

STATE OF LIBYA
GOVERNMENT OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
الحكومة الليبية
وزارة المواصلات والنقل
مصلحة الطيران المدني

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Advisory Circular

LYCAA / AC-OPS 002R2

AIR OPERATOR CERTIFICATION

General

Pursuant to the rules mentioned in Civil Aviation Law No. 6 (2005) article No. (88), and article No.(8)&(9) &(161) of Executive Regulation of Civil Aviation Law Issued on 23/1/2010, That Director General of Civil Aviation Authority (DGCA) issued this Advisory Circulars which contains information about standards, practices and procedures that he has found to be acceptable for compliance with the associated rule.

Purpose

This Advisory Circular provides methods, acceptable to the Director, and explanatory material for showing compliance with requirements relating to the certification of aircraft operators under Part 119 for air operations conducted in accordance with Civil Aviation Rules Parts 121, 125, and 135.

Related Rules

This Advisory Circular relates specifically to Civil Aviation Rule Part 119 but also refers to requirements in the operating rules of Parts 121, 125, and 135.

Published by
Civil Aviation Authority
Authorised by



Capt. Nasereddin Shaebelain
Director General of Civil Aviation Authority



Subpart A — Airline Air Operator

Rule compliance:

Note: Only rules requiring compliance guidance and informative/explanatory material are included in this section. Where the rule is self-explanatory no information is given.

Definitions:

AOC: means an Air Operator Certificate

AAOC: means an Airline Air Operator Certificate

GAAOC: means a General Aviation Air Operator Certificate.

ATO: means an Air Transport Operation.

CTO: means a Commercial Transport Operation.

DGCA: Director General of Civil Aviation

FSD: Flight Safety Department

LYCAA: Libyan Civil Aviation Authority (The AUTHORITY)

Subpart A — General

Purpose – 119.1

Air operations are conducted under the LYCAA of an *Air Operator Certificate* issued under Part 119 that authorizes operations under Part 121, Part 125, or Part 135. To conduct such operations the applicant must be domiciled in Libya. Domiciled means that the organisation will have permanent residence within Libya, is registered in Libya and the principal base of operations is in Libya.

Application for certificate – 119.9

When making application to operate under Part 135 the applicant has the option of seeking an Airline Air Operator Certificate (AAOC) OR a General Aviation Air Operator Certificate (GAAOC). If the operator elects to apply for an AAOC the requirements of Part 119 Subpart A, B and D must be complied with. If the operator elects to apply for a GAAOC the requirements of Part 119 Subpart A, C and D must be complied with.

Note that the applicability of Subparts B and C depend upon the type of certificate being sought, it is not necessary to comply with both of these Subparts. For example an Airline Air Operator Certificate has the requirement for a full quality assurance system. A General Aviation Air operator Certificate will require an Organisational Management system when it is intended to operate more than three aircraft or from more than two bases.

When preparing an application for a certificate the operator needs to make additional decisions in respect of training, competency and maintenance.

1. The operator may wish to conduct its training and competency checks (in house) under the privileges of its Part 119 certificate or:
2. Contract out the provisions of training and competency checks to a Part 141 organisation.
3. Depending on the size of the aircraft to be operated it is necessary to decide whether the aircraft will be maintained in accordance with the provisions of Part 43 or the provisions of Part 145.

The application form LYCAA-119/01 must be completed in full and must identify the full extent of the intended operation including any training and competency checks to be conducted under the certificate. This information will be used in determining the scope of the operation and the assessment and preparation of the limitations contained in the operations specifications.

The applicant is required to submit the application as described in Rule 119.9, not less than 90 days before the date of the intended operation. In special cases where the applicant can show substantiating evidence that the operation must start within 90 days, the LYCAA will assess these reasons and may accept that a shorter certification period can be achieved. For operators that apply without giving the preferred 90 days notice the LYCAA cannot offer any confirmation that the operation will be certificated in time to meet the operator's deadline.

A shorter period is considered an exception to the rule and should be treated as such by applicants. Operators should plan their certification program in advance and early consultation with the LYCAA will ensure all issues are dealt with well before the planned start-up date.

Having said this, the time involved for certification is dependent on the quality and completeness of the application and exposition.

Issue of certificate – 119.11

Air Operator Certificates are issued in accordance with the Civil Aviation Law No. 6 (2005). The Director General of Civil Aviation has certain obligations when issuing certificates. These include:

1. has his principal place of business located and registered in Libya.
2. Has registered the aircraft in the Libyan Register which are to be operated under the AOC in Libya; and
3. A fit and proper person test on the nominated senior persons in the organisation; and
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 Libya under the provision of the law; and
6. Ensuring the applicant meets the applicable requirements of Subpart B or C of this part; (*the reference to "natural person" means a real human being and not a body corporate*);
7. Being satisfied that the exposition includes procedures detailing the organisation's methods of compliance with the relevant rule Parts; and
8. Being satisfied that granting the certificate is not contrary to the interests of aviation safety.

The DGCA may deny application for an AOC, if the DGCA 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 regulation.

Privileges of certificate holder – 119.13

When an AOC is issued it will list the privileges that the certificate holder is permitted to perform. The privileges are those specified in 119.13(b) (1) through to (3). In addition to the listing on the certificate, the supporting operations specifications amplify those privileges

The holder of an AAOC may perform air operations and associated training covered by Parts 121,125, and 135.

The holder of a GAAOC may only perform air operations and associated training in accordance with Part 135

. In addition, the privileges may be both air transport and commercial transport operations or limited to only air transport operations or commercial transport operations.

Operations specifications – 119.15

The operations specifications form part of the certificate and are issued with the AOC. The Director may amend the operations specifications at any time as the operator changes and develops their operation. The operation specifications are automatically generated by the LYCAA database at the time of producing the certificate and are based on the data taken from the LYCAA 119/01A application form. It is therefore important that the applicant ensures that the scope of the intended operation is clearly identified on this form.

The operations specifications will not list in detail the operations to be conducted, only the types of operation.

The complexity of the information that must be addressed depends on the complexity of the planned operation. Where the operation is limited to specific kinds of air operation the limitations section may read something similar to the following—

1. For CTO – photography, remote area access, line inspection, or simply helicopter commercial transport operations
2. For ATO – scenic flights, joyrides, glider flights, charter flights, scheduled transport .
3. IFR or VFR.

For ATO the list can be more specific than that for CTO due to the nature of the operations. The list of CTO operations will be necessarily broad in description to cover the broad nature of the operations that may be conducted. The contents of the operations specifications will be assessed for each applicant and may not need to contain specific information to satisfy the requirements of subparagraph 119.15 (b)(6).

It should be noted that any authorisation of SEIFR passenger operations under Part 125 on the operations specifications might be granted for a period less than the period specified on the Part 119 certificate.

Annotating “SEIFR” against individual aeroplanes in the operations specification signifies the SEIFR capability. Where an applicant has been granted specific exemptions against the rules, these will also be listed on the operations specifications. General exemptions will not be printed on the operations specifications.

Duration of certificate - 119.17

New Applicant

The initial issue of a certificate will normally be for a period of six months to enable the operator to demonstrate compliance with their exposition and Part 119. Prior to the expiry of the certificate the AUTHORITY will conduct a compliance inspection of the operator and, if satisfactory, a longer duration certificate, usually two years, will be issued.

Renewal

Subsequent renewals will depend on the results of ongoing audits of the operator and the certificate period may be issued for up to five years. In line with the LYCAA inspector report the operator will be subject to a reassessment of the exposition for compliance with the Rules at least every five years.

It should be noted that this rule also addresses circumstances when the certificate holder must surrender the certificate to the Director.

Renewal of certificate – 119.21

The rule specifies a period of 60 days before the certificate expires for application for renewal. The certificate holder should make some provision for this in the exposition.

Subpart B — Airline Air Operator – Certification Requirements

General

This Subpart covers the certification of operators for operations under Parts 121, 125, or 135. Operators of helicopters or smaller aeroplanes may request certification under this Subpart. Operators of combined fleets that consist of aeroplanes that fall under Parts 121, 125 and 135 should request certification under this Subpart. The AUTHORITY will issue an Air Operator Certificate under Part 119 to conduct Air Operations under Parts 121,125 or 135 as appropriate to the scope of the operator's intended air operations.

An operator and the Authority working in harmony towards a common aim can achieve the safe conduct of air operations. Functions of the two bodies are different, well defined, but complementary. In essence the operator complies with the standards set through putting in place a sound and competent management structure. The Authority working within a framework of law (statute) applies the entry standards applicable to the operator and monitors the operator's compliance with those standards as detailed in the exposition.

Rule 119.51 makes provision for the applicant for the grant of an Airline Air Operator Certificate to employ, contract or otherwise engage any or all the nominated senior persons required under this rule. The AUTHORITY is aware that the functions required of senior nominated persons, in many cases, will not make it appropriate to employ a person on a full time basis but may require the expertise of a person on a more casual basis. This rule makes provision for engagement of personnel on an as needed basis. In the terms of this rule Employ, Contract and Otherwise engage all have the meaning to commit by prior arrangement, to provide services and expertise for an agreed period.

Rule 119.169 has made provision for 'grandfather-rights' for senior persons while the incumbent continues to be employed in an equivalent position by the certificate holder that held the *Air Service Certificate*.

Personnel requirements – 119.51

119.51(a) An operator must identify their Chief Executive and other key personnel whose required qualifications are specified in Part 119, Appendix A.

The applicant's nominated senior persons must be employed, contracted or otherwise engaged to work sufficient hours such that the individual can fulfil the management functions associated with the size and scope of the operator's business.

119.51(a)(1),(2) & (3) The rule identifies what are considered the safety critical members of an organisation who will exercise an appropriate level of control, direction, and responsibility, to ensure the continued effectiveness of the operation. Further, the applicant must have in their exposition that is required by 119.81(a)(5) an organisation chart showing the lines of responsibility extending from the CEO through to each location where operational staff are located.

An applicant may utilize any organisational structure as part of their overall business structure provided the applicant can satisfy the Director as to the effectiveness of the reporting lines and control required to be exercised. Applicants should note that approval of alternative organisation structures is not automatic.

Part 119 Appendix A This appendix prescribes the minimum experience and qualifications of persons nominated for senior positions. Within this appendix there are areas where the Director can make assessment of equivalent standards. Within the confines of this rule experience and currency are directly related to an AOC.

Personnel requirements – 119.51

119.51(a) It is recommended that the applicant consider, at the time of application, how they will deal with transfer of the senior person functions, to other suitable and qualified persons during periods of absence. Although the rule does not make provision for or have any requirement for the situation where a senior person may be absent for a prolonged period of time, or vacates the position it is advisable to provide for this in advance. Consideration should also be given to a situation where a senior person has been incapacitated. This would in effect cause the position to be vacant for the period of incapacitation and would require a substitute person to meet the requirements of this Part. In the event that the responsibilities and functions are transferred to another person they would also be required to be fit and proper, and meet the experience and qualifications set out in Part 119 Appendix A.

In the event an air operator chooses not to provide for the situation where a senior nominated person vacates a position, it should be remembered that the Director has to be notified of such a situation and the operator will also be called to provide details of the contingency arrangements to be implemented pending a permanent solution being achieved.

It should be noted that where a change is proposed rule 119.165(b) requires the prior notification of the change and acceptance by the Director. In accepting such contingency arrangements, the Director may impose limitations or conditions of a temporary nature for the period of the contingency as provided for in part 119.165(d). The conditions or limitations imposed by the Director in all cases will be clearly stated to the operator in writing, and could be as simple as providing a time frame for events to take place or a total suspension of operations.

Chief Executive – 119.51(a)(1)

The intent of the rule regarding the responsibility and Authority of this person is to ensure that:–

1. the aviation activities carried out by the organisation can be financed
2. those activities are carried out in accordance with Part 119
3. the organisation complies with the requirements of this Part 119.

It is clear that this person needs to have the Authority to ensure the activities of the operation can be financed. A suggested method of demonstrating this could be by presenting an annual business forecast, or have as a part of compliance with rule 119.81(a)(3), the authority to finance the operation clearly defined as part of the Chief Executive responsibilities.

The Chief Executive must assure that the exposition complies with the rules. For example the exposition amendment procedures should cover this.

The Chief Executive must also be assured that the operation is conducted in compliance with the exposition. Ensuring compliance with the exposition is the responsibility of the senior persons under rule 119.51(a)(2) and the assurance that the Chief Executive requires could be shown through the medium of the internal audit reports or inspections.

This person will need to demonstrate during initial application and at any other time, that they have the knowledge to control the organisation.

119.51(b) For the *airline air operator* separate people are considered necessary for each of the roles listed in the rule. However, the rule does allow the Director some discretion if the size and scope of the operator's organisation indicates that combining of some responsibilities is acceptable. An applicant requesting this discretion should consult with the AUTHORITY during the initial meetings.

Where positions are combined the operator will be required to provide evidence to demonstrate the

person has sufficient time and resources to be reasonably expected to fulfil the responsibilities for the positions, considering the size and scope of the operator's business.

Some functions should not be combined as they conflict with responsibilities assigned to the intended positions. For example:

The functions of Chief Executive and Quality Assurance.

The functions of Air Operations and Occurrence Investigation.

119.51(d) This clause permits a senior person, responsible for a function identified in 119.51(b)(1), to delegate that function to other staff member/s. However the rule is also very clear that the responsibility for the function still remains with the nominated senior person and that the planned delegation must be acceptable to the Director.

However, where these functions are combined it would only be acceptable to the Director provided the person responsible for the function does not personally carry out the internal audit.

Personnel Proficiency Requirements – 119.53

The rule requires the applicant to establish procedures in their exposition to initially assess and maintain the competence of personnel authorized by the operator to plan, perform, supervise, inspect or certify the air operations listed in the operator's exposition.

With regard to personnel who are required to "plan", this means the high level planning of the operation and would encompass the development of new routes, procedures, equipment requirements, staffing levels etc.

With regard to personnel who are required to "perform", this means any person that is required to accomplish or complete any function relating to an air operation. This could encompass management of the training program, competency checking, quality assurance, management system or flight following. It will also cover the flight crew competency that is specified in the operational rules.

With regard to personnel who are required to "supervise", this means any person who is required to oversee or be in charge of any part of the air operation and includes those persons nominated as senior persons.

With regard to personnel who are required to "inspect", this means any person who is required to examine or investigate any part of the air operation and includes those persons nominated as senior persons.

With regard to personnel who are required to "certify", this means any person who is required to make a formal statement or attest to any function or part of the air operation including maintenance and could include those persons nominated as senior persons.

The applicant's procedures can be tailored around the size of their operation. Procedures should indicate how that person maintains their ability to safely perform the operations and may be along the lines of an annual competency check. This is not restricted to just the pilot competency requirements.

The procedures must ensure the crew member has been tested as being competent prior to commencing operations and thereafter remains competent. This means that after the crew member has been initially assessed, then ongoing competency may be conducted on a continuous basis over the

required period, provided that during this period the entire check has been completed. Reference should be made to the grace provisions of rule 135.611.

The written authorisation is given to staff, after they have been assessed as competent, this should authorise them to perform the tasks for which they are employed. In the case of a *one person operation* the exposition may be, in effect, the authorisation.

Personnel Proficiency Requirements – 119.53

This rule has two aspects to be considered and the operator will need to make a choice as to the direction that is to be taken.

119.53(a) This option requires the operator to establish procedures to initially assess and to maintain the competence of personnel. In this case the operator will produce the program in its entirety, and engage, contract or otherwise employ an appropriately qualified examiner to carry out the training and competency checks within the program.

119.53(b) This option enables an air operator to contract to an organization that is appropriately certificated under Part 141 to perform the functions of checking to assess, or training to maintain the competency of the applicant's personnel.

Part 141 organisation authorisations relate to the assessment and training of flight crew and may include maintenance personnel. Assessment and continuing competency of senior persons in their respective management responsibilities, as specified in the job descriptions, must be carried out under the Part 119 certification.

Where an organisation is not qualified to carry out this function relating to management responsibilities then suitability qualified persons will need to be engaged for this function.

This could for example be carried out by a consultant that is expert in this field, through peer review and assessment of past performance, briefing sessions, seminars, symposiums or simply training courses.

119.53(c) This rule requires an air operator to include in the exposition details of the functions being transferred to a Part 141 organisation and the scope of the checking and training and the Authority of that organisation in respect to those functions.

The rule correctly identifies that the assessment and training functions are the responsibility of the air operator. It then enables the air operator to transfer any or all the functions to a Part 141 organisation.

The rule asks for details to be included in the exposition and therefore this part should be very clear and concise as to the functions and the scope to avoid any confusion over who is to carry out each function.

The air operator must then authorise the Part 141 organisation to carry out the tasks and submit any reports that may be specified.

The detail and authorisation required by this rule could be included in the form of a contract between the operator and contractor. See Appendix A for details on subcontracting in general.

