

STATE OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
وزارة المواصلات
مصلحة الطيران المدني

Libyan Civil Aviation Regulation

Part Rulemaking

(LYCAR Part-RMK)

Issue 1 - December 2017

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Libyan Civil Aviation Regulation – Part Rulemaking Issue 1

Preamble

- The regulations contained herein are adopted under the provision of Article No.(5) of Libyan Civil Aviation Law No.(6) of 2005, issued and signed up by the Director General of Civil Aviation and by virtue of powers vested from the Minister of Transport under the resolution No.(154) issued on 13/05/2015.
- Libyan Civil Aviation Regulation (LYCAR.RMK) issue 01 describes the requirements and procedures for Rule Making developing, Amendment and repealing of Libyan Civil Aviation Regulations and other regulatory publications.
- This Part (Part RMK Issue 1) shall supersedes LYCAR Part 11 which is repealed thereafter.
- The information contained herein is subject to constant review in the light of changing regulations and requirements. No subscriber or other reader should act on the basis of any such information without also referring to the applicable laws and regulations and/or without taking appropriate professional advice when/as indicated/required. Although, every effort has been made to ensure accuracy, the Libyan Civil Aviation Authority, shall not be held responsible for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof.
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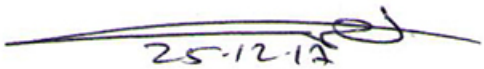
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25.12.17
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Director General

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Libyan Civil Aviation Regulation – Part Rulemaking

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Subpart - A – General (GEN)

RMK.GEN.005 - Terminology

AC (Advisory circular): it is aeronautical information circular, containing explanations, interpretations or acceptable means of compliance, in order to clarify and to provide guidance for the application of the regulations

Adoption: means the act of the LYCAA, by which the administrative procedure for the establishment of a LYCAR or an amendment to a LYCAR is concluded and the LYCAR or an amendment to a LYCAR becomes eligible for external publication.

Basic Code: means the regulation or the rules on which the LYCARs are based if any (e.g. ICAO, EASA or FAR)

Director: means the Director General of Civil Aviation (DGCA).

Exemption: means a statement in writing made by the Civil Aviation Authority, in accordance with a LYCAR, by virtue of which a requirement to comply with a legal obligation does not apply in the circumstances and subject to any conditions specified in the exemption.

Interested Parties: means representative of organisations whose members are subject to regulation in accordance with LYCARs.

NPA (Notice of Proposed Amendment): means a document used to propose new LYCARs and/or amendments to existing LYCARs.

LYCAA: means Libyan Civil Aviation Authority

LYCAR (Libyan Civil Aviation Regulations): means the code containing Regulations

Regulatory Committee: means a group of LYCAA technical senior staff in charge of developing LYCAA regulatory materials according to the terms of reference defined by the Director General of Civil Aviation (DGCA).

The Law: means Libyan Law No 6 of 2005 on Civil Aviation

RMK.GEN.010 – Applicability

This Part prescribes:—

- (a) Rules governing the issuance, amendment, and repeal of the Libyan Civil Aviation Regulations (LYCAR) administered by the Libyan of Civil Aviation (LYCAA); and
- (b) Requirements for:—
 - (1) Petitions for regulatory exemptions; and
 - (2) Petitions for reconsideration and Appeal.
- (c) The institution of consultative structures by the Director for the purposes of the Regulations;
- (d) The procedures relating to:
 - (1) The introduction, amendment or withdrawal of any regulation to be made by virtue of Article 5 of the Law;
 - (2) The introduction of any advisory circulars to be issued by virtue of Article 5 of the Law; and
 - (3) The procedures relating to the application for, and the granting of, an exemption from any requirement prescribed in the Regulations.
- (e) This Part shall not apply in respect of a particular case where the Director finds compliance with any procedure prescribed in this Part to be impractical, unnecessary or contrary to the public interest; and
- (f) No regulation, advisory circulars or exemption shall be invalid merely because a requirement in this Part has not been complied with.

RMK.GEN.015 - Publication of Aeronautical Information Circulars and Advisory Circulars

The Director may publish Advisory Circulars, Aeronautical Information Circulars or other publications containing practices and procedures which he has found to be acceptable for compliance with the associated regulation(s).

