

دولة ليبيا

وزارة المواصلات

مصلحة الطيران المدني



STATE OF LIBYA

MINISTRY OF TRANSPORT

CIVIL AVIATION AUTHORITY



## Advisory Circular LYCAA - AC - OPS.017

**Re-certification Process of existing national service  
providers (AOCs, NCCs, CAMOs and AMOs)**

Approved by:

Dr. Mohamed Shlebik

President of the Libyan Civil Aviation Authority





## **0. Status of this Advisory Circular**

### **0.1. Issuance**

This is the first issue of this AC.

### **0.2. Expiry**

The guidance in this AC enters in application on 1<sup>st</sup> January 2024 and will expire 31<sup>st</sup> May 2024, unless amended before that date.

### **0.3. Reference documents**

The re-certification process will be accomplished accordingly to the existing LYCAA regulatory framework.

## **1. Background**

According to the EU Commission website, the reason behind EU safety ban enforced on some countries is due to inadequate safety oversight by the aviation authorities of these nations.

Libya has been in the EU safety ban list since 2014 and the EU Commission stated that, before LYCAA could be allowed to issue an authorization to its carriers to operate in the European Union, it should be demonstrated that a re-certification process had been effectively completed and there is a sustainable oversight system in place in accordance with ICAO standards.

To comply with the ICAO standards and fulfill EU/EASA requirements, LYCAA has initiated a comprehensive digital transformation project since October 2022. LYCAA is entering the final phase of the implementation of its safety-integrated system allowing it to enforce both its certification and oversight authority over the whole industry spectrum.

The last phase of the digital transformation consists of a re-certification process for the national industry service providers.

## **2. Purpose of this AC**

This AC provides the steps, procedures and enforcement measures to be followed for the re-certification process of the service providers.

## **3. Scope of the re-certification process**

The actual re-certification process will cover all the certified/approved national AOCs/NCCs and AMOs (Part-145) based in Libya.

## **4. Re-certification process governance**

### **4.1. Overall supervision and control**

The actual re-certification process is placed under the direct supervision and control of president of LYCAA

### **4.2. Steering Team**

A steering team is in charge of the effective and timely implementation of the re-certification process. This team is in charge of direct follow-up with the recertification teams, quality control of the process, and its timely implementation.

The re-certification team is led by the Vice President of LYCAA and is composed of the Flight Safety Director, Chief of Operations Section, and Chief of Airworthiness Section. A recommendation should be forwarded to the president of LYCAA for the final decision

#### 4.3. Re-certification teams

- Every AOC/NCC holder will be assigned a team of two LYCAA inspectors to cover the whole re-certification process.
- Every CAMO and every AMO (Part-145) will be assigned two Airworthiness inspectors to cover the whole re-certification process.

If needed, the re-certification team can use any qualified person from the LYCAA inspectorate workforce or any contracted person from the industry.

The recertification teams will work directly under the leadership and continuous supervision of the re-certification Steering Team.

#### 5. Digital re-certification

The whole actual re-certification process will be accomplished on the LYCAA on-line Platform. The process is auto-guided and all the required documents must be uploaded in the Pdf or Jpeg formats, as required by the platform.

#### 6. Service providers accountability

The Accountable Managers are held accountable for the effective and timely implementation of the re-certification process. The Compliance Managers, CAMO managers, training manager and quality managers will be provided with usernames and passwords to access the platform.

#### 7. Re-certification Process

The actual re-certification process is basically an adapted version of the normal certification process, as defined in the actual regulation framework for AOC, NCC, CAMO and AMO organizations.

For the purpose of the actual re-certification process, the following phases will be implemented:

- Phase 1: Company documents, Postholders & Technical documentation submission;
- Phase 2: Documentation and Postholders approval;
- Phase 3: Condensed oversight program;
- Phase 4: Decision.



#### **7.1.1. Phase 1: Company documents, Postholders & Technical documentation**

During this phase, the service providers are required to upload all the company administrative and financial documents to the LYCAA platform, as well as the Postholders files. These documents have to be uploaded ALL at the same time, otherwise, the platform will not accept any incomplete submission.