Resource requirements – 119.55

This rule requires the air operator to provide resources in support of the proposed air operation. These should include items such as accommodation, workshops, hangar, equipment, tooling, training aids, data and documentation.

Rule 119.81(a)(8) requires descriptions of the necessary resources of the applicant to be included in the exposition. The Authority will examine the types of operations proposed by the applicant and compare the proposed resources for applicability.

This consideration is not an exact science but applicants should carefully consider the suggestions of the Authority representatives who will have examined many different operators and therefore have a good knowledge of requirements. The rule provides for an ability to vary the requirements by stating *where appropriate* with regards to the listed resources. This variance allows operators to provide only those items considered appropriate to their operation. Some items, such as offices and documentation, will, however, be required by all operators, some low utilisation equipment may not be required to be held on a permanent basis provided there are arrangements for resources to be made available as and when they may be needed.

Proving or Test Flights – 119.57

The intent of this rule is to satisfy the Director, that an operator can meet prescribed requirements by demonstration in a particular aircraft type.

An existing operator who makes a significant change to the type of aircraft or kind of operation may be required to demonstrate that the relevant requirements can be met.

The authority will observe a proving flight and may require the applicant to demonstrate any or all the aspects of a typical flight that is within the proposed scope of the operator. The demonstration may start at the initial enquiry by a customer through to the final completion of the flight and including documentation. It is not intended to be a route check and may not require an actual flight.

Maintenance responsibilities – 119.61

The intent of this rule makes the operator responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard, to ensure the airworthiness of the aircraft being operated.

An operator should therefore have adequate knowledge of the design status (type specification, operator options, ADs, modifications, operational equipment) and the required maintenance to be performed.

Procedures included in the exposition must detail how the applicant is going to control the airworthiness of their aircraft. Whilst the responsibility may not be delegated, there is scope to contract with other persons (a maintenance provider) for the provision of certain maintenance functions and services.

The procedures should provide for a maintenance management or planning system. This may take any form including computerised systems. However where computerised systems are used, provision must be made to protect the data (password protect etc.), provide back up on a daily basis and on sider contingency plans for reversion to a paper system in the event equipment failure.

The maintenance provider, whether in house or contracted, will be assessed as part of the certification process. The level and depth of assessment will depend on the maintenance provider's known performance within the aviation system. The assessment will establish that the maintenance provider has the ability to support the operator's aircraft and proposed operation.

The rule uses the words scope, functions and Authority when subcontracting. Explanation of these words are given by the following examples—

1. **Functions:** To carry out data assessment – service bulletins / letters / ADs / defect reporting; maintenance control; reliability etc.
1. **Scope:** Details of the maintenance activity to be conducted by the maintenance provider eg. Heavy / line maintenance / avionics/ component overhaul.

- 3. Authority:** Having transferred a function, the Authority given to the other person in respect to the maintenance performed must identify what decisions that person can make on the operators behalf.

Note: See Appendix A & B for details on subcontracting in general, and subcontracting maintenance activities.

Maintenance program – 119.63

The maintenance program and its associated procedures can be quite complex. This is an important part of the exposition and expert industry advice may be necessary to compile the necessary information, in the *aircraft maintenance programs* regarding the development and establishment of maintenance program. The minimum requirement in all the air operations rules – Parts 121, 125, 135 – is the manufacturer’s maintenance program, also contain information on the development of a maintenance program, these could be used as a basis for development of a maintenance program.

Apart from particular procedural requirements there are requirements relating to other maintenance aspects such as–

1. Maintenance trend analysis if the program utilizes condition monitored maintenance
2. Information derived from health and usage monitoring systems

Note: Health and Usage Monitoring Systems (HUMS) are becoming increasingly more relevant to air operations as was suggested in the Part 135 Review. After industry negotiation the requirements were removed but have been retained for Single Engine IFR (SEIFR) passenger operations under Part 125.

3. The deferral of deficiencies found during maintenance

Note: The requirements are that all systems and equipment required by the operating rules be fully serviceable, however Part 121,125 and rule 135.353(a)(4) provides for the development and approval of a Minimum Equipment List (MEL) in accordance with rule 91.539 to provide for the continued operation of an aircraft with inoperative equipment on board

Maintenance Program References

Part 43	Subpart B, rule 43.53 Performance of Maintenance
Part 91	Subpart G Operator Maintenance Requirements
Part 119	Subpart B (rule 119.63)
Part 121	Air Transport Operations – Large aircraft – Subpart G
Part 125	Air Operations – Medium aircraft – Subpart G
Part 135	Air Operations – Helicopters and Small aircraft – Subpart G
Part 145	Aircraft Maintenance Organizations – rule 145.59(b)(3)(ii) refers you back to the “Operators” Approved Maintenance Program

The creation and then development/control of a Maintenance Program requires the understanding of how the aircraft has been type certificated and what type of continuous maintenance system has to be used

Maintenance Program Source Document

Source Documents can be any or all of the following:

1. Maintenance Review Board Document.
2. Maintenance Planning Document
3. Aircraft Maintenance Manual – Chapter 5
4. Airworthiness Directives and/or Mandated SB's
5. Ageing Fleet Requirements
6. Corrosion Control Manuals
7. Any Document Referenced within any of the above
8. Other Mandated Documents such as:
 - (a) Maintenance program issued by the Manufacturer
 - (b) Requirements issued by the State issuing the Type Certification for the A/C or components.
 - (c) The aircraft manufactures reliability requirements.

Process of developing a Maintenance Specification for an Aircraft Type:

You can use a database or, for small operators, you could use Word tables.

List all requirements, such as the reference number, title, restraints and revision status. It is recommended that you use the Main source document numbers, and then create similar numbers for other documents so “like items” appear together within the listing and also refer back to the source.

Review and identify all maintenance requirements entering details of your method and means of compliance. If items are not applicable, enter “N/A” and the reason under compliance.

Once all maintenance requirements have been identified and compliance entered, they can be sorted by compliance and or requirements etc.

To allow for development, provision should be made for updating. This can be done within the database and/or the document and should allow for details from inception to present status to be reviewed and ref files.

The Maintenance Program for Part 121 and 125 operators should be developed as a stand-alone document with its own revision and control processes.

Maintenance Program

Maintenance Program – Requirements

1. Specify the maintenance philosophy used for the aircraft
2. Detail the make and model of aircraft that the program covers
3. Detail who is responsible for the manual and the criteria for revision changes (changes in operating procedures, major schedule changes, etc) who, how, why and when revisions are carried out. (Refer Item 8(c) under source documents).
4. List source Documents. (Refer list of source documents). Detail how revisions to the source documents are carried out. Who, how and when.
5. Detail how an aircraft can be added to and or exited from the program. Impact on sampling, fleet data regards reliability etc, all impact on the program.

6. Reliability – Detail the who, how, when, etc.
7. Detail special requirements (Date controlled items, etc.)
8. Detail APU (and other) relationship/ratio controlled items and how and when these need to be reviewed.
9. Detail Shelf life requirements (Could just refer to another manual).
10. Maintenance Schedule –
 - (a) Detail how the maintenance requirements are to be carried out – packaged A, B, C, D checks, or A, B with phased C checks and then a D check, or phased C checks 1 to 60 or equalized 1 to 120 etc. and the restraint intervals they will be carried out at. Could also specify or reference a manufactures program.
 - (b) Detail any non CRS checks required.
 - (c) Detail all the required tasks. Two main processes can be adopted.
 - (i) Use the Maintenance Specification (as created above) within the document as a chapter to show requirement to compliance. The total Maintenance Program document would then require assessing & approval by the AUTHORITY at each revision.
 - (ii) Reference to the Maintenance Specification document (held and controlled as a separate document) and specify how, when, who and why revisions are required to the Maintenance Specification
11. List Definitions and Acronyms used in the MP and MS

Documentation – 119.65

The procedures required by this rule should consider all documentation required for use by the operator. They should include all relevant technical data such as *service bulletins*, *airworthiness directives*, *maintenance manuals*, *flight manuals* and operational data.

The procedure should describe how the individual documents are entered into the system, reviewed, authorised and where they replace other documents and how that obsolete documentation is purged. Some form of marking of the documents should be employed to show it has been through the control process.

Documents may be kept in hard copy or electronic form. The rule allows for other formats of information, however, the AUTHORITY will consider any other format on its merits.

Note: Refer to Appendix C for information regarding electronic records and documentation considerations.

Records Personnel – 119.67

The procedures required by this rule should consider all personnel records required for use by the operator. These will include all persons required to hold a licence or rating, a delegation from the Director, or is exercising an authorisation granted by the certificate holder. This may include the nominated senior persons. The record must contain the information required by the rule and be retained for the specified

period. Documents may be kept in hard copy or electronic form. The rule allows for other formats of information, however, the AUTHORITY will consider any other format on its merits.

Note: Refer to Appendix C for information regarding electronic records and documentation considerations.

Records / Resources – 119.69

The procedures required by this rule should ensure all details of tests, checks, and calibration of safety-critical resources etc. required by the Rule is accurately recorded. Typical equipment requiring these tests could include scales used for weighing passengers, baggage or freight, re-fuelling equipment, meteorological equipment, strops and lifting equipment. It should not cover maintenance tooling as that is addressed by Part 43 or Part 145, unless the operator is conducting their own maintenance and combining the operator's and maintainer's expositions.

This particular rule is not intended to include any of those items that are already covered by the equipment requirements of Subpart F of the operational rules and maintained by the approved aircraft maintenance program.

Flight authorisation and control – 119.71

The operator's procedures can be tailored to the size of their operation. An operator may utilize procedure to authorise personnel that create a blanket authorisation system for employees to perform air operations.

For Parts 121 or 125 scheduled operations, a pilot roster would be evidence of authorisation. For unscheduled operations, likely to occur under Part 135, a daily duty roster could suffice or an operator may authorise a person to fly and determine which flights take place on an individual basis.

In some situations a letter of authorisation given to a flight crew member detailing the type of operation and operational conditions for each task permitted for that crew member would be more appropriate. The holder of the certificate is at all times responsible for the operations that take place and the applicant for the certificate should consider the effect of any type of blanket authorisation system. In any case it must be clear that the nominated senior person has authorised all aspects of the flight or series of flights.

Flight following service – 119.73

The intention of this rule is to ensure that every flight is covered by some form of flight following service so that appropriate emergency activation action is taken if the aircraft becomes overdue.

This flight following and alerting service is normally provided by an Air Traffic Service as most flights are required to submit a flight plan to an ATS Unit. However an operator operating under Part 125 conducting non-stop flights departing from and returning to the same aerodrome and remaining within 25 nm of the aerodrome can arrange their own flight following under rule 125.57(f) and (g). Also an operator operating under Part 135 conducting VFR flights can arrange their own flight following in accordance with rule 135.57(f).

Flight following is intended to enable a company's operational base to know that a flight is proceeding safely and to provide an emergency activation service. This should be linked to the operators emergency situation action plan required by rules 125.91 and 135.91. This does not override the requirement for submission of a flight plan under rules 91.307, 91.407, 121.59, 125.57,135.57 to an appropriate ATS unit.

The operator must establish a flight following system and procedures to ensure that, for each flight for which a flight plan is not filed with an ATS organisation, the flight is monitored and notification of overdue or missing aircraft is made to an acceptable organisation.

Note: Any flight that departs from, terminates at, or transits through controlled airspace, will require a flight plan to be submitted to an ATS unit.

The operator must retain at the operating base at least the information required to be included in a VFR flight plan required under rule 91.307(b).

The operator should include a procedure in their exposition to cover situations when communications are not available. This procedure should require the flight authorizing person to consider the operating area, tasks to be completed, and any alternative means of ensuring that the aircraft continues to operate safely.

The communications system should be switched on so that two-way communications are constantly available. When flying in an area with no radio coverage, a 30-minute window for re-establishing communications is acceptable. Regardless of the fact that a flight following system is used, it is recommended that a listening watch should be kept on the local FISCOM frequency while airborne.

Flight following system – 119.73

119.73 (b) Communications: A cell phone is an acceptable means of communication if VHF or HF radio communication with the company's flight following provider or operations base is not available, provided cell phone coverage is reliable in the operating area at the operating altitude.

Acceptable organisation may be an ATS unit, Libyan police, search and rescue centre or any other organisation that has been set up to provide this type of service.

The person responsible for following the flight should:

1. Be trained and the training shown on a training record.
2. Have immediately available the information required by rule 119.73.
3. Have immediately available the procedure to be followed for a missing or overdue aircraft.

Note: The procedure for missing or overdue aircraft should provide for logging the time and details of action taken so that the incident is fully recorded and traceable.

4. 4. Confirm any cell phone number used and that the cell phone is switched on.

Air operator security program – 119.75

This rule requires an Airline Air Operator Certificate holder that is providing a regular air transport passenger service to establish a security program that meets the requirements of Part 108.

Regular air transport service is defined in the definitions in Part 1.

Establishment of operations procedures – 119.77

The intent of this rule is to require the operator to think about how an operation will be carried out, and describe the basic procedure in the exposition for their employees to follow. The applicant should

remember that their personnel will utilize the exposition and operations procedures in complying with a rule.

The requirements for procedures are spread amongst many Parts and operators should examine them all, but develop procedures only for those requirements relevant to their operation and the rules that specifically require a procedure.

Those rules that are not applicable to the operation should be shown in the compliance matrix as N/A so that the authority assessor can establish that the operator has at least considered them.

An operator using a combination of large, medium, or small aircraft should write one set of procedures that encompasses all their operations in accordance with the higher Part. For example, if Part 121 requirements are met then generally Parts 125 and 135 will be met, and only the differences between the rules need to be checked. The exception would be if a fixed wing operator also operates helicopters – then it is likely that there will be types of operation that are peculiar to Part 135 that need to be included in the exposition.

The AUTHORITY has produced rule matrices that are tailored to identify the options for certification of airline air operator, general aviation air operator, training and the maintenance options of Parts 145 and Part 43.

The LYCAA rule matrix fully covers the requirements of:

1. Part 12 regarding accidents, incidents, and statistics
2. Part 43 regarding maintenance requirements
3. Part 61 regarding pilot licensing
4. Part 91 regarding general operating and flight rules.
5. Part 92 regarding the carriage of dangerous goods
6. Part 119 regarding certification
7. Part 135, 125 or 121 as applicable
8. Part 141 regarding training organisations
9. Part 108 regarding security programs

The rules contain prohibitions, mandatory requirements, matters that an operator must “ensure”, and areas where a procedure is required to be established.

Where a mandatory requirement or a prohibition is stated and the rule is clear, the operator is not required to reproduce the rule or any part of that rule in the exposition.

However the operator must be assured that the operation is conducted within the scope of the rules. The operator is required to have in place training and competency testing programs that should give the operator assurance that personnel have the knowledge of the rules and the ability to operate within the scope of these rules. The training and competency testing programs could be utilized to satisfy the operator that the operation is conducted within the scope of the rules.

Where the applicant is required to ensure that a rule is complied with, this may need a procedure. Alternatively the training and competency testing programs, supported by the quality assurance or management system of internal audits may be sufficient in themselves to ensure compliance with a rule.

When considering all the rule parts that an operator must ensure compliance with, or that are mandatory requirements, it is suggested that full utilisation is made of the training and competency testing programs.

Where an operator intends to ensure elements of the rules are complied with through the training and competency checking programs these items should be included in the training syllabus and in a question bank for competency checking. Where a large number of items have been transferred

to the training and checking area the checking items should be broken down into manageable parts to be checked on a rotational basis.

Developing procedures

A procedure may take many forms and be as complex or brief as need be. There has been volumes written on this subject and the operator may use any form that is suitable for the purpose and these may:

1. Take the form described below:
2. Be in the form of a flow chart:
3. Be contained on a checklist or:
4. Be contained in a form to be completed.
5. Be in the form of audio or visual media. (video etc)

The level of training, experience or qualifications held by the individuals may also have a bearing on depth and extent of any procedure. In order for it to be effective the procedure should describe the *who, what, when, where, why* and *how*, as appropriate, to the task or action to be carried out. One method of presenting the components of a procedure can be described as follows:

Who

1. Who the procedure is speaking to
2. Who will accomplish the procedure
3. Who is responsible to see that the procedure is done – an individual, a position, an organization

What

1. What the procedure is about
2. What the procedure is trying to accomplish
3. What the person performing the procedure should do

When

When the procedure is to be accomplished

Where

Where the procedure will be accomplished

Why

Why the procedure is required

How

1. How the procedure will be accomplished – identified manual, operator's program , other document
2. How the person determines what procedure will be used and if it has been accomplished
Another method of establishing a procedure may take the following form that generally follows an ISO standard format. This may be varied as appropriate as for some parts using all the elements is not required.
3. Policy: This part would contain the company policy in regard to the subject area. This could become repetitive and in some cases a general policy statement of the Chief Executive may have covered this.
4. Purpose: This will state the purpose for the procedure or process.

