) Name of the commander;
 - (4) Name of the person who prepared the document;
 - (5) Dry operating mass and the corresponding CG of the aircraft;

- (i) for performance class B aeroplanes and for helicopters the CG position may not need to be on the mass and balance documentation if, for example, the load distribution is in accordance with a pre-calculated balance table or if it can be shown that for the planned operations a correct balance can be ensured, whatever the real load is;
 - (6) Mass of the fuel at take-off and the mass of trip fuel;
 - (7) Mass of consumables other than fuel, if applicable;
 - (8) Load components including passengers, baggage, freight and ballast;
 - (9) Take-off mass, landing mass and zero fuel mass;
 - (10) Applicable aircraft CG positions; and
 - (11) The limiting mass and CG values.
- The information above shall be available in flight planning documents or mass and balance systems. Some of this information may be contained in other documents readily available for use.
- (b) Where mass and balance data and documentation is generated by a computerised mass and balance system, the operator shall verify the integrity of the output data.
 - (c) The person supervising the loading of the aircraft shall confirm by hand signature or equivalent that the load and its distribution are in accordance with the mass and balance documentation given to the commander. The commander shall indicate his/her acceptance by hand signature or equivalent.
 - (d) The operator shall specify procedures for last minute changes to the load to ensure that:
 - (1) any last minute change after the completion of the mass and balance documentation is brought to the attention of the commander and entered in the flight planning documents containing the mass and balance documentation;
 - (2) the maximum last minute change allowed in passenger numbers or hold load is specified; and
 - (3) new mass and balance documentation is prepared if this maximum number is exceeded.
 - (e) The operator shall obtain approval by MCAA if he/she wishes to use an onboard integrated mass and balance computer system or a stand-alone computerised mass and balance system as a primary source for dispatch. The operator shall demonstrate the accuracy and reliability of that system.

SUBPART D ***INSTRUMENTS, DATA, EQUIPMENT***

SECTION 1 ***Aeroplanes***

CAT.IDE.A.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with Regulations, except for the following items:
 - (1) Spare fuses;
 - (2) Independent portable lights;
 - (3) An accurate time piece;
 - (4) Chart holder;
 - (5) First-aid kits;
 - (6) Emergency medical kit;
 - (7) Megaphones;
 - (8) Survival and signalling equipment;
 - (9) Sea anchors and equipment for mooring; and
 - (10) Child restraint devices.
- (b) Instruments and equipment not required by this Subpart that do not need to be approved in accordance with Regulations, but are carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments, equipment or accessories shall not be used by the flight crew to comply with this Regulation or CAT.IDE.A.330, CAT.IDE.A.335, CAT.IDE.A.340 and CAT.IDE.A.345; and
 - (2) the instruments and equipment shall not affect the airworthiness of the aeroplane, even in the case of failures or malfunction.

- (c) If equipment is to be used by one flight crew member at his/her station during flight, it must be readily operable from that station. When a single item of equipment is required to be operated by more than one flight crew member it must be installed so that the equipment is readily operable from any station at which the equipment is required to be operated.
- (d) Those instruments that are used by any flight crew member shall be so arranged as to permit the flight crew member to see the indications readily from his/her station, with the minimum practicable deviation from the position and line of vision that he/she normally assumes when looking forward along the flight path.
- (e) All required emergency equipment shall be easily accessible for immediate use.

CAT.IDE.A.105 Minimum equipment for flight

A flight shall not be commenced when any of the aeroplane's instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the aeroplane is operated in accordance with the operator's MEL; or
- (b) the operator is approved by MCAA to operate the aeroplane within the constraints of the master minimum equipment list (MMEL).

CAT.IDE.A.110 Spare electrical fuses

- (a) Aeroplanes shall be equipped with spare electrical fuses, of the ratings required for complete circuit protection, for replacement of those fuses that are allowed to be replaced in flight.
- (b) The number of spare fuses that are required to be carried shall be the higher of:
 - (1) 10 % of the number of fuses of each rating; or
 - (2) three fuses for each rating.

CAT.IDE.A.115 Operating lights

- (a) Aeroplanes operated by day shall be equipped with:
 - (1) an anti-collision light system;
 - (2) lighting supplied from the aeroplane's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the aeroplane;
 - (3) lighting supplied from the aeroplane's electrical system to provide illumination in all passenger compartments; and
 - (4) an independent portable light for each required crew member readily accessible to crew members when seated at their designated stations.
- (b) Aeroplanes operated at night shall in addition be equipped with:
 - (1) navigation/position lights;
 - (2) two landing lights or a single light having two separately energised filaments; and
 - (3) lights to conform with the International Regulations for Preventing Collisions at Sea if the aeroplane is operated as a seaplane.

CAT.IDE.A.120 Equipment to clear windshield

Aeroplanes with an MCTOM of more than 5 700 kg shall be equipped at each pilot station with a means to maintain a clear portion of the windshield during precipitation.

CAT.IDE.A.125 Operations under VFR by day — flight and navigational instruments and associated equipment

- (a) Aeroplanes operated under VFR by day shall be equipped with the following equipment, available at the pilot's station:
 - (1) A means of measuring and displaying:
 - (i) Magnetic heading;

- (ii) Time in hours, minutes, and seconds;
 - (iii) Pressure altitude;
 - (iv) Indicated airspeed;
 - (v) Vertical speed;
 - (vi) Turn and slip;
 - (vii) Attitude;
 - (viii) Heading;
 - (ix) Outside air temperature; and
 - (x) Mach number whenever speed limitations are expressed in terms of Mach number.
- (2) A means of indicating when the supply of power to the required flight instruments is not adequate.
- (b) Whenever two pilots are required for the operation, an additional separate means of displaying the following shall be available for the second pilot:
- (1) Pressure altitude;
 - (2) Indicated airspeed;
 - (3) Vertical speed;
 - (4) Turn and slip;
 - (5) Attitude; and
 - (6) Heading.
- (c) A means for preventing malfunction of the airspeed indicating systems due to condensation or icing shall be available for:
- (1) aeroplanes with an MCTOM of more than 5 700 kg or an MOPSC of more than nine; and
 - (2) aeroplanes first issued with an individual CofA on or after 1 April 1999.
- (d) Single engine aeroplanes first issued with an individual CofA before 22 May 1995 are exempted from the requirements of (a)(1)(vi), (a)(1)(vii), (a)(1)(viii) and (a)(1)(ix) if the compliance would require retrofitting.

CAT.IDE.A.130 Operations under IFR or at night — flight and navigational instruments and associated equipment

Aeroplanes operated under VFR at night or under IFR shall be equipped with the following equipment, available at the pilot's station:

- (a) A means of measuring and displaying:
- (1) Magnetic heading;
 - (2) Time in hours, minutes and seconds;
 - (3) Indicated airspeed;
 - (4) Vertical speed;
 - (5) Turn and slip, or in the case of aeroplanes equipped with a standby means of measuring and displaying attitude, slip;
 - (6) Attitude;
 - (7) Stabilised heading;
 - (8) Outside air temperature; and
 - (9) Mach number whenever speed limitations are expressed in terms of Mach number.
- (b) Two means of measuring and displaying pressure altitude.
- (c) A means of indicating when the supply of power to the required flight instruments is not adequate.
- (d) A means for preventing malfunction of the airspeed indicating systems required in (a)(3) and (h)(2) due to condensation or icing.
- (e) A means of annunciating to the flight crew the failure of the means required in (d) for aeroplanes:
- (1) issued with an individual CofA on or after 1 April 1998; or
 - (2) issued with an individual CofA before 1 April 1998 with an MCTOM of more than 5 700 kg, and with an MOPSC of more than nine.
- (f) Except for propeller-driven aeroplanes with an MCTOM of 5 700 kg or less, two independent static pressure systems.

- (g) One static pressure system and one alternate source of static pressure for propeller-driven aeroplanes with an MCTOM of 5 700 kg or less.
- (h) Whenever two pilots are required for the operation, a separate means of displaying for the second pilot:
 - (1) Pressure altitude;
 - (2) Indicated airspeed;
 - (3) Vertical speed;
 - (4) Turn and slip;
 - (5) Attitude; and
 - (6) Stabilised heading.
- (i) A standby means of measuring and displaying attitude capable of being used from either pilot's station for aeroplanes with an MCTOM of more than 5 700 kg or an MOPSC of more than nine that:
 - (1) is powered continuously during normal operation and, after a total failure of the normal electrical generating system, is powered from a source independent from the normal electrical generating system;
 - (2) provides reliable operation for a minimum of 30 minutes after total failure of the normal electrical generating system, taking into account other loads on the emergency power supply and operational procedures;
 - (3) operates independently of any other means of measuring and displaying attitude;
 - (4) is operative automatically after total failure of the normal electrical generating system;
 - (5) is appropriately illuminated during all phases of operation, except for aeroplanes with an MCTOM of 5700 kg or less, already registered on 1 April 1995 and equipped with a standby attitude indicator in the left-hand instrument panel;
 - (6) is clearly evident to the flight crew when the standby attitude indicator is being operated by emergency power; and
 - (7) where the standby attitude indicator has its own dedicated power supply, has an associated indication, either on the instrument or on the instrument panel, when this supply is in use.
- (j) A chart holder in an easily readable position that can be illuminated for night operations.

CAT.IDE.A.135 Additional equipment for single-pilot operation under IFR

Aeroplanes operated under IFR with a single-pilot shall be equipped with an autopilot with at least altitude hold and heading mode.

CAT.IDE.A.140 Altitude alerting system

- (a) The following aeroplanes shall be equipped with an altitude alerting system:
 - (1) turbine propeller powered aeroplanes with an MCTOM of more than 5 700 kg or having an MOPSC of more than nine; and
 - (2) aeroplanes powered by turbo-jet engines.
- (b) The altitude alerting system shall be capable of:
 - (1) alerting the flight crew when approaching a preselected altitude; and
 - (2) alerting the flight crew by at least an aural signal, when deviating from a preselected altitude.
- (c) Notwithstanding (a), aeroplanes with an MCTOM of 5 700 kg or less, having an MOPSC of more than nine, first issued with an individual CofA before 1 April 1972 and already registered on 1 April 1995 are exempted from being equipped with an altitude alerting system.

CAT.IDE.A.150 Terrain awareness warning system (TAWS)

- (a) Turbine-powered aeroplanes having an MCTOM of more than 5 700 kg or an MOPSC of more than nine shall be equipped with TAWS that meets the requirements for Class A equipment as specified in an acceptable standard.
- (b) Reciprocating-engine-powered aeroplanes with an MCTOM of more than 5 700 kg or an MOPSC of more than nine shall be equipped with a TAWS that meets the requirement for Class B equipment as specified in an acceptable standard.

CAT.IDE.A.155 Airborne collision avoidance system (ACAS)

Unless otherwise provided for by Regulation, turbine-powered aeroplanes with an MCTOM of more than 5 700 kg or an MOPSC of more than 19 shall be equipped with ACAS II.

CAT.IDE.A.160 Airborne weather detecting equipment

The following shall be equipped with airborne weather detecting equipment when operated at night or in IMC in areas where thunderstorms or other potentially hazardous weather conditions, regarded as detectable with airborne weather detecting equipment, may be expected to exist along the route:

- (a) pressurised aeroplanes;
- (b) non-pressurised aeroplanes with an MCTOM of more than 5 700 kg; and
- (c) non-pressurised aeroplanes with an MOPSC of more than nine.

CAT.IDE.A.165 Additional equipment for operations in icing conditions at night

- (a) Aeroplanes operated in expected or actual icing conditions at night shall be equipped with a means to illuminate or detect the formation of ice.
- (b) The means to illuminate the formation of ice shall not cause glare or reflection that would handicap crew members in the performance of their duties.

CAT.IDE.A.170 Flight crew interphone system

Aeroplanes operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.

CAT.IDE.A.175 Crew member interphone system

Aeroplanes with an MCTOM of more than 15 000 kg, or with an MOPSC of more than 19 shall be equipped with a crew member interphone system, except for aeroplanes first issued with an individual C of A before 1 April 1965 and already registered on 1 April 1995.

CAT.IDE.A.180 Public address system

Aeroplanes with an MOPSC of more than 19 shall be equipped with a public address system.

CAT.IDE.A.185 Cockpit voice recorder

- (a) The following aeroplanes shall be equipped with a cockpit voice recorder (CVR):
 - (1) aeroplanes with an MCTOM of more than 5 700 kg; and
 - (2) multi-engined turbine-powered aeroplanes with an MCTOM of 5 700 kg or less, with an MOPSC of more than nine and first issued with an individual CofA on or after 1 January 1990.
- (b) The CVR shall be capable of retaining the data recorded during at least:
 - (1) the preceding two hours in the case of aeroplanes referred to in (a)(1) when the individual CofA has been issued on or after 1 April 1998;
 - (2) the preceding 30 minutes for aeroplanes referred to in (a)(1) when the individual CofA has been issued before 1 April 1998; or
 - (3) the preceding 30 minutes, in the case of aeroplanes referred to in (a)(2).
- (c) The CVR shall record with reference to a timescale:
 - (1) voice communications transmitted from or received in the flight crew compartment by radio;
 - (2) flight crew members' voice communications using the interphone system and the public address system, if installed;
 - (3) the aural environment of the flight crew compartment, including without interruption:

- (i) for aeroplanes first issued with an individual CofA on or after 1 April 1998, the audio signals received from each boom and mask microphone in use;
 - (ii) for aeroplanes referred to in (a)(2) and first issued with an individual CofA before 1 April 1998, the audio signals received from each boom and mask microphone, where practicable; and
 - (4) voice or audio signals identifying navigation or approach aids introduced into a headset or speaker.
- (d) The CVR shall start to record prior to the aeroplane moving under its own power and shall continue to record until the termination of the flight when the aeroplane is no longer capable of moving under its own power. In addition, in the case of aeroplanes issued with an individual CofA on or after 1 April 1998, the CVR shall start automatically to record prior to the aeroplane moving under its own power and continue to record until the termination of the flight when the aeroplane is no longer capable of moving under its own power.
- (e) In addition to (d), depending on the availability of electrical power, the CVR shall start to record as early as possible during the cockpit checks prior to engine start at the beginning of the flight until the cockpit checks immediately following engine shutdown at the end of the flight, in the case of:
- (1) aeroplanes referred to in (a)(1) and issued with an individual CofA after 1 April 1998; or
 - (2) aeroplanes referred to in (a)(2).
- (f) The CVR shall have a device to assist in locating it in water.

CAT.IDE.A.190 Flight data recorder

- (a) The following aeroplanes shall be equipped with a flight data recorder (FDR) that uses a digital method of recording and storing data and for which a method of readily retrieving that data from the storage medium is available:
- (1) aeroplanes with an MCTOM of more than 5 700 kg and first issued with an individual CofA on or after 1 June 1990;
 - (2) turbine-engined aeroplanes with an MCTOM of more than 5 700 kg and first issued with an individual CofA before 1 June 1990; and
 - (3) multi-engined turbine-powered aeroplanes with an MCTOM of 5 700 kg or less, with an MOPSC of more than nine and first issued with an individual CofA on or after 1 April 1998.
- (b) The FDR shall record:
- (1) time, altitude, airspeed, normal acceleration and heading and be capable of retaining the data recorded during at least the preceding 25 hours for aeroplanes referred to in (a)(2) with an MCTOM of less than 27 000 kg;
 - (2) the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power and configuration of lift and drag devices and be capable of retaining the data recorded during at least the preceding 25 hours, for aeroplanes referred to in (a)(1) with an MCTOM of less than 27 000 kg and first issued with an individual CofA before 1 January 2016;
 - (3) the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power, configuration and operation and be capable of retaining the data recorded during at least the preceding 25 hours, for aeroplanes referred to in (a)(1) and (a)(2) with an MCTOM of over 27 000 kg and first issued with an individual CofA before 1 January 2016;
 - (4) the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power and configuration of lift and drag devices and be capable of retaining the data recorded during at least the preceding 10 hours, in the case of aeroplanes referred to in (a)(3) and first issued with an individual CofA before 1 January 2016; or
 - (5) the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power, configuration and operation and be capable of retaining the data recorded during at least the preceding 25 hours, for aeroplanes referred to in (a)(1) and (a)(3) and first issued with an individual CofA on or after 1 January 2016.
- (c) Data shall be obtained from aeroplane sources that enable accurate correlation with information displayed to the flight crew.

- (d) The FDR shall start to record the data prior to the aeroplane being capable of moving under its own power and shall stop after the aeroplane is incapable of moving under its own power. In addition, in the case of aeroplanes issued with an individual CofA on or after 1 April 1998, the FDR shall start automatically to record the data prior to the aeroplane being capable of moving under its own power and shall stop automatically after the aeroplane is incapable of moving under its own power.
- (e) The FDR shall have a device to assist in locating it in water.

CAT.IDE.A.195 Data link recording

- (a) Aeroplanes first issued with an individual CofA on or after 8 April 2014 that have the capability to operate data link communications and are required to be equipped with a CVR, shall record on a recorder, where applicable:
 - (1) data link communication messages related to ATS communications to and from the aeroplane, including messages applying to the following applications:
 - (i) data link initiation;
 - (ii) controller-pilot communication;
 - (iii) addressed surveillance;
 - (iv) flight information;
 - (v) as far as is practicable, given the architecture of the system, aircraft broadcast surveillance;
 - (vi) as far as is practicable, given the architecture of the system, aircraft operational control data; and
 - (vii) as far as is practicable, given the architecture of the system, graphics;
 - (2) information that enables correlation to any associated records related to data link communications and stored separately from the aeroplane; and
 - (3) information on the time and priority of data link communications messages, taking into account the system's architecture.
- (b) The recorder shall use a digital method of recording and storing data and information and a method for retrieving that data. The recording method shall allow the data to match the data recorded on the ground.
- (c) The recorder shall be capable of retaining data recorded for at least the same duration as set out for CVRs in CAT.IDE.A.185.
- (d) The recorder shall have a device to assist in locating it in water.
- (e) The requirements applicable to the start and stop logic of the recorder are the same as the requirements applicable to the start and stop logic of the CVR contained in CAT.IDE.A.185 (d) and (e).

CAT.IDE.A.200 Combination recorder

Compliance with CVR and FDR requirements may be achieved by:

- (a) one flight data and cockpit voice combination recorder in the case of aeroplanes required to be equipped with a CVR or an FDR;
- (b) one flight data and cockpit voice combination recorder in the case of aeroplanes with an MCTOM of 5 700 kg or less and required to be equipped with a CVR and an FDR; or
- (c) two flight data and cockpit voice combination recorders in the case of aeroplanes with an MCTOM of more than 5 700 kg and required to be equipped with a CVR and an FDR.

CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices

- (a) Aeroplanes shall be equipped with:
 - (1) a seat or berth for each person on board who is aged 24 months or more;
 - (2) a seat belt on each passenger seat and restraining belts for each berth except as specified in (3);
 - (3) a seat belt with upper torso restraint system on each passenger seat and restraining belts on each berth in the case of aeroplanes with an MCTOM of less than 5 700 kg and with an MOPSC of less than nine, after 8 April 2015;
 - (4) a child restraint device (CRD) for each person on board younger than 24 months;

- (5) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration:
 - (i) on each flight crew seat and on any seat alongside a pilot's seat;
 - (ii) on each observer seat located in the flight crew compartment;
 - (6) a seat belt with upper torso restraint system on each seat for the minimum required cabin crew.
- (b) A seat belt with upper torso restraint system shall:
- (1) have a single point release;
 - (2) on flight crew seats, on any seat alongside a pilot's seat and on the seats for the minimum required cabin crew, include two shoulder straps and a seat belt that may be used independently.

CAT.IDE.A.210 Fasten seat belt and no smoking signs

Aeroplanes in which not all passenger seats are visible from the flight crew seat(s) shall be equipped with a means of indicating to all passengers and cabin crew when seat belts shall be fastened and when smoking is not allowed.

CAT.IDE.A.215 Internal doors and curtains

Aeroplanes shall be equipped with:

- (a) in the case of aeroplanes with an MOPSC of more than 19, a door between the passenger compartment and the flight crew compartment, with a placard indicating 'crew only' and a locking means to prevent passengers from opening it without the permission of a member of the flight crew;
- (b) a readily accessible means for opening each door that separates a passenger compartment from another compartment that has emergency exits;
- (c) a means for securing in the open position any doorway or curtain separating the passenger compartment from other areas that need to be accessed to reach any required emergency exit from any passenger seat;
- (d) a placard on each internal door or adjacent to a curtain that is the means of access to a passenger emergency exit, to indicate that it must be secured open during take-off and landing; and
- (e) a means for any member of the crew to unlock any door that is normally accessible to passengers and that can be locked by passengers.

CAT.IDE.A.220 First-aid kit

- (a) Aeroplanes shall be equipped with first-aid kits, in accordance with Table 1.

Table 1

Number of first-aid kits required	
Number of passenger seats installed	Number of first-aid kits required
0-100	1
101-200	2
201-300	3
301-400	4
401-500	5
501 or more	6

- (b) First-aid kits shall be:
- (1) readily accessible for use; and
 - (2) kept up to date.

CAT.IDE.A.225 Emergency medical kit

- (a) Aeroplanes with an MOPSC of more than 30 shall be equipped with an emergency medical kit when any point on the planned route is more than 60 minutes flying time at normal cruising speed from an aerodrome at which qualified medical assistance could be expected to be available.

- (b) The commander shall ensure that drugs are only administered by appropriately qualified persons.
- (c) The emergency medical kit referred to in (a) shall be:
 - (1) dust and moisture proof;
 - (2) carried in a way that prevents unauthorised access; and
 - (3) kept up to date.

CAT.IDE.A.230 First-aid oxygen

- (a) Pressurised aeroplanes operated at pressure altitudes above 25 000 ft, in the case of operations for which a cabin crew member is required, shall be equipped with a supply of undiluted oxygen for passengers who, for physiological reasons, might require oxygen following a cabin depressurisation.
- (b) The oxygen supply referred to in (a) shall be calculated using an average flow rate of at least 3 litres standard temperature pressure dry (STPD)/minute/person. This oxygen supply shall be sufficient for the remainder of the flight after cabin depressurisation when the cabin altitude exceeds 8 000 ft but does not exceed 15 000 ft, for at least 2 % of the passengers carried, but in no case for less than one person.
- (c) There shall be a sufficient number of dispensing units, but in no case less than two, with a means for cabin crew to use the supply.
- (d) The first-aid oxygen equipment shall be capable of generating a mass flow to each user of at least 4 litres STPD per minute.

CAT.IDE.A.235 Supplemental oxygen — pressurised aeroplanes

- (a) Pressurised aeroplanes operated at pressure altitudes above 10 000 ft shall be equipped with supplemental oxygen equipment that is capable of storing and dispensing the oxygen supplies in accordance with Table 1.
- (b) Pressurised aeroplanes operated at pressure altitudes above 25 000 ft shall be equipped with:
 - (1) quick donning types of masks for flight crew members;
 - (2) sufficient spare outlets and masks or portable oxygen units with masks distributed evenly throughout the passenger compartment, to ensure immediate availability of oxygen for use by each required cabin crew member;
 - (3) an oxygen dispensing unit connected to oxygen supply terminals immediately available to each cabin crew member, additional crew member and occupants of passenger seats, wherever seated; and
 - (4) a device to provide a warning indication to the flight crew of any loss of pressurisation.
- (c) In the case of pressurised aeroplanes first issued with an individual CofA after 8 November 1998 and operated at pressure altitudes above 25 000 ft, or operated at pressure altitudes at, or below 25 000 ft under conditions that would not allow them to descend safely to 13 000 ft within four minutes, the individual oxygen dispensing units referred to in (b)(3) shall be automatically deployable.
- (d) The total number of dispensing units and outlets referred to in (b)(3) and (c) shall exceed the number of seats by at least 10 %. The extra units shall be evenly distributed throughout the passenger compartment.
- (e) Notwithstanding (a), the oxygen supply requirements for cabin crew member(s), additional crew member(s) and passenger(s), in the case of aeroplanes not certified to fly at altitudes above 25 000 ft, may be reduced to the entire flying time between 10 000 ft and 13 000 ft cabin pressure altitudes for all required cabin crew members and for at least 10 % of the passengers if, at all points along the route to be flown, the aeroplane is able to descend safely within four minutes to a cabin pressure altitude of 13 000 ft.
- (f) The required minimum supply in Table 1, row 1 item (b)(1) and row 2, shall cover the quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certified operating altitude to 10 000 ft in 10 minutes and followed by 20 minutes at 10 000 ft.
- (g) The required minimum supply in Table 1, row 1 item 1(b)(2), shall cover the quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certified operating altitude to 10 000 ft in 10 minutes followed by 110 minutes at 10 000 ft.

- (h) The required minimum supply in Table 1, row 3, shall cover the quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certified operating altitude to 15 000 ft in 10 minutes.

Table 1

Oxygen minimum requirements for pressurised aeroplanes	
Supply for	Duration and cabin pressure altitude
1. Occupants of flight crew compartment seats on flight crew compartment duty	(a) The entire flying time when the cabin pressure altitude exceeds 13 000 ft. (b) The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 13 000 ft, after the initial 30 minutes at these altitudes, but in no case less than: (1) 30 minutes' supply for aeroplanes certified to fly at altitudes not exceeding 25 000 ft; and (2) 2 hours' supply for aeroplanes certified to fly at altitudes of more than 25 000 ft.
2. Required cabin crew members	(a) The entire flying time when the cabin pressure altitude exceeds 13 000 ft, but not less than 30 minutes' supply. (b) The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 13 000 ft, after the initial 30 minutes at these altitudes.
3. 100 % of passengers (*)	The entire flying time when the cabin pressure altitude exceeds 15 000 ft, but in no case less than 10 minutes' supply.
4. 30 % of passengers (*)	The entire flying time when the cabin pressure altitude exceeds 14 000 ft but does not exceed 15 000 ft.
5. 10 % of passengers (*)	The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 14 000 ft, after the initial 30 minutes at these altitudes.
(*) Passenger numbers in Table 1 refer to passengers actually carried on board, including persons younger than 24 months.	

CAT.IDE.A.240 Supplemental oxygen — non-pressurised aeroplanes

Non-pressurised aeroplanes operated at pressure altitudes above 10 000 ft shall be equipped with supplemental oxygen equipment capable of storing and dispensing the oxygen supplies in accordance with Table 1.

Table 1

Oxygen minimum requirements for non-pressurised aeroplanes	
Supply for	Duration and cabin pressure altitude
1. Occupants of flight crew compartment seats on flight crew compartment duty and crew members assisting flight crew in their duties	The entire flying time at pressure altitudes above 10 000 ft.
2. Required cabin crew members	The entire flying time at pressure altitudes above 13 000 ft and for any period exceeding 30 minutes at pressure altitudes above 10 000 ft but not exceeding 13 000 ft.
3. Additional crew members and 100 % of passengers (*)	The entire flying time at pressure altitudes above 13 000 ft.
4. 10 % of passengers (*)	The entire flying time after 30 minutes at pressure altitudes above 10 000 ft but not exceeding 13 000 ft.
(*) Passenger numbers in Table 1 refer to passengers actually carried on board, including persons younger than 24 months.	

CAT.IDE.A.245 Crew protective breathing equipment

- (a) All pressurised aeroplanes and those unpressurised aeroplanes with an MCTOM of more than 5 700 kg or having an MOPSC of more than 19 seats shall be equipped with protective breathing equipment (PBE) to protect the eyes, nose and mouth and to provide for a period of at least 15 minutes:
- (1) oxygen for each flight crew member on duty in the flight crew compartment;
 - (2) breathing gas for each required cabin crew member, adjacent to his/her assigned station; and

- (3) breathing gas from a portable PBE for one member of the flight crew, adjacent to his/her assigned station, in the case of aeroplanes operated with a flight crew of more than one and no cabin crew member.
- (b) A PBE intended for flight crew use shall be installed in the flight crew compartment and be accessible for immediate use by each required flight crew member at his/her assigned station.
- (c) A PBE intended for cabin crew use shall be installed adjacent to each required cabin crew member station.
- (d) Aeroplanes shall be equipped with an additional portable PBE installed adjacent to the hand fire extinguisher referred to in CAT.IDE.A.250, or adjacent to the entrance of the cargo compartment, in case the hand fire extinguisher is installed in a cargo compartment.
- (e) A PBE while in use shall not prevent the use of the means of communication referred to in CAT.IDE.A.170, CAT.IDE.A.175, CAT.IDE.A.270 and CAT.IDE.A.330.

CAT.IDE.A.250 Hand fire extinguishers

- (a) Aeroplanes shall be equipped with at least one hand fire extinguisher in the flight crew compartment.
- (b) At least one hand fire extinguisher shall be located in, or readily accessible for use in, each galley not located on the main passenger compartment.
- (c) At least one hand fire extinguisher shall be available for use in each class A or class B cargo or baggage compartment and in each class E cargo compartment that is accessible to crew members in flight.
- (d) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.
- (e) Aeroplanes shall be equipped with at least a number of hand fire extinguishers in accordance with Table 1, conveniently located to provide adequate availability for use in each passenger compartment.

