# MOZAMBIQUE CIVIL AVIATION TECHNICAL STANDARDS


# PART 135

# MOZ-CATS-OPS 135

# AIR TRANSPORT OPERATIONS – SMALL AEROPLANES

## MOZAMBIQUE CIVIL AVIATION TECHNICAL STANDARDS: CATS
## RECORD OF REVISIONS

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# MOZAMBIQUE CIVIL AVIATION TECHNICAL STANDARDS: CATS RELATING TO AIR TRANSPORT OPERATIONS – SMALL AEROPLANES

## INTRODUCTION

### 1. GENERAL

Decree 41 of 2001 empowers the Director General for Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

### 2. PURPOSE

Document MOZ-CATS-OPS 135 contains the standards, rules, requirements, methods, specifications, characteristics and procedures, which are applicable in respect of Air Operator.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Mozambique Civil Aviation Regulations, for example, technical standard 135.01.2 refers to regulation 2 of Subpart 01 of Part 135 of the Regulations.

The abbreviation “MOZ-CAR” is used throughout this document when referring to any regulation.

The abbreviation “TS” refers to any technical standard.

### 3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard are contained in schedules to, and/or notes inserted throughout the technical standards.

## LIST OF TECHNICAL STANDARDS

## 135.01.2 EXEMPTIONS

### 1. Exemptions

(1) The Director may, on application, exempt any person or aeroplane involved in or used for emergency operations, from the provisions of Part 135, on condition that the Director is satisfied that –

(a) exceptional circumstances prevail which necessitates the exemption;

(b) there is a need for the exemption; and

(c) an acceptable level of safety is maintained.

(2) The Director may determine any supplementary condition that he or she deems necessary in order to ensure that an acceptable level of safety is maintained and the public interest is served.

(3) An application for an exemption must be made pursuant to the provisions of Part 11.

## 135.01.10 SUB CHARTERING

### 1. Sub chartering

An operator may sub charter an aeroplane or flight crew, or both an aeroplane and flight crew in circumstances where such operator is faced with an immediate, urgent and unforeseen need for a replacement aeroplane and/or flight crew.

## 135.02.5 FLIGHT TIME AND DUTY PERIODS

### 1. Definitions

**"days off"** means periods available for leisure and relaxation, no part of which forms part of a duty period. A single day off must include two local nights. Consecutive days off must include a further local night for each consecutive day off. A rest period may be included as part of a day off;

**"duty period"** means any continuous period throughout which either a flight crew member flies in any aeroplane, whether as a flight crew member or as a passenger, at the behest of his or her employer, or otherwise carries out a required duty in the course of his or her employment. It includes any flight duty period, positioning at the behest of the operator, ground training, office duties, flight watch, home reserve and standby duty;

**"flight duty period"** means any time during which a person operates in an aeroplane as a member of its flight crew. It starts when the flight crew member is required by an operator to report for a flight, and finishes at on-chocks or engines off, on the final sector for that flight crew member;

**"flight watch"** means a period of time during which a flight crew member be required to check with the operator at specified times as to whether his or her services as a flight crew member will be required and, should this be the case, will report for duty at the time then specified;

**"home reserve"** means a period of time during which a flight crew member must be prepared to respond to a call out for flight duties as yet unspecified. The flight crew member must report for duty within a specified time from call out;

**"local night"** means a period of eight hours falling within the ten hour period from 21h00 to 07h00 local time;

**"positioning"** means the practice of transferring flight crew from place to place as passengers in surface or air transport at the behest of the operator;

**"rest period"** means the period of time during which a crewmember is released from all official duty or contact by the company. This period must exclude all time spent commuting by the most direct route, between the company designated rest facility and assigned duty station, but in no case less than one half hour in each direction and, a specified period of prone rest with at least one additional hour provided for physiological needs;

**"split duty"** means a flight duty period which consists of two or more flight duties which are separated by less than the minimum rest period;

**"standby duty"** means a period of time during which a flight crew member is in a position to commence a flight duty at once.

### 2. Requirements of the MCAR

(1) MCAR135.02.5 requires that an operator of an aeroplane must have a scheme for the regulation of flight times and duty times of his or her flight crews.

(2) MCAR135.02.15 also requires that a flight crew member may not fly, and an operator may not require that flight crew member to fly, if either has reason to believe that he or

she is suffering or is likely to suffer while flying, from such fatigue as may endanger the safety of the aeroplane or of its occupants.

(3) Every flight crew member is required to inform the operator of all flying he or she has undertaken if the cumulative amount of such flying and any scheduled duties is likely to exceed the maximum laid down in the Regulations.

## 3. Operators' schemes and their approval

(1) An operator must submit a proposed scheme for the regulation of flight time and duty periods and minimum rest periods to the Director for approval.

(2) Any deviation from the approved scheme must be submitted to the Director for consideration.

(3) Non-availability of auto pilot or auto stabilisation systems requires a reduction in flight time and duty period in respect of public air transport and IFR operations.

## 4. General principles of control of flight, duty and rest time

(1) The prime objective of any scheme of flight time limitations is to ensure that flight crew members are adequately rested at the beginning of each flight duty period. Aeroplane operators will therefore need to take account of inter-related planning constraints on –

(a) individual duty and rest periods;

(b) the length of cycles of duty and the associated periods of time off; and

(c) cumulative duty hours within specific periods.

(2) Duties must be scheduled within the limits of the operator's scheme. To allow for unforeseeable delays the pilot-in-command may, within prescribed conditions, use his or her discretion to exceed the limits on the day. Nevertheless, flight schedules must be realistic, and the planning of duties must be designed to avoid as far as possible exceeding the flight duty limits.

(3) Other general considerations in the sensible planning of duties are –

(a) the need to construct consecutive work patterns which will avoid as far as possible such undesirable rostering practices as alternating day/night duties and the positioning of flight crews in a manner likely to result in a serious disruption of established sleep/work patterns;

(b) the need, particularly where flights are carried out on a programmed basis, to allow a reasonable period for the preflight notification of duty to flight crews, other than those on standby; and

(c) the need to plan time off and also to ensure that flight crews are notified of their allocation well in advance.

## 5. Responsibilities of flight crew members

It is the responsibility of all flight crew members to make optimum use of the opportunities and facilities for rest provided by the operator, and to plan and use their rest periods properly so as to minimise the risk of fatigue.

## 6. Standard provisions required for an operator's scheme

(1) The standard provisions which the Director regards as the basis for an acceptable scheme of flight and duty limitations and which, if included in an operator's scheme, will facilitate approval by the Director are contained in paragraphs 7 to 13 below.

(2) Although operators are expected to plan their schemes in accordance with the requirements, it is however, recognised that the standard provisions will not necessarily be completely adaptable to every kind of operation. In exceptional circumstances therefore operators may apply to have variations from the standard provisions included in their schemes. However, such variations should be kept to a minimum and approval will only be granted where an operator can show that these proposed provisions will ensure an equivalent level of protection against fatigue.

## 7. Limitations of single flight duty periods – flight deck crew

### 7.1 Maximum rostered flight duty periods

The maximum rostered flight duty period (FDP) (in hours) must be in accordance with Table 1, or Table 2 or 3, or Table 4 or 5 below. Rostering limits in the tables may be extended by in-flight relief or split duty under the terms of paragraphs 7.2 and 7.3. On the day, the pilot-in-command may at his or her discretion further extend the FDP actually worked in accordance with paragraph 7.6.

(1) Maximum FDP – Two pilot crews: Aeroplanes

Table 2 applies when the FDP starts at a place where the flight crew member is acclimatised to local time, and Table 3 applies to other times. To be considered acclimatised for the purpose of this technical standard, a flight crew member must be allowed three consecutive local nights free of duty within a local time zone band which is two hours wide. He or she will thereafter be considered to remain acclimatised to that same time zone band until he or she ends a duty period at a place where local time falls outside this time zone band.

(2) Maximum FDP – Two pilots plus additional flight crew member: Aeroplanes

Table 4 applies when the FDP starts at a place where the flight crew member is acclimatised to local time, and Table 5 applies at other times. To be considered acclimatised for the purposes of this technical standard, a flight crew member must be allowed three consecutive local nights free of duty within a local time zone band which is two hours wide. He or she will thereafter be considered to remain acclimatised to that same time zone band until he or she ends a duty period at a place where local time falls outside this time zone band.

(3) Limits on two flight crew long range operations (This paragraph does not apply to cabin crew members.)

When an aeroplane flight deck crew comprises only two pilots, the allowable FDP is calculated as follows: A sector scheduled for more than 7 hours is considered as a multi-sector flight, as

| Scheduled sector times | Acclimatized to local time | Not Acclimatized to local time |
|---|---|---|
| **Sector length over 7 hrs but not more than 9 hrs** | 2 | 4 |
| Sector length over 9 hrs but not more than 11 hrs | 3 | 4 |
| Sector length over 11 hrs | 4 | Not applicable |

Table 2 is then entered with the start time of the duty period and the 'modified' number of sectors, to determine the allowable FDP. When an additional, current, type rated pilot is a flight crew member, then these limits do not apply and the permissible FDP is determined by entering Table 2 or 3 with time of start and the actual sectors planned.

**TABLE 1: MAXIMUM FLIGHT DUTY PERIOD: SINGLE PILOT CREWS**
**Aeroplanes certified for single pilot operations**

| Report for duty Local time | Sectors vs Maximum Duty Periods | | | | |
|---|---|---|---|---|---|
| | 0 to 4 | 5 | 6 | 7 | 8 or more |
| 0500 – 0659 | 10 | 11 | 6 | 8.5 | 8 |
| 0700 – 1359 | 10 | 10.25 | 9.25 | 8.75 | 8 |
| 1400 – 2059 | 9 | 9.25 | 9.5 | 8 | 8 |
| 2100 – 2159 | 9 | 8.25 | 8 | 8 | 8 |

**TABLE 2: MAXIMUM FLIGHT DUTY PERIOD: TWO FLIGHT CREW MEMBERS**
**Aeroplanes: Acclimatised to local time**

| Report for duty Local Time | Sectors vs Maximum Duty Periods | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 + |
| 0500 – 0659 | 13 | 12.25 | 11.5 | 10.75 | 10 | 9.25 | 9 | 9 |
| 0700 – 1359 | 14 | 13.25 | 12.5 | 11.75 | 11 | 10.25 | 9.5 | 9 |
| 1400 – 2059 | 13 | 12.25 | 11.5 | 10.75 | 10 | 9.25 | 9 | 9 |
| 2100 – 2159 | 12 | 11.25 | 10.5 | 9.75 | 9 | 9 | 9 | 9 |
| 2200 – 0459 | 11 | 10.25 | 9.5 | 9 | 9 | 9 | 9 | 9 |

**TABLE 3: MAXIMUM FLIGHT DUTY PERIOD: TWO FLIGHT CREW MEMBERS**

**Aeroplanes: Not acclimatised to local time**

| Previous Crew Rest Period In Hours | Sectors vs Maximum Flight Duty Periods | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7+ |
| Up to 18 hrs or, over 30 hrs. | 13 | 12.25 | 11.5 | 10.75 | 10 | 9.25 | 9 |
| Between 18 and 30 hrs. | 12 | 11.25 | 10.5 | 9.75 | 9 | 9 | 9 |

**TABLE 4: MAXIMUM FLIGHT DUTY PERIOD: THREE FLIGHT CREW MEMBERS**
**Aeroplanes certified for three crews members: Acclimatised to local time**

| Report for Duty Local Time | Sectors vs Maximum Flight Duty Periods | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 + |
| 0500 – 0659 | 13 | 12.25 | 11.5 | 10.75 | 10 | 9.25 | 9 | 9 |
| 0700 – 1359 | 14 | 13.25 | 12.5 | 11.75 | 11 | 10.25 | 9.5 | 9 |
| 1400 – 2059 | 13 | 12.25 | 11.5 | 10.75 | 10 | 9.25 | 9 | 9 |
| 2100 – 2159 | 12 | 11.25 | 10.5 | 9.75 | 9 | 9 | 9 | 9 |
| 2200 – 0459 | 11 | 10.25 | 9.5 | 9 | 9 | 9 | 9 | 9 |

**TABLE 5: MAXIMUM FLIGHT DUTY PERIOD: THREE FLIGHT CREW MEMBERS**
**Aeroplanes certified for three flight crew members: Not acclimatised to local time.**

| Previous Crew Rest Period In Hours | Sectors vs Maximum Flight Duty Periods | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7+ |
| Up to 18 hrs or, over 30 hrs. | 13 | 12.25 | 11.5 | 10.75 | 10 | 9.25 | 9 |
| Between 18 and 30 hrs. | 12 | 11.25 | 10.5 | 9.75 | 9 | 9 | 9 |

7.2 Extension of flight duty period by in-flight relief

(1) When any additional flight crew member is carried to provide in-flight relief for the purpose of extending a FDP, he or she must hold qualifications which will meet the requirements of the operational duty for which he or she is required as a relief.