5. Scope: This should cover the extent or limits of the procedure or process.
6. Responsibility: This should identify the person responsible for carrying out the procedure or process. Normally by position title.
7. References: This will make reference to any other documents or reference material that is required for the performance of the procedure or process and should include any exemptions
8. Records: This will identify any record or forms that are to be completed. For example flight and duty records, load sheets or technical log etc.
9. 7. Process or Procedure: This is the explanation or instructions to carry out the task that satisfies the purpose for the process or procedure.

Procedures may be ordered in this manner or in any other way that achieves the desired outcome for the operator. They may be very simple or quite complex and this will depend on the outcome that is to be achieved. They could be in the form of a written description, flow diagram or completion of a checklist. In the case of a flow diagram or checklist the instructions for use could be very simple. In some cases it may be more appropriate to include some items such as rules 135.63 Cockpit Checks, 135.65 Passenger Safety or 135.75 in the training and competency program. These rules do not require a procedure to be developed in themselves but they do require each person performing an air operation to ensure the intent of the rules is complied with the procedures should have sufficient information to satisfy regulatory compliance. This may mean that other related rule references and prohibitions are included in the primary procedure. For example planning for flight and preparation may include elements of rules 91 Subpart B, C, D and E, 135 Subpart C and D that in themselves do not require a procedure but must be considered during the planning phase. This should have the effect of condensing procedures into areas relating to operational functions, and overcoming the need to produce a procedure for each and every rule.

Internal quality assurance – 119.79

Rule 119.79(f)(2) specifically requires a level of independence and training for auditors. The internal auditor must be independent of those directly responsible for the activity being audited. Training of internal auditors should be through an organisation acceptable to the Director. Alternatively operators may conduct the training through their own training system. The outcome will remain the same with the person conducting the audit being competent in the area being audited and also being trained in audit skills. Any course of training should include the following elements.

1. Quality system principals.
2. Management of quality systems.
3. Auditing quality systems.

Internal quality assurance – 119.79

The purpose of the internal quality assurance system is to provide assurance to the Chief Executive that the organisation is in compliance with its exposition, its safety objectives, and the exposition demonstrates compliance with all the applicable operating rules.

The internal quality assurance system requires basic quality management procedures and the creation of safety policies. Applicants should not be concerned with over-complicating the system or introducing features that are not relevant to the size and scope of their operation. The quality management system should not stand aside from the operations, but should form part of the operator's standard business practices.

Airline air operator exposition – 119.81

General requirements

Applicants should consider the exposition as a general description of how their operation works; a tool of management in the operation of the business; and a means of instructing staff in how they are to perform their tasks. A properly written exposition can be concise and very effective.

The purpose of an exposition is to express the Chief Executive's requirements for the conduct of the organisation and state how the organisation will meet the regulatory requirements. It sets out the procedures, means and methods of a certificated organisation. The philosophical benefits of the manual are considerable and important to the safe operation of commercial aviation. The complex nature of aviation may give rise to procedural areas an operator is unaware of including ongoing changes to rules, airspace, compliance requirements and they all require a follow up system that the exposition must provide.

The exposition is the means by which an organisation defines its operation, and shows both its employees and the AUTHORITY how it will conduct its day-to-day business and ensure compliance with the rules. An exposition should commence with the corporate commitment by the Chief Executive. The remaining parts of the exposition may be produced as any number of separate procedures, sections or as one simple document depending on the extent of the operations proposed.

Depending on an organisation's structure and size, the parts of the exposition could be arranged as:

1. Management Policy
2. Operations
3. Training
4. Maintenance Procedures
5. Quality Assurance
6. Contractual Arrangements
7. Emergency Situation Action Plan

Separate manuals should be cross-referenced to the management part of the exposition. While the LYCAA does not wish to tell an operator how to structure a manual suite, experience has shown that having an upper level management manual, generally a management policy manual, makes for a more user friendly exposition. All of the other associated manuals link to this upper level manual, which would have all the organisational information such as—

1. Corporate Statement
2. Description of manual hierarchy
3. Identification of required senior personnel
4. Organisation chart
5. Duties and responsibilities of senior personnel
6. Exposition amendment processes
7. Scope of Operation
8. Quality Assurance/Management System

There should be no confusion between the contents of the expositions for Part 119 and any other Part, specifically Part 145. Where an operator has these two certificates, the maintenance manual requirements should stand alone within the Part 119 exposition and not be addressed in the Part 145 exposition. Senior persons should hold copies of those parts of an exposition that affect their areas of responsibility, and staff must be familiar with those parts of an exposition that affect their area of employment.

Corporate commitment – 119.81(a)(1)

The statement by a Chief Executive is accepted by the AUTHORITY as a corporate commitment by the organisation. It should clearly state the goals and objectives of the organisation in respect of the safety standards prescribed by Part 119. It may also contain the organisation's goals and objectives in respect of its commercial activities. The exposition is intended to be a tool of management and is the means by which the organisation's operation is presented to its staff, its customers, and the authority.

Senior persons - 119.81(a)(2) & (3)

The titles and names of the senior persons within the organisation must be listed in the exposition. Their duties and responsibilities, and the areas in which they are directly responsible for liaison with the Director must be clearly defined.

Scope of operations – 119.81(a)(4)

The organisation is required to identify each location at which it intends to carry out air operations and the scope of activity at those locations. The intent of this requirement is to identify the scope of operations where operations staff are normally based to conduct operations. This does not include temporary bases for ad hoc charter operations. It does include functions that are contracted out such as, ground handling, training, security, dangerous goods etc.

Organisational chart - 119.81(a)(5)

There must be an organisation chart showing the reporting lines of the organisation. The chart must show the lines of responsibility from the nominated senior persons to the Chief Executive. The exposition must show the staffing arrangements at each place where the organisation intends to carry out air operations.

Staffing structure - 119.81(a)(6)

Summary of staff at each location. This does not require the names of individuals but should identify staff numbers for functions and operations that are to be conducted.

Operational bases - 119.81(a)(7)

The intent of this rule is to identify the location of principal bases where operations staff and aircraft are normally based to conduct air operations. This does not include temporary bases for ad hoc charter operations. The location of the principal maintenance base must be identified, this does not require maintenance out stations to be identified by the operator.

Details of resources - 119.81(a)(8)

This requires details of the resources that the air operator must provide in support of the proposed operation. (Refer rule 119.55 for details). The rule provides for an ability to vary the requirements by stating *where appropriate* with regards to the listed resources. This variance allows operators to provide only those items considered appropriate to their operation. Some items, such as offices and documentation, will, however, be required by all operators, some low utilisation equipment may not be required to be held on a permanent basis provided there are arrangements for resources to be made available as and when they may be needed.

Detailed procedures - 119.81(a)(9)

The procedures are not listed in the rule but they should cover all rule requirements that require a procedure and that are relevant to the operator's organisation and proposed operations. The procedures should accurately describe the organisation's practices related to its operations. These could take the form of written text, audio-visual, or be simplified by flow charts, forms, performance graphs, etc with a written explanation. The exposition's content with regard to air operations can be generalized into broad areas. The wide range and variety of commercial transport operations prohibits the finer detail being included in the exposition. All applicants should address the requirements to the extent that they apply to the particular scope and intended activity.

Operations procedures: The operational procedures form a large section of the exposition. Examples of these are:

1. Planning for flight
2. Stowage of Baggage and Cargo
3. Passenger Briefing
4. Flight Following
5. Fuelling
6. Recording and Control of Defects

Other procedures: Procedures required elsewhere in Part 119, and generally more organizationally focused include—

1. competence of personnel
2. operational, safety, and maintenance data, including the notification of changes in equipment and operating procedures to appropriate operations personnel
3. control of documentation
4. personnel records
5. resource records
6. flight authorisation and control of air operations
7. internal quality assurance of the organization
8. maintenance procedures

Programs: As well as procedures there are requirements for programs to be established, including, as appropriate to the operation—

1. security
2. maintenance, including personnel training and information, and the certifying of the maintenance review
3. operational competency assessment
4. the advance qualification program
5. flight attendant training

6. flight crew training
7. flight and duty
8. maintenance program

Details of maintenance - 119.81(a)(10)

This rule requires details of the maintenance procedures contained in Part 119 and other Parts to be included in the exposition. It also requires identification of the organisation that will perform the maintenance.

Details of programs - 119.81(a)(11)

This rule requires details of the maintenance program contained in other Parts to be included in the exposition.

Laws of foreign State - 119.81(a)(12)

Where an operator intends to operate to, from or within a foreign State then the operator is required to have a procedure that ensures the operation is conducted within the scope of rules of that State.

Exposition amendment -119.81(a)(13)

A clear procedure is required to control, amend and distribute the exposition. This procedure needs to give consideration to the different processes required when dealing with the changes required by rule 119.165(b) and the routine changes that take place on a day-to-day basis.

Exposition acceptance - 119.81(a) (17)

Operators should take ownership of, and responsibility for, their exposition. The exposition should work for the operator by being relevant to their operations and clearly written.

The acceptance of an organisation's exposition by the DGCA is one step in the process of certification. Unless the DGCA accepts an exposition a certificate cannot be issued.

Multiple Certifications

When an organisation seeks certification under more than one Part – Parts 119, 141, and 145 for instance – which all require expositions, it may be possible for some sections of the exposition to be common to each certificate. For instance, if the same management set-up is used for each certificate, the management part of the exposition could be common. Equally all of the Quality Assurance procedures for one or more certificate could be placed in one manual.

Whatever exposition format is chosen, it must clearly show how each element of the applicable rule is satisfied.

Subpart C — General Aviation Air Operator – Certification

Requirements

General

This Subpart covers the certification of operators for operations under Part 135. Operators of helicopters or smaller aeroplanes may request certification under this Subpart. Operators of combined fleets that consist of aeroplanes that fall under Parts 121, 125 and 135 should request certification under Subpart B. The authority will issue an Air Operator Certificate under Part 119 to conduct Air Operations under Parts 121, 125 or 135 as appropriate to the scope of the operator's intended air operations.

An operator and the Authority working in harmony towards a common aim can achieve the safe conduct of air operations. Functions of the two bodies are different, well defined, but complementary. In essence the operator complies with the standards set through putting in place a sound and competent management structure. The Authority working within a framework of law (statute) applies the entry standards applicable to the operator and monitors the operator's compliance with those standards as detailed in the exposition.

Rule 119.101 makes provision for the applicant for the grant of a General Aviation Air Operator Certificate to employ, contract or otherwise engage any or all the nominated senior persons required under this rule. The AUTHORITY is aware that the functions required of senior nominated persons, in many cases, will not make it appropriate to employ a person on a full time basis, but may require the expertise of a person on a more casual basis. This rule makes provision for engagement of personnel on an as needed basis. In the terms of this rule Employ, Contract and Otherwise engage all have the meaning to commit by prior arrangement, to provide services and expertise for an agreed period. Rule 119.169(n) has made provision for 'grandfather-rights' for senior persons while the incumbent continues to be employed in an equivalent position by the certificate holder that held the *Air Service License*.

Personnel requirements – 119.101

119.101(a) An operator must identify their Chief Executive and other key personnel whose required qualifications are specified in Part 119 Appendix B. The applicants nominated senior persons must be employed, contracted or otherwise engaged to work sufficient hours such that the individual can fulfil the management functions associated with the size and scope of the operator's business

119.101(a)(1), (2) & (3) The rule identifies what are considered the safety critical members of an organisation who will exercise an appropriate level of control, direction, and responsibility, to ensure the continued effectiveness of the operation. Further, the applicant must, where appropriate, have in their exposition an organisation chart showing the lines of responsibility extending from the CEO through to each location where operational staff are based (required by rule 119.125(a)(4)). An applicant may utilize any organisational structure provided the applicant can satisfy the Director as to the effectiveness of the reporting lines and control required to be exercised. Applicants should note that approval of alternative organisation structures is not automatic.

Part 119 Appendix B This appendix prescribes the minimum experience and qualifications of persons nominated for senior positions. Within this appendix there are areas where the Director can make assessment of equivalent standards.

Personnel requirements – 119.101

119.101 (a) It is recommended that the applicant consider, at the time of application, how they will deal with transfer of the senior person functions to other suitable and qualified persons during periods of absence. Although the rule does not make provision for or have any requirement for the situation where a senior person may be absent for a prolonged period of time, or vacates the position it is advisable to provide for this in advance. Consideration should also be given to a situation where a senior person has been incapacitated. This would in effect cause the position to be vacant for the period of incapacitation and would require a substitute person that meets the requirements of this Part. In the event that the responsibilities and functions are transferred to another person they would also be required to be fit and proper and meet the experience and qualifications set out in Part 119 Appendix B.

In the event an air operator chooses not to provide for the situation where a senior nominated person vacates a position, it should be remembered that the Director has to be notified of such a situation and the operator will also be called to provide details of the contingency arrangements that are to be implemented pending a permanent solution being achieved. It should be noted that where a change is proposed, rule 119.165(b) requires the prior notification of the change and acceptance by the Director. In accepting such contingency arrangement the Director may impose limitations or conditions of a temporary nature for the period of the contingency as provided for in rule 119.165(d). The conditions or limitations imposed by the Director in all cases will be clearly stated to the operator in writing, and could be as simple as providing a time frame for events to take place or a total suspension of operations.

Chief Executive – 119.101(a)(1)

The intent of the rule regarding the responsibility and authority of this person is to ensure that:-

1. the aviation activities carried out by the organisation can be financed
2. those activities are carried out in accordance with Part 119
3. the organisation complies with the requirements of Part 119. It is clear that this person needs to have the Authority to ensure the activities of the operation can be financed. A suggested method of demonstrating this could be by presenting an annual business forecast, or have as a part of compliance with rule 119.125(a)(3), the authority to finance the operation clearly defined as part of the Chief Executive responsibilities.

The Chief Executive must assure that the exposition complies with the rules. For example the exposition amendment procedures should cover this.

The Chief Executive must also be assured that the operation is conducted in compliance with the exposition. Ensuring compliance with the exposition is the responsibility of the senior persons under rule 119.101(a)(2) and the assurance that the Chief Executive requires could be shown through the medium of the internal audit reports or inspections.

This person will need to demonstrate, during initial application and at any other time, that they have the knowledge to control the organisation.

For the General Aviation Air Operator - 119.101(b) separate people are considered necessary for each of the roles listed in the rule for larger organisations. However, the rule does allow the Director some discretion if the size and scope of the operator's organisation indicates that combining some of the responsibilities is acceptable. An applicant requesting this discretion should consult with the AUTHORITY during the initial meetings.

Where positions are combined the operator will be required to provide evidence to demonstrate the person has sufficient time and resources to fulfil the responsibilities for the positions.

Some functions should not be combined as they conflict with responsibilities assigned to the intended positions. For example:

**The functions of Chief Executive and organisational management system.
The functions of air operations and occurrence investigation.**

However, where these functions are combined it would only be acceptable to the Director provided the person responsible for the function does not personally carry out the internal checking.

Personnel competency requirements – 119.103

The rule requires the applicant to establish procedures in their exposition to initially assess and maintain the competence of personnel authorised by the operator to plan, perform, supervise, inspect or certify the air operations listed in the operator's exposition.

It should be noted that there are two separate functions involved with this rule. One is the training of personnel and the other is the checking to assess competence.

With regard to personnel who are required to “plan”, this means the high level planning of the operation and would encompass the development of new routes, procedures, equipment requirements, staffing levels etc.

With regard to personnel who are required to “perform”, this means any person that is required to accomplish or complete any function relating to an air operation. This could encompass management of the training program, competency checking, quality assurance or management system or flight following. It will also cover the flight crew competency that is specified in the operational rules.

With regard to personnel who are required to “supervise”, this means any person who is required to oversee or be in charge of any part of the air operation and includes those persons nominated as senior persons.

With regard to personnel who are required to “inspect”, this means any person who is required to examine or investigate any part of the air operation and includes those persons nominated as senior persons.

With regard to personnel who are required to “certify”, this means any person who is required to make a formal statement or attest to any function or part of the air operation and may include maintenance and those persons nominated as senior persons.

The applicant's procedures can be tailored around the size of their operation. Procedures should indicate how that person maintains their ability to safely perform the operations and may be along the lines of an annual competency check. This is not restricted to just the pilot competency requirements.

The procedures must ensure the crew member has been tested as being competent prior to commencing operations and thereafter remains competent. This means that after the crew member has been initially assessed, then ongoing competency may be conducted on a continuous basis over the appropriate period, provided that over the appropriate period the entire check has been completed. Reference should be made to the grace provisions of rule 135.611.

Written authorisation is given to staff, after they have been assessed as competent, this should authorise them to perform the tasks for which they are employed. In the case of a *one-person operation* the exposition may be, in effect, the authorisation.

Personnel Proficiency Requirements – 119.103

This rule has three aspects to be considered and the operator will need to make a choice as to the direction that is to be taken. This rule provides for the initial assessment and the maintenance of the competency of the operator's personnel generally. The assessment and maintenance of competency of flight crew is specifically addressed in Part 135 Subpart J.