Subpart B – CIVIL AVIATION REGULATORY COMMITTEE**RMK.COM.005 - Institution of the Civil Aviation Regulatory Committee**

- (a) The Director shall institute a Civil Aviation Regulatory Committee to advise him on proposals with regard to -
 - (1) the introduction, amendment or withdrawal of any regulation to be made by the Law;
 - (2) the introduction, amendment or withdrawal of any advisory circulars to be issued ;
 - (3) any matter relating to civil aviation, including any such matter referred to it by the Director.
- (b) The members of the Committee shall consist of :
 - (1) A senior expert technical staff designated by the Director, as chairperson of the main committee;
 - (2) the chairperson of each subcommittee established by the main committee in terms of RMK. COM.015; and
 - (3) such other persons if require appointed by stakeholders recognised by the Director.
- (c) Subject to the provisions in this Subpart, the main Committee shall in consultation with the Director determine the procedures to be followed in the performance of its functions.

RMK. COM.010 - Meetings of the Committee

- (a) The main Committee shall hold meetings at such times and places as may from time to time be determined by the chairperson, but at least twice a year.
- (b)
 - (1) The Chairperson shall normally preside at every meeting of the main Committee.
 - (2) If the Chairperson is absent from a meeting of the Committee, the chairman shall delegate officially in writing his authority to one of the main members to preside at that meeting.
- (c) The main Committee shall cause minutes of meeting to be kept of every meeting thereof, and distributed to all the main committee.
- (d) The minutes of meeting referred to in sub-regulation (c), shall be kept at the office of the Director.

RMK. COM.015 - Subcommittees of the Main Committee

- (a) The Main Committee may, with the approval of the Director, establish such subcommittees as it may deem necessary for the performance of its functions.
- (b) The membership of each subcommittee established in terms of (a) shall be reasonably unlimited.
- (c) The Chairperson of the Main Committee shall appoint a chairperson for each subcommittee so established.
- (d) Subject to the provisions of this Subpart, the Main Committee shall, after consultation with the Director, determine the procedures to be followed by a subcommittee in the performance of its functions.
- (e) The provisions of RMK.COM.010, shall apply in respect of any meeting held by a subcommittee.

RMK. COM.020 - Administration

All administrative work as well as secretarial work, in connection with the performance of the functions of the Main Committee, and any subcommittee established in accordance with RMK. COM.015, shall be carried out by officers and employees in the department designated for such purpose by the Director.

SUBPART C - Procedures for Rule Making

RMK.PRO.005 - Initiating Rule Making Procedure

- (a) Direct rule making: this is applicable in the following cases:
 - (1) Whenever the LYCAA anticipates that a proposed regulation is unlikely to result in adverse comment, it may choose to issue a direct final rule. The direct final rule will advise the public that no adverse or negative comments are anticipated, and that unless a written adverse or negative comment, or a written notice of intent to submit an adverse or negative comment is received within the comment period, the regulation will become effective on the date specified in the direct final rule. If no written adverse or negative comment or notice of intent to submit such a comment is received within the comment period, the direct final rule will become effective on the date indicated in the direct final rule.
 - (2) A legislative change may be instigated as a result of a revision to/or new ICAO Annexes amendments (by ICAO State Letter) or to the adopted Requirements/Regulation, in which case an assessment shall be made by the Civil Aviation Regulatory Main Committee on the applicability of such changes and its suitability to the State's aviation safety. If the Main Committee decided to proceed in the adoption of these changes, then a proposal of the changes shall be submitted to the Director.
- (b) Proposed rulemaking: the Main Committee referred to in RMK.COM.005, shall consider all proposals submitted by any interested person(s), for the purpose of introduction, amendment or withdrawal of a regulation.
 - (1) The proposal shall be submitted in writing and shall:
 - (i) State the name and address of the proposer;
 - (ii) Clearly identify the subject, topic area, or associated regulation, document, or procedure;
 - (iii) Include a brief statement of the proposed change or course of action;
 - (iv) Reason/justification for the proposal; and
 - (v) Include any amplifying documents or information, which would assist in clarifying and/or supporting the proposal.

RMK.PRO.010 - Processing and Consideration of Proposals

- (a) The Chairperson of the Main Committee referred to in RMK.COM.005, shall put any received proposal or new amendments to the adopted regulations on the agenda of the next meeting of the Main Committee, or otherwise on the agenda of its subsequent meeting.
- (b) The Chairperson of the Main Committee shall notify the proposer in writing of the time and place of the meeting during which the proposal will be considered, whereby giving him the opportunity to participate in the deliberations thereon in person or through a representative in order to motivate his or her proposal.
- (c) The Committee shall give due consideration to the proposal and take a position thereon, if necessary after obtaining additional information and advice. If applicable, the Main Committee shall have the agreed-upon position drafted in acceptable language, based upon the original proposal and subsequent deliberations.
- (d) The Chairperson of the Main Committee shall-
 - (1) Inform the proposer in writing of any decision of the Main Committee in respect of his or her proposal, and should the decision have been a rejection, state the reasons therefore; and
 - (2) Publish the proposed regulation, amendment or withdrawal, as agreed upon by the Main Committee following its deliberations referred to in sub-regulation (c), as a (NPA) Notice of Proposed Amendment.

