IMPLEMENTING STANDARD 3

Civil Aviation (Air Operator Certification and Administration) Regulations 2007
Implementing Standards

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IMPLEMENTING STANDARD 3

Civil Aviation (Air Operator Certification and Administration) Regulations 2007

Standard NO. 3.1 BARBADOS AIR OPERATOR CERTIFICATE

Regulation 7(1)

AIR OPERATOR CERTIFICATE

BARBADOS

AOC #: BCAD AOC 00/00	*CIVIL AVIATION DEPARTMENT*	**Operational Points of Contact:**
Expiry Date: _____ yyyy dd mm	**Operator Name:**	Contact details, at which operational management can be contacted without undue delay, are listed in ……
	Trading Name:	
	Operator Address:	
	Telephone No.:	
	Fax No.:	
	E-mail:	

This certificate certifies that …… is authorised to perform commercial air operations, as defined in the attached operations specifications, in accordance with the Operations Manual and the Civil Aviation (Air Operator Certification and Administration) Regulations, 2007.

Date of issue: _____ yyyy dd mm **Name:** _____ **Signature:** _____

Title: _____

Notes:

1. Replaced by the name of the State of the Operator.
2. Replaced by the identification of the issuing Authority of the State of the Operator.
3. For use of the State of the Operator.
4. Unique AOC number, as issued by the State of the Operator.
5. Date after which the AOC ceases being valid (dd-mm-yyyy).
6. Replaced by the operator registered name.
7. Operator trading name, if different. Insert "Dba" before the trading name (for "Doing business as").
8. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.
9. Operator principal place of business address.
10. Operator principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
11. Insertion of the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference. E.g.: "Contact details … are listed in the Operations Manual, Gen/Basic, Chapter 1, 1.1"; or "… are listed in the Operations Specifications, page 1"; or "… are listed in an attachment to this document".
12. Operator registered name.
13. Insertion of reference to the appropriate Civil Aviation Regulations.
14. Issuance date of the AOC (dd-mm-yyyy).
15. Title, name and signature of the Authority representative. In addition, an official stamp may be applied on the AOC.

Standard 3.1.1 Operations Specifications
Regulation 7(4)

OPERATIONS SPECIFICATIONS

(subject to the approved conditions in the Operations Manual)

Issuing Authority Contact Details

Telephone:[1] Fax No: E-mail:

AOC#:[2] Operator Name:[3] Date:[4] Signature:

Aircraft Model:[5]

Types of operation: Commercial air transportation ☐ Passenger; ☐ Cargo; ☐ Other:[6]

Area of operation:[7]

Special Limitations:[8]

Special Authorisations:	Yes	No	Specific Approvals[9]	Remarks
Dangerous Goods	☐	☐		
Low Visibility Operations				
• Approach and Landing	☐	☐	CAT:[10] RVR: DH:	
• Take-off	☐	☐	RVR:[11]	
RVSM[12] ☐ N/A	☐	☐		
ETOPS[13] ☐ N/A	☐	☐	Maximum Diversion Time:[14] minutes	
GNSS Navigation[15]	☐	☐		
FMS Navigation[16]	☐	☐		
Continued Airworthiness	☐	☐		
Other[17]	☐	☐		

NOTES:

1. *Telephone and fax contact details of the BCAD, including Barbados country code and e-mail.*
2. *Insert AOC number.*
3. *Insert operator registered name.*
4. *Insert date of issuance of operations specifications (yyyy-mm-dd) and signature of Director.*
5. *Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, (e.g Boeing-737-3K2). The CAST/ICAO taxonomy is available at: http://wwwintlaviationstandards.org/.*
6. *Other type of transportation to be specified (e.g. emergency medical service).*
7. *List geographical area(s) of authorised operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).*
8. *List applicable special limitations (e.g. VFR only, Day only etc.).*
9. *List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).*
10. *Insert the applicable precision approach category: CAT I, II, IIIA, IIIB or IIIC. Insert the minimum RVR in meters and Decision Height in feet. One line is used per listed approach category.*
11. *Insert the approved minimum take-off RVR in meters. One line per approval may be used if different approvals are granted.*
12. *Not Applicable (N/A) box may be checked only if the aircraft maximum ceiling is below FL290.*
13. *Extended Diversion Time Operations currently apply only to twin-engined aircraft (ETOPS). Therefore the Not Applicable (N/A) box may be checked if the aircraft model has more than 2 engines. Should the concept be extended to 3 or 4 engine aircraft in the future, the Yes of No checkbox will be required to be checked.*
14. *He threshold distance may also be listed (in nm), as well as the engine type.*
15. *One line is used for each GNSS navigation approval, with appropriate criteria.*
16. *FMS – Flight Management System.*
17. *Other authorisations or data can be entered here, using one line per authorisation (e.g. special approach authorisation, MNPS, approved navigation performance, etc.).*

Standard No.3.2 **MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS**
Regulation 14

1. A national air operator shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.

2. Required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled.

3. A person serving in a required management position for a national air operator may not serve in a similar position for any other national air operator, unless an exemption is issued by the Director.

4. The minimum initial qualifications for a Director of Operations are—

(a) An ATP license; and

(b) 3 years experience as PIC in commercial air transport operations—

(i) of large aircraft if the AOC holder operates large aircraft, or

(ii) of either large or small aircraft if the AOC holder operates only small aircraft.

5. The minimum qualifications for a Chief Pilot are—

(a) An ATP license with the appropriate ratings for at least one of the aircraft used in the national air operator's operations; and

(b) 3 years experience as PIC in commercial air transport operations—

(i) in large aircraft if the national air operator operates large aircraft, or

(ii) in either large or small aircraft if the national air operator operates only small aircraft.

Note: The Director may accept a commercial pilot license with instrument rating in lieu of the ATP license if the PIC requirements for the operations conducted require only a commercial certificate.

6. The minimum entry qualifications for a Director of Maintenance are—

(a) An Aviation Maintenance Engineer (AME) license with airframe and power-plant ratings;

(b) 3 years experience in maintaining the same category and class of aircraft used by the national air operator including 1 year in the capacity of returning aircraft to service; and

(c) 1 year supervisory experience maintaining the same category and class of aircraft used by the national air operator.

7. The minimum entry qualifications for a Chief Inspector are—

(1) An Aviation Maintenance Engineer (AME) license with airframe and power-plant ratings;

(2) 3 years experience in maintaining the same category and class of aircraft used by the national air operator including 1 year in the capacity of returning aircraft to service.

8. A national air operator may employ a person who does not meet the appropriate airman qualification or experience if the Director issues an exemption finding that that person has comparable experience and can effectively perform the required management functions

Standard NO. 3.3 **COMPANY PROCEDURES INDOCTRINATION**

Regulation 15

A national air operator shall ensure that his Company Procedures Indoctrination training meets the following minimum standards:

(a) national air operators organization, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties;

(b) appropriate provisions of these regulations and other applicable regulations and guidance materials;

(c) national air operator policies and procedures;

(d) appropriate portions of the air operator's operations manual and maintenance control manual; and

(e) appropriate portions of the air operator's operations manual and maintenance control manual.

***Standard NO: - 3.4* QUALITY SYSTEM**
Regulation 16(10)

A national air operator shall establish its quality system in accordance with the instruction and information contained in the following paragraphs.

1. General.

1.1 Terminology.

(a) The terms used in the context of the requirement for a national air operator quality system have the following meaning:

(1) Accountable Manager. The person acceptable to the Director who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Director, and any additional requirements defined by the AOC holder.

(2) Quality assurance. All those planned activities and systematic actions necessary to provide adequate confidence that operational and maintenance practices satisfy given requirements.

1.2 Quality Policy.

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

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

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

1.3 Purpose of the Quality System.

1.3.1 The quality system should enable a national air operator to monitor compliance with the Civil Aviation Regulations, the operator's manual system, and any other standards specified by the operator, or the Director, to ensure safe operations and airworthy aircraft.

1.4 Quality Manager.

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

1.4.2 The primary role of the quality manager is to verify, by monitoring activity in the fields of flight operations, maintenance, crew training and ground operations, that the standards

required by the Director, and any additional requirements defined by the operator, are being carried out under the supervision of the relevant required management personnel.

