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Ministry of Transport and Communications
Department of Civil Aviation



Myanmar Civil Aviation Requirements
Part 1 – Air Operator Certification and Administration

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CIVIL AVIATION REQUIREMENTS

MYANMAR

**MCAR PART - 1 – AIR OPERATOR CERTIFICATION AND
ADMINISTRATION**

FOURTH EDITION- FEBRUARY 2017

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Foreword

- a) In exercise of the powers conferred by Section 5 (A) (C) of the Myanmar Aircraft Act (Amended 15th October, 2013) and the delegated powers from the Ministry of Transport and Communications as per Notification No.118/2009 dated 9 October 2009, the requirements for the MCAR Part - 1 Air Operator Certification and Administration, Fourth Edition (February 2017) is prescribed and shall take effect from 1st March 2017.

This Fourth Edition of MCAR Part - 1 superseded the Third Edition of MCAR Part - 1 Air Operator Certification and Administration and Second Edition of MCAR Part -13 The Safe Transport of Dangerous Goods by Air .Those have been issued since 2013.

- b) The content of this MCAR is intended to be harmonized with contents of other related MCARs issued by DCA, Myanmar.
- c) “SAFETY is our top priority” and will never be compromised. Which are hereby strongly encouraged to all safety concerns and sustainable development for all operators.



Min Lwin
Director General
Department of Civil Aviation










TABLE OF DISTRIBUTION LIST OF FLIGHT STANDARDS DIVISION (MCARs)

No	Description	Subject	Last Issue	Distribution List
1.	MCAR Part.1	Air Operator Certificate and Administration	Fourth Edition February, 2017	DG Office DY-DG Office(Operations and Inspections) DY-DG Office (Planning and Safety Oversight) DCA Library All Divisions & All Airlines

AMENDMENTS

Location	Date	Description	Sign
1.2.2.1(b) (4)	10.4.2017	Deleted subsection (4)	
1.2.2.1 (b) (6)	10.4.2017	Deleted text "(Engineering / Maintenance)"	
1.2.2.9	10.4.2017	Deleted original paragraph (b) and replaced with new paragraph (b)	
1.2.2.9	10.4.2017	Added new paragraph (c)	
1.2.2.9	10.4.2017	Renumbered original paragraph (c) to (d)	
IS 1.2.2.1 (e)	10.4.2017	Deleted paragraph "(h)"	
IS 1.2.2.1 (e)	10.4.2017	Deleted original paragraph (g) and replaced with new paragraph (g)	
IS 1.3.1.2 (3.4)	10.4.2017	Renumbered 3.4.1 and added new text in 3.4.2	
1.1.1.8(a)		Added new text	
			Min Lwin
			Director General Department of Civil Aviation


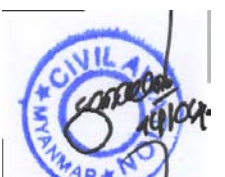

AMENDMENTS

Location	Date	Description	Sign
1.1.1.8(a)	4.8.2017	Changed “effective for two years” to “initial issue for one year and every renewal is two years”.	
1.1.1.8 (b)	4.8.2017	Added new paragraph (b)	
1.1.1.8 (c)	4.8.2017	Changed “at least 30 days” to “at least 60 days”	
1.1.1.12	4.8.2017	Added new paragraph	
IS 1.2.3.2 (c)- (d)	4.8.2017	Changed “on the lessor” to “ on the foreign air operator lessee”	
IS 1.2.3.4 (c)- (a)	4.8.2017	Changed “the wet lease” to “the wet lease agreement”	
IS 1.2.3.4(c)- (c)	4.8.2017	Changed “its operations specifications” to “supplement operations specifications” (see paragraph – d)	
IS 1.2.3.4(c)- (c)- (7, 8, 9, 10, 11, 12, 13, 14 and 15)	4.8.2017	Added new paragraphs (7 to 15)	
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1.1.1.4	8.6.2018	Added new paragraph (e) (f) (g)	
1.2.2.1(a)	8.6.2018	Added new paragraph (1)	
IS 1.2.2.1(e)	8.6.2018	Added new paragraph (h)	



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AMENDMENTS

Location	Date	Description	Sign
1.2.2.3	17.10.2018	Added new paragraph (d)	
1.3.1.2	17.10.2018	Added new paragraph (h)(i)	
1.6.1.14	17.10.2018	Added new text	
IS 1.3.1.3	17.10.2018	Changed text	


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INTRODUCTION

MCAR Part - 1 of Air Operator Certification and Administration sets forth the requirements for persons or entities to be granted an AOC certification from Myanmar. This part includes requirements concerning the AOC certificate, flight operations management, maintenance requirements, security management, and dangerous goods management and shipping. The requirements in this Part address the standards in ICAO Annex 18, amendment 12, and the air operator requirements of ICAO Annex 6, Part I, amendment 41.

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Part- I AIR OPERATOR CERTIFICATION AND ADMINISTRATION

1.1 AIR OPERATOR CERTIFICATE

1.1.1.1 APPLICABILITY

- (a) MCAR Part 1 applies to the carriage of passengers, cargo or mail for remuneration or hires by persons whose principal place of business or permanent residence is located in Myanmar.
- (b) This Part of the requirements prescribes requirements for the original certification and continued validity of air operator certificates (AOC) issued by Myanmar.
- (c) Except where specifically noted, this part applies to all commercial air transport operations by AOC holders for which Myanmar is the State of the Operator under the definitions provided in Annex 6 to the Convention on International Civil Aviation.

1.1.1.2 DEFINITIONS

Definitions are contained in MCAR Part 8.

1.1.1.3 ABBREVIATIONS

- (a) The following abbreviations are used in Part 1.
 - (1) **AOC** – Air Operator Certificate
 - (2) **AMO** – Approved Maintenance Organization
 - (3) **ATP** – Air Transport Pilot
 - (4) **CAT**-Category [of instrument approach operation: Type B (CAT I, II, IIIA, IIIB, IIIC)
 - (5) **CDL** – Configuration Deviation List
 - (6) **DCA**-Department Of Civil Aviation
 - (7) **DH** – Decision Height
 - (8) **EDTO** – Extended Diversion Time Operation
 - (9) **FRMS** – Fatigue Risk Management System
 - (10) **IFR** – Instrument Flight Rules
 - (11) **IMC** – Instrument Meteorological Conditions
 - (12) **MEL** – Minimum Equipment List
 - (13) **PIC** – Pilot-In-Command
 - (14) **RFFS** – Rescue and Fire Fighting Service
 - (15) **RVR** – Runway Visual Range
 - (16) **RVSM** – Reduced Vertical Separation Minimum
 - (17) **UN** – United Nations
 - (18) **SMS** – Safety Management System
 - (19) **VFR** – Visual Flight Rules
 - (20) **VMC** – Visual Meteorological Conditions
 - (21) **CAMO** – Continuing Airworthiness Management Organization

1.1.1.4 Compliance with an Air Operator Certificate

- (a) No operator may operate an aircraft in commercial air transport unless that operator holds an AOC for the operations being conducted.
- (b) No person may operate an aircraft in commercial air transport operations which are not authorized by the terms and conditions of its AOC.
- (c) Each AOC holder shall carry a certified true copy of the air operator certificate and a copy of the operations specifications relevant to the aircraft type, issued in conjunction with the certificate on board its aircraft. When the certificate and the associated operations specifications are issued by DCA Myanmar in a language other than English, and English translation shall be included.
- (d) Each AOC holder shall, at all times, continue in compliance with the AOC terms, conditions of issuance, and maintenance requirements in order to hold that certificate.
- (e) The issue of an air operator certificate by the Authority shall be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.
- (f) Each AOC holder shall develop policies and procedures for third parties that perform work on its behalf.
- (g) The continued validity of an air operator certificate shall depend upon the operator maintaining the requirements of 1.1.1.4 (e) and 1.1.1.8 under the supervision of Authority.

1.1.1.5 APPLICATION FOR AN AIR OPERATOR CERTIFICATE

- (a) An operator applying to the Authority for an AOC shall submit an application—
 - (1) In a form DCA/FSD/CA-OPS/AOC-001 and manner prescribed by the Authority; and
 - (2) Containing any information the Authority requires the applicant to submit.
- (b) Each applicant shall make the application for an initial issue of an AOC at least 90 days before the date of intended operation.
- (c) At the time of application, the applicant shall provide all information and manuals required under this Part, and the safety management system documentation required by this Part.

1.1.1.6 ISSUANCE OR DENIAL OF AIR OPERATOR CERTIFICATE

- (a) The Authority may issue an AOC if, after investigation, the Authority finds that the applicant—
 - (1) Is a citizen of the Myanmar;
 - (2) Has its principle place of business and its registered office, if any, located in Myanmar;
 - (3) Meets the applicable regulations and standards for the holder of an AOC;
 - (4) Is properly and adequately equipped for safe operations in commercial air transport and maintenance of the aircraft; and
 - (5) Holds the economic authority issued by the Myanmar Investment Commission (MIC) under the provisions of the Myanmar Investment Law.

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

1.1.1.7 CONTENTS OF AIR OPERATOR CERTIFICATE

- (a) The AOC will consist of two documents—
 - (1) A one-page certificate for public display signed by the Authority, and
 - (2) Operations specifications containing the terms and conditions applicable to the AOC holder's certificate.

- (b) The Authority will issue an AOC which will contain—
 - (1) The State of the Operator and the issuing authority;
 - (2) The Air Operator Certificate number and its expiration date;
 - (3) The operator name, trading name (if different) and address of the principal place of business;
 - (4) The date of issue and the name, signature and title of the Authority representative, and
 - (5) The location, in a controlled document carried on board, where the contact details of operational management can be found.

- (c) See IS 1.1.1.7(c) for detailed requirements on the layout and content of the Air Operator Certificate.

- (d) The operations specifications associated with the Air Operator Certificate shall contain the authorizations, conditions, limitations and approvals issued by the authority in accordance with the standards which are applicable to operations and maintenance conducted by the AOC holder.
- (e) See IS 1.1.1.7(e) for the layout and content of the Operations Specifications.

1.1.1.8 DURATION OF AN AIR OPERATOR CERTIFICATE

- (a) An AOC, or any portion of the AOC, issued by the Authority is initial issue for one year and every renewal is two years unless-
 - (1) The Authority amends, suspends, revokes or otherwise terminates the certificate;
 - (2) The AOC holder surrenders it to the Authority; or
 - (3) The AOC holder suspends operations for more than 60 days.
- (b) The AOC certificate shall be issued for the specified period less than mention above paragraph (a) by the Authority due to failure of compliance with Myanmar Civil Aviation Requirements.
- (c) An AOC holder shall make application for renewal of an AOC at least 60 days before the end of the existing period of validity.

1.1.1.9 AMENDMENT OF AN AIR OPERATOR CERTIFICATE

- (a) The Authority may amend any AOC if—
 - (1) The Authority determines that safety in commercial air transport and the public interest require the amendment; or
 - (2) The AOC holder applies for an amendment, and the Authority determines that safety in commercial air transport and the public interest allows the amendment.
- (b) If the Authority stipulates in writing that an emergency exists requiring immediate amendment in the public interest with respect to safety in commercial air transportation, such an amendment is effective without stay on the date the AOC holder receives notice.
- (c) An AOC holder may appeal the amendment, but shall operate in accordance with it, unless it is subsequently withdrawn.
- (d) Amendments proposed by the Authority, other than emergency amendments, become effective 30 days after notice to the AOC holder, unless the AOC holder appeals the proposal in writing prior to the effective date. The filing of an appeal stays the effective date until the appeal process is completed.
- (e) Amendments proposed by the AOC holder shall be made at least 30 days prior to the intended date of any operation under that amendment.

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

1.1.1.10 ACCESS FOR INSPECTION

- (a) To determine continued compliance with the applicable regulations, the AOC holder shall—
 - (1) Grant the Authority access to and co-operation with any of its organizations, facilities and aircraft;
 - (2) Ensure that the Authority is granted access to and co-operation with any organization or facilities that it has contracted for services associated with commercial air transport operations and maintenance for services; and
 - (3) Grant the Authority free and uninterrupted access to the flight deck of the aircraft during flight operations.
- (b) Each AOC holder shall provide to the Authority a forward observer's seat on each of the AOC holder's aircraft from which the flight crew's actions and conversations may be easily observed.

1.1.1.11 CONDUCTING TESTS AND INSPECTIONS

- (a) The Authority will conduct on-going validation of the AOC holder's continued eligibility to hold its AOC and associated approvals.
- (b) The AOC holder shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether an AOC holder is complying with the applicable laws, requirements and AOC's terms and conditions.
- (c) The AOC holder shall make available at its principal base of operations—
 - (1) All portions of its current Air Operator Certificate;
 - (2) All portions of its Operations and Maintenance Manuals; and
 - (3) A current listing that includes the location and individual positions responsible for each record, document and report required to be kept by the AOC holder under the applicable aviation law, requirements or standards.
- (d) Failure by any AOC holder to make available to the Authority upon request, all portions of the AOC, Operations and Maintenance Manuals and any required record, document or report is grounds for suspension of all or part of the AOC.

1.1.1.12 TRAINING REQUIREMENTS OF AUTHORITY

- (a) AOC applicant shall provide required specific aircraft on type training (initial and recurrent training) for FOIs of Authority on the aircraft used in their respective fleet.
- (b) Each AOC holder to be obtaining for special operational approval such as RNP, RVSM, EDTO, CAT II and CAT III, LVTO and all weather operation shall provide required training for FOIs of Authority.
- (c) Each AOC holder shall provide required specific aircraft on type training for FOIs of Authority if any new aircraft type is to be used into their fleet.

1.2 AIR OPERATOR CERTIFICATION AND CONTINUED VALIDITY**1.2.1.1 APPLICABILITY**

Subpart 1.2 provides requirements applicable to the certification and continued validity of all AOC holders.

1.2.2 ADMINISTRATION**1.2.2.1 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS**

- (a) Each AOC holder shall have an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all flight operations and maintenance activities can be financed and carried out to the highest degree of safety standards required by the Authority.
- (1) The accountable person means the person who has ultimate authority over the safe operation of the organization, typically known as the chief executive officer, the accountable executive establishes and promotes the safety policy and safety objectives that instil safety as a core organizational value. They should : have the authority to make decisions on behalf of the organization; have control of resources, both financial and human; and be responsible for ensuring appropriate actions are taken to address safety issues and safety risks, and responding to accidents and incidents.
- (b) When conducting commercial air transport operations, the AOC holder shall have qualified personnel, with proven competency in civil aviation, available and serving full-time in the following positions or their equivalent:
- (1) Nominated post holder (Head of Operations).
- (2) Chief Pilot.
- (3) Nominated post holder (Head of Safety).
- (4) Head of Engineering / Maintenance.
- (5) Head of Quality.
- (c) Each AOC holder shall assign nominated contact persons (as a liaison) for AOC operations and other departmental related matters to communicate and coordinate with DCAMyanmar.
- (d) The Authority may approve positions or numbers of positions, other than those listed, if the AOC holder is able to show that it can perform the operations with the highest degree of safety under the direction of fewer or different categories of management personnel due to the—
- (1) The kind of operations involved;
- (2) The number of aircraft used; and
- (3) The area of operation.
- (e) See IS: 1.2.2.1(e) for additional management personnel requirements.

- (f) The individuals who serve in the positions required or approved under this section and anyone in a position to exercise control over operations conducted under the AOC must:
 - (1) Be qualified through training, experience, and expertise;
 - (2) Discharge their duties to meet applicable legal requirements and to maintain safe operations; and
 - (3) To the extent of their responsibilities, have a full understanding of the following materials with respect of the AOC holder's operation:
 - (i) Aviation safety standards and safe operating practices;
 - (ii) Myanmar Aircraft Act, Rules, MCARs, Notices, Advisory Circulars and Orders.
 - (iii) The AOC holder's operations specifications;
 - (iv) All appropriate maintenance and airworthiness requirements of this Part;
 - (v) The manuals requirements of this Part.
- (g) Each AOC holder must:
 - (1) State in the general policy provisions of the operations manual the duties, responsibilities and authority of personnel required by this section;
 - (2) List in the operations manual the names and business addresses of the individuals assigned to those positions; and
 - (3) Notify the Authority within 10 days of any change in personnel or any vacancy in any position listed.

1.2.2.2 QUALITY SYSTEM

- (a) Each AOC holder shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe operational practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- (b) Each AOC holder shall ensure that the quality system includes a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures.
- (c) The quality system, and the quality manager, shall be acceptable to the Authority.
- (d) Each AOC holder shall describe the quality system in relevant documentation as outlined in IS: 1.2.2.2(d).

- (e) Notwithstanding (a) above, the Authority may accept the nomination of two Quality Managers, one for operations and one for maintenance, provided that the operator has designated one Quality Management Unit to ensure that the Quality System is applied uniformly throughout the entire operation.
- (f) Where the AOC holder is also an AMO, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for acceptance to the Authority, and State of Registry for aircraft not registered in Myanmar.

1.2.2.3 SUBMISSION AND REVISION OF POLICY AND PROCEDURE MANUALS

- (a) Each manual required by this part must:
 - (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
 - (2) Be in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual;
 - (3) Have a date of the last revision on each page concerned;
 - (4) Not be contrary to any applicable Myanmar requirement and the AOC holder's operations specifications; and
 - (5) Each manual will include a reference to appropriate civil aviation requirements.
- (b) No person may cause the use of any policy and procedure for flight operations or airworthiness function prior to co-ordination with the Authority.
- (c) Each AOC holder shall submit the proposed policy or procedure to the Authority at least 30 days prior to the date of intended implementation.
- (d) Each AOC holder shall maintain the validity of its manuals at all times including during certification process. In compliance with this requirement the operator shall ensure the following:
 - (1) Operator to authenticate with evidence to confirm implementation (e.g. distribution of manuals, update to the manuals when the regulation changes, etc.).