Table 1

Number of hand fire extinguishers	
MOPSC	Number of extinguishers
7-30	1
31-60	2
61-200	3
201-300	4
301-400	5
401-500	6
501-600	7
601 or more	8

CAT.IDE.A.255 Crash axe and crowbar

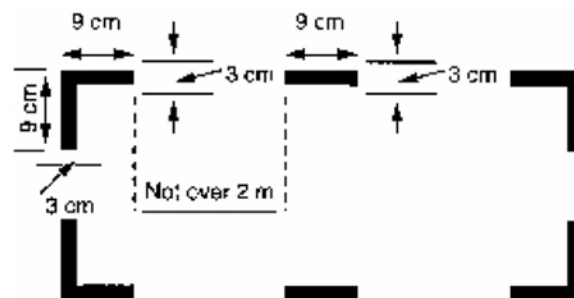
- (a) Aeroplanes with an MCTOM of more than 5 700 kg or with an MOPSC of more than nine shall be equipped with at least one crash axe or crowbar located in the flight crew compartment.
- (b) In the case of aeroplanes with an MOPSC of more than 200, an additional crash axe or crowbar shall be installed in or near the rearmost galley area.
- (c) Crash axes and crowbars located in the passenger compartment shall not be visible to passengers.

CAT.IDE.A.260 Marking of break-in points

If areas of the aeroplane's fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.

Figure 1

Marking of break-in points



CAT.IDE.A.265 Means for emergency evacuation

- (a) Aeroplanes with passenger emergency exit sill heights of more than 1,83 m (6 ft) above the ground shall be equipped at each of those exits with a means to enable passengers and crew to reach the ground safely in an emergency.
- (b) Notwithstanding (a), such means are not required at overwing exits if the designated place on the aeroplane structure at which the escape route terminates is less than 1,83 m (6 ft) from the ground with the aeroplane on the ground, the landing gear extended, and the flaps in the take-off or landing position, whichever flap position is higher from the ground.
- (c) Aeroplanes required to have a separate emergency exit for the flight crew for which the lowest point of the emergency exit is more than 1,83 m (6 ft) above the ground shall have a means to assist all flight crew members in descending to reach the ground safely in an emergency.
- (d) The heights referred to in (a) and (c) shall be measured:
 - (1) with the landing gear extended; and
 - (2) after the collapse of, or failure to extend of, one or more legs of the landing gear, in the case of aeroplanes with a type certificate issued after 31 March 2000.

CAT.IDE.A.270 Megaphones

Aeroplanes with an MOPSC of more than 60 and carrying at least one passenger shall be equipped with the following quantities of portable battery-powered megaphones readily accessible for use by crew members during an emergency evacuation:

- (a) For each passenger deck:

Table 1

Number of megaphones	
Passenger seating configuration	Number of megaphones
61 to 99	1
100 or more	2

- (b) For aeroplanes with more than one passenger deck, in all cases when the total passenger seating configuration is more than 60, at least one megaphone.

CAT.IDE.A.275 Emergency lighting and marking

- (a) Aeroplanes with an MOPSC of more than nine shall be equipped with an emergency lighting system having an independent power supply to facilitate the evacuation of the aeroplane.
- (b) In the case of aeroplanes with an MOPSC of more than 19, the emergency lighting system, referred to in (a) shall include:

- (1) sources of general cabin illumination;
 - (2) internal lighting in floor level emergency exit areas;
 - (3) illuminated emergency exit marking and locating signs;
 - (4) in the case of aeroplanes for which the application for the type certificate or equivalent was filed before 1 May 1972, when operated by night, exterior emergency lighting at all overwing exits and at exits where descent assist means are required;
 - (5) in the case of aeroplanes for which the application for the type certificate or equivalent was filed after 30 April 1972, when operated by night, exterior emergency lighting at all passenger emergency exits; and
 - (6) in the case of aeroplanes for which the type certificate was first issued on or after 31 December 1957, floor proximity emergency escape path marking system(s) in the passenger compartments.
- (c) In the case of aeroplanes with an MOPSC of 19 or less and type certified on the basis of the MCAA's airworthiness codes, the emergency lighting system, referred to in (a) shall include the equipment referred to in (b)(1) to (3).
- (d) In the case of aeroplanes with an MOPSC of 19 or less that are not certified on the basis of the MCAA's airworthiness codes, the emergency lighting system, referred to in (a) shall include the equipment referred to in (b)(1).
- (e) Aeroplanes with an MOPSC of nine or less, operated at night, shall be equipped with a source of general cabin illumination to facilitate the evacuation of the aeroplane.

CAT.IDE.A.280 Emergency locator transmitter (ELT)

- (a) Aeroplanes with an MOPSC of more than 19 shall be equipped with at least:
- (1) two ELTs, one of which shall be automatic, in the case of aeroplanes first issued with an individual CofA after 1 July 2008; or
 - (2) one automatic ELT or two ELTs of any type, in the case of aeroplanes first issued with an individual CofA on or before 1 July 2008.
- (b) Aeroplanes with an MOPSC of 19 or less shall be equipped with at least:
- (1) one automatic ELT, in the case of aeroplanes first issued with an individual CofA after 1 July 2008; or
 - (2) one ELT of any type, in the case of aeroplanes first issued with an individual CofA on or before 1 July 2008.
- (c) An ELT of any type shall be capable of transmitting simultaneously on 121,5 MHz and 406 MHz.

CAT.IDE.A.285 Flight over water

- (a) The following aeroplanes shall be equipped with a life-jacket for each person on board or equivalent flotation device for each person on board younger than 24 months, stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided:
- (1) landplanes operated over water at a distance of more than 50 NM from the shore or taking off or landing at an aerodrome where the take-off or approach path is so disposed over water that there would be a likelihood of a ditching; and
 - (2) seaplanes operated over water.
- (b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.
- (c) Seaplanes operated over water shall be equipped with:
- (1) a sea anchor and other equipment necessary to facilitate mooring, anchoring or manoeuvring the seaplane on water, appropriate to its size, weight and handling characteristics; and
 - (2) equipment for making the sound signals as prescribed in the International Regulations for Preventing Collisions at Sea, where applicable.
- (d) Aeroplanes operated over water at a distance away from land suitable for making an emergency landing, greater than that corresponding to:

- (1) 120 minutes at cruising speed or 400 NM, whichever is the lesser, in the case of aeroplanes capable of continuing the flight to an aerodrome with the critical engine(s) becoming inoperative at any point along the route or planned diversions; or
 - (2) for all other aeroplanes, 30 minutes at cruising speed or 100 NM, whichever is the lesser, shall be equipped with the equipment specified in (e).
- (e) Aeroplanes complying with (d) shall carry the following equipment:
- (1) life-rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in an emergency, and being of sufficient size to accommodate all the survivors in the event of a loss of one raft of the largest rated capacity;
 - (2) a survivor locator light in each life-raft;
 - (3) life-saving equipment to provide the means for sustaining life, as appropriate for the flight to be undertaken; and
 - (4) at least two survival ELTs (ELT(S)).

CAT.IDE.A.305 Survival equipment

- (a) Aeroplanes operated over areas in which search and rescue would be especially difficult shall be equipped with:
- (1) signalling equipment to make the distress signals;
 - (2) at least one ELT(S); and
 - (3) additional survival equipment for the route to be flown taking account of the number of persons on board.
- (b) The additional survival equipment specified in (a)(3) does not need to be carried when the aeroplane:
- (1) remains within a distance from an area where search and rescue is not especially difficult corresponding to:
 - (i) 120 minutes at one-engine-inoperative (OEI) cruising speed for aeroplanes capable of continuing the flight to an aerodrome with the critical engine(s) becoming inoperative at any point along the route or planned diversion routes; or
 - (ii) 30 minutes at cruising speed for all other aeroplanes;
 - (2) remains within a distance no greater than that corresponding to 90 minutes at cruising speed from an area suitable for making an emergency landing, for aeroplanes certified in accordance with the applicable airworthiness standard.

CAT.IDE.A.325 Headset

- (a) Aeroplanes shall be equipped with a headset with a boom or throat microphone or equivalent for each flight crew member at their assigned station in the flight crew compartment.
- (b) Aeroplanes operated under IFR or at night shall be equipped with a transmit button on the manual pitch and roll control for each required flight crew member.

CAT.IDE.A.330 Radio communication equipment

- (a) Aeroplanes shall be equipped with the radio communication equipment required by the applicable airspace requirements.
- (b) The radio communication equipment shall provide for communication on the aeronautical emergency frequency 121.5 MHz.

CAT.IDE.A.335 Audio selector panel

Aeroplanes operated under IFR shall be equipped with an audio selector panel operable from each required flight crew member station.

CAT.IDE.A.340 Radio equipment for operations under VFR over routes navigated by reference to visual landmarks

Aeroplanes operated under VFR over routes navigated by reference to visual landmarks shall be equipped with radio communication equipment necessary under normal radio propagation conditions to fulfil the following:

- (a) communicate with appropriate ground stations;
- (b) communicate with appropriate ATC stations from any point in controlled airspace within which flights are intended; and
- (c) receive meteorological information.

CAT.IDE.A.345 Communication and navigation equipment for operations under IFR or under VFR over routes not navigated by reference to visual landmarks

- (a) Aeroplanes operated under IFR or under VFR over routes that cannot be navigated by reference to visual landmarks shall be equipped with radio communication and navigation equipment in accordance with the applicable airspace requirements.
- (b) Radio communication equipment shall include at least two independent radio communication systems necessary under normal operating conditions to communicate with an appropriate ground station from any point on the route, including diversions.
- (c) Notwithstanding (b), aeroplanes operated for short haul operations in the North Atlantic minimum navigation performance specifications (NAT MNPS) airspace and not crossing the North Atlantic shall be equipped with at least one long range communication system, in case alternative communication procedures are published for the airspace concerned.
- (d) Aeroplanes shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with the flight plan.
- (e) Aeroplanes operated on flights in which it is intended to land in IMC shall be equipped with suitable equipment capable of providing guidance to a point from which a visual landing can be performed for each aerodrome at which it is intended to land in IMC and for any designated alternate aerodrome.

CAT.IDE.A.350 Transponder

Aeroplanes shall be equipped with a pressure altitude reporting secondary surveillance radar (SSR) transponder and any other SSR transponder capability required for the route being flown.

CAT.IDE.A.355 Electronic navigation data management

- (a) The operator shall only use electronic navigation data products that support a navigation application meeting standards of integrity that are adequate for the intended use of the data.
- (b) When the electronic navigation data products support a navigation application needed for an operation for which Annex V (Part-SPA) requires an approval, the operator shall demonstrate to MCAA that the process applied and the delivered products meet standards of integrity that are adequate for the intended use of the data.
- (c) The operator shall continuously monitor the integrity of both the process and the products, either directly or by monitoring the compliance of third party providers.
- (d) The operator shall ensure the timely distribution and insertion of current and unaltered electronic navigation data to all aeroplanes that require it.

SECTION 2
Helicopters

CAT.IDE.H.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with Regulations, except for the following items:
 - (1) Spare fuses;
 - (2) Independent portable lights;
 - (3) An accurate time piece;
 - (4) Chart holder;
 - (5) First-aid kit;
 - (6) Megaphones;
 - (7) Survival and signalling equipment;
 - (8) Sea anchors and equipment for mooring; and
 - (9) Child restraint devices.
- (b) Instruments and equipment not required by this Subpart that do not need to be approved in accordance with Regulations but are carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments, equipment or accessories shall not be used by the flight crew to comply with this regulation or CAT.IDE.H.330, CAT.IDE.H.335, CAT.IDE.H.340 and CAT.IDE.H.345; and
 - (2) the instruments and equipment shall not affect the airworthiness of the helicopter, even in the case of failures or malfunction.
- (c) If equipment is to be used by one flight crew member at his/her station during flight, it must be readily operable from that station. When a single item of equipment is required to be operated by more than one flight crew member it must be installed so that the equipment is readily operable from any station at which the equipment is required to be operated.
- (d) Those instruments that are used by any flight crew member shall be so arranged as to permit the flight crew member to see the indications readily from his/her station, with the minimum practicable deviation from the position and line of vision that he/she normally assumes when looking forward along the flight path.
- (e) All required emergency equipment shall be easily accessible for immediate use.

CAT.IDE.H.105 Minimum equipment for flight

A flight shall not be commenced when any of the helicopter's instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the helicopter is operated in accordance with the operator's MEL; or
- (b) the operator is approved by MCAA to operate the helicopter within the constraints of the MMEL.

CAT.IDE.H.115 Operating lights

- (a) Helicopters operated under VFR by day shall be equipped with an anti-collision light system.
- (b) Helicopters operated at night or under IFR shall, in addition to (a), be equipped with:
 - (1) lighting supplied from the helicopter's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the helicopter;
 - (2) lighting supplied from the helicopter's electrical system to provide illumination in all passenger compartments;
 - (3) an independent portable light for each required crew member readily accessible to crew members when seated at their designated stations;
 - (4) navigation/position lights;
 - (5) two landing lights of which at least one is adjustable in flight so as to illuminate the ground in front of and below the helicopter and the ground on either side of the helicopter; and

- (6) lights to conform with the International Regulations for Preventing Collisions at Sea if the helicopter is amphibious.

CAT.IDE.H.125 Operations under VFR by day — flight and navigational instruments and associated equipment

- (a) Helicopters operated under VFR by day shall be equipped with the following equipment, available at the pilot's station:
- (1) A means of measuring and displaying:
 - (i) Magnetic heading;
 - (ii) Time in hours, minutes, and seconds;
 - (iii) Pressure altitude;
 - (iv) Indicated airspeed;
 - (v) Vertical speed;
 - (vi) Slip; and
 - (vii) Outside air temperature.
 - (2) A means of indicating when the supply of power to the required flight instruments is not adequate.
- (b) Whenever two pilots are required for the operation, an additional separate means of displaying the following shall be available for the second pilot:
- (1) Pressure altitude;
 - (2) Indicated airspeed;
 - (3) Vertical speed; and
 - (4) Slip.
- (c) Helicopters with an MCTOM of more than 3 175 kg or any helicopter operating over water when out of sight of land or when the visibility is less than 1 500 m, shall be equipped with a means of measuring and displaying:
- (1) Attitude; and
 - (2) Heading.
- (d) A means for preventing malfunction of the airspeed indicating systems due to condensation or icing shall be available for helicopters with an MCTOM of more than 3 175 kg or an MOPSC of more than nine.

CAT.IDE.H.130 Operations under IFR or at night — flight and navigational instruments and associated equipment

Helicopters operated under VFR at night or under IFR shall be equipped with the following equipment, available at the pilot's station:

- (a) A means of measuring and displaying:
- (1) Magnetic heading;
 - (2) Time in hours, minutes and seconds;
 - (3) Indicated airspeed;
 - (4) Vertical speed;
 - (5) Slip;
 - (6) Attitude;
 - (7) Stabilised heading; and
 - (8) Outside air temperature.
- (b) Two means of measuring and displaying pressure altitude. For single-pilot operations under VFR at night one pressure altimeter may be substituted by a radio altimeter.
- (c) A means of indicating when the supply of power to the required flight instruments is not adequate.
- (d) A means of preventing malfunction of the airspeed indicating systems required in (a)(3) and (h)(2) due to either condensation or icing.
- (e) A means of annunciating to the flight crew the failure of the means required in (d) for helicopters:
- (1) issued with an individual CofA on or after 1 August 1999; or

- (2) issued with an individual CofA before 1 August 1999 with an MCTOM of more than 3 175 kg, and with an MOPSC of more than nine.
- (f) A standby means of measuring and displaying attitude that:
 - (1) is powered continuously during normal operation and, in the event of a total failure of the normal electrical generating system, is powered from a source independent of the normal electrical generating system;
 - (2) operates independently of any other means of measuring and displaying attitude;
 - (3) is capable of being used from either pilot's station;
 - (4) is operative automatically after total failure of the normal electrical generating system;
 - (5) provides reliable operation for a minimum of 30 minutes or the time required to fly to a suitable alternate landing site when operating over hostile terrain or offshore, whichever is greater, after total failure of the normal electrical generating system, taking into account other loads on the emergency power supply and operational procedures;
 - (6) is appropriately illuminated during all phases of operation; and
 - (7) is associated with a means to alert the flight crew when operating under its dedicated power supply, including when operated by emergency power.
- (g) An alternate source of static pressure for the means of measuring altitude, airspeed and vertical speed.
- (h) Whenever two pilots are required for the operation, a separate means for displaying for the second pilot:
 - (1) Pressure altitude;
 - (2) Indicated airspeed;
 - (3) Vertical speed;
 - (4) Slip;
 - (5) Attitude; and
 - (6) Stabilised heading.
- (i) For IFR operations, a chart holder in an easily readable position that can be illuminated for night operations.

CAT.IDE.H.135 Additional equipment for single-pilot operation under IFR

Helicopters operated under IFR with a single-pilot shall be equipped with an autopilot with at least altitude hold and heading mode.

CAT.IDE.H.145 Radio altimeters

- (a) Helicopters on flights over water shall be equipped with a radio altimeter capable of emitting an audio warning below a pre-set height and a visual warning at a height selectable by the pilot, when operating:
 - (1) out of sight of the land;
 - (2) in a visibility of less than 1 500 m;
 - (3) at night; or
 - (4) at a distance from land corresponding to more than three minutes at normal cruising speed.

CAT.IDE.H.160 Airborne weather detecting equipment

Helicopters with an MOPSC of more than nine and operated under IFR or at night shall be equipped with airborne weather detecting equipment when current weather reports indicate that thunderstorms or other potentially hazardous weather conditions, regarded as detectable with airborne weather detecting equipment, may be expected to exist along the route to be flown.

CAT.IDE.H.165 Additional equipment for operations in icing conditions at night

- (a) Helicopters operated in expected or actual icing conditions at night shall be equipped with a means to illuminate or detect the formation of ice.
- (b) The means to illuminate the formation of ice shall not cause glare or reflection that would handicap crew members in the performance of their duties.

CAT.IDE.H.170 Flight crew interphone system

Helicopters operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.

CAT.IDE.H.175 Crew member interphone system

Helicopters shall be equipped with a crew member interphone system when carrying a crew member other than a flight crew member.

CAT.IDE.H.180 Public address system

- (a) Helicopters with an MOPSC of more than nine shall be equipped with a public address system, with the exception of (b).
- (b) Notwithstanding (a) helicopters with an MOPSC of more than nine and less than 20 are exempted from having a public address system, if:
 - (1) the helicopter is designed without a bulkhead between pilot and passengers; and
 - (2) the operator is able to demonstrate that when in flight, the pilot's voice is audible and intelligible at all passengers' seats.

CAT.IDE.H.185 Cockpit voice recorder

- (a) The following helicopter types shall be equipped with a cockpit voice recorder (CVR):
 - (1) all helicopters with an MCTOM of more than 7 000 kg; and
 - (2) helicopters with an MCTOM of more than 3 175 kg and first issued with an individual CofA on or after 1 January 1987.
- (b) The CVR shall be capable of retaining the data recorded during at least:
 - (1) the preceding two hours for helicopters referred to in (a)(1) and (a)(2), when first issued with an individual CofA on or after 1 January 2016;
 - (2) the preceding one hour for helicopters referred to in (a)(1), when first issued with an individual CofA on or after 1 August 1999 and before 1 January 2016;
 - (3) the preceding 30 minutes for helicopters referred to in (a)(1), when first issued with an individual CofA before 1 August 1999; or
 - (4) the preceding 30 minutes for helicopters referred to in (a)(2), when first issued with an individual CofA before 1 January 2016.
- (c) The CVR shall record with reference to a timescale:
 - (1) voice communications transmitted from or received in the flight crew compartment by radio;
 - (2) flight crew members' voice communications using the interphone system and the public address system, if installed;
 - (3) the aural environment of the flight crew compartment, including without interruption:
 - (i) for helicopters first issued with an individual CofA on or after 1 August 1999, the audio signals received from each crew microphone;
 - (ii) for helicopters first issued with an individual CofA before 1 August 1999, the audio signals received from each crew microphone, where practicable;
 - (4) voice or audio signals identifying navigation or approach aids introduced into a headset or speaker.
- (d) The CVR shall start to record prior to the helicopter moving under its own power and shall continue to record until the termination of the flight when the helicopter is no longer capable of moving under its own power.
- (e) In addition to (d), for helicopters referred to in (a)(2) issued with an individual CofA on or after 1 August 1999:
 - (1) the CVR shall start automatically to record prior to the helicopter moving under its own power and continue to record until the termination of the flight when the helicopter is no longer capable of moving under its own power; and

- (2) depending on the availability of electrical power, the CVR shall start to record as early as possible during the cockpit checks prior to engine start at the beginning of the flight until the cockpit checks immediately following engine shutdown at the end of the flight.

- (f) The CVR shall have a device to assist in locating it in water.

CAT.IDE.H.190 Flight data recorder

- (a) The following helicopters shall be equipped with an FDR that uses a digital method of recording and storing data and for which a method of readily retrieving that data from the storage medium is available:
 - (1) helicopters with an MCTOM of more than 3 175 kg and first issued with an individual CofA on or after 1 August 1999;
 - (2) helicopters with an MCTOM of more than 7 000 kg, or an MOPSC of more than nine, and first issued with an individual CofA on or after 1 January 1989 but before 1 August 1999.
- (b) The FDR shall record the parameters required to determine accurately the:
 - (1) flight path, speed, attitude, engine power, operation and configuration and be capable of retaining the data recorded during at least the preceding 10 hours, for helicopters referred to in (a)(1) and first issued with an individual CofA on or after 1 January 2016;
 - (2) flight path, speed, attitude, engine power and operation and be capable of retaining the data recorded during at least the preceding eight hours, for helicopters referred to in (a)(1) and first issued with an individual CofA before 1 January 2016;
 - (3) flight path, speed, attitude, engine power and operation and be capable of retaining the data recorded during at least the preceding five hours, for helicopters referred to in (a)(2).
- (c) Data shall be obtained from helicopter sources that enable accurate correlation with information displayed to the flight crew.
- (d) The FDR shall automatically start to record the data prior to the helicopter being capable of moving under its own power and shall stop automatically after the helicopter is incapable of moving under its own power.
- (e) The FDR shall have a device to assist in locating it in water.

CAT.IDE.H.195 Data link recording

- (a) Helicopters first issued with an individual CofA on or after 8 April 2014 that have the capability to operate data link communications and are required to be equipped with a CVR, shall record on a recorder, where applicable:
 - (1) data link communication messages related to ATS communications to and from the helicopter, including messages applying to the following applications:
 - (i) data link initiation;
 - (ii) controller-pilot communication;
 - (iii) addressed surveillance;
 - (iv) flight information;
 - (v) as far as is practicable, given the architecture of the system, aircraft broadcast surveillance;
 - (vi) as far as is practicable, given the architecture of the system, aircraft operational control data;
 - (vii) as far as is practicable, given the architecture of the system, graphics;
 - (2) information that enables correlation to any associated records related to data link communications and stored separately from the helicopter; and
 - (3) information on the time and priority of data link communications messages, taking into account the system's architecture.
- (b) The recorder shall use a digital method of recording and storing data and information and a method of readily retrieving that data shall be available. The recording method shall allow the data to match the data recorded on the ground.
- (c) The recorder shall be capable of retaining data recorded for at least the same duration as set out for CVRs in CAT.IDE.H.185.
- (d) The recorder shall have a device to assist in locating it in water.

- (e) The requirements applicable to the start and stop logic of the recorder are the same as the requirements applicable to the start and stop logic of the CVR contained in CAT.IDE.H.185 (d) and (e).

CAT.IDE.H.200 Flight data and cockpit voice combination recorder

Compliance with CVR and FDR requirements may be achieved by the carriage of one combination recorder.

CAT.IDE.H.205 Seats, seat safety belts, restraint systems and child restraint devices

- (a) Helicopters shall be equipped with:
- (1) a seat or berth for each person on board who is aged 24 months or more;
 - (2) a seat belt on each passenger seat and restraining belts for each berth;
 - (3) for helicopters first issued with an individual CofA on or after 1 August 1999, a safety belt with upper torso restraint system for use on each passenger seat for each passenger aged 24 months or more;
 - (4) a child restraint device (CRD) for each person on board younger than 24 months;
 - (5) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration on each flight crew seat;
 - (6) a seat belt with upper torso restraint system on each seat for the minimum required cabin crew.
- (b) A seat belt with upper torso restraint system shall:
- (1) have a single point release; and
 - (2) on flight crew seats and on the seats for the minimum required cabin crew include two shoulder straps and a seat belt that may be used independently.

CAT.IDE.H.210 Fasten seat belt and no smoking signs

Helicopters in which not all passenger seats are visible from the flight crew seat(s) shall be equipped with a means of indicating to all passengers and cabin crew when seat belts shall be fastened and when smoking is not allowed.

CAT.IDE.H.220 First-aid kits

- (a) Helicopters shall be equipped with at least one first-aid kit.
- (b) First-aid kits shall be:
- (1) readily accessible for use;
 - (2) kept up to date.

CAT.IDE.H.240 Supplemental oxygen — non-pressurised helicopters

Non-pressurised helicopters operated at pressure altitudes above 10 000 ft shall be equipped with supplemental oxygen equipment capable of storing and dispensing the oxygen supplies in accordance with the following tables.

Table 1

Oxygen minimum requirements for complex non-pressurised helicopters	
Supply for	Duration and cabin pressure altitude
1. Occupants of flight crew compartment seats on flight crew compartment duty and crew members assisting flight crew in their duties	The entire flying time at pressure altitudes above 10 000 ft.
2. Required cabin crew members	The entire flying time at pressure altitudes above 13 000 ft and for any period exceeding 30 minutes at pressure altitudes above 10 000 ft but not exceeding 13 000 ft.
3. Additional crew members and 100 % of passengers (*)	The entire flying time at pressure altitudes above 13 000 ft.
4. 10 % of passengers (*)	The entire flying time after 30 minutes at pressure altitudes above 10 000 ft but not exceeding 13 000 ft.
(*) Passenger numbers in Table 1 refer to passengers actually carried on board including persons younger than 24 months.	

Oxygen minimum requirements for other-than-complex non-pressurised helicopters

Oxygen minimum requirements for other-than-complex non-pressurised helicopters	
Supply for	Duration and cabin pressure altitude
1. Occupants of flight crew compartment seats on flight crew compartment duty, crew members assisting flight crew in their duties, and required cabin crew members	The entire flying time at pressure altitudes above 13 000 ft and for any period exceeding 30 minutes at pressure altitudes above 10 000 ft but not exceeding 13 000 ft.
2. Additional crew members and 100 % of passengers (*)	The entire flying time at pressure altitudes above 13 000 ft.
3. 10 % of passengers (*)	The entire flying time after 30 minutes at pressure altitudes above 10 000 ft but not exceeding 13 000 ft.
(*) Passenger numbers in Table 2 refer to passengers actually carried on board including persons younger than 24 months.	

- (a) Helicopters shall be equipped with at least one hand fire extinguisher in the flight crew compartment.
- (b) At least one hand fire extinguisher shall be located in, or readily accessible for use in, each galley not located on the main passenger compartment.
- (c) At least one hand fire extinguisher shall be available for use in each cargo compartment that is accessible to crew members in flight.
- (d) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.
- (e) The helicopter shall be equipped with at least a number of hand fire extinguishers in accordance with Table 1, conveniently located to provide adequate availability for use in each passenger compartment.

Number of hand fire extinguishers

Number of hand fire extinguishers	
MOPSC	Number of extinguishers
7-30	1
31-60	2
61-200	3

If areas of the helicopter's fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.

CAT.IDE.H.270 Megaphones

Helicopters with an MOPSC of more than 19 shall be equipped with one portable battery-powered megaphone readily accessible for use by crew members during an emergency evacuation.

CAT.IDE.H.275 Emergency lighting and marking

- (a) Helicopters with an MOPSC of more than 19 shall be equipped with:
 - (1) an emergency lighting system having an independent power supply to provide a source of general cabin illumination to facilitate the evacuation of the helicopter; and
 - (2) emergency exit marking and locating signs visible in daylight or in the dark.
- (b) Helicopters shall be equipped with emergency exit markings visible in daylight or in the dark when operated:
 - (1) in performance class 1 or 2 on a flight over water at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed;
 - (2) in performance class 3 on a flight over water at a distance corresponding to more than three minutes flying time at normal cruising speed.

CAT.IDE.H.280 Emergency locator transmitter (ELT)

- (a) Helicopters shall be equipped with at least one automatic ELT.
- (b) Helicopters operating in performance class 1 or 2 used in offshore operations on a flight over water in a hostile environment and at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed shall be equipped with an automatically deployable ELT (ELT (AD)).
- (c) An ELT of any type shall be capable of transmitting simultaneously on 121.5 MHz and 406 MHz.