All the required elements are detailed in the platform interface.

When AOC/NCC, CAMO and AMO are owned by the same legal entity, the company documents will be entered only once in the LYCAA online platform.

#### **7.1.2. Phase 2: Postholders approval, documentation review and approval**

During this phase, all the required manuals and documents will be submitted on the platform. Service providers are required to submit the latest version of all their manuals and documents.

Documents shall be updated accordingly to LYCAR.

The compliance checklists and the review checklists will be filled online and the corrective action will also be submitted through the platform.

This phase ends when all the required manuals and documents are satisfactorily approved.

The file of each postholder will be checked by the inspectors and the service provider will receive the feedback with the approval or rejection decision. In case of rejection, the service provider has to nominate a qualified person to go through the approval process.

The Postholders shall be full time employees and are not allowed to be employed by other service providers.

#### **7.1.3. Phase 3: Condensed oversight program**

Once the two first phases successfully completed, this third phase is dedicated to implementing a fast-paced oversight program where the LYCAA will cover all the major areas of audits and inspections in order to ensure compliance with the LYCAA standards.

The fast-paced oversight program will be fully digital and will cover all oversight areas (Every service provider will have its own program online).

#### **7.1.4. Phase 3: Re-certification decision**

Once all the three phases completed, the Re-certification Team will decide on the result of the re-certification of each service provider, accordingly to Paragraph 9 of this AC.

## 8. Recertification timeframe

Due to ICAO USOAP audit planned for LYCAA, the re-certification process has to be implemented in a time frame not longer than five (05) months, from 1<sup>st</sup> January 2024 to 31<sup>st</sup> May 2024, with the following timeline:

- Phase 1: Documentation submission (Week 1 to Week 4);
- Phase 2: Documentation review and approval (Week 5 to Week 10);
- Phase 3: Condensed oversight program (Week 11 to Week 19);
- Phase 4: Decision (Week 20).

## 9. Re-certification enforcement

### 9.1. Findings

When objective evidence is found showing regulatory non-compliance by the service provider, the finding shall be classified as follows:

- (1) Level one finding is any significant non-compliance that reduces the level of safety. A level one finding must be rectified immediately or within the timeframe specified by the authority.
- (2) Level two finding is any non-compliance that does not result in an immediate risk to safety. A level two finding shall be addressed in a corrective action plan with a resolution period specified by the authority and shall be appropriate to the nature of the finding, but in any circumstance, it shall not be more than thirty (30) days.
- (3) A level three finding is any item where it has been identified, by objective evidence, to contain potential problems that could lead to non-compliance. These are considered observations only and will not impact a certificate.

### 9.2. Successful re-certification

The service providers that successfully complete the re-certification process within the above-mentioned timeframe will be granted a renewal of their AOC/NCC or AMO approval for two years.

### 9.3. Timeframe exceeding

The service providers who will not successfully complete the re-certification process in the specified timeframe will see their AOC/NCC or AMO approval limited, suspended or revoked till the full compliance with the re-certification requirements, as follows:

#### For AOC:

- Unsatisfactory within timeframe: AOC restriction to domestic flights only.
- Unsatisfactory after six months from end of timeframe: Suspension of AOC till compliance.

- Unsatisfactory after twelve months from end of timeframe: Revocation of AOC.

**For AMO:**

- Unsatisfactory result within the re-certification timeframe will lead to the suspension of the AMO Approval.

**For CAMO:**

- Unsatisfactory result within the re-certification timeframe will lead to the suspension of the CAMO Approval.

**9.4. AOC/AMO/CAMO renewal during re-certification timeframe**

If the expiry date of an AOC/NCC, AMO or CAMO happens to be within the re-certification timeframe, the AOC/NCC, AMO or CAMO will be exceptionally extended for short periods not exceeding the re-certification timeframe. This extension is conditioned by the service provider complying successfully at least with Phase three of the re-certification process (as mentioned in paragraph 7 of this AC).

**End.**