1.2.2.4 RETENTION OF RECORDS

- (a) Each AOC holder shall retain the following records for the period specified in IS: 1.2.2.4 (a).
 - (1) Flight and duty records.
 - (2) Flight crew records.

-
- (3) Other AOC holder personnel for which a training programme is required.
 - (4) Fuel and oil records.
 - (5) Maintenance records of the aircraft (According to MCAR Part M)
 - (6) Operational flight plan.
 - (7) Flight Preparation forms listed below —
 - (i) Completed load manifests.
 - (ii) Mass and balance records.
 - (iii) Dispatch releases.
 - (iv) Flight plans.
 - (v) Passenger manifests.
 - (vi) Weather reports.
 - (8) Aircraft technical logbook, including the following sections listed below—
 - (i) Journey records section.
 - (ii) Maintenance records section(According to MCAR Part M)
 - (iii) Flight recorder records.
 - (iv) Quality system records.
 - (9) Dangerous goods transport document.
 - (10) Dangerous goods acceptance checklist.
 - (11) Other records as may be required by the Authority.
- (b) For the records identified in paragraph (a)(1),(2) and (3) above, the AOC holder shall maintain:
- (1) Current records which detail the qualifications and training of all its employees, and contract employees, involved in the operational control, flight operations, ground operations and maintenance of the air operator.
 - (2) Records for those employees performing crew member or flight operations officer duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.
- (c) Each AOC holder shall maintain records in a manner acceptable to the Authority.

1.2.2.5 COCKPIT VOICE AND FLIGHT DATA RECORDER RECORDS

- (a) Each AOC holder shall retain:
- (1) The most recent flight data recorder calibration, including the recording medium from which this calibration is derived; and
 - (2) The flight data recorder correlation for one aircraft of any group of aircraft operated by the AOC holder—

- (i) That are of the same type;
 - (ii) On which the model flight recorder and its installation are the same; and
 - (iii) On which there is no difference in type design with respect to the original installation of instruments associated with the recorder.
- (b) In the event of an accident or incident requiring immediate notification of the Authority, the AOC holder shall remove and keep recorded information from the cockpit voice recorder and flight data recorder for at least 60 days or, if requested by the Authority, for a longer period.

1.2.2.6 AIRCRAFT OPERATED BY THE AOC HOLDER

- (a) The AOC holder shall list in its operations specifications the aircraft make, model and series with the following list of authorizations, conditions and limitations:
- (1) Issuing authority contact details;
 - (2) Operator name and AOC number;
 - (3) Date of issue and signature of the Authority representative;
 - (4) Aircraft model;
 - (5) Types and areas of operations, and
 - (6) Special limitations and authorizations.
- (b) Each AOC holder shall apply to the Authority for an amendment to its operations specifications in advance of any intended change of aircraft.
- (c) Aircraft of another certificate holder operated under an interchange agreement shall be incorporated to the operations specifications as required by paragraph (a) above.

1.2.2.7 AIRCRAFT TECHNICAL LOG

Each AOC holder shall have an aircraft technical log and a journey logbook that are needed to be carried on the aircraft .The technical log and journey logbook may be combined into one logbook as a technical log. The journey logbook is further described in 1.3.1.5 and the technical log is further described in MCAR Part M, M.306.

1.2.2.8 COMPANY PROCEDURES INDOCTRINATION

- (a) No person may serve nor may any AOC holder use a person in its employ unless that person has completed the company indoctrination curriculum approved by the Authority, appropriate to that person's duties and responsibilities.
- (b) The indoctrination curriculum shall include training in knowledge and skills related to human performance, including co-ordination with other AOC personnel.

1.2.2.9 SAFETY MANAGEMENT SYSTEM

- (a) An AOC holder shall implement a safety management system acceptable to the Authority as outlined in IS 1.2.2.9(a).
- (b) An AOC holder operating aircraft with a maximum take-off mass over 20,000 kg should establish and maintain a flight data analysis programme as part of its safety management system.
- (c) An AOC holder operating aircraft with a maximum take-off mass over 27,000 kg shall establish and maintain a flight data analysis programme as part of its safety management system.
- (d) The AOC holder's flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source(s) of data.

1.2.2.10 FLIGHT SAFETY DOCUMENT SYSTEM

- (a) An AOC holder shall establish a flight safety document system for the use and guidance of operational personnel, as part of its safety management system.
- (b) The development and organization of a flight safety document system shall contain the minimum elements of the outline provided in the IS: 1.2.2.10(b).

1.2.3 AIRCRAFT**1.2.3.1 AUTHORIZED AIRCRAFT**

- (a) No person may operate an aircraft in commercial air transport unless that aircraft has an appropriate current airworthiness certificate, is in an airworthy condition, and meets the applicable airworthiness requirements for these operations, including those related to identification and equipment.
- (b) No person may operate any specific type of aircraft in commercial air transport until it has completed satisfactory initial certification, which includes the issuance of an AOC listing that type of aircraft.
- (c) No person may operate additional or replacement aircraft of a type for which it is currently authorized unless it can show that each aircraft has completed an evaluation process for inclusion in the AOC holder's fleet.
- (d) From the effective date of 16 May, 2012, No person may operate an aircraft in commercial air transport unless the aircraft to be imported into Myanmar shall have the aircraft service life of less than 20 years or 50,000 cycles whichever is earlier.
- (e) From the effective date of 16 May, 2012, No person may operate an aircraft in commercial air transport unless the aircraft which are currently operated in commercial air transport shall have the aircraft service life of less than 25 years or 70,000 cycles whichever is earlier.

1.2.3.2 DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

- (a) An AOC holder may dry-lease a foreign aircraft for commercial air transport as authorized by the Authority.
- (b) No person may be authorized to operate a foreign registered aircraft unless—
 - (1) There is in existence a current agreement between the Authority and the State of Registry that, while the aircraft is operated by the Myanmar AOC holder, the operations requirements of Myanmar are applicable;
 - (2) There is in existence a current agreement between the Authority and the State of Registry that—
 - (i) While the aircraft is operated by the AOC holder, the airworthiness regulations of the State of Registry are applicable; or,
 - (ii) If the State of Registry agrees to transfer some or all of the responsibility for airworthiness to the Authority under Article 83bis of the Chicago Convention, the airworthiness requirements of Myanmar apply to the extent agreed upon by the Authority and the State of Registry.
 - (iii) The agreement acknowledges that the Authority shall have free and uninterrupted access to the aircraft at any place and any time.
- (c) See IS: 1.2.3.2(c) for additional requirements for dry leasing of foreign-registered aircraft.

1.2.3.3 AIRCRAFT INTERCHANGE

- (a) No person may interchange aircraft with another AOC holder without the approval of the Authority.
- (b) See IS: 1.2.3.3(b) for requirements pertaining to aircraft interchange agreements approved by the Authority.

1.2.3.4 WET-LEASING

- (a) No person may conduct wet-lease operations on behalf of another air operator except in accordance with the applicable laws and requirements of the country in which the operation occurs and the restrictions imposed by the Authority.
- (b) No person may allow another entity or air operator to conduct wet-lease operations on its behalf unless—
 - (1) That air operator holds an AOC or its equivalent from a Contracting State that authorizes those operations; and
 - (2) The AOC holder advises the Authority of such operations and provides a copy of the AOC under which the operation was conducted.
- (c) See IS: 1.2.3.4(c) for additional requirements when wet leasing aircraft.

1.2.3.5**EMERGENCY EVACUATION DEMONSTRATION**

- (a) No person may use an aircraft type and model in commercial air transport passenger-carrying operations unless it has first conducted, for the Authority, an actual full capacity emergency evacuation demonstration for the configuration in 90 seconds or less.
- (b) The full capacity actual demonstration may not be required, if the AOC holder provides a written petition for deviation with evidence that—
 - (1) A satisfactory full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification of another air operator; and
 - (2) There is an engineering analysis, which shows that an evacuation is still possible within the 90-second standard, if the AOC holder's aircraft configuration differs with regard to number of exits or exit type or number of cabin crew members or location of the cabin crew members.
- (c) If a full capacity demonstration is not required, no person may use an aircraft type and model in commercial air transport passenger-carrying operations unless it has first demonstrated to the Authority that its available personnel, procedures and equipment could provide sufficient open exits for evacuation in 15 seconds or less.
- (d) No person may use a land plane in extended overwater operations unless it has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures.
- (e) See IS: 1.2.3.5(e) for additional requirements concerning emergency evacuation demonstrations.

1.2.3.6**DEMONSTRATION FLIGHTS**

- (a) No person may operate an aircraft type in commercial air transport unless it first conducts satisfactory demonstration flights for the Authority in that aircraft type.
- (b) No person may operate an aircraft in a designated special area, or using a specialized navigation system, unless it conducts a satisfactory demonstration flight for the Authority.
- (c) Demonstration flights required by paragraph (a) shall be conducted in accordance with the requirements applicable to the type of operation and aircraft type used.
- (d) The number of hours and type of demonstration flights shall be conducted in accordance with IS: 1.2.3.6(d).

1.2.4

FACILITIES

- (a) Each AOC holder shall maintain operational and airworthiness support facilities at the main operating base, appropriate for the area and type of operation.
- (b) Each AOC holder shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights.
- (c) Each AOC holder shall not commence a flight unless it has been ascertained by every reasonable means available that the ground and/or water facilities available and directly required on such flight, for the safety operation of the aircraft and the protection of the passengers, are adequate for type of operation under which the flight is to be conducted and are adequately operated for this purpose.
- (d) Each AOC holder shall ensure that any inadequacy of facilities observed in the course of operations is reported to the authority responsible without delay.
- (e) Each AOC holder shall, as part of its safety management system, assess the level or rescue and firefighting service (RFFS) protection available at any aerodrome intended to be specified in the operational flight plan in order to ensure that an acceptable level of protection is available for the aircraft intended to be used.
- (f) Each AOC holder shall include in its operations manual information related to the level of RFFS protection that is deemed acceptable.

1.3 AOC FLIGHT OPERATIONS MANAGEMENT**1.3.1.1 APPLICABILITY**

Subpart 1.3 provides those certification requirements that apply to management of flight operations personnel and their functions.

1.3.1.2 OPERATIONS MANUAL

- (a) Each AOC holder shall issue to the crewmembers and persons assigned operational control functions, an Operations Manual acceptable to the Authority.
- (b) The Operations Manual shall contain the overall (general) company policies and procedures regarding the flight operations it conducts.
- (c) Each AOC holder shall prepare and keep current an Operations Manual which contains the AOC procedures and policies for the use and guidance of its personnel.
- (d) Each AOC holder shall issue the Operations Manual, or pertinent portions, together with all amendments and revisions to all personnel that are required to use it.
- (e) No person may provide for use of its personnel in commercial air transport any Operations Manual or portion of this manual which has not been reviewed and found acceptable or approved for the AOC holder by the Authority.
- (f) Each AOC holder shall ensure that the contents of the Operations Manual includes at least those subjects designated by the Authority that are applicable to the AOC holder's operations.
- (g) The Operations Manual shall contain the specific areas listed below, and may be issued in separate parts.
 - (1) General, as specified in IS: 1.3.1.2,
 - (2) Aircraft Operating Information Manual, as specified in paragraph 1.3.1.3 and IS: 1.3.1.3.
 - (3) Route Guide -- Areas, Routes and Aerodromes, as specified in paragraph 1.3.1.19 and IS: 1.3.1.19.
 - (4) Training, as specified in paragraph 1.3.1.4, and IS: 1.3.1.4.
- (h) Each AOC shall establish Standard Operating Procedures (SOPs) for each phase of flight in accordance with SOP AIC 03/2007.
- (i) Each AOC holder shall establish standard operating procedures (SOPs) to provide guidance to flight operational personnel and checklists as an integral part of its SOPs and instructs its flight crew on how to use them and crew briefings as an integral part of SOPs.

1.3.1.3 AIRCRAFT OPERATING INFORMATION MANUAL

- (a) Each AOC holder or applicant shall submit proposed aircraft operating manuals for each type and variant of aircraft operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft for approval by the Authority.
- (b) Each Aircraft Operating Manual shall be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by the AOC holder and shall include specific operating parameters, details of the aircraft systems, and of the check lists to be used applicable to the operations of the AOC that are approved by the Authority. The design of the manual shall observe human factors principles.
- (c) The Aircraft Operating Manual shall be issued to the flight crewmembers and persons assigned operational control functions to each aircraft operated by the AOC.
- (d) The Aircraft Operating Manual, Route and Airport Instructions and Information Manual may conform to the outline contained in IS: 1.3.1.3.

1.3.1.4 TRAINING PROGRAMME MANUAL

- (a) Each AOC holder shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole.
- (b) Each AOC holder shall have a training programme manual approved by the Authority containing the general training, checking, and record keeping policies.
- (c) Each AOC holder shall have approval of the Authority prior to using a training curriculum for the purpose of qualifying a crewmember, or person performing operational control functions, for duties in commercial air transport.
- (d) Each AOC holder shall submit to the Authority any revision to an approved training programme, and shall receive written approval from the Authority before that revision can be used.
- (e) The training programme manual shall conform to the outline in IS: 1.3.1.4.

1.3.1.5 AIRCRAFT TECHNICAL LOG ENTRIES – JOURNEY RECORDS SECTION

- (a) Each AOC holder shall use an aircraft technical log containing a journey records section which includes the following information for each flight.

- (1) Aircraft nationality and registration;
 - (2) Date;
 - (3) Names of crewmembers;
 - (4) Duty assignments of crewmembers;
 - (5) Place of departure;
 - (6) Place of arrival;
 - (7) Time of departure;
 - (8) Time of arrival;
 - (9) Hours of flight;
 - (10) Nature of flight (private, aerial work, scheduled, non-scheduled);
 - (11) Incidents, observations, if any; and
 - (12) Signature of person in charge.
- (b) Entries in the journey logbook shall be made currently and in ink or indelible pencil.
- (c) Completed journey log books shall be retained to provide a continuous record of at least six months operations.

1.3.1.6 DESIGNATION OF PIC FOR COMMERCIAL AIR TRANSPORT

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

1.3.1.7 REQUIRED CABIN CREW MEMBERS

- (a) The AOC holder shall schedule, and the PIC shall ensure that, the minimum numbers of required cabin crew members are on board passenger-carrying flights.
- (b) The number of cabin crew members may not be less than the minimum prescribed by the Authority in the AOC holder's operations specifications or the following, whichever is greater—
- (c) For a seating capacity of 20 to 50 passengers: one cabin crew member; and
- (d) One additional cabin crew member for each unit, or part of a unit, of 50 passenger seat capacity.
- (e) When passengers are on board a parked aircraft, the minimum number of flight attendants shall be one-half that required for the flight operation, but never less than one cabin crew member (or another person qualified in the emergency evacuation procedures for the aircraft).

1.3.1.8 CREW MEMBER CHECKING AND STANDARDISATION PROGRAMME

- (a) Each AOC holder shall have a programmed of checking and standardization of crew members approved by the Authority.
- (b) An AOC holder shall check pilots' proficiency on those maneuver's and procedures that are prescribed by the Authority for pilot proficiency checks, which shall include emergency procedures and, where applicable, instrument flight rules.

1.3.1.9 RESERVED

1.3.1.10 COCKPIT CHECK PROCEDURE

- (a) Each AOC holder shall issue to the flight crews and make available on each aircraft, the checklist procedures approved by the Authority appropriate to for the type and variant of aircraft.
- (b) Each AOC holder shall ensure that approved procedures include each item necessary for flight crew members to check for safety before starting engines, taking off, or landing, and for engine and systems abnormalities and emergencies.
- (c) Each AOC holder shall ensure that the checklist procedures are designed so that a flight crew member will not need to rely upon his memory for items to be checked.
- (d) Each AOC holder shall make the approved procedures readily useable in the cockpit of each aircraft and the flight crew shall be required to follow them when operating the aircraft.

1.3.1.11 MINIMUM EQUIPMENT LIST AND CONFIGURATION DEVIATION LIST

- (a) Each AOC holder shall provide for the use of the flight crew members, maintenance personnel and persons assigned operational control functions during the performance of their duties, an MEL approved by the Authority.
- (b) The MEL shall be specific to the aircraft type and variant which contains the circumstances, limitations and procedures for release or continuance of flight of the aircraft with inoperative components, equipment or instruments.

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

1.3.1.12 AIRCRAFT PERFORMANCE

- (a) Each AOC holder shall provide for the use of the flight crew members and persons assigned operational control functions during the performance of their duties. Aircraft performance shall be acceptable to the Authority.
- (b) The aircraft performance shall be specific to the aircraft type and variant and shall contain adequate performance information to accurately calculate the performance in all normal phases of flight operation.

1.3.1.13 AIRCRAFT PERFORMANCE DATA

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

1.3.1.14 AIRCRAFT LOADING AND HANDLING MANUAL

- (a) Each AOC holder shall provide for the use of the flight crew members, ground handling personnel and persons assigned operational control functions during the performance of their duties, an aircraft handling and loading manual acceptable to the Authority.
- (b) This manual shall be specific to the aircraft type and variant and shall contain the procedures and limitations for servicing and loading of the aircraft.

1.3.1.15 MASS AND BALANCE DATA CONTROL SYSTEM

Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated.

1.3.1.16 CABIN CREW MEMBER MANUAL

- (a) The AOC holder shall issue to the cabin crew members and provide to passenger agents during the performance of their duties, a cabin crew member manual acceptable to the Authority.
- (b) The cabin crew member manual shall contain those operational policies and procedures applicable to cabin crew members and the carriage of passengers.
- (c) The AOC holder shall issue to the cabin crew members, a manual specific to the aircraft type and variant which contains the details of their normal, abnormal and emergency procedures and the location and operation of emergency equipment.