(2) When in-flight relief is provided, there must be available, for the flight crew member who is resting, a comfortable reclining seat or bunk separated and screened from the flight deck and passengers.

(3) A total of in-flight rest of less than three hours will not count towards extension of an FDP, but where the total of in-flight rest (which need not be consecutive) is

three hours or more, the rostered FDP may be extended beyond that permitted in Tables 2 and 3 or 4 and 5 by:

(a) If rest is taken in a bunk, a period equal to one half of the total of rest taken, provided that the maximum FDP permissible is 18 hrs (or 19 hrs in the case of cabin crew members); and

(b) if rest is taken in a seat, a period equal to one third of the total of rest taken, provided that the maximum FDP permissible is 15 hrs (or 16 hrs in the case of cabin crew members).The maximum extension allowable is equivalent to that applying to the basic flight crew member with the least rest.

(4) Where a flight crew member undertakes a period of in-flight relief and after its completion is wholly free of duty for the remainder of the flight, that part of the flight following completion of duty may be classed as positioning and be subject to the controls on positioning detailed in paragraph 7.4.

7.3 Extension of flying duty period by split duty

(1) When a FDP consists of two or more duties separated by less than a minimum rest period, then the FDP may be extended beyond that permitted in the tables by the amounts indicated below:

| Consecutive hour rest | Maximum extension of the FDP |
|---|---|
| Less then 3 hours | Nil |
| 3 – 10 hours | A period equal to one-half of the consecutive hours of rest taken |

(2) The rest period must not include the time required for immediate post-flight and pre-flight duties. When the rest period is not more than six hours it will be sufficient if a quiet and comfortable place with convenient facilities for physiological needs and not open to the public is available, but if the rest period is more than six consecutive hours, then a full rest facility must be provided.

7.4 Positioning

All time spent on positioning as required by the operator is classed as duty, but positioning does not count as a sector when assessing the maximum permissible FDP. Positioning, as required by the operator, which immediately precedes a FDP, is included as part of the FDP for the purpose of paragraph 7.1.

7.5 Traveling time

(1) Traveling time other than that time spent on positioning may not be classed as duty time and may not be included in cumulative totals of duty hours.

**Note: Traveling time from home to departure aerodrome can become an important factor if long distances are involved. If the journey time from home to the normal departure aerodrome is lengthy, flight crew members should make arrangements for accommodation nearer to their bases to ensure adequate pre-flight rest.**

(2) Where traveling time between the aerodrome and sleeping accommodation provided by the operator exceeds thirty minutes each way, the rest period must

be increased by the amount of the excess, or such lesser time as is consistent with a minimum of ten hours at the sleeping accommodation.

(3) When flight crew members are required to travel from their home to an aerodrome other than the one from which they normally operate, the assumed traveling time from the normal aerodrome to the other aerodrome is classed as positioning and is subject to the controls of positioning detailed in paragraph 7.4.

7.6 Pilot-in-command's discretion to extend a flight duty period

(1) A pilot-in-command may, at his or her discretion, extend a FDP beyond the maximum normally permitted, provided he or she is satisfied that the flight can safely be made. In these circumstances the maximum normally permitted is calculated according to what actually happens, not on what was planned to happen. The operator's scheme must include guidance to pilots-in-command on the limits within which discretion to extend a FDP may be exercised. An extension of three hours beyond the maximum normally permitted should be regarded as the maximum, except in cases of emergency.

(2) Whenever a pilot-in-command so exercises his or her discretion, he or she must report it to the operator and, should the maximum normally permitted be exceeded by more than two hours, both the pilot-in-command and the operator must submit a written pilot-in-command's discretion report – extension of flying duty period, to the Director within thirty days.

**Notes:**

**1. Discretion reports either concerning extension of a flight duty period or reduction of a rest period must be submitted in the form contained in Annexure A. Those reports will be used by the Director when assessing the realism of particular schedules.**

**2. An emergency in respect of an extension of a flight duty period is a situation which in the judgment of the pilot-in-command presents serious risk to health or safety.**

7.7 Delayed reporting time

When flight crew members are informed of a delay before leaving their place of rest the FDP starts at the new reporting time or four hours after the original reporting time, whichever is the earlier. The maximum FDP is based on the original reporting time. This paragraph does not apply if flight crew members are given ten hours or more notice of a new reporting time.

## 8. Rest periods

(1) It is the responsibility of the operator to notify flight crew members of a flight duty period so that adequate and within reason, uninterrupted pre-flight rest can be obtained by the flight crew. Also, once a flight, or series of flights is in progress, it is normally the company's responsibility to make arrangements for transportation and adequate crew rest facilities. The operator must release the crew from duty for that purpose and in accordance with all regulatory requirements and approved company policy. Should occasions arise where unforeseen operational situations make it more expeditious for the crew members to obtain proper rest, the company may authorize the pilot in command to secure such accommodation.

(2) (a) Each duty period, including flight watch and home reserve, must be preceded by a rest period of at least:

(i) Nine consecutive hours including a local night; or

(ii) ten consecutive hours; or

(iii) if the preceding FDP, adjusted for split duty, exceeds eleven hours, an additional rest period must be provided for in the operator's scheme to the satisfaction of the Commissioner.

(b) Where a flight crew member has completed two consecutive duty periods, the aggregate of which exceeds eight hours flight time or eleven hours duty time (extensions by in-flight relief or split-duty disregarded), and the intervening rest period has been less than twelve consecutive hours embracing the hours between 11h00 and 06h00 local time, he or she must have a rest period on the ground of at least twelve consecutive hours embracing the hours between 22h00 and 06h00 local time or so much longer as to embrace these hours prior to commencing any further duties, but not necessarily larger than twenty four consecutive hours; provided that this requirement does not apply in respect of consecutive flight watch and home reserve duties.

(c) Following fifty hours of duty of any nature associated with his of her employment, except flight watch and home reserve duty, a flight crew member must have a rest period of not less than twenty-four consecutive hours before commencing further duties.

(d) When a flight crew member has completed a flight time and duty period in excess of eighteen hours, he or she must receive a rest period of at least eighteen hours including a local night before he or she commences any further duties.

(e) Time on flight watch and home reserve duty may be counted towards the required rest periods preceding a period of duty.

(3) Pilot-in-command's discretion to reduce a rest period.

A pilot-in-command may, at his or her discretion, reduce a rest period to below the minimum required by paragraph 8(2) and 12(2)(b). The exercise of such discretion must be considered exceptional and should not be used to reduce successive rest periods. A rest period must be long enough to allow flight crew members at least eight hours, at the accommodation where the rest is taken. If a rest period is reduced, the pilot-in-command must submit a report to his or her employer, and if the reduction exceeds two hours, must submit a written report to the Director within thirty days. (See note 1 to paragraph 7.6(2)).

(4) For the purpose of calculating the minimum rest period before commencement of duties, the required post flight duties on completion of the previous FDP is added to such FDP.

## 9. Duty periods

The following limits apply:

(1) Maximum Duty Period for an FOO or FFO on Flight Watch Duty.

(a) No operator may schedule a flight operations officer or flight following officer to duty in excess of 10 consecutive duty hours in any 24 hour period except:

(i) where circumstances or emergency conditions beyond the control of the air operator require otherwise, and

(ii) such extension does not exceed 14 consecutive hours.

(b) Where a flight operations officer or flight following officer is required to remain on duty for more than 10 hours in any 24 consecutive hours, the subsequent rest period will be extended by an amount equal to twice that of the extension of duty.

(c) An air operator shall provide each flight operations officer or flight following officer a rest period of at least 10 hours at the conclusion of each duty period.

| Duty | Maximum duration |
|---|---|
| Home reserve | No limit* |
| Positioning | No maximum** |
| Standby | Maximum 12 hours (not necessarily consecutive) in any 24 hour period |
| Standby + FDP | 20 hours |

* the provisions of item (2) applies.

** the provisions of paragraph 7.4 applies.

(2) For the purpose of calculating duty time, the following applies:

(a) For the calculation of accumulated duty time in terms of paragraph 11, flight watch and home reserve is credited on the basis of eight hours for every period of twenty four or fewer consecutive hours, or on a one-for-one basis, whichever is the lesser.

(b) Standby duty time must count fully as duty time for the calculation of accumulated duty time in terms of paragraphs 8(2)(c) and (d) and 11.

(c) See paragraph 7.4 in respect of positioning time.

**10. Days off**

Flight crew members must –

(1) not work more than seven consecutive days between days off; and

(2) have two consecutive days off in any consecutive fourteen days; and

(3) have a minimum of six days off in any consecutive four weeks at the aerodrome from which they normally operate; and

(4) have an average of at least eight days off in each consecutive four week period, averaged over three such periods.

## 11. Cumulative duty and flying hours

Maximum cumulative duty hours: The average weekly total of duty hours may not exceed sixty hours over seven days, or fifty hours averaged over any four consecutive weeks. All types of duty, flight duty, ground duty, split duty, stand-by and positioning is counted in full for this purpose. Any period of seven or more consecutive days within which the flight crew member is employed on duties other than flight duties, flight watch or home reserve, standby, office duties or positioning is not included in calculating the above average weekly total of duty hours.

## 12. Cabin crew members

(1) The requirements detailed in this paragraph are applicable to all cabin crew members carried as cabin crew members.

(2) The limitations which apply to cabin crew members are those contained in paragraphs 7 to 11 applicable to flight deck crew members, but with the following adjustment:

(a) Rostered flight duty periods may not be more than one hour longer than those permitted to flight deck crew members and contained in paragraph 7.1. In order to remove anomalies which might arise when cabin crew members and flight deck crew members report at different times for the same flight, the maximum FDP for cabin crew members must be based on the time at which the flight deck crew start their flight duty period.

(b) Rostered minimum rest periods must not be more than one hour shorter than those required by flight deck crew and contained in paragraph 8(2).

(c) (i) For the purpose of a FDP extension following in-flight rest by cabin crew members, a period of a minimum of two consecutive hours of rest must allow for the extension of such FDP by half the actual rest period.

(ii) Where in-flight rest is provided for more than three hours, the provisions of paragraph 8.2(iii) apply.

(d) The combined sum of standby duty and following FDP may not exceed twenty-one hours.

(e) The average weekly total of duty hours may not exceed fifty-five hours.

(f) The annual and monthly limits on flying hours need not be applied.

## 13. Records to be maintained

An operator must retain all pilot-in-command discretion reports of extended flight duty periods and reduced rest periods for a period of at least six months.

