

STATE OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
وزارة المواصلات
مصلحة الطيران المدني

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Advisory Circular-LYCAA/AC-OPS.011

MINIMUM REQUIREMENTS FOR UNDERTAKING AIRCRAFT
OPERATIONS WITH AIRCRAFT OWNED BY STATE
GOVERNMENTS/ PUBLIC SECTOR.

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Director General

1. Subject:

Minimum requirements for undertaking aircraft operations with aircraft owned and operated by state government or public agencies

2. INTRODUCTION

Aircraft owned by the Government of the state and operated for governmental purposes such travel of state dignitaries and official or used in the Public Sectors are being increasingly used. In order to ensure better safety oversight control on the operations of such aircraft, it has been decided that the concerned such State/Government aircraft operations shall need to meet a specific requirements in order to obtain an authorisation to operate in the State.

This LYCAA Requirement includes the procedural requirements for issue of Air Operator Certificate (AOC) to undertake Governments or Public Sector aircraft operations. These requirements are complementary to the requirements of ICAO Annex 6 Part II, as applicable to General Aviation.

The AOC will be limited to non-revenue and non-schedule operations.

3. EXEMPTIONS FROM CERTAIN REQUIREMENTS CONSIDERING THE TYPE OF OPERATIONS:

- 3.1. LYCAA shall take into consideration any specific peculiarities related to the type of operations by exempting the organisation from certain requirements related to:
 - a) Minimum equipment for dispatch.
 - b) Flight duty period limitation
 - c) Route and airport familiarization requirements
- 3.2. Such exemptions shall be issued based on written request from the organisation and after safety assessment by LYCAA to ensure minimum safety level is maintained.
- 3.3. LYCAA oversights inspections shall be programed in coordination with the organisation's management personnel.
- 3.4. LYCAA shall issue Instructions to all ATS providers in Libya to give traffic priority to certain types of flight operations based on specific requirements.

4. ELIGIBILITY REQUIREMENTS

AOC for undertaking aircraft operations under this AC can be granted only to:

- a) Aircraft owned/operated by a Government Agency; or/and
 - b) An organisation/corporate owned or controlled by the State Government.
- 4.1. Before undertaking aircraft operations is issued, the applying organisation shall have:
- a) **Operational Aircraft:**
At least one operational aircraft registered in Libya and shall hold a valid Certificate of Airworthiness as public transport category;
 - b) **Maintenance Arrangement:**
Either its own maintenance organization or have suitable arrangements with any other organization, duly approved by LYCAA, for maintenance of the applicable type of aircraft;
 - c) **Adequate Organisation and Facilities:**
Proper Organisation with adequate management personnel and adequately equipped office space;
 - d) **Flight Crew:**
At least two sets of appropriately licensed flight crew for each aircraft; and
 - e) **Ground Handling:**
Adequate ground handling facilities to support the operations.
 - f) **Operations Manuals:**

developed the required manuals contains detailed instructions for all employees and operational procedures in accordance with LYCAR Part ORO Subpart MLR and get it approved by LYCAA

5. PROCEDURAL REQUIREMENTS

Broadly, the following steps shall be followed for grant of AOC to undertake aircraft operations by State Governments or Public sector / State Governments.

- 5.1. An applicant desirous of obtaining AOC to undertake aircraft operations under this AC shall make an application to LYCAA (As per Annex I to this AC) and provide any other information as may be required by LYCAA.
- 5.2. The applicant shall meet the requirements listed in (4) above.
- 5.3. It is permissible to import aircraft and helicopters, by following the procedure laid down in the LYCARs-AIR OPS subpart AOC leasing agreement (ORO.AOC.110)
- 5.4. The applicant may, with the approval of the LYCAA, acquire suitable aircraft within the country, on purchase or lease basis. If import of a used aircraft is envisaged, the applicant shall furnish an Export Certificate of Airworthiness from the State of Registry with the necessary information to show that the specific aircraft proposed to be imported meets the requirements of LYCARs-AIR OPS subpart AOC leasing agreement (ORO.AOC.110) and that all mandatory modifications, Airworthiness Directives and equipment required to be installed have been complied with. A list of Mandatory Modifications and Airworthiness Directives pending compliance or terminal action, if any, shall be submitted to LYCAA.
- 5.5. On completion of necessary preparedness, the applicant shall apply to LYCAA for AOC, as per Annex II to this AC.
- 5.6. The applicant shall provide the qualification, experience and training program details of the pilots and engineers recruited by him.
- 5.7. The applicant should get the training program for pilots and engineers approved by LYCAA and ensure that the training is completed before the start of operations.