- (e) After publication of the notice referred to in sub-regulation (d)(2), any interested person may in writing, and within a period stated in the notice, that shall not be less than 30 days from the date of publication of the notice, submit comments regarding the proposed regulation, amendment or withdrawal in question, to the Chairperson of the Main Committee.
- (f) The Chairperson of the Main Committee shall provide all members of the Committee with a copy of any comment received within the period stated in the notice as soon as such comment has been received, or add such comments as an addenda to the agenda for the next meeting of the Committee.
- (g) The Main Committee shall at its next meeting give due consideration to any comments received within the period stated in the notice, confirm or revise its previous position in the light of the comments received, and make an appropriate recommendation to the Director.

RMK.PRO.015 - Making of Regulation

The Director shall, if he, after considering the recommendation made by the Main Committee in terms of RMK.PRO.010 (b), is satisfied, that giving effect to the proposal would be in the interests of aviation safety, cause the proposed regulation, or the amendment to be issued, or the withdrawal to take effect.

RMK.PRO.020 - Issuing of Advisory Circulars

The Director shall, if he after considering the recommendation made by the Main Committee in terms of RMK.PRO.010 (b), is satisfied, that giving effect to the proposal would be in the interests of aviation safety, cause the proposed advisory circular, or recommended amendment to be issued, or the withdrawal to take effect.

SUBPART D – DEVELOPMENT OF LIBYAN CIVIL AVIATION REGULATIONS (LYCARs)

RMK.REG.005 - General

This Subpart prescribes requirements for:

- (a) The Format and Structure of LYCARs; and
- (b) The development, adoption and publication of new LYCARs and amendment to a LYCARs by the LYCAA.

RMK.REG.010 – LYCARs Structure

Each LYCAR consist of:

- (a) A Preamble/Forward;
- (b) The Regulations in Parts and Subparts containing requirements;
- (c) Acceptable Means of Compliances (AMC) and Guidance Martials (GM) if appropriate and it is not binding materials.

RMK.REG.015 – Preamble/Forward

- (a) The purpose of the Preamble/Forward is to present, following the initial adoption of a LYCAR, a summary of the contents of the amendments made to the LYCAR.
- (b) The Preamble has no regulatory status.

RMK.REG.020– The Regulations

- (a) The LYCAR Parts and Subparts will only contain requirements. When appendices to requirements are used, they would have the same status as that of the requirement with which they are associated.
- (b) The Regulations must include the scope of applicability and dates of effectiveness of the LYCAR and may allow for a transition period.
- (c) If it is allowable to grant an exemption, it may be granted from any provision of a LYCAR parts.

RMK.REG.025– Acceptable Means of Compliance (AMC) Guidance materials (GM)

- (a) LYCARs AMC and GM contains material that is not binding.
- (b) Advisory Circulars material is not binding regulations/requirements but an advisory materials only, which applies to more than one LYCAR may be placed in a specific LYCAA document. Such material will be developed in the same way and have the same status as that of material appearing in AMC and GM of a LYCAR.

SUBPART E - GRANTING OF EXEMPTIONS

RMK.EXE.005 - Application for Exemption

- (a) An application for an exemption shall be made in writing to the Director and shall be:
 - (1) state the name and address of the applicant;
 - (2) state the regulation/requirement from which exemption is requested;
 - (3) explain the interests of the applicant in the exemption requested, including the nature and extent of the exemption requested and a description of each person or thing to be covered by the exemption;
 - (4) contain any information, views or arguments supporting the application;
 - (5) explain why the applicant believes that the exemption should be granted, as well as the extent to which the exemption may affect aviation safety;
 - (6) include a summary of the application which summary shall contain a reference to the requirement from which exemption is requested and a brief description of the general nature of the exemption requested; and
 - (7) be submitted at least 90 days, or such shorter period as the Director may allow on good cause shown, before the proposed effective date of the exemption.