## 135.03.1 TRAINING OF CREW MEMBERS

The training syllabus for flight crew members required in terms of MCAR 135.03.1, is –

(1) the syllabus prescribed in Parts 61 and in this TS 135.03.1 for initial training;

(2) the syllabus prescribed in TS 135.03.3 for conversion training;

(3) the syllabus prescribed in TS 135.03.6 for recurrent training and checking and refresher training; and

(4) the syllabus prescribed in Part 92 for initial and refresher dangerous goods training courses.

### 1. Aim of training course

The aim of the cabin crew member training course is to train aspiring cabin crew members to the level of proficiency required for the issue of a cabin crew member licence. The course must comprise:

(1) A theoretical knowledge course;

(2) a practical training course;

(3) an aviation security course; and

(4) a first aid course.

### 2. Theoretical knowledge course

The theoretical knowledge course must consist of the following subjects:

(1) Aviation - general

(a) regulatory overview

(b) aviation terminology

(c) theory of flight

(d) physiology of flight

(e) flight deck observation flight

(2) Responsibilities

(a) operator

(b) cabin crew member

(c) civil aviation inspector

(3) Safety procedures

(a) crew coordination

(b) communication

(c) surface contamination

(d) briefings

(e) pre-flight and safety checks

(f) passenger handling

(g) passenger and flight crew seats/restraints

(h) cabin baggage

(i) electronic devices

(j) service to passengers on the ground

(k) fuelling with passengers on board

(l) pre-take-off and pre-landing

(m) propeller abnormalities

(n) apron/ramp safety

(o) turbulence

(p) crew member incapacitation

(q) flight deck protocol

(r) fuel dumping

(s) post flight duties

(t) oxygen administration

(4) Emergency procedures

(a) fire fighting

(b) smoke/fumes in the cabin

(c) rapid decompression and decompression problems

(d) evacuations

(5) Emergency equipment

(a) equipment overview

(6) Aircraft specific subjects

(a) physical description

(b) galleys

(c) communication systems

(d) lighting system

(e) water and waste systems

(f) heating and ventilation systems

(g) oxygen systems

(h) exits

(i) unique features

**3. Practical training course**

The practical training course must consist of the following drills and checks:

(1) Public address system and interphone system drill;

(2) passenger briefing drill;

(3) aircraft exit operation drill;

(4) evacuation drill;

(5) life raft drill;

(6) aircraft slide drill;

(7) fire fighting drill;

(8) oxygen equipment drill;

(9) pre-flight check;

(10) pre-take-off check;

(11) pre-landing check;

(12) post landing check; and

(13) pilot incapacitation drill.

**4. Aviation security course**

The aviation security course must consist of the following subjects:

(1) Introduction to operator security

(a) Requirement for cabin crew members to comply with minimum aviation security standards prescribed by the IACM and organisation security policies/ procedures

(b) An overview of passenger screening, carry-on baggage screening, checked baggage security, mail/cargo security as it relates to cabin crew members.

(c) Responsibilities of holders of airport restricted areas passes including the requirement to challenge persons in restricted areas who are not wearing passes.

(d) Protection of cabin crew members' personal belongings.

(e) Flight crew baggage – identification/procedures.

(f) Protection of organisation property – manuals, procedures, uniforms, passes, videos, identification and inadvertent communication of information.

(g) An overview of the regulations pertaining to operator security and the minimum aviation security standards and other aeronautical legislation pertain-ing to security issues, prescribed by the IACM.

(2) Passenger security

(a) Pilot-in-command's authority.

(b) Restraint of passengers.

(c) Crew procedures for passenger restraint.

(d) Procedures on the ground.

(e) Assault by passengers on cabin crew members.

(f) Passenger restraining equipment.

(g) Disruptive/intoxicated passengers.

(h) Carriage of persons in custody/ deportees.

(i) Measures relating to VIP passengers.

(3) Security of the aircraft

(a) Communication between cabin crew members of possible threats to security.

(b) Pre-flight checks/inspection of an aircraft prior to departure (cabin).

(c) Admittance to the flight deck operating crew, passengers and IACM inspectors.

(d) Measures to prevent unauthorised access to aircraft not in service.

(e) Security measures relating to catering.

(f) Post-flight checks/inspections of an aircraft after landing (cabin).

(4) Management of security incidents

(a) An understanding of the role and responsibilities of aerodrome operators, police and other agencies in the management of a security incident.

(b) Requirement to report incidents and procedures.

(c) Information required at time of reporting a security related incident.

(5) Definitions

The cabin crew members must have the knowledge of the following terms:

(a) Bomb threat;

(b) disembarking/evacuation;

(c) explosives disposal expert;

(d) firearms;

(e) hijacking;

(f) peace officer;

(g) restricted area;

(h) sabotage;

(i) sterile area; and

(j) weapon

(6) Bomb threats - aircraft on the ground

(a) Crew advisory/briefing.

(b) Disembarkation/evacuation.

(c) Search of the aircraft after disembarkation/evacuation.

(d) Re-entering the aircraft.

(e) Communication with passengers.

(f) Communication with authorities and organisation.

(7) Bomb threat - aircraft in flight

(a) Pilot-in-command responsibilities.

(b) Crew advisory/briefing.

(c) Communication with pas-sengers.

(d) Search of the aircraft while in flight.

(e) Awareness of components of an explosive device.

(f) Locating a suspect device.

(g) Protecting a suspect device.

(h) Awareness of procedure empl-oyed when moving a suspect device.

(i) Areas of lowest risk for re-locating of suspect device.

(j) Disposal of suspect device over-board.

(k) Disembarkation/evacuation upon landing.

(l) Re-entering the aircraft.

(m) Communication with authorities and organisation.

(8) Hi-jacking

(a) Crew-advisory/briefing.

(b) Company policies.

(c) General tactics.

(d) Tactics specific to on-flight.

(e) Tactics specific to on-ground.

(f) Coded signals.

(g) Conclusion of hi-jack incident.

(h) Communication with authorities and organisation.

**5. First aid**

The first aid course must consist of the following subjects:

(1) Principles of first aid

(a) Objectives of first aid

(b) Responsibility of cabin crew member

(c) First aid equipment and materials

(2) In-flight medical emergency scene management

(3) Casualty assessment and movement/ positioning

(a) Examine and assess a casualty

(b) Move and positioning a casualty

(4) Artificial respiration - adult

(a) Respiratory emergencies

(b) Mouth-to-mouth direct method of artificial respiration

(c) Mouth-to-mouth direct method of artificial respiration - casualty with a suspected neck injury.

(d) Follow-up care - restored breathing

(5) Artificial respiration - child and infant

(a) Artificial respiration - child

(b) Mouth-to-mouth and nose method of artificial respiration - infant

(6) Choking - Adult, child and infant

(a) Causes of choking

(b) Recognise choking

(c) Choking adult and child

(d) The methods by which a conscious choking adult and child can assist themselves.

(e) The first aid for a complete airway obstruction on a simulated, choking adult and child casualty when the adult or child is -

(i) conscious;

(ii) conscious who becomes unconscious; and

(iii) found unconscious.

(f) State two instances when chest thrusts should be used on an adult casualty:

(i) Advanced pregnancy; and

(ii) markedly obese.

(g) State how to perform chest thrusts on a woman casualty in the advanced stages of pregnancy or a markedly obese casualty:

(i) Conscious; and

(ii) unconscious.

(h) Choking infant

(i) Follow-up care - complete airway obstruction

(k) Allergic reaction

(l) Describe the treatment:

(m) Respiratory emergencies

(n) First aid - Respiratory emergencies

(7) Shock, unconsciousness, fainting, stroke and seizures

(a) Shock.

(b) Shock positions.

(c) Levels of consciousness.

(d) Unconscious casualty.

(e) Fainting.

(f) First aid - fainting.

(g) Recognise a stroke.

(h) First aid - stroke.

(i) Epileptic seizure.

(j) First aid - epileptic seizure.

(k) Convulsions - children and adults.

(l) First aid - convulsions - children and adults.

(8) Wounds and bleedings

(a) External and internal bleeding

(b) Contamination and infection of wounds

(c) Control external bleeding from wounds

(d) External bleeding from a wound - embedded object

(e) First aid - internal bleeding

(f) First aid - nose bleed

(g) First aid - protruding intestines

(h) Tourniquets

(9) Fractures, dislocations and sprains

(a) Fractures

(b) Rules of first aid - fractures

(c) Immobilise a fracture of the forearm

(d) Immobilise a fracture of the lower leg

(e) Immobilise a fracture of the femur

(f) Immobilise a fracture of the clavicle

(g) Joint injuries

(h) First aid - joint injuries

(i) Immobilise joint injuries

(10) Burns

(a) List the types of burns:

(b) State the classification of burns:

(c) First aid - burns

(11) Miscellaneous conditions I

(a) Head injury

(b) First aid - head injury

(c) Spinal injury

(d) Unconscious casualty - suspected spinal injury

(e) Acute abdominal distress (acute abdomen)

(f) Acute abdominal distress

(g) Poison emergencies

(h) First aid - poison by ingestion

(i) Diabetic emergencies

(j) First aid - diabetic emergencies

(12) Miscellaneous conditions II

(a) Earache (Barotrauma)

(b) Sinusitis

(c) First aid - earache and sinusitis

(d) Hyperventilation

(e) First aid - hyperventilation

(f) Air sickness

(g) First aid - air sickness

(13) Aviation medicine (physiology of flight)

(a) The physiology of respiration and circulation.

(b) Identify the body's requirement for oxygen and the potential for flight crew member incapacitation due to lack of oxygen.

(c) Describe the most common physio-logical effects of altitude and the pressurised cabin, including but not limited to dehydration, effects of trapped gases and water rentention.

(d) Effect of altitude

(14) CPR - Adult, child and infant

(a) Cardiac arrest

(b) One-rescuer CPR adult, child and infant

(15) Emergency childbirth

(a) Childbirth - imminent

(b) Preparations - emergency delivery

(c) First aid - emergency delivery

(16) Death on board

(17) Self medication

(18) Frostbite, hypothermia

(a) Cold injuries

(b) First aid - cold injuries

(19) Hypothermia

(a) Heat illnesses

(b) First aid - heat illnesses

(20) Toothache

(a) Toohache

(b) First aid - toothache

(21) Environment - passengers with respiratory problems

(a) Describe the precautions to be taken when the interior of aircraft has been sprayed with disinfectants or insecticides.

(22) Most commonly used medication

(a) Analgesics (painkillers, antihistamines, anti- allergic, anti congestants, blocked nasal passages).

(b) Appetite suppressants

(c) Anti-acids

(d) Anti nausea drugs

(e) Anti diarrhoea

(f) Anti hypertensive drugs (for high blood pressure)

(g) Flight environment changes

(h) Social chemical substances

(i) Recommendations

(i) Don't use over the counter medication on flight duty unless you have cleared it with your designated aviation medical examiner.

(ii) Avoid taking different types of medications simultaneously.

(iii) If taking "allowable" medication while on flight duty, monitor your performance and skills continuously and ask colleagues to co-monitor your performance.

(iv) If temporarily on medication which makes grounding mandatory, remember that the body should be clear of all that medicine. This may take several days after the last dosage has been taken.

**Notes:**

**1. Equipment and procedures criteria**
**Training programme content and delivery must be consistent with the amount and type of equipment carried on the operator's aircraft and the operator's procedures that have been published. This should be as practical as possible.**

**2. Regulatory approval process**
**Any organisation conducting cabin crew member training must be approved by the Commissioner in terms of Part 141.**

## 135.03.3 CONVERSION TRAINING

### 1. Operator's conversion training course syllabus

(1) An operator's conversion course syllabus must include the following items:

(a) Ground training and checking including aeroplane systems, normal, abnormal and emergency procedures;

(b) emergency and safety equipment training and checking which must be completed before aeroplane training commences;

(c) flight deck crew resource management training;

(d) aeroplane/flight simulator training and checking; and

(e) line flying under supervision and line check.

(2) The conversion course must be conducted in the order set out in subparagraph (1) above.