1.3.1.17 PASSENGER BRIEFING CARDS

- (a) Each AOC holder shall carry on each passenger carrying aircraft, in convenient locations for the use of each passenger, printed cards supplementing the oral briefing and containing—
 - (1) Diagrams and methods of operating the emergency exits;
 - (2) Other instructions necessary for use of the emergency equipment, and
 - (3) Information regarding the restrictions and requirements associated with sitting in an exit seat row.
- (b) Each AOC holder shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.
- (c) See IS: 1.3.1.17(c) for specific information to be included on passenger information cards regarding exit row seating.

1.3.1.18 AERONAUTICAL DATA CONTROL SYSTEM

- (a) Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and aerodrome that it uses.
- (b) See IS: 1.3.1.18(b) for the specific aerodrome information to be contained in the aeronautical data control system.

1.3.1.19 ROUTE GUIDE - AREAS, ROUTES AND AERODROMES

- (a) Each AOC holder shall provide for the use of the flight crew members and persons assigned operational control functions during the performance of their duties, information on areas, routes and aerodromes, and aeronautical charts approved by the Authority.

- (b) The AOC holder shall keep this information and aeronautical charts current and appropriate for the proposed types and areas of operations to be conducted by the AOC holder. This information is issued as part of the operations manual or may be separate.
- (c) This information shall contain at least the information outlined in IS:1.3.1.19.

1.3.1.20 WEATHER REPORTING SOURCES

- (a) Each AOC holder shall use sources approved the Authority for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.
- (b) For passenger carrying operations, the AOC holder shall have an approved system for obtaining forecasts and reports of adverse weather phenomena that may affect safety of flight on each route to be flown and airport to be used.
- (c) See IS: 1.3.1.20(c) for sources of weather reports satisfactory for flight planning or controlling flight movement.

1.3.1.21 DEICING AND ANTI-ICING PROGRAMME

- (a) Each AOC holder planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to adhere to the aircraft shall—
 - (1) Use only aircraft adequately equipped for such conditions;
 - (2) Ensure flight crew is adequately trained for such conditions; and
 - (3) Have an approved ground deicing and anti-icing programme.
- (b) See IS: 1.3.1.21(b) for detailed requirements pertaining to the AOC holder's deicing programme.

1.3.1.22 FLIGHT SUPERVISION AND MONITORING SYSTEM

- (a) Each AOC holder shall have an adequate system approved by the Authority for proper dispatch and monitoring of the progress of the flights.
- (b) The dispatch and monitoring system shall have enough dispatch centers, adequate for the operations to be conducted, located at points necessary to ensure adequate flight preparation, dispatch and in-flight contact with the flight operations.
- (c) Each AOC holder shall provide enough qualified flight operations officers at each dispatch centre to ensure proper operational control of each flight.
- (d) See IS: 1.3.1.22(d) for detailed requirements pertaining to the AOC holder's flight monitoring system.

1.3.1.23 MANAGING FATIGUE RELATED SAFETY RISKS

- (a) For the purpose of managing fatigue related safety risks, an AOC holder shall establish either:
 - (1) flight time, flight duty period, duty period and rest period limitations that are within the prescriptive fatigue management requirements in MCAR Part 8 or
 - (2) a Fatigue Risk Management System (FRMS) in compliance with MCAR Part 8 or
 - (3) an FRMS in compliance with MCAR Part 8 for part of its operations and the requirements of MCAR Part 8 for the remainder of its operations.
- (b) Where the operator adopts prescriptive fatigue management requirements for part or all of its operations, the Authority may approve, in exceptional circumstances, variations to these requirements on the basis of a risk assessment provided by the operator. Approved variations shall provide a level of safety equivalent to, or better than that achieved through the prescriptive fatigue management requirements.
- (c) The Authority shall approve an operator's FRMS before it may take the place of any or all of the prescriptive fatigue management requirements. An approved FRMS shall provide a level of safety equivalent to, or better than, the prescriptive fatigue management requirements.
- (d) Operators using an FRMS must adhere to the following provisions of the FRMS approval process that allows the Authority to ensure that the approved FRMS meets the requirements of MCAR Part 8.
 - (1) Establish maximum values for flight times and/or flight duty period(s) and duty period(s), and minimum values for rest periods that shall be based upon scientific principles and knowledge, subject to safety assurance processes.
 - (2) Adhere to Authority mandates to decrease maximum values and increase in minimum values in the event that the operator's data indicates these values are too high to too low, respectively; and
 - (3) Provide justification to the Authority for any increase in maximum values or decrease in minimum values based on accumulated FRMS experience and fatigue-related data before such changes will be approved by the Authority.
- (e) Operators implementing an FRMS to manage fatigue-related safety risks shall, as a minimum:
 - (1) Incorporate scientific principles and knowledge within the FRMS;
 - (2) Ensure that the remedial actions, necessary to effectively mitigate the risks associated with the hazards, are implemented promptly;

- (3) Identify fatigue related safety hazards and the resulting risks on an ongoing basis;
 - (4) Provide for continuous monitoring and regular assessment of the mitigation of fatigue risks achieved by such actions; and
 - (5) Provide for continuous improvement to the overall performance of the FRMS.
- (f) See detailed IS: 1. 3.1.23(f) requirements pertaining to FRMS.

1.3.1.24 COMMUNICATIONS FACILITIES

- (a) Each AOC holder's flights shall be able to have two-way radio communications with all ATC facilities along the routes and alternate routes to be used.
- (b) For passenger carrying operations, each AOC holder shall be able to have rapid and reliable radio communications with all flights over the AOC's entire route structure under normal operating conditions. This radio communication system shall be independent from the ATC system.
- (c) Each AOC holder engaged in international air navigation shall at all times have available for immediate communication to rescue coordination centers, information on the emergency and survival equipment carried on board any of their aeroplanes including, as applicable –
 - (1) The number, colour and types of life rafts and pyrotechnics;
 - (2) Details of emergency water and medical supplies; and
 - (3) The type and frequencies of the emergency portable radio equipment.

1.3.1.25 ROUTES AND AREAS OF OPERATION

- (a) An AOC holder may conduct operations only along such routes and within such areas for which—
 - (1) Ground facilities and services, including meteorological services, are provided which are adequate for the planned operation;
 - (2) The performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements;
 - (3) The equipment of the aircraft intended to be used meets the minimum requirements for the planned operation;
 - (4) Appropriate and current maps and charts are available;
 - (5) If two-engine aircraft are used, adequate airports are available within the time/distance limitations; and

- (6) If single-engine aircraft are used, surfaces are available which permit a safe forced landing to be executed.
- (b) No person may conduct commercial air transport operations on any route or area of operation unless those operations are in accordance with any restrictions imposed by the Authority.

1.3.1.26 NAVIGATIONAL ACCURACY

- (a) Each AOC holder shall ensure, for each proposed route or area, that the navigational systems and facilities it uses are capable of navigating the aircraft—
- (b) Within the degree of accuracy required for ATC; and
- (c) To the airports in the operational flight plan within the degree of accuracy necessary for the operation involved.
- (d) In situations without adequate navigation systems reference, the Authority may authorize day VFR operations that can be conducted safely by pilotage because of the characteristics of the terrain.
- (e) Except for those navigational aids required for routes to alternate airports, the Authority will list in the AOC holder's operations specifications non-visual ground aids required for approval of routes outside of controlled airspace.
- (f) Non-visual ground aids are not required for night VFR operations on routes that the certificate holder shows have reliably lighted landmarks adequate for safe operation.
- (g) Operations on route segments where the use of celestial or other specialized means of navigation is required shall be approved by the Authority.

1.4 AOC MAINTENANCE REQUIREMENTS

1.4.1.1 APPLICABILITY

This Subpart provides those certification and maintenance requirements that apply to an AOC holder utilizing an AMO or contracts such organization.

1.4.1.2 MAINTENANCE RESPONSIBILITY

Each AOC holder shall ensure that the continuing airworthiness of the aircraft it operates and the serviceability of both operational and emergency equipment in accordance with MCAR Part M.

1.4.1.3 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS ON AOC HOLDER AIRCRAFT

- (a) No person may assign, nor shall any person perform maintenance functions for aircraft certified for commercial air transport, unless that person has had a minimum rest period of 8 hours prior to the beginning of duty.
- (b) No person may schedule a person performing maintenance functions for aircraft certified for commercial air transport for more than 12 consecutive hours of duty.
- (c) In situations involving unscheduled aircraft serviceability, persons performing maintenance functions for aircraft certified for commercial air transport may be continued on duty for—
 - (1) Up to 16 consecutive hours; or
 - (2) 20 hours in 24 consecutive hours.
- (d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of 10 hours.
- (e) The AOC holder shall relieve the person performing maintenance functions from all duties for 24 consecutive hours during any 7 consecutive day period.

1.5 AOC SECURITY MANAGEMENT**1.5.1.1 APPLICABILITY**

Subpart 1.5 provides those certification requirements that apply to the AOC holder's protection of aircraft, facilities and personnel from unlawful interference.

1.5.1.2 SECURITY REQUIREMENTS

- (a) Each AOC holder shall ensure that has established, implemented and maintained a written operator security programme that meets the requirements of the National Civil Aviation Security Programme of the Republic of the Union of Myanmar.
- (b) Each AOC holder shall ensure that all appropriate personnel are familiar, and comply with, the relevant requirements of the National Civil Aviation Security Programme (NCASP) and Aircraft Operator Security Programme (AOSP).

1.5.1.3 SECURITY TRAINING PROGRAMMES

- (a) Each AOC holder shall establish, maintain and conduct approved training programmed which enable the operator's personnel to take appropriate action to prevent acts of unlawful interference such as sabotage or unlawful seizure of aircraft and to minimize the consequences of such events should they occur.
- (b) The operator's personnel should be attended awareness security training by ASTP of regulator.
- (c) As a minimum, the security training programme shall include:
 - (1) Overview of civil aviation security international, regional and national .
 - (2) Aircraft search procedures and guidance on least-risk bomb locations where practicable.
 - (3) Understanding of behavior of terrorists so as to facilitate the ability of crewmembers to cope with hijacker behavior and passenger responses.
 - (4) Crew preventative measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft.
 - (5) Determination of the seriousness of any occurrence.
 - (6) Crew communication and coordination.
 - (7) Appropriate self-defense responses.
 - (8) Use of non-lethal protective devices assigned to crew members whose use of authorized by State.
 - (9) Live situational training exercises regarding various threat conditions.
 - (10) Flight deck procedures to protect the aircraft.

1.5.1.4 REPORTING ACTS OF UNLAWFUL INTERFERENCE

Following an act of unlawful interference on board an aircraft the PIC or, in his absence, the AOC holder shall submit, without delay, a report of such an act to the designated local authority and the Authority in the State of the operator.

1.5.1.5 AIRCRAFT SEARCH PROCEDURE CHECKLIST

- (a) Each AOC holder shall ensure that all aircraft carry a checklist of the procedures to be followed for that type aircraft in searching for concealed weapons, explosives, or other dangerous devices.
- (b) The checklist shall be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aeroplane.

1.5.1.6 FLIGHT CREW COMPARTMENT DOORS, IF INSTALLED SECURITY PROCEDURES

- (a) The flight crew compartment door on aircraft operated for the purpose of carrying passengers shall be capable of being locked from within the compartment in order to prevent unauthorized access.
- (b) Each AOC holder shall have an approved means by which the cabin crew can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.
- (c) All passenger carrying aeroplanes should be equipped with an approved flight crew compartment door, where practicable, that is designed to resist penetration by small arms fire and grenade shrapnel and to resist forcible intrusions by unauthorized persons. This door should be capable of being locked and unlocked from either pilot's station.
 - (1) The door should be closed and locked from the time all external doors are closed following embarkation until any such door is opened for disembarkation, except when necessary to permit access and egress by authorized persons; and
 - (2) Means should 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 behavior or potential threat.

1.5.1.7 FLIGHT CREW COMPARTMENT DOORS, LARGE AEROPLANES SECURITY PROCEDURES

- (a) All aeroplanes certificated with a maximum certificated take-off mass in excess of 45500 kg or with a passenger seating capacity greater than 60 shall be equipped with an approved flight crew compartment door that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist forcible intrusions by unauthorized persons. This door should be capable of being locked and unlocked from either pilot's station.
- (1) The door shall be closed and locked from the time all external doors are closed following embarkation until any such door is opened for disembarkation, except when necessary to permit access and egress by authorized persons; 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 behavior or potential threat.

1.5.1.8 CARRIAGE OF WEAPONS

Where an operator accepts the carriage of weapons removed from passengers, the aeroplane should have provision for stowing such weapons in a place so that they are not accessible to any person during flight time.

1.6 AOC DANGEROUS GOODS MANAGEMENT

1.6.1.1 APPLICABILITY

- (a) In accordance with Myanmar Aircraft Rules 1937, Rule No. (8) and this subpart 1.6 provide those certification requirements that apply to management and transport of dangerous goods.
- (b) Where specifically provided for in the Technical Instructions, Myanmar may grant an approval provided that in such instances an overall level of safety in transport which is equivalent to the level safety provided for in the Technical Instructions is achieved.
 - (i) In instances:
 - (aa) of extreme urgency ; or
 - (bb) when other forms of transport are inappropriate; or
 - (cc) when full compliance with the prescribed requirements is contrary to the public interest
- (c) The States concerned may grant an exemption from the provision of the Technical Instructions provided that in such instances every effort shall be made to achieve an overall level of safety in transport which is equivalent to the level of safety provided for in the Technical Instructions.
- (d) For the State of Over flight, if none of the criteria for granting an exemption are relevant , an exemption may be granted based solely on whether it is believed that an equivalent level of safety in air transport has been achieved.

1.6.1.2 DANGEROUS GOODS TECHNICAL INSTRUCTIONS

Each Contracting State shall take the necessary measures to achieve compliance with the detailed provisions contained in the Technical Instructions. Each Contracting State shall also take the necessary measures to achieve compliance with any amendment to the Technical Instructions which may be published during the specified period of applicability of an edition of the Technical Instructions.

1.6.1.3 APPROVAL TO TRANSPORT DANGEROUS GOODS

No AOC holder may transport dangerous goods unless approved to do so by the Authority.

1.6.1.4 SCOPE, EXCEPTION AND OPERATOR'S RESPONSIBILITIES

- (a) Each AOC holder shall comply with the provisions contained in the ICAO Technical Instructions for the Safe Transport of Dangerous Goods By Air, ICAO Doc. 9284 (Technical Instructions) on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Myanmar. Where dangerous goods are to be transported outside the territory of Myanmar, the AOC holder shall review and comply with the appropriate variations noted by contracting states contained in Attachment 3 to the Technical Instructions.
- (b) **Exceptions**
 - (i) Articles and substances which would otherwise be classed as dangerous goods but which are required to be aboard the aircraft in accordance with the pertinent airworthiness requirements and operating regulations, or for those specialized purposes identified in the Technical Instructions, shall be excepted from the provision of in this part .
 - (ii) Where articles and substances intended as replacements for those described in (i) or which have been removed for replacement are carried onan aircraft, they shall be transported in accordance with the provision of this part except as permitted in the Technical Instructions.
 - (iii) Specific articles and substances carried by passengers or crew members shall be excepted from the provisions of this part to the extend specified in the Technical Instructions.

1.6.1.5 LIMITATIONS ON THE TRANSPORT OF DANGEROUS GOODS

- (a) Each AOC holder shall take all reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstancesare not carried on any aircraft.
- (b) Each AOC holder shall take all reasonable measures to ensure that articles and substances or other goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances or infected live animals are transported only when—
 - (1) They are exempted by the States concerned under the provisions of the Technical Instructions; or
 - (2) The Technical Instructions indicate they may be transported under an approval issued by the State of Origin.

1.6.1.6 CLASSIFICATION

Each AOC holder shall ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.

1.6.1.7 PACKING

- (a) Each AOC holder shall ensure that dangerous goods are packed as specified in the Technical Instructions.
- (b) Packing used for the transport of dangerous goods shall:
 - (1) Be of good quality and shall be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration.
 - (2) Be suitable for the contents. Packaging in direct contact with dangerous goods shall be resistant to any chemical or other action of such goods.
 - (3) Meet the material and construction specifications in the Technical Instructions.
 - (4) Be tested in accordance with the provisions of the Technical Instructions.
 - (5) For which retention of a liquid is a basic function, shall be capable of withstanding, without leaking, the pressure stated in the Technical Instructions.
 - (6) For inner packaging, shall be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport. Cushioning and absorbent materials shall not react dangerously with the contents of the packaging.
 - (7) Not be reused until it has been inspected and found free from corrosion or other damage. Where packaging is re-used, all necessary measures shall be taken to prevent contamination of subsequent contents.
- (c) If because of the nature of their former contents, uncleaned empty packaging may present a hazard, they shall be tightly closed and treated according to the hazard they constitute.
- (d) No harmful quantity of a dangerous substance shall adhere to the outside of packages.

1.6.1.8 LABELING AND MARKING

- (a) Each AOC holder shall ensure that packages, over packs and freight containers are labeled as specified in the Technical Instructions.
- (b) Each AOC holder shall ensure that packages, over packs and freight containers are marked with:
 - (1) the proper shipping name of its contents;
 - (2) the UN number, when assigned, and
 - (3) other such markings as may be specified in the Technical Instructions.
- (c) Each AOC holder shall ensure that packaging manufactured to a specification contained in the Technical Instructions shall be so marked in accordance with the Technical Instructions.
- (d) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of Myanmar, the AOC holder shall ensure that labeling and marking are in the English language in addition to any other language requirements.

1.6.1.9 DANGEROUS GOODS TRANSPORT DOCUMENT

- (a) Each AOC holder shall ensure that, unless otherwise provided for in the Technical Instructions, the person who offers dangerous goods for transport by air shall complete, sign and provide to the operator a dangerous goods transport document, which shall contain the information required by Technical Instructions.
- (b) The transport document shall bear a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified,packed, marked, labeled and in proper condition for transport by air in accordance with the relevant regulations.
- (c) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of Myanmar, the AOC holder shall ensure that the English language is used for the dangerous goods transport document in addition to any other language requirements.