RMK.EXE.010 - Processing of Application for Exemption

- (a) The Director shall, as soon as practicable after the receipt of an application for an exemption referred to in RMK.EXE.005, publish by notice the following particulars in respect of the application concerned:
 - (1) the reference number of the application;
 - (2) the full name of the applicant;
 - (3) a reference to the requirement from which exemption is requested;
 - (4) a brief description of the general nature of the exemption requested; and
 - (5) a reference to the date by which the representations referred to in (b) must be submitted to the Director.
- (b) Any person may, after the publication of the notice referred to in (a) address in writing representations to the Director against or in favour of the application concerned.

RMK.EXE.015 - Examination of Application for Exemption

- (a) The Director shall, before deciding whether to grant or refuse an exemption, examine all representations which are received within the period specified in the notice published in terms of RMK.EXE.005
- (b) Notwithstanding the provisions of sub-regulation (a), the Director may examine an application and grant or refuse an exemption immediately after the receipt of the application, if the Director is of the opinion that any delay would defeat the object of such application.
- (c) The Director may exempt an applicant from any requirement prescribed in the Regulations, if the Director is satisfied that -
 - (1) the requirement has been substantially complied with and that further compliance is unnecessary; or
 - (2) events have occurred which make the requirement unnecessary or inappropriate in the particular case; and
 - (3) granting the exemption will not jeopardise aviation safety.

RMK.EXE.020 - Granting of Exemption

- (a) Power to grant and the effect of Exemptions
 - (1) Provided that the Director satisfied that an acceptable level of safety will be maintained, the Director may in exceptional circumstances grant an exemption from any requirement contained in LYCARs.
 - (2) An exemption shall have effect for the period stated therein.
- (b) An exemption must be in writing and must be signed by the Director. It may be granted subject to such conditions as the Director thinks fit.
- (c) A summary of any exemption which is granted shall be made available by the Director to every interested person, industry or organisation who or which asks for it.

RMK.EXE.025 - Refusal of Exemption

- (a) If the granting of an exemption is refused, the Director shall notify the applicant in writing of the refusal.
- (b) The notice referred to in sub-regulation (a) shall contain the reasons for such refusal.

Appendix A – Content and Format of the Rules

1 Preamble/Forward (See RMK.REG.015 (a))

- 1.1 A Preamble explaining, in the case of the Initial Issue, the content and date of issue of the document, and thereafter, detailing the revisions, and their issue dates, contained in subsequent Amendments appears in each LYCAR. The Preambles for Amendments contain four elements:
 - 1.1.1 The number and date of issue of the amendment;
 - 1.1.2 List of amendments and their issue dates incorporated in the amendment;
 - 1.1.3 Information on status of Basic Code amendments in relation to the amendments; and
 - 1.1.4 Details of the modifications made, listed Subpart by Subpart, listing type of change, paragraph number and reference to the NPA

2 Content of the regulations parts (See RMK.REG.020)

- 2.1 *General:* The requirements in Regulations Parts are presented in a standard format. The following describes the style used in Regulations parts of the LYCARs.

2.2 *Language:*

- 2.2.1 Each clause should contain a requirement necessitating compliance.
- 2.2.2 Requirements containing mandatory clauses are expressed by use of the word “shall”.
- 2.2.3 The words “may” and “should” should be used in a permissive sense.
- 2.2.4 The use of the term “or equivalent” in a requirement should be avoided, unless guidance is available to explain the equivalence.
- 2.2.5 Words importing the singular should be taken to include the plural and vice versa, unless the clause explicitly states one or the other.
- 2.2.6 The word “include” should be taken to mean “includes but not limited to”.
- 2.2.7 British-English spellings should be used in all English language LYCAR texts.
- 2.2.8 For brevity the pronoun “he” is used in various parts of the LYCARs. Where appropriate the pronoun “she” should be assumed.

- 2.3 *Definitions & Terminology:* Definitions are found in regulations parts, and wherever possible use should be made of them.

2.4 *Paragraph Identification:*

- 2.4.1 Paragraph numbering should be consistent with the numbering system used in the Basic Code, since this facilitates future amendment. The Basic Code is that document, upon which the contents of the LYCAR are based (e.g. LYCAR-AIR OPS), a numbering system, commencing with number 005, and thereafter rising in five’s starting at 005, should be used as a model. In general, the following numbering system applies:

- 2.4.1.1 The basic paragraph number (e.g. LYCAR.FCL.005) is followed by the title of the paragraph.