119.103(a) This option requires the operator to establish procedures to initially assess and to maintain the competence of personnel. In this case the operator will produce the program in its entirety, and engage, contract or otherwise employ an appropriately qualified examiner to carry out the training and competency checks within the program.

119.103(b) This option enables an air operator to contract to an organisation that is appropriately certificated under Part 141 to perform the functions of checking to assess, or training to maintain the competency of the applicant's personnel.

Part 141 organisation authorisations relate to the assessment and training of flight crew and may include maintenance personnel. Assessment and continuing competency of senior persons in their respective management responsibilities, as specified in the job descriptions, must be carried out under the Part 119 certification.

Where an organisation is not qualified to carry out this function relating to management responsibilities then suitability qualified persons will need to be engaged for this function. This could for example be carried out by a consultant that is expert in this field, through peer review and assessment of past performance, briefing sessions, seminars, symposiums or simply training courses.

119.103(c) This rule requires an air operator to include in the exposition details of the functions being transferred to a Part 141 organisation and the scope of the checking and training and the Authority of that organisation in respect to those functions.

The rule correctly identifies that the assessment and training functions are the responsibility of the air operator. It then enables the air operator to transfer any or all the functions to a Part 141 organisation. The rule asks for details to be included in the exposition and therefore this part should be very clear and concise as to the functions and the scope to avoid any confusion over who is to carry out each function. The air operator must then authorise the Part 141 organisation to carry out the tasks and submit any reports that may be specified.

119.103(d) This is the third option and the intent of this rule is to permit an operator to utilize the training and checking program of another operator or an acceptable program held by someone else that has been tailored to the air operator's requirements.

The training and competency assessment program will have to be presented in such a form that will identify the operator that it applies to. The Director must then assess the program as suitable for the scope of that operator.

This option requires the operator to engage, contract or otherwise employ an appropriately qualified flight examiner and to carry out the training and checking under the operator's own Part 119 certificate.

Resource requirements – 119.105

This rule requires the air operator to provide resources in support of the proposed air operation. These should include items such as accommodation, workshops, hangars, equipment, tooling, training aids, data and documentation.

This consideration is not an exact science but applicants should carefully consider the suggestions of the AUTHORITY representatives who will have examined many different operators and therefore have a good knowledge of requirements. The rule provides for an ability to vary the requirements by stating “*where appropriate*” with regards to the listed resources. This variance allows operators to provide only those items considered necessary to their operation. Some items, such as offices and documentation, will, however, be required by all operators, some low utilisation equipment may not be required to be held on a permanent basis provided there are arrangements for resources to be made available as and when they may be needed.

Proving flights or tests – 119.107

The intent of this rule is to satisfy the DGCA, that an operator can meet prescribed requirements by demonstration in a particular aircraft type.

An existing operator who makes a significant change to the type of aircraft or kind of operation may be required to demonstrate that the relevant requirements can be met.

The AUTHORITY in observing a proving flight may require the applicant to demonstrate any or all the aspects of a typical flight that is within the proposed scope of the operator. The demonstration may start at the initial enquiry by a customer through to the final completion of the flight and including documentation. It is not intended to be a route check and may not require an actual flight.

Maintenance responsibilities – 119.109

119.109(a) The intent of this rule makes the operator responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard, to ensure the airworthiness of the aircraft being operated.

An operator should therefore have adequate knowledge of the design status (type specification, operator options, ADs, modifications, operational equipment) and the required maintenance to be performed.

The exposition must contain detail of how the applicant is going to ensure the continued airworthiness of their aircraft. The procedures should provide for a maintenance planning and monitoring system that allows the operator to manage the airworthiness of the aircraft. Whilst the operator is not permitted to delegate the responsibility for ensuring continued airworthiness, scope does exist for the operator to contract with other persons (a maintenance provider) for the provision of certain maintenance functions and services.

119.109(b) When an operator contracts with another person for the provision of maintenance, the contracted maintenance provider will be assessed as part of the certification process. This assessment will determine the contracted maintenance provider’s ability to support the operator’s aircraft and proposed operations.

The rule uses the words functions, scope and Authority when subcontracting. Explanations of these terms are given by the following examples.

1. **Functions:** To carry out data assessment – service bulletins / letters / ADs / AOLs; defect reporting; maintenance control; reliability monitoring etc.
2. **Scope:** Details of the level of maintenance that the operator has permitted the contracted maintenance provider to perform e.g. Heavy / line maintenance / avionics
1. **3. Authority:** When maintenance has been transferred to a contracted maintenance provider, the operator must identify what level of Authority has been transferred in respect to decisions that the contracted maintenance provider is permitted to make on the operators behalf.

Note: See Appendix A for details on subcontracting in general, and Appendix B for subcontracting maintenance activities.

Maintenance Program – 119.111

The maintenance program and its associated procedures can be quite complex. In most instances the complexity of the maintenance program will be proportional to the complexity of the aircraft being operated e.g. A single piston engine fixed wing aircraft will require a somewhat less complex maintenance program than that applicable to a multi engine turbine powered helicopter.

This is an important part of the operator's exposition and *Aircraft maintenance programs* contains information regarding the development and establishment of maintenance programs. It may however be necessary to obtain expert industry advice in order to compile the required information.

In all of the air operations rules – Parts 121, 125 & 135 – the manufacturer's maintenance program is the minimum standard acceptable for certification. Furthermore, each operator must include a number of items additional to those specified in Part 91 Subpart G when developing its maintenance program under this Part.

For the operator of aircraft that are normally utilized by a Part 135 organisation the maintenance program can be relatively simple with little change to what may be currently in place for the transitional air operator. The maintenance program should contain all the elements specified in Parts 119, 135, 91 and 43 as appropriate. These rules contain general and specific requirements.

A Maintenance Program is basically a document that brings together approved maintenance schedules, (usually the manufacturers') additional maintenance required by Parts 91 and 135, and the manufacturers of other installed equipment not covered by the aircraft manufacturer. It will also cover such items as finite lives and overhaul periods along with the process for induction of an aircraft into the program.

The program may be laid out in separate parts such as:

1. the general requirements that apply to all aircraft; and
2. the specific requirements for a particular aircraft type.

As a guide when developing maintenance programs for a specific aircraft the following items should be covered.

1. The registration of each aircraft covered by the program . These may be listed separately for ease of amendment or included in the program .

2. Instructions and procedures for the conduct of aircraft maintenance including required inspections and tests. This falls into two parts.
 - (a) Those inspections required by Airworthiness Directive and Part 91 Subpart G. These may be covered in the general section and applicable to all aircraft types.
 - (b) Those inspections specific to an aircraft type and listed in the aircraft manufacturers maintenance schedule, maintenance manual and instructions for continued airworthiness.
3. Procedures for trend analysis if the program utilizes condition monitored maintenance. This could be included as a general requirement.
4. Procedures to ensure all inspections in the program are performed. This could be included as a general maintenance planning section for all aircraft being operated.
5. Procedures for recording, rectification or deferral of deficiencies found during maintenance. This could be included as a general section for all aircraft. Maintenance should be viewed in its broadest terms to include pre-flight and after-flight inspections completed by the pilot.
6. Procedures for retention of a description of work performed including the name of the person releasing the aircraft to service. This could be included as a general section for all aircraft.
7. Instructions for exceeding an inspection interval and the conditions that are applied. This could be included as a general section for all aircraft.
8. Instructions for changing the inspection interval due to service experience. This could be included as a general section for all aircraft.

119.111(a)(4) If the maintenance program utilizes condition monitored maintenance or information from health and usage monitoring systems procedures must be developed to ensure that the required data is recorded, analyzed and the results interpreted appropriately.

119.111(a)(7) The general requirement of rule 135.353 is that all instruments and equipment installed in the aircraft must be serviceable, however rule 135.353(a)(4) provides for the development of a minimum equipment list (MEL) to allow the continued operation of an otherwise unserviceable aircraft. This rule requires an operator to include in the maintenance program procedures for the recording and correction of deficiencies found during maintenance. This includes deficiencies found by the pilot, in service or during the normal pre-flight and after-flight inspections.

These procedures need to ensure that:

1. Any defect is recorded and the aircraft has been inspected to approved data by a qualified person:
2. A placard is attached to the defective item if applicable:
3. The defect is cleared in the technical log clearly advising the pilot of the maintenance status of the aircraft and any conditions or limitations that may apply:
4. A statement of release to service is made in the maintenance record certifying that the aircraft has been inspected or repaired to approved data and is released to service.

For the purposes of this part the term defect and discrepancy have the following meanings:

1. **Defect:** can be described as an item of equipment that has been identified and confirmed to be unfit for use.
2. **Deficiency:** can be described as an abnormality. The item may be un-airworthy, or may still be fit for its intended purpose and so still be airworthy. An authorised person must inspect the aircraft to approved data, assess the airworthiness of the aircraft, and release it to service if it is satisfactory.
3. **3. Discrepancy:** could be an abnormal condition, documentation or item of inoperative equipment found during maintenance. This term is normally associated with an Annual Review of Airworthiness.

119.111(a)(8) This rule relates to retention of maintenance records, reference to data and the name of the person certifying the release to service. The rule has a direct relationship to rules 43.69, 91.627, 91.629, 91.631, 91.633 and can be broken into the following elements of a procedure:

1. 1. A description of the work performed. This could be in the form of an entry in the technical log, a maintenance work sheet or a logbook entry. The detailed description of the work may be a complete description of the work or a brief description with reference to the acceptable data that was used to perform the work. This may be the instructions contained in a manufacturers service instruction, service bulletin, maintenance manual or the instructions contained in a supplementary type certificate. This is the requirement of rule 43.69.
2. Details of maintenance may be recorded in the technical log, this will usually be the case when a defect must be rectified away from the normal maintenance base. Additional work records will be used when there is too much detail to be included on the technical log or aircraft log book. In any case the defect will need to be cleared in the technical log.
3. Where work records or the technical log is used to record details of the maintenance task, reference to those records must be made in the aircraft logbook. When transferring maintenance information to a logbook from the technical log or work records that contain the release to service, no further release to service is required. However if the release to service certification is made by a person outside the air operator's organisation then the name of that person should be included.
4. Retention periods for maintenance records are specified in rule 91.631 and it is the air operator's responsibility to ensure they are kept for the prescribed period. In some cases the maintenance organisations have claimed maintenance records as their own property. This is not the case and all maintenance records generated during the life of the aircraft are considered to be a part of the aircraft and are therefore the property of the person who holds the Certificate of Registration for the aircraft.
5. Transfer of maintenance records is the responsibility of the holder of the Certificate of Registration when transferring the registration to another person. This is specified in rule 91.633.

Documentation – 119.113

The procedures required by this rule should consider all documentation required for use by the operator. They should include all relevant technical data such as *service bulletins*, *airworthiness directives*, *maintenance manuals*, *flight manuals* and operational data. Documents may be kept in hard copy or electronic form. The rule allows for other formats of information to be presented, however the authority will consider that format on its merits when presented in the operators manual.

Note: Refer to Appendix C for information regarding electronic records and documentation considerations.

Records personnel – 119.115

The procedures required by this rule should consider all personnel records required for use by the operator. These will include all persons required to hold a licence or rating, a delegation from the Director, or is exercising an authorisation granted by the certificate holder. This may include the nominated senior persons. The record must contain the information required by the rule and be retained for the specified period. Documents may be kept in hard copy or electronic form. The rule allows for other formats of information, however, the AUTHORITY will consider any other format on its merits.

Note: Refer to Appendix C for information regarding electronic records and documentation considerations.

Records – resources – 119.117

The procedures required by this rule should ensure all details of tests, checks, calibration of safety critical resources etc. required by the rule are accurately recorded. Typical equipment requiring these tests could include scales used for weighing passengers, baggage or freight, refueling equipment, metrological equipment, strops and lifting equipment. It should not cover maintenance tooling as that is addressed by Part 43 or Part 145, unless the operator is conducting their own maintenance and combining the operators and maintainers expositions.

This rule is not intended to include any of those items that are already covered by the equipment requirements of Subpart F of the operational rules and maintained by the approved aircraft maintenance program.

Flight authorisation and control – 119.119

The key word in this rule is *procedures*. The operator's procedures can be tailored around the size of their operation. For example an operator may utilize the procedure to authorise personnel and create a blanket authorisation system for employees to perform air operations. For unscheduled operations likely to occur under Part 135 a daily duty roster would suffice. In some situations a letter of authorisation given to a flight crew member detailing the type of operation and operational conditions for each task permitted for that crew member would be more appropriate. For a one-person operation, the identification of the person in the exposition may be sufficient authorisation in itself.

The holder of the certificate is at all times responsible for the operations that take place and the applicant for the certificate should consider the effect of any type of blanket authorisation system. In any case it must be clear that the nominated senior person has authorised all aspects of the flight or series of flights.

Flight following service – 119.121

The intention of this rule is to ensure that every flight is covered by some form of flight following service so that appropriate emergency activation action is taken if the aircraft becomes overdue.

This flight following and alerting service is normally provided by an Air Traffic Service unit as most flights are required to submit a flight plan to an ATS Unit. However an operator operating under Part 135 conducting VFR flights can arrange their own flight following in accordance with rule 135.57(f). Flight following is intended to enable a company's operational base to know that a flight is proceeding safely and to provide an emergency activation service. This should be linked to the operators emergency situation action plan required by rule 135.91. This does not override the requirement for submission of a flight plan under rules 91.307, 91.407, 135.57 to an appropriate ATS unit.

The operator must establish a flight following system and procedures to ensure that, for each flight for which a flight plan is not filed with an ATS organisation, the flight is monitored and notification of overdue or missing aircraft is made to an acceptable organisation.

Note: *This rule is very specific and applies to those VFR flights that are conducted outside controlled airspace in their entirety. That is, any flight that departs from, terminates at, or transits through controlled airspace, will require a flight plan that is submitted to an ATS unit*

In the case of the one-person operator the flight following system may utilise the services of another person, or organisation that will track the operation and provide appropriate emergency activation action.

The operator must retain at the operating base at least the information required to be included in a VFR flight plan required under rule 91.307(b).

The operator should include a procedure in their exposition to cover situations when communications are not available. This procedure should require the flight authorizing person to consider the operating area, tasks to be completed, and any alternative means of ensuring that the aircraft continues to operate safely.

The communications system should be switched on so that two-way communications are constantly available. When flying in an area with no radio coverage, a 30-minute window for re-establishing communications is acceptable. For commercial transport operations the operator having regard to the type of operation should determine the period. Regardless of the fact that a flight following system is used, it is recommended that a listening watch should be kept on the local FIR COM frequency while airborne.

Flight following service – 119.121(b)

Communications – 119.121(b): A cell phone is an acceptable means of communication if VHF or HF radio communication with the company's flight following provider or operations base is not available, provided cell phone coverage is reliable in the operating area at the operating altitude. Acceptable organisation may be an ATS organisation, Libyan police, search and rescue centre or any other organisation that has been set up to provide this type of service. The person responsible for following the flight should:

1. Be trained and the training shown on a training record.
2. Have immediately available the information required by rule 119.121.
3. Have immediately available the procedure to be followed for a missing or overdue aircraft.

Note: *The procedure for missing or overdue aircraft should provide for logging the time and details of action taken so that the incident is fully recorded and traceable.*

4. 4 Confirm any cell phone number used and that the cell phone is switched on.

Establishment of operations procedures – 119.123

The intent of this rule is to require the operator to think about how an operation will be carried out, and describe the basic procedure in the exposition for their employees to follow. The applicant should remember that their personnel will utilize the exposition and operations procedures in complying with a rule.

The requirements for procedures are spread amongst many Parts and operators should examine them all, but develop procedures only for those requirements relevant to their operation and the rules that specifically require a procedure.

Those rules that are not applicable to the operation should be shown in the compliance matrix as N/A so that the AUTHORITY assessor can establish that the operator has at least considered them.

The authority rule matrices have been developed and are tailored to identify the options for certification of general aviation air operator, training and the maintenance options of Parts 145 and 43.

The authority rule matrix fully covers the requirements of:

1. Part 12 regarding accidents, incidents, and statistics
2. Part 43 regarding maintenance requirements
3. Part 61 regarding pilot licensing
4. Part 91 regarding general operating and flight rules.
5. Part 92 regarding the carriage of dangerous goods
6. Part 119 regarding certification
7. Part 135, regarding operation of helicopters and small aeroplanes
8. Part 141 regarding training organisations

The rules contain mandatory requirements, prohibitions, the need for an operator to “ensure” an action, and requirements where procedures must be established.

Where a mandatory requirement or prohibition is stated and the rule is clear, the operator is not required to reproduce the rule or any part of that rule in the exposition. However the operator must be assured that the operation is conducted within the scope of the rules.

The operator is required to have in place training and competency checking programs that should give the operator assurance that personnel have the knowledge of the rules. These programs could address and satisfy the need of the operator to be assured that the operation is conducted within the scope of the rules.

Where the operator is required to ensure that a rule is complied with, this may require a procedure. Alternatively the training and competency checking programs, supported by the quality assurance or organisational management system including internal audits and inspections may be sufficient in themselves to ensure compliance with a rule.