### 2. Flight deck crew resource management training

The flight deck crew resource management training referred to in MCAR 135.03.3(1)(g) is the flight deck crew resource management training contemplated in TS 135.03.5(1).

## 135.03.5 UPGRADING TO PILOT-IN-COMMAND

### 1. Flight deck crew resource management training

1.1 Procedures

(1) If the flight deck crew member has not previously completed an operator's conversion course then the operator should ensure that a flight deck crew resource management (CRM) course with a full length syllabus is completed. The flight deck crew member should not be assessed either during or upon completion of this course.

(2) If the flight deck crew member undergoes a subsequent conversion course with the same or a change of operator, he or she should complete the appropriate elements of the CRM course. The flight deck crew member should not be assessed either during or upon completion of this training.

(3) Recurrent training:

(a) Where an operator utilizes line orientated flying training (LOFT) in the recurrent training programme, the flight deck crew member should complete elements of CRM training The flight deck crew member should not be assessed.

(b) Where an operator does not utilize LOFT, the flight deck crew member should complete elements of CRM training every year. The flight deck crew member should not be assessed.

(c) An operator should ensure that flight deck crew members complete the major elements of the full length CRM course over a four year recurrent training cycle. The flight deck crew member completing this refresher training should not be assessed.

(d) When a flight deck crew member undergoes an operator proficiency check, line check or command course, then CRM skills should be included in the overall assessment.

(4) Operators should, as far as is practicable, provide combined training for flight deck crew and cabin crew.

(5) There should be an effective liaison between flight deck crew and cabin crew training departments. Provision should be made for flight deck and cabin crew instructors to observe and comment on each others training.

(6) The successful resolution of aeroplane emergencies requires interaction between flight deck crew and cabin crew and emphasis should be placed on the importance of effective coordination and two-way communication between all flight deck crew members in various emergency situations. Initial and recurrent CRM training should include joint practice in aeroplane evacuations so that all who are involved are aware of the duties other flight crew members should perform. When such practice is not possible, combined flight deck crew and cabin crew training should include joint discussion of emergency scenarios.

1.2 Objective and contents

(1) CRM is the effective utilisation of all available resources (e.g. flight crew members, aeroplane systems and supporting facilities) to achieve safe and efficient operation.

(2) The objective of CRM is to enhance the communication and management skills of the flight deck crew member concerned. The emphasis is placed on the non-technical aspects of flight deck crew performance.

(3) CRM training should include the following elements:

(a) Statistics and examples of human factor related accidents;

(b) human perception, learning process;

(c) situational awareness;

(d) management of workload, tired-ness or fatigue, and vigilance – management of stress;

(e) operator's standard operating procedures;

(f) personality type, delegation, leadership, effective communication skills;

(g) the CRM loop:

Concept of synergy
- Inquiry (or explore, examine, scrutinize)
- Conflict resolution
- Decision making
- Critique
- Feedback

(h) effective communication and co-ordination within the flight deck crew, and between flight crew members and other operational personnel (air traffic controllers, maintenance personnel etc);

(i) error chain and taking actions to break the error chain; and

(j) implications of automation on CRM.

(4) CRM training should also address the nature of the operator's operations as well as the associated flight crew operating procedures. This will include areas of operations which produce particular difficulties, adverse climatological conditions and any unusual hazards.

(5) CRM training should include both:

(a) Classroom training; and

(b) practical exercises including group discussions and accident reviews to analyse communication problems and instances or examples of a lack of information or flight crew management.

(6) Ideally, the CRM training course should last a minimum of 3 days, but providing the whole syllabus is covered, then a 2 day course may be acceptable. A one day course for single pilot operations may be acceptable.

(7) As part of the operations manual, the CRM course (for conversion and recurrent training) will be approved by the Director. An operator may use a course provided by another operator, if that course has already been accepted.

## 135.03.7 RECURRENT TRAINING AND CHECKING

### 1. Flight deck crew resource management training

The flight deck crew resource management training referred to in MCAR 135.3.07, is the flight deck crew resource management training contemplated in TS 135.03.5(1).

## 135.03.8 PILOT QUALIFICATION TO OPERATE IN EITHER PILOT'S SEAT

### 1. Training

(1) A pilot-in-command whose duties also require him or her to operate in the right-hand seat and carry out the duties of co-pilot, or a pilot-in-command required to conduct training or examining duties from the right-hand seat, must complete additional training and checking as specified in the operations manual, concurrent with the operator proficiency checks prescribed in MCAR 135.03.7. This additional training must include at least the following:

(a) An engine failure during take-off;

(b) a one engine inoperative approach and go-around;

(c) a one engine inoperative landing; and

(d) Category II or Category III operations, if applicable.

(2) When engine-out manoeuvres are carried out in an aeroplane, the engine failure must be simulated.

(3) When operating in the right-hand seat, the checks required for operating in the left-hand seat must, in addition, be valid and current.

(4) A pilot relieving as pilot-in-command must demonstrate practice of drills and procedures concurrent with the operator proficiency checks prescribed in MCAR 135.03.7, which would otherwise have been the responsibility of the pilot-in-command. Where the differences between left and right seats are not significant (for example because of use of autopilot) then practice may be conducted in either seat.

(5) A pilot other than the pilot-in-command occupying the left-hand seat must demonstrate practice of drills and procedures, concurrent with the operator proficiency checks prescribed in MCAR 135.03.7 which would otherwise have been the pilot-in-command's responsibility acting as pilot non-flying. Where the differences between left and right seats are not significant (for example because of use of autopilot) then practice may be conducted in either seat.

## 135.04.2 OPERATIONS MANUAL

### 1. Structure and approval of operations manual

(1) An operator must ensure that the main structure of the operations manual is as follows:

*Part 1: General*

This part must comprise all non type-related operational policies, instructions and procedures needed for a safe operation and must comply with all relevant MCARs.

*Part 2: Aeroplane operating procedures*

This part must comprise all type-related instructions and procedures needed for a safe operation. It must take account of the different types of aeroplanes or variants used by the operator.

*Part 3: Route and aerodrome instructions and information*

This part must comprise all instructions and information needed for the area of operation.

*Part 4: Training*

This part must comprise all training instructions for personnel required for a safe operation.

(2) An operator must ensure that the contents of the operations manual are in accordance with paragraph 2 of this technical standard, and relevant to the area and type of operation.

(3) Before becoming official operational policy, an operator must ensure that the operations manual has been approved by the Director.

### 2. Contents of Operations Manual

2.1 PART 1: GENERAL

2.1.1 Administration and control of operations manual

(1) Introduction

(a) A statement that the manual complies with all applicable MCARs and with the terms and conditions of the applicable AIR OPERATOR CERTIFICATE.

(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.

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

(d) Explanations and definitions of terms and words needed for the use of the manual.

(2) System of amendment and revision

(a) Who is responsible for the issuance and insertion of amendments and revisions.

(b) A record of amendments and revisions with insertion dates and effective dates.

(c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interests of aviation safety.

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

(e) A list of effective pages.

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

(g) Temporary revisions.

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

2.1.2 Organisation and responsibilities

(1) Organisational structure

A description of the organisational structure including the general organo-gram and operations department organogram. The organogram must depict the relationship between the Operations Department and the other Departments of the organisation. In particular, the subordination and reporting lines of all Divisions, Departments etc, which pertain to the safety of flight operations, must be shown.

(2) Nominated postholders

The name of each nominated postholder responsible for flight operations, the maintenance system, flight crew training and ground operations. A description of their functions and responsibilities must be included.

(3) Responsibilities and duties of operations management personnel

A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable MCARs.

(4) Authority, duties and responsibilities of the pilot-in-command

A statement defining the authority, duties and responsibilities of the pilot-in-command.

(5) Duties and responsibilities of flight crew members other than the pilot-in-command.

A statement defining the duties and responsibilities of flight crew members other than the pilot-in-command.

2.1.3 Operational control and supervision

(1) Supervision of the operation by the operator

A description of the system for supervision of the operation by the operator. This must show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items must be described:

(a) Licence and qualification validity;

(b) competence of operations personnel; and

(c) control, analysis and storage of records, flight documents, additional information and data.

(2) System of promulgation of additional operational instructions and information

A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the operations manual. The applicability of this information and the responsibilities for its promulgation must be included.

(3) Accident prevention and flight safety programme

A description of the main aspects of the flight safety programme including –

(a) programmes to achieve and maintain risk-awareness by all persons involved in flight operations; and

(b) evaluation of aviation accidents and incidents and the promulgation of related information.

(4) Operational control

A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety.

2.1.4 Quality control system

(1) Purpose of the Quality System

The quality system should enable the operator to monitor compliance with the MCAR and CATS, the operations manual, the operator's maintenance management policy, and any other standards specified by that operator or the Director to ensure airworthy aircraft and safe operations.

(2) Requirements

(a) The operator shall establish a quality system and designate a quality manager to give effect to the requirements of paragraph (1) above. Compliance monitoring must include a system of reporting back to the accountable manager, to ensure corrective action as necessary.

(b) The quality system must include a quality assurance programme that contains procedures, designed to verify that all operations are being conducted in accordance with all applicable requirements, standards, and procedures.

(c) The quality system and the quality manager must be acceptable to the Director.

(d) The quality system must be described in relevant documentation.

(e) Notwithstanding sub-paragraph (a) above, the Director may accept the nomination of two quality managers, one for flight operations and one for maintenance, provided the operator has designated one single quality management unit to ensure that the quality system is applied uniformly throughout the entire operation.

(3) General

In order to show compliance with paragraphs (1) and (2) above, an operator should establish his quality system in accordance with the instructions and information contained in the paragraphs below.

(4) Definitions

The terms, used in the context of this requirement for an operator's quality system, have the following meaning:

(a) Inspection:

An inspection is the act of observing a particular event or action, to ensure that correct procedures and requirements are followed during the accomplishment of that event or action. The primary purpose of an inspection is to verify that established standards are followed during the observed event or action.

(b) Audit:

An audit is a methodical, planned review used to determine how a business is being conducted, and compares the results with how that business should have been conducted according to regulations and established procedures.

(c) Accountable Manager:

The accountable manager is 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 a standard required by the Director, and any additional requirements defined by the operator. The accountable manager is an essential part of the AOC-holder's management organisation. The term 'accountable manager' is intended to mean the Chief Executive Officer / President / Managing Director / Director-General / General Manager, or similar designations, of the operator's organisation, who by virtue of his or her position has overall responsibility (including financial) for managing the organisation. The accountable manager will have overall responsibility for the AOC-holder's quality system, including the frequency, format and structure of the internal management evaluation activities, as prescribed in sub-paragraph (9)(h) below.

(d) Quality Assurance:

Quality assurance means all those planned and systematic actions necessary to provide adequate confidence that operational and maintenance practices satisfy prescribed requirements.

(e) Quality Manager:

The quality manager is the manager, acceptable to the Director, responsible for the management of the quality system, the monitoring function and for requesting corrective action.

(5) Quality Policy

An operator shall establish a formal, written quality policy statement, constituting 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 MCAR, together with any additional standards specified by the operator.

(6) Quality Manager

(a) The function of the quality manager, to monitor compliance with-, and the adequacy of, procedures required to ensure safe operational practices and airworthy aircraft, as required by the MCAR, may be carried out by more than one person by means of different, but complementary, quality assurance programmes.

(b) 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 nominated post holder.

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

(d) The quality manager should—

(i) be suitably qualified and experienced;

(ii) have direct access to the accountable manager;

(iii) preferably not be one of the nominated post holders; and

(iv) have access to all parts of the operator's and, as necessary, any sub-contractor's organisation. In the case of small/very small operators (see paragraph (10) below), the posts of the accountable manager and the quality manager may be combined. However, in such event, independent personnel should conduct quality audits.

(7) Quality System

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

(b) The operator should specify the basic structure of the quality system applicable to the operation.