1.6.1.10 ACCEPTANCE OF DANGEROUS GOODS

- (a) No AOC holder shall not accept dangerous goods for transport by air unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required.

- (b) No AOC holder may accept dangerous goods for transport until the package, over pack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions.
- (c) Each AOC holder, or its handling agent, shall use an acceptance check list which—
 - (1) Shall allow for all relevant details to be checked; and
 - (2) Shall be in such form as will allow for the recording of the results of the acceptance check by manual, mechanical or computerized means.

1.6.1.11 INSPECTION FOR DAMAGE, LEAKAGE OR CONTAMINATION

- (a) Each AOC holder shall ensure that:
 - (1) Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device. Leaking or damaged packages, overpacks or freight containers shall not be loaded on an aircraft.
 - (2) A unit load device shall not be loaded aboard an aircraft unless the device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein.
 - (3) Where any package of dangerous goods loaded on an aircraft appears to be damaged or leaking, the operator shall remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization, and thereafter shall ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated.
 - (4) Packages or overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device. If evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft shall be inspected for damage or contamination.

1.6.1.12 REMOVAL OF CONTAMINATION

- (a) Each AOC holder shall ensure that—
 - (1) Any contamination found as a result of the leakage or damage of dangerous goods is removed without delay; and

- (2) An aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions(Any accident or emergency involving the source shall be immediately notified to the Department of Atomic of Energy (DAE).

1.6.1.13 LOADING RESTRICTIONS AND STOWAGE OF DANGEROUS GOODS

- (a) Each AOC holder shall ensure that packages and over packs containing dangerous goods and freight containers containing radioactive materials are loaded and stowed in accordance with the Technical Instructions.
 - (1) Passenger Cabin and Flight Deck. Each AOC holder shall ensure that dangerous goods are not carried in an aircraft cabin occupied by passengers or on the flight deck, unless otherwise specified in the Technical Instructions.
 - (2) Cargo Compartments. Each AOC holder shall ensure that dangerous goods are loaded, segregated, stowed and secured on an aircraft as specified in the Technical Instructions.
 - (3) Dangerous Goods Designated for Carriage Only on Cargo Aircraft. Each AOC holder shall ensure that packages of dangerous goods bearing the “Cargo Aircraft Only” label are carried on a cargo aircraft and loaded as specified in the Technical Instructions, and in a manner that a crew member or other authorized person can see, handle and, where size and weight permit, separate such packages from other cargo in flight.
- (b) Packages containing dangerous goods shall be separated when stowing as follows:
 - (1) Those packages that might react dangerously with other packages shall not be stowed next to each other or in a position that might allow interaction between them in the event of a leakage.
 - (2) Those packages containing toxic and infectious substances shall be stowed in accordance with the Technical Instructions.
 - (3) Those packages containing radioactive materials shall be stowed so that they are separated from persons, live animals and undeveloped film, and secured in flight in accordance with the Technical Instructions.
- (c) The AOC holder shall protect and secure any dangerous goods in such a manner that will prevent any movement in flight that might change the orientation of the packages.

1.6.1.14 PROVISION OF INFORMATION

- (a) Information to Ground Staff .Each AOC holder shall ensure that:
 - (1) Information is provided to enable ground staff to carry out their duties with regard to the transport of dangerous goods, including the actions to be taken in the event of incidents and accidents involving dangerous goods; and
 - (2) Where applicable, the information referred to in paragraph (a)(1) is also provided to the handling agent.
- (b) Information to Passengers. Each AOC holder shall ensure that information is promulgated as required by the Technical Instructions so that passengers are warned as to the types of goods which they are forbidden from transporting aboard an aircraft.
- (c) Information to Shippers. Each AOC holder shall ensure that information is promulgated as required by the Technical Instructions so that shippers of dangerous goods are provided with the information as required by the Technical Instructions to enable them to carry out their responsibilities with regard to the transport of dangerous goods and the action to be taken in the event of emergencies arising involving dangerous goods.
- (d) Information to Acceptance Points Personnel. Each AOC holder and, where applicable, the handling agent shall ensure that notices are provided at acceptance points for cargo giving information about the transport of dangerous goods, including the actions to be taken in the event of emergencies arising involving dangerous goods.
- (e) Information to Crew Members. Each AOC holder shall ensure that information is provided in the Operations Manual to enable crew members to carry out their responsibilities in regard to the transport of dangerous goods, including the actions to be taken in the event of emergencies arising involving dangerous goods.
- (f) Information to Pilot in Command. Each AOC holder shall ensure that the PIC is provided, as early as practicable before the departure of the flight, with written information, as specified in the Technical Instructions. The operator shall establish procedures for retaining the Notification to Captain (NOTOC) on the ground and readily accessible to the aerodromes of last departure and next scheduled arrival for each of its flights on which dangerous goods are carried.

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- (g) Information in the Event of an In-Flight Emergency. If an in-flight emergency occurs, the PIC shall, as soon as the situation permits, inform the appropriate air traffic services unit, for the information of the aerodrome authorities, of any dangerous goods on board the aircraft, as provided for in the Technical Instructions.
 - (h) Information in the Event of an Aircraft Incident or Accident. Each AOC holder which is involved in an aircraft accident or incident shall—
 - (1) As soon as possible, inform the appropriate authority of the State in which the aircraft accident or incident occurred of any dangerous goods carried; and
 - (2) On request, provide any information required to minimize the hazards created by any dangerous goods carried.

1.6.1.15 DANGEROUS GOODS TRAINING PROGRAMME AND MANUAL

- (a) Initial and recurrent dangerous goods training programmes shall be established and maintained in accordance with the Technical Instructions. Dangerous goods training programmes for operator shall be approved by the authority. Dangerous goods training programmes for designated postal operators shall be approved by the DCA where the mail is accepted by the designated postal operator.
- (b) Crew members, passenger handling staff, and security staff employed by the AOC holder who deal with the screening of a passengers and their baggage and cargo shall have received training which covers as a minimum, the areas identified in MCAR Part - 8 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers.
- (c) An AOC holder shall provide dangerous goods training manuals which contain adequate procedures and information to assist personnel in identifying packages marked or labeled as containing hazardous materials including—
 - (1) Instructions on the acceptance, handling, and carriage of hazardous materials.
 - (2) Instructions governing the determination of proper shipping names and hazard classes.
 - (3) Packaging, labeling, and marking requirements.
 - (4) Requirements for shipping papers, compatibility requirements, loading, storage, and handling requirements.
 - (5) Restrictions.

1.6.1.16 DANGEROUS GOODS INCIDENT AND ACCIDENT REPORTS

- (a) Each AOC holder shall report dangerous goods incidents and accidents to the Authority within 72 hours of the event, unless exceptional circumstances prevent this.
- (b) Each AOC holder shall report undeclared or misdeclare dangerous goods discovered in cargo or passenger's baggage to the Authority within 72 hours of the discovery, unless exceptional circumstances prevent this.

1.6.1.17 SHIPPER'S RESPONSIBILITIES

- (a) No person shall offer a package, over pack or freight container containing dangerous goods for shipment by air unless that person has, in accordance with the Technical Instructions, ensured that the dangerous goods are properly--
 - (1) Classified;
 - (2) Packed;
 - (3) Labeled and
 - (4) Accompanied by a properly executed dangerous good transport document.
- (b) In completing the dangerous goods transport document for the AOC holder, the shipper shall, in accordance with the Technical Instructions and any other regulations of Myanmar:
 - (1) Declare that the dangerous goods are fully and accurately described by their proper shipping names;
 - (2) Declare that the dangerous goods are classified, packed, marked and labeled and in the proper condition for transport;
 - (3) Complete the form in English when the dangerous goods are to be carried either wholly or partly outside Myanmar;and
 - (4) Sign the form.

1.6.1.18 DANGEROUS GOODS SECURITY PROVISIONS

Each shipper, operator and other individuals engaged in the transport of dangerous goods by air shall establish security measures, consistent with these regulations, to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment.

1.6.1.19 COMPLIANCE

(a) **Inspection systems**

- (i) Myanmar shall establish inspection , surveillance and enforcement procedures for all entities performing any function prescribed in its regulations for air transport of dangerous goods with a view to achieving compliance with those regulations.

(b) **Penalties**

- (i) Myanmar shall take such measures as it may deem appropriate to achieve compliance with its dangerous goods regulations including the prescription of appropriate penalties for violations according to Myanmar Aircraft Rule No 161.

1.6.1.20 Dangerous Goods by Mail

The procedures of designated postal operators for controlling the introduction of dangerous goods in mail into air transport shall be approved by DCA Myanmar where the mail is accepted.

1.7 Certificate Holder Oversight

1.7.1.1 Indications of Unfavorable Financial Conditions

- (a) DCA will carefully consider indicators of deterioration in a certificate holder's financial conditions. A deterioration of financial condition may introduce unacceptable safety risks.
- (b) A deterioration of financial condition could be related to a decrease in company financial performance or be related to rapid growth of a company.
- (c) The existence of any of the following conditions may indicate deterioration in a certificate holder's financial conditions.
 - (i) A pattern of safety concern identified by DCA inspectors or other civil aviation authorities.
 - (ii) Repetitive recurrence of the similar safety concerns,
 - (iii) Sudden changes in management personnel.
 - (iv) Significant turnover of personnel and / or lay – off of personnel.
 - (v) Issues related to aircraft maintenance.
 - (vi) Increasing dependence on or violation of MEL limits
 - (vii) Shortage of supplies and spare parts.
 - (viii) Decreasing training standards.
 - (ix) Delays in paying wages to personnel.
 - (x) Supplier demands for cash payment before the delivery of services which were previously provided on credit terms .
 - (xi) Reduced frequency of operations.
 - (xii) Aircraft sales, lease cancellations or repossessions.
- (d) The DCA inspectors who identify any of these or similar factors must report to Director (Flight Standards Division and Airworthiness).
- (e) Director (Flight Standards Division and Airworthiness) will coordinate as necessary within the DCA and increase the frequency of technical inspections.

MCAR PART - 1 — AIR OPERATOR CERTIFICATION AND ADMINISTRATION

IMPLEMENTING STANDARDS

DCA, MYANMAR

FOURTH EDITION- FEBRUARY 2017

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PART- 1 IMPLEMENTING STANDARDS**IS 1.1.1.7(c) CONTENTS OF AIR OPERATOR CERTIFICATE**

- (a) The AOC and its associated operations specifications shall contain the minimum information required in paragraphs (c) and (d) respectively, in a standardized format.
- (b) The air operator certificate and its associated operations specifications shall define the operations for which an operator is authorized.
- (c) The AOC shall be based on the following template:

AIR OPERATOR CERTIFICATE		
1	[State of the Operator]²	1
	[Issuing Authority]³	
AOC#:⁴	Operator Name:⁶	Operational Points of Contact:¹⁰ Contact details, at which operational management can be contacted without undue delay, are listed in an attachment to this document. ¹¹
	DBA Trading Name:⁷	
Expiry Date:⁵	Operator address:⁸	
	Telephone:⁹	
	Fax:	
	E-mail:	
This certificate certifies that _____ ¹² is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the Operations Manual and the _____ ¹³ .		
Date of issue¹⁴:	Name	and
	Title:	Signature¹⁵:

DCA/FSD/CA-OPS/AOC-002

Notes:

1. *For use of the State of the Operator.*
 2. *Replace by the name of the State of the Operator.*
 3. *Replace by the identification of the issuing authority of the State of the Operator.*
 4. *Unique AOC number, as issued by the State of the Operator.*
 5. *Date after which the AOC ceases to be valid (dd-mm-yyyy).*
 6. *Replace by the operator's registered name.*
 7. *Operator's trading name, if different. Insert "DBA" before the trading name (for "doing business as").*
 8. *Operator's principal place of business address.*
 9. *Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.*
 10. *The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters, as appropriate.*
 11. *Insert the controlled document, carried on board, in which the contact details are listed, with the 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."*
 12. *Operator's registered name.*
 13. *Insertion of reference to the appropriate civil aviation requirements.*
 14. *Issue date of the AOC (dd-mm-yyyy).*
 15. *Title, name and signature of the authority representative. In addition, an official stamp may be applied on the AOC (identification of the issuing Authority of the State of the Operator).*
- (d) For each aircraft model in the operator's fleet, identified by aircraft make, model and series, the following list of authorizations, conditions and limitations shall be included: issuing authority contact details, operator name and AOC number, date of issue and signature of the Authority representative, aircraft model, types and area of operations, special limitations and authorizations.

IS 1.1.1.7(e) Contents of Operations Specifications

The operations specifications layout shall be as follows:

OPERATIONS SPECIFICATIONS (subject to the approved conditions in the operations manual)				
ISSUING AUTHORITY CONTACT DETAILS ¹				
Telephone: _____ Fax: _____ E-mail: _____				
AOC# ² : _____ Operator name ³ : _____ Date ⁴ : _____ Signature: _____				
Dba trading name: _____				
Aircraft Model ⁵ :				
Types of Operation: Commercial Air Transportation <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo <input type="checkbox"/> Other ⁶ : _____				
Area(s) of Operation ⁷ :				
Special Limitations ⁸ :				
SPECIFIC APPROVAL	YES	NO	DESCRIPTION ⁹	REMARKS
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low Visibility Operations				
Approach and Landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT ¹⁰ : ___ RVR: ___m DH: ___ft	
Take-off	<input type="checkbox"/>	<input type="checkbox"/>	RVR ¹¹ : ___ m	
Operational credit(s)	<input type="checkbox"/>	<input type="checkbox"/>	¹²	
RVSM ¹³ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>		
EDTO ¹⁴ <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Threshold time ¹⁵ : ___ minutes Maximum diversion time ¹⁵ : ___ minutes	
AR navigation Specifications for PBN Operations	<input type="checkbox"/>	<input type="checkbox"/>	¹⁶	
Continuing Airworthiness	<input type="checkbox"/>	<input type="checkbox"/>	¹⁷	
EFB	<input type="checkbox"/>	<input type="checkbox"/>	¹⁸	
Other ¹⁹	<input type="checkbox"/>	<input type="checkbox"/>		

DCA / FSD / CA-OPS / AOC-003

Notes.—

1. Telephone and fax contact details of the authority, including the country code. Email to be provided if available.
2. Insert the associated AOC number.
3. Insert the operator's registered name and the operator's trading name, if different. Insert "dba" before the trading name (for "doing businesses").
4. Issue date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.
5. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: <http://www.intlaviationstandards.org/>.
6. Other type of transportation to be specified (e.g. emergency medical service).
7. List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
8. List the applicable special limitations (e.g. VFR only, day only).
9. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
10. Insert the applicable precision approach category (CAT II, IIIA, IIIB or IIIC). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category.
11. Insert the approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.
12. List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operational credit(s) granted.
13. "Not applicable (N/A)" box may be checked only if the aircraft maximum ceiling is below FL 290.
14. If extended diversion time operations (EDTO) approval does not apply based on the provisions in Chapter 4, 4.7, select "N/A". Otherwise a threshold time and maximum diversion time must be specified.
15. The threshold time and maximum diversion time may also be listed in distance (NM), as well as the engine type.
16. Performance-based navigation (PBN): one line is used for each PBN AR navigation specification approval (e.g. RNP AR APCH), with appropriate limitations listed in the "Description" column.
17. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).
18. List the EFB functions with any applicable limitations.
19. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).

IS: 1.2.2.1(e) MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

- (a) Each AOC holder shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.
- (b) Required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled.
- (c) A person serving in a required management position for an AOC holder may not serve in a similar position for any other AOC holder, unless an exemption is issued by the Authority.
- (d) The minimum initial qualifications for a Nominated post holder (Head of Operations) are—
 - (1) An ATP licence; and
 - (2) 3 years experience as PIC in commercial air transport operations—
 - (i) Of large aircraft if the AOC holder operates large aircraft, or
 - (ii) Of either large or small aircraft if the AOC holder operates only small aircraft.
- (e) The minimum qualifications for a Chief Pilot are—
 - (1) An ATP licence with the appropriate ratings for at least one of the aircraft used in the AOC holder's operations; and
 - (2) 3 years experience as PIC in commercial air transport operations—
 - (i) In large aircraft if the AOC holder operates large aircraft, or
 - (ii) In either large or small aircraft if the AOC holder operates only small aircraft.
- (f) The minimum entry qualifications for a Head of Engineering /Maintenance and or Head of (CAMO) are—
 - (1) Shall be engineering graduate specialized in Aeronautical, Mechanical Electrical, Electronic (or) former Transport Category Aircraft Maintenance Engineer Licence holder.
 - (2) Shall have at least 5 years experience in Manager Level or equivalent position including 2 years experience and Civil Aviation.
 - (3) Shall have Aircraft Maintenance experience not less than 10 years.
 - (4) Shall have broad knowledge on current Myanmar Civil Aviation Requirements, FAA, EASA regulations.
- (g) The minimum entry qualifications for head of Quality are—
 - (1) For Flight Crew;

-
- (a) An ATP licence with the appropriate ratings for at least one of the aircraft used in the AOC holder's operations; and
 - (b) 3 years experience as PIC in commercial air transport operations—
 - (i) In large aircraft if the AOC holder operates large aircraft, or
 - (ii) In either large or small aircraft if the AOC holder operates only small aircraft.
 - (2) For Engineering / Maintenance
 - (a) Shall be engineering graduate specialized in Aeronautical, Mechanical Electrical, Electronic (or) former Transport Category Aircraft Maintenance Engineer Licence holder.
 - (b) Shall have at least 3 years in Civil Aviation Maintenance Auditing and Quality control experience.
 - (c) Shall have Aviation Maintenance experience not less than 10 years and must include 3 years in Civil Aviation.
 - (d) Shall be capable of discharging his responsibilities and are conversant with Myanmar Civil Aviation Requirements, ICAO, FAA and EASA regulations and requirements there under as relates to his responsibilities.
 - (h) The minimum entry qualifications for head of Safety are—
 - (1) He / She should hold a ATPL and appropriate ratings for at least one of the aircraft used by the operator, or he/she should have experience working in an airline or equivalent organization on aviation safety.
 - (2) Manage the SMS implementation plan on behalf of the accountable executive (upon initial implementation).
 - (3) Perform/facilitate hazard identification and safety risk analysis
 - (4) Monitor corrective actions and evaluate their results.
 - (5) Provide periodic reports on the organization's safety performance.
 - (6) Maintain SMS documentation and records.
 - (7) Plan and facilitate staff safety training.
 - (8) Provide independent advice on safety matters.
 - (9) Monitor safety concerns in the aviation industry and their perceived impact on the organization's operations aimed at product and service delivery.
 - (10) Coordinate and communicate (on behalf of the accountable executive)with the State's DCA Myanmar and other State authorities as necessary on issues relating to safety.