When considering all the rule Parts that an operator must ensure compliance with, or are mandatory requirements, it is suggested that full utilisation is made of the training and competency checking programs.

Where an operator intends to ensure elements of the rules are complied with through the training and competency checking programs these items should be included in the training syllabus and a question bank for competency checking.

Where a large number of items have been transferred to the training and checking area the checking items should be broken down into manageable parts to be checked on a rotational basis.

Developing procedures

A procedure may take many forms and be as complex or brief as need be. There has been volumes written on this subject and the operator may use any form that is suitable for the purpose and these may:

1. Take the form described below:
2. Be in the form of a flow chart:
3. Be contained on a checklist:
4. Be by means of a form to be completed.
5. Be in the form of audio or visual media. (Video etc)

The level of training, experience or qualifications held by the individuals may also have a bearing on depth and extent of any procedure. In order for any procedure to be effective the procedure should describe the, *who, what, when, where, why* and *how*, as appropriate, to the task or action to be carried out. These components of a procedure can be described as follows:

Who

1. Who the procedure is speaking to
2. Who will accomplish the procedure
3. Who is responsible to see that the procedure is done – an individual, a position, an organization

What

1. What the procedure is about
2. What the procedure is trying to accomplish
3. What the person performing the procedure should do

When

When the procedure is to be accomplished

Where

Where the procedure will be accomplished

Why

Why the procedure is required

How

1. How the procedure will be accomplished – identified manual, operator's program , other document
2. How the person determines what procedure will be used and if it has been accomplished.

Another method of establishing a procedure may take the following form that generally follows an ISO standard format. This may be varied as appropriate as for some parts using all the elements is not required:

1. **Policy:** This part would contain the company policy in regard to the subject area. This could become repetitive and in some cases a general policy statement of the Chief Executive may have covered this.
2. **Purpose:** This will state the purpose for the procedure or process.

3. **Scope:** This should cover the extent or limits of the procedure or process.
4. **Responsibility:** This should identify the person responsible for carrying out the procedure or process. Normally by position title.
5. **References:** This will make reference to any other documents or reference material that is required for the performance of the procedure or process and should also include exemptions.
6. **Records:** This will identify any record or forms that are to be completed. For example flight and duty records, load sheets or technical log etc.
7. **Process or Procedure:** This is the explanation or instructions to carry out the task that satisfies the purpose for the process or procedure.

Procedures may be ordered in this manner or in any other way that achieves the desired outcome for the operator. They may be very simple or quite complex and this will depend on the outcome that is to be achieved. They could be in the form of a written description, flow diagram or completion of a checklist.

In the case of a flow diagram or checklist the instructions for use could be very simple. In some cases it may be more appropriate to include some items such as rules 135.63 Cockpit Checks, 135.65 Passenger Safety or 135.75 in the training and competency program. These rules do not require a procedure to be developed in themselves but they do require each person performing an air operation to ensure the intent of these rules are complied with.

The procedures should have sufficient information to satisfy regulatory compliance. This may mean that other related rule references and prohibitions are included in the primary procedure. For example planning for flight and preparation may include elements of Parts 19, 91 Subpart B, C, D and E, 135 Subpart C and D that in themselves do not require a procedure but must be considered during the planning phase.

This should have the effect of condensing procedures into areas relating to operational functions, and overcoming the need to produce a procedure for each and every rule.

Organisational management system – 119.124

Regardless of size, the operator must have a system of some sort to ensure that the organisation operates effectively. For the smaller organisations this system may already exist within their common business practices.

The rule requires that all organisations conducting air operations, air transport or commercial transport, provide a system of management to ensure that the organisation continues to exercise the privileges and responsibilities of the air operator certificate in a safe manner without direct AUTHORITY involvement.

Applicants should not be concerned with over-complicating the system or introducing features that are not relevant to their operation. The organisational management system should not stand aside from the operations, but should form part of the operator's standard business practices.

The rule identifies three aspects:

1. The small organisation, defined as an organisation operating three or less aircraft from two or less bases, requires a management system, but is not required to include the internal quality system requirements of rule 119.124(c)

2. The larger organisation, that is an organisation operating more than three aircraft and/or is operating from more than two bases, must have a documented system of management that includes internal quality system policies and procedures to ensure the required operation remains effective and safe
3. If a company changes in size from a smaller, to a larger operation, then it must embrace the full organisational management system.

Rule 119.165(c) requires an operator, that is not required to have a full organisational management system under rule 119.124, that extends the scope of its operation to the extent that it now requires a management system:

1. To amend their exposition to include an organisational management system specified in 119.124(c).
2. To engage a senior person as required by rule 119.101(b)(1)(iv).
3. To ensure the system is acceptable to the Director before commencing the increased level of air operations.

Where a General Aviation Air Operator certificate holder must extend the scope of its operation to complete unplanned operations and provided no more than a total of 5 aircraft are to be used, rule 119.165(g) effectively provides relief for up to seven days to complete the amendments required by rule 119.165(c).

General aviation air operator exposition – 119.125

Applicants should consider the exposition as a general description of how their business works; a tool of management in the operation of the business; and a means of instructing staff in how they are to perform their tasks. A properly written exposition can be concise and very effective.

The purpose of an exposition is to express the Chief Executive's requirements for the conduct of the organisation and state how the organisation will meet the regulatory requirements. It sets out the procedures, means and methods of a certificated organisation. The philosophical benefits of the manual are considerable and important to the safe operation of commercial aviation. The complex nature of aviation may give rise to procedural areas an operator is unaware of, ongoing changes to rules, airspace, compliance requirements and they all require a follow up system that the exposition must provide.

The exposition is the means by which an organisation defines its operation, and shows both its employees and the AUTHORITY how it will conduct its day-to-day business and ensure compliance with the rules.

An exposition commences with the corporate commitment by the Chief Executive. The remaining parts of the exposition may be produced as any number of separate procedures sections or as one simple document depending on the extent of the operations proposed. Depending on an organisation's structure and size, the parts of the exposition could be arranged as:

1. Management Policy
2. Operations
3. Training
4. Maintenance Procedures
5. Organisational Management System
6. Contractual Arrangements

7. Emergency Situation Action Plan

Separate manuals should be cross-referenced to the management part of the exposition. While the AUTHORITY does not wish to tell an operator how to structure a manual suite, experience has shown that having an upper level management manual makes for a more user-friendly exposition. All of the other associated manuals link to this upper level manual, which have all the organisational information such as:

1. Corporate Statement
2. Description of manual hierarchy
3. Identification of required senior personnel
4. Organisation chart
5. Duties and responsibilities of Senior Personnel
6. Exposition amendment processes
7. Scope of Operation
8. Organisational Management System

There should be no confusion between the contents of the expositions for Part 119 and any other Part, specifically Part 145. Where an operator has these two certificates, the maintenance manual requirements should stand alone within the Part 119 exposition and not be addressed in the Part 145 exposition.

Senior Persons should hold copies of those parts of an exposition that affect their areas of responsibility, and staff must be familiar with those parts of an exposition, that affect their area of employment.

Corporate commitment – 119.125(a)(1)

The statement by a Chief Executive is accepted by the AUTHORITY as a corporate commitment by the organisation. It should clearly state the goals and objectives of the organisation in respect of the safety standards prescribed by Part 119. It may also contain the organisation's goals and objectives in respect of its commercial activities. The exposition is intended to be a tool of management, and is the means by which the organisation's operation is presented to its staff, its customers, and the authority.

Senior persons – 119.125(a)(2)&(3)

The titles and names of the Senior Persons within the organisation must be listed in the exposition. Their duties and responsibilities, and the areas in which they are directly responsible for liaison with the Director must be clearly defined.

Organisational chart – 119.125(a)(4)

There should be an organisation chart showing the reporting lines of the organisation. The chart must show the lines of responsibility from the nominated senior persons to the Chief Executive where appropriate. The exposition must show the staffing arrangements at each place where the organisation intends to carry out air operations.

Operational bases – 119.125(a)(5)

The intent of this Part is to identify the location of principal bases, as appropriate, where operations staff are normally based to conduct air transport operations. This does not include temporary bases for ad hoc charter operations. The location of the principal maintenance base where appropriate.

Detailed procedures – 119.125(a)(6)

The procedures are not listed in this rule but they should cover all rules requiring a procedure relevant to the operator's organisation and proposed operations. The procedures should accurately describe the organisation's practices related to its operations.

These could take the form of written text supported by flow charts, forms, performance graphs, etc to simplify the procedure. The exposition's content with regard to air operations can be generalized into broad areas.

The wide range and variety of commercial transport operations prohibits the finer detail being included in the exposition. All applicants should address the requirements to the extent that they apply to the particular scope of intended activity.

Operations procedures: The operational procedures form a large section of the exposition. Examples of these are:

1. Planning for flight
2. Stowage of Baggage and Cargo
3. Passenger Briefing
4. Flight Following
5. Fuelling
6. Recording and Control of Defects

Other procedures: Procedures required elsewhere in Part 119, and generally more organizationally focused Include:

1. competence of personnel
2. operational, safety, and maintenance data, including the notification of changes in equipment and operating procedures to appropriate operations personnel
3. control of documentation
4. personnel records
5. resource records
6. flight authorisation and control of air operations
7. safety policy, personnel and customer feedback, corrective action, and organisational management
8. maintenance procedures

Programs : As well as procedures there are requirements for programs to be established, including, as appropriate to the operator's operation–

1. maintenance, including personnel training and information, and the certifying of the maintenance review
2. operational competency assessment
3. flight crew training
4. flight and duty
5. maintenance program

Details of maintenance – 119.125(a)(7)

This rule requires details of the maintenance procedures contained in Part 119 and other Parts to be included in the exposition. It also requires identification of the organisation that will perform the maintenance.

Details of programs – 119.125(a)(8)

This rule requires details of the programs including the maintenance program required by other Parts to be included in the exposition.

Exposition amendment – 119.125(a)(9)

A clear procedure is required to control, amend and distribute the exposition. This procedure needs to give consideration to the different processes required when dealing with the changes required by rule 119.165(b) and the routine changes that take place on a day-to-day basis.

Exposition acceptance – 119.125(b)

Operators should take ownership of, and responsibility for, their exposition. The exposition should work for the operator by being relevant to their operations and clearly written.

The acceptance of an organisation's exposition by the Director is one step in the process of certification. Unless the Director accepts an exposition a certificate cannot be issued.

Multiple certification

When an organisation seeks certification under more than one Part– Parts 119, 141, and 145 for instance which all require expositions, it may be possible for some sections of the exposition to be common to each certificate. For instance, if the same management set-up is used for each certificate, the management part of the exposition could be common. Equally all of the Quality Assurance procedures for one or more certificates could be placed in one manual.

Whatever exposition format is chosen, it must clearly show how each element of the applicable rule is satisfied.

Subpart D

Operating Requirements

Flight operations requirements – 119.153

SEIFR – 119.153(b)

A passenger carrying air transport operation conducted in a single engine aeroplane under IFR (SEIFR), may only be carried out by an organisation certificated under Part 125.

Charter, cross hire and leasing Libyan registered aircraft – 119.157

General

It is recommended that any lease agreement will be comprehensive and include sufficient detail to identify the parties to the lease and persons responsible for any function under the lease. The period of the lease, with a commencement and termination date, training and competency requirements that may be necessary, control and direction of maintenance, maintenance providers and defect control all should be included.

119.157(a)

Regardless of the type of lease arrangement the pilot in command must be notified under which air operator certificate the operation is being conducted. This could be provided to the pilot in the form of the identification of the flight records that are to be used.

Use of non-Libyan registered aircraft – 119.159

General

Rule 119.159 enables a holder of an air operator certificate to use a non-Libyan registered aircraft on its Libya air operator certificate. This provision is provided to enable the charter, lease, or similar arrangement of an aircraft for a short-term period (up to 15 days) when additional aircraft may be required for example during peak seasonal activity or when an existing aircraft is unavailable due to maintenance. It is not intended that this provision be used to enable an operator to use a permanent fleet of non-Libya registered aircraft.

The non-Libyan registered aircraft should be approved by its State of Registry for air transport operations equivalent to the category to be operated on a Libya air operator certificate. In this regard, the aircraft must be maintained in accordance with a maintenance program approved for the applicable air transport operation. In addition, the aircraft must be appropriately equipped for air transport operations.

The aircraft is required to be maintained and equipped to a standard equivalent to those specified in the applicable sections of Parts 91, 119, 121, 125 and 135.

A holder of an air operator certificate intending to operate a non-Libya registered aircraft should normally notify the Director of LYCAA of the details required by this rule at least 30 days prior to the intended operation. This should provide the authority with sufficient time to process the application and conduct the necessary liaison with the applicant and the National Aviation Authority of the State of Registry. In special cases where the applicant can show substantiating evidence that the operation must start within these 30 days, the authority will assess these reasons and may allow a shorter notification period. The shorter period is considered an exception to the requirement and should be

treated as such by operators. It must be remembered that the operation of a non-Libya registered aircraft will require agreements between the National Aviation Authority of the State of Registry and the authority for the maintenance and flight operations safety oversight.

When considering an application to use a non-Libya registered aircraft on a Part 119 Air Operator Certificate, the following criteria must be used:

Application

An application to operate a non-Libya registered aircraft on a Libyan AOC must be made in writing to the Director 30 days prior to the intended use of the non-Libya registered aircraft. This should allow sufficient time for the LYCAA to assess the application and for the AOC holder to formulate the relevant procedures defining the operation of the aircraft. An application to use a non-Libyan registered aircraft on a Libyan AOC where a previous application for the same type of aircraft from the same operator has been assessed and approved by the Director, must be notified in writing to the Director 30 days prior to the intended use of the aircraft.

Acceptable circumstances

The following criteria are considered acceptable reasons for the use of a non-Libyan registered aircraft on a Libyan AOC:

1. To maintain integrity of a pre-existing flight schedule during planned heavy maintenance.
2. To provide provision for support of seasonal schedule variations which dictate additional aircraft capacity to cope with demand.
3. To maintain integrity of the pre-existing flight schedule during an aircraft-on-ground (AOG) situation or AOG recovery situation.

State of registration

- An assessment of the National Aviation Authority of the non-Libyan registered aircraft will be carried out by the authority to ensure that an equivalent level of safety oversight is maintained.
- Implementation of the article 83 bis of Chicago Convention. When every is possible.
- Written agreement should be clearly defined between the National Authority of the non-Libyan registered aircraft and a Libyan Civil Aviation Authority; for safety oversight responsibility of flight operation and airworthiness control issues.

Aircraft Type and Number Limitations

The non-Libyan registered aircraft must be of the same type and series as aircraft that are presently being operated by the AOC holder. The total number of non-Libyan registered aircraft to be operated under a Libyan AOC at any one time must not exceed 20 percent of the total Libyan registered aircraft listed on the Libyan AOC holder's Operations Specifications at the time of application.

Duration

A non-Libyan registered aircraft will normally only be listed on the Operations Specifications of a Libyan AOC for a maximum period of 120 days in any 365 day-period.

If a holder of an air operator certificate wishes to use the non-Libya registered aircraft for a period in excess of 120 days the holder will need to make an application in writing to the Director detailing the reasons for the extension of this period.

Application assessment and approval

When assessing and approving an application to operate a non-Libyan registered aircraft under a Libyan AOC, the Director will need to ensure that:

- there is a signed oversight agreement between the National Aviation Authority of the State of Registry of the non-Libyan registered aircraft and the Authority that clearly
 - defines the specific responsibilities accepted by the respective Authorities in regard to airworthiness and flight operational safety oversight:
- a signed charter, lease or similar arrangement, between the Libyan AOC holder and the non-Libyan registered aircraft AOC holder details the conditions of aircraft use and regulatory compliance responsibilities of each party:
- the non-Libyan registered aircraft is maintained to air transport standards and is approved in its State of Registry for the type of operation intended under the Libyan AOC e.g. Part 121 operations the non-Libyan registered aircraft continues to be maintained in accordance with maintenance program approved by the National Aviation Authority of the State of Registry suitable for the applicable air operation under the Libyan AOC:
- the non-Libyan registered aircraft, while being operated under a Libyan AOC, is equipped to a standard equivalent to those specified in the applicable sections of Rule Parts 91, 119, 121, 125 and 135.

Business or Trading Name – 119.161

119.161(b) This is specific but an operator must provide some method of clearly indicating to the passenger, prior to boarding the aircraft, the business or trading name of the certificate holder.

119.161(c) This is specific and requires advertising to clearly display the business or trading name that appears on the operator's certificate.

Changes to a certificate holder's organization – 119.165

As a certificate holder's operation changes, the operator has the responsibility of amending their documents accordingly. These changes may require amendment of the operator's *operations specifications*, and the operator has the responsibility of making appropriate application for any such required amendment. At all times the exposition must remain a current description of the organisation.