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

1.4.4 The quality manager should:

(a) report to the accountable manager;

(b) not be one of the required management personnel; and

(c) have access to all parts of the operator's, and as necessary, any sub-contractor's organisation.

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

2. Quality System.

2.1 Introduction.

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

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

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

2.2 Scope.

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

(a) The provisions of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2007;

(b) The operator's additional standards and operating practices;

(c) The operator's quality policy;

(d) The operator's organisational structure;

(e) Responsibility for the development, establishment and management of the quality system;

(f) Documentation, including manuals, reports and records;

(g) Quality procedures;

(h) Quality assurance program;

(i) The required financial, material and human resources;

(j) Training requirements.

2.2.2 The quality system should include a feedback system to the accountable manager to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-compliance in each

particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

2.3 Relevant Documentation.

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

2.3.2 In addition, relevant document should include the following:

(a) Quality policy;

(b) Terminology;

(c) Specified operational standards;

(d) A description of the organisation;

(e) The allocation of duties and responsibilities;

(f) Operational procedures to ensure regulatory compliance;

(g) Accident prevention and flight safety programme;

(h) The quality assurance programme, reflecting:

(1) Schedule of the monitoring process;

(2) Audit procedures;

(3) Reporting procedures;

(4) Follow-up and corrective action procedures;

(5) Recording system;

(6) The training syllabus; and

(7) Document control

3. Quality assurance programme.

3.1 Introduction.

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

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

(a) Quality inspection;

(b) Audit;

(c) Auditors;

(d) Auditor's independence

(e) Audit scope;

(f) Audit scheduling;

(g) Monitoring and corrective action;

(h) Management evaluation.

3.2 Quality Inspection.

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

3.2.2 Typical subject areas for quality inspections are:

(a) Actual flight operations;

(b) Ground deicing/anti-icing;

(c) Flight support services;

(d) Load control;

(e) Maintenance;

(f) Technical standards; and

(g) Training standards.

3.2.3 Typical methods for quality inspections for maintenance include:

(a) Product sampling - the part inspection of a representative sample of the aircraft fleet;

(b) Defect sampling - the monitoring of defect rectification performance;

(c) Concession sampling - the monitoring of any concession to not carry out maintenance on time;

(d) On time maintenance sampling - the monitoring of when (flying hours/calendar time/flight cycles, etc) aircraft and their components are brought in for maintenance;

(e) Sample reports of unairworthy conditions and maintenance errors on aircraft and components.

3.3 Audit.

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

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

(a) A statement explaining the scope of the audit;

(b) Planning and preparation;

(c) Gathering and recording evidence; and

(d) Analysis of the evidence.

3.3.3 Techniques that contribute to an effective audit are:

(a) Interviews or discussions with personnel;

(b) A review of published documents;

(c) The examination of an adequate sample of records;

(d) The witnessing of the activities that make up the operation; and

(e) The preservation of documents and the recording of observations.

3.4. Auditors.

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

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

3.5 Auditor's Independence.

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

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

(a) Perform quality inspections and audits as part of ongoing quality assurance;

(b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;

(c) Initiate or recommend solutions to concerns or findings through designated reporting channels;

(d) Verify the implementation of solutions within specific timescales;

(e) Report directly to the quality manager.

3.6 Audit Scope.

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

(a) Organisation;

(b) Plans and company objectives;

(c) Operational procedures;

(d) Flight safety;

(e) Operator certification (AOC/Operations specifications)

(f) Supervision;

(g) Aircraft performance;

(h) All weather operations;

(i) Communications and navigational equipment and practices;

(j) Mass, balance and aircraft loading;

(k) Instruments and safety equipment;

(l) Manuals, logs, and records;

(m) Flight and duty time limitations, rest requirements, and scheduling;

(n) Aircraft maintenance/operations interface;

(o) Use of the MEL;

(p) Maintenance programmes and continued airworthiness;

(q) Airworthiness directives management;

(r) Maintenance accomplishment;

(s) Defect deferral;

(t) Flight crew;

(u) Cabin crew;

(v) Dangerous goods;

(w) Security;

(x) Training.

3.7 Audit Scheduling.

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

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

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

3.8 Monitoring and Corrective Action.

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

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

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

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

(a) The seriousness of any findings and any need for immediate corrective action;

(b) The origin of the finding;

(c) What corrective actions are required to ensure that the non-compliance does not recur;

(d) A schedule for corrective action;

(e) The identification of individuals or departments responsible for implementing corrective action;

(f) Allocation of resources by the accountable manager, where appropriate.

3.8.5 The quality manager should:

(a) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;

(b) Verify the corrective action includes the elements outlined in paragraph 3.8.4 above;

(c) Monitor the implementation and completion of corrective action’

(d) Provide management with an independent assessment of corrective action; implementation and completion;

(e) Evaluate the effectiveness of corrective action through follow-up process.

3.9 Management Evaluation.

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

(a) The results of quality inspections, audits and any other indicators;

(b) The overall effectiveness of the management organisation in achieving stated objectives.

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

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

3.10 Recording.

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

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

(a) Audit schedules;

(b) Quality inspection and audit reports;

(c) Responses to findings;

(d) Corrective action reports;

(e) Follow-up and closure reports; and

(f) Management evaluation reports.

4. Quality Assurance Responsibility for Sub-Contractors.

4.1 Sub-Contractors.

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

(a) Ground de-icing/anti-icing;

(b) Maintenance;

(c) Ground handling;

(d) Flight support (including performance calculations, flight planning, navigation database and dispatch);

(e) Training;

(f) Manual preparation.

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

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

5. Quality System Training.

5.1 General.

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

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

(a) An introduction to the concept of the quality system;

(b) Quality management;

(c) The concept of quality assurance;

(d) Quality manuals;

(e) Audit techniques;

(f) Reporting and recording; and

(g) The way in which the quality system will function in the company.

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

5.2 Sources of Training.

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

6. Organisations with 20 or Less Full-Time Employees.

6.1 Introduction.

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

6.2 Scale of Operation.

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

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

6.3 Quality System for Small/Very Small Operators.

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

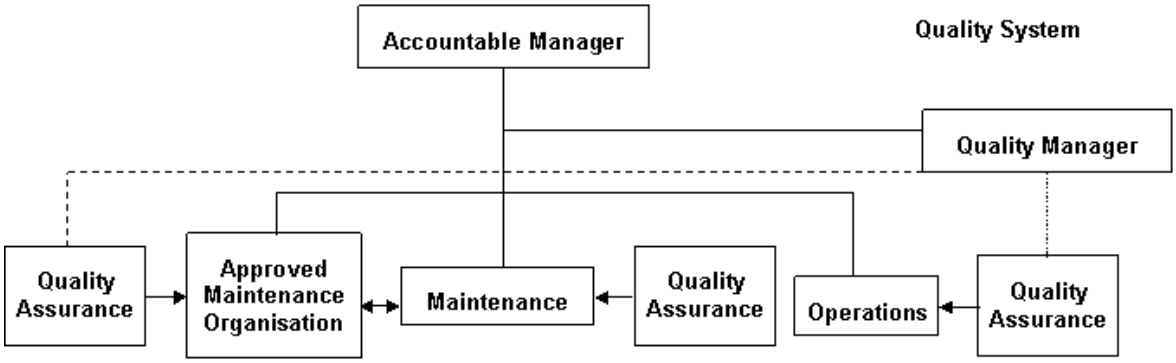
6.3.2 The “small” operator may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organisations to perform the quality audits on behalf of the quality manager.

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

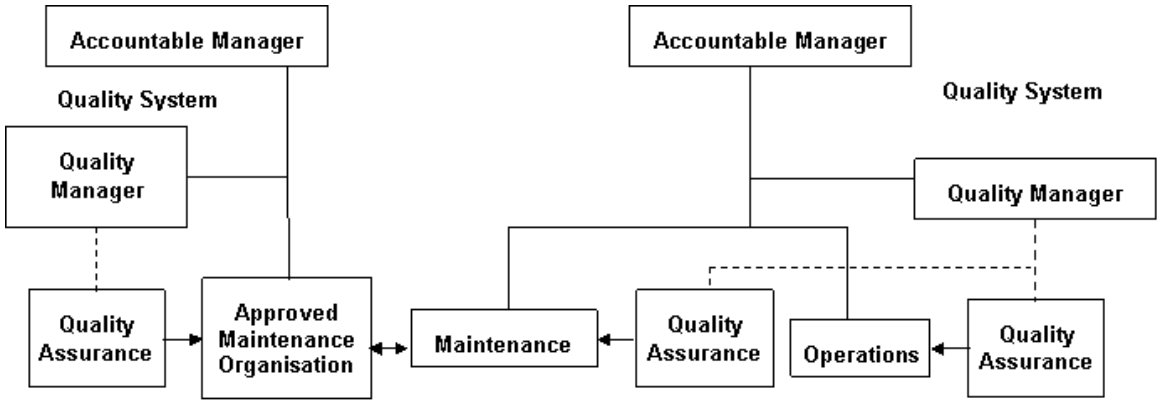
6.3.4 Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

Quality System —Organisation Examples

(1) Quality System within the national air operator’s organization when the national air operator also holds an approval.