IS: 1.2.2.2(d) QUALITY SYSTEM

In order to show compliance with 1.2.2.2, an AOC holder should establish its quality system in accordance with the instruction and information contained in the following paragraphs.

1.0 General.**1.1 Terminology.**

(a) The terms used in the context of the requirement for an AOC's quality system have the following meaning:

- (1) **Accountable Manager.** The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.
- (2) **Quality assurance.** Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systemic actions which are required to provide adequate confidence that a product or service satisfies quality requirements.

1.2 Quality Policy.

1.2.1 An operator shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve. The quality policy should reflect the achievement and continued compliance with these MCARs together with any additional standards specified by the operator.

1.2.2 The accountable manager is an essential part of the operator's management organization. With regard to the text in 1.2.2.2(a), the term "accountable manager" is intended to mean the Chief Executive/ President/ Managing Director/ General Manager, etc. of the operator's organization, who by virtue of his or her position has overall responsibility (including financial) for managing the organization.

1.2.3 The accountable manager will have overall responsibility for the operator's quality system, including the frequency, format and structure of the internal management evaluation activities as prescribed in paragraph 3.9 below.

1.3 Purpose of the Quality System.

1.3.1 The quality system should enable the operator to monitor compliance with these MCARs, the operator's manual system, and any other standards specified by the operator, or the Authority, to ensure safe operations and airworthy aircraft.

1.4 Quality Manager.

1.4.1 The function of the quality manager to monitor compliance with, and the adequacy of, procedures required to ensure safe operational practices and airworthy aircraft as required by these MCARs may be carried out by more than one person by means of different, but complementary, quality assurance programmed.

1.4.2 The primary role of the quality manager is to verify, by monitoring activity in the fields of flight operations, maintenance, crew training and ground operations, that the standards required by the Authority, and any additional requirements defined by the operator, are being carried out under the supervision of the relevant required management personnel.

1.4.3 The quality manager should be responsible for ensuring that the quality assurance programmed is properly established, implemented and maintained.

1.4.4 The quality manager should:

- (a) report to the accountable manager;
- (b) not be one of the required management personnel; and
- (c) have access to all parts of the operator's, and as necessary, any sub-contractor's organization.

1.4.5 In the case of small/very small operators, the posts of the Accountable Manager and quality manager may be combined.

2.0 Quality System.**2.1 Introduction.**

2.1.1 The operator's quality system should ensure compliance with and adequacy of operational and maintenance activities requirements, standards, and operational procedures.

2.1.2 The operator should specify the basic structure of the quality system applicable to the operation.

2.1.3 The quality system should be structured according to the size and complexity of the operation to be monitored.

2.2 Scope.

2.2.1 As a minimum, the quality system should address the following:

- (a) The provisions of these MCARs;
- (b) The operator's additional standards and operating practices;
- (c) The operator's quality policy;
- (d) The operator's organizational structure;
- (e) Responsibility for the development, establishment and management of the quality system;
- (f) Documentation, including manuals, reports and records;
- (g) Quality procedures;
- (h) Quality assurance programmed;
- (i) The required financial, material and human resources;
- (j) Training requirements.
- (k) Safety management system programmed;

2.2.2 The quality system should include a feedback system to the accountable manager to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

2.3 Relevant Documentation.

2.3.1 Relevant documentation includes the relevant part of the operator's manual system.

2.3.2 In addition, relevant document should include the following:

- (a) Quality policy;
- (b) Terminology;
- (c) Specified operational standards;
- (d) A description of the organization;
- (e) The allocation of duties and responsibilities;
- (f) Operational procedures to ensure regulatory compliance;
- (g) The quality assurance programmed, reflecting:
 - (1) Schedule of the monitoring process;
 - (2) Audit procedures;
 - (3) Reporting procedures;
 - (4) Follow-up and corrective action procedures;
 - (5) Recording system;
 - (6) The training syllabus; and
 - (7) Document control

3.0 Quality Assurance Programmed.**3.1 Introduction.**

3.1.1 The quality assurance programmed should include all planned and systematic actions necessary to provide confidence that all operations and maintenance are conducted in accordance with all applicable requirements, standards and operational procedures.

3.1.2 When establishing a quality assurance program, consideration should be given to at least the following:

- (a) Quality inspection;
- (b) Audit;
- (c) Auditors;
- (d) Auditor's independence
- (e) Audit scope;
- (f) Audit scheduling;
- (g) Monitoring and corrective action;
- (h) Management evaluation.

3.2 Quality Inspection.

3.2.1 The primary purpose of a quality inspection is to observe a particular event/action/document, etc. in order to verify whether established operational procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

3.2.2 Typical subject areas for quality inspections are:

- (a) Actual flight operations;
- (b) Ground deicing/anti-icing;
- (c) Flight support services;
- (d) Load control;
- (e) Maintenance;
- (f) Technical standards; and
- (g) Training standards.

3.2.3 Typical methods for quality inspections for maintenance include:

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

3.3 Audit.

3.3.1 An audit is a systematic and independent comparison of the way in which an operation is being conducted against the way in which the published operational procedures say it should be conducted.

3.3.2 Audits should include at least the following quality procedures and processes:

- (a) A statement explaining the scope of the audit;
- (b) Planning and preparation;
- (c) Gathering and recording evidence; and
- (d) Analysis of the evidence.

3.3.3 Techniques that contribute to an effective audit are:

- (a) Interviews or discussions with personnel;
- (b) A review of published documents;
- (c) The examination of an adequate sample of records;
- (d) The witnessing of the activities that make up the operation; and
- (e) The preservation of documents and the recording of observations.

3.4. Auditors.

3.4.1 An operator should decide, depending upon the complexity of the operations, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant operational and/or maintenance experience.

3.4.2 The responsibilities of the auditors should be clearly defined in the relevant documentation.

3.5 Auditor's Independence.

3.5.1 Auditors should not have any day-to-day involvement in the area of the operation and/or maintenance activity that is to be audited. An operator may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An operator whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organization or from an external source under the terms of an agreement acceptable to the Authority. In all cases the operator should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of operation and/or maintenance conducted by the operator.

3.5.2 The operator's quality assurance programme should identify the persons within the company who have the experience, responsibility and authority to:

- (a) Perform quality inspections and audits as part of ongoing quality assurance;
- (b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- (c) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (d) Verify the implementation of solutions within specific timescales;
- (e) Report directly to the quality manager.

3.6 Audit Scope.

3.6.1 Operators are required to monitor compliance with the operational and maintenance procedures they have designed to ensure safe operations, airworthy aircraft and the serviceability of both operational and safety equipment. In doing so they should as a minimum, and where appropriate, monitor:

- (a) Organization;
- (b) Plans and company objectives;
- (c) Operational procedures;
- (d) Flight safety;
- (e) Operator certification (AOC/Operations specifications)
- (f) Supervision;
- (g) Aircraft performance;
- (h) All weather operations;
- (i) Communications and navigational equipment and practices;
- (j) Mass, balance and aircraft loading;
- (k) Instruments and safety equipment;
- (l) Manuals, logs, and records;
- (m) Flight and duty time limitations, rest requirements, and scheduling;
- (n) Aircraft maintenance/operations interface;
- (o) Use of the MEL;
- (p) Maintenance programme and continued airworthiness;
- (q) Airworthiness directives management;
- (r) Maintenance accomplishment;
- (s) Defect deferral;
- (t) Flight crew;
- (u) Cabin crew;
- (v) Dangerous goods;
- (w) Security;
- (x) Training.

3.7 Audit Scheduling.

3.7.1 A quality assurance program should include a defined audit schedule and a periodic review cycle area by area. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective.

3.7.2 An operator should establish a schedule of audits to be completed during a specified calendar period. All aspects of the operation should be reviewed within every 12 month period in accordance with the programmed unless an extension to the audit period is accepted as explained below. An operator may increase the frequency of audits at its discretion but should not decrease the frequency without the agreement of the Authority. Audit frequency should not be decreased beyond a 24 month period interval.

3.7.3 When an operator defines the audit schedule, significant changes to the management, organization, operation, or technologies should be considered as well as changes to the regulatory requirements.

3.8 Monitoring and Corrective Action.

3.8.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy, operational, and maintenance standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The operator should establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

3.8.2 Any non-compliance identified as a result of monitoring should be communicated to the manager responsible for taking corrective action or, if appropriate, the accountable manager. Such non-compliance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

3.8.3 The quality assurance program should include procedures to ensure that corrective actions are taken in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager will have the ultimate responsibility for resourcing the corrective action and ensuring, through the quality manager, that the corrective action has re-established compliance with the standard required by the Authority, and any additional requirements defined by the operator.

3.8.4 Corrective action. Subsequent to the quality inspection/audit, the operator should establish:

- (a) The seriousness of any findings and any need for immediate corrective action;
- (b) The origin of the finding;
- (c) What corrective actions are required to ensure that the non-compliance does not recur;
- (d) A schedule for corrective action;
- (e) The identification of individuals or departments responsible for implementing corrective action;
- (f) Allocation of resources by the accountable manager, where appropriate.

3.8.5 The quality manager should:

- (a) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
- (b) Verify the corrective action includes the elements outlined in paragraph 3.8.4 above;
- (c) Monitor the implementation and completion of corrective action;
- (d) Provide management with an independent assessment of corrective action; implementation and completion;
- (e) Evaluate the effectiveness of corrective action through follow-up process.

3.9 Management Evaluation.

3.9.1 A management evaluation is a comprehensive, systematic, documented review by the management of the quality system, operational policies and procedures, and should consider:

- (a) The results of quality inspections, audits and any other indicators;
- (b) The overall effectiveness of the management organization in achieving stated objectives.

3.9.2 A management should identify and correct trends, and prevent, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve issues and take action.

3.9.3 The accountable manager should decide upon the frequency, format and structure of internal management evaluation activities.

3.10 Recording.

3.10.1 Accurate, complete and readily accessible records documenting the results of the quality assurance programmed should be maintained by the operator. Records are essential data to enable an operator to analyses and determine the root causes of non-conformity, so that areas of non-compliance can be identified and addressed.

3.10.2 The following records should be retained for a period of 5 years:

- (a) Audit schedules;
- (b) Quality inspection and audit reports;
- (c) Responses to findings;
- (d) Corrective action reports;
- (e) Follow-up and closure reports; and
- (f) Management evaluation reports.

4.0 Quality Assurance Responsibility for Sub-Contractors.

4.1 Sub-Contractors.

4.1.1 Operators may decide to sub-contract out certain activities to external agencies for the provision of services related to areas such as:

- (a) Ground deicing/anti-icing;
- (b) Maintenance;
- (c) Ground handling;
- (d) Flight support (including performance calculations, flight planning, navigation database and dispatch);
- (e) Training;
- (f) Manual preparation.

4.1.2 The ultimate responsibility for the product or service provided by the sub-contractor always remains with the operator. A written agreement should exist between the operator and the sub-contractor clearly defining the safety related services and quality to be provided. The sub-contractor's safety related activities relevant to the agreement should be included in the operator's quality assurance programmed.

4.1.3 The operator should ensure that the sub-contractor has the necessary authorization/approval when required and commands the resources and competence to undertake the task.

5.0 Quality System Training.

5.1 General.

5.1.1 An operator should establish effective, well planned and resourced quality related briefing for all personnel.

5.1.2 Those responsible for managing the quality system should receive training covering:

- (a) An introduction to the concept of the quality system;
- (b) Quality management;
- (c) The concept of quality assurance;
- (d) Quality manuals;
- (e) Audit techniques;
- (f) Reporting and recording; and
- (g) The way in which the quality system will function in the company.

5.1.3 Time should be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

5.2 Sources of Training.

5.2.1 Quality management courses are available from the various [National] or International Standards Institutions, and an operator should consider whether to offer such courses to those likely to be involved in the management of quality systems. Operators with sufficient appropriately qualified staff should consider whether to carry out in-house training.

6.0 Organizations with 20 or Less Full-Time Employees.

6.1 Introduction.

6.1.1 The requirements to establish and document a quality system and to employ a quality manager apply to all operators. References to large and small operators elsewhere in these MCARs are governed by aircraft capacity (i.e. more or less than 20 seats) and by mass (i.e. greater or less than 10 tonnes maximum take-off mass). Such terminology is not relevant when considering the scale of an operation and the quality system required. In the context of quality systems therefore, operators should be categorized according to the number of full time staff employees.

6.2 Scale of Operation.

6.2.1 Operators who employ 5 or less full time staff are considered to be "very small" while those employing between 6 and 20 full time employees are regarded as "small" operators as far as quality systems are concerned. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

6.2.2 Complex quality systems could be inappropriate for small or very small operators and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. It is therefore accepted that such operators should tailor their quality systems to suit the size and complexity of their operation and allocate resources accordingly.

6.3 Quality System for Small/Very Small Operators.

6.3.1 For small and very small operators it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist should have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance should be undertaken.

6.3.2 The "small" operator may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organizations to perform the quality audits on behalf of the quality manager.

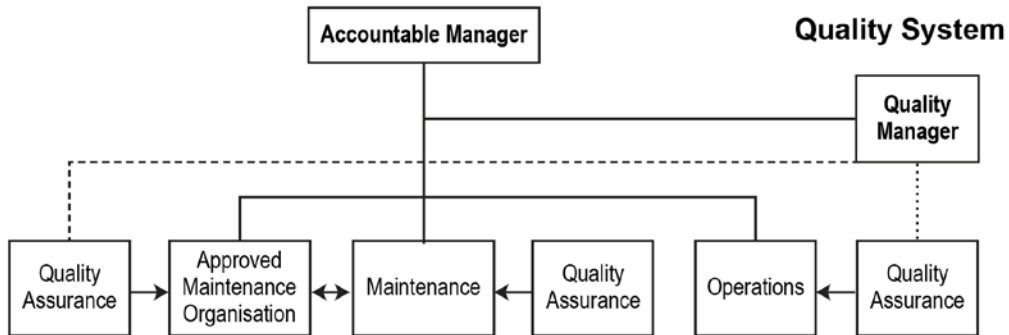
6.3.3 If the independent quality audit function is being conducted by external auditors, the audit schedule should be shown in the relevant documentation.

6.3.4 Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

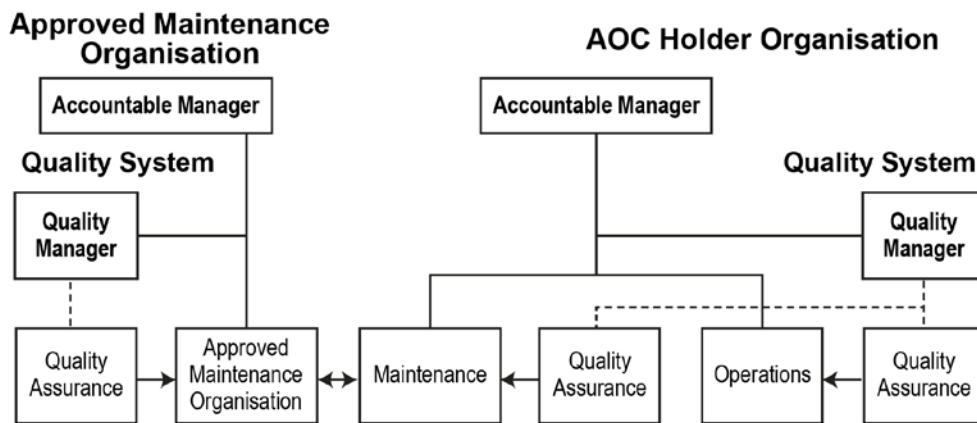
Quality System –Organization Examples

(a) The following diagrams illustrate two typical examples of Quality organizations.

(1) Quality System within the AOC holder’s organization when the AOC holder also holds an approval for maintenance.



(b) Quality Systems related to an AOC holder’s organization where aircraft maintenance is contracted out to an approved organization which is not integrated with the AOC holder.



IS: 1.2.2.4(a) Retention of Records

An operator shall ensure that the following information or documentation is retained for the periods shown in the table below.