(c) The quality system should be structured according to the size and complexity of the operation to be monitored (see also paragraph (11) below).

(d) As a minimum, the quality system should address the following:

(i) The provisions of the MCAR.

(ii) The operator's additional standards and operating procedures.

(iii) The operator's quality policy.

(iv) The operator's organisational structure.

(v) Responsibility for the development, establishment and management of the quality system.

(vi) Documentation, including manuals, reports, and records.

(vii) Quality procedures.

(viii) Quality assurance programme.

(ix) Schedule of the monitoring process.

(x) Audit procedures.

(xi) Reporting procedures.

(xii) Follow-up and corrective action procedures.

(xiii) Recording system.

(xiv) The training syllabus.

(xv) Document control.

(8) Quality Assurance Programme.

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. When establishing a quality assurance programme, consideration should, at least, be given to the sub-paragraphs (a) to (j) below:

(a) Quality Inspection.

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. Typical subject areas for quality inspections are:

(i) Actual flight operations.

(ii) Ground de-icing/anti-icing.

(iii) Flight support services.

(iv) Load control.

(v) Maintenance.

(vi) Technical standards.

(vii) Training standards

(b) Audit.

(i) 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. Audits should include at least the following quality procedures and processes:

(Aa) A statement explaining the scope of the audit.

(Ab) Planning and preparation.

(Ac) Gathering and recording evidence.

(Ad) Analysis of the evidence.

(ii) Techniques which contribute to an effective audit are:

(Aa) Interviews or discussions with personnel.

(Ab) A review of published documents.

(Ac) The examination of an adequate sample of records.

(Ad) The witnessing of the activities which make up the operation.

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

(c) Auditors

(i) Auditors should preferably not have any day-to-day involvement in the area of the operation and/or maintenance activity which 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.

(ii) 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 his 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.

(iii) Where external auditors are used, it is essential that any external specialist is familiar with the type of operation or maintenance conducted by the operator.

(iv) The operator's quality assurance programme should identify the persons within the company who have the experience, responsibility and authority to—

(Aa) perform quality inspections and audits as part of ongoing quality assurance;

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

(Ac) initiate or recommend solutions to concerns or findings through designated reporting channels;

(Ad) verify the implementation of solutions within specific timescales; and

(Ae) report directly to the quality manager.

(d) Audit Scope.

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

(i) The organisation.

(ii) Plans and company objectives.

(iii) Operational procedures.

(iv) Flight safety.

(v) Operator certification (AOC/Operations Specification).

(vi) Supervision within the organisation.

(vii) Aircraft performance.

(viii) All-weather operations.

(ix) Communications and navigational equipment and practices.

(x) Mass, balance and aircraft loading.

(xi) Instruments and safety equipment.

(xii) Manuals, logs, and records.

(xiii) Aircraft maintenance/operations interface.

(xiv) Use of the MEL.

(xv) Maintenance programmes and continued airworthiness.

(xvi) Airworthiness directives management.

(xvii) Maintenance accomplishment.

(xviii) Defect deferral.

(xix) Flight crew.

(xx) Cabin crew.

(xxi) Dangerous goods.

(xxii) Security.

(xxiii) Training.

(e) Audit Scheduling.

A quality assurance programme 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. 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 period of 12 months in accordance with the programme unless an extension to the audit period is accepted as explained below:

(i) An operator may **increase** the frequency of audits at his or her discretion but should **not decrease** the frequency without the agreement of the Director. It is considered unlikely that an interval between audits greater than 24 months would be acceptable.

(ii) 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.

(f) Monitoring.

(i) The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and operational, and maintenance standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up.

(ii) 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. 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.

(iii) 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 having been completed.

(iv) Organisational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying thefinding.

(v) The accountable manager will have the ultimate responsibility for resourcing the corrective 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.

(g) Corrective Action.

(i) Subsequent to the quality inspection/audit, the operator should establish:

(Aa) the seriousness of any findings and any need for immediate corrective action;

(Ab) the origin of the finding;

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

(Ad) a schedule for corrective action;

(Ae) the identification of individuals or departments responsible for implementing corrective action; and

(Af) allocation of resources by the accountable manager, where appropriate.

(ii) The quality manager should—

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

(Ab) verify that corrective action includes the elements outlined in paragraph (8)(g)(i) above;

(Af) monitor the implementation and completion of corrective action;

(Af) provide management with an independent assessment of corrective action, implementation and completion; and

(Af) evaluate the effectiveness of corrective action through the follow-up process.

(h) Management Evaluation.

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

(i) The results of quality inspections, audits and any other indicators.

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

(iii) A management evaluation 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.

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

(i) Recording.

The operator should maintain accurate, complete, and readily accessible records documenting the results of the quality assurance programme. 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. The following records should be retained for a period of at least five years:

(i) Audit Schedules.

(ii) Quality Inspection and Audit Reports.

(iii) Responses to findings.

(iv) Corrective-action reports.

(v) Follow-up and closure reports.

(vi) Management Evaluation Reports.

(j) Quality Assurance Responsibility for Sub-Contractors.

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

(i) Ground de-icing/anti-icing.

(ii) Maintenance.

(iii) Ground handling.

(iv) Flight support (including performance calculations, flight planning, navigation database, and despatch).

(v) Training.

(vi) Manual preparation.

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. 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. If the operator requires the sub-contractor to conduct an activity that exceeds the sub-contractor's authorisation/approval, the operator is responsible for ensuring that the sub-contractor's quality assurance takes account of such additional requirements.

(9) Quality System Training.

(a) An operator should establish effective, well-planned, and resourced quality-related briefings for all personnel. Those responsible for managing the quality system should receive training covering—

(i) an introduction to the concept of the quality system;

(ii) quality management;

(iii) the concept of quality assurance;

(iv) quality manuals;

(v) audit techniques;

(vi) reporting and recording; and

(vii) the way in which the quality system will function in the organisation.

(b) 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.

(c) 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.

(10) Quality System for Organisations with 20 or less Full -Time Employees.

(a) 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 the requirements are governed by aircraft capacity and by mass. Such terminology is not relevant when considering the scale of an operation and the quality system required. Therefore, in the context of quality systems, operators should be categorised according to the number of full-time employees.

(b). Operators who employ five or less full-time staff are considered to be **'very small'**, while those employing between six and twenty full-time employees are regarded as **'small'.**

(c) 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.

(d) 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.

(e) 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.

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

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

(11) Quality Department or Organisation organograms should illustrate each management and functional office established for that purpose. All manager incumbents must be identified by name while functional offices may be left blank unless permanent personnel have been appointed to such positions.

(a) Quality system within the AOC holder's organisation when the AOC holder also holds a Part 145 approval:

(b) Quality systems related to an AOC holder's organisation where aircraft maintenance is
contracted out to a PART 145 approved organisation which is not integrated with the AOC holder:

**Note: References/source documents:**

**A) FAA "AIR CARRIER INTERNAL EVALUATION PROGRAMS"**

**B) JAR-OPS 1.035**

**C) IACM REGULATORY AUDIT PROCEDURES MANUAL.**

**D) IACM FLIGHT OPERATIONS INSPECTORS MANUAL**

2.1.5 Flight crew composition

(1) Flight crew composition

An explanation of the method for determining flight crew compositions taking account of the following:

(a) The type of aeroplane being used;

(b) the area and type of operation being undertaken;

(c) the phase of the flight;

(d) the minimum flight crew requirement and flight duty period planned;

(e) experience (total and on type), recency and qualification of the flight crew members; and

(f) the designation of the pilot-in-command and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in-command or other members of the flight crew.

(2) Designation of the pilot-in-command

The rules applicable to the designation of the pilot-in-command.

(3) Flight crew incapacitation

Instructions on the succession of command in the event of flight crew incapacitation.

2.1.6 Qualification requirements

(1) A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration must be given to the aeroplane type, kind of operation and composition of the flight crew.

(2) Flight deck crew

(a) Pilot-in-command

(b) Co-pilot

(c) Pilot under supervision

(d) Operation on more than one type or variant.

(3) Cabin crew

(a) Senior cabin crew member

(b) Cabin crew member

(i) Required cabin crew member

(ii) Additional cabin crew member and cabin crew member during familiarization flights.

(c) Operation on more than one type or variant.

(4) Training, checking and supervision personnel

(a) For flight deck crew

(b) For cabin crew.

(5) Other operations personnel.

2.1.7 Flight crew health precautions

(1) Flight crew health precautions

The relevant regulations and guidance to flight crew members concerning health including –

(a) alcohol and other intoxicating liquor;

(b) narcotics;

(c) drugs;

(d) sleeping tablets;

(e) pharmaceutical preparations;

(f) immunisation;

(g) scuba diving;

(h) blood donation;

(i) meal precautions prior to and during flight;

(j) sleep and rest; and

(k) surgical operations.

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2.1.8 Flight time limitations

(1) Flight time and duty period limitations and rest requirements

A description of the flight time and duty period limitations and rest requirements prescribed in TS 135.02.5 as applicable to the operation.

(2) Exceeded flight time and duty period limitations and/or reductions of rest periods

Conditions under which flight time and duty periods may be exceeded or rest periods may be reduced and the procedures used to report these modifications.

2.1.9 Operating procedures

(1) Flight preparation instructions

As applicable to the operation:

(a) Minimum flight altitudes

A description of the method of determination and application of minimum altitudes including –

(i) a procedure to establish the minimum altitudes/flight levels for VFR flights; and

(ii) a procedure to establish the minimum altitudes/ flight levels for IFR flights.

(b) Criteria for determining the usability of aerodromes

(c) Methods for the determination of aerodrome operating minima pursuant to MOZ-CAR 135.07.7. Reference must be made to procedures for the determination of the visibility and/or runway visual range and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported runway visual range.

## 135.04.5 OPERATIONAL FLIGHT PLAN

### 1. Items in operational flight plan

(1) An operator must ensure that the operational flight plan used and the entries made during flight contain the following items:

(a) Aeroplane registration;

(b) aeroplane type and variant;

(c) date of flight;

(d) f light identification;

(e) names of flight crew members;

(f) duty assignment of flight crew members;

(g) place of departure;

(h) time of departure (actual off-block time, take-off time);

(i) place of arrival (planned and actual);

(j) time of arrival (actual landing and on-block time);

(k) type of operation (ETOPS, VFR, ferry flight, etc.);

(l) route and route segments with checkpoints/waypoints, distances, time and tracks;

(m) planned cruising speed and flying times between check-points/ waypoints. Estimate and actual times overhead;

(n) safe altitudes and minimum levels;

(o) planned altitudes and flight levels;

(p) fuel calculations (records of in-flight fuel checks);

(q) fuel on board when starting engines;

(r) alternate(s) for destination and, where applicable, take-off and *en route*, including information required in subparagraphs (l), (m), (n) and (o) above;

(s) initial ATS flight plan clearance and subsequent reclearance;

(t) in-flight replanning calculations; and

(u) relevant meteorological information.

(2) Items which are readily available in other documentation or from an acceptable source or which are irrelevant to the type of operation, may be omitted from the operational flight plan.

(3) An operator must ensure that the operational flight plan and its use is described in the operations manual.

(4) An operator must ensure that all entries in the operational flight plan are made concurrently and that they are permanent in nature.

## 135.04.7 RECORDS OF EMERGENCY AND SURVIVAL EQUIPMENT

### 1. Emergency and survival equipment list

The minimum information to be contained in an emergency and survival equipment list, is prescribed below:

1. Emergency and survival list

An owner or operator must have a list containing the following minimum information regarding the emergency and survival equipment carried on board:

(1) The number, colour and type of life rafts and pyrotechnics;

(2) details of emergency medical supplies;

(3) water supplies; and

(4) type and frequencies of emergency portable radio equipment.