6. AIRCRAFT AND AIRWORTHINESS REQUIREMENTS

- 6.1. The aircraft should have been type certificated in accordance with LYCARs part 21, and its records are up to date.
- 6.2. The aircraft shall be fitted with mandatory equipment as specified by LYCAA from time to time.
- 6.3. The aircraft shall be maintained by an approved organization in accordance with applicable regulations.
- 6.4. The applicant shall prepare the specific part B for each aircraft and get LYCAA's approval for MEL, Maintenance Program and Continuing Airworthiness Management Exposition (CAME) manual.
- 6.5. The applicant shall comply with LYCAA requirements on the subject of continuing airworthiness of aircraft.

7. ORGANISATIONAL REQUIREMENTS

The applicant for aviation organization referred to in point 4.1 (c) shall have the following elements:

- 7.1. The organization shall submit the names and CVs of persons nominated to hold the following posts:
 - a) Accountable Manager (AM)
 - b) Flight Operations Manager
 - c) Ground Operations Manager
 - d) Crew Training Manager
 - e) Continuing Airworthiness Manager
 - f) Safety Manager

g) Compliance Monitoring Manager

The above listed post holders shall be acceptable to the Authority. Any change in Accountable Manager shall be with prior intimation to the Flight Safety Department (OPS Section) of LYCAA.

- 7.2. The organization shall have several divisions depending on its scope of activity namely Engineering, Operations, Compliance Monitoring and Safety Divisions, etc. Such divisions will have competent persons to ensure safe operations.
- 7.3. The organization shall have an operational control system with adequate qualified staff to provide
- a) Crew scheduling and maintain Flight Time and Duty Period records
 - b) Maintain up to date navigation information
 - c) Provide the flight with appropriate enroute and airports up to date information
 - d) Obtain the required clearance and file flight plans
 - e) Maintain flight follow up
 - f) Prepare weight and balance documents
 - g) Any other functions as operationally required
- 7.4. The organization shall have adequate technical personnel to prepare maintenance programmes, work packages, MEL and other technical documents, procure spares and equipment, and analyze mandatory airworthiness information provided by the manufacturer and the LYCAA and take necessary implementation actions. The organization shall have necessary technical personnel/ technicians and licensed engineers duly qualified and trained to perform maintenance and inspection of the aircraft and release the aircraft for service. This activity of continuing Airworthiness can be out sourced to a duly approved continuing airworthiness organization as provided in LYCAR-Part M.
- 7.5. The organization shall, at its own expenditure provide for training of LYCAA officers along with the organisation's engineers, whenever a new type of aircraft/helicopter or new technology is inducted.
- 7.6. Adequately qualified staff to carry out periodic review of airworthiness, aircraft documents and on board safety equipment shall be employed.
- 7.7. The organization shall have in their safety division adequately qualified persons to analyze incidents, defects, carry out internal safety audits and monitor flight operations quality assurance by downloading flight data recorder information. The head of safety division shall be approved in accordance with LYCARs.
- 7.8. The organization shall ensure that appropriate aviation security program is documented in the Organisation Security Manual with a nominated security officer.
- 7.9. An operator shall formulate and implement a safety management system acceptable to the LYCAA, which as a minimum:
- a) identifies safety hazards;
 - b) provides for continuous monitoring and regular assessment of the safety level achieved;
 - c) ensures that remedial action necessary to maintain an acceptable level of safety takes place on a continual basis; and
 - d) aims to make continuous improvement to the overall level of safety.

A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.

Note. — Guidance on safety management systems is contained in the ICAO Safety Management Manual (SMM) (Doc 9859).

8. OPERATIONAL REQUIREMENTS

- 8.1. The AOC holder shall adhere to the provisions of the operations manual.