(2) Quality Systems related to a national air operator's organization where aircraft maintenance is contracted out to an approved organization which is not integrated with the national air operator.



Note: The Quality System and Quality Audit Programme of the AOC holder should assure that the maintenance carried out by the approved organisation is in accordance with requirements specified by the AOC holder.

Standard NO:- 3.5- **DRY LEASING OF FOREIGN REGISTERED AIRCRAFT**
Regulation 22

1. A national air operator shall in dry leasing an aircraft for the purpose of commercial air transportation to any air operator of a State which is signatory to the Chicago Convention ensure that he meets the following minimum standards:

(a) the aircraft carries an appropriate airworthiness certificate issued, in accordance with International Civil Aviation Organization Annex 8, by the country of registration and meets the registration and identification requirements of that country;

(b) the aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in Barbados, including the requirements which shall be met for issuance of a Barbados standard airworthiness certificate (including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements);

(c) the aircraft is maintained according to an approved maintenance programme;

and

(d) the aircraft is operated by Barbados-certified airmen employed by the air operator.

2. A national air operator shall provide the Director with a copy of the dry lease to be executed.

3. The Director will remove a dry leased aircraft from the lessor's air operator's operations specifications and list it on the foreign air operator lessee's operations specifications.

4. A national air operator engaged in dry leasing aircraft shall make the dry lease agreement explicit concerning the maintenance and Minimum Equipment List to be followed during the term of the dry lease.

***Standard NO: - 3.6*-AIRCRAFT INTERCHANGE**
Regulation 27

A national air operator shall in operating under an interchange agreement ensure that he meets the following minimum standards:

(a) before operating under an interchange agreement, a national air operator shall show that—

(i) the procedures for the interchange operation conform to safe operating practices;

(ii) required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;

(iii) maintenance personnel meet training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;

(iv) flight crew members and flight operations officers meet appropriate route and airport qualifications;

(v) the aircraft to be operated are essentially similar to the aircraft of the national air operator with whom the interchange is effected; and

(vi) the arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the Director determines that the air operator has adequate training as to insure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarization;

(b) a national air operator conducting an interchange agreement shall include the pertinent provisions and procedures of the agreement in his manuals;

(c) the national air operator shall amend his operations specifications to reflect an interchange agreement; and

(d) the national air operator shall comply with the applicable regulations of the State of Registry of an aircraft involved in an interchange agreement while he has operational control of that aircraft.

Standard NO: - 3.7- WET LEASING
Regulation 28

(1) A national air operator shall provide the Director with a copy of the wet lease to be executed.

(2) The Director will determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as—

(i) initiating and terminating flights;

(ii) maintenance and servicing of aircraft;

(iii) scheduling crew members;

(iv) paying crew members; and

(v) training crew members;

(3) A national air operator engaged in a wet leasing arrangement shall amend its operations specifications to contain the following information:

(i) the names of the parties to the agreement and the duration of the agreement.

(ii) the make, model, and series of each aircraft involved in the agreement.

(iii) the kind of operation.

(iv) the expiration date of the lease agreement.

(v) a statement specifying the party deemed to have operational control.

(vi) any other item, condition, or limitation the Director determines necessary.

Standard NO: - 3.8- **EMERGENCY EVACUATION DEMONSTRATIONS**
Regulation 29

A national air operator shall in conducting partial emergency evacuation and ditching demonstration ensure that he meets the following minimum standards:

(a) a national air operator shall conduct a partial emergency evacuation and ditching evacuation, observed by the Director, that demonstrates the effectiveness of its crew member emergency training and evacuation procedures;

(b) prior to conducting an emergency evacuation demonstration, the national air operator shall apply for and obtain approval from the Director;

(c) cabin crews used in the emergency evacuation demonstrations shall—

(i) be selected at random by the Director;

(ii) have completed the national air operator training approved by the Director for the type and model of aircraft; and

(iii) have passed the drills and competence check on the emergency equipment and procedures;

(d) to conduct the partial emergency evacuation demonstration, the assigned cabin crews of the national air operator shall, using the line operating procedures of the national air operator—

(i) demonstrate the opening of fifty per cent of the required floor-level emergency exits and fifty per cent of the required non-floor-level emergency exits (whose opening by a cabin crew is defined as an emergency evacuation duty) and deployment of fifty per cent of the exit slides, selected by the Director; and

(ii) prepare for use those exits and slides within fifteen seconds;

(e) to conduct the ditching evacuation demonstration, the assigned cabin crew of the air operator shall—

(i) demonstrate their knowledge and use of each item of required emergency equipment;

(ii) prepare the cabin for ditching within six minutes after the intention to ditch is announced;

(iii) remove each life raft from storage (one life raft, selected by the Director, shall be launched and properly inflated or one slide life raft properly inflated); and

(iv) enter the raft (the raft shall include all required emergency equipment) and completely set it up for extended occupancy.

Standard NO: - 3.9- **DEMONSTRATION FLIGHTS**
Regulation 30

A national air operator shall in conducting demonstration flights ensure that he meets the following minimum standards:

(a) a national air operator shall conduct demonstration flights for each type of aircraft, including those aircraft materially modified in design, and for each kind of operation the national air operator intends to conduct.

Definition: "Materially modified aircraft" refers to aircraft having powerplants installed other than those for which it is certified; or modifications to the aircraft or its components that materially affect flight characteristics.

(b) a national air operator shall conduct demonstration flights which contain at least:

(i) one hundred total hours of flight time, unless the Director determines that a satisfactory level of proficiency has been demonstrated in fewer hours;

(ii) five hours of night time, if night flights are to be authorized;

(iii) five instrument approach procedures under simulated or actual instrument weather conditions, if Instrument Flight Rules flights are to be authorized; and

(iv) entry into a representative number of en route airports, as determined by the Director;

(c) no person may carry passengers in an aircraft during demonstration flights, except for those needed to make the demonstration flight and those designated by the Director; and

(d) for a national air operator of an aeroplane of less than fifty-seven hundred kilograms, the necessity and extent of demonstration shall be at the option of the Director.

Standard NO: - 3.10- **OPERATIONS MANUAL**
Regulations 34

Standard NO: -3.10.1 Organization And Contents Of An Operations Manual For Operator Of An Aeroplane

1. Organization

1.1An operations manual, which may be issued in separate parts corresponding to specific aspects of operations shall be organized with the following structure:

a) General;

b) Aircraft operating information;

c) Areas, routes and aerodromes; and

d) Training.

2. Contents

The operations manual shall contain at the least the following:

2.1 General

2.1.1 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.

2.1.2 Flight and duty time limitations and rest schemes for flight and cabin crew members.

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

2.1.4 Where relevant to the operations, the long-range navigation procedures, engine failure procedure for ETOPS and the nomination and utilization of diversion aerodromes.

2.1.5 The circumstances in which a radio listening watch is to be maintained.

2.1.6 The method for determining minimum flight altitudes.

2.1.7 The methods for determining aerodrome operating minima.

2.1.8 Safety precautions during refuelling with passengers on board.

2.1.9 Ground handling arrangements and procedures.

2.1.10 Procedures for pilots-in-command observing an accident.

2.1.11 The flight crew for each type of operation including the designation of the succession of command.

2.1.12 Specific instructions for the computation of the quantities of fuel and oil to be carried, taking into account all circumstances of the operation including the possibility of loss of pressurization and the failure of one or more engines while en route.

2.1.13 The conditions under which oxygen shall be used and the amount of oxygen determined in accordance with Civil Aviation (Instruments and Equipment) Regulations, 2007.