## 135.04.9 LOAD AND TRIM SHEET

### 1. Load and trim sheet

(1) The load and trim sheet must contain the following information:

(a) The aeroplane registration and type;

(b) the flight identification number and date;

(c) the identity of the pilot-in-command;

(d) the identity of the person who prepared the document;

(e) the dry operating mass and the corresponding CG of the aeroplane;

(f) the mass of the fuel at take-off and the mass of trip fuel;

(g) the mass of consumables other than fuel;

(h) the components of the load including passengers, baggage, freight and ballast;

(i) the take-off mass, landing mass and zero fuel mass;

(j) the load distribution;

(k) the applicable aeroplane CG positions; and

(l) the limiting mass and CG values.

(2) The person superintending the loading of an aeroplane must certify that the load distribution is in accordance with the requirements prescribed in the operations manual or flight manual and that the maximum certificated mass has not been exceeded.

(3) The load and trim sheet must be signed by the pilot-in-command unless the load and trim sheet is sent to the aeroplane by electronic data transfer.

(4) When the load and trim sheet is sent to the aeroplane by electronic data transfer, a copy of the final load and trim sheet, as accepted by the pilot-in-command, must be available on the ground.

## 135.05.10 USE OF ELT (EXEMPTIONS)

(1) ELT Activation

Subject to subsection (2), no person shall activate an ELT except in an emergency.

(2) ELT testing

A person may activate an ELT during the first five minutes of any hour UTC for a duration of not more than five seconds for the purpose of testing it.

(2) Inadvertent Activation

Where an ELT has been inadvertently activated during flight, the pilot-in-command of the aircraft shall ensure that

(a) the nearest air traffic control unit, flight service station or community aerodrome radio station is so informed as soon as possible; and

(b) the ELT is switched off.

## 135.05.11 FLIGHT RECORDERS (FDR/CVR)

All flight data recorders and cockpit voice recorders shall meet the requirements stipulated in TS 91.04.10, TS 91.04.12 and TS 91.04.12.

## 135.06.2 APPLICATION FOR AIR OPERATOR CERTIFICATE

### 1. Application for Air Operator Certificate

The process and format for the application for an Air Operator Certificate is described in detail in the document, Air Operator Certification Manual. All applications for the issue of an Air Operator Certificate or revision thereto, shall be in accordance with the procedures lay down in the manual and supported with the applications forms published therein as applicable to the particular application. Sample AOC application forms are published in Annex C.

## 135.06.3 ADJUDICATION OF APPLICATION FOR AIR OPERATOR CERTIFICATE

The form, in which an air operator certificate is issued, is contained in Annex B.

## 135.06.7 DUTIES OF HOLDER OF AIR OPERATOR CERTIFICATE

### 1. Notification

Before change is effected to an AIR OPERATOR CERTIFICATE, the holder of the AIR OPERATOR CERTIFICATE must notify the Director in the manner prescribed in the Air Operator Certification Manual. The IACM will advise of what certifying actions may be required prior to such changes taking place and where applicable, new authorities issued.

## 135.07.1 ROUTES AND AREAS OF OPERATION

### 1. Compliance with Approved Routes and Limitations:

No air operator shall assign and no person shall operate an aircraft in IFR flight unless such flight is along a designated airway or company approved route and in accordance with any approval, restriction, or limitation associated with that route.

### 2. Routes and Areas of Operation

(1) An operator shall ensure that operations are only conducted along such routes or within such areas, for which:

(a) Ground facilities and services, including meteorological services, are provided which are adequate for the planned operation;

(b) The performance of the aeroplane intended to be used is adequate to comply with minimum flight altitude requirements;

(c) The equipment of the aeroplane intended to be used meets the minimum requirements for the planned operation;

(d) All maps and charts appropriate to the flight are available

(e) If two-engined aeroplanes are used, adequate aerodromes are available within the time/distance limitations as may be specified for such routes or areas of operation; and

(f) If single-engine aeroplanes are used, surfaces are available which permit a safe forced landing to be executed.

(2) An operator shall ensure that the aeroplane, in the meteorological conditions expected for the flight, and in the event of engine failure, is capable of reaching a place at which a safe forced landing can be made. For landplanes, a place on land is required, unless otherwise approved by the Director.

(3) When showing compliance with (a) above:

(a) The aeroplane must, with the engine operating within the maximum continuous power range specified for that engine, be operated no higher than an altitude at which the aeroplane is capable of maintaining a minimum rate of climb of 300 ft per minute; and

(b) The assumed en-route gradient shall be the gross gradient of descent increased by a gradient of 0·5%.

(4) An operator shall ensure that operations are conducted in accordance with any approval of, or restriction on the routes or the areas of operation, prescribed by the Director.

## 3. Areas with Specific Navigation Performance Requirements

An operator shall not operate an aeroplane in defined areas, or a defined portion of specified airspace, based on Regional Air Navigation Agreements where minimum navigation performance specifications are prescribed unless it is the holder of an Operations Specification approving operations within (MNPS/RNP/RNAV)areas.

## 4. Aerodrome Requirements:

An operator may not operate a twin-engined performance Class B aeroplane on a route that contains a point further, from an adequate aerodrome, than the distance flown, under standard conditions in still air, in 90 minutes at the all-engines maximum-range cruise speed, or 300 nautical miles, whichever is the lesser.

(1) When defining aerodromes for the type of aeroplane(s) and operation(s) concerned, an operator must take account of the following:

(a) An adequate aerodrome is an aerodrome which the operator considers to be satisfactory, taking account of the applicable performance requirements and runway characteristics. In addition, it should be anticipated that, at the expected time of use, the aerodrome will be available and equipped with necessary ancillary services, appropriate to the intended use specified in the flight plan. and

(b) the availability of at least one letdown aid for an instrument approach if the flight is operated in accordance with the instrument flight rules and adequate lighting if the arrival at that aerodrome is likely to be during the hours of darkness.

## 135.07.9 FUEL POLICY

### 1. Contingency fuel

At the planning stage, not all factors which could have an influence on the fuel consumption to the destination aerodrome can be foreseen. Therefore, contingency fuel is carried to compensate for items such as –

(1) deviations of an individual aeroplane from the expected fuel consumption data;

(2) deviations from forecast meteorological conditions; and

(3) deviations from planned routings and/or cruising levels/altitudes.

## 135.07.17 CARRY-ON BAGGAGE

### 1. Procedures for stowing of carry-on baggage

Procedures established by an operator to ensure that carry-on baggage is adequately and securely stowed shall take account of the following:

(1) Each item carried in a cabin must be stowed only in a location that is capable of restraining it;

(2) Mass limitations placarded on or adjacent to stowages shall not be exceeded;

(3) Underseat stowages shall not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it may adequately be restrained by this equipment;

(4) Items shall not be stowed in toilets or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest mass that may be placed there;

(5) Baggage and cargo placed in lockers shall not be of such size that they prevent latched doors from being closed securely;

(6) Baggage and cargo shall not be placed where it will impede access to emergency equipment; and

(7) Checks shall be made before take-off, before landing, and whenever the pilot-in-command illuminates the fasten seat belts sign (or otherwise so orders) to ensure that baggage is stowed where it cannot impede evacuation from the aircraft or cause injury by falling (or other movement) as may be appropriate to the phase of flight.

(8) All baggage which is required to be brought into the cabin area shall be:

(a) of a size as controlled by the operator but shall not exceed 115cm (56cm + 36cm + 23cm);

(b) of a weight as controlled by the operator but shall not exceed 7kg per item;

(c) of an amount as controlled by the operator but shall not exceed one bag per economy class seat or two bags per first or business class seat.

**Note: This standard is applicable to all aircraft operated domestically in terms of Part 135 and to all Mozambique registered aircraft operated internationally in terms of Part 135. See MCAR 135.01.1.**

(9) An operator may request an exemption of the above requirements as per the requirements of MCAR Part 11.

## 135.09.2 OPERATOR'S MAINTENANCE CONTROL MANUAL

An Air Operator's Maintenance Control Manual shall be developed in accordance with the following guidance material entitled ***Minimum Contents for a Maintenance Control Manual Part 135 Operator.***

## 135.09.5 CONTINUING AIRWORTHINESS INFORMATION

The monitor and assess maintenance and operational experience with respect to continuing airworthiness shall be made and the requested information shall be provided in accordance with the guidance material entitled ***Minimum Contents for a Maintenance Control Manual Part 135 Operator.***

## ANNEX A PILOT-IN-COMMAND'S DISCRETION REPORT

## SECTION 1: EXTENSION OF FLIGHT DUTY PERIOD

**Part A: Operator**

Aircraft type
Flight number
Pilot-in-command
Date

**Note: If discretion exercised for part crew or individual state name(s) and operating capacity below.**

**Part B: Flight details**

1. Crew acclimatised to time zone YES / NO *
2. Length of preceding rest eighteen to thirty hrs/under eighteen or over thirty hours *
3. Split duty: actual time off ..... time on .....
4. Extended FDP for in-flight relief YES / NO *

**Delete inapplicable items*

| **FLIGHT DETAILS** | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Schedule (planned)** | | | | **Actual** | | | |
| | **Place** | **UTC** | **Local** | | | **UTC** | **Local** |
| **Duty Started** | | | | **Duty Started** | | | |
| Depart | | | | Departed | | | |
| Arrive | | | | Arrived | | | |
| Depart | | | | Departed | | | |
| Arrive | | | | Arrived | | | |
| Depart | | | | Departed | | | |
| Arrive | | | | Arrived | | | |
| Depart | | | | Departed | | | |
| Arrive | | | | Arrived | | | |
| FDP to end | | | | FDP ended | | | |
| Scheduled FDP | | | | Actual FDP | | | |
| Maximum Authorized FDP Total Hours: | | | | Form: | | To | |

**Part C:** Pilot-in-command's report giving reasons

Signed : .....
Date : .....
Operator's remarks / Action taken
Signed : .....
Date : .....
Forwarded to CAA
Date : .....

## SECTION 2: REDUCTION OF REST

**Note: All times to be recorded as date/time six-figure groups, expressed in both UTC and Local Time.**

**Part A: Operator**
Aircraft type
Flight number
Pilot-in-command
Date

**Note: If discretion exercised for part crew or individual state name(s) and operating capacity below.**

**Part B:** Last duty started.....UTC/Local
Last duty ended.....UTC/Local
Rest earned.....Hours
Calculated earliest next available.....UTC/Local
Actual start of next FDP.....UTC/Local
Rest period reduced by crew affected.....UTC/Local

**Part C:** Pilot-in-command's report
Signed : .....
Date : .....
Operator's remarks / Action taken
Signed : .....
Date : .....
Forwarded to IACM
Filed

**ANNEX B AIR OPERATOR CERTIFICATE**


File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

# *REPUBLIC OF MOZAMBIQUE*

## INSTITUTO DE AVIAÇÃO CIVIL DE MOÇAMBIQUE

## AIR OPERATOR CERTIFICATE

### This certifies that

*(Company Airline Name)*

has met the requirements of the Mozambique Flight Safety Law and the Mozambique Civil Aviation Regulations and the Technical Standards prescribed thereunder for the issuance of this certificate and is hereby authorized to conduct commercial air transportation operations in accordance with said regulations and standards prescribed thereunder and the terms, conditions and limitations contained in the attached operations specifications.

This certificate is not transferable and, unless sooner surrendered, suspended or revoked, shall continue in effect until otherwise terminated.