CAT.IDE.H.290 Life-jackets

- (a) Helicopters shall be equipped with a life-jacket for each person on board or equivalent floatation device for each person on board younger than 24 months, stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided, when operated in:
 - (1) performance class 1 or 2 on a flight over water at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed;
 - (2) performance class 3 on a flight over water beyond autorotational distance from land;
 - (3) performance class 2 or 3 when taking off or landing at an aerodrome or operating site where the take-off or approach path is over water.
- (b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.

CAT.IDE.H.295 Crew survival suits

Each crew member shall wear a survival suit when operating:

- (a) in performance class 1 or 2 on a flight over water in support of offshore operations, at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, when the weather report or forecasts available to the commander indicate that the sea temperature will be less than plus 10 °C during the flight, or when the estimated rescue time exceeds the estimated survival time;
- (b) in performance class 3 on a flight over water beyond autorotational distance or safe forced landing distance from land, when the weather report or forecasts available to the commander indicate that the sea temperature will be less than plus 10 °C during the flight.

CAT.IDE.H.300 Life-rafts, survival ELTs and survival equipment on extended overwater flights

Helicopters operated:

- (a) in performance class 1 or 2 on a flight over water at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed;
- (b) in performance class 3 on a flight over water at a distance corresponding to more than three minutes flying time at normal cruising speed, shall be equipped with:
 - (1) in the case of a helicopter carrying less than 12 persons, at least one life-raft with a rated capacity of not less than the maximum number of persons on board, stowed so as to facilitate its ready use in an emergency;
 - (2) in the case of a helicopter carrying more than 11 persons, at least two life-rafts, stowed so as to facilitate their ready use in an emergency, sufficient together to accommodate all persons capable of being carried on board and, if one is lost, the remaining life-raft(s) having, the overload capacity sufficient to accommodate all persons on the helicopter;
 - (3) at least one survival ELT (ELT(S)) for each required life-raft; and
 - (4) life-saving equipment, including means of sustaining life, as appropriate to the flight to be undertaken.

CAT.IDE.H.305 Survival equipment

Helicopters operated over areas in which search and rescue would be especially difficult shall be equipped with:

- (a) signalling equipment to make distress signals;
- (b) at least one ELT(S); and
- (c) additional survival equipment for the route to be flown taking account of the number of persons on board.

CAT.IDE.H.310 Additional requirements for helicopters conducting offshore operations in a hostile sea area

Helicopters operated in offshore operations in a hostile sea area, at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, shall comply with the following:

- (a) When the weather report or forecasts available to the commander indicate that the sea temperature will be less than plus 10 °C during the flight, or when the estimated rescue time exceeds the calculated survival time, or the flight is planned to be conducted at night, all persons on board shall wear a survival suit.
- (b) All life-rafts carried in accordance with CAT.IDE.H.300 shall be installed so as to be usable in the sea conditions in which the helicopter's ditching, flotation and trim characteristics were evaluated in order to comply with the ditching requirements for certification.
- (c) The helicopter shall be equipped with an emergency lighting system with an independent power supply to provide a source of general cabin illumination to facilitate the evacuation of the helicopter.
- (d) All emergency exits, including crew emergency exits, and the means for opening them shall be conspicuously marked for the guidance of occupants using the exits in daylight or in the dark. Such markings shall be designed to remain visible if the helicopter is capsized and the cabin is submerged.
- (e) All non-jettisonable doors that are designated as ditching emergency exits shall have a means of securing them in the open position so that they do not interfere with occupants' egress in all sea conditions up to the maximum required to be evaluated for ditching and flotation.
- (f) All doors, windows or other openings in the passenger compartment assessed as suitable for the purpose of underwater escape shall be equipped so as to be operable in an emergency.
- (g) Life-jackets shall be worn at all times, unless the passenger or crew member is wearing an integrated survival suit that meets the combined requirement of the survival suit and life-jacket.

CAT.IDE.H.315 Helicopters certified for operating on water — miscellaneous equipment

Helicopters certified for operating on water shall be equipped with:

- (a) a sea anchor and other equipment necessary to facilitate mooring, anchoring or manoeuvring the helicopter on water, appropriate to its size, weight and handling characteristics; and
- (b) equipment for making the sound signals prescribed in the International Regulations for Preventing Collisions at Sea, where applicable.

CAT.IDE.H.320 All helicopters on flights over water — ditching

- (a) Helicopters shall be designed for landing on water or certified for ditching in accordance with the relevant airworthiness code when operated in performance class 1 or 2 on a flight over water in a hostile environment at a distance from land corresponding to more than 10 minutes flying time at normal cruise speed.
- (b) Helicopters shall be designed for landing on water or certified for ditching in accordance the relevant airworthiness code or fitted with emergency flotation equipment when operated in:
 - (1) performance class 1 or 2 on a flight over water in a non-hostile environment at a distance from land corresponding to more than 10 minutes flying time at normal cruise speed;
 - (2) performance class 2, when taking off or landing over water, except in the case of helicopter emergency medical services (HEMS) operations, where for the purpose of minimising exposure, the landing or take-off at a HEMS operating site located in a congested environment is conducted over water;
 - (3) performance class 3 on a flight over water beyond safe forced landing distance from land.

CAT.IDE.H.325 Headset

Whenever a radio communication and/or radio navigation system is required, helicopters shall be equipped with a headset with boom microphone or equivalent and a transmit button on the flight controls for each required pilot and/or crew member at his/her assigned station.

CAT.IDE.H.330 Radio communication equipment

- (a) Helicopters shall be equipped with the radio communication equipment required by the applicable airspace requirements.
- (b) The radio communication equipment shall provide for communication on the aeronautical emergency frequency 121.5 MHz.

CAT.IDE.H.335 Audio selector panel

Helicopters operated under IFR shall be equipped with an audio selector panel operable from each required flight crew member station.

CAT.IDE.H.340 Radio equipment for operations under VFR over routes navigated by reference to visual landmarks

Helicopters operated under VFR over routes that can be navigated by reference to visual landmarks shall be equipped with radio communication equipment necessary under normal radio propagation conditions to fulfil the following:

- (a) communicate with appropriate ground stations;
- (b) communicate with appropriate ATC stations from any point in controlled airspace within which flights are intended; and
- (c) receive meteorological information.

CAT.IDE.H.345 Communication and navigation equipment for operations under IFR or under VFR over routes not navigated by reference to visual landmarks

- (a) Helicopters operated under IFR or under VFR over routes that cannot be navigated by reference to visual landmarks shall be equipped with radio communication and navigation equipment in accordance with the applicable airspace requirements.
- (b) Radio communication equipment shall include at least two independent radio communication systems necessary under normal operating conditions to communicate with an appropriate ground station from any point on the route, including diversions.
- (c) Helicopters shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with the flight plan.
- (d) Helicopters operated on flights in which it is intended to land in IMC shall be equipped with suitable equipment capable of providing guidance to a point from which a visual landing can be performed for each aerodrome at which it is intended to land in IMC and for any designated alternate aerodromes.

CAT.IDE.H.350 Transponder

Helicopters shall be equipped with a pressure altitude reporting secondary surveillance radar (SSR) transponder and any other SSR transponder capability required for the route being flown.

ANNEX V

**SPECIFIC APPROVALS
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SPECIFIC APPROVALS PART-SPA

SUBPART A GENERAL REQUIREMENTS

SPA.GEN.100 Competent authority

- (a) The Maldives Civil Aviation Authority is the competent authority in Maldives for issuing a specific approval:
 - (1) for the commercial air transport operator; and
 - (2) for the non-commercial operator.
- (b) Notwithstanding (a)(2), for the non-commercial operator using aircraft registered in a third country, the applicable requirements under this Annex for the approval of the following operations shall not apply if these approvals are issued by a third country (State of Registry):
 - (1) Performance-based navigation (PBN);
 - (2) Minimum operational performance specifications (MNPS);
 - (3) Reduced vertical separation minima (RVSM) airspace.

SPA.GEN.105 Application for a specific approval

- (a) The operator applying for the initial issue of a specific approval shall provide to MCAA the documentation required in the applicable Subpart, together with the following information:
 - (1) the name, address and mailing address of the applicant;
 - (2) a description of the intended operation.
- (b) The operator shall provide the evidence to MCAA in compliance with the requirements of the applicable Subpart;
- (c) The operator shall retain records relating to (a) and (b) at least for the duration of the operation requiring a specific approval, or, if applicable, in accordance with Annex III (Part-ORO).

SPA.GEN.110 Privileges of an operator holding a specific approval

The scope of the activity that an operator is approved to conduct shall be documented and specified:

- (a) for operators holding an air operator certificate (AOC) in the operations specifications to the AOC;
- (b) for all other operators in the list of specific approvals.';

SPA.GEN.115 Changes to a specific approval

When the conditions of a specific approval are affected by changes, the operator shall provide the relevant documentation to MCAA and obtain prior approval for the operation.

SPA.GEN.120 Continued validity of a specific approval

Specific approvals shall be issued for an unlimited duration and shall remain valid subject to the operator remaining in compliance with the requirements associated with the specific approval.

SUBPART B
PERFORMANCE-BASED NAVIGATION (PBN) OPERATIONS

SPA.PBN.100 PBN operations

Aircraft shall only be operated in designated airspace, on routes or in accordance with procedures where performance-based navigation (PBN) specifications are established if the operator has been granted an approval by MCAA to conduct such operations.

SPA.PBN.105 PBN operational approval

To obtain a PBN operational approval from MCAA, the operator shall provide evidence that:

- (a) the relevant airworthiness approval of the RNAV system has been obtained;
- (b) a training programme for the flight crew members involved in these operations has been established;
- (c) operating procedures have been established specifying:
 - (1) the equipment to be carried, including its operating limitations and appropriate entries in the minimum equipment list (MEL);
 - (2) flight crew composition and experience requirements;
 - (3) normal procedures;
 - (4) contingency procedures;
 - (5) monitoring and incident reporting;
 - (6) electronic navigation data management.

SUBPART C
OPERATIONS WITH SPECIFIED MINIMUM NAVIGATION PERFORMANCE (MNPS)

SPA.MNPS.100 MNPS operations

Aircraft shall only be operated in designated minimum navigation performance specifications (MNPS) airspace in accordance with regional supplementary procedures, where minimum navigation performance specifications are established, if the operator has been granted an approval by MCAA to conduct such operations.

SPA.MNPS.105 MNPS operational approval

To obtain an MNPS operational approval from MCAA, the operator shall provide evidence that:

- (a) the navigation equipment meets the required performance;
- (b) navigation displays, indicators and controls are visible and operable by either pilot seated at his/her duty station;
- (c) a training programme for the flight crew members involved in these operations has been established;
- (d) operating procedures have been established specifying:
 - (1) the equipment to be carried, including its operating limitations and appropriate entries in the MEL;
 - (2) flight crew composition and experience requirements;
 - (3) normal procedures;
 - (4) contingency procedures including those specified by MCAA responsible for the airspace concerned;
 - (5) monitoring and incident reporting.

SUBPART D
OPERATIONS IN AIRSPACE WITH REDUCED VERTICAL SEPARATION MINIMA (RVSM)

SPA.RVSM.100 RVSM operations

Aircraft shall only be operated in designated airspace where a reduced vertical separation minimum of 300 m (1 000 ft) applies between flight level (FL) 290 and FL 410, inclusive, if the operator has been granted an approval by MCAA to conduct such operations.

SPA.RVSM.105 RVSM operational approval

To obtain an RVSM operational approval from MCAA, the operator shall provide evidence that:

- (a) the RVSM airworthiness approval has been obtained;
- (b) procedures for monitoring and reporting height-keeping errors have been established;
- (c) a training programme for the flight crew members involved in these operations has been established;
- (d) operating procedures have been established specifying:
 - (1) the equipment to be carried, including its operating limitations and appropriate entries in the MEL;
 - (2) flight crew composition and experience requirements;
 - (3) flight planning;
 - (4) pre-flight procedures;
 - (5) procedures prior to RVSM airspace entry;
 - (6) in-flight procedures;
 - (7) post-flight procedures;
 - (8) incident reporting;
 - (9) specific regional operating procedures.

SPA.RVSM.110 RVSM equipment requirements

Aircraft used for operations in RVSM airspace shall be equipped with:

- (a) two independent altitude measurement systems;
- (b) an altitude alerting system;
- (c) an automatic altitude control system;
- (d) a secondary surveillance radar (SSR) transponder with altitude reporting system that can be connected to the altitude measurement system in use for altitude control.

SPA.RVSM.115 RVSM height-keeping errors

- (a) The operator shall report recorded or communicated occurrences of height-keeping errors caused by malfunction of aircraft equipment or of operational nature, equal to or greater than:
 - (1) a total vertical error (TVE) of ± 90 m (± 300 ft);
 - (2) an altimetry system error (ASE) of ± 75 m (± 245 ft); and
 - (3) an assigned altitude deviation (AAD) of ± 90 m (± 300 ft).
- (b) Reports of such occurrences shall be sent to MCAA within 72 hours. Reports shall include an initial analysis of causal factors and measures taken to prevent repeat occurrences.
- (c) When height-keeping errors are recorded or received, the operator shall take immediate action to rectify the conditions that caused the errors and provide follow-up reports, if requested by MCAA.

SUBPART E
LOW VISIBILITY OPERATIONS (LVO)

SPA.LVO.100 Low visibility operations

The operator shall only conduct the following low visibility operations (LVO) when approved by MCAA:

- (a) low visibility take-off (LVTO) operation;
- (b) lower than standard category I (LTS CAT I) operation;
- (c) standard category II (CAT II) operation;
- (d) other than standard category II (OTS CAT II) operation;
- (e) standard category III (CAT III) operation;
- (f) approach operation utilising enhanced vision systems (EVS) for which an operational credit is applied to reduce the runway visual range (RVR) minima by no more than one third of the published RVR.

SPA.LVO.105 LVO approval

To obtain an LVO approval from MCAA, the operator shall demonstrate compliance with the requirements of this Subpart.

SPA.LVO.110 General operating requirements

- (a) The operator shall only conduct LTS CAT I operations if:
 - (1) each aircraft concerned is certified for operations to conduct CAT II operations; and
 - (2) the approach is flown:
 - (i) auto-coupled to an auto-land that needs to be approved for CAT IIIA operations; or
 - (ii) using an approved head-up display landing system (HUDLS) to at least 150 ft above the threshold.
- (b) The operator shall only conduct CAT II, OTS CAT II or CAT III operations if:
 - (1) each aircraft concerned is certified for operations with a decision height (DH) below 200 ft, or no DH, and equipped in accordance with the applicable airworthiness requirements;
 - (2) a system for recording approach and/or automatic landing success and failure is established and maintained to monitor the overall safety of the operation;
 - (3) the DH is determined by means of a radio altimeter;
 - (4) the flight crew consists of at least two pilots;
 - (5) all height call-outs below 200 ft above the aerodrome threshold elevation are determined by a radio altimeter.
- (c) The operator shall only conduct approach operations utilising an EVS if:
 - (1) the EVS is certified for the purpose of this Subpart and combines infra-red sensor image and flight information on the HUD;
 - (2) for operations with an RVR below 550 m, the flight crew consists of at least two pilots;
 - (3) for CAT I operations, natural visual reference to runway cues is attained at least at 100 ft above the aerodrome threshold elevation;
 - (4) for approach procedure with vertical guidance (APV) and non-precision approach (NPA) operations flown with CDFA technique, natural visual reference to runway cues is attained at least at 200 ft above the aerodrome threshold elevation and the following requirements are complied with:
 - (i) the approach is flown using an approved vertical flight path guidance mode;
 - (ii) the approach segment from final approach fix (FAF) to runway threshold is straight and the difference between the final approach course and the runway centreline is not greater than 2°;
 - (iii) the final approach path is published and not greater than 3,7°;
 - (iv) the maximum cross-wind components established during certification of the EVS are not exceeded.

SPA.LVO.115 Aerodrome related requirements

- (a) The operator shall not use an aerodrome for LVOs below a visibility of 800 m unless:
 - (1) the aerodrome has been approved for such operations by the State of the aerodrome; and
 - (2) low visibility procedures (LVP) have been established.
- (b) If the operator selects an aerodrome where the term LVP is not used, the operator shall ensure that there are equivalent procedures that adhere to the requirements of LVP at the aerodrome. This situation shall be clearly noted in the operations manual or procedures manual including guidance to the flight crew on how to determine that the equivalent LVP are in effect.

SPA.LVO.120 Flight crew training and qualifications

The operator shall ensure that, prior to conducting an LVO:

- (a) each flight crew member:
 - (1) complies with the training and checking requirements prescribed in the operations manual, including flight simulation training device (FSTD) training, in operating to the limiting values of RVR/VIS (visibility) and DH specific to the operation and the aircraft type;
 - (2) is qualified in accordance with the standards prescribed in the operations manual;
- (b) the training and checking is conducted in accordance with a detailed syllabus.

SPA.LVO.125 Operating procedures

- (a) The operator shall establish procedures and instructions to be used for LVOs. These procedures and instructions shall be included in the operations manual or procedures manual and contain the duties of flight crew members during taxiing, take-off, approach, flare, landing, rollout and missed approach operations, as appropriate.
- (b) Prior to commencing an LVO, the pilot-in-command/commander shall be satisfied that:
 - (1) the status of the visual and non-visual facilities is sufficient;
 - (2) appropriate LVPs are in force according to information received from air traffic services (ATS);
 - (3) flight crew members are properly qualified.

SPA.LVO.130 Minimum equipment

- (a) The operator shall include the minimum equipment that has to be serviceable at the commencement of an LVO in accordance with the aircraft flight manual (AFM) or other approved document in the operations manual or procedures manual, as applicable.
- (b) The pilot-in-command/commander shall be satisfied that the status of the aircraft and of the relevant airborne systems is appropriate for the specific operation to be conducted.

SUBPART F

EXTENDED RANGE OPERATIONS WITH TWO-ENGINED AEROPLANES (ETOPS)

SPA.ETOPS.100 ETOPS

In commercial air transport operations, two-engined aeroplanes shall only be operated beyond the threshold distance determined in accordance with CAT.OP.MPA.140 if the operator has been granted an ETOPS operational approval by MCAA.

SPA.ETOPS.105 ETOPS operational approval

To obtain an ETOPS operational approval from MCAA, the operator shall provide evidence that:

- (a) the aeroplane/engine combination holds an ETOPS type design and reliability approval for the intended operation;

- (b) a training programme for the flight crew members and all other operations personnel involved in these operations has been established and the flight crew members and all other operations personnel involved are suitably qualified to conduct the intended operation;
- (c) the operator's organisation and experience are appropriate to support the intended operation;
- (d) operating procedures have been established.

SPA.ETOPS.110 ETOPS en-route alternate aerodrome

- (a) An ETOPS en-route alternate aerodrome shall be considered adequate, if, at the expected time of use, the aerodrome is available and equipped with necessary ancillary services such as air traffic services (ATS), sufficient lighting, communications, weather reporting, navigation aids and emergency services and has at least one instrument approach procedure available.
- (b) Prior to conducting an ETOPS flight, the operator shall ensure that an ETOPS en-route alternate aerodrome is available, within either the operator's approved diversion time, or a diversion time based on the MEL generated serviceability status of the aeroplane, whichever is shorter.
- (c) The operator shall specify any required ETOPS en-route alternate aerodrome(s) in the operational flight plan and ATS flight plan.

SPA.ETOPS.115 ETOPS en-route alternate aerodrome planning minima

- (a) The operator shall only select an aerodrome as an ETOPS en-route alternate aerodrome when the appropriate weather reports or forecasts, or any combination thereof, indicate that, between the anticipated time of landing until one hour after the latest possible time of landing, conditions will exist at or above the planning minima calculated by adding the additional limits of Table 1.
- (b) The operator shall include in the operations manual the method for determining the operating minima at the planned ETOPS en-route alternate aerodrome.

Table 1

Planning minima for the ETOPS en-route alternate aerodrome	
Type of approach	Planning minima
Precision approach	DA/H + 200 ft RVR/VIS + 800 m (*)
Non-precision approach or Circling approach	MDA/H + 400 ft (*) RVR/VIS + 1 500 m
(*) VIS: visibility; MDA/H: minimum descent altitude/height.	

SUBPART G

TRANSPORT OF DANGEROUS GOODS

SPA.DG.100 Transport of dangerous goods

Except as provided for in Annex IV (Part-CAT) Annex VI (Part-NCC) and Annex VII (Part-NCO), the operator shall only transport dangerous goods by air if the operator has been approved by MCAA.

SPA.DG.105 Approval to transport dangerous goods

To obtain the approval to transport dangerous goods, the operator shall in accordance with the technical instructions:

- (a) establish and maintain a training programme for all personnel involved and demonstrate to MCAA that adequate training has been given to all personnel;
- (b) establish operating procedures to ensure the safe handling of dangerous goods at all stages of air transport, containing information and instructions on:

- (1) the operator's policy to transport dangerous goods;
- (2) the requirements for acceptance, handling, loading, stowage and segregation of dangerous goods;
- (3) actions to take in the event of an aircraft accident or incident when dangerous goods are being carried;
- (4) the response to emergency situations involving dangerous goods;
- (5) the removal of any possible contamination;
- (6) the duties of all personnel involved, especially with relevance to ground handling and aircraft handling;
- (7) inspection for damage, leakage or contamination;
- (8) dangerous goods accident and incident reporting.

SPA.DG.110 Dangerous goods information and documentation

The operator shall, in accordance with the technical instructions:

- (a) provide written information to the pilot-in-command/commander:
 - (1) about dangerous goods to be carried on the aircraft;
 - (2) for use in responding to in-flight emergencies;
- (b) use an acceptance checklist;
- (c) ensure that dangerous goods are accompanied by the required dangerous goods transport document(s), as completed by the person offering dangerous goods for air transport, except when the information applicable to the dangerous goods is provided in electronic form;
- (d) ensure that where a dangerous goods transport document is provided in written form, a copy of the document is retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination;
- (e) ensure that a copy of the information to the pilot-in-command/commander is retained on the ground and that this copy, or the information contained in it, is readily accessible to the aerodromes of last departure and next scheduled arrival, until after the flight to which the information refers;
- (f) retain the acceptance checklist, transport document and information to the pilot-in-command/commander for at least three months after completion of the flight;
- (g) retain the training records of all personnel for at least three years.

SUBPART H

HELICOPTER OPERATIONS WITH NIGHT VISION IMAGING SYSTEMS

SPA.NVIS.100 Night vision imaging system (NVIS) operations

- (a) Helicopters shall only be operated under VFR at night with the aid of NVIS if the operator has been approved by MCAA.
- (b) To obtain such approval by MCAA, the operator shall:
 - (1) operate in commercial air transport (CAT) and hold a CAT AOC in accordance with Annex III (Part-ORO);
 - (2) demonstrate to MCAA:
 - (i) compliance with the applicable requirements contained in this Subpart;
 - (ii) the successful integration of all elements of the NVIS.

SPA.NVIS.110 Equipment requirements for NVIS operations

- (a) Before conducting NVIS operations each helicopter and all associated NVIS equipment shall have been issued with the relevant airworthiness approval.
- (b) *Radio altimeter.* The helicopter shall be equipped with a radio altimeter capable of emitting an audio warning below a pre-set height and an audio and visual warning at a height selectable by the pilot, instantly discernable during all phases of NVIS flight.

- (c) *Aircraft NVIS compatible lighting.* To mitigate the reduced peripheral vision cues and the need to enhance situational awareness, the following shall be provided:
 - (1) NVIS-compatible instrument panel flood-lighting, if installed, that can illuminate all essential flight instruments;
 - (2) NVIS-compatible utility lights;
 - (3) portable NVIS compatible flashlight; and
 - (4) a means for removing or extinguishing internal NVIS non-compatible lights.
- (d) *Additional NVIS equipment.* The following additional NVIS equipment shall be provided:
 - (1) a back-up or secondary power source for the night vision goggles (NVG);
 - (2) a helmet with the appropriate NVG attachment.
- (e) All required NVGs on an NVIS flight shall be of the same type, generation and model.
- (f) *Continuing airworthiness*
 - (1) Procedures for continuing airworthiness shall contain the information necessary for carrying out ongoing maintenance and inspections on NVIS equipment installed in the helicopter and shall cover, as a minimum:
 - (i) helicopter windscreens and transparencies;
 - (ii) NVIS lighting;
 - (iii) NVGs; and
 - (iv) any additional equipment that supports NVIS operations.
 - (2) Any subsequent modification or maintenance to the aircraft shall be in compliance with the NVIS airworthiness approval.

SPA.NVIS.120 NVIS operating minima

- (a) Operations shall not be conducted below the VFR weather minima for the type of night operations being conducted.
- (b) The operator shall establish the minimum transition height from where a change to/from aided flight may be continued.

SPA.NVIS.130 Crew requirements for NVIS operations

- (a) *Selection.* The operator shall establish criteria for the selection of crew members for the NVIS task.
- (b) *Experience.* The minimum experience for the commander shall not be less than 20 hours VFR at night as pilot-in-command/commander of a helicopter before commencing training.
- (c) *Operational training.* All pilots shall have completed the operational training in accordance with the NVIS procedures contained in the operations manual.
- (d) *Recency.* All pilots and NVIS technical crew members conducting NVIS operations shall have completed three NVIS flights in the last 90 days. Recency may be re-established on a training flight in the helicopter or an approved full flight simulator (FFS), which shall include the elements of (f) (1).
- (e) *Crew composition.* The minimum crew shall be the greater of that specified:
 - (1) in the aircraft flight manual (AFM);
 - (2) for the underlying activity; or
 - (3) in the operational approval for the NVIS operations.
- (f) *Crew training and checking*
 - (1) Training and checking shall be conducted in accordance with a detailed syllabus approved by MCAA and included in the operations manual.
 - (2) Crew members
 - (i) Crew training programmes shall: improve knowledge of the NVIS working environment and equipment; improve crew coordination; and include measures to minimise the risks associated with entry into low visibility conditions and NVIS normal and emergency procedures.

- (ii) The measures referred to in (f) (2) (i) shall be assessed during:
 - (A) night proficiency checks; and
 - (B) line checks.

SPA.NVIS.140 Information and documentation

The operator shall ensure that, as part of its risk analysis and management process, risks associated with the NVIS environment are minimised by specifying in the operations manual: selection, composition and training of crews; levels of equipment and dispatch criteria; and operating procedures and minima, such that normal and likely abnormal operations are described and adequately mitigated.

SUBPART I **HELICOPTER HOIST OPERATIONS**

SPA.HHO.100 Helicopter hoist operations (HHO)

- (a) Helicopters shall only be operated for the purpose of CAT hoist operations if the operator has been approved by MCAA.
- (b) To obtain such approval by MCAA, the operator shall:
 - (1) operate in CAT and hold a CAT AOC in accordance with Annex III (Part-ORO);
 - (2) demonstrate to MCAA compliance with the requirements contained in this Subpart.

SPA.HHO.110 Equipment requirements for HHO

- (a) The installation of all helicopter hoist equipment, including any radio equipment to comply with SPA.HHO.115, and any subsequent modifications, shall have an airworthiness approval appropriate to the intended function. Ancillary equipment shall be designed and tested to the appropriate standard as required by MCAA.
- (b) Maintenance instructions for HHO equipment and systems shall be established by the operator in liaison with the manufacturer and included in the operator's helicopter maintenance programme.

SPA.HHO.115 HHO communication

Two-way radio communication shall be established with the organisation for which the HHO is being provided and, where possible, a means of communicating with ground personnel at the HHO site for:

- (a) day and night offshore operations;
- (b) night onshore operations, except for HHO at a helicopter emergency medical services (HEMS) operating site.

SPA.HHO.125 Performance requirements for HHO

Except for HHO at a HEMS operating site, HHO shall be capable of sustaining a critical engine failure with the remaining engine(s) at the appropriate power setting without hazard to the suspended person(s)/cargo, third parties or property.