119.165(b) Any change to the items listed in this rule require prior notification and the acceptance of the Director. General Of Civil Aviation.

In the case of the listed senior persons, nomination of a suitability qualified person that may be delegated for short term absences of the principal person, could be accepted at the time of certification, or at any other time.

Senior person responsible for air operations- 119 Appendix A.1 & B.1

Managerial Experience: This person must have held a management position within an operation under a Part 119 AAOC, GAAOC or under an Air Service Certificate . Management experience within an aviation

organisation outside Libya will also be considered. The applicant must provide sufficient evidence of such experience to enable verification and assessment to be made.

Senior person responsible for crew training and competency assessment - 119 Appendix A.2 & B.2

Experience for Crew Training and Competency Assessment: This person must show required experience in both checking (competency assessment or equivalent under a Part 119 AAOC, or GAAOC.) and training, where training is conducted under a Part 119 AAOC, or GAAOC Persons may be assessed as meeting the requirements if they have had equivalent experience in air transport operations conducted under an Air Service Certificate or equivalent.

Senior person responsible for control and direction of maintenance - 119 Appendix B.3

Experience for Control and Direction of Maintenance: Where the nominated person does not satisfy the required knowledge and experience then the Director will conduct written and oral tests to ensure the senior person is competent to perform the maintenance planning and control functions. The examination may consist of a multi-choice paper on general maintenance requirements for an AOC holder and a series of oral questions specifically aimed at testing the senior person's knowledge in relation to the applicant's maintenance section of the exposition.

Senior person responsible for internal quality assurance or management systems - 119 Appendix A.4 & B.4

Experience: This person must provide sufficient evidence of such experience to enable verification and assessment to be made. The Quality Assurance experience within an aviation organisation outside Libya will also be considered.

Appendix A— Subcontracting – General

Introduction

This section details the considerations for any air operator when subcontracting activities to subcontractors who may, or may not, be certificated by the Authority.

This subcontracted work is considered to be an extension of the work carried out by the certificated air operator and under the control of its operational procedures and quality control systems.

The responsibility for providing the necessary documentation and liaison rests with the certificated operator.

General Conditions

When activities are subcontracted, the subcontractor's facilities, personnel, and procedures related to the subcontracted activity should comply with Part 119 or other rule requirements for the duration of that activity.

As the rule does not specify that a Authority certificate is required, an operator may subcontract activities to a non-certificated organisation provided there is provision in the operator's exposition for subcontracting.

The operator should have their own expertise to decide whether the subcontractor meets the necessary standards and that any activity is carried out in accordance with the operator's instructions.

An operator may find it necessary to include several specialist subcontractors in their exposition to enable the training and maintenance activities supporting their operation. The organisation should provide the Director with evidence that it has the expertise and procedures to control the subcontractors.

The operator is responsible for all activities carried out by their subcontractors. Where an operator fails to control a subcontractor it may put at risk part or all of its own Part 119 certification.

The extent of the subcontracting is only limited by the expertise and procedures of the Part 119 organisation. Acceptance of the subcontract is shown by the Director accepting the exposition containing a specific section on the control of subcontractors and a list of those subcontractors.

Procedures

When creating procedures for the control of subcontractors the following information should be considered:

- a pre-assessment procedure where the certificated organisation visits a prospective subcontractor before any activity is placed with the subcontractor. The visit will determine whether those parts of the subcontractor that it wishes to use meet the requirements of the Part 119 operator.
- if the sub-contractor does not meet the requirements, a procedure may be needed to ensure the upgrade, of the relevant parts of the subcontractor to meet the intent of Part 119,
- an assessment of the extent to which the Part 119 operator will use the subcontractor's services.

- procedures for the control of subcontractors, to record visits to subcontractors, to have a corrective action follow-up plan, and to show when subcontractors are being used.
- procedures, for the audit of the subcontractors, by the Part 119 operator's quality assurance personnel.

Appendix B— Subcontracting Maintenance

Introduction

This section details the procedures to be followed when an air operator wants to arrange with a maintenance organisation, for the maintenance organisation to carry out some or all of the operator's maintenance tasks. This information will also be of use to maintenance organisations certificated under Part 145 and wishing to carry out contracted maintenance tasks for air operators.

Responsibilities

The aircraft operator is responsible for all aspects of the maintenance of their aircraft, including both planning and carrying out the maintenance. This includes responsibility for:

- properly planning all necessary maintenance
- providing adequate documentation, such as operator's maintenance manuals, aircraft maintenance, repair, and parts manuals, maintenance programs and associated recording documents necessary to ensure that the planned maintenance can be properly carried out and recorded
- providing aircraft reliability programs, and control of the development of maintenance programs airworthiness occurrence control including reporting and control of defects
- complying with all applicable airworthiness directives
- assessing, and actioning as appropriate, all manufacturers' service bulletins or other service recommendations
- providing adequate and trained technical staff so that the maintenance can be properly carried out
- providing adequate accommodation, equipment, tools, calibration and facilities so that the planned maintenance can be properly carried out
- providing, accepting, and storing aircraft spares
- making the aircraft available to the persons who are to perform the maintenance whenever maintenance is due, and giving adequate technical direction for all work to be carried out
- carrying out necessary servicing of aircraft and aircraft components
- completing all required flight records and logbooks, and actioning any required entries
- maintaining all aircraft documents such as aircraft flight manuals and associated minimum equipment lists to their correct status

Note: *The operator may choose to contract other persons or organisations to carry out any or all of the above tasks. However, contracted arrangements for accomplishing these tasks do not absolve the operator from the final responsibility for ensuring the safe operation and continuing airworthiness of their aircraft.*

General conditions

When establishing a contract between an air operator and a maintenance organisation to carry out any of the above listed tasks, the following general conditions should be considered by the air operator:

- conditions to satisfy the Authority that the maintenance organisations are able to satisfy the terms of the contract
- a formal agreement established between the two parties in accordance with this advisory circular defining which functions are to be contracted. This agreement should form a part of the exposition of each party as appropriate
- nomination of a senior person from within the operator's company to liaise with the contracting organisation on contract matters
- an arrangement, by which more than one maintenance organisation is nominated by an operator, in respect of a particular aircraft type, will not normally be acceptable to the Authority, other than for tasks carried out at route stations
- in its assessment of the arrangements made by the operator for the sub-contract of any of the listed tasks, the Authority may need to examine all technical agreements between the parties. The contract should form a part of the exposition of each organisation
- any proposal to significantly change the contract or technical agreements requires the prior acceptance of the Authority and should be notified as soon as practicable

Note: *This could be, for example, an intention to change to another maintenance organisation, or a significant organisational, procedural or technical change to an agreement. Delayed notification may result in the changes not being processed in time for the intended date of change.*

Contracting to a foreign organization

Where an air operator wishes to contract all or part of its maintenance tasks to a foreign maintenance organisation, the following items should be considered:

- a formal agreement should be established between the two parties, in accordance with this advisory circular, defining which tasks are to be contracted

Note: *Where the arrangements provide only for rectification of defects at route stations, a formal maintenance agreement need not be established.*

- the maintenance organisation which is to be used should be acceptable to the Director for the tasks to be contracted.
- the national airworthiness standard, under which the maintenance organisation has been certificated, must be known by the Authority to be comparable with that existing in Libya
- the arrangements should provide for the Authority to inspect the facilities at any of the nominated locations if it makes a request to do so
- details of the proposed maintenance arrangements should be forwarded to the Authority for acceptance. The operator's exposition should be amended to include this information

- the method of certifying individual maintenance tasks and the responsibilities of nominated signatories must provide equivalence to Libya certification requirements. The signatories should be persons employed by the foreign maintenance organization
- all work must be completed and certified in accordance with the Libyan air operator's exposition
- all necessary maintenance manuals or equivalent technical literature should be provided.

Detailed content of the maintenance agreement

Note: *Written agreements should clearly define what action is allowed by the maintenance organisation without prior consultation, and what tasks require operator agreement.*

Note: *Whenever an aircraft is presented for scheduled or unscheduled maintenance, it is essential that a precise indication is given of the inspections required. All known defects must be documented, together with any additional work required – after consultation with the maintenance organisation as necessary.*

The formal written agreement should consider the following items, as appropriate for the particular arrangement:

- organisational structure – the general divisions of responsibility between the two parties for the overall support of the aircraft, compliance with statutory regulations and other relevant requirements
- coordination between the two parties – contact points for the interchange of airworthiness matters
- responsibilities for any secondary authorisations and sub-contracted tasks such as NDT, aircraft weighing or painting
- provision of adequate numbers of suitably trained and qualified engineering personnel
- planning of maintenance manpower allocation and control
- procedures for developing and carrying out reviews and amendments to the maintenance schedule. Arrangements for authorizing schedule variations
- preparation of documentation needed to implement schedule requirements
- procedures for the assessment and incorporation of Service Bulletins, modifications and manufacturers technical programs .
- management and operation of reliability programs
- provision of covered accommodation for aircraft undergoing maintenance
- provision of tools and equipment for scheduled and unscheduled tasks
- component and material control – the provision of spares, their source, acceptance and storage.

- Particular attention must be paid to the provision of replacement parts and components, for defect rectification, and of spares pooling arrangements
- control, distribution and amendment of technical manuals, publications and drawings
- compilation and control of technical records, compliance with Airworthiness Directives, component life control, and completion of logbooks
- defect control and management – control of deferred and repetitive defects
- arrangements for line station support and the rectification of defects away from base
- provision of management and technical Engineering Instructions
- airworthiness occurrence control and reporting
- responsibilities for quality assurance, definition of the quality assurance program .
Responsibilities of both parties for effective follow-up of QA reports
- operator's name and Air Operator Certificate number. Name and AUTHORITY certificate number, if any, of the sub-contracting organisation
- title and reference number of the Exposition or Engineering Manual in which the sub- contracting arrangements are described

Appendix C— Electronic records and documentation General information

Documentation and records are required to be kept in an easily accessible form, so that operations and other requirements can be assessed later, if required. These documents also form an important part of the reference material for other operations tasks, staff training, and continued air operator responsibilities.

Records can be kept electronically but systems should ensure information security, integrity, and retrieval. A system of backing up electronic data is considered vital. Procedures for electronic record and document keeping should consider:

- prevention of data loss in the event of power interruptions
- software control, including amendments and prevention of corruption
- prevention of unauthorised access
- audit trail facilities
- archiving of data in a similar manner to hardcopies, and for a similar period
- backup of critical information, preferably once a day, with storage for that backup information
- data verification, on entry and retrieval
- publication provisions
- staff training
- amendment of stored data
- problem report register including the problem details and solutions.

Note: *For ease of access records may also be microfilmed or magnetically stored but the original documents should be retained in a secure environment.*

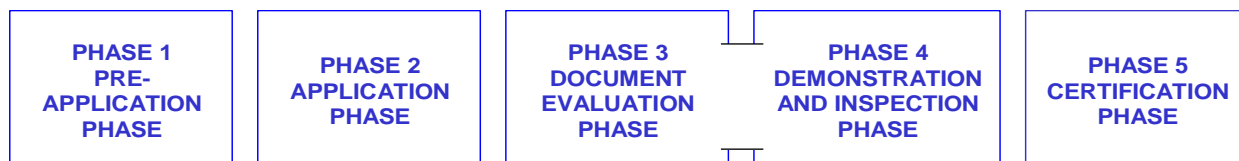
AIR OPERATOR CERTIFICATION

PURPOSE.

- a. This Advisory Circular (AC) describes the process of applying for and obtaining an Air Operator Certificate (AOC) to conduct commercial air transport operations under Libyan Civil Aviation Regulations (LYCARs). The certification process may appear to be a complex undertaking, particularly to a “first-time” operator. This AC provides basic information applicable to the certification process.
- b. Because there are a variety of acceptable methods for preparing manuals, including training manuals, a detailed discussion of acceptable methods for preparing these documents is not in this AC. Operators will be briefed in as much detail as necessary regarding the preparation of manuals and other required documents during meetings with Libyan Civil Aviation Authority (LYCAA) personnel. The information in this AC and the reading material referenced in this AC will assist the operator in completing the process with minimal delays and complications.

0. BACKGROUND.

- a. To conduct Commercial Air Transport Operations under The Libyan Civil Aviation Regulations, an operator must be a citizen as defined in Libyan Civil Aviation Law N° 6 / 2005. The LYCAA recognises the responsibility of Commercial Air Transport Operators to provide air transportation with the highest degree of safety possible in the public interest. The certification process is designed to ensure that prospective AOC holders understand and are capable of fulfilling this duty. When satisfactorily completed, the certification process should ensure that the operator is able to comply with LYCAA regulations, and the international standards pertaining to the operation of aircraft as published in relevant ANNEXES to the convention on international civil aviation. This Advisory Circular relates specifically to Civil Aviation Rule, Part 119 but also refers to requirements in the operating rules Part 121, 125, and 135
- b. There are five phases in the air operator certification process. Each phase is described in sufficient detail to provide a general understanding of the entire certification process. (See appendix 6 for a detailed flow chart of the entire certification process). The five phases are:
 - (1) Pre-application
 - (2) Formal Application
 - (3) Document Evaluation
 - (4) Demonstration and Inspection
 - (5) Certification
- c. In some cases, the guidance and suggested sequence of events in this AC may not be entirely appropriate. In such situations, the LYCAA and the operator would proceed in a manner that considers existing conditions and circumstances. The operator, however, should not expect to be certificated until the LYCAA is assured that The Libyan’s Aviation Law and its Civil Aviation Regulations will be complied with in an appropriate and continuing manner.



1. PRE-APPLICATION PHASE.

As far in advance as possible of an anticipated start of operations, a prospective operator should contact the LYCAA and inform the Director General (DG) of its intent to apply for an AOC. The prospective operator will be invited to meet briefly with LYCAA personnel. During this initial meeting, only basic information and general certification requirements will be discussed. If the prospective operator intends to proceed with certification, LYCAA / AC-119/01A form) should be fulfilled

- a. Prospective Operators Pre-assessment Statement (POPS) will be furnished. A sample of this form with instructions for completing it is in Appendix 1. The POPS should be completed, signed by the prospective operator, and returned to the LYCAA.
- b. LYCAA personnel will review the POPS. If the information is incomplete or erroneous, the POPS will be returned to the prospective operator with the reasons for its return noted in Section 2. If the information is complete and acceptable, the LYCAA will determine which certification team will be assigned to the certification project and schedule a pre-application meeting with the prospective operator and the selected LYCAA certification team members.
- c. The certification team will designate one team member as the Project Manager (PM). The PM is the official LYCAA spokesperson throughout the certification project.
- d. The purpose of the pre-application meeting is to confirm the information on the POPS and to provide critical certification information to the applicant. It is recommended that the operator's key management and staff attend these pre-application meetings and be prepared to discuss in general terms the plans and specific aspects of the proposed operation. Many problems can be avoided by discussing all aspects of the proposed operation and the specific requirements, which must be met to be certificated as an air operator.
- e. It is important to establish good working relationships and clear understandings between the LYCAA and the operator's representatives. The LYCAA recognises that a wide range of capabilities and expertise exists among operators. This background experience will be considered by the LYCAA and adjusted to during these initial meetings.
- f. To help promote understanding throughout the certification process, an application information package will be provided during the pre-application meeting. The application information package includes the following:
 - (1) The certification job aid that will be used by LYCAA inspectors during the certification project.
 - (2) A schedule of events, which must be completed and submitted with the formal application.
 - (3) An example set of Specific Operating Provisions .
 - (4) Other publications or documents the PM believes will be useful to the operator.
- g. LYCAR specifies that an application for an AOC shall be made in a form and manner acceptable to the Authority; and, containing any information the Authority requires the applicant to submit. It is important to understand the minimum documentation necessary to be considered acceptable for a formal application. Formal application must be made on a letter [see Appendix 2.] requesting certification as an air operator. The accountable manager must sign the letter. The letter should include a statement that the letter serves as formal application for an Air Operator Certificate. It should also contain the full and official name of the applicant. The letter shall contain the physical location address of the applicant's intended primary operating location. The applicant's mailing address shall be included in the formal application letter if different than its letterhead. The letter shall also include the full name, address and contact details of the applicant's agent for service. The

designated agent for service is required by the Law for Civil Aviation N°6 / 2005. Additionally, the letter will confirm the identity of key management personnel such as the Accountable Manager, Director of Operations, Flight Operations Manager, Director of Safety, Director of Maintenance, Quality Manager, as applicable. Certain documents must be submitted with the formal application. These documents (attachments) are briefly described in paragraphs 5h through 5q and will be discussed in detail during the pre-application meeting.