2.1.14 Instructions for mass and balance control.

2.1.15 Instructions for the conduct and control of ground de-icing/anti-icing operations.

2.1.16 The specifications for the operational flight plan.

2.1.17 Standard operating procedures (SOP) for each phase of flight.

2.1.18 Instructions on the use of normal checklists and the timing of their use.

2.1.19 Departure contingency procedures.

2.1.20 Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out.

2.1.21 Instructions on the use of autopilots and auto-throttles in IMC.

Note.— Instructions on the use of autopilots and auto-throttles, together with 2.1.26 and 2.1.30, are essential for avoidance of approach and landing accidents and controlled flight into terrain accidents.

2.1.22 Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.

2.1.23 Departure and approach briefings.

2.1.24 Procedures for familiarization with areas, routes and aerodromes.

2.1.25 Stabilized approach procedure.

2.1.26 Limitation on high rates of descent near the surface.

2.1.27 Conditions required to commence or to continue an instrument approach.

2.1.28 Instructions for the conduct of precision and non-precision instrument approach procedures.

2.1.29 Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations.

2.1.30 Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS).

2.1.31 Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS).

Note.— Procedures for the operation of ACAS are contained in PANS-OPS (Doc 8168), Volume I, and in PANS-ATM (Doc 4444), Chapters 12 and 15.

2.1.32 Information and instructions relating to the interception of civil aircraft including:

a) procedures for pilots-in-command of intercepted aircraft; and

b) visual signals for use by intercepting and intercepted aircraft.

2.1.33 For aeroplanes intended to be operated above 15 000 m (49 000 ft):

a) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and

b) procedures in the event that a decision to descend is taken, covering:

1) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and

2) the action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.

Note.— Guidance material on the information to be provided is contained in Circular 126 — Guidance Material on SST Aircraft Operations.

2.1.34 Details of the safety management system (SMS).

2.1.35 Information and instructions on the carriage of dangerous goods, including action to be taken in the event of an emergency.

Note.— Guidance material on the development of policies and procedures for dealing with dangerous goods incidents on board aircraft is contained in Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods (Doc 9481).

2.1.36 Security instructions and guidance.

2.1.37 The search procedure checklist.

2.1.38 Instructions and training requirements for the use of head-up displays (HUD) and enhanced vision systems (EVS) equipment as applicable.

2.2 Aircraft operating information

2.2.1 Certification limitations and operating limitations.

2.2.2 The normal, abnormal and emergency procedures to be used by the flight crew and the checklists relating thereto.

2.2.3 Operating instructions and information on climb performance with all engines operating if provided.

2.2.4 Flight planning data for pre-flight and in-flight planning with different thrust/power and speed settings.

2.2.5 The maximum crosswind and tailwind components for each aeroplane type operated and the reductions to be applied to these values having regard to gusts, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances, or any other relevant operational factors.

2.2.6 Instructions and data for mass and balance calculations.

2.2.7 Instructions for aircraft loading and securing of load.

2.2.8 Aircraft systems, associated controls and instructions for their use.

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

2.2.10 Checklist of emergency and safety equipment and instructions for its use.

2.2.11 Emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crew member.

2.2.12 The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists relating thereto and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight and cabin crew.

2.2.13 Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off, including procedures to determine the required amount of oxygen and the quantity available.

2.2.14 The ground-air visual signal code for use by survivors.

2.3 Routes and aerodromes

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

2.3.2 The minimum flight altitudes for each route to be flown.

2.3.3 Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.

2.3.4 The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.

2.3.5 Instructions for determining aerodrome operating minima for instrument approaches using HUD and EVS.

2.3.6 The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of:

a) take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance;

b) take-off climb limitations;

c) en-route climb limitations;

d) approach climb limitations and landing climb limitations;

e) landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance; and

f) supplementary information, such as tire speed limitations.

2.4 Training

2.4.1 Details of the flight crew training programme.

2.4.2 Details of the cabin crew duties training programme.

2.4.3 Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision.

Standard NO: -3.10.2 **Organization and Contents of An Operations Manual For Operator Of A Helicopter**

1. Organization

1.1 An operations manual, which may be issued in separate parts corresponding to specific aspects of operations shall contain at least the following:

a) General;

b) Aircraft operating information;

c) Routes and aerodromes; and

d) Training.

2.Contents

2.0 An operations manual shall contain at the least the following:

2.1 General

2.1.1 Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations.

2.1.2 Rules limiting the flight time and flight duty periods and providing for adequate rest periods for flight crew members and cabin crew.

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

2.1.4 The circumstances in which a radio listening watch is to be maintained.

2.1.5 The method for determining minimum flight altitudes.

2.1.6 The methods for determining heliport operating minima.

2.1.7 Safety precautions during refuelling with passengers on board.

2.1.8 Ground handling arrangements and procedures.

2.1.9 Procedures for pilots-in-command observing an accident.

2.1.10 The flight crew for each type of operation including the designation of the succession of command.

2.1.11 Specific instructions for the computation of the quantities of fuel and oil to be carried, having regard to all circumstances of the operation including the possibility of loss of pressurization and the failure of one or more engines while en route.

2.1.12 The conditions under which oxygen shall be used and the amount of oxygen determined.

2.1.13 Instructions for mass and balance control.

2.1.14 Instructions for the conduct and control of ground de-icing/anti-icing operations.

2.1.15 The specifications for the operational flight plan.

2.1.16 Standard operating procedures (SOP) for each phase of flight.

2.1.17 Instructions on the use of normal checklists and the timing of their use.

2.1.18 Departure contingency procedures.

2.1.19 Instructions on the maintenance of altitude awareness.

2.1.20 Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.

2.1.21 Departure and approach briefings.

2.1.22 Route and destination familiarization.

2.1.23 Conditions required to commence or to continue an instrument approach.

2.1.24 Instructions for the conduct of precision and non-precision instrument approach procedures.

2.1.25 Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations.

2.1.26 Information and instructions relating to the interception of civil aircraft including:

a) procedures prescribed for pilots-in-command of intercepted aircraft; and

b) visual signals for use by intercepting and intercepted aircraft.

2.1.27 Details of the safety management system (SMS).

2.1.28 Information and instructions on the carriage of dangerous goods, including action to be taken in the event of an emergency.

Note.— Guidance material on the development of policies and procedures for dealing with dangerous goods incidents on board aircraft is contained in Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods (Doc 9481).

2.1.29 Security instructions and guidance.

2.1.30 The search procedure checklist.

2.1.31 Instructions and training requirements for the use of head-up displays (HUD) or enhanced vision systems (EVS) equipment as applicable.

2.2 Aircraft operating information

2.2.1 Certification limitations and operating limitations.

2.2.2 The normal, abnormal and emergency procedures to be used by the flight crew and the checklists relating thereto.

2.2.3 Flight planning data for pre-flight and in-flight planning with different thrust/power and speed settings.

2.2.4 Instructions and data for mass and balance calculations.

2.2.5 Instructions for aircraft loading and securing of load.

2.2.6 Aircraft systems, associated controls and instructions for their use.

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

2.2.8 Checklist of emergency and safety equipment and instructions for its use.

2.2.9 Emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crew member.

2.2.10 The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists relating thereto and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight and cabin crew.

2.2.11 Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off, including procedures to determine the required amount of oxygen and the quantity available.

2.2.12 The ground-air visual signal code for use by survivors.

2.3 Routes, aerodromes and heliports

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

2.3.2 The minimum flight altitudes for each route to be flown.

2.3.3 Heliport operating minima for each of the heliports that are likely to be used as heliports of intended landing or as alternate heliports.

2.3.4 The increase of heliport operating minima in case of degradation of approach or heliport facilities.

2.3.5 Instructions for the use of aerodrome operating minima for instrument approaches applicable to the use of HUD and EVS.

2.4 Training

2.4.1 Details of the flight crew training programme and requirements.

2.4.2 Details of the cabin crew duties training programme..

2.4.3 Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision.

Standard NO: - 3.11- FLIGHT MONITORING SYSTEM

Regulation 35

1 A national air operator shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted.

2 A national air operator having flight following centres, these centres shall be located at those points necessary to ensure—

(i) The proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and

(ii) That the PIC is provided with all information necessary for the safety of the flight.