Table of Record Retention

Flight Crew Records	
Flight, duty and rest time	2 years
Licence and medical certificate	Until 12 months after the flight crew member has left the employ of the operator
Ground and flight training (all types)	Until 12 months after the flight crew member has left the employ of the operator
Route and aerodrome/heliport qualification training	Until 12 months after the flight crew member has left the employ of the operator
Dangerous good training	Until 12 months after the flight crew member has left the employ of the operator
Security training	Until 12 months after the flight crew member has left the employ of the operator
Proficiency and qualification checks (all types)	Until 12 months after the flight crew member has left the employ of the operator
Cabin Crew Records	
Flight, duty and rest time	2 years
Licence, if applicable	Until 12 months after the cabin crew member has left the employ of the operator
Ground and flight training (all types) and qualification checks	Until 12 months after the cabin crew member has left the employ of the operator
Dangerous good training	Until 12 months after the cabin crew member has left the employ of the operator
Security training	Until 12 months after the cabin crew member has left the employ of the operator
Competency checks	Until 12 months after the cabin crew member has left the employ of the operator
Records for other AOC Personnel	
Training/qualification of other personnel for whom an approved training programme is required in these regulations	Until 12 months after the employee has left the employ of the operator
Licence, if required, and medical certificate if required	Until 12 months after the employee has left the employ of the operator
Proficiency or competency checks, if required	Until 12 months after the employee has left the employ of the operator

Table of Record Retention

Flight Preparation Forms	
Completed load manifest	3 months after the completion of the flight
Mass and balance reports	3 months after the completion of the flight

Dispatch releases	3 months after the completion of the flight
Flight plans	3 months after the completion of the flight
Passenger manifests	3 months after the completion of the flight
Weather reports	3 months after the completion of the flight
Flight Recorder Records	
Cockpit voice recordings	Preserved after an accident or incident for 60 days or longer if requested by the Authority
Flight data recordings	Preserved after an accident or incident for 60 days or longer if requested by the Authority
Aircraft Technical Logbook	
Journey records section	at least six months
Maintenance records section	According to MCAR Part-M
Maintenance Records of the Aircraft	
Total time in service (hours, calendar time and cycles, as appropriate) of the aircraft and all life-limited components	According to MCAR Part-M
Current status of compliance with all mandatory continuing airworthiness information	According to MCAR Part-M
Appropriate details of modifications and repairs to the aircraft and its components	According to MCAR Part-M
Total time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aircraft or its components subject to a mandatory overhaul life	According to MCAR Part-M
The detailed maintenance records to show all requirements for a maintenance release have been met	According to MCAR Part-M
Other Records	
Operational flight plan	3 months after the completion of the flight
Quality system records	5 years
Dangerous goods transport document	6 months after the completion of the flight
Dangerous goods acceptance checklist	6 months after the completion of the flight

IS: 1.2.2.9(a) FRAMEWORK FOR A SAFETY MANAGEMENT SYSTEM (SMS)

This specifies the framework for the implementation and maintenance of an SMS. The framework comprises four components and twelve elements as the minimum requirements for SMS implementation:

1. Safety policy and objectives
 - (a) Management commitment and responsibility
 - (b) Safety accountabilities
 - (c) Appointment of key safety personnel
 - (d) Coordination of emergency response planning
 - (e) SMS documentation
2. Safety risk management
 - (a) Hazard identification
 - (b) Safety risk assessment and mitigation
3. Safety assurance
 - (a) Safety performance monitoring and measurement
 - (b) The management of change
 - (c) Continuous improvement of the SMS
4. Safety promotion
 - (a) Training and education
 - (b) Safety communication

1. Safety policy and objectives**1.1 Management commitment and responsibility**

Each AOC holder shall define its safety policy in accordance with international and national requirements. The safety policy shall:

- (a) reflect organizational commitment regarding safety;
- (b) include a clear statement about the provision of the necessary resources for the implementation of the safety policy;
- (c) Include safety reporting procedures;
- (d) clearly indicate which types of behaviors are unacceptable related to the service provider's aviation activities and include the circumstances under which disciplinary action would not apply;
- (e) be signed by the accountable executive of the organization;
- (f) be communicated, with visible endorsement, throughout the organization; and
- (g) be periodically reviewed to ensure it remains relevant and appropriate to the service provider.

1.2 Safety accountabilities

Each AOC holder shall:

- (a) identify the accountable executive who, irrespective of other functions, has ultimate responsibility and accountability, on behalf of

the organization, for the implementation and maintenance of the SMS;

- (b) clearly define lines of safety accountability throughout the organization, including a direct accountability for safety on the part of senior management;
- (c) identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS;
- (d) document and communicate safety responsibilities, accountabilities and authorities throughout the organization; and
- (e) define the levels of management with authority to make decisions regarding safety risk tolerability.

1.3 Appointment of key safety personnel

Each AOC holder shall appoint a safety manager who is responsible for the implementation and maintenance of an effective SMS.

1.4 Coordination of emergency response planning

Each AOC holder shall ensure that an emergency response plan is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its products and services.

1.5 SMS documentation

- (a) Each AOC holder shall develop an SMS implementation plan, formally endorsed by the organization, that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives.
- (b) Each AOC holder shall develop and maintain SMS documentation that describes its:
 - (i) safety policy and objectives;
 - (ii) SMS requirements;
 - (iii) SMS processes and procedures;
 - (iv) accountabilities, responsibilities and authorities for SMS processes and procedures; and
 - (v) SMS outputs.
- (c) Each AOC holder shall develop and maintain an SMS manual as part of its SMS documentation.

2. Safety risk management

2.1 Hazard identification

- (a) Each AOC holder shall develop and maintain a process that ensures that hazards associated with its aviation products or services are identified.
- (b) Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

2.2 Safety risk assessment and mitigation

- (a) Each AOC holder shall develop and maintain a process that ensures analysis, assessment and control of the safety risks associated with identified hazards.

3. Safety assurance**3.1 Safety performance monitoring and measurement**

- (a) Each AOC holder shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls.
- (b) Each AOC holder's safety performance shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

3.2 The management of change

- (a) Each AOC holder shall develop and maintain a process to identify changes which may affect the level of safety risk associated with its aviation products or services and to identify and manage the safety risks that may arise from those changes.

3.3 Continuous improvement of the SMS

- (a) Each AOC holder shall monitor and assess the effectiveness of its SMS processes to enable continuous improvement of the overall performance of the SMS.

4. Safety promotion**4.1 Training and education**

- (a) Each AOC holder shall develop and maintain a safety training programme that ensures that personnel are retrained and competent to perform their SMS duties.
- (b) The scope of the safety training programme shall be appropriate to each individual's involvement in the SMS.

4.2 Safety communication

Each AOC holder shall develop and maintain a formal means for safety communication that:

- (a) ensures personnel are aware of the SMS to a degree commensurate with their positions;
- (b) conveys safety-critical information;
- (c) explains why particular safety actions are taken; and
- (d) explains why safety procedures are introduced or changed.

IS: 1.2.2.10(b) FLIGHT SAFETY DOCUMENTS SYSTEM

The following outline addresses the major elements of an operator's flight safety documents system development process, with the aim of ensuring compliance with these requirements.

1.0 Organization

1.1 A flight safety documents system shall be organized according to criteria, which ensure easy access to information, required for flight and ground operations contained in the various operational documents comprising the system and which facilitate management of the distribution and revision of operational documents.

1.2 Information contained in a flight safety documents system shall be grouped according to the importance and use of the information, as follows:

- (a) Time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;
- (b) Time sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period;
- (c) Frequently used information;
- (d) Reference information, e.g., information that is required for the operation but does not fall under b) or c) above; and
- (e) Information that can be grouped based on the phase of operation in which it is used.

1.3 Time critical information shall be placed early and prominently in the flight safety documents system.

1.4 Time critical information, time sensitive information, and frequently used information shall be placed in cards and quick-reference guides.

2.0 Validation.

A flight safety documents system shall be validated before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions among all groups that can occur during operations shall also be included in the validation process.

3.0 Design

3.1 A flight safety documents system shall maintain consistency in terminology and in the use of standard terms for common items and actions.

3.2 Operational documents shall include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system shall be defined.

3.3 A flight safety documents system shall ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes.

3.4 A flight safety documents system shall include a master index to locate, in a timely manner, information included in more than one operational document.

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

3.5 A flight safety documents system shall comply with the requirements of the operator's quality system, if applicable.

4.0 Deployment.

Operators shall monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring shall include a formal feedback system for obtaining input from operational personnel.

5.0 Amendment.

5.1 Operators shall develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors.

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

5.2 Operators shall develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:

- (a) Changes resulting from the installation of new equipment;
- (b) Changes in response to operating experience;
- (c) Changes in an operator's policies and procedures;
- (d) Changes in an operator certificate; and
- (e) Changes for purposes of maintaining cross fleet standardization.

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

5.3 A flight safety documents system shall be reviewed:

- (a) on a regular basis (at least once a year);
- (b) after major events (mergers, acquisitions, rapid growth, downsizing, etc.);
- (c) after technology changes (introduction of new equipment); and
- (d) after changes in safety regulations.

5.4 Operators shall develop methods of communicating new information. The specific methods shall be responsive to the degree of communication urgency.

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

5.5 New information shall be reviewed and validated considering its effects on the entire flight safety documents system.

5.6 The method of communicating new information shall be complemented by a tracking system to ensure currency by operational personnel. The tracking system shall include a procedure to verify that operational personnel have the most recent updates.

IS: 1.2.3.2(c) DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

- (a) An AOC holder may dry lease an aircraft for the purpose of commercial air transportation from any AOC holder of a State which is signatory to the Chicago Convention provided that the following conditions are met:
 - (1) The aircraft carries an appropriate airworthiness certificate issued, in accordance with ICAO Annex 8, by the State of Registry and meets the registration and identification requirements of that country.
 - (2) The aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in Myanmar, including the requirements which shall be met for issuance of a Myanmar standard airworthiness certificate (including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements).
 - (3) The aircraft is maintained according to an approved maintenance programmed.
 - (4) The aircraft is operated by Myanmar licensed airmen with additional licence authorization by the State of Registry, employed by the AOC holder.
- (b) Each AOC holder shall provide the Authority with a copy of the dry lease to be executed.
- (c) Operational control of any dry leased aircraft rests with the AOC holder operating that aircraft.
- (d) The Authority will list the dry leased aircraft on the foreign air operator lessee AOC holder's operations specifications.
- (e) AOC holder engaged in dry leasing aircraft shall make the dry lease agreement explicit concerning the maintenance programmed and MEL to be followed during the term of the dry lease.

IS: 1.2.3.3(b) AIRCRAFT INTERCHANGE

- (a) Before operating under an interchange agreement, each AOC holder shall show that—
 - (1) The procedures for the interchange operation conform with safe operating practices;
 - (2) Required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;
 - (3) Maintenance personnel meet training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;

-
- (4) Flight crew members and flight operations officers meet appropriate route and airport qualifications;
 - (5) The aircraft to be operated are essentially similar to the aircraft of the AOC holder with whom the interchange is effected; and
 - (6) The arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the Authority determines that the AOC holder has adequate training programmes to ensure that any potentially hazardous dissimilarity are safely overcome by flight crew familiarization.
- (b) Each AOC holder conducting an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals.
 - (c) The AOC holder shall amend their operations specifications to reflect an interchange agreement.
 - (d) The AOC holder shall comply with the applicable regulations of the State of Registry of an aircraft involved in an interchange agreement while it has operational control of that aircraft.

IS: 1.2.3.4(c) WET LEASING

- (a) Each AOC holder shall provide the Authority with a copy of the wet lease agreement to be executed.
- (b) The Authority will determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as:
 - (1) Initiating and terminating flights.
 - (2) Maintenance and servicing of aircraft.
 - (3) Scheduling crewmembers.
 - (4) Paying crewmembers.
 - (5) Training crewmembers.
- (c) Each AOC holder engaged in a wet leasing arrangement shall amend supplement operations specifications (see paragraph (d)) to contain the following information:
 - (1) The names of the parties to the agreement and the duration of the agreement.
 - (2) The make, model, and series of each aircraft involved in the agreement.
 - (3) The kind of operation.
 - (4) The expiration date of the lease agreement.
 - (5) A statement specifying the party deemed to have operational control.

- (6) Any other item, condition, or limitation the Authority determines necessary.
- (7) In case of total wet lease, the operational control is deemed to be with the lessor.
- (8) In case of total wet lease, the aircraft and its registration involved with remain in the nationality of AOC and Operations Specification of the lessor. Thus, for the purpose of this requirements, expiration of the lessor's AOC shall automatically suspend the lease agreement.
- (9) In case of any other wet lease, and the parties do not expressly stipulate who should assume operational control, the same is presumed to be with the lessee and MCARs shall be applied.
- (10) In case of a wet lease other than a total-wet lease, and the operational control is with the lessee who is a holder of a Myanmar AOC, the State of Registry and the lessee of said aircraft should allow the application of the provisions of MCAR on airworthiness, registration and marks of aircraft, flight operations and qualification of flight crew.
- (11) Any holder of a Myanmar AOC shall apply for an amendment of its AOC and Operations Specification to reflect any type of wet lease agreement.
- (12) Any holder of a Myanmar AOC cannot engage in any type of wet lease arrangement without a valid and subsisting insurance coverage. Thus for the purpose of this requirements, the operation in the Myanmar of the aircraft subject of a wet lease arrangement is deemed suspended upon termination or expiration of the insurance coverage.
- (13) For the purpose of these requirements, the lessee shall submit to the Authority an original copy or certified original of the position of the AOC and Operations Specification of the lessor reflecting the lease arrangement.
- (14) In case of foreign – AOC who are party to a lease of commercial aircraft intended to be operated in the Myanmar, the lessee / operator shall comply with the existing bilateral air agreement with the Myanmar and MCARs.
- (15) Sub-leasing of a foreign – registered aircraft to a Myanmar – AOC holder should comply with legal requirements on contracts, rules on operational control and MCARs.

(d) Supplement Operations Specifications.

SUPPLEMENT OPERATIONS SPECIFICATIONS	
Air Operator Certificate No; _____	
AIRCRAFT LEASING OPERATIONS	
(Wet Lease)	
<p>1. This Supplement Operations Specifications Authorized under Operations Specifications Revision No. __ of AOC number _____. The holder of this Supplement Operations Specifications shall conduct all operations authorized under the terms of the lease agreement between _____ and _____ in accordance with the provisions of Myanmar DCA operating requirements and these operations specifications. Such operations are authorized over the routes and areas specified in these operations specifications. Such operations shall be conducted with _____ type aircraft nationality and registration mark _____ shall be responsible for the operational control of such flights.</p>	
<p>2. All engineering responsibility, maintenance and repair of _____ type aircraft nationality and registration mark _____ will be accomplished by _____.</p>	
<p>3. This authorization for _____ type aircraft nationality and registration mark _____ remains in effect until _____ or until surrendered, suspended, revoked or otherwise terminated by of Myanmar DCA.</p>	
Effective date: _____	Revision No. _____
DCA Approval Signature: _____	
Title: _____	

IS: 1.2.3.5(e) EMERGENCY EVACUATION DEMONSTRATION

- (a) Each AOC holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority that demonstrates the effectiveness of its crew member emergency training and evacuation procedures.
- (b) Prior to conducting an emergency evacuation demonstration, the AOC holder shall apply for and obtain approval from the Authority.
- (c) Cabin crew members used in the emergency evacuation demonstrations shall—
 - (1) Be selected at random by the Authority;
 - (2) Have completed the AOC holder's Authority-approved training programme for the type and model of aircraft; and
 - (3) Have passed the drills and competence check on the emergency equipment and procedures.
- (d) To conduct the partial emergency evacuation demonstration, the AOC holder's assigned cabin crew members shall, using the AOC holder's line operating procedures—
 - (1) Demonstrate the opening of 50 percent of the required floor-level emergency exits and 50 percent of the required non-floor-level emergency exits (whose opening by a cabin crew member is defined as an emergency evacuation duty) and deployment of 50 percent of the exit slides, selected by the Authority; and
 - (2) Prepare for use those exits and slides within 15 seconds.
- (e) To conduct the ditching evacuation demonstration, the AOC holder's assigned cabin crew members shall—
 - (1) Demonstrate their knowledge and use of each item of required emergency equipment;
 - (2) Prepare the cabin for ditching within 6 minutes after the intention to ditch is announced;
 - (3) Remove each life raft from storage (one life raft, selected by the Authority, shall be launched and properly inflated or one slide life raft properly inflated); and
 - (4) Enter the raft (the raft shall include all required emergency equipment) and completely set it up for extended occupancy.

IS: 1.2.3.6(d) DEMONSTRATION FLIGHTS

- (a) Each AOC holder shall conduct demonstration flights for each type of aircraft which comply with Myanmar Aircraft Rules 1937, Part -6 Rule No (49).
- (b) Each AOC holder shall conduct demonstration flights shall be demonstrated according to satisfactory level of proficiency by DCA Myanmar with reasonable route structure and night operations.
- (c) No person may carry passengers in an aircraft during demonstration flights, except for those needed to make the demonstration flight and those designated by the Authority.
- (d) For those AOC holders of aircraft of less than 5700 kg, the necessity and extent of demonstration shall be at the option of the Authority.

IS: 1.3.1.2 OPERATIONS MANUAL – GENERAL (PART-A)

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

1.0 Administration and Control of Operations Manual**1.1 Introduction**

- (a) A statement that the manual complies with all applicable Authority requirements and with the terms and conditions of the applicable Air Operator Certificate.
- (b) A statement that the manual contains operational instructions that is to be complied with by the relevant personnel in the performance of their duties.
- (c) A list and brief description of the various operations manual parts, their contents, applicability and use.
- (d) Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision

- (a) An operations manual shall describe who is responsible for the issuance and insertion of amendments and revisions.
- (b) A record of amendments and revisions with insertion dates and effective dates is required.
- (c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.
- (d) A description of the system for the annotation of pages and their effective dates.
- (e) A list of effective pages and their effective dates.
- (f) Annotation of changes (on text pages and as practicable, on charts and diagrams).
- (g) A system for recording temporary revisions.
- (h) A description of the distribution system for the manuals, amendments and revisions.
- (i) A statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.

2.0 Organization and Responsibilities**2.1 Organizational Structure**

A description of the organizational structure including the general company organization and operations department organization. The relationship between the operations department and the other departments of the company. In particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the safety of flight operations shall be shown. Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.

2.2 Responsible Manager

The name of each manager responsible for flight operations, the maintenance system, crew training and ground operations shall be listed. A description of their function and responsibilities shall be included.

2.3 Responsibilities and Duties of Operations Management Personnel

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

2.4 Authority, Duties and Responsibilities of a PIC

A statement defining the authority, duties and responsibilities of the PIC shall be listed.

2.5 Duties and Responsibilities of Crew Members Other Than the PIC

A statement defining the authority, duties, and responsibilities of all required aircraft crew members shall be listed.