SPA.HHO.130 Crew requirements for HHO

- (a) *Selection.* The operator shall establish criteria for the selection of flight crew members for the HHO task, taking previous experience into account.
- (b) *Experience.* The minimum experience level for the commander conducting HHO flights shall not be less than:
 - (1) Offshore:
 - (i) 1 000 hours as pilot-in-command/commander of helicopters, or 1 000 hours as co-pilot in HHO of which 200 hours is as pilot-in-command under supervision; and

- (ii) 50 hoist cycles conducted offshore, of which 20 cycles shall be at night if night operations are being conducted, where a hoist cycle means one down-and-up cycle of the hoist hook.
- (2) Onshore:
 - (i) 500 hours as pilot-in-command/commander of helicopters, or 500 hours as co-pilot in HHO of which 100 hours is as pilot-in-command under supervision;
 - (ii) 200 hours operating experience in helicopters gained in an operational environment similar to the intended operation; and
 - (iii) 50 hoist cycles, of which 20 cycles shall be at night if night operations are being conducted.
- (c) *Operational training and experience.* Successful completion of training in accordance with the HHO procedures contained in the operations manual and relevant experience in the role and environment under which HHO are conducted.
- (d) *Recency.* All pilots and HHO crew members conducting HHO shall have completed in the last 90 days:
 - (1) when operating by day: any combination of three day or night hoist cycles, each of which shall include a transition to and from the hover;
 - (2) when operating by night: three night hoist cycles, each of which shall include a transition to and from the hover.
- (e) *Crew composition.* The minimum crew for day or night operations shall be as stated in the operations manual. The minimum crew will be dependent on the type of helicopter, the weather conditions, the type of task, and, in addition for offshore operations, the HHO site environment, the sea state and the movement of the vessel. In no case shall the minimum crew be less than one pilot and one HHO crew member.
- (f) *Training and checking*
 - (1) Training and checking shall be conducted in accordance with a detailed syllabus approved by MCAA and included in the operations manual.
 - (2) Crew members:
 - (i) Crew training programmes shall: improve knowledge of the HHO working environment and equipment; improve crew coordination; and include measures to minimise the risks associated with HHO normal and emergency procedures and static discharge.
 - (ii) The measures referred to in (f)(2)(i) shall be assessed during visual meteorological conditions (VMC) day proficiency checks, or VMC night proficiency checks when night HHO are undertaken by the operator.

SPA.HHO.135 HHO passenger briefing

Prior to any HHO flight, or series of flights, HHO passengers shall have been briefed and made aware of the dangers of static electricity discharge and other HHO considerations.

SPA.HHO.140 Information and documentation

- (a) The operator shall ensure that, as part of its risk analysis and management process, risks associated with the HHO environment are minimised by specifying in the operations manual: selection, composition and training of crews; levels of equipment and dispatch criteria; and operating procedures and minima, such that normal and likely abnormal operations are described and adequately mitigated.
- (b) Relevant extracts from the operations manual shall be available to the organisation for which the HHO is being provided.

SUBPART J

HELICOPTER EMERGENCY MEDICAL SERVICE OPERATIONS

SPA.HEMS.100 Helicopter emergency medical service (HEMS) operations

- (a) Helicopters shall only be operated for the purpose of HEMS operations if the operator has been approved by MCAA.
- (b) To obtain such approval by MCAA, the operator shall:
- (1) operate in CAT and hold a CAT AOC in accordance with Annex III (Part-ORO);
 - (2) demonstrate to MCAA compliance with the requirements contained in this Subpart.

SPA.HEMS.110 Equipment requirements for HEMS operations

The installation of all helicopter dedicated medical equipment and any subsequent modifications and, where appropriate, its operation shall be approved in accordance with Regulations in force.

SPA.HEMS.115 Communication

In addition to that required by CAT.IDE.H, helicopters conducting HEMS flights shall have communication equipment capable of conducting two-way communication with the organisation for which the HEMS is being conducted and, where possible, to communicate with ground emergency service personnel.

SPA.HEMS.120 HEMS operating minima

- (a) HEMS flights operated in performance class 1 and 2 shall comply with the weather minima in Table 1 for dispatch and en-route phase of the HEMS flight. In the event that during the en-route phase the weather conditions fall below the cloud base or visibility minima shown, helicopters certified for flights only under VMC shall abandon the flight or return to base. Helicopters equipped and certified for instrument meteorological conditions (IMC) operations may abandon the flight, return to base or convert in all respects to a flight conducted under instrument flight rules (IFR), provided the flight crew are suitably qualified.

Table 1

HEMS operating minima			
2 PILOTS		1 PILOT	
DAY			
Ceiling	Visibility	Ceiling	Visibility
500 ft and above	As defined by the applicable airspace VFR minima	500 ft and above	As defined by the applicable airspace VFR minima
499 - 400 ft	1 000 m (*)	499 – 400 ft	2 000 m
399 - 300 ft	2 000 m	399 – 300 ft	3 000 m
NIGHT			
Cloud base	Visibility	Cloud base	Visibility
1 200 ft (**)	2 500 m	1 200 ft (**)	3 000 m
(*) During the en-route phase visibility may be reduced to 800 m for short periods when in sight of land if the helicopter is manoeuvred at a speed that will give adequate opportunity to observe any obstacles in time to avoid a collision.			
(**) During the en-route phase, cloud base may be reduced to 1 000 ft for short periods.			

- (b) The weather minima for the dispatch and en-route phase of a HEMS flight operated in performance class 3 shall be a cloud ceiling of 600 ft and a visibility of 1 500 m. Visibility may be reduced to 800 m for short periods when in sight of land if the helicopter is manoeuvred at a speed that will give adequate opportunity to observe any obstacle and avoid a collision.

SPA.HEMS.125 Performance requirements for HEMS operations

- (a) Performance class 3 operations shall not be conducted over a hostile environment.
- (b) Take-off and landing

- (1) Helicopters conducting operations to/from a final approach and take-off area (FATO) at a hospital that is located in a congested hostile environment and that is used as a HEMS operating base shall be operated in accordance with performance class 1.
- (2) Helicopters conducting operations to/from a FATO at a hospital that is located in a congested hostile environment and that is not a HEMS operating base shall be operated in accordance with performance class 1, except when the operator holds an approval in accordance with CAT.POL.H.225.
- (3) Helicopters conducting operations to/from a HEMS operating site located in a hostile environment shall be operated in accordance with performance class 2 and be exempt from the approval required by CAT.POL.H.305(a), provided compliance is shown with CAT.POL.H.305(b)(2) and (b)(3).
- (4) The HEMS operating site shall be big enough to provide adequate clearance from all obstructions. For night operations, the site shall be illuminated to enable the site and any obstructions to be identified.

SPA.HEMS.130 Crew requirements

- (a) *Selection.* The operator shall establish criteria for the selection of flight crew members for the HEMS task, taking previous experience into account.
- (b) *Experience.* The minimum experience level for the commander conducting HEMS flights shall not be less than:
 - (1) either:
 - (i) 1 000 hours as pilot-in-command/commander of aircraft of which 500 hours are as pilot-in-command/commander on helicopters; or
 - (ii) 1 000 hours as co-pilot in HEMS operations of which 500 hours are as pilot-in-command under supervision and 100 hours pilot-in-command/commander of helicopters;
 - (2) 500 hours' operating experience in helicopters, gained in an operational environment similar to the intended operation; and
 - (3) for pilots engaged in night operations, 20 hours of VMC at night as pilot-in-command/commander.
- (c) *Operational training.* Successful completion of operational training in accordance with the HEMS procedures contained in the operations manual.
- (d) *Recency.* All pilots conducting HEMS operations shall have completed a minimum of 30 minutes' flight by sole reference to instruments in a helicopter or in an FSTD within the last six months.
- (e) *Crew composition*
 - (1) *Day flight.* The minimum crew by day shall be one pilot and one HEMS technical crew member.
 - (i) This may be reduced to one pilot only when:
 - (A) at a HEMS operating site the commander is required to fetch additional medical supplies. In such case the HEMS technical crew member may be left to give assistance to ill or injured persons while the commander undertakes this flight;
 - (B) after arriving at the HEMS operating site, the installation of the stretcher precludes the HEMS technical crew member from occupying the front seat; or
 - (C) the medical passenger requires the assistance of the HEMS technical crew member in flight.
 - (ii) In the cases described in (i), the operational minima shall be as defined by the applicable airspace requirements; the HEMS operating minima contained in Table 1 of SPA.HEMS.120 shall not be used.
 - (iii) Only in the case described in (i)(A) may the commander land at a HEMS operating site without the technical crew member assisting from the front seat.
 - (2) *Night flight.* The minimum crew by night shall be:
 - (i) two pilots; or
 - (ii) one pilot and one HEMS technical crew member in specific geographical areas defined by the operator in the operations manual taking into account the following:
 - (A) adequate ground reference;
 - (B) flight following system for the duration of the HEMS mission;
 - (C) reliability of weather reporting facilities;
 - (D) HEMS minimum equipment list;
 - (E) continuity of a crew concept;

- (F) minimum crew qualification, initial and recurrent training;
- (G) operating procedures, including crew coordination;
- (H) weather minima; and
- (I) additional considerations due to specific local conditions.

(f) *Crew training and checking*

- (1) Training and checking shall be conducted in accordance with a detailed syllabus approved by MCAA and included in the operations manual.
- (2) Crew members
 - (i) Crew training programmes shall: improve knowledge of the HEMS working environment and equipment; improve crew coordination; and include measures to minimise the risks associated with en-route transit in low visibility conditions, selection of HEMS operating sites and approach and departure profiles.
 - (ii) The measures referred to in (f) (2) (i) shall be assessed during:
 - (A) VMC day proficiency checks, or VMC night proficiency checks when night HEMS operations are undertaken by the operator; and
 - (B) line checks.

SPA.HEMS.135 HEMS medical passenger and other personnel briefing

- (a) *Medical passenger.* Prior to any HEMS flight, or series of flights, medical passengers shall have been briefed to ensure that they are familiar with the HEMS working environment and equipment, can operate on-board medical and emergency equipment and can take part in normal and emergency entry and exit procedures.
- (b) *Ground emergency service personnel.* The operator shall take all reasonable measures to ensure that ground emergency service personnel are familiar with the HEMS working environment and equipment and the risks associated with ground operations at HEMS operating site.
- (c) *Medical patient.* Notwithstanding CAT.OP.MPA.170, a briefing shall only be conducted if the medical condition makes this practicable.

SPA.HEMS.140 Information and documentation

- (a) The operator shall ensure that, as part of its risk analysis and management process, risks associated with the HEMS environment are minimised by specifying in the operations manual: selection, composition and training of crews; levels of equipment and dispatch criteria; and operating procedures and minima, such that normal and likely abnormal operations are described and adequately mitigated.
- (b) Relevant extracts from the operations manual shall be made available to the organisation for which the HEMS is being provided.

SPA.HEMS.145 HEMS operating base facilities

- (a) If crew members are required to be on standby with a reaction time of less than 45 minutes, dedicated suitable accommodation shall be provided close to each operating base.
- (b) At each operating base the pilots shall be provided with facilities for obtaining current and forecast weather information and shall be provided with satisfactory communications with the appropriate air traffic services (ATS) unit. Adequate facilities shall be available for the planning of all tasks.

SPA.HEMS.150 Fuel supply

- (a) When the HEMS mission is conducted under VFR within a local and defined geographical area, standard fuel planning can be employed provided the operator establishes final reserve fuel to ensure that, on completion of the mission the fuel remaining is not less than an amount of fuel sufficient for:
 - (1) 30 minutes of flying time at normal cruising conditions; or
 - (2) when operating within an area providing continuous and suitable precautionary landing sites, 20 minutes of flying time at normal cruising speed.

SPA.HEMS.155 Refuelling with passengers embarking, on board or disembarking

When the commander considers refuelling with passengers on board to be necessary, it can be undertaken either rotors stopped or rotors turning provided the following requirements are met:

- (a) door(s) on the refuelling side of the helicopter shall remain closed;
- (b) door(s) on the non-refuelling side of the helicopter shall remain open, weather permitting;
- (c) fire fighting facilities of the appropriate scale shall be positioned so as to be immediately available in the event of a fire; and
- (d) sufficient personnel shall be immediately available to move patients clear of the helicopter in the event of a fire.

DRAFT

**NON-COMMERCIAL AIR OPERATIONS WITH COMPLEX MOTOR-POWERED AIRCRAFT
(PART-NCC)**

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ANNEX VI

**NON-COMMERCIAL AIR OPERATIONS WITH COMPLEX MOTOR-POWERED AIRCRAFT
(PART-NCC)**

**SUBPART A
GENERAL REQUIREMENTS**

NCC.GEN.100 Competent authority

For the purpose of this Annex, Maldives Civil Aviation Authority (MCAA) is the competent authority in the Maldives and it shall be the authority exercising oversight over operators subject to a certification or declaration obligation having their principal place of business or is residing in the Maldives.

NCC.GEN.105 Crew responsibilities

- (a) The crew member shall be responsible for the proper execution of his/her duties that are:
 - (1) related to the safety of the aircraft and its occupants; and
 - (2) specified in the instructions and procedures in the operations manual.
- (b) During critical phases of flight or whenever deemed necessary by the pilot-in-command in the interest of safety, the crew member shall be seated at his/her assigned station and shall not perform any activities other than those required for the safe operation of the aircraft.
- (c) During flight, the flight crew member shall keep his/her safety belt fastened while at his/her station.
- (d) During flight, at least one qualified flight crew member shall remain at the controls of the aircraft at all times.
- (e) The crew member shall not undertake duties on an aircraft:
 - (1) if he/she knows or suspects that he/she is suffering from fatigue as referred to in 7.f of Annex IV or feels otherwise unfit, to the extent that the flight may be endangered; or
 - (2) when under the influence of psychoactive substances or alcohol or for other reasons as referred to in 7.g of Annex IV.
- (f) The crew member who undertakes duties for more than one operator shall:
 - (1) maintain his/her individual records regarding flight and duty times and rest periods as referred to in Annex III (Part-ORO), Subpart FTL; and
 - (2) provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
- (g) The crew member shall report to the pilot-in-command:
 - (1) any fault, failure, malfunction or defect, which he/she believes may affect the airworthiness or safe operation of the aircraft, including emergency systems; and
 - (2) any incident that was endangering, or could endanger, the safety of the operation.

NCC.GEN.106 Pilot-in-command responsibilities and authority

- (a) The pilot-in-command shall be responsible for:
 - (1) the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations as referred to in 1.c;
 - (2) the initiation, continuation, termination or diversion of a flight in the interest of safety;
 - (3) ensuring that all instructions, operational procedures and checklists are complied with in accordance with the operations manual and as referred to in 1.b;
 - (4) only commencing a flight if he/she is satisfied that all operational limitations referred to in 2.a.3 are complied with, as follows:
 - (i) the aircraft is airworthy;
 - (ii) the aircraft is duly registered;

- (iii) instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, as required in NCC.IDE.A.105 or NCC.IDE.H.105;
- (iv) the mass of the aircraft and centre of gravity location are such that the flight can be conducted within the limits prescribed in the airworthiness documentation;
- (v) all cabin baggage, hold luggage and cargo are properly loaded and secured;
- (vi) the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;
- (vii) each flight crew member holds a valid licence in accordance with MCAR AIRCREW; and
- (viii) flight crew members are properly rated and meet competency and recency requirements;
- (5) not commencing a flight if any flight crew member is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;
- (6) not continuing a flight beyond the nearest weather-permissible aerodrome or operating site, when the capacity of any flight crew member to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;
- (7) deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), as applicable;
- (8) recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft; and
- (9) ensuring that flight recorders:
 - (i) are not disabled or switched off during flight; and
 - (ii) in the event of an accident or an incident that is subject to mandatory reporting:
 - (A) are not intentionally erased;
 - (B) are deactivated immediately after the flight is completed; and
 - (C) are reactivated only with the agreement of the investigating authority.
- (b) The pilot-in-command shall have the authority to refuse carriage of or disembark any person, baggage or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.
- (c) The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.
- (d) Notwithstanding the provision of (a)(6), in a multi-crew operation the pilot-in-command may continue a flight beyond the nearest weather-permissible aerodrome when adequate mitigating procedures are in place.
- (e) The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.d of Annex IV. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.
- (f) The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.
- (g) The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.

NCC.GEN.110 Compliance with laws, regulations and procedures

- (a) The pilot-in-command shall comply with the laws, regulations and procedures of those States where operations are conducted.
- (b) The pilot-in-command shall be familiar with the laws, regulations and procedures, pertinent to the performance of his/her duties, prescribed for the areas to be traversed, the aerodromes or operating sites to be used and the related air navigation facilities as referred to in 1.a of Annex IV.

NCC.GEN.115 Common language

The operator shall ensure that all crew members can communicate with each other in a common language.

NCC.GEN.120 Taxiing of aeroplanes

The operator shall ensure that an aeroplane is only taxied on the movement area of an aerodrome if the person at the controls:

- (a) is an appropriately qualified pilot; or
- (b) has been designated by the operator and:
 - (1) is trained to taxi the aeroplane;
 - (2) is trained to use the radio telephone, if radio communications are required;
 - (3) has received instruction in respect of aerodrome layout, routes, signs, marking, lights, air traffic control (ATC) signals and instructions, phraseology and procedures; and
 - (4) is able to conform to the operational standards required for safe aeroplane movement at the aerodrome.

NCC.GEN.125 Rotor engagement — helicopters

A helicopter rotor shall only be turned under power for the purpose of flight with a qualified pilot at the controls.

NCC.GEN.130 Portable electronic devices

The operator shall not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment.

NCC.GEN.135 Information on emergency and survival equipment carried

The operator shall at all times have available for immediate communication to rescue coordination centres (RCCs) lists containing information on the emergency and survival equipment carried on board.

NCC.GEN.140 Documents, manuals and information to be carried

- (a) The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified:
 - (1) the AFM, or equivalent document(s);
 - (2) the original certificate of registration;
 - (3) the original certificate of airworthiness (CofA);
 - (4) the noise certificate;
 - (5) the declaration as specified in Annex III (Part-ORO), ORO.DEC.100;
 - (6) the list of specific approvals, if applicable;
 - (7) the aircraft radio licence, if applicable;
 - (8) the third party liability insurance certificate(s);
 - (9) the journey log, or equivalent, for the aircraft;
 - (10) details of the filed ATS flight plan, if applicable;
 - (11) current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;
 - (12) procedures and visual signals information for use by intercepting and intercepted aircraft;
 - (13) information concerning search and rescue services for the area of the intended flight;
 - (14) the current parts of the operations manual that are relevant to the duties of the crew members, which shall be easily accessible to the crew members;
 - (15) the MEL or CDL;
 - (16) appropriate notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;
 - (17) appropriate meteorological information;
 - (18) cargo and/or passenger manifests, if applicable; and
 - (19) any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.
- (b) In case of loss or theft of documents specified in (a) (2) to (a) (8), the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

NCC.GEN.145 Preservation, production and use of flight recorder recordings

- (a) Following an accident or an incident that is subject to mandatory reporting, the operator of an aircraft shall preserve the original recorded data for a period of 60 days unless otherwise directed by the investigating authority.
- (b) The operator shall conduct operational checks and evaluations of flight data recorder (FDR) recordings, cockpit voice recorder (CVR) recordings and data link recordings to ensure the continued serviceability of the recorders.
- (c) The operator shall save the recordings for the period of operating time of the FDR as required by NCC.IDE.A.165 or NCC.IDE.H.165, except that, for the purpose of testing and maintaining the FDR, up to 1 hour of the oldest recorded material at the time of testing may be erased.
- (d) The operator shall keep and maintain up-to-date documentation that presents the necessary information to convert FDR raw data into parameters expressed in engineering units.
- (e) The operator shall make available any flight recorder recording that has been preserved, if so determined by the competent authority.
- (f) Without prejudice to Civil Aviation Regulations:
 - (1) CVR recordings shall only be used for purposes other than for the investigation of an accident or an incident subject to mandatory reporting, if all crew members and maintenance personnel concerned consent; and
 - (2) FDR recordings or data link recordings shall only be used for purposes other than for the investigation of an accident or an incident that is subject to mandatory reporting, if such records are:
 - (i) used by the operator for airworthiness or maintenance purposes only;
 - (ii) de-identified; or
 - (iii) disclosed under secure procedures.

NCC.GEN.150 Transport of dangerous goods

- (a) The transport of dangerous goods by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905), including its supplements and any other addenda or corrigenda.
- (b) Dangerous goods shall only be transported by the operator approved in accordance with Annex V (Part-SPA), Subpart G, except when:
 - (1) they are not subject to the Technical Instructions in accordance with Part 1 of those Instructions; or
 - (2) they are carried by passengers or crew members, or are in baggage, in accordance with Part 8 of the Technical Instructions.
- (c) The operator shall establish procedures to ensure that all reasonable measures are taken to prevent dangerous goods from being carried on board inadvertently.
- (d) The operator shall provide personnel with the necessary information enabling them to carry out their responsibilities, as required by the Technical Instructions.
- (e) The operator shall, in accordance with the Technical Instructions, report without delay to the competent authority and the appropriate authority of the State of occurrence in the event of any dangerous goods accidents or incidents.
- (f) The operator shall ensure that passengers are provided with information about dangerous goods in accordance with the Technical Instructions.
- (g) The operator shall ensure that notices giving information about the transport of dangerous goods are provided at acceptance points for cargo as required by the Technical Instructions.

SUBPART B

OPERATIONAL PROCEDURES

NCC.OP.100 Use of aerodromes and operating sites

The operator shall only use aerodromes and operating sites that are adequate for the type of aircraft and operation concerned.

NCC.OP.105 Specification of isolated aerodromes — aeroplanes

For the selection of alternate aerodromes and the fuel policy, the operator shall consider an aerodrome as an isolated aerodrome if the flying time to the nearest adequate destination alternate aerodrome is more than:

- (a) for aeroplanes with reciprocating engines, 60 minutes; or
- (b) for aeroplanes with turbine engines, 90 minutes.

NCC.OP.110 Aerodrome operating minima — general

- (a) For instrument flight rules (IFR) flights the operator shall establish aerodrome operating minima for each departure, destination and alternate aerodrome to be used. Such minima shall:
 - (1) not be lower than those established by the State in which the aerodrome is located, except when specifically approved by that State; and
 - (2) when undertaking low visibility operations, be approved by the competent authority in accordance with Annex V (Part SPA), Subpart E.
- (b) When establishing aerodrome operating minima, the operator shall take the following into account:
 - (1) the type, performance and handling characteristics of the aircraft;
 - (2) the composition, competence and experience of the flight crew;
 - (3) the dimensions and characteristics of the runways and final approach and take-off areas (FATOs) that may be selected for use;
 - (4) the adequacy and performance of the available visual and non-visual ground aids;
 - (5) the equipment available on the aircraft for the purpose of navigation and/or control of the flight path, during the take-off, the approach, the flare, the landing, the rollout and the missed approach;
 - (6) the obstacles in the approach, the missed approach and the climb-out areas necessary for the execution of contingency procedures;
 - (7) the obstacle clearance altitude/height for the instrument approach procedures;
 - (8) the means to determine and report meteorological conditions; and
 - (9) the flight technique to be used during the final approach.
- (c) The minima for a specific type of approach and landing procedure shall only be used if all the following conditions are met:
 - (1) the ground equipment required for the intended procedure is operative;
 - (2) the aircraft systems required for the type of approach are operative;
 - (3) the required aircraft performance criteria are met; and
 - (4) the crew is qualified appropriately.

NCC.OP.111 Aerodrome operating minima — NPA, APV, CAT I operations

- (a) The decision height (DH) to be used for a non-precision approach (NPA) flown with the continuous descent final approach (CDFA) technique, approach procedure with vertical guidance (APV) or category I (CAT I) operation shall not be lower than the highest of:
 - (1) the minimum height to which the approach aid can be used without the required visual reference;
 - (2) the obstacle clearance height (OCH) for the category of aircraft;
 - (3) the published approach procedure DH where applicable;
 - (4) the system minimum specified in Table 1; or
 - (5) the minimum DH specified in the AFM or equivalent document, if stated.

- (b) The minimum descent height (MDH) for an NPA operation flown without the CDFA technique shall not be lower than the highest of:
- (1) the OCH for the category of aircraft;
 - (2) the system minimum specified in Table 1; or
 - (3) the minimum MDH specified in the AFM, if stated.

Table 1
System minima

Facility	Lowest DH/MDH (ft)
Instrument landing system (ILS)	200
Global navigation satellite system (GNSS)/Satellite-based augmentation system (SBAS) (Lateral precision with vertical guidance approach (LPV))	200
GNSS (Lateral Navigation (LNAV))	250
GNSS/Baro-vertical navigation (VNAV) (LNAV/VNAV)	250
Localiser (LOC) with or without distance measuring equipment (DME)	250
Surveillance radar approach (SRA) (terminating at ½ NM)	250
SRA (terminating at 1 NM)	300
SRA (terminating at 2 NM or more)	350
VHF omnidirectional radio range (VOR)	300
VOR/DME	250
Non-directional beacon (NDB)	350
NDB/DME	300
VHF direction finder (VDF)	350

NCC.OP.112 Aerodrome operating minima — circling operations with aeroplanes

- (a) The MDH for a circling operation with aeroplanes shall not be lower than the highest of:
- (1) the published circling OCH for the aeroplane category;
 - (2) the minimum circling height derived from Table 1; or
 - (3) the DH/MDH of the preceding instrument approach procedure.
- (b) The minimum visibility for a circling operation with aeroplanes shall be the highest of:
- (1) the circling visibility for the aeroplane category, if published;
 - (2) the minimum visibility derived from Table 2; or
 - (3) the runway visual range/converted meteorological visibility (RVR/CMV) of the preceding instrument approach procedure.

Table 1
MDH and minimum visibility for circling vs. aeroplane category

	Aeroplane category			
	A	B	C	D
MDH (ft)	400	500	600	700
Minimum meteorological visibility (m)	1500	1600	2400	3600

NCC.OP.113 Aerodrome operating minima — onshore circling operations with helicopters

The MDH for an onshore circling operation with helicopters shall not be lower than 250 ft and the meteorological visibility not less than 800 m.

NCC.OP.115 Departure and approach procedures

- (a) The pilot-in-command shall use the departure and approach procedures established by the State of the aerodrome, if such procedures have been published for the runway or FATO to be used.

- (b) Notwithstanding (a), the pilot-in-command shall only accept an ATC clearance to deviate from a published procedure:
 - (1) provided that obstacle clearance criteria are observed and full account is taken of the operating conditions; or
 - (2) when being radar-vectorred by an ATC unit.
- (c) In any case, the final approach segment shall be flown visually or in accordance with the published approach procedures.

NCC.OP.120 Noise abatement procedures

The operator shall develop operating procedures taking into account the need to minimise the effect of aircraft noise while ensuring that safety has priority over noise abatement.

NCC.OP.125 Minimum obstacle clearance altitudes — IFR flights

- (a) The operator shall specify a method to establish minimum flight altitudes that provide the required terrain clearance for all route segments to be flown in IFR.
- (b) The pilot-in-command shall establish minimum flight altitudes for each flight based on this method. The minimum flight altitudes shall not be lower than that published by the State overflown.

NCC.OP.130 Fuel and oil supply — aeroplanes

- (a) The pilot-in-command shall only commence a flight if the aeroplane carries sufficient fuel and oil for the following:
 - (1) for visual flight rules (VFR) flights:
 - (i) by day, to fly to the aerodrome of intended landing and thereafter to fly for at least 30 minutes at normal cruising altitude; or
 - (ii) by night, to fly to the aerodrome of intended landing and thereafter to fly for at least 45 minutes at normal cruising altitude;
 - (2) for IFR flights:
 - (i) when no destination alternate is required, to fly to the aerodrome of intended landing, and thereafter to fly for at least 45 minutes at normal cruising altitude; or
 - (ii) when a destination alternate is required, to fly to the aerodrome of intended landing, to an alternate aerodrome and thereafter to fly for at least 45 minutes at normal cruising altitude.
- (b) In computing the fuel required including to provide for contingency, the following shall be taken into consideration:
 - (1) forecast meteorological conditions;
 - (2) anticipated ATC routings and traffic delays;
 - (3) procedures for loss of pressurisation or failure of one engine while en-route, where applicable; and
 - (4) any other condition that may delay the landing of the aeroplane or increase fuel and/or oil consumption.
- (c) Nothing shall preclude amendment of a flight plan in-flight, in order to re-plan the flight to another destination, provided that all requirements can be complied with from the point where the flight is re-planned.

NCC.OP.131 Fuel and oil supply — helicopters

- (a) The pilot-in-command shall only commence a flight if the helicopter carries sufficient fuel and oil for the following:
 - (1) for VFR flights, to fly to the aerodrome/operating site of intended landing and thereafter to fly for at least 20 minutes at best-range-speed; and
 - (2) for IFR flights:
 - (i) when no alternate is required or no weather-permissible alternate aerodrome is available, to fly to the aerodrome/operating site of intended landing, and thereafter to fly for 30 minutes at holding speed at 450 m (1 500 ft) above the destination aerodrome/operating site under standard temperature conditions and approach and land; or

- (ii) when an alternate is required, to fly to and execute an approach and a missed approach at the aerodrome/operating site of intended landing, and thereafter:
 - (A) to fly to the specified alternate; and
 - (B) to fly for 30 minutes at holding speed at 450 m (1 500 ft) above the alternate aerodrome/operating site under standard temperature conditions and approach and land.
- (b) In computing the fuel required including to provide for contingency, the following shall be taken into consideration:
 - (1) forecast meteorological conditions;
 - (2) anticipated ATC routings and traffic delays;
 - (3) procedures for loss of pressurisation or failure of one engine while en-route, where applicable; and
 - (4) any other condition that may delay the landing of the aircraft or increase fuel and/or oil consumption.
- (c) Nothing shall preclude amendment of a flight plan in-flight, in order to re-plan the flight to another destination, provided that all requirements can be complied with from the point where the flight is re-planned.