***Standard NO: - 3.12*-CHARTER FLIGHT SUPERVISION**

Regulations 36

A national air operator shall in conducting charter flights ensure that he meets the following minimum standards:

(a) a national air operator shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted;

(b) for national air operators having flight following centres, these centres shall be located at those points necessary to ensure—

(i) the proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and

(ii) that the pilot in command is provided with all information necessary for the safety of the flight;

(c) a national air operator conducting charter operations may arrange to have flight following facilities provided by persons other than its employees, but in such a case national air operator continues to be primarily responsible for operational control of each flight;

(d) a national air operator conducting charter operations using a flight following system shall show that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to—

(i) the flight crew of each aircraft; and

(ii) the persons designated by the certificate holder to perform the function of operational control of the aircraft;

(e) a national air operator conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

***Standard NO: - 3.13*-ACCIDENT PREVENTION AND FLIGHT AND SAFETY**
Regulations 37

A national air operator shall ensure that the contents and structure of his Accident Prevention and Flight Safety Programme meets the following minimum standards:

National air operator Flight Safety Programme

(a) A national air operator shall on a continuing basis maintain a Flight Safety Programme. This standard specifies the programme elements;

(b) A person accountable for managing the programme shall be appointed fulltime or part-time. As an alternative, the programme may be managed by a consulting company approved by the Director to provide flight safety services. The individual in the consulting company who is responsible for managing the flight safety programme shall meet the qualification and training requirements of a Flight Safety Person as set out below in paragraph *(e)*, Qualifications of the Flight Safety Person, and paragraph *(g)*, Training of the Flight Safety Person, below;

Programme elements

(c) The following elements shall be included in a national air operator's Flight Safety Programme and described in the appropriate manuals:

(i) national air operator's management plan;

(ii) qualifications of the flight safety person;

(iii) responsibilities of the flight safety person;

(iv) training for the flight safety person;

(v) incident management;

(vi) flight safety committee;

(vii) emergency response planning; and

(viii) communication and safety education;

Description of programme elements

(d) National air operator's management plan:

The plan shall identify the management position responsible for ensuring that—

(i) all the necessary elements of the programme have been developed, properly integrated, and coordinated;

(ii) the programme has been disseminated to all appropriate personnel;

(iii) a detailed description of the programme is incorporated in the

appropriate air operator's manuals; and

(iv) adequate Programme management is maintained;

(e) Qualifications of the Flight Safety Person:

(i) extensive operational experience, normally achieved as a flight deck crew member or equivalent experience in aviation technical management; and

(ii) training in accordance with paragraph *(g)* of this standard;

(f) Responsibilities of the Flight Safety Person:

This person shall have direct access to the operations manager in flight safety matters and shall be responsible for managing the flight safety programme by—

(i) monitoring and advising on all national air operator flight safety activities which may have an impact on flight safety;

(ii) establishing a reporting system which provides for a timely and free flow of flight safety related information;

(iii) conducting safety surveys;

(iv) soliciting and processing flight safety improvement suggestions;

(v) developing and maintaining a safety awareness programme;

(vi) monitoring industry flight safety concerns which may have an impact on air operator operations;

(vii) maintaining close liaison with aeroplane manufacturers;

(viii) maintaining close liaison with the Director on Safety issues;

(ix) maintaining close liaison with industry safety associations;

(x) developing and maintaining the air operator accident response plan;

(xi) identifying flight safety deficiencies and making suggestions for corrective action;

(xii) investigating and reporting on incidents/accidents and making recommendations to preclude a recurrence;

(xiii) developing and maintaining a flight safety database to monitor and analyze trends;

(xiv) making recommendations to the air operator senior management

on matters pertaining to flight safety; and

(xv) monitoring the response and measuring the results of flight safety initiatives;

(g) Training of the Flight Safety Person:

This person shall successfully complete a training course that shall include the following subjects:

(i) flight safety philosophy;

(ii) human factors and the decision making process;

(iii) accident prevention;

(iv) the role of the flight safety officer as advisor to senior management;

(v) risk management;

(vi) accident or incident management;

(vii) the aviation safety survey;

(viii) emergency response plan; and

(ix) incident investigation;

(h) Incident Management

The national air operator shall be responsible for providing employees with a timely means of reporting any unsafe conditions. The person responsible for the flight safety programme shall institute and maintain an incident reporting system. This system will provide for—

(A) a process of reporting incidents;

(B) investigation of incidents;

(C) the means of advising management; and

(D) information feedback to employees.

Flight Safety Committee:

(i) A national air operator shall establish a Flight Safety Committee.

Responsibilities

(j) The responsibilities of the Committee shall be to monitor all areas of the operation, identify safety concerns and deficiencies, and make recommendations for corrective measures to senior management where applicable.

Members

(k) The Committee shall be chaired by the operations manager or designate. Members shall include representatives of all operating departments in the Organization.

Meetings

(l) The Committee shall meet on a regular basis (at least twice a year) as established by the committee chairperson. Special meetings on urgent matters may be called by any Committee member.

Minutes

(m) Minutes of the Committee meetings shall provide a record of agenda items, decisions and corrective actions taken where applicable.

Emergency Response Planning

(n) The national air operator shall develop and maintain a national air operator Emergency Response Plan that shall include the following elements:

(i) national air operator policy;

(ii) national air operator mobilization and agencies notification;

(iii) passenger and crew welfare;

(iv) casualty and next-of-kin coordination;

(v) accident investigation on behalf of the national air operator;

(vi) national air operator team’s response to the accident site;

(vii) preservation of evidence;

(viii) media relations;

(ix) claims and insurance procedures;

(x) aeroplane wreckage removal; and

(xi) emergency response training.

Communication and Safety Education

(o) The national air operator shall be responsible for an efficient system of distributing appropriate safety material.

Standard NO: - 3.14- **TRAINING PROGRAMME MANUAL**
Regulation 38(1) (c)

The following items shall be included in the Training Programme Manual of a national air operator:

1.Training Syllabi And Checking Programmes

1.1 General Requirements

Training Syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and conduct of a flight shall be developed to meet the respective requirements of the Director. A national air operator may not use, nor may any person serve in a required crew member capacity or operational capacity unless that person meets the training and currency requirements established by the Director for that respective position.

1.2 Flight Crew

The training syllabi and checking programmes for flight crew members shall include—

(a) a written training acceptable to the Director that provides for initial, transition, difference, and recurrent training, as appropriate, for flight deck crew members for each type of aircraft flown by that crew member. This written training shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crew member;

(b) adequate ground and flight training facilities and properly qualified instructors required to meet training objectives and needs;

(c) a current list of approved training materials, equipment, training devices, simulators, and other required training items needed to meet the training needs for each type and variation of aircraft flown by the national air operator;

(d) adequate numbers of ground, flight, and check pilots to ensure adequate training and flight testing of flight crew members; and

(e) a record system acceptable to the Director to show compliance with appropriate training and currency requirements.

1.3 Cabin Crew

The training syllabi and checking programmes for cabin crew members shall include—

(a) basic initial ground training covering duties and responsibilities*;*

(b) appropriate rules and regulations;

(c) appropriate portions of the operating manual of a national air operator;

(d) appropriate emergency training as required by the Director and the operating manual of a national air operator;

(e) appropriate flight training;

(f) appropriate recurrent, upgrade, or difference training, as required, to maintain currency in both type and any variance the crew member may be required to work in; and

(*g)* maintain a training record system acceptable to the Director to show compliance with all required training.

1.4 All Aircraft Crew

The written training programmes shall be developed for all aircraft crew members in the emergency procedures appropriate to each make and model of aircraft flown in by the crew member. Areas shall include—

(a) instruction in emergency procedures, assignments and crew co-ordination;

(b) individual instruction in the use of onboard emergency equipment such as fire extinguishers, emergency breathing equipment, first aid equipment and its proper use, emergency exits and evacuation slides, and the aircraft's oxygen system including the use of portable emergency oxygen bottles. Flight deck crew members shall also practice using their emergency equipment designed to protect them in case of a cockpit fire or smoke;

(c) training shall also include instruction in potential emergencies such as rapid decompression, ditching, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers; and

(d) scheduled recurrent training to meet Director requirements.