- 2.4.2 The internal division of a paragraph into six additional levels of designation, in the following order, is permitted. However, whenever possible, when preparing new material, it is recommended that the sub-divisions of a paragraph should be kept to a reasonable minimum and, in any case, that no more than four levels are used, since the last two, although distinguished by being italic tend to cause confusion. The levels are:

(a), (b), (c), etc.

(1), (2), (3), etc.

(i), (ii), (iii), etc.

(A), (B), (C), etc.

(1), (2), (3), etc.

- 2.5 *Appendix to Regulations parts:* Appendices may be included, but it should be recalled that an Appendix to Regulations parts has the same status as the main text itself, that is, a requirement. These may be included either at the end of Regulations parts, or at the end of

each Subpart. If they are at the end of Regulations parts they are numbered with letters, A, B, C etc., and if at the end of each Subpart, they are numbered 1, 2, 3 etc. When deciding on the location of Appendices, the writer should consider the readability of the document based on the number and length of the Appendices, and the formats used in the Basic Code, although the latter method is preferred for those LYCARs.

- 2.6 *Division into Subparts:* LYCARs are broken up into Subparts according to the subject material contained therein. These divisions will usually follow that used in the Basic Code (e.g. EASA, FAR,). Where no model is available to follow, Subparts will be determined topic by topic (e.g. *General, Flight, Structure etc. for airworthiness codes, and General, Student Pilot, PPL, CPL etc. for flight crew licensing*).
- 2.7 Paragraph & Sentence Construction:
- 2.7.1 The paragraph is the basic unit of a LYCAR. Each paragraph should be drafted as a presentation of one principal regulatory preposition and given a short descriptive heading. However, the text should not rely on the heading for any part of its meaning. Headings may also be used for sub-paragraphs wherever they serve to promote easier reading of the text.
- 2.7.2 Long sentences should be avoided whenever possible. Long compound sentences can often be divided into short simple sentences with some changes in punctuation and wording. The use of subparagraphs can also assist comprehension. This helps to reduce the chance of ambiguity being introduced by the writer and increase the chance of correct interpretation by the reader.
- 2.7.3 The following is a list of good drafting practices:
- 2.7.3.1 Avoid technical jargon, sentences with many inter-related clauses and wandering sentences.
- 2.7.3.2 Make short paragraphs and sentences.
- 2.7.3.3 Use positive rather than negative sentences.
- 2.7.3.4 Use the present tense as much as possible.
- 2.7.3.5 Use the same words consistently for the same meaning.
- 2.7.3.6 Avoid unnecessary definitions/terminology and long and unfamiliar words.
- 2.8 *Underlining:* Where a LYCAR is very closely based on its Basic Code, the differences between the two should be indicated by underlining changed or additional text. Where
- 2.9 a part of the Basic Code is omitted from the LYCAR text, this will be indicated by leaving a small space, underlined as for changed text.
- 2.10 *Notes:* The use of Notes in Regulations parts is not acceptable.
- 2.11 *Forms:*
- 2.11.1 If Forms are added then it should be recalled that, if included in Regulations parts, their use will automatically be mandatory; they will become requirements.
- 2.11.2 It is acceptable for Forms to contain more detailed requirements than those in the Regulations parts requirement that introduces them.
- 2.12 References:
- 2.12.1 References to material not published in LYCAR should give the full title of the material and its availability.
- 2.12.2 Non-specific references should not be used, (e.g. “herein”, “above” and “below”).
- 2.12.3 The specific Part, Subpart or paragraph(s) should be quoted.
- 2.13 General Introduction:
- 2.13.1 Each LYCAR should commence with a standard general introduction. Its contents should include:
- 2.13.1.1 General description of the contents of the LYCAR;
- 2.13.1.2 Reference to any Basic Code on which the LYCAR is based; and
- 2.13.1.3 Information relating to the LYCAR’s presentation and numbering.