- h. Draft Specific Operating Provisions Attachment (POPS). This attachment describes the applicant's intended authorisations, limitations, provisions, and privileges specific to the operator's operations.
- i. Air Operator Certification Job Aid and Schedule of Events Attachment (Appendix 3). The schedule of events [see Appendix 3] is a key document that lists items, activities, programs, and aircraft and/or facility acquisitions that must be accomplished or made ready for the LYCAA's inspection before certification. It should include dates when the crewmembers will start company indoctrination procedures. In addition, the schedule of events should include dates when maintenance personnel training will start; when maintenance facilities will be ready for the LYCAA's inspection; when each of the required manuals will be available for evaluation; when aircraft will be ready for inspection; when terminal facilities will be ready for inspection; when emergency evacuation demonstrations; ditching demonstrations, and demonstration flights are planned to be performed, and the date of the proposed assessment of Chief Training and Checking Officer and other approved persons. These estimated dates must be logical in terms of sequence. For example, the estimated date for crewmember basic company procedures indoctrination ground training to begin should be after the date that sections of the company manuals pertinent to crewmember performance will be completed and submitted. Reasonable times for the LYCAA to review, inspect, and approve each item or event should also be provided when approval is required before beginning a subsequent event or item. Failure to accomplish an item or event in a satisfactory manner or in accordance with the schedule of events could delay the certification. If at any time during the certification process the operator finds it necessary to revise the schedule of events, the PM should be notified as soon as practical.
- j. Company General Manuals Attachment. These manuals, which may be issued in separate parts for specific users, contain information about the operator's general policies, duties and responsibilities of personnel, operational control policy, and procedures. These are commonly referred to as the Operations Manual and the Maintenance Control Manual. LYCARs require these manuals to include instructions and information necessary to permit flight, ground, and contract personnel to perform their duties and responsibilities with a high degree of safety. LYCAR Part 119.113, including the Implementing Standards (IS) prescribes the content of these manuals. The entire manual system, as required by sections 119.109, 119.111, 119.113 of the LYCARs, shall be completely developed at the time of formal application. Please also note that it is the responsibility of the operator to provide the LYCAA with manufacturer's Maintenance Planning Documents (MPD) for each aircraft type they intend to operate.
- k. Training and Checking Manuals. It is recognised that aircraft acquisition, facility arrangements, and certain training program elements may not be fully developed at the time of formal application. The company initial training curriculum portion of the Training Manual (completed to the extent possible) must be attached to the formal application letter. Initial training curricula must include at least the following curricula segments:
 - (1) Company Procedures Indoctrination Training (Part 119 LYCAR)
 - (2) Initial Emergency Equipment Drills Training (Part 121, 125, 135 of LYCAR)
 - (3) Initial Aircraft Ground Training (Part 121, 125, 135)
 - (4) Initial Aircraft Flight Training (Part 121, 125, 135 of LYCAR)

I. Management Structure and Qualification Attachment.

- (1) LYCARs establish basic management positions and the implementing standards establish minimum qualifications for air operators proposing to conduct scheduled or charter commercial air transportation operations. It may be possible to obtain a deviation from these required basic management positions and qualifications, depending on the complexity of the planned operation. Individuals assigned to the required management positions are expected to have a thorough knowledge of the operator's company manuals, operating provisions, the LYCARs and the planned operations relevant to the position. This attachment must contain resumes of the qualifications, licenses (including license numbers), ratings, and aviation experience for each of the following positions, or their equivalent:

- I. **Accountable Manager (AM)**
- II. **Quality Manager (QM)**
- III. **Flight Operations Manager (FOM)**
- IV. **Ground Operations Manager (GOM)**
- V. **Crew Training Manager (CTM)**
- VI. **Maintenance Manager (MM)**
- VII. **Safety Manager (SM)**

- (2) If a deviation from the management requirements is anticipated, it should be noted in the formal application letter. The actual request for deviation, however, must be made in a separate petition, which presents specific justification. This request for a deviation should be made to the LYCAA as soon as practical to enable the individual who will hold the position to be involved early in the certification process.

- m. **Documents of Purchase, Leases, Contracts, and/or Letters of Intent Attachments.** These attachments should provide evidence that the operator is in the process of actively procuring aircraft, facilities, and services appropriate to the type of operation proposed. If formal contracts are not completed letters or other documents showing preliminary agreements or intent will suffice until such date as determined by the Authority. Examples of the types of equipment, facilities, and services that should be addressed in these documents are as follows:

- (i) Aircraft Lease contract or ownership certificate (Certificate of Registration)
- (ii) Station facilities and services lease agreement
- (iii) Weather gathering facilities and services contract (MET's)
- (iv) Communications facilities and services contracts (SITA, Telephone, Fax, Internet etc.)
- (v) Maintenance facilities and services lease agreement
- (vi) Maintenance contractual arrangements
- (vii) Aeronautical charts and related publications
- (viii) Aerodrome & Runway analysis
- (ix) Contract training and training facilities (FTO, TRTO, MTO etc.)

(x) Handling Provider contract for all Stations

- n. **Initial Statement of Compliance.** This attachment should be a complete listing of all LYCAA's applicable to the proposed operation. Pertinent subparts and each relevant section of the regulation should be identified and accompanied by a brief description, or preferably a specific reference, to a manual or other document. The brief description or reference must describe the method of compliance for each regulation listed. If the precise method of compliance has not been developed at the time of formal application, an indication of the date that this information will be provided will suffice, if the date provided is reasonable, and acceptable to the Authority. The following examples are samples of how relevant sections of LYCAA's should be presented in a Statement of Compliance.

EXAMPLE 1.

Statement of compliance – Method of Compliance **not developed** at time of formal application –(LYCAR Part 91) - Aeronautical Data Control System

This system is currently under development and will be submitted for approval on (date)

EXAMPLE 2.

Statement of compliance – Method of Compliance **fully developed – Preferred presentation**

(LYCAR Part 91) – De-Icing and Anti-Icing Program

Flight Operations Manual(FOM) page 129, para.243

Maintenance Control manual (MCM page 45, para.12.5.

EXAMPLE 3.

Statement of compliance – Method of Compliance **fully developed – Acceptable presentation**

Reporting mechanical irregularities

The Air Operator instruct the Pilot in Command (PIC) on the requirements for and methods of completing the technical log of the aeroplane. The PIC is required to review the technical log before each flight and to ascertain the airworthiness status of the aeroplane by checking each previous log entry. The MCM instructs maintenance personnel on the requirements to record discrepancies discovered during pre-flight checks and other types of checks

- a) Financial Economic and Legal Matters Assessment. This attachment should consist of written evidence that the applicant has undergone, is undergoing or is schedule to undergo a financial, economic and legal matters
- b) List of Aircraft. This attachment should consist of a list of aircraft, (by make, model and series) that the applicant intends to operate
- c) List of Designated destination(s) and Alternate Aerodromes. This attachment is required if the applicant is applying for scheduled domestic or scheduled international operations.
- d) A thorough understanding of pertinent regulations and advisory materials is critical to the success of the entire certification process. The operator and key management personnel must understand which regulations apply to the intended operations.
- e) During the pre-application phase and throughout the certification process, the operator will have to prepare documents and manuals for the LYCAA's evaluation and approval or acceptance. The operator is encouraged to informally co-ordinate drafts of these documents with the PM and other inspectors assigned to the certification process. Time spent on informal

co-ordination can significantly reduce the workload for the operator and the inspectors once the formal application is submitted. The inspectors will give advice and guidance; however, the actual development of acceptable documents and manuals is always the responsibility of the operator

2. FORMAL APPLICATION PHASE.

- a. It is recommended that the formal application is submitted at least 90 days before revenue operations are expected to begin, although the application should be submitted to the LYCAA as far in advance of the proposed start-up date as possible.
- b. The LYCAA will review the application to determine that it contains the required information and attachments. If there are omissions or errors, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the operator has a good understanding of the requirements, the formal application should be of sufficient quality to allow any omission, deficiency, or open question to be resolved during the formal application meeting.
- c. The operator's key management personnel should attend the formal application meeting. The purpose of the meeting is to discuss the formal application and resolve omissions, deficiencies, or answer questions from either party. For example, this meeting may be used to resolve questions concerning the applicant's package or scheduling date conflicts, or to ensure the applicant understands the certification process. This meeting should also be used to reinforce open communication and working relationships.
- d. If the formal application meeting is successful, the operator is provided with letter acknowledging receipt and acceptance of the package. The LYCAA's acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

3. **DOCUMENT EVALUATION PHASE.**

- a. After the formal application has been accepted, inspectors will begin a thorough evaluation of all the manuals and documents that are required by regulation to be submitted to the LYCAA. The LYCAA will endeavour to complete these evaluations in accordance with the operator’s schedule of events. If a manual or document is incomplete or deficient, or if non-compliance with the regulations or safe operating practices is detected, the manual or document will be returned for corrective action. If the manuals and documents are satisfactory, they will be approved or accepted, as required by LYCARs. Approvals may be indicated by letter as appropriate, or by approval of Specific Operating Provisions. Acceptance of information that does not require formal approval will be indicated by letter or by the lack of the LYCAA’s objection to the information.
- b. The complexity of the information which must be addressed in the operator’s manuals and other documents depends on the complexity of the planned operation. The following list provides examples of information that must be provided by the operator and evaluated by the LYCAA during this phase:

N°	Manuals	To be approved by LYCAA	To be accepted by LYCAA	To be provided to LYCAA
1	Operations Manual (may be in one or four parts). A,B,C,D	✓		
2	Maintenance Control Manual (MCM) or Maintenance Organisation Exposition (MOE)	✓		
3	Aircraft Maintenance Program (AMP) for each type of Aircraft intended to be operate.	✓		
4	Minimum Equipment List (MEL)	✓		
5	Cabin Crew Operating Manual (CCOM)		✓	
6	Cabin Crew Training Manual (CCTM)		✓	
7	Quality Manual (QM)	✓		
8	Safety Management System Manual (SMS)		✓	
9	Security Manual	✓		
10	Ground Operations & Handling Manual		✓	
11	Crisis / Incident / Accident Emergency Response Manual		✓	
12	Dangerous Goods Procedures (If Applicable)			✓
13	Approved Aircraft Flight Manual (AFM)			✓
14	Flight Crew Operating Manual (FCOM)			✓
15	Quick Reference Handbook (QRH) for each type of aircraft intended to be operated			✓
16	Airport & Runway Analysis (A/P & RWY)			✓
17	Dispatch Manual / flight Following Procedures			✓
18	Fully completed Statement of Compliance.		✓	
19	Specific Operations Procedures (If applicable) for: CAT. II & III, LVTO , ETOPS, MNPS, Steep Approach, etc..	✓		

- c. The fully completed Statement of Compliance is the final evolution of the Initial Statement of Compliance that was submitted with the formal application. The fully completed Statement of Compliance ensures each applicable regulatory requirement has been adequately addressed in the appropriate manuals, programs, and/or procedures.

4. DEMONSTRATION AND INSPECTION PHASE.

- a. LYCARs require an operator to demonstrate its ability to comply with regulations and safe operating practices before beginning actual revenue operations. These demonstrations include actual performance of activities and/or operations while being observed by LYCAA inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the LYCAA evaluates the effectiveness of the policies, methods, procedures, and instructions as described in the operator’s manuals and other documents. Emphasis is placed on the operator’s management effectiveness during this phase. Deficiencies will be brought to the attention of the operator and corrective action must be taken before a certificate is issued.
- b. Although the document evaluation and the demonstration and inspection phases have been discussed separately in this AC, these phases overlap, or are accomplished simultaneously in actual practice. The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase.

- (1) Conduct of training programs (classroom, simulators, aircraft, flight and ground personnel training).
- (2) Crewmember and Flight Operations Officer testing and certification.
- (3) Station facilities (equipment, procedures, personnel, fuelling/De-fuelling, de-icing, technical data, Crew Briefing facilities adapted to the number of crew for the type of aircraft(s) used
- (4) SMS - Safety system demonstration at company headquarter
- (5) Crisis /Accident / Incident Response full demonstration
- (6) Record keeping procedures (documentation of training, flight and duty times, flight papers).
- (7) Flight control (Flight Supervision and Monitoring system or Flight Following system)
- (8) Maintenance and inspection (programs ,procedures, record keeping).
- (9) Maintenance Facilities Inspection (Line maintenance up to A check only)
- (10) Aircraft (conformity inspection, aircraft maintenance records, etc.).
- (11) MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
- (12) Mass and balance program (procedures, accuracy, and document control).
- (13) Passenger emergency evacuation demonstration (aborted takeoff demonstration).
- (14) Demonstration Flights. Includes full-scale simulation of revenue operations to demonstrate the ability to operate independently, safely, and in compliance with all applicable LYCARs.(Demonstration Flights consist in 2 International Flights (4 legs) and 2 National Flights (4 legs)

- c. The Demonstration and Inspection Phase outlined under paragraph 8. is only applicable to the certification of an air operator.

NOTE:

An applicant for an air operator certificate (AOC) may concurrently seek LYCAA approval of its maintenance organisation. The applicant needs to co-ordinate the progress of both certification projects. Both certification projects must be in the Demonstration and Inspection Phase at the same time. This is because the Demonstration Flights require the applicant to demonstrate to the LYCAA all proposed flight and ground operations. The applicant therefore will also be expected to demonstrate use of its Approved Maintenance Organisation to ensure that procedures in the Maintenance Control Manual (MCM) and Maintenance Procedures Manual (MPM) are in agreement

5. CERTIFICATION PHASE.

- a. After the document compliance and the demonstration and inspection phases have been completed satisfactorily, the LYCAA will prepare an Air Operator Certificate and approve the Operations Specifications (OPS SPECS). The OPS SPECS contain authorisations, limitations, and provisions specific to an operator’s operation. The operator must acknowledge receipt of these documents.

- b. The certificate holder is responsible for continued compliance with LYCARs and the authorisations, limitations, and provisions of its certificate and OPS SPECS. As a certificate holder's operation changes, the OPS SPECS will be amended accordingly. The process for amending OPS SPECS is similar to the certification process. In some cases it may be a less complex procedure depending on the subject of the amendment. The LYCAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the LYCARs and safe operating practices.

6. EXPLANATION OF APPENDIXES IN THIS ADVISORY CIRCULAR.

- a. Appendix 1 provides instructions on how FORM –LYCAA 119/01A Prospective Operator's Pre-Assessment Statement (POPS) should be completed. Section 1, items 1 through 14, should be completed and signed by the applicant and returned to the LYCAA. Section 2 is reserved for FSS Inspectors use only.
- b. Appendix 2 provides a sample formal application letter.
- c. Appendix 3 provides a certification job aid and schedule of events.
- d. Appendix 4 provides a list of applicable regulations.
- e. Appendix 5 provides definitions of terms as they are used in the certification process.

APPENDIX 1.

INSTRUCTIONS FOR COMPLETING FORM LYCAA 119-01A – PROSPECTIVE OPERATOR’S PRE-ASSESSMENT STATEMENT (POPS). THIS FORM IS TO BE COMPLETED BY AN AIR OPERATOR OR MAINTENANCE ORGANISATION APPLICANT.

SECTION 1. All applicants shall complete this section.

1. Enter the company’s official name and mailing address. Include any other business name if different from the company name).
2. This address shall be the physical location where primary operating activities are based. It is where the offices of management required by regulation are located. If the address is the same as item 1, enter “same.” Include secondary business addresses of operation and identify the type of operation conducted.
3. Enter the estimated date when operations or services will begin.
4. This information will be used to assign a company identification number. You may indicate up to three, three-letter identifiers, such as ABC, XYZ, etc. If all choices have been assigned to other operators or maintenance organisations, a randomly selected number will be assigned.
5. Enter the names, titles, and telephone numbers of management personnel required by LYCAR

NOTE: Management personnel qualification requirements are specified in relevant Parts of the LYCAR’s

SECTION 1A. All applicants shall complete this section.

6. Indicate if the air operator intends to perform maintenance as an Approved Maintenance Organisation (AMO) or intends to contract out all or part of its maintenance, or perform its own maintenance using an equivalent system.
7. The proposed type of operation shall be indicated. Check as many boxes as apply.
8. The proposed type of operation shall be indicated. Check as many boxes as applicable.

SECTION 1B. Air Operators shall complete Blocks 9, 10.

9. Aircraft Data is to be provided here. Indicate number and types of aircraft by make, model, series, and number of passenger seats or cargo payload capacity. For foreign registered aircraft, provide a copy of the lease agreement.
10. Indicate geographic areas of intended operation and proposed route structure.

SECTION 1D. All applicants shall complete this section.

11. Show any information that would assist LYCAA personnel in understanding the type and scope of operation or services to be performed by the applicant. If an air operator intends to arrange for maintenance and inspections of its aircraft and/or associated equipment identify the approved maintenance organisation selected and a list of the maintenance or inspections it proposes to perform. Also provide all written contracts with this form, if applicable.

12. Identify the type of aircraft and/or simulators.

For AOC's identify the type of aircraft and/or simulators intended to be used.

For AMO's, identify the type of aircraft by make and model. In addition identify the type of training that the Quality Assurance staff, certifying staff and maintenance personnel will receive based on the ratings requested.