NCC.OP.135 Stowage of baggage and cargo

The operator shall establish procedures to ensure that:

- (a) only hand baggage that can be adequately and securely stowed is taken into the passenger compartment; and
- (b) all baggage and cargo on board that might cause injury or damage, or obstruct aisles and exits if displaced, is stowed so as to prevent movement.

NCC.OP.140 Passenger briefing

The pilot-in-command shall ensure that:

- (a) prior to take-off passengers have been made familiar with the location and use of the following:
 - (1) seat belts;
 - (2) emergency exits; and
 - (3) passenger emergency briefing cards; and if applicable:
 - (4) life-jackets;
 - (5) oxygen dispensing equipment; (6) life-rafts; and
 - (7) other emergency equipment provided for individual passenger use; and
- (b) in an emergency during flight, passengers are instructed in such emergency action as may be appropriate to the circumstances.

NCC.OP.145 Flight preparation

- (a) Before commencing a flight, the pilot-in-command shall ascertain by every reasonable means available that the ground and/or water facilities including communication facilities and navigation aids available and directly required on such flight, for the safe operation of the aircraft, are adequate for the type of operation under which the flight is to be conducted.
- (b) Before commencing a flight, the pilot-in-command shall be familiar with all available meteorological information appropriate to the intended flight. Preparation for a flight away from the vicinity of the place of departure, and for every flight under IFR, shall include:
 - (1) a study of available current weather reports and forecasts; and
 - (2) the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned, because of weather conditions.

NCC.OP.150 Take-off alternate aerodromes — aeroplanes

- (a) For IFR flights, the pilot-in-command shall specify at least one weather-permissible take-off alternate aerodrome in the flight plan if the weather conditions at the aerodrome of departure are at or below the

applicable aerodrome operating minima or it would not be possible to return to the aerodrome of departure for other reasons.

- (b) The take-off alternate aerodrome shall be located within the following distance from the aerodrome of departure:
 - (1) for aeroplanes having two engines, not more than a distance equivalent to a flight time of 1 hour at the single-engine cruise speed in still air standard conditions; and
 - (2) for aeroplanes having three or more engines, not more than a distance equivalent to a flight time of 2 hours at the one-engine-inoperative (OEI) cruise speed according to the AFM in still air standard conditions.
- (c) For an aerodrome to be selected as a take-off alternate aerodrome the available information shall indicate that, at the estimated time of use, the conditions will be at or above the aerodrome operating minima for that operation.

NCC.OP.151 Destination alternate aerodromes — aeroplanes

For IFR flights, the pilot-in-command shall specify at least one weather-permissible destination alternate aerodrome in the flight plan, unless:

- (a) the available current meteorological information indicates that, for the period from 1 hour before until 1 hour after the estimated time of arrival, or from the actual time of departure to 1 hour after the estimated time of arrival, whichever is the shorter period, the approach and landing may be made under visual meteorological conditions (VMC); or
- (b) the place of intended landing is isolated and:
 - (1) an instrument approach procedure is prescribed for the aerodrome of intended landing; and
 - (2) available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival:
 - (i) a cloud base of at least 300 m (1 000 ft) above the minimum associated with the instrument approach procedure; and
 - (ii) visibility of at least 5,5 km or of 4 km more than the minimum associated with the procedure.

NCC.OP.152 Destination alternate aerodromes — helicopters

For IFR flights, the pilot-in-command shall specify at least one weather-permissible destination alternate in the flight plan, unless:

- (a) an instrument approach procedure is prescribed for the aerodrome of intended landing and the available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival, or from the actual time of departure to 2 hours after the estimated time of arrival, whichever is the shorter period:
 - (1) a cloud base of at least 120 m (400 ft) above the minimum associated with the instrument approach procedure; and
 - (2) visibility of at least 1 500 m more than the minimum associated with the procedure; or
- (b) the place of intended landing is isolated and:
 - (1) an instrument approach procedure is prescribed for the aerodrome of intended landing;
 - (2) available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival:
 - (i) the cloud base is at least 120 m (400 ft) above the minimum associated with the instrument approach procedure;
 - (ii) visibility is at least 1 500 m more than the minimum associated with the procedure; and
 - (3) a point of no return (PNR) is determined in case of an offshore destination.

NCC.OP.155 Refuelling with passengers embarking, on board or disembarking

- (a) The aircraft shall not be refuelled with aviation gasoline (AVGAS) or wide-cut type fuel or a mixture of these types of fuel, when passengers are embarking, on board or disembarking.

- (b) For all other types of fuel, necessary precautions shall be taken and the aircraft shall be properly manned by qualified personnel ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.

NCC.OP.160 Use of headset

- (a) Each flight crew member required to be on duty in the flight crew compartment shall wear a headset with boom microphone or equivalent. The headset shall be used as the primary device for voice communications with ATS:
 - (1) when on the ground:
 - (i) when receiving the ATC departure clearance via voice communication; and
 - (ii) when engines are running;
 - (2) when in flight:
 - (i) below transition altitude; or
 - (ii) 10 000 ft, whichever is higher; and
 - (3) whenever deemed necessary by the pilot in command.
- (b) In the conditions of (a), the boom microphone or equivalent shall be in a position that permits its use for two-way radio communications.

NCC.OP.165 Carriage of passengers

The operator shall establish procedures to ensure that:

- (a) passengers are seated where, in the event that an emergency evacuation is required, they are able to assist and not hinder evacuation of the aircraft;
- (b) prior to and during taxiing, take-off and landing, and whenever deemed necessary in the interest of safety by the pilot-in-command, each passenger on board occupies a seat or berth and has his/her safety belt or restraint device properly secured; and
- (c) multiple occupancy is only allowed on specified aircraft seats occupied by one adult and one infant properly secured by a supplementary loop belt or other restraint device.

NCC.OP.170 Securing of passenger compartment and galley(s)

The pilot-in-command shall ensure that:

- (a) before taxiing, take-off and landing, all exits and escape paths are unobstructed; and
- (b) before take-off and landing, and whenever deemed necessary in the interest of safety, all equipment and baggage are properly secured.

NCC.OP.175 Smoking on board

The pilot-in-command shall not allow smoking on board:

- (a) whenever considered necessary in the interest of safety;
- (b) during refuelling of the aircraft;
- (c) while the aircraft is on the surface unless the operator has determined procedures to mitigate the risks during ground operations;
- (d) outside designated smoking areas, in the aisle(s) and lavatory(ies);
- (e) in cargo compartments and/or other areas where cargo is carried that is not stored in flame-resistant containers or covered by flame-resistant canvas; and
- (f) in those areas of the passenger compartments where oxygen is being supplied.

NCC.OP.180 Meteorological conditions

- (a) The pilot-in-command shall only commence or continue a VFR flight if the latest available meteorological information indicates that the weather conditions along the route and at the intended destination at the estimated time of use will be at or above the applicable VFR operating minima.
- (b) The pilot-in-command shall only commence or continue an IFR flight towards the planned destination aerodrome if the latest available meteorological information indicates that, at the estimated time of arrival, the weather conditions at the destination or at least one destination alternate aerodrome are at or above the applicable aerodrome operating minima.
- (c) If a flight contains VFR and IFR segments, the meteorological information referred to in (a) and (b) shall be applicable as far as relevant.

NCC.OP.185 Ice and other contaminants — ground procedures

- (a) The operator shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the aircraft are necessary to allow the safe operation of the aircraft.
- (b) The pilot-in-command shall only commence take-off if the aircraft is clear of any deposit that might adversely affect the performance or controllability of the aircraft, except as permitted under the procedures referred to in (a) and in accordance with the AFM.

NCC.OP.190 Ice and other contaminants — flight procedures

- (a) The operator shall establish procedures for flights in expected or actual icing conditions.
- (b) The pilot-in-command shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions as referred to in 2.a.5 of Annex IV.
- (c) If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the pilot-in-command shall exit the icing conditions without delay, by a change of level and/or route, and if necessary by declaring an emergency to ATC.

NCC.OP.195 Take-off conditions

Before commencing take-off, the pilot-in-command shall be satisfied that:

- (a) according to the information available, the weather at the aerodrome or operating site and the condition of the runway or FATO intended to be used would not prevent a safe take-off and departure; and
- (b) applicable aerodrome operating minima will be complied with.

NCC.OP.200 Simulated situations in flight

- (a) The pilot-in-command shall, when carrying passengers or cargo, not simulate:
 - (1) situations that require the application of abnormal or emergency procedures; or
 - (2) flight in instrument meteorological conditions (IMC).
- (b) Notwithstanding (a), when training flights are conducted by an approved training organisation, such situations may be simulated with student pilots on-board.

NCC.OP.205 In-flight fuel management

- (a) The operator shall establish a procedure to ensure that in-flight fuel checks and fuel management are performed.
- (b) The pilot-in-command shall check at regular intervals that the amount of usable fuel remaining in flight is

not less than the fuel required to proceed to a weather-permissible aerodrome or operating site and the planned reserve fuel as required by NCC.OP.130 or NCC.OP.131.

NCC.OP.210 Use of supplemental oxygen

The pilot-in-command shall ensure that he/she and flight crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously whenever the cabin altitude exceeds 10 000 ft for a period of more than 30 minutes and whenever the cabin altitude exceeds 13 000 ft.

NCC.OP.215 Ground proximity detection

When undue proximity to the ground is detected by a flight crew member or by a ground proximity warning system, the pilot flying shall take corrective action immediately in order to establish safe flight conditions.

NCC.OP.220 Airborne collision avoidance system (ACAS)

The operator shall establish operational procedures and training programs when ACAS is installed and serviceable. When ACAS II is used, such procedures and training shall be in accordance with Civil Aviation Regulations.

NCC.OP.225 Approach and landing conditions

Before commencing an approach to land, the pilot-in-command shall be satisfied that, according to the information available, the weather at the aerodrome or the operating site and the condition of the runway or FATO intended to be used would not prevent a safe approach, landing or missed approach.

NCC.OP.230 Commencement and continuation of approach

- (a) The pilot-in-command may commence an instrument approach regardless of the reported runway visual range/visibility (RVR/VIS).
- (b) If the reported RVR/VIS is less than the applicable minimum the approach shall not be continued:
 - (1) below 1 000 ft above the aerodrome; or
 - (2) into the final approach segment in the case where the decision altitude/height (DA/H) or minimum descent altitude/height (MDA/H) is more than 1 000 ft above the aerodrome.
- (c) Where the RVR is not available, RVR values may be derived by converting the reported visibility.
- (d) If, after passing 1 000 ft above the aerodrome, the reported RVR/VIS falls below the applicable minimum, the approach may be continued to DA/H or MDA/H.
- (e) The approach may be continued below DA/H or MDA/H and the landing may be completed provided that the visual reference adequate for the type of approach operation and for the intended runway is established at the DA/H or MDA/H and is maintained.
- (f) The touchdown zone RVR shall always be controlling.

SUBPART C

AIRCRAFT PERFORMANCE AND OPERATING LIMITATIONS

NCC.POL.100 Operating limitations — all aircraft

- (a) During any phase of operation, the loading, the mass and the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the AFM, or the operations manual, if more restrictive.
- (b) Placards, listings, instrument markings, or combinations thereof, containing those operating limitations

prescribed by the AFM for visual presentation, shall be displayed in the aircraft.

NCC.POL.105 Mass and balance, loading

- (a) The operator shall establish the mass and the CG of any aircraft by actual weighing prior to initial entry into service.

The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented. Aircraft shall be reweighed if the effect of modifications on the mass and balance is not accurately known.

- (b) The weighing shall be accomplished by the manufacturer of the aircraft or by an approved maintenance organisation.
- (c) The operator shall determine the mass of all operating items and crew members included in the aircraft dry operating mass by actual weighing, including any crew baggage, or by using standard masses. The influence of their position on the aircraft's CG shall be determined. When using standard masses the following mass values for crew members shall be used to determine the dry operating mass:
- (1) 85 kg, including hand baggage, for flight crew/technical crew members; and
 - (2) 75 kg for cabin crew members.
- (d) The operator shall establish procedures to enable the pilot-in-command to determine the mass of the traffic load, including any ballast, by:
- (1) actual weighing;
 - (2) determining the mass of the traffic load in accordance with standard passenger and baggage masses; or
 - (3) calculating passenger mass on the basis of a statement by, or on behalf of, each passenger and adding to it a predetermined mass to account for hand baggage and clothing, when the number of passenger seats available on the aircraft is:
 - (i) less than 10 for aeroplanes; or
 - (ii) less than six for helicopters.
- (e) When using standard masses the following mass values shall be used:
- (1) for passengers, those in Tables 1 and 2, where hand baggage and the mass of any infant carried by an adult on one passenger seat are included;

Table 1
Standard masses for passengers — aircraft with a total number of passenger seats of 20 or more

Passenger seats	20 and more		30 and more
	Male	Female	All adult
Adults	88 kg	70 kg	84 kg
Children	35 kg	35 kg	35 kg

Table 2
Standard masses for passengers — aircraft with a total number of passenger seats of 19 or less

Passenger seats	1 – 5	6 – 9	10 – 19
Male	104 kg	96 kg	92 kg
Female	86 kg	78 kg	74 kg
Children	35 kg	35 kg	35 kg

- (2) for baggage:
- (i) for aeroplanes, when the total number of passenger seats available on the aeroplane is 20 or more, standard mass values for checked baggage in Table 3;

Table 3
Standard masses for baggage — aeroplanes with a total number of passenger seats of 20 or more

Type of flight	Baggage standard mass
Domestic	11 kg
Within the European region	13 kg
Intercontinental	15 kg
All other	13 kg

- (ii) for helicopters, when the total number of passenger seats available on the helicopters is 20 or more, the standard mass value for checked baggage of 13 kg.
- (f) For aircraft with 19 passenger seats or less, the actual mass of checked baggage shall be determined:
- (1) by weighing; or
 - (2) by calculation on the basis of a statement by, or on behalf of, each passenger. Where this is impractical, a minimum standard mass of 13 kg shall be used.
- (g) The operator shall establish procedures to enable the pilot-in-command to determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the operations manual.
- (h) The pilot-in-command shall ensure that the loading of:
- (1) the aircraft is performed under the supervision of qualified personnel; and
 - (2) traffic load is consistent with the data used for the calculation of the aircraft mass and balance.
 - (i) The operator shall establish procedures to enable the pilot-in-command to comply with additional structural limits such as the floor strength limitations, the maximum load per running metre, the maximum mass per cargo compartment and the maximum seating limit.
 - (j) The operator shall specify, in the operations manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements contained in (a) to (i). This system shall cover all types of intended operations.

NCC.POL.110 Mass and balance data and documentation

- (a) The operator shall establish mass and balance data and produce mass and balance documentation prior to each flight specifying the load and its distribution in such a way that the mass and balance limits of the aircraft are not exceeded. The mass and balance documentation shall contain the following information:
- (1) aircraft registration and type;
 - (2) flight identification, number and date, as applicable;
 - (3) name of the pilot-in-command;
 - (4) name of the person who prepared the document;
 - (5) dry operating mass and the corresponding CG of the aircraft;
 - (6) mass of the fuel at take-off and the mass of trip fuel;
 - (7) mass of consumables other than fuel, if applicable;
 - (8) load components including passengers, baggage, freight and ballast;
 - (9) take-off mass, landing mass and zero fuel mass;
 - (10) applicable aircraft CG positions; and
 - (11) the limiting mass and CG values.
- (b) Where mass and balance data and documentation are generated by a computerised mass and balance system, the operator shall verify the integrity of the output data.
- (c) When the loading of the aircraft is not supervised by the pilot-in-command, the person supervising the loading of the aircraft shall confirm by hand signature or equivalent that the load and its distribution are in accordance with the mass and balance documentation established by the pilot-in-command. The pilot-in-command shall indicate his/her acceptance by hand signature or equivalent.
- (d) The operator shall specify procedures for last minute changes to the load to ensure that:
- (1) any last minute change after the completion of the mass and balance documentation is entered in the flight planning documents containing the mass and balance documentation;
 - (2) the maximum last minute change allowed in passenger numbers or hold load is specified; and
 - (3) new mass and balance documentation is prepared if this maximum number is exceeded.

NCC.POL.111 Mass and balance data and documentation — alleviations

Notwithstanding NCC.POL.110 (a)(5), the CG position may not need to be on the mass and balance documentation, if the load distribution is in accordance with a pre-calculated balance table or if it can be shown that for the planned operations a correct balance can be ensured, whatever the real load is.

NCC.POL.115 Performance — general

The pilot-in-command shall only operate the aircraft if the performance is adequate to comply with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used, taking into account the charting accuracy of any charts and maps used.

NCC.POL.120 Take-off mass limitations — aeroplanes

The operator shall ensure that:

- (a) the mass of the aeroplane at the start of take-off shall not exceed the mass limitations:
 - (1) at take-off as required in NCC.POL.125;
 - (2) en-route with one engine inoperative (OEI) as required in NCC.POL.130; and
 - (3) at landing as required in NCC.POL.135;allowing for expected reductions in mass as the flight proceeds and for fuel jettisoning;
- (b) the mass at the start of take-off shall never exceed the maximum take-off mass specified in the AFM for the pressure altitude appropriate to the elevation of the aerodrome or operating site, and if used as a parameter to determine the maximum take-off mass, any other local atmospheric condition; and
- (c) the estimated mass for the expected time of landing at the aerodrome or operating site of intended landing and at any destination alternate aerodrome shall never exceed the maximum landing mass specified in the AFM for the pressure altitude appropriate to the elevation of those aerodromes or operating sites, and if used as a parameter to determine the maximum landing mass, any other local atmospheric condition.

NCC.POL.125 Take-off — aeroplanes

- (a) When determining the maximum take-off mass, the pilot-in-command shall take the following into account:
 - (1) the calculated take-off distance shall not exceed the take-off distance available with a clearway distance not exceeding half of the take-off run available;
 - (2) the calculated take-off run shall not exceed the take-off run available;
 - (3) a single value of V_1 shall be used for the rejected and continued take-off, where a V_1 is specified in the AFM; and
 - (4) on a wet or contaminated runway, the take-off mass shall not exceed that permitted for a take-off on a dry runway under the same conditions.
- (b) In the event of an engine failure during take-off, the pilot-in-command shall ensure that:
 - (1) for the aeroplane where a V_1 is specified in the AFM, the aeroplane shall be able to discontinue the take-off and stop within the accelerate-stop distance available; and
 - (2) for the aeroplane where a net take-off flight path is specified in the AFM, the aeroplane shall be able to continue the take-off and clear all obstacles along the flight path by an adequate margin until the aeroplane is in a position to comply with NCC.POL.130.

NCC.POL.130 En-route — one engine inoperative — aeroplanes

The pilot-in-command shall ensure that in the event of an engine becoming inoperative at any point along the route, a multi-engined aeroplane shall be able to continue the flight to an adequate aerodrome or operating site without flying below the minimum obstacle clearance altitude at any point.

NCC.POL.135 Landing — aeroplanes

The pilot-in-command shall ensure that at any aerodrome or operating site, after clearing all obstacles in the approach path by a safe margin, the aeroplane shall be able to land and stop, or a seaplane to come to a satisfactorily low speed, within the landing distance available. Allowance shall be made for expected variations in the approach and landing techniques, if such allowance has not been made in the scheduling of performance data.

SUBPART D INSTRUMENTS, DATA AND EQUIPMENT

SECTION 1 Aeroplanes

NCC.IDE.A.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are:
 - (1) used by the flight crew to control the flight path;
 - (2) used to comply with NCC.IDE.A.245;
 - (3) used to comply with NCC.IDE.A.250; or
 - (4) installed in the aeroplane.
- (b) The following items, when required by this Subpart, do not need an equipment approval:
 - (1) spare fuses;
 - (2) independent portable lights;
 - (3) an accurate time piece;
 - (4) chart holder;
 - (5) first-aid kits;
 - (6) survival and signalling equipment;
 - (7) sea anchor and equipment for mooring; and
 - (8) child restraint device.
- (c) Instruments and equipment not required by this Subpart as well as any other equipment which is not required by other applicable Annexes, but is carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments, equipment or accessories shall not be used by the flight crew to comply with Annex I or NCC.IDE.A.245 and NCC.IDE.A.250; and
 - (2) the instruments and equipment shall not affect the airworthiness of the aeroplane, even in the case of failures or malfunction.
- (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is seated.
- (e) Those instruments that are used by a flight crew member shall be so arranged as to permit the flight crew member to see the indications readily from his/her station, with the minimum practicable deviation from the position and line of vision which he/she normally assumes when looking forward along the flight path.
- (f) All required emergency equipment shall be easily accessible for immediate use.

NCC.IDE.A.105 Minimum equipment for flight

A flight shall not be commenced when any of the aeroplane's instruments, items of equipment, or functions, required for the intended flight are inoperative or missing, unless:

- (a) the aeroplane is operated in accordance with the operator's minimum equipment list (MEL);
- (b) the operator is approved by the competent authority to operate the aeroplane within the constraints of the master minimum equipment list (MMEL); or

- (c) the aeroplane is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

NCC.IDE.A.110 Spare electrical fuses

Aeroplanes shall be equipped with spare electrical fuses, of the ratings required for complete circuit protection, for replacement of those fuses that are allowed to be replaced in flight.

NCC.IDE.A.115 Operating lights

Aeroplanes operated at night shall be equipped with:

- (a) an anti-collision light system;
- (b) navigation/position lights;
- (c) a landing light;
- (d) lighting supplied from the aeroplane's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the aeroplane;
- (e) lighting supplied from the aeroplane's electrical system to provide illumination in all passenger compartments;
- (f) an independent portable light for each crew member station; and
- (g) lights to conform with the International Regulations for Preventing Collisions at Sea if the aeroplane is operated as a seaplane.

NCC.IDE.A.120 Operations under VFR — flight and navigational instruments and associated equipment

- (a) Aeroplanes operated under VFR by day shall be equipped with a means of measuring and displaying the following:
 - (1) magnetic-heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed;
 - (5) slip; and
 - (6) Mach number whenever speed limitations are expressed in terms of Mach number.
- (b) Aeroplanes operated under visual meteorological conditions (VMC) over water and out of sight of the land, or under VMC at night, or in conditions where the aeroplane cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a), equipped with:
 - (1) a means of measuring and displaying the following:
 - (i) turn and slip;
 - (ii) attitude;
 - (iii) vertical speed; and
 - (iv) stabilised heading;
 - (2) a means of indicating when the supply of power to the gyroscopic instruments is not adequate; and
 - (3) a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icing.
- (c) Whenever two pilots are required for the operation, aeroplanes shall be equipped with an additional separate means of displaying the following:
 - (1) pressure altitude;
 - (2) indicated airspeed;
 - (3) slip, or turn and slip, as applicable;
 - (4) attitude, if applicable;
 - (5) vertical speed, if applicable;

- (6) stabilised heading, if applicable; and
- (7) Mach number whenever speed limitations are expressed in terms of Mach number, if applicable.

NCC.IDE.A.125 Operations under IFR — flight and navigational instruments and associated equipment

Aeroplanes operated under IFR shall be equipped with:

- (a) a means of measuring and displaying the following:
 - (1) magnetic heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed;
 - (5) vertical speed;
 - (6) turn and slip;
 - (7) attitude;
 - (8) stabilised heading;
 - (9) outside air temperature; and
 - (10) Mach number whenever speed limitations are expressed in terms of Mach number;
- (b) a means of indicating when the supply of power to the gyroscopic instruments is not adequate;
- (c) whenever two pilots are required for the operation, an additional separate means of displaying for the second pilot:
 - (1) pressure altitude;
 - (2) indicated airspeed;
 - (3) vertical speed;
 - (4) turn and slip;
 - (5) attitude;
 - (6) stabilised heading; and
 - (7) Mach number whenever speed limitations are expressed in terms of Mach number, if applicable;
- (d) a means of preventing malfunction of the airspeed indicating systems required in (a)(4) and (c)(2) due to condensation or icing;
- (e) an alternate source of static pressure;
- (f) a chart holder in an easily readable position that can be illuminated for night operations;
- (g) a second independent means of measuring and displaying altitude; and
- (h) an emergency power supply, independent of the main electrical generating system, for the purpose of operating and illuminating an attitude indicating system for a minimum period of 30 minutes. The emergency power supply shall be automatically operative after the total failure of the main electrical generating system and clear indication shall be given on the instrument that the attitude indicator is being operated by emergency power.

NCC.IDE.A.130 Additional equipment for single-pilot operations under IFR

Aeroplanes operated under IFR with a single pilot shall be equipped with an autopilot with at least altitude hold and heading mode.

NCC.IDE.A.135 Terrain awareness warning system (TAWS)

Turbine-powered aeroplanes with a maximum certified take-off mass (MCTOM) of more than 5 700 kg or a maximum operational passenger seating configuration (MOPSC) of more than nine shall be equipped with a TAWS that meets the requirements for:

- (a) class A equipment, as specified in an acceptable standard, in the case of aeroplanes for which the individual certificate of airworthiness (CofA) was first issued after 1 January 2011; or

- (b) class B equipment, as specified in an acceptable standard, in the case of aeroplanes for which the individual CofA was first issued on or before 1 January 2011.

NCC.IDE.A.140 Airborne collision avoidance system (ACAS)

Unless otherwise provided for by Civil Aviation Regulations, turbine-powered aeroplanes with an MCTOM of more than 5 700 kg or an MOPSC of more than 19 shall be equipped with ACAS II.

NCC.IDE.A.145 Airborne weather detecting equipment

The following aeroplanes shall be equipped with airborne weather detecting equipment when operated at night or in IMC in areas where thunderstorms or other potentially hazardous weather conditions, regarded as detectable with airborne weather detecting equipment, may be expected to exist along the route:

- (a) pressurised aeroplanes;
- (b) non-pressurised aeroplanes with an MCTOM of more than 5 700 kg; and
- (c) non-pressurised aeroplanes with an MOPSC of more than nine.

NCC.IDE.A.150 Additional equipment for operations in icing conditions at night

- (a) Aeroplanes operated in expected or actual icing conditions at night shall be equipped with a means to illuminate or detect the formation of ice.
- (b) The means to illuminate the formation of ice shall not cause glare or reflection that would handicap flight crew members in the performance of their duties.

NCC.IDE.A.155 Flight crew interphone system

Aeroplanes operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.

NCC.IDE.A.160 Cockpit voice recorder

- (a) The following aeroplanes shall be equipped with a CVR:
 - (1) aeroplanes with an MCTOM of more than 27 000 kg and first issued with an individual CofA on or after 1 January 2016; and
 - (2) aeroplanes with an MCTOM of more than 2 250 kg:
 - (i) certified for operation with a minimum crew of at least two pilots;
 - (ii) equipped with turbojet engine(s) or more than one turboprop engine; and
 - (iii) for which a type certificate is first issued on or after 1 January 2016.
- (b) The CVR shall be capable of retaining data recorded during at least the preceding 2 hours.
- (c) The CVR shall record with reference to a timescale:
 - (1) voice communications transmitted from or received in the flight crew compartment by radio;
 - (2) flight crew members' voice communications using the interphone system and the public address system, if installed;
 - (3) the aural environment of the flight crew compartment, including, without interruption, the audio signals received from each boom and mask microphone in use; and
 - (4) voice or audio signals identifying navigation or approach aids introduced into a headset or speaker.
- (d) The CVR shall start automatically to record prior to the aeroplane moving under its own power and shall continue to record until the termination of the flight when the aeroplane is no longer capable of moving under its own power.

- (e) In addition to (d), depending on the availability of electrical power, the CVR shall start to record as early as possible during the cockpit checks prior to engine start at the beginning of the flight until the cockpit checks immediately following engine shutdown at the end of the flight.
- (f) The CVR shall have a device to assist in locating it in water.

NCC.IDE.A.165 Flight data recorder

- (a) Aeroplanes with an MCTOM of more than 5 700 kg and first issued with an individual CofA on or after 1 January 2016 shall be equipped with an FDR that uses a digital method of recording and storing data and for which a method of readily retrieving that data from the storage medium is available.
- (b) The FDR shall record the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power, configuration and operation and be capable of retaining data recorded during at least the preceding 25 hours.
- (c) Data shall be obtained from aeroplane sources that enable accurate correlation with information displayed to the flight crew.
- (d) The FDR shall start automatically to record the data prior to the aeroplane being capable of moving under its own power and shall stop automatically after the aeroplane is incapable of moving under its own power.
- (e) The FDR shall have a device to assist in locating it in water.