- 8.2. Except cases falling under para 7.4 of this AC, the AOC holder may operate services to/from all the airports in the country which are open to operations, subject to prior approval of the authorities of the airports where such approval is required, and also from such other public or private airports as may be available.
- 8.3. For operating to international destinations, normal clearances request shall be made from Air Transport Department of LYCAA.
- 8.4. The AOC holder shall ensure that all the security arrangements are made in accordance with its approved security program.
- 8.5. Airports Authority of the State of Libya / military Authorities/ State Government authorities and owners of other licensed/ approved aerodromes, as the case may be, shall provide safety services for operation from their aerodromes within the normal watch hours. Operations outside the watch hours shall be in accordance with the conditions specified and approved by such authorities.
- 8.6. The AOC holder shall ensure that the requisite documents as per the LYCARs are carried on board each aircraft. The operator shall operate flights in conformity with the provisions of its approved Operations Manual.
- 8.7. Flight and duty time of the crew shall be within the limits stipulated in its approved Operations Manual.
- 8.8. The operator shall submit the flight plan of each flight with the air traffic services unit in the normal course and obtain clearance thereto well before the expected time of operation. In case of Air Defense Identification Zones (A.D.I.Z.), the additional requirement of obtaining Air Defense Clearance shall be strictly adhered to. For operation outside ATC watch hours, necessary clearances from the competent authorities for extension of watch hours shall be taken before commencing the flight.
- 8.9. The Pilot-in-Command of the aircraft or an authorized/ approved person shall obtain meteorological and ATC briefings before undertaking the flight. In case meteorological observations and weather forecasts are not available at the point of departure, the pilot shall obtain the same from nearest meteorological office on phone or by any other available means. No operations shall be conducted when the weather conditions are not conducive to safe operations of the flight.
- 8.10. The AOC holder shall follow the provisions of the Aircraft (Carriage of Dangerous Goods by Air) LYCARs part SPA (subpart DG).
- 8.11. For operations under instrument meteorological conditions, the aircraft shall be fitted with suitable equipment required for instrument flying and the pilot shall hold appropriate and valid Licence/rating.
- 8.12. In case of flights over water, the pilot shall ensure that appropriate lifesaving equipment, as specified in LYCARs is available for each person on board, and each person is briefed for the proper use of the equipment in case of emergency.
- 8.13. When cabin crew are not carried, the pilot shall brief the persons sitting next to emergency exits on proper use of such exits prior to commencement of flight.
- 8.14. When operating VIP flights with helicopters, the pilot-in-command shall possess a CPL (H) or ATPL (H) with at least 1000 hours of PIC experience including 75 hours as PIC on type of aircraft, and at least 10 hours of night flying experience. In addition, the pilot should have a minimum of 30 hours as PIC experience in the last 6 months including five hours on type in the last thirty days of the intended flight.
- 8.15. VIP flights shall always be operated with a multiple crew composition and the PIC shall meet the above requirements, as the case may be.

Note 1: When a new type of aircraft is introduced in the fleet of State Government/ undertaking, the experience of PIC on type may be reduced with prior AOC of LYCAA, if the pilot has adequate flying experience of similar type of aircraft.

9. ISSUE OF AOC TO UNDERTAKE AIRCRAFT OPERATIONS

After such scrutiny as necessary about the preparedness in accordance with the preceding paragraphs, LYCAA may issue the AOC in the prescribed form to undertake aircraft operations

along with Operations Specifications stipulating any conditions, if considered necessary, to an applicant who meets all the requirements of this AC. The AOC shall specify the aircraft / helicopters for undertaking the operations. The required fee shall be paid to LYCAA.

10. RENEWAL OF AOC

- 10.1. The AOC issued to undertake aircraft operations shall be renewable by LYCAA every two years after the initial issue on payment of the required fees.
- 10.2. The AOC holder shall submit its request for renewal along with its internal safety audit report within 30 days prior to expiry of the AOC. LYCAA may also carry out an audit of the operator's facilities if considered necessary.
- 10.3. The AOC holder shall demonstrate continued capability to conduct the operations authorized under the operating AOC.

11. GENERAL REQUIREMENTS

- 11.1. Any change in the Accountable Manager or alternate at any time shall be intimated to the LYCAA along with the details of new Accountable Manager or an alternate.
- 11.2. The AOC issued to undertake aircraft operations shall not be transferable.
- 11.3. Landing and parking charges, if any, shall be payable to the owner of the airfield. For operations from military airfields where Airports Authority of the State of Libya have civil enclaves, a separate charge may be payable to the Airports Authority. The Route Navigation Facilities Charges (RNFC) shall be payable to the organisation which provides these facilities.
- 11.4. The permit holder shall notify to LYCAA any accidents, incidents, major defects or other significant occurrences as given in LYCARs. Such information shall be provided to LYCAA (Attention: Director Flight safety) by the quickest means but not later than 72 hours
- 11.5. The safety division shall follow proactive accident prevention procedures.
- 11.6. The applicable requirements contained in LYCARs part NCC – Flight Operations, to Non Scheduled Operators shall be complied with by the AOC holders.
- 11.7. LYCAA may stipulate any other condition to ensure safety of operations or grant exemptions from any requirements, if considered necessary.
- 11.8. Degradation of the capability below the required level or breach of any of the requirements of this AC or of any provisions of the Libyan Aviation law No (6) of 2005, Libyan Civil Aviation Regulations, orders/ directions/ requirements issued under the said Law or rules and as amended from time to time, shall render the AOC liable to alteration, suspension or cancellation and shall also attract penalties under the enforcement provisions of LYCAA for such violations.