13. The Prospective Operator Pre-assessment Statement (POPS) denotes intent to seek LYCAA certification as an air operator or approved maintenance organisation. It must be signed as follows:

Type of Organisation	Authorised Signature
-----	-----
Individual	Owner
Partnership	At least one partner
Company, corporation, association, etc.	At least one authorised officer

The Accountable Manager must sign the POPS Form. If the POPS Form is signed by another individual who is not the Accountable Manager the accountable manager must submit with the POPS Form a letter addressing his/her authority to do so.

SECTIONS 2 : For Flight Safety Department use Only.

LYCAA – Form 119/01A

Prospective Operator's Pre-assessment Statement (POPS)**(To be completed by Air Operator or Approved Maintenance Organisation)****SECTION 1**

Section 1A. To be completed by all applicants

1. Name and mailing address of company (include business name if different from company name)	2. Address of the principal (main) base where operations will be conducted, include address of secondary base of operation, if appropriate (do not use a post office box).
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3. Proposed Start-up Date:	4. Requested company identifier in order of preference 1. 2. 3.
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5. Management and Key Staff Personnel

Name (Surname then First Name/s)	Title	Telephone & email if different from company (Include country code)

Section 1B. To be completed by Air Operator and/or Approved Maintenance Organisation

6. <input type="checkbox"/> Air Operator intends to perform its maintenance as an AMO <input type="checkbox"/> Air Operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others <input type="checkbox"/> Air Operator intends to perform maintenance under an equivalent system <input type="checkbox"/> Approved Maintenance Organisation

7. Proposed type of operation (Check as many as applicable)	8. Proposed type of Approved Maintenance Organisation Rating(s)
--	--

Air Operator Certificate – Part 8/9 <input type="checkbox"/> Passengers and Cargo <input type="checkbox"/> Cargo Only <input type="checkbox"/> Scheduled Operations <input type="checkbox"/> Charter Flight Operations	Approved Maintenance Organisation Part 6 <input type="checkbox"/> Airframe <input type="checkbox"/> Computers <input type="checkbox"/> Powerplant <input type="checkbox"/> Instrument <input type="checkbox"/> Propeller <input type="checkbox"/> Accessory <input type="checkbox"/> Avionics <input type="checkbox"/> Specialised Service
--	--

Section 1C. Blocks 9 and 10 to be completed by Air Operator.

9. Aircraft Data (For foreign registered aircraft, please provide a copy of the lease agreement)		10. Geographic areas of intended operations and proposed route structure
Numbers and types of aircraft (By make, model, and series)	Number of passengers seats or cargo payload capacity	

Section 1D. To be completed by all applicants

11. Additional information that provides a better understanding of the proposed operation or business (Attach additional sheets, if necessary)

12. Proposed Training (Aircraft and/or Simulator)

13. Applications

- Application for RNAV if applicable (incl. RNP)
- Application for ETOPS, if applicable
- Application for RVSM, if applicable
- Application for MNPS, if applicable
- Application for AWO incl. LVTO, if applicable
- Application for CAT II & III Operations
- Application for Steep Approaches, if applicable
- OPS Implementation Schedule
- Application for ICAO Code and Call sign Form

14. The statement and information contained on this form denotes intent to apply for a LYCAA certificate.

Type of Organisation:

Signature	Date (day/month/year)	Name	Title

Section 2. For Official Use Only

ASI Name & Number:	Date (day/month/year):
Pre-application Number:	Assigned Certification Number:

Remarks:

APPENDIX 2. SAMPLE FORMAL APPLICATION LETTER

(Name of Applicant)
(Appropriate Address)

Director General
Libyan Civil Aviation Authority

[Date]

TRIPOLI, Libya

Dear Sir,

APPLICATION FOR AN AIR OPERATOR'S CERTIFICATE

This letter serves as formal application for a Libyan Civil Aviation Authority (LYCAA) air operator certificate. (Name of Applicant), initially intends to certificate and operate as a [scheduled or non-scheduled passenger, freight, or mixed passenger and freight] commercial air transport operation under Parts(121,125 or 135) of the Libyan Civil Aviation Regulations (LYCARs). We intend to use (Number and Type) aeroplane(s) between (location) and (location). We have enclosed a copy of our company's Certificate of Incorporation and Business Registration as required by LYCARs.

Our company will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base (if company intends to conduct maintenance under its AOC) will be located at (appropriate address) (if the company intends to apply under separate cover for an approved maintenance organisation, so state here). A copy of our contract with (name of maintenance organisation) is enclosed. Our management personnel are as follows:

- President and Accountable Manager –
- Ground Operations Manager
- Maintenance Manager
- Quality Manager –
- Flight Operations Manager
- Training Manager.....
- Safety Manager.....

Also enclosed is the revised Schedule-of-Events and Initial Statement Of Compliance which was agreed to at our last meeting with your representatives. We have retained the services of Mr. as our agent for service (consultant).

Sincerely,

.....
President (Accountable Manager)

Enclosures

**APPENDIX 3. JOB AIDS
AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

OFFICIAL NAME OF COMPANY				LOCATION ADDRESS			
MAILING ADDRESS (if different from location)				PRE-CERTIFICATION NUMBER:			
				Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA REFERENCE	OPS Insp.	AIR Insp.	PEL Insp.				
I. PRE-APPLICATION PHASE							
LYCAA / I-A	A. Initial Orientation: Inspector: _____ 1. Certification Advisory Circular provided to applicant. 2. Prospective Operator's Pre-assessment Statement (POPS) a. Forwarded to Flight Safety Manager						
LYCAA / I-B	B. Certification Team Designated (at least one operations, one maintenance, and one avionics inspector)						
		Name	Speciality				
	PM						
LYCAA / I-C	C. Conduct Pre-application Meeting 1. Verify POPS Informations 2. Overview of Certification Process 3. Provide Certification Package Containing: a. Certification Job Aid b. Schedule of events c. Specific Operating Provisions d. Other Applicable Publications and Documents 4. Explain Formal Application Submissions						
Remarks:							

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

LYCAA REFERENCE	II. FORMAL APPLICATION PHASE	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA / II-A.1	A. Review Applicant's Submission				
	1. Formal Application Letter/Form				
	a. Full and Official name (Legal)				
	b. Mailing Address				
	c. Primary Operating Location (Principal Operations/ Maintenance Base)				
	d. Name and address of applicants agent for service				
	e. Key Management Personnel Names				
LYCAA / II-A.2	2. Formal Application Attachments				
	a. Schedule of events				
	b. Initial compliance statement				
	c. Company general manuals				
	i. Operations Manual.				
	ii. Maintenance Control Manual				
	iii Aircraft Maintenance Program				
	d. Initial new hire training curricula (Crewmembers & Flt/Ops/Officers) Company Procedures Indoctrination Emergency Equip Drills Training Initial Flight and Ground Training				
	e. Management and Key Staff qualifications/resumes				
	f. Documents of purchase/ contract(s)/lease(s)/letters of intent				
REMARKS:					
LYCAA / II-B	B. Evaluation of CAA Resources Based on Schedule of Events				
REMARKS:					
LYCAA / II-C	C. Formal Application Meeting				
	1. Schedule of events Date:_____Time:_____				
	2. Discuss each Submission				
	3. Resolve Discrepancies/Open Items				
	4. Review Certification Process				
	5. Review Impact if Schedule of Events are not met				
LYCAA / II -D	D. Issue Letter Accepting/Rejecting Application				
REMARKS:					

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

LYCAA REFERENCE	III. DOCUMENT EVALUATION PHASE	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA / III-A.1	A. Evaluate Applicable Training Programs 1. Training Curricula				
	a. Company Procedures Indoctrination				
	b. Emergency Equipment Drills Training				
	c. Ground Training (Handling/Servicing/De-icing)				
	d. Flight Training				
	e. Recurrent Training				
	f. Transition/Upgrade Training				
	g. Differences Training				
	h. Security				
	i. Dangerous Goods (If Applicable)				
	j. Flight Instructor % Examiner (TRI / TRE)				
	k. Crew Resource Management				
LYCAA/III-A.3	2. Flt/Ops/Officer Training				
REMARKS:					
LYCAA/III-B	B. Evaluate Management Qualifications 1. Accountable Manager				
	2. Ground Operations Manager				
	3. Maintenance Manager				
	4. Quality Manager/s				
	a. Quality Manager for Operations (if applicable)				
	b. Quality Manager for Maintenance (if applicable)				
	5. Flight Operations manager				
	6. Safety Manager				
	8. Request for Deviation Letter (If Applicable)				
	9. Other				
REMARKS:					

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

LYCAA REFERENCE	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/III-C	C. Evaluate Operator's Manual System				
LYCAA/III-C.1	1. Completed Operations Manual Part A,B,C,& D				
LYCAA/III-C.2	2. Completed Maintenance Control Manual				
LYCAA/III-C.3	3. CAA Approved Aeroplane Flight Manual				
LYCAA/III-C.4	4. Aircraft Checklists + QRH				
	a. Normal				
	b. Abnormal				
	c. Emergency				
LYCAA/III-C.5	5. Cabin Crew Manuals a) Cabin Crew Operating Manual b) Cabin Crew Training Manual				
LYCAA/III-C.6	6. Flight Supervision and Monitoring/Flight Dispatch				
LYCAA/III-C.7	7. Station/Facility Operations – (OCC)				
LYCAA/III-C.8	8. Crisis / Accident / Incident Response Manual				
LYCAA/III-C.9	9. Aerodrome Data & En Route Manual (Charts and Plates)				
LYCAA/III-C.10	10. Aerodrome/Runway Analysis (Performance)				
LYCAA/III-C.11	11. Minimum Equipment List (MEL) a. (MEL Management Program)				
LYCAA/III-C.12	12. Configuration Deviation List (Optional)				
LYCAA/III-c.13	13. Maintenance Technical Manuals:				
LYCAA/III-C.14	14. Fuelling/Refuelling/De-fuelling				
LYCAA/III-C.15	15. Ground Operations & Handling manual				
LYCAA/III-C.16	16. Mass and Balance Control Program				
LYCAA/III-C.17	17. Dangerous Goods (If Applicable)				
LYCAA/III-C.18	18. Security Program Manual				
LYCAA/III-C.19	19. Reliability Program				
LYCAA/III-C.20	20. Completed Continuous Airworthiness Maintenance Program				
LYCAA/III-C.21	21. Emergency Plan/Notification a. Emergency exit plan				
LYCAA/III-C.22	22. Passenger Briefing Cards				
LYCAA/III-C.23	23. SMS Safety Management Manual				

Remarks:

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

LYCAA REFERENCE	III. DOCUMENT EVALUATION PHASE (CONTINUED)	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/III-D.1	D. Other Evaluations 1. Aircraft Lease				
LYCAA/III-D.2	2. Maintenance Contracts/Agreements				
LYCAA/III-D.3	3. Servicing Contracts/Agreements				
LYCAA/III-D.4	4. Exemption/Deviation Requests/Justification				
LYCAA/III-D.5	5. Plan for Emergency Evacuation Demonstration				
LYCAA/III-D.6	6. Plan for Demonstration Flight				
LYCAA/III-D.7	7. Final Compliance Statement				
LYCAA/III-D.8	8. Initiate Specific Operating Provisions preparation				
LYCAA/III-D.9	9. Training Contracts				
LYCAA/III-D.10	10. De-icing/Anti Icing				
LYCAA/III-D.11	11. Exit Row Seating				
LYCAA/III-D.12	12. Quality System /Quality Manual				

Remarks:

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

LYCAA REFERENCE	IV. DEMONSTRATION & INSPECTION PHASE	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA/IV-A.1	A. Evaluate Operator Conducting Training 1. Training Facilities				
LYCAA/IV-A.2	2. Training Schedules:				
LYCAA/IV-A.3	3. Flight Crewmember Training Evaluation				
	a. Company Procedures Indoctrination				
	b. Emergency Equip. Drills Training				
	c. Ground Training				
	d. Flight Training				
	e. Differences Training				
LYCAA/IV-A.4	4. Flight Instructors / Examiners				
LYCAA/IV-A.5	5. Cabin Crew				
	a. Company Procedures Indoctrination				
	b. Emergency Equip. Drills Training				
	c. Ground Training				
LYCAA/IV-A.6	6. Crew Resource Management				
LYCAA/IV-A.7	7. Flight Supervision and Monitoring/Flight Following				
LYCAA/IV-A.8	8. Dangerous Goods Training (If Applicable)				
	a. Crewmembers				
	b. Ground personnel				
LYCAA/IV-A.9	9. Security Training				
LYCAA/IV-A.10	10. Maintenance Training				
	a. Individual Responsible for Maintenance				
	b. Quality Manager				
	c. Quality system Personnel				

Remarks:

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS)**

LYCAA REFERENCE	IV. DEMONSTRATION & INSPECTION PHASE (CONTINUED)	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA / IV-B	B. In-Flight / En-Route Inspections / DEMO Flights				
	1. Flight Preparation 2. Procedures 3. Briefings 4. Cockpit – Cabin Coordination 5. ATC evaluation 6. Flight Management / Use of Check list 7. De- Briefing				
LYCAA / IV-C	C. Aircraft Conformity Inspection				
LYCAA / IV-D	D. Main Operations Base				
LYCAA / IV-E	E. Main Maintenance Base				
LYCAA / IV-F	F. Station Facilities (Operations)				
LYCAA / IV-G	G. Station Facilities (Maintenance)				
LYCAA / IV-H	H. Flight Supervision and Monitoring / Flight watch				
LYCAA / IV-I	I. Record keeping Locations				
	1. Crewmember				
	a. Training				
	b. Flight & rest Times				
	c. Qualification				
	2. Maintenance				
	a. Aircraft Records				
	b. Maintenance Personnel Training				
	i Individual Responsible for Maintenance				
	ii Quality Manager and staff				
	iii Contract Employees				
LYCAA / IV-J	J. Flight/Trip Records				
LYCAA / IV-K	K. Emergency Evacuation Demonstration				
LYCAA / IV-L	L. Ditching Demonstration (If possible)				
LYCAA / IV-M	M. Demonstration Flight Evaluation				
	a. International flights (4 legs)				
	b. Domestic flights (4 legs)				
LYCAA / IV-N	N. Proof of [State] Economic Authority (If Applicable)				
LYCAA / IV - O	O. Quality System				
LYCAA / V - P	P. Safety Management System				

Remarks:

**AIR OPERATOR CERTIFICATION JOB AID AND SCHEDULE OF EVENTS
(COMMERCIAL AIR TRANSPORT OPERATORS PART 8 AND 9)**

LYCAA REFERENCE	V. CERTIFICATION PHASE	Proposed Date	Date Received	Date Returned for Changes	Acceptance Date & Inspector's Initial
LYCAA / V-A	A. Approve Specific Operating Provisions 1. Application for RNAV if applicable (incl. RNP) 2. Application for ETOPS, if applicable 3. Application for RVSM, if applicable 4. Application for MNPS, if applicable 5. Application for AWO incl. LVTO, if applicable 6. Application for CAT II & III Operations 7. Application for Steep Approaches, if applicable 8. OPS Implementation Schedule 9. Application for ICAO Code and Call sign Form				
LYCAA / V-B	B. Present Certificate & Specific Operating Provisions				
Remarks:					
LYCAA / V-C	C. Prepare Certification Report 1. Assemble Report a. Formal Application Letter b. Final Compliance Statement c. Copy of Specific Operating Provisions d. Copy of Certificate e. Summary of Difficulties 2. Distribute Report				
Remarks:					
LYCAA / V-D	D. Develop Post Certification Surveillance Program 1. Within Geographic Area 2. Outside Geographic Area				
Remarks:					

APPENDIX 4. LIBYAN CIVIL AVIATION REGULATIONS (LYCARs)

SECTION 1 - APPLICABLE PARTS OF LYCARs

- Part 12 Regarding Accidents, incidents, statistics
- Part 43 Regarding Maintenance requirements
- Part 61 Regarding Pilots Licensing
- Part 91 Regarding General Operating and flight Rules
- Part 92 Regarding the carriage of Dangerous Goods
- Part 119 Regarding Certification
- Part 121 Regarding Airlines Operations
- Part 135 Regarding operations of Helicopters and small aeroplanes
- Part 141 Regarding Training Organisations

APPENDIX 5. DEFINITIONS

The following appendix defines terms used in this advisory Circular and/or the certification process.

“Agent for Service.” The person upon whom service of all notices and processes and all orders, decisions, and requirements of The Libyan Civil Aviation Authority shall be made.

“Commercial Air Transport” means an aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.

“Scheduled operation” means an aircraft operation conducted by a commercial air transport operator for which the certificate holder or its representative offers in advance the departure location, departure time, and arrival location.

“Charter operation” means operations for which the departure time, departure location and arrival locations are specifically negotiated with the operator’s customer or the customer’s representative.

“Passenger carrying operation” any aircraft operation carrying any person other than a crewmember, company employee, authorised government representative, or person accompanying a shipment.

“Principal base of operations” means the primary operating location of a certificate holder as designated by the LYCAA.

“AMC” Acceptable Means of Compliance

“IEM” Interpretative & Explanatory Material