NCC.IDE.A.170 Data link recording

- (a) Aeroplanes first issued with an individual CofA on or after 1 January 2016 that have the capability to operate data link communications and are required to be equipped with a CVR shall record on a recorder, where applicable:
 - (1) data link communication messages related to ATS communications to and from the aeroplane, including messages applying to the following applications:
 - (i) data link initiation;
 - (ii) controller–pilot communication; (iii) addressed surveillance;
 - (iv) flight information;
 - (v) as far as is practicable, given the architecture of the system, aircraft broadcast surveillance;
 - (vi) as far as is practicable, given the architecture of the system, aircraft operational control data; and
 - (vii) as far as is practicable, given the architecture of the system, graphics;
 - (2) information that enables correlation to any associated records related to data link communications and stored separately from the aeroplane; and
 - (3) information on the time and priority of data link communications messages, taking into account the system's architecture.
- (b) The recorder shall use a digital method of recording and storing data and information and a method for readily retrieving that data. The recording method shall allow the data to match the data recorded on the ground.
- (c) The recorder shall be capable of retaining data recorded for at least the same duration as set out for CVRs in NCC.IDE.A.160.
- (d) The recorder shall have a device to assist in locating it in water.
- (e) The requirements applicable to the start and stop logic of the recorder are the same as the requirements applicable to the start and stop logic of the CVR contained in NCC.IDE.A.160 (d) and (e).

NCC.IDE.A.175 Flight data and cockpit voice combination recorder

Compliance with CVR requirements and FDR requirements may be achieved by:

- (a) one flight data and cockpit voice combination recorder if the aeroplane has to be equipped with a CVR or an FDR; or

- (b) two flight data and cockpit voice combination recorders if the aeroplane has to be equipped with a CVR and an FDR.

NCC.IDE.A.180 Seats, seat safety belts, restraint systems and child restraint devices

- (a) Aeroplanes shall be equipped with:
- (1) a seat or berth for each person on board who is aged 24 months or more;
 - (2) a seat belt on each passenger seat and restraining belts for each berth;
 - (3) a child restraint device (CRD) for each person on board younger than 24 months;
 - (4) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration:
 - (i) on each flight crew seat and on any seat alongside a pilot's seat; and
 - (ii) on each observer's seat located in the flight crew compartment; and
 - (5) a seat belt with upper torso restraint system on the seats for the minimum required cabin crew, in the case of aeroplanes first issued with an individual CofA after 31 December 1980.
- (b) A seat belt with upper torso restraint system shall:
- (1) have a single point release; and
 - (2) on flight crew seats, on any seat alongside a pilot's seat and on the seats for the minimum required cabin crew, include two shoulder straps and a seat belt that may be used independently.

NCC.IDE.A.185 Fasten seat belt and no smoking signs

Aeroplanes in which not all passenger seats are visible from the flight crew seat(s) shall be equipped with a means of indicating to all passengers and cabin crew when seat belts shall be fastened and when smoking is not allowed.

NCC.IDE.A.190 First-aid kit

- (a) Aeroplanes shall be equipped with first-aid kits in accordance with Table 1.

Table 1
Number of first-aid kits required

Number of passenger seats installed	Number of first-aid kits required
000 – 100	1
101 – 200	2
201 – 300	3
301 – 400	4
401 – 500	5
501 or more	6

- (b) First-aid kits shall be:
- (1) readily accessible for use; and
 - (2) kept up-to-date.

NCC.IDE.A.195 Supplemental oxygen — pressurised aeroplanes

- (a) Pressurised aeroplanes operated at flight altitudes for which the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.
- (b) Pressurised aeroplanes operated above flight altitudes at which the pressure altitude in the passenger compartments is above 10 000 ft shall carry enough breathing oxygen to supply:
- (1) all crew members and:
 - (i) 100 % of the passengers for any period when the cabin pressure altitude exceeds 15 000 ft, but in no case less than 10 minutes' supply;

- (ii) at least 30 % of the passengers, for any period when, in the event of loss of pressurisation and taking into account the circumstances of the flight, the pressure altitude in the passenger compartment will be between 14 000 ft and 15 000 ft; and
 - (iii) at least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 14 000 ft;
 - (2) all the occupants of the passenger compartment for no less than 10 minutes, in the case of aeroplanes operated at pressure altitudes above 25 000 ft, or operated below that altitude, but under conditions that will not allow them to descend safely to a pressure altitude of 13 000 ft within 4 minutes.
- (c) Pressurised aeroplanes operated at flight altitudes above 25 000 ft shall, in addition, be equipped with:
- (1) a device to provide a warning indication to the flight crew of any loss of pressurisation; and
 - (2) quick donning masks for flight crew members.

NCC.IDE.A.200 Supplemental oxygen — non-pressurised aeroplanes

- (a) Non-pressurised aeroplanes operated at flight altitudes when the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.
- (b) Non-pressurised aeroplanes operated above flight altitudes at which the pressure altitude in the passenger compartments is above 10 000 ft shall carry enough breathing oxygen to supply:
 - (1) all crew members and at least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 13 000 ft; and
 - (2) all crew members and passengers for any period that the pressure altitude in the passenger compartments will be above 13 000 ft.

NCC.IDE.A.205 Hand fire extinguishers

- (a) Aeroplanes shall be equipped with at least one hand fire extinguisher:
 - (1) in the flight crew compartment; and
 - (2) in each passenger compartment that is separate from the flight crew compartment, except if the compartment is readily accessible to the flight crew.
- (b) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.

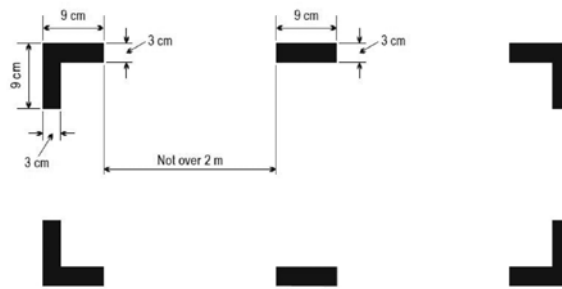
NCC.IDE.A.206 Crash axe and crowbar

- (a) Aeroplanes with an MCTOM of more than 5 700 kg or with an MOPSC of more than nine shall be equipped with at least one crash axe or crowbar located in the flight crew compartment.
- (b) In the case of aeroplanes with an MOPSC of more than 200, an additional crash axe or crowbar shall be installed in or near the rearmost galley area.
- (c) Crash axes and crowbars located in the passenger compartment shall not be visible to passengers.

NCC.IDE.A.210 Marking of break-in points

If areas of the aeroplane's fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.

Figure 1
Marking of break-in points



NCC.IDE.A.215 Emergency locator transmitter (ELT)

- (a) Aeroplanes shall be equipped with:
- (1) an ELT of any type when first issued with an individual CofA on or before 1 July 2008; (2) an automatic ELT when first issued with an individual CofA after 1 July 2008.
 - (b) ELTs of any type shall be capable of transmitting simultaneously on 121,5 MHz and 406 MHz.

NCC.IDE.A.220 Flight over water

- (a) The following aeroplanes shall be equipped with a life-jacket for each person on board or equivalent individual flotation device for each person on board younger than 24 months, stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided:
- (1) landplanes operated over water at a distance of more than 50 NM from land or taking off or landing at an aerodrome or operating site where, in the opinion of the pilot-in-command, the take-off or approach path is so disposed over water that there would be a likelihood of a ditching; and
 - (2) seaplanes operated over water.
- (b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.
- (c) Seaplanes operated over water shall be equipped with:
- (1) a sea anchor and other equipment necessary to facilitate mooring, anchoring or manoeuvring the aeroplane on water, appropriate to its size, weight and handling characteristics; and
 - (2) equipment for making the sound signals as prescribed in the International Regulations for Preventing Collisions at Sea, where applicable.
- (d) The pilot-in-command of an aeroplane operated at a distance away from land where an emergency landing is possible greater than that corresponding to 30 minutes at normal cruising speed or 50 NM, whichever is the lesser, shall determine the risks to survival of the occupants of the aeroplane in the event of a ditching, based on which he/she shall determine the carriage of:
- (1) equipment for making the distress signals;
 - (2) life-rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency; and
 - (3) life-saving equipment to provide the means of sustaining life, as appropriate to the flight to be undertaken.

NCC.IDE.A.230 Survival equipment

- (a) Aeroplanes operated over areas in which search and rescue would be especially difficult shall be equipped with:
- (1) signalling equipment to make the distress signals;
 - (2) at least one survival ELT(S); and
 - (3) additional survival equipment for the route to be flown taking account of the number of persons on board.

- (b) The additional survival equipment specified in (a)(3) does not need to be carried when the aeroplane:
 - (1) remains within a distance from an area where search and rescue is not especially difficult corresponding to:
 - (i) 120 minutes at one-engine-inoperative (OEI) cruising speed for aeroplanes capable of continuing the flight to an aerodrome with the critical engine(s) becoming inoperative at any point along the route or planned diversion routes; or
 - (ii) 30 minutes at cruising speed for all other aeroplanes; or
 - (2) remains within a distance no greater than that corresponding to 90 minutes at cruising speed from an area suitable for making an emergency landing, for aeroplanes certified in accordance with the applicable airworthiness standard.

NCC.IDE.A.240 Headset

- (a) Aeroplanes shall be equipped with a headset with a boom microphone or equivalent for each flight crew member at their assigned station in the flight crew compartment.
- (b) Aeroplanes operated under IFR or at night shall be equipped with a transmit button on the manual pitch and roll control for each required flight crew member.

NCC.IDE.A.245 Radio communication equipment

- (a) Aeroplanes operated under IFR or at night, or when required by the applicable airspace requirements, shall be equipped with radio communication equipment that, under normal radio propagating conditions, shall be capable of:
 - (1) conducting two-way communication for aerodrome control purposes;
 - (2) receiving meteorological information at any time during flight;
 - (3) conducting two-way communication at any time during flight with those aeronautical stations and on those frequencies prescribed by the appropriate authority; and
 - (4) providing for communication on the aeronautical emergency frequency 121,5 MHz.
- (b) When more than one communication equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other.

NCC.IDE.A.250 Navigation equipment

- (a) Aeroplanes shall be equipped with navigation equipment that will enable them to proceed in accordance with:
 - (1) the ATS flight plan, if applicable; and
 - (2) the applicable airspace requirements.
- (b) Aeroplanes shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with (a), or an appropriate contingency action, to be completed safely.
- (c) Aeroplanes operated on flights in which it is intended to land in IMC shall be equipped with suitable equipment capable of providing guidance to a point from which a visual landing can be performed. This equipment shall be capable of providing such guidance for each aerodrome at which it is intended to land in IMC and for any designated alternate aerodromes.

NCC.IDE.A.255 Transponder

Aeroplanes shall be equipped with a pressure altitude reporting secondary surveillance radar (SSR) transponder and any other SSR transponder capability required for the route being flown.

NCC.IDE.A.260 Electronic navigation data management

- (a) The operator shall only use electronic navigation data products that support a navigation application meeting standards of integrity that are adequate for the intended use of the data.

- (b) When the electronic navigation data products support a navigation application needed for an operation for which Annex V (Part-SPA) requires an approval, the operator shall demonstrate to the competent authority that the process applied and the delivered products meet standards of integrity that are adequate for the intended use of the data.
- (c) The operator shall continuously monitor both the process and the products, either directly or by monitoring the compliance of third party providers.
- (d) The operator shall ensure the timely distribution and insertion of current and unaltered electronic navigation data to all aeroplanes that require it.

SECTION 2 **Helicopters**

NCC.IDE.H.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are:
 - (1) used by the flight crew to control the flight path;
 - (2) used to comply with NCC.IDE.H.245;
 - (3) used to comply with NCC.IDE.H.250; or
 - (4) installed in the helicopter.
- (b) The following items, when required by this Subpart, do not need an equipment approval:
 - (1) independent portable light;
 - (2) an accurate time piece;
 - (3) chart holder;
 - (4) first-aid kit;
 - (5) survival and signalling equipment;
 - (6) sea anchor and equipment for mooring; and
 - (7) child restraint device.
- (c) Instruments and equipment not required by this Subpart as well as any other equipment which is not required by other applicable Annexes, but is carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments, equipment or accessories shall not be used by the flight crew to comply with Annex I or NCC.IDE.H.245 and NCC.IDE.H.250; and
 - (2) the instruments and equipment shall not affect the airworthiness of the helicopter, even in the case of failures or malfunction.
- (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is seated.
- (e) Those instruments that are used by a flight crew member shall be so arranged as to permit the flight crew member to see the indications readily from his/her station, with the minimum practicable deviation from the position and line of vision which he/she normally assumes when looking forward along the flight path.
- (f) All required emergency equipment shall be easily accessible for immediate use.

NCC.IDE.H.105 Minimum equipment for flight

A flight shall not be commenced when any of the helicopter's instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the helicopter is operated in accordance with the operator's minimum equipment list (MEL);
- (b) the operator is approved by the competent authority to operate the helicopter within the constraints of the master minimum equipment list (MMEL); or

- (c) the helicopter is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

NCC.IDE.H.115 Operating lights

Helicopters operated at night shall be equipped with:

- (a) an anti-collision light system;
- (b) navigation/position lights;
- (c) a landing light;
- (d) lighting supplied from the helicopter's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the helicopter;
- (e) lighting supplied from the helicopter's electrical system to provide illumination in all passenger compartments; (f) an independent portable light for each crew member station; and
- (g) lights to conform with the International Regulations for Preventing Collisions at Sea if the helicopter is amphibious.

NCC.IDE.H.120 Operations under VFR — flight and navigational instruments and associated equipment

- (a) Helicopters operated under VFR by day shall be equipped with a means of measuring and displaying the following:
 - (1) magnetic heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed; and
 - (5) slip.
- (b) Helicopters operated under VMC over water and out of sight of the land, or under VMC at night, or when the visibility is less than 1 500 m, or in conditions where the helicopter cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be equipped, in addition to (a), with:
 - (1) a means of measuring and displaying the following:
 - (i) attitude;
 - (ii) vertical speed; and
 - (iii) stabilised heading;
 - (2) a means of indicating when the supply of power to the gyroscopic instruments is not adequate; and
 - (3) a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icing.
- (c) Whenever two pilots are required for the operation, helicopters shall be equipped with an additional separate means of displaying the following:
 - (1) pressure altitude;
 - (2) indicated airspeed;
 - (3) slip;
 - (4) attitude, if applicable;
 - (5) vertical speed, if applicable; and
 - (6) stabilised heading, if applicable.

NCC.IDE.H.125 Operations under IFR — flight and navigational instruments and associated equipment

Helicopters operated under IFR shall be equipped with:

- (a) a means of measuring and displaying the following:
 - (1) magnetic heading;
 - (2) time in hours, minutes and seconds;

- (3) pressure altitude;
 - (4) indicated airspeed;
 - (5) vertical speed;
 - (6) slip;
 - (7) attitude;
 - (8) stabilised heading; and
 - (9) outside air temperature;
- (b) a means of indicating when the supply of power to the gyroscopic instruments is not adequate;
- (c) whenever two pilots are required for the operation, an additional separate means of displaying the following:
- (1) pressure altitude;
 - (2) indicated airspeed;
 - (3) vertical speed;
 - (4) slip;
 - (5) attitude; and
 - (6) stabilised heading;
- (d) a means of preventing malfunction of the airspeed indicating systems required in (a)(4) and (c)(2) due to condensation or icing;
- (e) an alternate source of static pressure;
- (f) a chart holder in an easily readable position that can be illuminated for night operations; and
- (g) an additional means of measuring and displaying attitude as a standby instrument.

NCC.IDE.H.130 Additional equipment for single-pilot operations under IFR

Helicopters operated under IFR with a single pilot shall be equipped with an autopilot with at least altitude hold and heading mode.

NCC.IDE.H.145 Airborne weather detecting equipment

Helicopters with an MOPSC of more than nine and operated under IFR or at night shall be equipped with airborne weather detecting equipment when current weather reports indicate that thunderstorms or other potentially hazardous weather conditions, regarded as detectable with airborne weather detecting equipment, may be expected to exist along the route to be flown.

NCC.IDE.H.150 Additional equipment for operations in icing conditions at night

- (a) Helicopters operated in expected or actual icing conditions at night shall be equipped with a means to illuminate or detect the formation of ice.
- (b) The means to illuminate the formation of ice shall not cause glare or reflection that would handicap flight crew members in the performance of their duties.

NCC.IDE.H.155 Flight crew interphone system

Helicopters operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.

NCC.IDE.H.160 Cockpit voice recorder

- (a) Helicopters with an MCTOM of more than 7 000 kg and first issued with an individual CofA on or after 1 January 2016 shall be equipped with a CVR.
- (b) The CVR shall be capable of retaining data recorded during at least the preceding 2 hours.

- (c) The CVR shall record with reference to a timescale:
 - (1) voice communications transmitted from or received in the flight crew compartment by radio;
 - (2) flight crew members' voice communications using the interphone system and the public address system, if installed;
 - (3) the aural environment of the cockpit, including, without interruption, the audio signals received from each crew microphone; and
 - (4) voice or audio signals identifying navigation or approach aids introduced into a headset or speaker.
- (d) The CVR shall start automatically to record prior to the helicopter moving under its own power and shall continue to record until the termination of the flight when the helicopter is no longer capable of moving under its own power.
- (e) In addition to (d), depending on the availability of electrical power, the CVR shall start to record as early as possible during the cockpit checks prior to engine start at the beginning of the flight until the cockpit checks immediately following engine shutdown at the end of the flight.
- (f) The CVR shall have a device to assist in locating it in water.

NCC.IDE.H.165 Flight data recorder

- (a) Helicopters with an MCTOM of more than 3 175 kg and first issued with an individual CofA on or after 1 January 2016 shall be equipped with an FDR that uses a digital method of recording and storing data and for which a method of readily retrieving that data from the storage medium is available.
- (b) The FDR shall record the parameters required to determine accurately the helicopter flight path, speed, attitude, engine power, configuration and operation and be capable of retaining data recorded during at least the preceding 10 hours.
- (c) Data shall be obtained from helicopter sources that enable accurate correlation with information displayed to the flight crew.
- (d) The FDR shall start automatically to record the data prior to the helicopter being capable of moving under its own power and shall stop automatically after the helicopter is incapable of moving under its own power.
- (e) The FDR shall have a device to assist in locating it in water.

NCC.IDE.H.170 Data link recording

- (a) Helicopters first issued with an individual CofA on or after 1 January 2016 that have the capability to operate data link communications and are required to be equipped with a CVR shall record on a recorder, where applicable:
 - (1) data link communication messages related to ATS communications to and from the helicopter, including messages applying to the following applications:
 - (i) data link initiation;
 - (ii) controller–pilot communication;
 - (iii) addressed surveillance;
 - (iv) flight information;
 - (v) as far as is practicable, given the architecture of the system, aircraft broadcast surveillance;
 - (vi) as far as is practicable, given the architecture of the system, aircraft operational control data; and
 - (vii) as far as is practicable, given the architecture of the system, graphics;
 - (2) information that enables correlation to any associated records related to data link communications and stored separately from the helicopter; and
 - (3) information on the time and priority of data link communications messages, taking into account the system's architecture.
- (b) The recorder shall use a digital method of recording and storing data and information and a method for readily retrieving that data. The recording method shall allow the data to match the data recorded on the ground.

- (c) The recorder shall be capable of retaining data recorded for at least the same duration as set out for CVRs in NCC.IDE.H.160.
- (d) The recorder shall have a device to assist in locating it in water.
- (e) The requirements applicable to the start and stop logic of the recorder are the same as the requirements applicable to the start and stop logic of the CVR contained in NCC.IDE.H.160 (d) and (e).

NCC.IDE.H.175 Flight data and cockpit voice combination recorder

Compliance with CVR and FDR requirements may be achieved by one flight data and cockpit voice combination recorder.

NCC.IDE.H.180 Seats, seat safety belts, restraint systems and child restraint devices

- (a) Helicopters shall be equipped with:
 - (1) a seat or berth for each person on board who is aged 24 months or more;
 - (2) a seat belt on each passenger seat and restraining belts for each berth;
 - (3) for helicopters first issued with an individual CofA after 31 December 2012, a seat belt with an upper torso restraint system for each passenger who is aged 24 months or more;
 - (4) a child restraint device (CRD) for each person on board younger than 24 months;
 - (5) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration on each flight crew seat; and
 - (6) a seat belt with upper torso restraint system on the seats for the minimum required cabin crew, in the case of helicopters first issued with an individual CofA after 31 December 1980.
- (b) A seat belt with upper torso restraint system shall:
 - (1) have a single point release; and
 - (2) on flight crew seats, on any seat alongside a pilot's seat and on the seats for the minimum required cabin crew, include two shoulder straps and a seat belt that may be used independently.

NCC.IDE.H.185 Fasten seat belt and no smoking signs

Helicopters in which not all passenger seats are visible from the flight crew seat(s) shall be equipped with a means of indicating to all passengers and cabin crew when seat belts shall be fastened and when smoking is not allowed.

NCC.IDE.H.190 First-aid kit

- (a) Helicopters shall be equipped with at least one first-aid kit.
- (b) The first-aid kit(s) shall be:
 - (1) readily accessible for use; and
 - (2) kept up-to-date.

NCC.IDE.H.200 Supplemental oxygen — non-pressurised helicopters

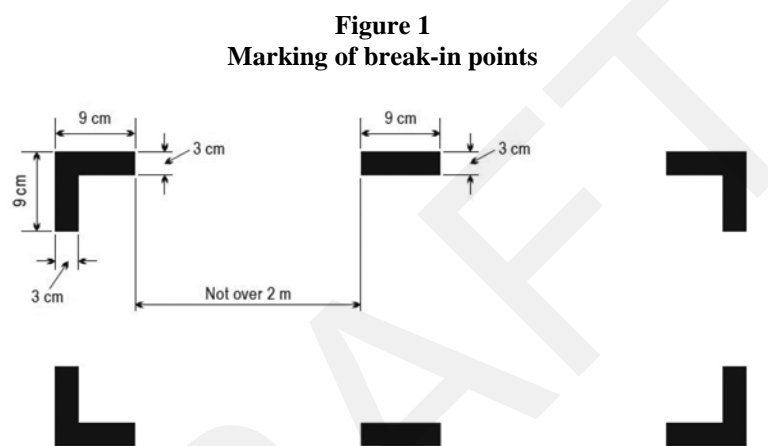
- (a) Non-pressurised helicopters operated at flight altitudes when the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.
- (b) Non-pressurised helicopters operated above flight altitudes at which the pressure altitude in the passenger compartments is above 10 000 ft shall carry enough breathing oxygen to supply:
 - (1) all crew members and at least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 13 000 ft; and
 - (2) all crew members and passengers for any period that the pressure altitude in the passenger compartment will be above 13 000 ft.

NCC.IDE.H.205 Hand fire extinguishers

- (a) Helicopters shall be equipped with at least one hand fire extinguisher:
 - (1) in the flight crew compartment; and
 - (2) in each passenger compartment that is separate from the flight crew compartment, except if the compartment is readily accessible to the flight crew.
- (b) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.

NCC.IDE.H.210 Marking of break-in points

If areas of the helicopter's fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.



NCC.IDE.H.215 Emergency locator transmitter (ELT)

- (a) Helicopters shall be equipped with at least one automatic ELT.
- (b) Helicopters operating on a flight over water in support of offshore operations in a hostile environment and at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, where in the case of the critical engine failure, the helicopter is able to sustain level flight, shall be equipped with an automatically deployable ELT (ELT (AD)).
- (c) An ELT of any type shall be capable of transmitting simultaneously on 121, 5 MHz and 406 MHz.

NCC.IDE.H.225 Life-jackets

- (a) Helicopters shall be equipped with a life-jacket for each person on board or equivalent individual floatation device for each person on board younger than 24 months, which shall be worn or stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided, when:
 - (1) operated on a flight over water at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, where in the case of the critical engine failure, the helicopter is able to sustain level flight;
 - (2) operated on a flight over water beyond autorotational distance from the land, where in the case of critical engine failure, the helicopter is not able to sustain level flight; or
 - (3) taking off or landing at an aerodrome or operating site where the take-off or approach path is over water.
- (b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.

NCC.IDE.H.226 Crew survival suits

Each crew member shall wear a survival suit when:

- (a) operating on a flight over water in support of offshore operations, at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, where in the case of the critical engine failure, the helicopter is able to sustain level flight and when:
 - (1) the weather report or forecasts available to the pilot-in-command indicate that the sea temperature will be less than plus 10 °C during the flight; or
 - (2) the estimated rescue time exceeds the estimated survival time; or
- (b) so determined by the pilot-in-command based on a risk assessment taking into account the following conditions:
 - (1) flights over water beyond autorotational distance or safe forced landing distance from land, where in the case of the critical engine failure, the helicopter is not able to sustain level flight; and
 - (2) the weather report or forecasts available to the pilot-in-command indicate that the sea temperature will be less than plus 10 °C during the flight.

NCC.IDE.H.227 Life-rafts, survival ELTs and survival equipment on extended overwater flights

Helicopters operated:

- (a) on a flight over water at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, where in the case of the critical engine failure, the helicopter is able to sustain level flight; or
- (b) on a flight over water at a distance corresponding to more than 3 minutes flying time at normal cruising speed, where in the case of the critical engine failure, the helicopter is not able to sustain level flight, and if so determined by the pilot-in-command by means of a risk assessment;

shall be equipped with:

- (1) in the case of a helicopter carrying less than 12 persons, at least one life-raft with a rated capacity of not less than the maximum number of persons on board, stowed so as to facilitate their ready use in emergency;
- (2) in the case of a helicopter carrying more than 11 persons, at least two life-rafts, stowed so as to facilitate their ready use in an emergency, sufficient together to accommodate all persons capable of being carried on board and, if one is lost the remaining life-raft(s) having the overload capacity sufficient to accommodate all persons on the helicopter;
- (3) at least one survival ELT (ELT(S)) for each required life-raft; and
- (4) life-saving equipment, including means of sustaining life, as appropriate to the flight to be undertaken.

NCC.IDE.H.230 Survival equipment

Helicopters operated over areas in which search and rescue would be especially difficult shall be equipped with:

- (a) signalling equipment to make distress signals;
- (b) at least one survival ELT (ELT(S)); and
- (c) additional survival equipment for the route to be flown taking account of the number of persons on board.

NCC.IDE.H.231 Additional requirements for helicopters conducting offshore operations in a hostile sea area

Helicopters operated in offshore operations in a hostile sea area, at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed, shall comply with the following:

- (a) When the weather report or forecasts available to the pilot-in-command indicate that the sea temperature will be less than plus 10 °C during the flight, or when the estimated rescue time exceeds the calculated survival time, or the flight is planned to be conducted at night, all persons on board are wearing a survival suit.
- (b) All life-rafts carried in accordance with NCC.IDE.H.227 shall be installed so as to be usable in the sea conditions in which the helicopter's ditching, flotation and trim characteristics were evaluated in order to comply with the ditching requirements for certification.
- (c) The helicopter shall be equipped with an emergency lighting system with an independent power supply to provide a source of general cabin illumination to facilitate the evacuation of the helicopter.
- (d) All emergency exits, including crew emergency exits, and the means of opening them shall be conspicuously marked for the guidance of occupants using the exits in daylight or in the dark. Such markings shall be designed to remain visible if the helicopter is capsized and the cabin is submerged.
- (e) All non-jettisonable doors that are designated as ditching emergency exits shall have a means of securing them in the open position so that they do not interfere with occupants' egress in all sea conditions up to the maximum required to be evaluated for ditching and flotation.
- (f) All doors, windows or other openings in the passenger compartment intended to be used for the purpose of underwater escape shall be equipped so as to be operable in an emergency.
- (g) Life-jackets shall be worn at all times, unless the passenger or crew member is wearing an integrated survival suit that meets the combined requirement of the survival suit and life-jacket.

NCC.IDE.H.232 Helicopters certified for operating on water — miscellaneous equipment

Helicopters certified for operating on water shall be equipped with:

- (a) a sea anchor and other equipment necessary to facilitate mooring, anchoring or manoeuvring the helicopter on water, appropriate to its size, weight and handling characteristics; and
- (b) equipment for making the sound signals prescribed in the International Regulations for Preventing Collisions at Sea, where applicable.

NCC.IDE.H.235 All helicopters on flights over water — ditching

Helicopters shall be designed for landing on water or certified for ditching in accordance with the relevant airworthiness code or fitted with emergency flotation equipment when operated on a flight over water in a hostile environment at a distance from land corresponding to more than 10 minutes flying time at normal cruising speed.

NCC.IDE.H.240 Headset

Whenever a radio communication and/or radio navigation system is required, helicopters shall be equipped with a headset with boom microphone or equivalent and a transmit button on the flight controls for each required pilot and/or crew member at his/her assigned station.