1.5 All operations personnel

The training syllabi and checking programmes for all operations personnel shall include—

(a) Training in the safe transportation and recognition of all dangerous goods permitted by the Director to be shipped by air. Training shall include the proper packaging, marking, labelling, and documentation of dangerous articles and magnetized materials;

(b) All appropriate security training required by the Director; and

(c) A method of providing any required notification of an accident or incident involving dangerous good.

1.6 Operations personnel other than aircraft crew

Operations personnel other than aircraft crew (e.g., flight operations officer, handling personnel etc.), a written training shall be developed that pertains to their respective duties. The training shall provide for initial, recurrent, and any required upgrade training.

2. Procedures for training and checking

2.1 Proficiency checking procedures

Procedures to be applied in the event that personnel do not achieve or maintain the required standards.

2.2 Procedures involving the simulation of abnormal or emergency situations

Procedures to ensure that abnormal or emergency situations requiring the application of part or all abnormal or emergency procedures, and simulation of Instrument Meteorological Conditions by artificial means, are not simulated during commercial air transportation flights.

3. Document retention

3.1 Documentation to be stored and storage periods

A national air operator shall retain all documentation required by appropriate Director or the Authority of a foreign country in which the national air operator is operating for the time specified by the respective Authority or for the time period needed to show compliance with appropriate regulations or this operations manual, which is longer.

***Standard NO: - 3.15*-MASS AND BALANCE DATA CONTROL SYSTEM**
Regulation 48

The mass and balance system required by Regulation 48 shall specify for each flight how the air operator will establish and be responsible for the accuracy of—

(i) aircraft basic empty mass and centre of gravity determined in accordance with the Aeroplane Flight Manual;

(ii) aircraft operational empty mass and centre of gravity. The aircraft operational empty mass is the actual mass of the aircraft before loading for dispatch consisting of the aircraft basic empty mass and may include removable equipment, flight crew members (including baggage), crew members (including baggage and supplies) water, toilet fluids and chemicals, oil, unusable fuel and emergency equipment and shall be defined by the air operator;

(iii) mass of passengers, carry-on baggage and checked baggage, determined either by actual mass, by using approved standard weights or by using approved survey weights, and the actual mass of cargo; and

(iv) mass of the fuel load determined by using either the actual specific gravity or a standard specific gravity.

***Standard NO: - 3.16-* PASSENGER BRIEFING CARDS**
Regulation 50

A national air operator shall, at each emergency exit passenger seat, provide passenger information cards that include the following information in English language, in which emergency commands are given by the crew:

(i) functions required of a passenger in the event of an emergency in which a crew member is not available to assist—

(A) locate the emergency exit;

(B) recognize the emergency exit opening mechanism;

(C) comprehend the instructions for operating the emergency exit;

(D) operate the emergency exit;

(E) assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;

(F) follow oral directions and hand signals given by a crew member;

(G) stow or secure the emergency exit door so that it will not impede use of the exit;

(H) assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide;

(I) pass expeditiously through the emergency exit; and

(J) assess, select, and follow a safe path away from the emergency exit;

(ii) a request that a passenger identify himself or herself to allow reseating if he or she—

(A) cannot perform the emergency functions stated in the information card;

(B) has a non-discernible condition that will prevent him or her from performing the functions;

(C) may suffer bodily harm as the result of performing one or more of those functions; or

(D) does not wish to perform those functions;

(E) lacks the ability to read, speak, or understand the language or the graphic forms in which instructions are provided by the air operator.

***Standard NO: - 3.17-* WEATHER REPORTING SOURCES**
Regulation 51(1)

The Director approves and considers the following sources of weather reports satisfactory for flight planning or controlling flight movement:

(a) Barbados Meteorological Services at Grantley Adams International Airport;

(b) observations taken by Grantley Adams airport traffic control tower;

(c) Barbados contracted weather observatories;

(d) any active meteorological office operated by a foreign state, which subscribes to the standards and practices of International Civil Aviation Organization conventions;

Note: These meteorological offices are normally listed in the MET tables located in International Civil Aviation Organization Regional Air Navigation Plans.

(e) any military weather reporting sources approved by the Director;

Note: Use of military sources is limited to control of those flight operations which use military airports as departure, destination, alternate, or diversionary airports.

(f) near real time reports such as pilot reports, radar reports, radar summary charts, and satellite imagery reports made by commercial weather sources or other sources specifically approved by the Director;

(g) an air operator operated and maintained weather-reporting system approved or accepted by the Director.

Standard NO: - 3.18- **DE-ICING AND ANTI-ICING**
Regulation 52

A national air operator shall ensure that his ground de-icing and anti-icing programme meets the following minimum standards:

(a) contents of the national air operator's ground de-icing and anti-icing programme shall include a detailed description of—

(i) how the national air operator determines that conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft and that ground de-icing and anti-icing operational procedures shall be in effect;

(ii) who is responsible for deciding that ground de-icing and anti-icing operational procedures shall be in effect;

(iii) the procedures for implementing ground de-icing and anti-icing operational procedures; and

(iv) the specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground de-icing and anti-icing operational procedures are in effect.

(b) Initial and annual recurrent ground training for flight crew and all other affected personnel (e.g. dispatchers/flight operations officers, ground crews, contract personnel) concerning the specific requirements of the approved programme and each person's responsibilities and duties under the approved programme specifically covering the following areas:

(i) the use of holdover times;

(ii) aircraft deicing/anti-icing procedures including inspection and check procedures and responsibilities;

(iii) communication procedures;

(iv) aircraft surface contamination (i.e., adherence of frost, ice or snow) and critical area identification, and how contamination adversely affects aircraft performance and flight characteristics;

(v) types and characteristics of deicing/anti-icing fluids;

(6) cold weather pre-flight inspection procedures; and

(7) techniques for recognising contamination on the aircraft.

(c) the national air operator's ground de-icing and anti-icing programme shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions. The holdover time shall be supported by data acceptable to the Director. If the maximum holdover time is exceeded, take-off is prohibited unless at least one of the following conditions exists:

(i) a pre-take-off contamination check is conducted outside the aircraft (within five minutes prior to beginning take-off) to determine that the wings, control surfaces, and other critical surfaces, as defined in the certificate holder's, are free of frost, ice, or snow;

(ii) it is otherwise determined by an alternate procedure, approved by the Director and in accordance with the approved of the national air operator, that the wings, control surfaces, and other critical surfaces are free of frost, ice, or snow; or

(iii) the wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.

***Standard NO: - 3.19* -AIRCRAFT OPERATING MANUAL**
Regulation 54(5)

An Aircraft Operating Manual under Regulation 54 shall include the following items:

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

2. Limitations
2.1 Certification and operational limitations

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

(a) certification status;

*(b)*passenger seating configuration for each aircraft type including a pictorial presentation;

(c) types of operation that are approved (for example, instrument flight rules/visual flight rules, CAT II, CAT III, flights in known icing conditions);

(d) crew composition;

(e) operating within mass and centre of gravity limitations;

(f) speed limitations;

(g) flight envelopes;

(h) wind limits including operations on contaminated runways;

(i) performance limitations for applicable configurations;

(j) runway slope;

(k) limitations on wet or contaminated runways;

(l) airframe contamination; and

(m) post landing.

3. Normal Procedures

3.1 Normal Procedures

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

(a) pre-flight;

(b) pre-departure and loading;

(c) altimeter setting and checking;

(d) taxi, take-off and climb;

(e) noise abatement;

(f) cruise and descent;

(g) approach, landing preparation and briefing;

(h) visual flight rules approach;

(i) instrument approach;

(j) visual approach and circling;

(k) missed approach;

(l) normal landing;

(m) post landing; and

(n) operation on wet and contaminated runways.

3.2 Specific flight deck procedures

(a) determining airworthiness of aircraft;

(b) obtaining flight release;

(c) initial cockpit preparation;

(d) standard operating procedures;

(e) cockpit discipline;

(f) standard call-outs;

(g) communications;

(h) flight safety;

(i) push-back and towing procedures;

(j) taxi guidelines and ramp signals;

(k) take-off and climb out procedures;

(l) choice of runway;

(m) take-off in adverse weather;

(n) use and limitations of weather radar;

(o) use of landing lights;

(p) monitoring of flight instruments;

(q) power settings for take-off;

(r) malfunctions during take-off;

(s) rejected take-off decision;

(t) climb, best angle, best rate;

(u) sterile cockpit procedures;

(v) en route and holding procedures;

(w) cruise control;

(x) navigation log book;

(y) descent, approach and landing procedures;

(*z)* standard call-outs;

(aa) reporting maintenance problems; and

(bb) how to obtain maintenance and service en route.