3.0 Operational Control and Supervision**3.1 Supervision of the Operation by the AOC Holder**

A description of the system for supervision of the operation by the AOC holder shall be listed. This description shall show how the safety of flight operations and the qualifications of personnel involved in all such operations are supervised and monitored. In particular, the procedures related to the following items shall be described:

- (a) Specifications for the operational flight plan
- (b) Competence of operations personnel; and
- (c) Control, analysis and storage of records, flight documents, additional information, and safety related data.

3.2 System of Promulgation of Additional Operational Instructions and Information

A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the operations manual. The applicability of this information and the responsibilities for its promulgation shall be included

3.3 Safety Management System (SMS)

A description of the main aspects of the SMS programmed required by this part, including:

- (a) Safety Policy: General Expectations;
- (b) Safety Risk Management: General Expectations;
- (c) Safety Assurance: General Expectations; and
- (d) Safety Promotion: General Expectations.

3.4 Operational Control

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

3.4.2 Procedure for preparation and dissemination of the information contained in the Aeronautical Information Publication (AIP), the Aeronautical Information Circular (AIC) and the Aeronautical Information Regulation and control (AIRAC) to flight crew and operations personnel shall be in placed.

4.0 Quality System

A description of the quality system adopted.

5.0 Crew**5.1 Crew Composition**

An explanation of the method for determining crew compositions taking into account of the following:

- (a) Experience (total and on type), regency and qualification of the crew members; and
- (b) The designation of the PIC and, if required by the duration of the flight, the procedures for the relief of the PIC or other members of the flight crew.
- (c) The flight crew for each type of operation including the designation of the succession of command.

5.2 Designation of the PIC

The rules applicable to the designation of a PIC.

5.3 Flight Crew Incapacitation

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

6.0 Flight Crew, Cabin Crew, Flight Operations Officer, and Other Operations Personnel Qualifications**6.1 Qualifications**

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

6.2 Flight Crew

- (a) Operation on more than one type or variant.

6.3 Cabin Crew

- (a) Senior cabin crew member.
- (b) Cabin crewmember.
 - (1) Required cabin crewmember.
 - (2) Additional cabin crewmember, and
 - (3) Cabin crewmember during familiarization flights.
- (c) Operation on more than one type or variant.

6.4 Other Operations Personnel**7.0 Fatigue Management****7.1 Flight and Duty Time Limitations and Rest Schemes**

- (a) Flight Crew
- (b) Cabin Crew
- (c) Flight Operations Officer/ Flight Dispatcher

7.2 FRMS (if authorized by the Authority)**8.0 Crew Health****8.1 Crew Health Precautions**

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

- (a) Alcohol and other intoxicating liquor;
- (b) Narcotics;
- (c) Drugs;
- (d) Sleeping tablets;
- (e) Pharmaceutical preparations;
- (f) Immunization;
- (g) SCUBA diving;
- (h) Blood donation;
- (i) Meal precautions prior to and during flight;
- (j) Sleep and rest; and
- (k) Surgical operations.

9.0 Operating Procedures**9.1 Flight Preparation Instructions**

As applicable to the operation:

- 9.1.1** Criteria for Determining the Usability of Airports
- 9.1.2** The method for determining minimum flight altitudes
- 9.1.3** The method for determining aerodrome operating minima
- 9.1.4** En-route Operating Minima for VFR Flights

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

- 9.1.5** Presentation and Application of Airport and En-route Operating Minima

9.1.6 Interpretation of Meteorological Information.

Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.

9.1.7 Determination of the Quantities of Fuel, Oil, and Water Methanol Carried.

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

9.1.8 Mass and Centre of Gravity.

The general principles of mass and center of gravity including:

- (a) The policy for using either standard and/or actual masses;
- (b) The method for determining the applicable passenger, baggage and cargo mass;
- (c) The applicable passenger and baggage masses for various types of operations and aircraft type;
- (d) General instruction and information necessary for verification of the various types of mass and balance documentation in use;
- (e) Last minute changes procedures;
- (f) Seating policy/procedures; and
- (g) List of documents, forms, and additional information to be carried during a flight.

9.2 Ground Handling Arrangements and Procedures**9.2.1 Fuelling Procedures.**

A description of fuelling procedures, including:

- (a) Safety precautions during refueling and defueling including when an APU is in operation or when a turbine engine is running and, if applicable, the propeller brakes are on;
- (b) Refueling and defueling when passengers are embarking, on board or disembarking;
- (c) Precautions to be taken to avoid mixing fuels; and
- (d) Method to ensure the required amount of fuel is loaded.

9.2.2 Aircraft, Passengers, and Cargo Handling Procedures Related To Safety.

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

- (a) Sick passengers and persons with reduced mobility;
- (b) Permissible size and weight of hand baggage;
- (c) Loading and securing of items in the aircraft;
- (d) Special loads and classification of load compartments (i.e., dangerous goods, live animals, etc.);
- (e) Positioning of ground equipment;
- (f) Operation of aircraft doors;
- (g) Safety on the ramp, including fire prevention, blast and suction areas;
- (h) Start-up, ramp departure and arrival procedures;
- (i) Servicing of aircraft;
- (j) Documents and forms;
- (k) Multiple occupancy of aircraft seats.

9.2.3 Procedures for the Refusal of Embarkation.

Procedures to ensure that persons who appear to be intoxicated or who demonstrate by manner or physical indications that they are under the influence of alcohol or drugs, except medical patients under proper care, are refused embarkation.

9.2.4 Deicing and Anti-Icing on the Ground.

Instructions for the conduct and control of ground de-icing/anti-icing operations. A description of the deicing and anti-icing policy and procedures for aircraft on the ground. These shall include descriptions of the types and effects of icing and other contaminants on aircraft while stationary, during ground movements and during take-off. In addition, a description of the fluid types used shall be given including:

- (a) Proprietary or commercial names;
- (b) Characteristics;
- (c) Effects on aircraft performance;
- (d) Precautions during usage.

9.3 Flight Procedures and Flight Navigation Equipment

A description of flight procedures, including:

- (a) Standard operating procedures (SOP) for each phase of flight.
- (b) Instructions on the use of normal checklists and the timing of their use.
- (c) Departure contingency procedures
- (d) Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-outs.
- (e) Instructions on the use of autopilots and auto-throttles in IMC.
- (f) Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.
- (g) Departure and approach briefings
- (h) Procedures for familiarization with areas, routes, and aerodromes
- (i) Stabilized approach procedure
- (j) Limitation on high rates of descent near the surface
- (k) Conditions required to commence or to continue an instrument approach.
- (l) Instructions for the conduct of precision and non-precision instrument approach procedures.
- (m) Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations.
- (n) The circumstances in which a radio listening watch is to be maintained.
- (o) Instructions and training requirements for the use of head-up-displays (HUD) and enhanced vision systems (EVS) equipment as applicable.
- (p) Instructions and training requirements for the use of the EFB.

9.3.1 Navigation Equipment

A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.

9.3.2 Navigation Procedures

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

- (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft,
- (b) In-flight replanning,
- (c) Procedures in the event of system degradation,
- (d) Where relevant to the operations, the long range navigation procedures, engine failure procedure for EDTO and the nomination and utilization of diversion aerodromes
- (e) Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS).
- (f) Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS).

- (g) Information and instructions relating to the interception of civil aircraft including:
 - (1) Procedures, as prescribed in MCAR Part 8 for pilots-in-command of intercepted aircraft; and
 - (2) Visual signals for use by intercepting and intercepted aircraft, as contained in MCAR Part 8.
- (h) For aero planes intended to be operated above 49,000 ft. (15,000 m)
 - (1) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and
 - (2) procedures in the event that a decision to descend is taken, covering:
 - (i) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and
 - (ii) the action to be taken in the event that communication with ATS unit cannot be established or is interrupted.

9.3.3 Policy and Procedures for In-flight Fuel Management

9.4.3 Adverse and Potentially Hazardous Atmospheric Conditions.

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

- (a) Thunderstorms;
- (b) Icing conditions;
- (c) Turbulence,
- (d) Wind shear;
- (e) Jet stream;
- (f) Volcanic ash clouds;
- (g) Heavy precipitation;
- (h) Sand storms;
- (i) Mountain waves; and
- (j) Significant Temperature inversions

9.3.5 Operating Restrictions

- (a) Cold weather operations
- (b) Take-off and landing in turbulence
- (c) Low-level wind shear operations
- (d) Cross-wind operations (including tail wind components)
- (e) High temperature operations
- (f) High altitude operations

9.3.6 Incapacitation of Crew Members.

Procedures to be followed in the event of incapacitation of crew members in-flight. Examples of the types of incapacitation and the means for recognizing them shall be included.

9.3.7 Cabin Safety Requirements.

Procedures covering:

- (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys.
- (b) Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft;
- (c) Procedures to be followed during passenger embarkation and disembarkation; and
- (d) Procedures for fuelling with passengers on board, embarking, or disembarking.
- (e) Smoking on board.
- (f) Use of portable electronic equipment and cellular telephones

9.3.8 Passenger Briefing Procedures.

The contents, means, and timing of passenger briefing.

9.3.9 Procedures for Use of Cosmic or Solar Radiation Detection Equipment – Aero planes.

Procedures for the use of cosmic or solar radiation detection equipment and for recording its readings including actions to be taken in the event that limit values specified in the operations manual are exceeded. In addition, the procedures, including ATC procedures, to be followed in the event that a decision to descend or re-route is taken.

9.4 All Weather Operations**9.5 Use of the Minimum Equipment and Configuration Deviation List(s)****9.6 Non Revenue Flights**

Procedures and limitations for:

- (a) Training flights;
- (b) Test flights;
- (c) Delivery flights,
- (d) Ferry flights;
- (e) Demonstration flights; and
- (f) Positioning flights, including the kind of persons who may be carried on such flights.

9.7 Oxygen Requirements

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

10.0 Dangerous Goods and Weapons**10.1 Transport of Dangerous Goods**

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

- (a) AOC holder's policy on the transport of dangerous goods;
- (b) Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods;
- (c) Procedures and actions to be taken for responding to emergency situations involving dangerous goods;
- (d) Duties of all personnel involved; and
- (e) Instructions on the carriage of the AOC holder's employees

10.2 Transport of Weapons

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

11.0 Security**11.1 Security Policies and Procedures**

A description of security policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking.

11.2 Security Instructions and Guidance

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

11.3 Preventative Security Measures and Training

A description of preventative security measures and training.

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

11.4 Aeroplane search procedures checklist and guidance on least-risk bomb locations.

12.0 Handling of Accidents and Occurrences

- (a) Procedures for the handling, notifying and reporting of accidents and occurrences. This section shall include:
- (b) Definitions of accidents and occurrences and the relevant responsibilities of all persons involved;
- (c) The descriptions of which company departments, Authorities or other institutions have to be notified by which means and in which sequence in case of an accident;
- (d) Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried;
- (e) A description of the requirements to report specific occurrences and accidents;
- (f) The forms used for reporting and the procedure for submitting them to the Authority shall also be included; and
- (g) If the AOC holder develops additional safety related reporting procedures for its own internal use, a description of the applicability and related forms to be used.
- (h) Procedures for pilots-in-command observing an accident.

13.0 Rules of the Air

Rules of the Air including:

- (i) Territorial application of the Rules of the Air;
- (j) The circumstances during which a radio listening watch shall be maintained;
- (k) ATC clearances, adherence to flight plan and position reports;
- (l) The ground/air visual codes for use by survivors, description and use of signal aids; and
- (m) Distress and urgency signals.

IS: 1.3.1.3 AIRCRAFT OPERATING INFORMATION MANUAL (PART-B)

Each AOC applicant and AOC holder should submit and maintain an aircraft operating information manual as part of its operations manual, all the information but not limited to a) Organization, update and revision system; b) Certification limitations and operating limitations;c) The normal, abnormal and emergency procedures to be used by the flight crew, related checklists, crew coordination and assignment;d) Instructions for aircraft loading; e) Data for mass and balance calculations; f) Aircraft systems, associated controls and instructions for their use; and g) Emergency evacuation procedures, including type-specific procedures, crew coordination and assignment and then write down elaborated below:

1.0 General Information and Units of Measurement

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

2.0 Limitations**2.1 Certification and Operational Limitations**

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

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

3.0 Normal Procedures

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

- (a) Pre-flight;
- (b) Pre-departure and loading;
- (c) Altimeter setting and checking;
- (d) Taxi, Take-off and Climb;
- (e) Noise abatement;

- (f) Cruise and descent;
- (g) Approach, landing preparation and briefing;
- (h) VFR approach;
- (i) Instrument approach;
- (j) Visual approach and circling;
- (k) Missed approach;
- (l) Normal landing;
- (m) Post landing; and
- (n) Operation on wet and contaminated runways.

3.1 Specific Flight Deck Procedures

- (a) Determining airworthiness of aircraft
- (b) Obtaining flight release
- (c) Initial cockpit preparation
- (d) Standard operating procedures
- (e) Cockpit discipline
- (f) Standard call-outs
- (g) Communications
- (h) Flight safety
- (i) Push-back and towing procedures
- (j) Taxi guidelines and ramp signals
- (k) Take-off and climb out procedures
- (l) Choice of runway
- (m) Take-off in limited visibility
- (n) Take-off in adverse weather
- (o) Use and limitations of weather radar
- (p) Use of landing lights
- (q) Monitoring of flight instruments
- (r) Power settings for take-off
- (s) Malfunctions during take-off
- (t) Rejected take-off decision
- (u) Climb, best angle, best rate
- (v) Sterile cockpit procedures
- (w) En-route and holding procedures
- (x) Cruise control
- (y) Navigation log book
- (z) Descent, approach and landing procedures
- (aa) Reporting maintenance problems
- (bb) How to obtain maintenance and service en route

4.0 Abnormal and Emergency Procedures

4.1 Abnormal and Emergency Procedures and Duties

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

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

5.0 Performance Data

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

5.1 Performance Data

Performance material which provides the necessary data to allow the flight crew to comply with the approved aircraft flight manual performance requirements shall be included to allow the determination of-

- (a) Take-off climb limits - Mass, Altitude, Temperature;
- (b) Take-off field length limits (dry, wet, contaminated);
- (c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;
- (d) The gradient losses for banked climb outs;
- (e) En-route climb limits;
- (f) Approach climb limits;
- (g) Landing climb limits;
- (h) Landing field length limits (dry, wet, contaminated) including the effects of an in-flight failure of a system or device, if it affects the landing distance;
- (i) Brake energy limits; and
- (j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).

5.1.1 Supplementary Performance Data

Supplementary data covering:

- (a) Flights in icing conditions
- (b) The maximum crosswind and tailwind components for each aero plane type operated and the reductions to be applied to these values having regard to gust, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances, or any other relevant operational factors.
- (c) Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.

5.1.2 Other Acceptable Performance Data

If performance data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the Authority shall be included. Alternatively, the operations manual may contain cross-reference to the approved data contained in the AFM where such data is not likely to be used often or in an emergency.

5.2 Additional Performance Data

Additional performance data where applicable including:

- (a) All engine climb gradients;
- (b) Drift-down data;
- (c) Effect of deicing/anti-icing fluids;
- (d) Flight with landing gear down;
- (e) For aircraft with 3 or more engines, one engine inoperative ferry flights; and
- (f) Flights conducted under the provisions of a configuration deviation list (CDL).

6.0 Flight Planning**6.1 Flight Planning Data**

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

6.2 Fuel and Oil Calculations

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

7.0 Mass And Balance**7.1 Calculating Mass and Balance**

Instructions and data for the calculation of mass and balance including:

- (a) Calculation system (e.g. Index system);
- (b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;
- (c) Limiting mass and centre of gravity of the various versions;
- (d) Dry operating mass and corresponding centre of gravity or index.

8.0 Loading**8.1 Loading Procedures**

Instructions for loading and securing the load in the aircraft:

- (a) Use of aircraft systems and associated controls.

8.2 Loading Dangerous Goods

The operations manual shall contain a method to notify the PIC when dangerous goods are loaded in the aircraft.

9.0 Survival And Emergency Equipment Including Oxygen**9.1 List of Survival Equipment to be carried**

- (a) A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) shall also be included.

9.2 Ground - Air Visual Signal

Instructions illustrating the ground-air visual signal code for use by survivors shall also be included.

9.3 Oxygen Usage

The procedure for determining the amount of oxygen required and the quantity that it available. The flight profile, number of occupants and possible cabin decompression shall be considered. The information provided shall be in a form in which it can be used without difficulty.

9.4 Emergency Equipment Usage

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

- (a) Life jackets
 - (b) Life rafts
 - (c) Medical kits/first aid kits
 - (d) Survival kits
 - (e) Emergency locator transmitter (ELT)
 - (f) Visual signaling devices
 - (g) Evacuation slides
 - (h) Emergency lighting

10.0 Emergency Evacuation Procedures**10.1 Instructions for Emergency Evacuation**

Instructions for preparation for emergency evacuation including crew co-ordination and emergency station assignment.

10.2 Emergency Evacuation Procedures

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

11.0 Aircraft Systems**11.1 Aircraft Systems**

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

12.0 Minimum Equipment List and Configuration Deviation List

The minimum equipment list and configuration deviation list for the aero plane types operated and specific operations authorized, including any requirements relating to operations where performance-based navigation is prescribed.

13.0 Route and Airport Instructions and Information Manual (Part – C)**13.1 Instructions and Information**

A route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operations, and such other information as the operator may deem necessary for the proper conduct of flight operations.

- (a) The minimum flight altitude for each route to be flown.
- (b) Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.
- (c) The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.
- (d) Instructions for determining aerodrome operating minima for instrument approaches using HUD and EVS.
- (e) The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of;
 - (1) take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance.
 - (2) take-off climb limitations
 - (3) en-route climb limitations
 - (4) approach climb limitations and landing climb limitations
 - (5) landing runway length requirements for dry, wet and contaminated conditions, including systems failures which effect the landing distance and supplementary information, such as tire speed limitations.