NCC.IDE.H.245 Radio communication equipment

- (a) Helicopters operated under IFR or at night, or when required by the applicable airspace requirements, shall be equipped with radio communication equipment that, under normal radio propagating conditions, shall be capable of:
 - (1) conducting two-way communication for aerodrome control purposes;
 - (2) receiving meteorological information;
 - (3) conducting two-way communication at any time during flight with those aeronautical stations and on those frequencies prescribed by the appropriate authority; and

- (4) providing for communication on the aeronautical emergency frequency 121,5 MHz.
- (b) When more than one communications equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other.
- (c) When a radio communication system is required, and in addition to the flight crew interphone system required in NCC.IDE.H.155, helicopters shall be equipped with a transmit button on the flight controls for each required pilot and crew member at his/her assigned station.

NCC.IDE.H.250 Navigation equipment

- (a) Helicopters shall be equipped with navigation equipment that will enable them to proceed in accordance with:
 - (1) the ATS flight plan, if applicable; and
 - (2) the applicable airspace requirements.
- (b) Helicopters shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with (a), or an appropriate contingency action, to be completed safely.
- (c) Helicopters operated on flights in which it is intended to land in IMC shall be equipped with navigation equipment capable of providing guidance to a point from which a visual landing can be performed. This equipment shall be capable of providing such guidance for each aerodrome at which it is intended to land in IMC and for any designated alternate aerodromes.

NCC.IDE.H.255 Transponder

Helicopters shall be equipped with a pressure altitude reporting secondary surveillance radar (SSR) transponder and any other SSR transponder capability required for the route being flown.'

ANNEX VII

**NON-COMMERCIAL AIR OPERATIONS WITH OTHER-THAN-COMPLEX MOTOR-POWERED
AIRCRAFT
(PART-NCO)**

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ANNEX VII

**NON-COMMERCIAL AIR OPERATIONS WITH OTHER-THAN-COMPLEX MOTOR-POWERED
AIRCRAFT
(PART-NCO)**

**SUBPART A
GENERAL REQUIREMENTS**

NCO.GEN.100 Competent authority

For the purpose of this Annex, Maldives Civil Aviation Authority (MCAA) is the competent authority in the Maldives and it shall be the authority exercising oversight over operators subject to a certification or declaration obligation having their principal place of business or is residing in the Maldives.

NCO.GEN.101 Means of compliance

Alternative means of compliance to those adopted by the Agency may be used by an operator to establish compliance with this Regulation and its Implementing Rules.

NCO.GEN.102 Touring motor gliders and powered sailplanes

- (a) Touring motor gliders shall be operated following the requirements for:
 - (1) aeroplanes when they are power-driven by an engine; and
 - (2) sailplanes when operated without using an engine.
- (b) Touring motor gliders shall be equipped in compliance with the requirements applicable to aeroplanes unless otherwise specified in Subpart D.
- (c) Powered sailplanes, excluding touring motor gliders, shall be operated and equipped in compliance with the requirements applicable to sailplanes.

NCO.GEN.105 Pilot-in-command responsibilities and authority

- (a) The pilot-in-command shall be responsible for:
 - (1) the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations as referred to in 1.c;
 - (2) the initiation, continuation, termination or diversion of a flight in the interest of safety;
 - (3) ensuring that all operational procedures and checklists are complied with as referred to in 1.b;
 - (4) only commencing a flight if he/she is satisfied that all operational limitations referred to in 2.a.3 are complied with, as follows:
 - (i) the aircraft is airworthy;
 - (ii) the aircraft is duly registered;
 - (iii) instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, if applicable, as provided for in NCO.IDE.A.105, NCO.IDE.H.105, NCO.IDE.S.105 or NCO.IDE.B.105;
 - (iv) the mass of the aircraft and, except in the case of balloons, the centre of gravity location are such that the flight can be conducted within limits prescribed in the airworthiness documentation;
 - (v) all equipment, baggage and cargo are properly loaded and secured and an emergency evacuation remains possible; and
 - (vi) the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;
 - (5) not commencing a flight if he/she is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;
 - (6) not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when his/her capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;
 - (7) deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), as applicable; and

- (8) recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft.
- (b) The pilot-in-command shall ensure that during critical phases of flight or whenever deemed necessary in the interest of safety, all crew members are seated at their assigned stations and do not perform any activities other than those required for the safe operation of the aircraft.
- (c) The pilot-in-command shall have the authority to refuse carriage of or disembark any person, baggage or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.
- (d) The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.
- (e) The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances in accordance with 7.d of Annex IV. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.
- (f) During flight, the pilot-in-command shall:
 - (1) except for balloons, keep his/her safety belt fastened while at his/her station; and
 - (2) remain at the controls of the aircraft at all times except if another pilot is taking the controls.
- (g) The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.
- (h) The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.

NCO.GEN.106 Pilot-in-command responsibilities and authority — balloons

The pilot-in-command of a balloon shall in addition to NCO.GEN.105 be responsible for:

- (a) the pre-flight briefing of those persons assisting in the inflation and deflation of the envelope; and
- (b) ensuring that persons assisting in the inflation and deflation of the envelope wear appropriate protective clothing.

NCO.GEN.110 Compliance with laws, regulations and procedure

- (a) The pilot-in-command shall comply with the laws, regulations and procedures of those States where operations are conducted.
- (b) The pilot-in-command shall be familiar with the laws, regulations and procedures, pertinent to the performance of his/her duties, prescribed for the areas to be traversed, the aerodromes or operating sites to be used and the related air navigation facilities as referred to in 1.a.

NCO.GEN.115 Taxiing of aeroplanes

An aeroplane shall only be taxied on the movement area of an aerodrome if the person at the controls:

- (a) is an appropriately qualified pilot; or
- (b) has been designated by the operator and:
 - (1) is trained to taxi the aeroplane;
 - (2) is trained to use the radio telephone, if radio communications are required;
 - (3) has received instruction in respect of aerodrome layout, routes, signs, marking, lights, air traffic control (ATC) signals and instructions, phraseology and procedures; and
 - (4) is able to conform to the operational standards required for safe aeroplane movement at the aerodrome.

NCO.GEN.120 Rotor engagement — helicopters

A helicopter rotor shall only be turned under power for the purpose of flight with a qualified pilot at the controls.

NCO.GEN.125 Portable electronic devices

The pilot-in-command shall not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment.

NCO.GEN.130 Information on emergency and survival equipment carried

Except for aircraft taking-off and landing at the same aerodrome/operating site, the operator shall, at all times, have available for immediate communication to rescue coordination centres (RCCs) lists containing information on the emergency and survival equipment carried on board.

NCO.GEN.135 Documents, manuals and information to be carried

- (a) The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified:
- (1) the AFM, or equivalent document(s);
 - (2) the original certificate of registration;
 - (3) the original certificate of airworthiness (CofA);
 - (4) the noise certificate, if applicable;
 - (5) the list of specific approvals, if applicable;
 - (6) the aircraft radio licence, if applicable;
 - (7) the third party liability insurance certificate(s);
 - (8) the journey log, or equivalent, for the aircraft;
 - (9) details of the filed ATS flight plan, if applicable;
 - (10) current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;
 - (11) procedures and visual signals information for use by intercepting and intercepted aircraft;
 - (12) the MEL or CDL, if applicable; and
 - (13) any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.
- (b) Notwithstanding (a), on flights:
- (1) intending to take off and land at the same aerodrome/operating site; or
 - (2) remaining within a distance or area determined by the competent authority, the documents and information in (a)(2) to (a)(8) may be retained at the aerodrome or operating site.
- (c) Notwithstanding (a), on flights with balloons or sailplanes, excluding touring motor gliders (TMGs), the documents and information in (a)(2) to (a)(8) and (a)(11) to (a)(13) may be carried in the retrieve vehicle.
- (d) The pilot-in-command shall make available within a reasonable time of being requested to do so by the competent authority, the documentation required to be carried on board.

NCO.GEN.140 Transport of dangerous goods

- (a) The transport of dangerous goods by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905), including its supplements and any other addenda or corrigenda.
- (b) Dangerous goods shall only be transported by the operator approved in accordance with Annex V (Part-SPA), Subpart G, except when:
- (1) they are not subject to the Technical Instructions in accordance with Part 1 of those Instructions; or
 - (2) they are carried by passengers or the pilot-in-command, or are in baggage, in accordance with Part 8 of the Technical Instructions;
 - (3) they are carried by operators of ELA2 aircraft.

- (c) The pilot-in-command shall take all reasonable measures to prevent dangerous goods from being carried on board inadvertently.
- (d) The pilot-in-command shall, in accordance with the Technical Instructions, report without delay to the competent authority and the appropriate authority of the State of occurrence in the event of any dangerous goods accidents or incidents.
- (e) The pilot-in-command shall ensure that passengers are provided with information about dangerous goods in accordance with the Technical Instructions.

NCO.GEN.145 Immediate reaction to a safety problem

The operator shall implement:

- (a) any safety measures mandated by the competent authority in accordance with ARO.GEN.135(c); and
- (b) any relevant mandatory safety information issued by the Agency, including airworthiness directives.

NCO.GEN.150 Journey log

Particulars of the aircraft, its crew and each journey shall be retained for each flight, or series of flights, in the form of a journey log, or equivalent.

NCO.GEN.155 Minimum equipment list

- (a) An MEL may be established taking into account the following:
 - (1) the document shall provide for the operation of the aircraft, under specified conditions, with particular instruments, items of equipment or functions inoperative at the commencement of the flight;
 - (2) the document shall be prepared for each individual aircraft, taking account of the operator's relevant operational and maintenance conditions; and
 - (3) the MEL shall be based on the relevant Master Minimum Equipment List (MMEL), and shall not be less restrictive than the MMEL.
- (b) The MEL and any amendment thereto shall be notified to the competent authority.

SUBPART B
OPERATIONAL PROCEDURES

NCO.OP.100 Use of aerodromes and operating sites

The pilot-in-command shall only use aerodromes and operating sites that are adequate for the type of aircraft and operation concerned.

NCO.OP.105 Specification of isolated aerodromes — aeroplanes

For the selection of alternate aerodromes and the fuel policy, the pilot-in-command shall consider an aerodrome as an isolated aerodrome if the flying time to the nearest adequate destination alternate aerodrome is more than:

- (a) for aeroplanes with reciprocating engines, 60 minutes; or
- (b) for aeroplanes with turbine engines, 90 minutes.

NCO.OP.110 Aerodrome operating minima — aeroplanes and helicopters

- (a) For instrument flight rules (IFR) flights, the pilot-in-command shall select and use aerodrome operating minima for each departure, destination and alternate aerodrome. Such minima shall:
 - (1) not be lower than those established by the State in which the aerodrome is located, except when specifically approved by that State; and
 - (2) when undertaking low visibility operations, be approved by the competent authority in accordance with Annex V (Part-SPA), Subpart E.
- (b) When selecting the aerodrome operating minima, the pilot-in-command shall take the following into account:
 - (1) the type, performance and handling characteristics of the aircraft;
 - (2) his/her competence and experience;
 - (3) the dimensions and characteristics of the runways and final approach and take-off areas (FATOs) that may be selected for use;
 - (4) the adequacy and performance of the available visual and non-visual ground aids;
 - (5) the equipment available on the aircraft for the purpose of navigation and/or control of the flight path, during the take-off, the approach, the flare, the landing, the rollout and the missed approach;
 - (6) the obstacles in the approach, the missed approach and the climb-out areas necessary for the execution of contingency procedures;
 - (7) the obstacle clearance altitude/height for the instrument approach procedures;
 - (8) the means to determine and report meteorological conditions; and
 - (9) the flight technique to be used during the final approach.
- (c) The minima for a specific type of approach and landing procedure shall be used if:
 - (1) the ground equipment required for the intended procedure is operative;
 - (2) the aircraft systems required for the type of approach are operative;
 - (3) the required aircraft performance criteria are met; and
 - (4) the pilot is qualified appropriately.

NCO.OP.111 Aerodrome operating minima — NPA, APV, CAT I operations

- (a) The decision height (DH) to be used for a non-precision approach (NPA) flown with the continuous descent final approach (CDFA) technique, approach procedure with vertical guidance (APV) or category I (CAT I) operation shall not be lower than the highest of:
 - (1) the minimum height to which the approach aid can be used without the required visual reference;
 - (2) the obstacle clearance height (OCH) for the category of aircraft;
 - (3) the published approach procedure DH where applicable;
 - (4) the system minimum specified in Table 1; or
 - (5) the minimum DH specified in the AFM or equivalent document, if stated.
- (b) The minimum descent height (MDH) for an NPA operation flown without the CDFA technique shall not be

lower than the highest of:

- (1) the OCH for the category of aircraft;
- (2) the system minimum specified in Table 1; or
- (3) the minimum MDH specified in the AFM, if stated.

Table 1
System minima

Facility	Lowest DH/MDH (ft)
Instrument landing system (ILS)	200
Global navigation satellite system (GNSS)/Satellite-based augmentation system (SBAS) (Lateral precision with vertical guidance approach (LPV))	200
GNSS (Lateral Navigation (LNAV))	250
GNSS/Baro-vertical navigation (VNAV) (LNAV/VNAV)	250
Localiser (LOC) with or without distance measuring equipment (DME)	250
Surveillance radar approach (SRA) (terminating at ½ NM)	250
SRA (terminating at 1 NM)	300
SRA (terminating at 2 NM or more)	350
VHF omnidirectional radio range (VOR)	300
VOR/DME	250
Non-directional beacon (NDB)	350
NDB/DME	300
VHF direction finder (VDF)	350

NCO.OP.112 Aerodrome operating minima — circling operations with aeroplanes

- (a) The MDH for a circling operation with aeroplanes shall not be lower than the highest of:
 - (1) the published circling OCH for the aeroplane category;
 - (2) the minimum circling height derived from Table 1; or
 - (3) the DH/MDH of the preceding instrument approach procedure.
- (b) The minimum visibility for a circling operation with aeroplanes shall be the highest of:
 - (1) the circling visibility for the aeroplane category, if published;
 - (2) the minimum visibility derived from Table 2; or
 - (3) the runway visual range/converted meteorological visibility (RVR/CMV) of the preceding instrument approach procedure.

Table 1
MDH and minimum visibility for circling vs. aeroplane category

	Aeroplane category			
	A	B	C	D
MDH (ft)	400	500	600	700
Minimum meteorological visibility (m)	1 500	1 600	2 400	3 600

NCO.OP.113 Aerodrome operating minima — circling operations with helicopters

The MDH for an onshore circling operation with helicopters shall not be lower than 250 ft and the meteorological visibility not less than 800 m.

NCO.OP.115 Departure and approach procedures — aeroplanes and helicopters

- (a) The pilot-in-command shall use the departure and approach procedures established by the State of the aerodrome, if such procedures have been published for the runway or FATO to be used.
- (b) The pilot-in-command may deviate from a published departure route, arrival route or approach procedure:

- (1) provided obstacle clearance criteria can be observed, full account is taken of the operating conditions and any ATC clearance is adhered to; or
- (2) when being radar-vectored by an ATC unit.

NCO.OP.120 Noise abatement procedures — aeroplanes, helicopters and powered sailplanes

The pilot-in-command shall take into account published noise abatement procedures to minimise the effect of aircraft noise while ensuring that safety has priority over noise abatement.

NCO.OP.121 Noise abatement procedures — balloons

The pilot-in-command shall take into account operating procedures to minimise the effect of heating-system noise while ensuring that safety has priority over noise abatement.

NCO.OP.125 Fuel and oil supply — aeroplanes

- (a) The pilot-in-command shall only commence a flight if the aeroplane carries sufficient fuel and oil for the following:
 - (1) for visual flight rules (VFR) flights:
 - (i) by day, taking-off and landing at the same aerodrome/landing site and always remaining in sight of that aerodrome/landing site, to fly the intended route and thereafter for at least 10 minutes at normal cruising altitude;
 - (ii) by day, to fly to the aerodrome of intended landing and thereafter to fly for at least 30 minutes at normal cruising altitude; or
 - (iii) by night, to fly to the aerodrome of intended landing and thereafter to fly for at least 45 minutes at normal cruising altitude;
 - (2) for IFR flights:
 - (i) when no destination alternate is required, to fly to the aerodrome of intended landing and thereafter to fly for at least 45 minutes at normal cruising altitude; or
 - (ii) when a destination alternate is required, to fly to the aerodrome of intended landing, to an alternate aerodrome and thereafter to fly for at least 45 minutes at normal cruising altitude.
- (b) In computing the fuel required including to provide for contingency, the following shall be taken into consideration:
 - (1) forecast meteorological conditions;
 - (2) anticipated ATC routings and traffic delays;
 - (3) procedures for loss of pressurisation or failure of one engine while en-route, where applicable; and
 - (4) any other condition that may delay the landing of the aeroplane or increase fuel and/or oil consumption.
- (c) Nothing shall preclude amendment of a flight plan in-flight, in order to re-plan the flight to another destination, provided that all requirements can be complied with from the point where the flight is re-planned.

NCO.OP.126 Fuel and oil supply — helicopters

- (a) The pilot-in-command shall only commence a flight if the helicopter carries sufficient fuel and oil for the following:
 - (1) for VFR flights, to fly to the aerodrome/operating site of intended landing and thereafter to fly for at least 20 minutes at best-range-speed; and
 - (2) for IFR flights:
 - (i) when no alternate is required or no weather-permissible alternate aerodrome is available, to fly to the aerodrome/operating site of intended landing, and thereafter to fly for 30 minutes at holding speed at 450 m (1 500 ft) above the destination aerodrome/operating site under standard temperature conditions and approach and land; or
 - (ii) when an alternate is required, to fly to and execute an approach and a missed approach at the aerodrome/operating site of intended landing, and thereafter:
 - (A) to fly to the specified alternate; and
 - (B) to fly for 30 minutes at holding speed at 450 m (1 500 ft) above the alternate aerodrome/operating site under standard temperature conditions and approach and land.

- (b) In computing the fuel required including to provide for contingency, the following shall be taken into consideration:
 - (1) forecast meteorological conditions;
 - (2) anticipated ATC routings and traffic delays;
 - (3) procedures for loss of pressurisation or failure of one engine while en-route, where applicable; and
 - (4) any other condition that may delay the landing of the aircraft or increase fuel and/or oil consumption.
- (c) Nothing shall preclude amendment of a flight plan in-flight, in order to re-plan the flight to another destination, provided that all requirements can be complied with from the point where the flight is re-planned.

NCO.OP.127 Fuel and ballast supply and planning — balloons

- (a) The pilot-in-command shall only commence a flight if the reserve fuel, gas or ballast is sufficient for 30 minutes of flight.
- (b) Fuel, gas or ballast supply calculations shall be based upon at least the following operating conditions under which the flight is to be conducted:
 - (1) data provided by the balloon manufacturer;
 - (2) anticipated masses;
 - (3) expected meteorological conditions; and
 - (4) air navigation services provider procedures and restrictions.

NCO.OP.130 Passenger briefing

The pilot-in-command shall ensure that before or, where appropriate, during the flight, passengers are given a briefing on emergency equipment and procedures.

NCO.OP.135 Flight preparation

- (a) Before commencing a flight, the pilot-in-command shall ascertain by every reasonable means available that the ground and/or water facilities including communication facilities and navigation aids available and directly required on such flight, for the safe operation of the aircraft, are adequate for the type of operation under which the flight is to be conducted.
- (b) Before commencing a flight, the pilot-in-command shall be familiar with all available meteorological information appropriate to the intended flight. Preparation for a flight away from the vicinity of the place of departure, and for every flight under IFR, shall include:
 - (1) a study of available current weather reports and forecasts; and
 - (2) the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned, because of weather conditions.

NCO.OP.140 Destination alternate aerodromes — aeroplanes

For IFR flights, the pilot-in-command shall specify at least one weather-permissible destination alternate aerodrome in the flight plan, unless:

- (a) the available current meteorological information indicates that, for the period from 1 hour before until 1 hour after the estimated time of arrival, or from the actual time of departure to 1 hour after the estimated time of arrival, whichever is the shorter period, the approach and landing may be made under visual meteorological conditions (VMC); or
- (b) the place of intended landing is isolated and:
 - (1) an instrument approach procedure is prescribed for the aerodrome of intended landing; and
 - (2) available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival:
 - (i) a cloud base of at least 300 m (1 000 ft) above the minimum associated with the instrument approach procedure; and
 - (ii) visibility of at least 5,5 km or of 4 km more than the minimum associated with the procedure.

NCO.OP.141 Destination alternate aerodromes — helicopters

For IFR flights, the pilot-in-command shall specify at least one weather-permissible destination alternate aerodrome in the flight plan, unless:

- (a) an instrument approach procedure is prescribed for the aerodrome of intended landing and the available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival, or from the actual time of departure to 2 hours after the estimated time of arrival, whichever is the shorter period:
 - (1) a cloud base of at least 120 m (400 ft) above the minimum associated with the instrument approach procedure; and
 - (2) visibility of at least 1 500 m more than the minimum associated with the procedure; or
- (b) the place of intended landing is isolated and:
 - (1) an instrument approach procedure is prescribed for the aerodrome of intended landing;
 - (2) available current meteorological information indicates that the following meteorological conditions will exist from 2 hours before to 2 hours after the estimated time of arrival:
 - (i) the cloud base is at least 120 m (400 ft) above the minimum associated with the instrument approach procedure;
 - (ii) visibility is at least 1 500 m more than the minimum associated with the procedure; and
 - (3) a point of no return (PNR) is determined in case of an offshore destination.

NCO.OP.145 Refuelling with passengers embarking, on board or disembarking

- (a) The aircraft shall not be refuelled with aviation gasoline (AVGAS) or wide-cut type fuel or a mixture of these types of fuel, when passengers are embarking, on board or disembarking.
- (b) For all other types of fuel, the aircraft shall not be refuelled when passengers are embarking, on board or disembarking, unless it is attended by the pilot-in-command or other qualified personnel ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.

NCO.OP.150 Carriage of passengers

Except for balloons, the pilot-in-command shall ensure that, prior to and during taxiing, take-off and landing, and whenever deemed necessary in the interest of safety, each passenger on board occupies a seat or berth and has his/her safety belt or restraint device properly secured.

NCO.OP.155 Smoking on board — aeroplanes and helicopters

The pilot-in-command shall not allow smoking on board:

- (a) whenever considered necessary in the interest of safety; and
- (b) during refuelling of the aircraft.

NCO.OP.156 Smoking on board — sailplanes and balloons

No person shall be allowed to smoke on board a sailplane or balloon.

NCO.OP.160 Meteorological conditions

- (a) The pilot-in-command shall only commence or continue a VFR flight if the latest available meteorological information indicates that the weather conditions along the route and at the intended destination at the estimated time of use will be at or above the applicable VFR operating minima.
- (b) The pilot-in-command shall only commence or continue an IFR flight towards the planned destination aerodrome if the latest available meteorological information indicates that, at the estimated time of arrival, the weather conditions at the destination or at least one destination alternate aerodrome are at or above the applicable aerodrome operating minima.

- (c) If a flight contains VFR and IFR segments, the meteorological information referred to in (a) and (b) shall be applicable as far as relevant.

NCO.OP.165 Ice and other contaminants — ground procedures

The pilot-in-command shall only commence take-off if the aircraft is clear of any deposit that might adversely affect the performance or controllability of the aircraft, except as permitted in the AFM.

NCO.OP.170 Ice and other contaminants — flight procedures

- (a) The pilot-in-command shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions as referred to in 2.a.5 of Annex IV.
- (b) If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the pilot-in-command shall exit the icing conditions without delay, by a change of level and/or route, and if necessary by declaring an emergency to ATC.

NCO.OP.175 Take-off conditions — aeroplanes and helicopters

Before commencing take-off, the pilot-in-command shall be satisfied that:

- (a) according to the information available, the weather at the aerodrome or operating site and the condition of the runway or FATO intended to be used would not prevent a safe take-off and departure; and
- (b) applicable aerodrome operating minima will be complied with.

NCO.OP.176 Take-off conditions — balloons

Before commencing take-off, the pilot-in-command of a balloon shall be satisfied that, according to the information available, the weather at the operating site or aerodrome would not prevent a safe take-off and departure.

NCO.OP.180 Simulated situations in flight

- (a) The pilot-in-command shall, when carrying passengers or cargo, not simulate:
- (1) situations that require the application of abnormal or emergency procedures; or
 - (2) flight in instrument meteorological conditions (IMC).
- (b) Notwithstanding (a), when training flights are conducted by an approved training organisation, such situations may be simulated with student pilots on-board.

NCO.OP.185 In-flight fuel management

The pilot-in-command shall check at regular intervals that the amount of usable fuel or, for balloons, ballast remaining in flight is not less than the fuel or ballast required to proceed to a weather-permissible aerodrome or operating site and the planned reserve fuel as required by NCO.OP.125, NCO.OP.126 or NCO.OP.127.

NCO.OP.190 Use of supplemental oxygen

The pilot-in-command shall ensure that he/she and flight crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously whenever the cabin altitude exceeds 10 000 ft for a period of more than 30 minutes and whenever the cabin altitude exceeds 13 000 ft.

NCO.OP.195 Ground proximity detection

When undue proximity to the ground is detected by the pilot-in-command or by a ground proximity warning system, the pilot-in-command shall take corrective action immediately in order to establish safe flight conditions.

NCO.OP.200 Airborne collision avoidance system (ACAS II)

When ACAS II is used, operational procedures and training shall be in accordance with Civil Aviation Regulations.

NCO.OP.205 Approach and landing conditions — aeroplanes and helicopters

Before commencing an approach to land, the pilot-in-command shall be satisfied that, according to the information available, the weather at the aerodrome or the operating site and the condition of the runway or FATO intended to be used would not prevent a safe approach, landing or missed approach.

NCO.OP.210 Commencement and continuation of approach — aeroplanes and helicopters

- (a) The pilot-in-command may commence an instrument approach regardless of the reported runway visual range/visibility (RVR/VIS).
- (b) If the reported RVR/VIS is less than the applicable minimum, the approach shall not be continued:
 - (1) below 1 000 ft above the aerodrome; or
 - (2) into the final approach segment in the case where the decision altitude/height (DA/H) or minimum descent altitude/height (MDA/H) is more than 1 000 ft above the aerodrome.
- (c) Where the RVR is not available, RVR values may be derived by converting the reported visibility.
- (d) If, after passing 1 000 ft above the aerodrome, the reported RVR/VIS falls below the applicable minimum, the approach may be continued to DA/H or MDA/H.
- (e) The approach may be continued below DA/H or MDA/H and the landing may be completed provided that the visual reference adequate for the type of approach operation and for the intended runway is established at the DA/H or MDA/H and is maintained.
- (f) The touchdown zone RVR shall always be controlling.

NCO.OP.215 Operational limitations — hot-air balloons

A hot-air balloon may take off during night, provided sufficient fuel is carried for a landing during day.

SUBPART C
AIRCRAFT PERFORMANCE AND OPERATING LIMITATIONS

NCO.POL.100 Operating limitations — all aircraft

- (a) During any phase of operation, the loading, the mass and, except for balloons, the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the AFM, or equivalent document.
- (b) Placards, listings, instrument markings, or combinations thereof, containing those operating limitations prescribed by the AFM for visual presentation, shall be displayed in the aircraft.

NCO.POL.105 Weighing

- (a) The operator shall ensure that the mass and, except for balloons, the CG of the aircraft have been established by actual weighing prior to initial entry into service. The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented. Such information shall be made available to the pilot-in-command. The aircraft shall be reweighed if the effect of modifications on the mass and balance is not accurately known.
- (b) The weighing shall be accomplished by the manufacturer of the aircraft or by an approved maintenance organisation.

NCO.POL.110 Performance — general

The pilot-in-command shall only operate the aircraft if the performance is adequate to comply with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used, taking into account the charting accuracy of any charts and maps used.

SUBPART D
INSTRUMENTS, DATA AND EQUIPMENT

SECTION 1
Aeroplanes

NCO.IDE.A.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are:
 - (1) used by the flight crew to control the flight path;
 - (2) used to comply with NCO.IDE.A.190;
 - (3) used to comply with NCO.IDE.A.195; or
 - (4) installed in the aeroplane.
- (b) The following items, when required by this Subpart, do not need an equipment approval:
 - (1) spare fuses;
 - (2) independent portable lights;
 - (3) an accurate time piece;
 - (4) first-aid kit;
 - (5) survival and signalling equipment;
 - (6) sea anchor and equipment for mooring; and
 - (7) child restraint device.
- (c) Instruments and equipment not required by this Subpart as well as any other equipment that is not required by other applicable Annexes, but is carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments or equipment shall not be used by the flight crew to comply with Annex I or NCO.IDE.A.190 and NCO.IDE.A.195; and
 - (2) the instruments and equipment shall not affect the airworthiness of the aeroplane, even in the case of failures or malfunction.
- (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is seated.
- (e) All required emergency equipment shall be easily accessible for immediate use.

NCO.IDE.A.105 Minimum equipment for flight

A flight shall not be commenced when any of the aeroplane instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the aeroplane is operated in accordance with the MEL, if established; or
- (b) the aeroplane is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

NCO.IDE.A.110 Spare electrical fuses

Aeroplanes shall be equipped with spare electrical fuses, of the ratings required for complete circuit protection, for replacement of those fuses that are allowed to be replaced in flight.