4. Abnormal and emergency procedures

Abnormal and emergency procedures and duties

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

(a) crew incapacitation;

(b) fire and smoke drills;

(c) unpressurised and partially pressurised flight;

(d) exceeding structural limits such as overweight landing;

(e) exceeding cosmic radiation limits;

(f) lightning strikes;

(g) distress communications and alerting air traffic control to emergencies;

(h) engine failure;

(i) system failures;

(j) guidance for diversion in case of serious technical failure;

(k) ground proximity warning;

(l) ACAS warning;

(m) windshear; and

(*n)* emergency landing and ditching;

(o) aircraft evacuation;

(p) fuel jettisoning and overweight landing:

(i) general considerations and policy;

(ii) fuel jettisoning procedures and precautions;

(q) emergency procedures:

(i) emergency decent;

(ii) low fuel;

(iii) dangerous goods incident or accident;

(r) interception procedures;

(s) emergency signal for cabin crews;

(t) communication procedures; and

(u) radio listening watch.

5. Performance Data

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

5.1 Performance data

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

(a) take-off climb limits—mass, altitude, temperature;

(b) take-off field length (dry, wet, contaminated);

(c) net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;

(d) the gradient losses for banked climb outs;

(e) en route climb limits;

(f) approach climb limits;

(g) landing climb limits;

(h) landing field length (dry wet, contaminated) including the effects of an in-flight failure of system or device, if it affects the landing distance;

(i) brake energy limits; and

(j) speeds applicable for the various flights stages (also considering wet or contaminated runways).

5.1.1 Supplementary performance data

Supplementary data covering flights in icing conditions. Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.

5.1.2 Other acceptable performance data

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

5.2 Additional performance data

Additional performance data where applicable including—

(a) all engine climb gradients;

(b) drift-down data;

(c) effect of de-icing or anti-icing fluids;

(d) flight with landing gear down;

(e) for aircraft with three or more engines, one engine inoperative ferry flights;

and

(f) flights conducted under the provisions of a configuration deviation list.

6. Flight planning

6.1 Flight planning data

Data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s) out operations, Extended Twin-engine Operations flights to isolated airports shall be included.

6.2 Fuel calculation

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

7. Mass and balance

7.1 Calculating mass and balance

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

(a) calculation system (e.g., index system);

(b) information and instructions for completion of mass and balance documentation, including manual and computer generated types;

(c) limiting mass and centre of gravity of the various versions;

(d) dry operating mass and corresponding centre of gravity or index.

8. Loading

8.1 Loading Procedures

Procedures and provisions for loading and securing the load in the aircraft.

8.2 Loading dangerous goods

The operations manual shall contain a method to notify the pilot in command when dangerous goods is loaded in the aircraft.

9. Survival and emergency equipment including oxygen

9.1 List of survival equipment to be carried

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

9.2 Oxygen usage

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

9.3 Emergency equipment usage

A description of the proper use of the following emergency equipment:

(a) life jackets;

(b) life rafts;

(c) medical kits and first aid kits;

(d) survival kits;

(e) emergency locator transmitter;

(f) visual signalling devices;

(g) evacuation slides; and

(*h)* emergency lighting.

10. Emergency evacuation procedures

10.1 Instructions for emergency evacuation

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

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

11. Aircraft systems

11.1 Aircraft systems

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

12. Route and airport instructions and information (optional for this manual)

12.1 Instructions and information

Instructions and information relating to communications, navigation and airports including minimum flight levels and altitudes for each route to be flown and operating minima for each airport planned to be used, including—

(a) minimum flight level/altitude;

(b) operating minima for departure, destination and alternate airports;

(c) communication facilities and navigation aids;

(d) runway data and airport facilities;

(e) approach, missed approach and departure procedures including noise; abatement procedures;

(f) communications-failure procedures;

(g) search and rescue facilities in the area over which the aircraft is to be flown;

(h) a description of the aeronautical charts that shall be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;

(i) availability of aeronautical information and meteorological services;

(j) en route communication and navigation procedures, including holding; and

(k) airport categorization for flight crew competence qualification.

***Standard NO: -3.20-*AERONAUTICAL DATA CONTROL SYSTEM**
Regulation 57(2)

A national air operator shall provide aeronautical data for each airport used by him in respect of the areas —

(a) airports:

(i) facilities;

(ii) navigational and communications aids;

(iii) construction affecting take-off, landing, or ground operations;

(iv) public protection; and

(iv) air traffic facilities;

(b) runways, clearways and stopways:

(i) dimensions;

(ii) surface;

(iii) markings and lighting systems; and

(iv) elevations and gradient

(c) displaced thresholds:

(i) locations;

(ii) dimensions; and

(iii) take-off or landing or both;

(d) obstacles

(i) those affecting take-off and landing performance computations;

(ii) controlling obstacles;

(e) instruments flight procedures

(i) departure procedure;

(ii) approach procedure; and

(iv) missed approach procedure;

(f) special information:

(i) runway visual range measurement equipment; and

(ii) prevailing winds under low visibility conditions.

Standard NO: - 3.21- **COMMUNICATIONS**

Regulation 61

(1) A national air operator shall ensure that his communications facilities meet the following minimum standards:

(a) In-flight communications

Timely and direct communication between the responsible flight operations officer/flight dispatcher, if applicable, and the pilot-in-command of a flight shall be maintained during flight time over all or almost all the route structure. Where direct communication is not practical for mid-route communications a private agency under contract to the air operator may be approved to provide the required communications services. The use of Air Traffic Service communications is permitted if the services of a private agency are not available.

(b) On-ground Communications—

(i) a direct communications capability between the pilot-in-command and the flight dispatcher shall be provided at any station regularly served by the air operator. The equipment used shall be accessible

to the pilot-in-command and may include the following:

(A) Very High Frequency and High Frequency Radio voice;

(B) telephone;

(C) data link;

(D) teletype; and

(E) any other approved communications medium;

(ii) this requirement may be waived by the Director at those stations where a lack of facilities prevents communication between the pilot-in- command and operations control;

(iii) timely communication means the ability to establish communications domestically within thirty minutes of first trying and internationally within one hour when the flight is in cruise;

(iv) direct communication means the ability of the flight operations officer/flight dispatcher and the pilot-in-command to communicate using the air operator's facilities, an electronic data link facility, or a facility operated by a third party according to an agreement.

(2) A national air operator shall ensure that flight crew members demonstrate the ability to speak and understand the English language.

***Standard NO: - 3.22-* SECURITY TRAINING PROGRAMME**
Regulation 65 (2)

The following syllabus with appropriate updating, shall be used as a basis a security training programme:

(a) security of the flight crew compartment;

(b) aeroplane search procedure check-list;

(c) determination of the seriousness of any occurrence;

(d) crew communication and coordination;

(e) appropriate self-defence responses;

(f) use authorized by the state of the operator of non-lethal protective devices assigned to crew members;

(g) understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacking behaviour and passenger responses;

(h) live situational training exercises regarding various threat conditions;

(i) flight crew compartment procedure to protect the aeroplane; and

(j) post flight concerns for the crew.

Standard NO: - 3.23- **MAINTENANCE CONTROL MANUAL**
Regulation 76(5)

The following items shall be included in the Maintenance Control Manual of a national air operator:

PART 1 ADMINISTRATION and CONTROL of the MAINTENANCE CONTROL MANUAL

1.1 Introduction

(a) A statement that the manual complies with all applicable regulations and requirements and with the terms and conditions of the applicable Air Operator certificate.

(b) A statement that the manual contains maintenance and operational instructions that are to be complied with by the relevant personnel in the performance of their duties.

(c) A list and brief description of the various Maintenance Control Manual parts, their contents, applicability and use.

(d) Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision

(a) A Maintenance Control Manual shall describe who is responsible for the issuance and insertion of amendments and revisions.

(b) A record of amendments and revisions with insertions dates and effective dates is required.

(c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.

(d) A description of the system for the annotation of pages and their effective date.

(e) A list of effective pages and their effective dates.

(f) Annotation of changes (on text pages and as far as practicable, on charts and diagrams.)