3 Content of the Guidance Material (AMC, and GM) (see RMK.REG.025)

- 3.1 *General:* Guidance materials consists of that advisory material issued to complement Regulations parts requirements, and is presented in a standard format. Two formats exist at present, AC and AMC/GM. AC (*Acceptable Means of Compliance*) material is deemed to be equivalent to AMC/GM material, and AC texts are deemed to be an advisory material only. The following describes the style used in Guidance Materials of the LYCARs. It should be noted that this LYCAR is presented in the standard format, and may be used as a guide when drafting texts. Therefore the only abbreviation used is AC.
- 3.2 *Language:*
- 3.2.1 Acceptable Means of Compliance (AMC) and Guidance Materials (GM) texts cannot contain requirements.
- 3.2.2 The words “may” and “should” should be used in a permissive sense throughout Section Two.
- 3.2.3 The use of the term “or equivalent” in an AMC/GM should be avoided, unless guidance is available to explain the equivalence.
- 3.2.4 Words importing the singular should be taken to include the plural and vice versa, unless the clause explicitly states one or the other.
- 3.2.5 The word “include” should be taken to mean “includes but not limited to”.
- 3.2.6 British-English spellings should be used in all English language LYCAR texts.
- 3.2.7 For brevity the pronoun "he" is used in various parts of the LYCARs. Where appropriate the pronoun "she" should be assumed.
- 3.3 *Definitions & Terminology:* Definitions are found in each part of the regulations, and wherever possible use should be made of them. “Terminology” appears in specific LYCARs/Subparts.
- 3.4 *Paragraph Identification:*
- 3.4.1 Paragraph numbering should be consistent with the numbering system used in the regulations parts of the LYCAR. The Guidance material has a cross-reference to Regulations parts via its number.
- 3.4.2 The internal division of a paragraph into three levels of designation, in the following order is permitted. The levels are:-
1, 2, 3, etc.
1.1, 2.1, 3.1, etc.
a, b, c, etc.
- 3.4.3 Advisory material is usually linked to individual paragraphs or sub-paragraphs, but it may be linked to more than one paragraph if necessary.
- 3.5 *Appendix to Section Two:* Appendices may, when justified (e.g. inclusion of a table), be included, but it should be recalled that an Appendix to Guidance materials has the same status as the main text itself, that is guidance material. Appendices should be placed immediately after the appropriate AC.
- 3.6 *Division into Subparts:* Guidance materials follows the Subpart structure of Regulations parts.
- 3.7 *Sentence Construction:* The following is a list of good drafting practices:
- 3.7.1 Avoid technical jargon, sentences with many inter-related clauses and wandering sentences.
- 3.7.2 Make short paragraphs and sentences.
- 3.7.3 Use positive rather than negative sentences.
- 3.7.4 Use the present tense as much as possible.
- 3.7.5 Use the same words consistently for the same meaning.
- 3.7.6 Avoid unnecessary definitions/terminology and long and unfamiliar words. When in doubt, writers can always refer queries to the Regulations Division.
- 3.8 *Page layout:* In order to distinguish requirements from other material, Guidance materials is laid out in a full page format.

- 3.9 *Underlining*: Even where underlining appears in the Regulations parts of a LYCAR, it should not appear in Section Two.
- 3.10 *Notes*: The use of Notes in Guidance materials should be avoided.
- 3.11 *Forms*: If Forms are added then it should be recalled that, if included in Section Two, the use of other forms would require the Director approval. This is because a Form in an AC becomes an Acceptable Means of Compliance, and the use of another would have to be in accordance with the procedures for the acceptance of alternative ACs.

4 References:

- 4.1 References to material not published in LYCAR should give the full title of the material and its availability.
- 4.2 Non-specific references should not be used, (e.g. “herein”, “above” and “below”).
- 4.3 The specific Part, Subpart or paragraph(s) should be quoted.
- 4.4 General Introduction:
- 4.4.1 The AMC/GM texts to each LYCAR commence with a standard general introduction. Its contents include:
- (a) General description of the contents of the Section Two;
 - (b) Explanation of what AC material is;
 - (c) Guidance on the development of new AC material; and
 - (d) Information relating to the LYCAR’s presentation and numbering.
- 4.5 The specific LYCAA document referred to in RMK.REG.025 is intended to cover those ACs related to more than one LYCAR, across various disciplines, and which, if desired, may be published only once.
- 4.6 AC may make cross-references to other documents (for instance EASA /FAR-documents), provided that they are well identified and in case more issues of such documents are available, the applicable issue is clearly stated.

5 ADVISORY CIRCULARS (AC)

5.1 GENERAL

- 5.1.1 This Section contains Advisory Circular. They are non-obligatory requirements that are provided as interpretations, explanations and/or acceptable means of compliance and have been agreed for inclusion into the LYCAR.
- 5.1.2 An applicant showing compliance with requirements in accordance with published AC material is assured of the LYCAA acceptance of such method.

5.2 PRESENTATION

- 5.2.1 The Advisory Circulars are presented in full page width on loose pages, each page being identified by the date of issue or the amendment number under which it is amended or reissued.
- 5.2.2 The numbering system used is in accordance with RMK.PRO.020.
- 5.2.3 Explanatory notes not forming part of the AC text appear in a smaller type face.