NCO.IDE.A.115 Operating lights

Aeroplanes operated at night shall be equipped with:

- (a) an anti-collision light system;
- (b) navigation/position lights;
- (c) a landing light;

- (d) lighting supplied from the aeroplane's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the aeroplane;
- (e) lighting supplied from the aeroplane's electrical system to provide illumination in all passenger compartments;
- (f) an independent portable light for each crew member station; and
- (g) lights to conform with the International Regulations for Preventing Collisions at Sea if the aeroplane is operated as a seaplane.

NCO.IDE.A.120 Operations under VFR — flight and navigational instruments and associated equipment

- (a) Aeroplanes operated under VFR by day shall be equipped with a means of measuring and displaying the following:
 - (1) magnetic heading;
 - (2) time, in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed; and
 - (5) Mach number, whenever speed limitations are expressed in terms of Mach number.
- (b) Aeroplanes operated under visual meteorological conditions (VMC) at night, or in conditions where the aeroplane cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a), equipped with:
 - (1) a means of measuring and displaying the following:
 - (i) turn and slip;
 - (ii) attitude;
 - (iii) vertical speed; and (iv) stabilised heading; and
 - (2) a means of indicating when the supply of power to the gyroscopic instruments is not adequate.
- (c) Aeroplanes operated in conditions where they cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a) and (b), equipped with a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icing.

NCO.IDE.A.125 Operations under IFR — flight and navigational instruments and associated equipment

Aeroplanes operated under IFR shall be equipped with:

- (a) a means of measuring and displaying the following:
 - (1) magnetic heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed;
 - (5) vertical speed;
 - (6) turn and slip;
 - (7) attitude;
 - (8) stabilised heading;
 - (9) outside air temperature; and
 - (10) Mach number, whenever speed limitations are expressed in terms of Mach number;
- (b) a means of indicating when the supply of power to the gyroscopic instruments is not adequate; and
- (c) a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icing.

NCO.IDE.A.130 Terrain awareness warning system (TAWS)

Turbine-powered aeroplanes certified for a maximum passenger seating configuration of more than nine shall be equipped with TAWS that meets the requirements for:

- (a) class A equipment, as specified in an acceptable standard, in the case of aeroplanes for which the individual certificate of airworthiness (CofA) was first issued after 1 January 2011; or
- (b) class B equipment, as specified in an acceptable standard, in the case of aeroplanes for which the individual CofA was first issued on or before 1 January 2011.

NCO.IDE.A.135 Flight crew interphone system

Aeroplanes operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.

NCO.IDE.A.140 Seats, seat safety belts, restraint systems and child restraint devices

- (a) Aeroplanes shall be equipped with:
 - (1) a seat or berth for each person on board who is aged 24 months or more;
 - (2) a seat belt on each passenger seat and restraining belts for each berth;
 - (3) a child restraint device (CRD) for each person on board younger than 24 months; and
 - (4) a seat belt with upper torso restraint system on each flight crew seat, having a single point release.

NCO.IDE.A.145 First-aid kit

- (a) Aeroplanes shall be equipped with a first-aid kit.
- (b) The first-aid kit shall be:
 - (1) readily accessible for use; and
 - (2) kept up-to-date.

NCO.IDE.A.150 Supplemental oxygen — pressurised aeroplanes

- (a) Pressurised aeroplanes operated at flight altitudes for which the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.
- (b) Pressurised aeroplanes operated above flight altitudes at which the pressure altitude in the passenger compartments is above 10 000 ft shall carry enough breathing oxygen to supply:
 - (1) all crew members and:
 - (i) 100 % of the passengers for any period when the cabin pressure altitude exceeds 15 000 ft, but in no case less than 10 minutes' supply;
 - (ii) at least 30 % of the passengers, for any period when, in the event of loss of pressurisation and taking into account the circumstances of the flight, the pressure altitude in the passenger compartment will be between 14 000 ft and 15 000 ft; and
 - (iii) at least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 14 000 ft; and
 - (2) all the occupants of the passenger compartment for no less than 10 minutes, in the case of aeroplanes operated at pressure altitudes above 25 000 ft, or operated below that altitude but under conditions that will not allow them to descend safely to a pressure altitude of 13 000 ft within 4 minutes.
- (c) Pressurised aeroplanes operated at flight altitudes above 25 000 ft shall, in addition, be equipped with a device to provide a warning indication to the flight crew of any loss of pressurisation.

NCO.IDE.A.155 Supplemental oxygen — non-pressurised aeroplanes

- (a) Non-pressurised aeroplanes operated at flight altitudes when the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.
- (b) Non-pressurised aeroplanes operated above flight altitudes at which the pressure altitude in the passenger compartments is above 10 000 ft shall carry enough breathing oxygen to supply:
 - (1) all crew members and at least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 13 000 ft; and

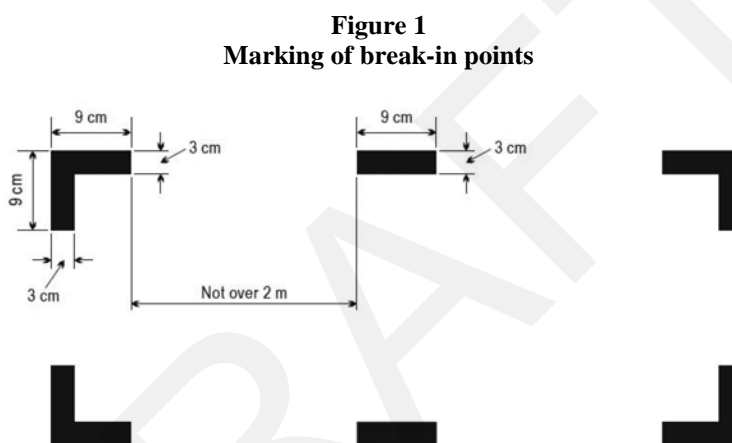
- (2) all crew members and passengers for any period that the pressure altitude in the passenger compartment will be above 13 000 ft.

NCO.IDE.A.160 Hand fire extinguishers

- (a) Aeroplanes, except touring motor gliders (TMG) and ELA1 aeroplanes, shall be equipped with at least one hand fire extinguisher:
- (1) in the flight crew compartment; and
 - (2) in each passenger compartment that is separate from the flight crew compartment, except if the compartment is readily accessible to the flight crew.
- (b) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.

NCO.IDE.A.165 Marking of break-in points

If areas of the aeroplane's fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.



NCO.IDE.A.170 Emergency locator transmitter (ELT)

- (a) Aeroplanes shall be equipped with:
- (1) an ELT of any type, when first issued with an individual CofA on or before 1 July 2008;
 - (2) an automatic ELT, when first issued with an individual CofA after 1 July 2008; or
 - (3) a survival ELT (ELT(S)) or a personal locator beacon (PLB), carried by a crew member or a passenger, when certified for a maximum passenger seating configuration of six or less.
- (b) ELTs of any type and PLBs shall be capable of transmitting simultaneously on 121,5 MHz and 406 MHz.

NCO.IDE.A.175 Flight over water

- (a) The following aeroplanes shall be equipped with a life-jacket for each person on board, or equivalent individual floatation device for each person on board younger than 24 months that shall be worn or stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided:
- (1) single-engine landplanes when:
 - (i) flying over water beyond gliding distance from land; or
 - (ii) taking off or landing at an aerodrome or operating site where, in the opinion of the pilot-in-command, the take-off or approach path is so disposed over water that there would be a likelihood of a ditching;
 - (2) seaplanes operated over water; and
 - (3) aeroplanes operated at a distance away from land where an emergency landing is possible greater than that corresponding to 30 minutes at normal cruising speed or 50 NM, whichever is less.

- (b) Seaplanes operated over water shall be equipped with:
 - (1) one anchor;
 - (2) one sea anchor (drogue), when necessary to assist in manoeuvring; and
 - (3) equipment for making the sound signals, as prescribed in the International Regulations for Preventing Collisions at Sea, where applicable.
- (c) The pilot-in-command of an aeroplane operated at a distance away from land where an emergency landing is possible greater than that corresponding to 30 minutes at normal cruising speed or 50 NM, whichever is the lesser, shall determine the risks to survival of the occupants of the aeroplane in the event of a ditching, based on which he/she shall determine the carriage of:
 - (1) equipment for making the distress signals;
 - (2) life-rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency; and
 - (3) life-saving equipment, to provide the means of sustaining life, as appropriate to the flight to be undertaken.

NCO.IDE.A.180 Survival equipment

Aeroplanes operated over areas in which search and rescue would be especially difficult shall be equipped with such signalling devices and life-saving equipment, including means of sustaining life, as may be appropriate to the area overflown.

NCO.IDE.A.190 Radio communication equipment

- (a) Where required by the airspace being flown aeroplanes shall be equipped with radio communication equipment capable of conducting two-way communication with those aeronautical stations and on those frequencies to meet airspace requirements.
- (b) Radio communication equipment, if required by (a), shall provide for communication on the aeronautical emergency frequency 121,5 MHz.
- (c) When more than one communication equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other.

NCO.IDE.A.195 Navigation equipment

- (a) Aeroplanes operated over routes that cannot be navigated by reference to visual landmarks shall be equipped with any navigation equipment necessary to enable them to proceed in accordance with:
 - (1) the ATS flight plan; if applicable; and
 - (2) the applicable airspace requirements.
- (b) Aeroplanes shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with (a), or an appropriate contingency action, to be completed safely.
- (c) Aeroplanes operated on flights in which it is intended to land in IMC shall be equipped with suitable equipment capable of providing guidance to a point from which a visual landing can be performed. This equipment shall be capable of providing such guidance for each aerodrome at which it is intended to land in IMC and for any designated alternate aerodromes.

NCO.IDE.A.200 Transponder

Where required by the airspace being flown, aeroplanes shall be equipped with a secondary surveillance radar (SSR) transponder with all the required capabilities.

SECTION 2

Helicopters

NCO.IDE.H.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are:
 - (1) used by the flight crew to control the flight path;
 - (2) used to comply with NCO.IDE.H.190;
 - (3) used to comply with NCO.IDE.H.195; or
 - (4) installed in the helicopter.
- (b) The following items, when required by this Subpart, do not need an equipment approval:
 - (1) independent portable lights;
 - (2) an accurate time piece; (3) first-aid kit;
 - (4) survival and signalling equipment;
 - (5) sea anchor and equipment for mooring; and
 - (6) child restraint device.
- (c) Instruments and equipment not required by this Subpart, as well as any other equipment that is not required by other applicable Annexes, but is carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments or equipment shall not be used by the flight crew to comply with Annex I or NCO.IDE.H.190 and NCO.IDE.H.195; and
 - (2) the instruments and equipment shall not affect the airworthiness of the helicopter, even in the case of failures or malfunction.
- (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is seated.
- (e) All required emergency equipment shall be easily accessible for immediate use.

NCO.IDE.H.105 Minimum equipment for flight

A flight shall not be commenced when any of the helicopter's instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the helicopter is operated in accordance with the MEL, if established; or
- (b) the helicopter is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

NCO.IDE.H.115 Operating lights

Helicopters operated at night shall be equipped with:

- (a) an anti-collision light system;
- (b) navigation/position lights;
- (c) a landing light;
- (d) lighting supplied from the helicopter's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the helicopter;
- (e) lighting supplied from the helicopter's electrical system to provide illumination in all passenger compartments;
- (f) an independent portable light for each crew member station; and

- (g) lights to conform with the International Regulations for Preventing Collisions at Sea if the helicopter is amphibious.

NCO.IDE.H.120 Operations under VFR — flight and navigational instruments and associated equipment

- (a) Helicopters operated under VFR by day shall be equipped with a means of measuring and displaying the following:
- (1) magnetic heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed; and
 - (5) slip.
- (b) Helicopters operated under VMC at night, or when the visibility is less than 1 500 m, or in conditions where the helicopter cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a), equipped with:
- (1) a means of measuring and displaying the following:
 - (i) attitude;
 - (ii) vertical speed; and
 - (iii) stabilised heading; and
 - (2) a means of indicating when the supply of power to the gyroscopic instruments is not adequate.
- (c) Helicopters operated when the visibility is less than 1 500 m, or in conditions where the helicopter cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a) and (b), equipped with a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icing.

NCO.IDE.H.125 Operations under IFR — flight and navigational instruments and associated equipment

Helicopters operated under IFR shall be equipped with:

- (a) a means of measuring and displaying the following:
- (1) magnetic heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude;
 - (4) indicated airspeed;
 - (5) vertical speed;
 - (6) slip;
 - (7) attitude;
 - (8) stabilised heading; and
 - (9) outside air temperature;
- (b) a means of indicating when the supply of power to the gyroscopic instruments is not adequate;
- (c) a means of preventing malfunction of the airspeed indicating system required by (a)(4) due to condensation or icing; and
- (d) an additional means of measuring and displaying attitude as a standby instrument.

NCO.IDE.H.126 Additional equipment for single pilot operations under IFR

Helicopters operated under IFR with a single pilot shall be equipped with an autopilot with at least altitude hold and heading mode.

NCO.IDE.H.135 Flight crew interphone system

Helicopters operated by more than one flight crew member shall be equipped with a flight crew interphone system, including headsets and microphones for use by all flight crew members.

NCO.IDE.H.140 Seats, seat safety belts, restraint systems and child restraint devices

- (a) Helicopters shall be equipped with:
 - (1) a seat or berth for each person on board who is aged 24 months or more;
 - (2) a seat belt on each passenger seat and restraining belts for each berth;
 - (3) for helicopters first issued with an individual CofA after 31 December 2012, a seat belt with an upper torso restraint system for each passenger who is aged 24 months or more;
 - (4) a child restraint device for each person on board younger than 24 months; and
 - (5) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration on each flight crew seat.
- (b) A seat belt with upper torso restraint system shall have a single point release.

NCO.IDE.H.145 First-aid kit

- (a) Helicopters shall be equipped with a first-aid kit.
- (b) The first-aid kit shall be:
 - (1) readily accessible for use; and
 - (2) kept up-to-date.

NCO.IDE.H.155 Supplemental oxygen — non-pressurised helicopters

- (a) Non-pressurised helicopters operated at flight altitudes when the oxygen supply is required in accordance with (b) shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the required oxygen supplies.
- (b) Non-pressurised helicopters operated above flight altitudes at which the pressure altitude in the passenger compartments is above 10 000 ft shall carry enough breathing oxygen to supply:
 - (1) all crew members and at least 10 % of the passengers for any period in excess of 30 minutes when the pressure altitude in the passenger compartment will be between 10 000 ft and 13 000 ft; and
 - (2) all crew members and passengers for any period that the pressure altitude in the passenger compartment will be above 13 000 ft.

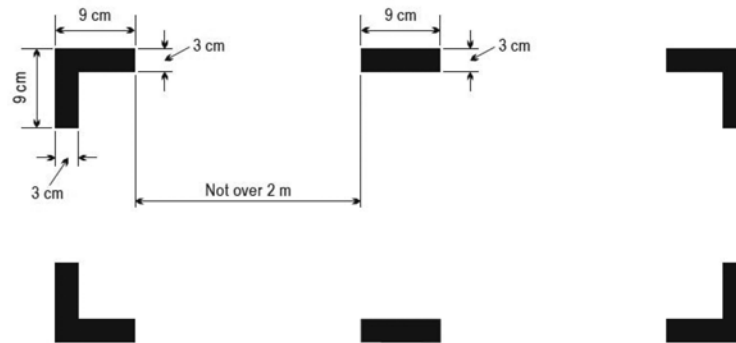
NCO.IDE.H.160 Hand fire extinguishers

- (a) Helicopters, except ELA2 helicopters, shall be equipped with at least one hand fire extinguisher:
 - (1) in the flight crew compartment; and
 - (2) in each passenger compartment that is separate from the flight crew compartment, except if the compartment is readily accessible to the flight crew.
- (b) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.

NCO.IDE.H.165 Marking of break-in points

If areas of the helicopter's fuselage suitable for break-in by rescue crews in an emergency are marked, such areas shall be marked as shown in Figure 1.

Figure 1
Marking of break-in points



NCO.IDE.H.170 Emergency locator transmitter (ELT)

- (a) Helicopters certified for a maximum passenger seating configuration above six shall be equipped with:
 - (1) an automatic ELT; and
 - (2) one survival ELT (ELT(S)) in a life-raft or life-jacket when the helicopter is operated at a distance from land corresponding to more than 3 minutes flying time at normal cruising speed.
- (b) Helicopters certified for a maximum passenger seating configuration of six or less shall be equipped with an ELT(S) or a personal locator beacon (PLB), carried by a crew member or a passenger.
- (c) ELTs of any type and PLBs shall be capable of transmitting simultaneously on 121,5 MHz and 406 MHz.

NCO.IDE.H.175 Flight over water

- (a) Helicopters shall be equipped with a life-jacket for each person on board or equivalent individual flotation device for each person on board younger than 24 months, which shall be worn or stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided, when:
 - (1) flying over water beyond autorotational distance from land where in case of the critical engine failure, the helicopter is not able to sustain level flight; or
 - (2) flying over water at a distance of land corresponding to more than 10 minutes flying at normal cruising speed, where in case of the critical engine failure, the helicopter is able to sustain level flight; or
 - (3) taking off or landing at an aerodrome/operating site where the take-off or approach path is over water.
- (b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.
- (c) The pilot-in-command of a helicopter operated on a flight over water at a distance from land corresponding to more than 30 minutes flying time at normal cruising speed or 50 NM, whichever is less, shall determine the risks to survival of the occupants of the helicopter in the event of a ditching, based on which he/she shall determine the carriage of:
 - (1) equipment for making the distress signals;
 - (2) life-rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency; and
 - (3) life-saving equipment, to provide the means of sustaining life, as appropriate to the flight to be undertaken.
- (d) The pilot-in-command shall determine the risks to survival of the occupants of the helicopter in the event of a ditching, when deciding if the life-jackets required in (a) shall be worn by all occupants.

NCO.IDE.H.180 Survival equipment

Helicopters, operated over areas in which search and rescue would be especially difficult, shall be equipped with such signalling devices and life-saving equipment, including means of sustaining life, as may be appropriate to the area overflown.

NCO.IDE.H.185 All helicopters on flights over water — ditching

Helicopters flying over water in a hostile environment beyond a distance of 50 NM from land shall be:

- (a) designed for landing on water in accordance with the relevant airworthiness code;
- (b) certified for ditching in accordance with the relevant airworthiness code; or
- (c) fitted with emergency flotation equipment.

NCO.IDE.H.190 Radio communication equipment

- (a) Where required by the airspace being flown helicopters shall be equipped with radio communication equipment capable of conducting two-way communication with those aeronautical stations and on those frequencies to meet airspace requirements.
- (b) Radio communication equipment, if required by (a), shall provide for communication on the aeronautical emergency frequency 121,5 MHz.
- (c) When more than one communications equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other.
- (d) When a radio communication system is required, and in addition to the flight crew interphone system required in NCO.IDE.H.135, helicopters shall be equipped with a transmit button on the flight controls for each required pilot and/or crew member at his/her working station.

NCO.IDE.H.195 Navigation equipment

- (a) Helicopters operated over routes that cannot be navigated by reference to visual landmarks shall be equipped with navigation equipment that will enable them to proceed in accordance with:
 - (1) the ATS flight plan, if applicable; and
 - (2) the applicable airspace requirements.
- (b) Helicopters shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation in accordance with (a), or an appropriate contingency action, to be completed safely.
- (c) Helicopters operated on flights in which it is intended to land in IMC shall be equipped with navigation equipment capable of providing guidance to a point from which a visual landing can be performed. This equipment shall be capable of providing such guidance for each aerodrome at which is intended to land in IMC and for any designated alternate aerodromes.

NCO.IDE.H.200 Transponder

Where required by the airspace being flown, helicopters shall be equipped with a secondary surveillance radar (SSR) transponder with all the required capabilities.

SECTION 3

Sailplanes

NCO.IDE.S.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are:
 - (1) used by the flight crew to control the flight path;
 - (2) used to comply with NCO.IDE.S.145;
 - (3) used to comply with NCO.IDE.S.150; or
 - (4) installed in the sailplane.

- (b) The following items, when required by this Subpart, do not need an equipment approval:
 - (1) independent portable lights;
 - (2) an accurate time piece;
 - (3) survival and signalling equipment.
- (c) Instruments and equipment not required by this Subpart as well as any other equipment that is not required by other Annexes, but is carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments or, equipment shall not be used by the flight crew to comply with Annex I; and
 - (2) the instruments and equipment shall not affect the airworthiness of the sailplane, even in the case of failures or malfunction.
- (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is seated.
- (e) All required emergency equipment shall be easily accessible for immediate use.

NCO.IDE.S.105 Minimum equipment for flight

A flight shall not be commenced when any of the sailplane instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the sailplane is operated in accordance with the MEL, if established; or
- (b) the sailplane is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

NCO.IDE.S.115 Operations under VFR — flight and navigational instruments

- (a) Sailplanes operated under VFR by day shall be equipped with a means of measuring and displaying the following:
 - (1) in the case of powered sailplanes, magnetic heading;
 - (2) time in hours, minutes and seconds;
 - (3) pressure altitude; and
 - (4) indicated airspeed.
- (b) Sailplanes operating in conditions where the sailplane cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to (a), equipped with a means of measuring and displaying the following:
 - (1) vertical speed;
 - (2) attitude or turn and slip; and
 - (3) magnetic heading.

NCO.IDE.S.120 Cloud flying — flight and navigational instruments

Sailplanes performing cloud flying shall be equipped with a means of measuring and displaying the following:

- (a) magnetic heading;
- (b) time in hours, minutes and seconds;
- (c) pressure altitude;
- (d) indicated airspeed;
- (e) vertical speed; and
- (f) attitude or turn and slip.

NCO.IDE.S.125 Seats and restraint systems

- (a) Sailplanes shall be equipped with:
- (1) a seat for each person on board; and
 - (2) a seat belt with upper torso restraint system for each seat according to the AFM. (b) A seat belt with upper torso restraint system shall have a single point release.

NCO.IDE.S.130 Supplemental oxygen

Sailplanes operated at pressure altitudes above 10 000 ft shall be equipped with an oxygen storage and dispensing apparatus carrying enough breathing oxygen to supply:

- (a) crew members for any period in excess of 30 minutes when the pressure altitude will be between 10 000 ft and 13 000 ft; and
- (b) all crew members and passengers for any period that the pressure altitude will be above 13 000 ft.

NCO.IDE.S.135 Flight over water

The pilot-in-command of a sailplane operated over water shall determine the risks to survival of the occupants of the sailplane in the event of a ditching, based on which he/she shall determine the carriage of:

- (a) a life-jacket, or equivalent individual floatation device, for each person on board, that shall be worn or stowed in a position that is readily accessible from the seat of the person for whose use it is provided;
- (b) an emergency locator transmitter (ELT) or a personal locator beacon (PLB), carried by a crew member or a passenger, capable of transmitting simultaneously on 121,5 MHz and 406 MHz; and
- (c) equipment for making distress signals, when operating a flight:
 - (1) over water beyond gliding distance from land; or
 - (2) where the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of ditching.

NCO.IDE.S.140 Survival equipment

Sailplanes operated over areas in which search and rescue would be especially difficult shall be equipped with such signalling devices and life-saving equipment as appropriate to the area overflown.

NCO.IDE.S.145 Radio communication equipment

- (a) Where required by the airspace being flown sailplanes shall be equipped with radio communication equipment capable of conducting two-way communication with those aeronautical stations or those frequencies to meet airspace requirements.
- (b) Radio communication equipment, if required by (a), shall provide for communication on the aeronautical emergency frequency 121,5 MHz.

NCO.IDE.S.150 Navigation equipment

Sailplanes shall be equipped with any navigation equipment necessary to proceed in accordance with:

- (a) the ATS flight plans if applicable; and
- (b) the applicable airspace requirements.

NCO.IDE.S.155 Transponder

When required by the airspace being flown, sailplanes shall be equipped with a secondary surveillance radar (SSR) transponder with all the required capabilities.

SECTION 4

Balloons

NCO.IDE.B.100 Instruments and equipment — general

- (a) Instruments and equipment required by this Subpart shall be approved in accordance with the applicable airworthiness requirements if they are:
 - (1) used by the flight crew to determine the flight path;
 - (2) used to comply with NCO.IDE.B.145; or
 - (3) installed in the balloon.
- (b) The following items, when required by this Subpart, do not need an equipment approval:
 - (1) independent portable lights;
 - (2) an accurate time piece;
 - (3) first-aid kit;
 - (4) survival and signalling equipment.
- (c) Instruments and equipment not required by this Subpart as well as any other equipment that is not required by other Annexes, but is carried on a flight, shall comply with the following:
 - (1) the information provided by these instruments or equipment shall not be used by the flight crew to comply with Annex I; and
 - (2) the instruments and equipment shall not affect the airworthiness of the balloon, even in the case of failures or malfunction.
- (d) Instruments and equipment shall be readily operable or accessible from the station where the flight crew member that needs to use it is assigned.
- (e) All required emergency equipment shall be easily accessible for immediate use.

NCO.IDE.B.105 Minimum equipment for flight

A flight shall not be commenced when any of the balloon instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

- (a) the balloon is operated in accordance with the MEL, if established; or
- (b) the balloon is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

NCO.IDE.B.110 Operating lights

Balloons operated at night shall be equipped with:

- (a) position lights;
- (b) a means to provide adequate illumination for all instruments and equipment essential to the safe operation of the balloon;
- (c) an independent portable light; and
- (d) for hot air airships the following:
 - (1) a landing light; and
 - (2) an anti-collision light.

NCO.IDE.B.115 Operations under VFR — flight and navigational instruments and associated equipment

Balloons operated under VFR by day shall be equipped with the following:

- (a) a means of displaying drift direction; and

- (b) a means of measuring and displaying:
 - (1) time in hours, minutes and seconds;
 - (2) vertical speed, if required by the AFM; and
 - (3) pressure altitude, if required by the AFM, if required by airspace requirements or when altitude needs to be controlled for the use of oxygen.

NCO.IDE.B.120 First-aid kit

- (a) Balloons shall be equipped with a first-aid kit.
- (b) The first-aid kit shall be:
 - (1) readily accessible for use; and
 - (2) kept up-to-date.

NCO.IDE.B.121 Supplemental oxygen

Balloons operated at pressure altitudes above 10 000 ft shall be equipped with an oxygen storage and dispensing apparatus carrying enough breathing oxygen to supply:

- (a) crew members for any period in excess of 30 minutes when the pressure altitude will be between 10 000 ft and 13 000 ft; and
- (b) all crew members and passengers for any period that the pressure altitude will be above 13 000 ft.

NCO.IDE.B.125 Hand fire extinguishers

- (a) Balloons shall be equipped with at least one hand fire extinguisher, if required by the applicable certification specifications.
- (b) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the balloon where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration for the occupants of the balloon.

NCO.IDE.B.130 Flight over water

The pilot-in-command of a balloon operated over water shall determine the risks to survival of the occupants of the balloon in the event of a ditching, based on which he/she shall determine the carriage of:

- (a) a life-jacket for each person on board, or equivalent individual floatation device for each person on board younger than 24 months, that shall be worn or stowed in a position that is readily accessible from the station of the person for whose use it is provided;
- (b) when carrying more than 6 persons, an emergency locator transmitter (ELT) capable of transmitting simultaneously on 121,5 MHz and 406 MHz;
- (c) when carrying up to 6 persons, an ELT or a personal locator beacon (PLB), carried by a crew member or a passenger, capable of transmitting simultaneously on 121,5 MHz and 406 MHz; and
- (d) equipment for making the distress signals.

NCO.IDE.B.135 Survival equipment

Balloons operated over areas in which search and rescue would be especially difficult shall be equipped with such signalling devices and life-saving equipment as appropriate to the area overflown.

NCO.IDE.B.140 Miscellaneous equipment

- (a) Balloons shall be equipped with protective gloves for each crew member.

- (b) Hot-air balloons and mixed balloons shall be equipped with:
- (1) an alternative source of ignition;
 - (2) a means of measuring and indicating fuel quantity;
 - (3) a fire blanket or fire resistant cover; and
 - (4) a drop line of at least 25 metres (m) in length.

- (c) Gas balloons shall be equipped with a knife

NCO.IDE.B.145 Radio communication equipment

- (a) Where required by the airspace being flown, balloons shall be equipped with radio communication equipment capable of conducting two-way communication with those aeronautical stations or those frequencies to meet airspace requirements.
- (b) Radio communication equipment, if required by (a), shall provide for communication on the aeronautical emergency frequency 121,5 MHz.

NCO.IDE.B.150 Transponder

When required by the airspace being flown, balloons shall be equipped with a secondary surveillance radar (SSR) transponder with all the required capabilities.