Director General IACM

Certificate number_____ by _____
(name)

Effective date_____ _____
(signature)

Issued at_____ _____
(title)

# ANNEX C APPLICATION FORMS FOR AIR OPERATOR CERTIFICATE

1. **STATEMENT OF INTENT;**
2. **AERODROMES;**
3. **AIRCRAFT;**
4. **PERSONNEL;**
5. **MAINTENANCE;**
6. **CHIEF PILOT**
7. **PASSENGER CARRYING AUTHORITY CABIN SAFETY**

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Statement of Intent

File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

## PART ONE: TO BE COMPLETED BY APPLICANT

Legal name and Trade Name, address and Postal Code of applicant

Principle Base of Business

| Telephone Number/s | Facsimile Number/s | e-mail address | ATLE License type and number | |
|---|---|---|---|---|
| | | | | |

I understand that the above named company must meet all Air Transport Legal and Economic (ATLE) Licensing Requirements with respect to all matters regulating the issue of an ATLE license. I further understand that the above named company shall not commence operation until it is possession of an ATLE License.

Name and Title of company Executive

Signature to certify understanding

Proposed Start of Operations Date

| YYYY | MM | DD |
|---|---|---|
| | | |

## PROPOSED TYPE OF SERVICE

| | | |
|---|---|---|
| ( ) Domestic ( ) Scheduled - ( ) Non-Scheduled<br>( ) International ( ) Scheduled - ( ) Non-Scheduled | ( ) Aviation Training Organization as selected from the pick list on the reverse side | ( ) Aerial Work. as selected from the pick list on the reverse side |

## AREA OF OPERATION (Aerodrome location identifier and name or (Lat.& Long. Coordinates)

Base(s)

Aircraft Types

Name of approved maintenance organization (if available)

Approval No

## OPERATING CONDITIONS (Check where applicable)

| Authorization | Operating conditions | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Day | Night | VFR | IFR | Passengers and Cargo | Passengers only | Cargo only | |
| Multi-engine aircraft | | | | | | | | |
| Rotorcraft | | | | | | | | |
| Single-engine aircraft | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

## COMPANY EXECUTIVE OR AUTHORIZED PERSON

Name

I certify that all the statements herein are true and complete to the best of my knowledge

(YY MM DD - )

Signature
(of person duly authorized to execute this application on behalf of the applicant)

Title

## PART TWO: TO BE COMPLETED BY THE IACM

Names of Principal Inspectors

Operations

Airworthiness

Licensing

Approving Signatures

Director of Flight Safety

Director General IACM

See reverse for instructions and pick lists

NOTICE

IACM will not undertake a quality assurance role with regard to any form or document submitted in application for a service. Documentation that contains errors or does not meet regulatory requirements will be returned for correction.

**Delays thus incurred are the sole responsibility of the applicant.**

**Applicants are encouraged to review MCAR 121.06.2 and 135.06.2 as applicable**

| | Types of Aerial Work Specialty Operations | | Types of Aviation Training Organization Operations |
|---|---|---|---|
| 1 | Aerial Advertising | 18 | Flight Training |
| 2 | Aerial Construction | 19 | Maintenance Training |
| 3 | Aerial Inspection and Surveillance | 20 | Ground Service Training |
| 4 | Aerial Harvesting | 21 | Aviation Medicine Training |
| 5 | Aerial Mapping | 22 | Security Training |
| 6 | Aerial Photography | 23 | Dangerous Goods Training |
| 7 | Aerial Sightseeing | 24 | Cabin Crew Training |
| 8 | Aerial Spraying | 25 | Dispatcher Training |
| 9 | Aerial Surveying | | Others |
| 10 | External Load Charge | | |
| 11 | Fire Fighting | | |
| 12 | Recreational Flying | | |
| 13 | Forest Fire Management | | |
| 14 | Glider Tower | | |
| 15 | Heli-logging | | |
| 16 | Parachute Jumping | | |
| 17 | Wild Life Management | | |
| | | | |
| | | | |
| | | | |

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Aerodrome

File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1**. Name of Air Operator - | | | Address | | | | | | | | | | |
| **2.** (a) Aerodrome | | | (Name and Geographic Coordinates) | | | | | Identifier/ | | | | | |
| Aerodrome certified | Yes | No | Aerodrome status and suitability | Public | Private | Day | Night | VFR | IFR | Land | Water | Heliport | |
| Cert. No. | Dated | | | | | | | | | | | | |
| (b) Name of aerodrome operator | | | Telephone No. | | | | Fax/E-Mail | | | | | | |
| (c) Air operator telephone, radio or other means of communications | | | | | | | (d) Air traffic control ☐ Yes ☐ No | | | | | | |
| (e) Navigational and landing aids NDB VOR PAR ASR GPS MLS OTHER ILS | | | | | | | Hrs of operation To | | | | | | |
| (f) AERODROME EMERGENCY | | | | | | | | | | | | | |
| (g) Uncertified aerodrome, not in AIP, give runway details (with LAT. & LONG.) | | | | | | | | | | | | | |
| **3.** Facilities available at this airport/aerodrome (a) Communications | | | (b) Meteorological 1) Forecast - ☐ Yes ☐ No 2) Weather Report - ☐ Yes ☐ No | | | | (c) Weather report contains all essential information normally found in AIP weather sequence (_____) Yes (_____) No | | | | | | |
| (d) First Aid - | | | (e) Passenger accommodation - | | | | (f) Hangar | | | | | | |
| (g) Refuelling facilities | | | (h) Available surface transportation - | | | | | | | | | | |
| **4**. Base ☐ Main ☐ Sub- | | | Scheduled Points - ☐ Aerodrome ☐ Base | | | | Type of operation - Type ☐ Day ☐ Night ☐ VFR ☐ IFR | | | | | | |
| **5** (a) Aircraft types - | | | (b) Aircraft of 5700 KG. (MCTOW) and over Specify max allowable weight. | | | | (c) Pavement evaluation required ☐ Yes ☐ No | | | | | | |

**.6.** I hereby certify that the above information is correct

Date YY MM DD _____ Signature by a duly authorized person to sign on behalf of the Air Operator _____ Title _____

**7**. Aerodrome Safety comments

I hereby certify that the information specified herein is correct as listed in section 2

Date YY MM DD _____ Aerodrome Safety and Security _____

**8.** I hereby certify that the facilities listed in section 3 are satisfactory for the type(s) of aircraft and operation listed in sections 4 and 5.

Date YY MM DD _____ IACM POI _____

See reverse side for assistance

INSTRUCTIONS

NOTICE
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**Delays thus incurred are the sole responsibility of the applicant.**

**Applicants are encouraged to review MCAR 121.06.2 and 135.06.2 as applicable**

**General**

This form should be printed or typed and signed by a company's designated official, i.e. Operations Manager or have the company seal affixed.

**Sections**

1. The full name and full address of the air operator including the postal code.

2. (a) The location of the aerodrome and with the co-ordinates and identifiers for remote aerodrome, registration or certificate numbers public/private etc.;

(b) The name and telephone number of the aerodrome or airport operator;
(c)(d)(e) Name of the air operator, phone no., aids and facilities available at the aerodrome. Check appropriate box.

(f) Detail what fire fighting and rescue equipment is available and if this information is published check for accuracy

g) If the aerodrome is uncertified attach a note giving some details i.e. runway dimension, type of surface, etc., (75' x 3500') gravel) with latitude and longitude

.3. The information required in paragraphs (a) to (g) as the details are self explanatory.

4. If the Scheduled points are from a base, an aerodrome the type of operations at an uncertified aerodrome. An aerodrome may be used as a Scheduled point provided it is approved by the Director.

5. (a) List the types of aircraft that the air operator wishes to operate into the aerodrome, i.e. PA-31, C-185, DHC-2, etc.;
(b) List the air operator's aircraft with a (MCT0W) of 12500 lbs and over;
(c) If a pavement evaluation is required.

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Aircraft

File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1. Name of Air Operator | | | | | | | |
| 2. Address | | | | | | | |
| 3. Aircraft Type | Marks | Serial No. | Certificate of Airworthiness Date (Y-A - M - D-J) | | | | |
| 4. Engine Type | | ☐ Turbine ☐ Piston | Number of Engines | | | | |
| 5. (a) Maximum certificated take-off weight | | (c) ☐ Wheels ☐ Skis ☐ Float ☐ Amphibious | | | | | |
| 6. (b) Maximum number of passengers | | (d) FDR ☐ Yes ☐ No No. of parameters | | CVR ~ | Yes | No | |
| 7. Aircraft flight manual approved | | | | | | | |
| 8. Flight Instruments in accordance with: , | | **IFR** | MCAR Part 91.04.5 | | | | |
| | | VFR OTT | MCAR-Part 91.0404 | | | | |
| | | VFR Night | MCAR Part 91.04.3 | | | | |
| 9. Autopilot Yes No | | Type | Number of axis , | | | | |

| 10. Radio Equipment | Communication | Navigation and Approach Aids | Other |
|---|---|---|---|
| | ☐ VHF ☐ UHF ☐ HF ☐ | ☐ ILS ☐ VOR ☐ DME ☐ ADF ☐ CAT II ☐ RVSM ☐ INS ☐ GPS ☐ TRX……. ☐ CAT III | ☐ ELT (type)_____ ☐ _____ ☐ _____ ☐ _____ |

| 11. Safety feature cards complies as and where applicable, with | | Yes | No | A/A | | Yes | No | N/A | | Yes | No | N/A | | Yes | No | N/A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | MCAR Part 91.07.20 | | | | MCAR 121.07.29-30 & /MOZ-CATS-OPS 121 | | | | MCAR135.07.33&34 & MOZ-CATS-OPS 135 | | | | MCAR 127.07.32&33 & MOZ-CATSOPS 127 | | | |

| | | Yes | No | N/A |
|---|---|---|---|---|
| 12. Oxygen equipment complies as applicable with: | MCAR 91.04.17 – 18 – 19 – 20 & 21 | | | |
| 13.Life saving equipment complies with | MCAR/91.04.27 | Yes | No | N/A |
| 14. Survival equipment complies with | MCAR 91.04.29 (as applicable ) | Yes | No | N/A |
| 15. First aid kit complies with | MCAR 91.04.16 | Yes | No | N/A |
| 16. Applicable maintenance schedule | | | | |
| 17. I certify that the above data is correct | | | | |

Date (Y-A - M - D-J) | Signature (of person duly authorized to execute this application on behalf of the air operator) | Title

## IACM USE

| The maintenance schedule is acceptable for the aircraft indicated. Recommended for Approval | I certify that the aircraft and equipment are adequate for the operations covered by this application. Recommended for Approval |
|---|---|
| Date (YY MM DD) Aircraft Maintenance and Manufacturing | Date (YY- MM- DD) Flight Operations |

See reverse for instructions

## INSTRUCTIONS

NOTICE
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**Delays thus Incurred are the sole responsibility of the applicant.**
**Applicants are encouraged to review MCAR 121.06.2 and 135.06.2 as applicable**
General
This form should be printed or typed and signed by a company's designated official, i.e. Operations Manager or have the company seal affixed

Sections

1. The full name of the air operator.

2. The full address of the air operator including the postal code,

3. Aircraft Type
DHC2, B55, etc. Registration Marks – C9-XXX, etc. Certificate of Airworthiness, date of issue.

4. Engine Type. Check - Turbine or Piston and indicate the number of engines.

5. Maximum certificated take-off weight.

(a) Shall be authorized by aircraft type approval.

(b) Based on seats available excluding the pilots and as per aircraft type approval. Passenger/Cargo or Cargo Only.

(c) Check one or more.

(d) Flight Data Recorder (FDR) and Cockpit Voice Recorder (CVR) as required by MCAR Part 91.

6. The aircraft flight manual shall be in the possession of the air operator and, where applicable, a Minimum Equipment List (MEL) in accordance with MCAR. This manual may still be under development.

Indicate (Yes) or (No) if the flight instruments meet the MCAR requirements for IFR, VFR, OTT or VFR Night. Note: Night VFR and VFR OTT is still under review.

If yes, give type of auto pilot and number of axis. NOTE: Functioning auto pilot required for single pilot IFR operations as per .