(g) A system for recording temporary revisions.

(h) A description of the distribution system for the manuals, amendments and revisions.

(i) A statement of who is responsible for notifying the Director of proposed changes and working with the Director on changes requiring the Director approval.

PART 2: GENERAL ORGANIZATION

2.1 Corporate commitment by the air operator

2.2 General information:

(a) brief description of organization;

(b) relationship with other organizations;

(c) fleet composition—type of operation; and

(d) line station locations.

2.3 Maintenance management personnel:

(a) accountable manager;

(b) nominated post holder;

(c) maintenance co-ordination;

(d) duties and responsibilities;

(e) organization chart(s); and

(f) manpower resources and training policy.

2.4 Notification procedure to the Director regarding changes to the maintenance arrangements.

PART 3: MAINTENANCE PROCEDURES

3.1 Aircraft logbook utilization and Minimum Equipment List application

3.2 Aircraft maintenance—development and amendment

3.3 Time and maintenance records, responsibilities, retention

3.4 Accomplishment and control of mandatory continued airworthiness information (Airworthiness Directives)

3.5 Analysis of the effectiveness of the maintenance

3.6 Non-mandatory modification embodiment policy

3.7 Major modification standards

3.8 Defect reports:

(a) Analysis;

(b) liaison with manufacturers and regulatory authorities; and

(c) deferred defect policy.

3.9 Engineering activity

3.10 Reliability programmes:

(a) airframe

(b) propulsion

(c) components

3.11 Pre-flight inspection:

(a) preparation of aircraft for flight;

(b) sub-contracted ground handling functions;

(c) security of cargo and baggage loading;

(d) control of refuelling, quantity/quality; and

(e) control of snow, ice, dust and sand contamination.

3.12 Aircraft weighing

3.13 Flight test procedures

3.14 Sample of documents, tags and forms used

3.15 Appropriate portions of the operating manual of the air operator.

Standard NO: - 3.24- **QUALITY MANAGEMENT SYSTEM**
Regulation 78
A national air operator shall ensure that his Quality Management System and Quality Manager meet the following minimum standards:

(a) a national air operator shall establish a plan acceptable to the Director to show when and how often the activities required in Regulation 78 of these regulations will be monitored. In addition, reports should be produced at the completion of each monitoring investigation and include details of discrepancies of non-compliance with procedures or requirements.

(b) the feedback part of the system shall address who is required to rectify discrepancies and non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate time scales.

The procedure should lead to the Accountable Manager.

(c) to ensure effective compliance, the applicant should use the following elements:

(i) product sampling—the part inspection of a representative sample of

(ii) the aircraft fleet;

(ii) defect sampling—the monitoring of defect rectification performance;

(iii) concession sampling—the monitoring of any concession to not carry out maintenance on time;

(iv) on time maintenance sampling—the monitoring of when (for example: flying hours, calendar time, and flight cycles), aircraft and their components are brought in for maintenance; and

(v) sample report of unairworthy conditions and maintenance errors on aircraft and components.

Note: *The primary purpose of the Quality System for maintenance is to monitor compliance with the approved procedures specified in an operators maintenance control manual to ensure compliance and thereby ensure the maintenance aspects of the operational safety of the aircraft. In particular, this part of the Quality System provides a monitor of the effectiveness of maintenance, and should include a feedback system to ensure that corrective actions are identified and carried out in a timely manner.*

Standard NO: - 3.25-RETENTION AND MAINTENANCE OF RECORDS GUIDELINES
Regulation 80, 81 and 89

A national air operator shall ensure that his procedures for the retention and maintenance of records meet the following minimum standards:

(a) unless otherwise prescribed by the Director, the national air operator shall require the use of crew duty and flight time records with the following information:

(i) the national air operator's company company's name;

(ii) the crew members full name and employee identification number, if applicable;

(iii) a running summary of number of hours flown in the past:

(A) 12 months;

(B) 28 days;

(C) 24 hours; and

(iv) a running summary of the landings in the past 24 hours;

(v) if the flight time is scheduled more than 24 hours in advance, a daily record by date, of the assigned duty times, flight times and projected rest periods;

(vi) a daily record by date, with an hourly display of the actual time spent showing the beginning and the end of each period of

(A) duty, including duty aloft;

(B) flight time in commercial air transport, aerial work activities; and any other activity that required the application of the crew member's commercial or airline transport pilot privileges; and

(C) required rest;

(vii) a provision for the certification of each 28 days of records by the crew member and the person making the assignments and entries;

(b) document storage periods.

A national air operator shall ensure that the following information/documentation is stored in a form, accessible to the Director, for the periods specified in the Tables below:

TABLE 1—INFORMATION USED FOR THE PREPARATION AND EXECUTION OF A FLIGHT

Information used for the preparation and execution of the flight	
Completed load manifest	3 months after completion of the flight
Mass and balance reports	3 months after completion of the flight
Dispatch releases	3 months after completion of the flight
Flight plans	3 months after completion of the flight
Passenger manifests	3 months after completion of the flight
Weather reports	3 months after completion of the flight

TABLE 2—FLIGHT RECORDER RECORDS

Flight Recorder Records	
Cockpit voice recordings	Preserved after an accident or incident for 60 days or longer if requested by the Director
Flight data recordings	Preserved after an accident or incident for 60 days or longer if requested by the Director

TABLE 3—AIRCRAFT TECHNICAL LOGBOOK

Aircraft Technical Logbook	
Journey records section	2 years after the aircraft has been permanently withdrawn from service or destroyed.
Maintenance records section	2 years after the aircraft has been permanently withdrawn from service or destroyed.

TABLE 4 — MAINTENANCE RECORDS of the AIRCRAFT

Maintenance Records Of The Aircraft	
Total time in service (hours, calendar time and cycles, as appropriate) of the aircraft and all life-limited components	3 months after the unit to which they refer has been permanently withdrawn from service
Current status of compliance with all mandatory continuing airworthiness information	3 months after the unit to which they refer has been permanently withdrawn from service
Appropriate details of modifications and repairs to the aircraft and its components	3 months after the unit to which they refer has been permanently withdrawn from service
Total time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aircraft or its components subject to a mandatory overhaul life	3 months after the unit to which they refer has been permanently withdrawn from service
The detailed maintenance records to show all requirements for a maintenance release have been met	1 year after signing of the maintenance release

TABLE 5—FLIGHT CREW RECORDS

Flight Crew Records	
Flight, Duty and Rest time	2 years
Licence and medical certificate	Until 12 months after the flight crew member has left the employ of the operator
Ground and flight training (all types)	Until 12 months after the flight crew member has left the employ of the operator
Route and aerodrome/heliport qualification training	Until 12 months after the flight crew member has left the employ of the operator
Dangerous good training	Until 12 months after the flight crew member has left the employ of the operator
Security training	Until 12 months after the flight crew member has left the employ of the operator

Proficiency and qualification checks (all types)	Until 12 months after the flight crew member has left the employ of the operator has left the employ of the operator

TABLE 6—CABIN CREW RECORDS

Cabin Crew Records	
Flight, Duty and Rest time	2 years
Licence and medical certificate	Until 12 months after the cabin crew member has left the employ of the operator
Ground and flight training (all types) and qualifications checks	Until 12 months after the cabin crew member has left the employ of the operator
Security training	Until 12 months after the cabin crew member has left the employ of the operator
Dangerous Goods	Until 12 months after the cabin crew member has left the employ of the operator
Competency checks	Until 12 months after the cabin crew member has left the employ of the operator

TABLE 7 - RECORDS FOR OTHER OPERATIONS PERSONNEL

Records for other operations personnel	
Training/qualification records of other personnel for whom an approved training is required by the Director	Until 12 months after the individual has left the employ of the operator
Licence, if required and medical certificate if required	Until 12 months after the individual has left the employ of the operator
Proficiency or competency checks, if required	Until 12 months after the individual has left the employ of the operator

TABLE 8—OTHER RECORDS

Other Records	
Operational flight plan	3 months after the completion of the flight
Quality system records	5 years
Dangerous goods transport document	6 months after the completion of the flight
Dangerous goods acceptance checklist	6 months after the completion of the flight
Records on cosmic and solar radiation dosage, if the national air operator operates aircraft that fly above 15 000 m (49 000 ft)	Until 12 months after the crew member has left the employ of the national air operator