Note. Any Government's Agency(s) already operating aircraft shall establish and demonstrate its capabilities in accordance with this AC within 6 months of the issue of the AC and obtain AOC for undertaking aircraft operations.

ANNEX I

APPLICATION FOR ISSUE OF AOC TO UNDERTAKE AIRCRAFT OPERATIONS WITH AIRCRAFT OWNED BY STATE GOVERNMENTS/ PSUs.

1. **Applicant's details**
 - a. Name in which the AOC is sought
 - b. Address with telephone, Fax numbers, e-mail of the registered office.
 - c. Address of principal office, including operations and maintenance bases.
 - d. Name/ Designation of Accountable Manager and Alternate.
2. **Details of Organisation**
 - a. Organisation structure including details of operational, management, engineering quality set up, flight safety cell etc.
 - b. Location of the maintenance facility with details of organisation, equipment and approved maintenance program.
 - c. Details of the maintenance personnel and plans for their type training.
 - d. Details of flight crew, their licenses and plans for their type training.
 - e. Location of the main operational base.
 - f. Arrangements for ground handling.
3. **Details of aircraft proposed to be operated**
 - a. Type, make and number of the aircraft.
 - b. Whether the aircraft is type certified by LYCAA
 - c. Whether the aircraft is acquired on outright purchase or lease finance or wet lease or dry lease.
 - d. Name and address of Owner / Lessor for the purpose of registration of aircraft.
 - e. Passenger capacity of each type of aircraft.
 - f. Maximum Take Off Mass.
 - g. Places for night parking of the aircraft.
4. **State if the applicant has at any time contravened any provision of the Libyan law No (6) 2005 and/or the rules made thereunder. If so, give details.**
5. **Statement showing compliance with the Libyan Civil Aviation Requirements LYCARs if the aircraft are leased by the operator.**
6. **Date of expected commencement of the operations.**
7. **Whether the security program has been filed with Security Division.**

Certified that the statements made/information given in this application are true, and no material fact has been suppressed.

(Signature of the applicant/authorized signatory)

ANNEX II

APPLICATION FOR IMPORT/ACQUISITION OF AIRCRAFT

Part I General Information

Name in which the AOC is sought

1. Address with telephone, e-mail, and Fax numbers of the registered office.
2. Existing aircraft : type-wise and their seating capacity
3. Aircraft type, number, configuration and other technical details in respect of the aircraft proposed to be imported/acquired.
(Details of aircraft to be furnished as per format given below in Part II)
(b) Maintenance and operational base of the proposed aircraft.
4. Source of crew and their names, if not already provided.
(a) For existing fleet.
(b) For proposed fleet.
5. Arrangements for training of crew.
6. Source of engineers/technical staff and their names, if not already provided
(a) For existing fleet
(b) For proposed fleet
7. Arrangements/level of readiness for maintenance of aircraft.

Part II Details of the Aircraft

1. Type and Make of the aircraft:
2. Nationality and Registration of the aircraft:
3. Manufacturer and year of manufacture of the aircraft:
4. Serial number of the aircraft:
5. No. of passenger seats / Weight of cargo permissible as per type certificate of the aircraft /helicopter:
6. Maximum certified take-off mass:
7. Engine type mounted on aircraft
8. Number of hours flown since new:
9. Number of landing since new:
10. Number of pressurization cycles since new:
11. Last major check done and number of hours since flown:
12. Next major check due
13. Name of the company from which the aircraft/helicopter is being taken on lease:
14. Previous history of aircraft with details of any incident/accident involving structural damage:
15. Name of the Authority and country which issued the last Certificate of Airworthiness:

UNDERTAKING

It is confirmed that the aircraft after registration in the State of Libya shall be maintained, operated and de-registered (if required) in accordance with the Libyan rules, regulations, procedures and any condition specified by LYCAA and there is no binding or limitation of any kind in this regard in the lease agreement for the acquisition of the aircraft.

(Signature of the Applicant/Authorized Signatory)