9. Radio Equipment, Navigation, Communication. List number and types installed in aircraft I Narco MK 12 VHF Nav/Com; 1 King 175 VHF Nav/Com. .The ELT type as per column III, Table, MCAR 135.02.5

10. Visible placards of information conforms to MCAR or the Safety Feature Cards information conforms to MCAR

11. As applicable indicate which of the following CAR that the oxygen equipment applies – MCAR 91.04.17,18,19,&20.

12. Confirm that the Life-Saving equipment conforms to MCAR 91.04.27 and that the Survival equipment conforms to MCAR 91.04.29 (as applicable).

13. Confirm that the First Aid Kit complies with the following MCAR 91.04.16 or 705.90.

14. Indicate the maintenance schedule which will be used for the aircraft described.

15. The form must be signed by a person duly authorized to execute the application on behalf of the air operator.

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Personnel

File Number
19001/AO -GEN
19001/A0 -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

1. Name of Air Operator t

Address

2. SUPERVISORY PERSONNEL – Attach qualification, licences, certificates, endorsements resume giving position title, name, and experience for:

| (a) **Operations manager** | | (b) **Chief Pilot** | |
|---|---|---|---|
| Name-Nom | Licence No. | Name | Licence No. |
| | | | |
| (c) **Person responsible for Maintenance control system** | | (d) **Company Aviation Safety Officer** | |
| Name-Nom | Licence No. | Name | Licence No. |
| | | | |
| (e) **Flight Dispatcher** | | (e) **Manager of Cabin Safety** | |
| Name-Nom | Licence No. | | |
| | | | |

3. OPERATING PERSONNEL (Trained and Qualified in Accordance with the Applicable Part of the MCAR)

Number of:

| Pilot-in-command | Second-in-command/First Officers | Airworthiness Maintenance Engineers | Flight/Cabin Attendant | Flight Dispatcher |
|---|---|---|---|---|
| | | | | |

4.I hereby certify that the qualifications of the foregoing personnel meet the requirements and/or the applicable CAR for operating the proposed Service

| Date (Y-A-M-D-J) | Signature (of person duly authorized to execute this application on behalf of the air operator) | Title |
|---|---|---|
| | | |

## FOR IACM USE ONLY

I certify the person responsible for the maintenance control system has been briefed/tested and is qualified to serve as nominated and the listed AMEs' records confirm they meet the requirements to perform their assigned tasks .

Date YY MM DD _____ Signature Principal Airworthiness Inspector _____

The Operational Supervisory personnel have been briefed/tested and are qualified for their respective positions. The records of the personnel listed are qualified to perform their assigned tasks

Date YY MM DD _____ Signature Principal Flight Operations Inspector _____

I certify the person responsible for the maintenance control system meets the requirements of MCAR Part _____ and has the experience, knowledge and background to serve in the position requested.

Date YY MM DD _____ Signature Manager of Airworthiness _____

I certify the above flight operations supervisory personnel meet the Requirements of MACR Part _____ and have the experience, knowledge and background to serve in the positions requested.

Date YY MM DD _____ Signature Manager of Flight Operations _____

Based upon the above certifications I am satisfied that the applicant has met the personnel requirements for the issueance of an Air Operator Certificate and recommend appropriate authorities be issued.

Date YY MM DD _____ Signature Director of Flight Safety _____

This is to confirm that appropriate authorizations may be issued to the supervisory personnel

Date YY MM DD _____ Signature Director General _____

See reverse for instructions

## INSTRUCTIONS

Notice
IACM will not undertake a quality assurance role with regard to any form or document submitted in support of an application service. Documentation that contains errors or does not meet regulatory requirements will be returned for correction.

**Delays thus incurred are the sole responsibility of the applicant.**

**Applicants are encouraged to review MCAR 121.06.2 and 135.06.2 as applicable**

**General**
This form should be printed or typed and signed by a company's designated official, i.e. Operations Manager or have the company seal affixed.

**Sections**

1. The full name and full address of the air operator applicant
2. **Supervisory Personnel**

(a) Give the full name and, where applicable, the licence number of the operations manager and ensure the name agrees with the company organization chart. Complete and attach his resume of experience and qualifications which must comply with the appropriate Part of the MCAR for IACM approval.

(b) Give the full name and licence number of the chief pilot and ensure the name agrees with compan organization chart. Complete and attach his resume of experience and qualifications which must comply with the appropriate Part of the MCAR for IACM approval.

(c) Give the full name of the person responsible of the maintenance control system and ensure the name agrees with company organization chart. Complete and attach his resume of experience and qualifications which must comply comply with the appropriate Part of the MCAR for IACM approval.

(d) Give the full name and licence number of the Person Responsible for Maintence (referr to him/her by the title given to the position by the company. IE “Director of Maintenance” ensure the name agrees with company organization chart. Complete and attach his resume of experience and qualifications which must comply with the appropriate subpart VII of the CAR for TC's approval.

(e) Give the full name and certificate number of the Head Flight Dispatcher and ensure the name agrees with company organization chart. Complete and attach his resume of experience and qualifications which must comply with the appropriate Part of the MCAR for IACM approval.

(f) Indicate the number of pilots-in-command, seconds-in command, flight attendants, flight dispatchers and AMEs who have been hired by the company and trained in accordance with the relevant training programs

(g) The form must be signed by the person duly authorized to execute the application on behalf of the air operator.

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Maintenance

File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

| 1. Name of Air Operator | |
|---|---|
| Address | Telephone No. |

| 2. Make and Model of Aircraft Operated | Number of Aircraft Operated |
|---|---|
| | |
| | |
| | |
| | |
| | |

| 3. Location of Main Maintenance Base | Maintenance Sub-Bases (as applicable) |
|---|---|
| | |
| | |
| | |
| | |

| 4. Air operator's maintenance control manual | Latest Amendment Number |
|---|---|
| | |

| Date Submitted - YYYY-MM-DD - | Date Approved YYYY-MM-DD | Date Submitted YYYY-MM-DD | Date Approved YYYY-MM-DD |
|---|---|---|---|
| | | | |

| 5. | |
|---|---|
| (a) ☐ Air operator AMO | Approval No. / Categories/ Ratings |
| (b) ☐ Maintenance contracted with an AMO<br>Name and address | Approval No. / Categories / Ratings |
| (1) | |
| | |
| (2) | |
| | |
| (3) | |
| | |

6. All the statements contained herein are true and complete to the best of my knowledge in accordance with the requirements of

| Date<br>YYY-MM-DD | Signature<br>person duly authorized to execute this application on behalf of the air operator | Title |
|---|---|---|

## FOR IACM USE ONLY

7. The maintenance arrangements mentioned in section 5 are satisfactory for the aircraft types operated.

Signature……
Aircraft Maintenance

…Date
YYYY-MM-DD

See reverse for instructions

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**Applicants are encouraged to review MCAR 121.06.2 and 135.06.2 as applicable**

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Chief Pilot

File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

| Name of Air Operator | Headquarters File Number | Regional File Number |
|---|---|---|
| Name of Nominee | | Licence Number |

## Hours Flown

| Pilot-in-Command Multi-Engine | Pilot-in-Command Single Engine | Grand Total Flying Time |
|---|---|---|
| | | |

| Aviation Background (Companies, Duties and Aeroplane Types) | Dates From | | | To | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Supervisory Experience | From | | | To | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

## Suitability for Duties as Laid Out in Company Operations Manual

I certify that to the best of my knowledge the information provided above is true

| Signature of Nominee | Date |
|---|---|
| | |
| Signature and Title of Company Executive | Date |

## IACM Use Only

**1. Recommendation of FOI (If Required)** Examination ( ) Yes ( ) No ( ) Not Required

Signature of FOI — Date YY MM DD

**2. Manager Flight Operations Recommendation/Action**

Signature of Regional Manager or Director — Date YY MM DD

**3. Director of Flight Safety Approving conditions or limitations**

Signature Date — YY MM DD

INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE

# Passenger Carrying Authority
# CABIN SAFETY

File Number
19001/AO -GEN
19001/AO -CER

*Telephone number:* **258 21465416** *Fax Number:* **258 21465415**
*Physical address:* Alameda do Aeroporto, Maputo
*Postal address:* Caixa Postal 227, Maputo E-mail iacm@tvcabo.co.za

| Name of Air Operator | Base |
|---|---|
| Address and Telephone No. | |

| APPLICANT'S USE | Documents Submitted | FOR IACM USE | |
|---|---|---|---|
| | Date (Y/A-M-D/J) | Meets Stand. (Y/A-M-D/J) | Approved (Y/A-M-D/J) |

## ALL OPERATIONS

| | | | |
|---|---|---|---|
| Safety Features Cards for these Aircraft Types: | | | not applicable |
| Passenger and Cabin Safety Procedures | | | not applicable |
| Briefing of Passengers | | | not - applicable |
| Aircraft Inspection | | | not - applicable |

## OPERATIONS WITH FLIGHT ATTENDANTS

| | | | | | |
|---|---|---|---|---|---|
| Flight Attendant Manager Qualifications | | | | not applicable | |
| Flight Attendant Training Program - (See note on back) | initial | Annual | | not applicable | |
| Flight Attendant Training Syllabus (See note on back) | | | | not applicable | |
| Line Indoctrination Training | | | | not applicable | |
| Record Keeping System for Training and Qualifications | | | | | not - applicable |
| Instructor Qualifications | | | | | not applicable |
| Training Facilities | - | | | | not - applicable |
| Cabin Emergency Evacuation Trainer | | | | not applicable | |
| Flight Attendant Manual - (See Note on back) | | | | not applicable | |
| Flight Attendant Stations | | | | not applicable | |
| Minimum Number of Flight Attendants per Aircraft Type | | | | not applicable | |
| Carry-on Baggage Control Program | | | | not applicable | |

I understand that the above information is correct

Date (Y/A-M-D/J) Signature (of person duly authorized to execute this application on behalf of the air operator) Title

FOR IACM USE ONLY

This confirms that all the Cabin Safety requirements have been met.

Date (Y/A M D/J) Cabin Safety Inspector

Date (Y/A-M-D/J) Director of Flight Safety

See instruction on the reverse side

**NOTICE**
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1. This form is used for the initial issue and / or amendment of an air operator certificate (AOC) and the addition of a new aircraft type to the air operator certificate.

2. Coordination is required with the Cabin Safety Division whenever there are requirements to amend or issue an AOC or an operation specification pertaining to Cabin Safety.

3. The shaded areas are for IACM use only. The applicant completes the white area of the form.

4. At the top right-hand of the form, the inspector enters the file numbers, whether this form is for initial issuance of an AOC or an amendment to an existing AOC and the date that the form was received from the applicant.

5. The applicant enters the name, address, and base of the air operator.

6. The applicant enters the aircraft type(s) and the date on which the safety features' cards were submitted.

7. For each line entry, the applicant enters the date submitted and a reference(R) to where the information relative to the item is located (i.e., Flight Operations Manual, Chapter 4, pages 3-6; Flight Attendant Manual, Chapter 3 section 3.8; Agent's Handbook sections 5.6 - 6.7) or attaches a copy of the item with the form.

8. For each line entry, the inspector enters the date on which the information was evaluated and determined to either meet the standards or was approved.

9. The applicant signs the form attesting to the correctness of the information.

10. The Cabin Safety Inspector signs the form confirming that all cabin safety requirements have been met before the applicable IACM division signs off.

11. Flight attendant training may not commence until the **Flight Attendant Training Program** has received written
conditional approval and the **Flight Attendant Manual** has received written approval.

12. **Annual Flight Attendant Training Syllabus and Program** do not require approval during the Initial Certification
process. The documents must be submitted for review and approval no later than 90 days before Annual training is due.

13. For operations with flight attendants and depending on the complexity of the operation or the documents:

(a) the certification process for an **initial** air operator certificate can take between 60 to 90 days to complete from the date the documents are received;

(b) the certification process to **amend** an air operator certificate can take between 30 to 60 days to complete from the date the documents are received.