IS: 1.3.1.4 TRAINING PROGRAMME MANUAL (PART – D)

Each AOC holder and AOC applicant, as part of its operations manual, shall submit and maintain training programme based on the following outline:

- | | |
|-------|---|
| 1.0 | Training Syllabus and Checking Programmed |
| 1.1 | General Requirements. |
| | (a) Training syllabus and checking programmed for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight shall be developed to meet the respective requirements of the Authority. An AOC holder may not use, nor may any person serve in a required crewmember capacity or operational capacity unless that person meets the training and currency requirements established by the Authority for that respective position. |
| 1.2 | Flight Crew. |
| 1.2.1 | Each AOC holder shall establish and maintain a ground and flight training programme, approved by the Authority, which ensures that all flight crew members are adequately trained to perform their assigned duties. The training programme shall: |
| | a) include ground and flight training facilities and properly qualified instructors as determined by the Authority; |
| | b) consist of ground and flight training in the type(s) of aeroplane on which the flight crew member serves; |
| | c) include proper flight crew coordination and training in all types of emergency and abnormal situations or procedures caused by engine, airframe or systems malfunctions, fire or other abnormalities; |
| | d) include upset prevention and recovery training; |
| | e) include training in knowledge and skills related to visual and instrument flight procedures for the intended area of operation, charting, human performance including threat and error management and in the transport of dangerous goods; |
| | f) ensure that all flight crew members know the functions for which they are responsible and the relation of these functions to the functions of other crew members, particularly in regard to abnormal or emergency procedures; and |
| | g) be given on a recurrent basis, as determined by the Authority and shall include an assessment of competence. |
| | <i>Note 1.— Prohibits the in-flight simulation of emergency or abnormal situations when passengers or cargo are being carried.</i> |
| | <i>Note 2.— Flight training may, to the extent deemed appropriate by the Authority, be given in flight simulation training devices approved by the Authority for that purpose.</i> |
| | <i>Note 3.— The scope of the recurrent training required by 1.2 and 1.2.2 may be varied and need not be as extensive as the initial training given in a particular type of aeroplane.</i> |
| | <i>Note 4.— The use of correspondence courses and written examinations as well as other means may, to the extent deemed feasible by the Authority, be utilized in meeting the requirements for periodic ground training.</i> |
| | <i>Note 5.— For more information on dangerous goods operational requirements, see MCAR Part 8.</i> |
| | <i>Note 6.— Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (Doc 9683).</i> |
| | <i>Note 7.— Information for pilots and flight operations personnel on flight procedure parameters and operational procedures is contained in PANS-OPS (Doc 8168), Volume I. Criteria for the construction of visual and instrument flight procedures are contained in PANS-OPS (Doc 8168), Volume II. Obstacle clearance criteria and procedures used in certain States may differ from PANS-OPS, and knowledge of these differences is important for safety reasons.</i> |
| | <i>Note 8.— Guidance material to design flight crew training programmes can be found in the Manual of Evidence based Training (Doc 9995).</i> |

Note 9.— Guidance material on the different means used to assess competence can be found in the Attachment to Chapter 2 of the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868).

Note 10.— Procedures for upset prevention and recovery training in a flight simulation training device are contained in the Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868).

Note 11.— Guidance on upset prevention and recovery training in a flight simulation training device is contained in the Manual on Aeroplane Upset Prevention and Recovery Training (Doc 10011).

- 1.2.2 The requirement for recurrent flight training in a particular type of aeroplane shall be considered fulfilled by:
- a) the use, to the extent deemed feasible by the Authority, of flight simulation training devices approved by the Authority for that purpose; or
 - b) the completion within the appropriate period of the proficiency check required by MCAR Part 8.

1.3 Cabin Crew

- 1.3.1 Each AOC holder shall establish and maintain a training programme, approved by the Authority, to be completed by all persons before being assigned as a cabin crew member. Cabin crew members shall complete a recurrent training programme annually. These training programmes shall ensure that each person is:
- a) competent to execute those safety duties and functions which the cabin crew member is assigned to perform in the event of an emergency or in a situation requiring emergency evacuation;
 - b) drilled and capable in the use of emergency and life-saving equipment required to be carried, such as life jackets, life rafts, evacuation slides, emergency exits, portable fire extinguishers, oxygen equipment, first-aid and universal precaution kits, and automated external defibrillators;
 - c) when serving on aeroplanes operated above 3 000 m (10 000 ft), knowledgeable as regards the effect of lack of oxygen and, in the case of pressurized aeroplanes, as regards physiological phenomena accompanying a loss of pressurization;
 - d) aware of other crew members' assignments and functions in the event of an emergency so far as is necessary for the fulfillment of the cabin crew member's own duties;
 - e) aware of the types of dangerous goods which may, and may not, be carried in a passenger cabin; and
 - f) knowledgeable about human performance as related to passenger cabin safety duties including flight crew-cabin crew coordination.

Note 1.— Requirements for the training of cabin crew members in the transport of dangerous goods are included in the MCAR Part 8.

Note 2.— Guidance material to design training programmes to develop knowledge and skills in human performance can be found in the Human Factors Training Manual (Doc 9683).

1.4 Flight Operations Officer / Flight Dispatcher

- 1.4.1 Each AOC holder shall establish and maintain a training programme, approved by the Authority, to be completed by all persons before being assigned as a flight operations officer. These training programmes shall ensure that each person is delivered with:
- (a) Civil air law and regulations
 - (b) Aviation indoctrination
 - (c) Aircraft mass (weight) and performance
 - (d) Navigation
 - (e) Air traffic management
 - (f) Meteorology
 - (g) Mass (weight) and balance control
 - (h) Transportation of dangerous goods by air
 - (i) Flight Planning
 - (j) Flight monitoring
 - (k) Communication radio
 - (l) Human factors
 - (m) Security (emergencies and abnormal situations)
 - (n) Applied practical training

Note.— Guidance on the composition of such training syllabi is provided in the Training Manual (Doc 7192), Part D-3 — Flight Operations Officers/Flight Dispatchers.

IS:1.3.1.17 (c) PASSENGER BRIEFING CARDS

- (a) Each AOC holder shall, at each exit seat, provide passenger information cards that include the following information in the primary language and English in which emergency commands are given by the crew:
- (1) Functions required of a passenger in the event of an emergency in which a crew member is not available to assist, including how to—
 - (i) Locate the emergency exit;
 - (ii) Recognize the emergency exit opening mechanism;
 - (iii) Comprehend the instructions for operating the emergency exit;
 - (iv) Operate the emergency exit;
 - (v) Assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;
 - (vi) Follow oral directions and hand signals given by a crew member;
 - (vii) Stow or secure the emergency exit door so that it will not impede use of the exit;
 - (viii) Assess the condition of an escape slide, activate the slide, and stabilize the slide after deployment to assist others in getting off the slide;
 - (ix) Pass expeditiously through the emergency exit; and
 - (x) Assess, select, and follow a safe path away from the emergency exit
 - (2) A request that a passenger identify himself or herself to allow reseating if he or she—
 - (i) Cannot perform the emergency functions stated in the information card;
 - (ii) Has a non-discernible condition that will prevent him or her from performing the functions;
 - (iii) May suffer bodily harm as the result of performing one or more of those functions;
 - (iv) Does not wish to perform those functions; or
 - (v) Lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the AOC holder.

IS: 1.3.1.18(b) AERONAUTICAL DATA CONTROL SYSTEM

- (a) Each AOC holder shall provide aeronautical data for each airport used by the AOC holder which includes the following:
 - (1) Aerodromes/heliports.
 - (i) Facilities.
 - (ii) Public protection.
 - (iii) Navigational and communications aids.
 - (iv) Construction affecting take-off, landing, or ground operations.
 - (v) Air traffic facilities.
 - (2) Runways, clearways, and stop ways:
 - (i) Dimensions.
 - (ii) Surface.
 - (iii) Marking and lighting systems.
 - (iv) Elevation and gradient.
 - (3) Displaced thresholds:
 - (i) Location.
 - (ii) Dimensions.
 - (iii) Take-off or landing or both.
 - (4) Obstacles—
 - (i) Those affecting take-off and landing performance computations.
 - (ii) Controlling obstacles.
 - (5) Instrument flight procedures.
 - (i) Departure procedure.
 - (ii) Approach procedure.
 - (iii) Missed approach procedure.
 - (6) Special information:
 - (i) Runway visual range measurement equipment.
 - (ii) Prevailing winds under low visibility conditions

IS: 1.3.1.19 ROUTE GUIDE - AREAS, ROUTES AND AERODROMES

- (a) Each AOC applicant and AOC holder shall submit and maintain a route guide containing specifics on areas, routes and aerodromes, as part of its operations manual that contains at least the information in (c) below.
- (b) The route guide will ensure that the flight crew will have for each flight, information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, and such other information as the operator may deem necessary in the proper conduct of flight operations.
- (c) Each route guide shall contain at least the following information:
 - (1) The minimum flight altitudes for each aircraft to be flown
 - (2) Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.
 - (3) The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities
 - (4) The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of:
 - (i) Take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by systems failures which affect the take-off distance;
 - (ii) Take-off climb limitations;
 - (iii) En-route climb limitations;
 - (iv) Approach climb limitations and landing climb limitations;
 - (v) Landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance; and
 - (vi) Supplementary information, such as tire speed limitations

IS: 1.3.1.20(c) WEATHER REPORTING SOURCES

- (a) The Authority approves and considers the following sources of weather reports satisfactory for flight planning or controlling flight movement:
 - (1) Department of Meteorology and Hydrology (Myanmar).
 - (2) Myanmar-operated automated surface observation stations.
 - (3) Myanmar-operated supplemental aviation weather reporting stations.

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- (4) Observations taken by airport traffic control towers.
 - (5) Myanmar-contracted weather observatories.
 - (6) Any active meteorological office operated by a foreign state which subscribes to the standards and practices of ICAO conventions.
 - (7) Any military weather reporting sources.
 - (8) Near real time reports such as pilot reports, radar reports, radar summary charts, and satellite imagery reports made by commercial weather sources or other sources specifically approved by the Authority.
 - (9) An AOC holder operated and maintained weather reporting system approved by the Authority.

IS: 1.3.1.21(b) DEICING AND ANTI-ICING PROGRAMME

- (a) Contents of the AOC holder's ground deicing and anti-icing programmed shall include a detailed description of—
 - (1) How the AOC holder determines that conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft and that ground deicing and anti-icing operational procedures shall be in effect;
 - (2) Who is responsible for deciding that ground deicing and anti-icing operational procedures shall be in effect;
 - (3) The procedures for implementing ground deicing and anti-icing operational procedures; and
 - (4) The specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground deicing and anti-icing operational procedures are in effect.
- (b) Initial and annual recurrent ground training for flight crew and all other affected personnel (e.g. dispatchers/flight operations officers, ground crews, contract personnel) concerning the specific requirements of the approved programme and each person's responsibilities and duties under the approved programme specifically covering the following areas:
 - (1) The use of holdover times;
 - (2) Aircraft deicing/anti-icing procedures including inspection and check procedures and responsibilities;
 - (3) Communication procedures;
 - (4) Aircraft surface contamination (i.e., adherence of frost, ice or snow) and critical area identification, and how contamination adversely affects aircraft performance and flight characteristics;

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- (5) Types and characteristics of deicing/anti-icing fluids;
 - (6) Cold weather pre-flight inspection procedures; and
 - (7) Techniques for recognizing contamination on the aircraft.
- (c) The AOC holder's programme shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions. The holdover time shall be supported by data acceptable to the Authority. If the maximum holdover time is exceeded, take-off is prohibited unless at least one of the following conditions exists—
- (1) A pre-take-off contamination check is conducted outside the aircraft (within five minutes prior to beginning take-off) to determine that the wings, control surfaces, and other critical surfaces, as defined in the AOC holder's programme, are free of frost, ice, or snow;
 - (2) It is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the AOC holder's approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice, or snow; or
 - (3) The wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.

IS: 1.3.1.22(d) FLIGHT MONITORING SYSTEM

- (a) Each AOC holder shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted.
- (b) For AOC holders having flight following centers, these centers shall be located at those points necessary to ensure—
 - (1) The proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and
 - (2) That the PIC is provided with all information necessary for the safety of the flight.
- (c) An AOC holder conducting charter operations may arrange to have flight following facilities provided by persons other than its employees, but in such a case the AOC holder continues to be primarily responsible for operational control of each flight.
- (d) Each AOC holder conducting charter operations using a flight following system shall show that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to—
 - (1) The flight crew of each aircraft; and

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- (2) The persons designated by the certificate holder to perform the function of operational control of the aircraft.
 - (e) Each AOC holder conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

IS: 1.3 1. 23(f) FATIGUE RISK MANAGEMENT SYSTEM REQUIREMENTS

- (a) A Fatigue Risk Management System (FRMS) shall contain as a minimum:
 - (1) FRMS policy and documentation
 - (2) Fatigue risk management processes
 - (3) FRMS safety assurance process
 - (4) FRMS promotion processes
- (b) The operator shall define its FRMS policy, with all elements of the FRMS clearly identified
- (c) The policy shall require that the scope of FRMS operations be clearly defined in the Operations Manual.
- (d) The FRMS policy shall:
 - (1) Reflect the shared responsibility of management, flight and cabin crews, and other involved personnel;
 - (2) Clearly state the safety objectives of the FRMS;
 - (3) Be signed by the accountable executive of the organizations;
 - (4) Be communicated, with visible endorsement, to all the relevant areas and levels of the organization;
 - (5) Declare management commitment to effective safety reporting;
 - (6) Declare management commitment to the provision of adequate resources for the FRMS;
 - (7) Declare management commitment to continuous improvement of the FRMS;
 - (8) Require that clear lines of accountability for management, flight and cabin crews, and all other involved personnel are identified; and
 - (9) Require periodic reviews to ensure it remains relevant and appropriate.
- (e) FRMS documentation
 - (1) An operator shall develop and keep current FRMS documentation that describes and records:
 - (i) FRMS policy and objectives;

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- (ii) FRMS processes and procedures;
 - (iii) Accountabilities, responsibilities and authorities for these processes and procedures;
 - (iv) Mechanisms for ongoing involvement of management, flight and cabin crew members, and all other involved personnel;
 - (v) FRMS training programmes, training requirements and attendance records;
 - (vi) Scheduled and actual flight times, duty periods and rest periods with significant deviations and reasons for deviations noted; and
 - (vii) FRMS outputs including findings from collected data, recommendations, and actions taken.
- (f) Fatigue Risk Management Processes – Identification of hazards, an operator shall develop and maintain three fundamental and documented processes for fatigue hazard identification:
- (1) Predictive – The predictive process shall identify fatigue hazards by examining crew scheduling and taking into account factors known to affect sleep and fatigue and their effects on performance. Methods of examination may include but are not limited to:
 - (i) Operator or industry operational experience and data collected on similar types of operations;
 - (ii) Evidence-based scheduling practices; and
 - (iii) Bio-mathematical models.
 - (2) Proactive – The proactive process shall identify fatigue hazards within current flight operations. Methods of examination may include but are not limited to:
 - (i) Self-reporting of fatigue risks;
 - (ii) Crew fatigue surveys;
 - (iii) Relevant flight and cabin crew performance data;
 - (iv) Available safety databases and scientific studies; and
 - (v) Analysis of planned versus actual time worked.
 - (3) Reactive – The reactive process shall identify the contribution of fatigue hazards to reports and events associated with potential negative safety consequences in order to determine how the impact of fatigue could have been minimized. At a minimum, the process may be triggered by any of the following:
 - (i) Fatigue reports;
 - (ii) Confidential reports;

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- (iii) Audit reports;
 - (iv) Incidents; and
 - (v) Flight data analysis events.
- (g) Risk assessment
- (1) An operator shall develop and implement risk assessment procedures that determine the probability and potential severity of fatigue-related events and identify when the associated risks require mitigation. The risk assessments procedures shall review identified hazards and link them to:
 - (i) Operational processes;
 - (ii) Their probability;
 - (iii) Possible consequences; and
 - (iv) The effectiveness of existing safety barriers and controls.
- (h) Risk mitigation
- (1) An operator shall develop and implement risk mitigation procedures that:
 - (i) Select the appropriate mitigation strategies;
 - (ii) Implement the mitigation strategies; and
 - (iii) Monitor the strategies implementation and effectiveness.
 - (i) FRMS Safety Assurance Process – The operator shall develop and maintain FRMS safety assurance process to:
 - (1) Provide for continuous FRMS performance monitoring, analysis of trend, and measurement to validate the effectiveness of the fatigue safety risk controls. The sources of data may include, but are not limited to:
 - (i) Hazard reporting and investigations;
 - (ii) Audits and surveys; and
 - (iii) Reviews and fatigue studies;
 - (2) Provide a formal process for the management of change which shall include but is not limited to:
 - (i) Identification of changes in the operational environment that may affect FRMS;
 - (ii) Identification of changes within the organization that may affect FRMS; and
 - (iii) Consideration of available tools which could be used to maintain or improve FRMS performance prior to implementing changes; and

- (3) Provide for the continuous improvement of the FRMS. This shall include but is not limited to:
 - (i) The elimination and/or modification of risk controls have had unintended consequences or that are no longer needed due to changes in the operational or organizational environment;
 - (ii) Routine evaluations of facilities, equipment, documentation and procedures; and
 - (iii) The determination of the need to introduce new processes and procedures to mitigate emerging fatigue-related risks.

- (j) FRMS Promotion Process – support the ongoing development of the FRMS, the continuous improvement of its overall performance, and attainment of optimum safety levels. The following shall be established and implemented by the operator as part of its FRMS:
 - (1) Training programmes to ensure competency commensurate with the roles and responsibilities of management, flight and cabin crew, and all other involved personnel under the planned FRMS; and
 - (2) An effective FRMS communications plan that:
 - (i) Explains FRMS policies, procedures and responsibilities to all relevant stakeholders; and
 - (ii) Describes communication channels used to gather and disseminate FRMS related information.