

PART II

TRINIDAD AND TOBAGO AIR OPERATOR CERTIFICATION AND CONTINUED
VALIDITY

Applicability

12. This Part provides requirements applicable to the certification and continued validity of all national air operators.

Applicability

Bases of Operations

13. (1) An applicant shall establish and maintain a main base of operations.

Applicant for a
Trinidad and
Tobago Air
Operator
Certificate to
maintain base of
operations

(2) An applicant may establish and maintain a main maintenance base facility at the same location as the main base of operations, or at a separate location.

(3) An applicant shall maintain operational and airworthiness support facilities at the main operations base, appropriate for the area and type of operation.

(4) An applicant shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights.

(5) An applicant shall provide written notification to the Director General of his intention to establish or change the location of any of his bases at least thirty days before the proposed establishment or change.

Management Personnel of a National Air Operator

14. (1) A national air operator shall have a manager (hereinafter referred to as “the Accountable Manager”), acceptable to the Authority, who shall ensure that all prescribed actions are performed to the standards required by the Authority.

Management
personnel
required for
commercial air
transport
operations of a
National air
operator

(2) An Accountable Manager under subregulation (1), shall have corporate authority for ensuring that all flight operations and maintenance activities can be financed and carried out to the highest degree of safety standards required by the Authority.

(3) When conducting commercial air transport operations, a national air operator shall have qualified personnel, with proven competency in civil aviation, available and serving in the following required management personnel positions or their equivalent:

(a) Director of Operations;

(b) Chief Pilot;

(c) Director of Safety;

(d) Director of Maintenance;

(e) Quality Manager; and

(f) Security Manager

(4) In this regulation “competency in civil aviation” means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served.

(5) The Director General may recommend the Authority approve positions, other than those listed in subregulation (3), where the national air operator is able to show that he can perform the operation with the highest degree of safety under the direction of a combination of, fewer or different categories of management personnel due to the—

(a) kind of operations involved;

(b) number of aircraft used; and

(c) area of operation.

Company Indoctrination Training

Training requirements for company indoctrination training

15. (1) A person shall not serve as a Quality Manager or the Director of Maintenance with a national air operator, unless he has completed the company indoctrination training approved by the Director General.

(2) The company indoctrination training under subregulation (1), shall include a complete review of the contents of the Operations Manual and Maintenance Control Manual of the air operator and the procedures relating to the respective duties of the Quality Manager and Director of Maintenance.

Quality System

National air operator to establish a quality system

16. (1) A national air operator shall establish a quality system headed by a Quality Manager.

(2) The Quality Manager under subregulation (1), shall monitor compliance with, and adequacy of, the procedures required to ensure safe operational practices and airworthy aircraft.

(3) A national air operator may nominate one Quality Manager for operations and one Quality Manager for maintenance.

(4) Where a national air operator nominates one Quality Manager for operations and one Quality Manager for maintenance under subregulation (3), he shall establish one Quality Management unit to ensure that the quality system is applied uniformly throughout the entire operation.

(5) The monitoring of compliance under subregulation (2), shall include a feedback system to the Accountable Manager to ensure corrective action as necessary, which shall specify who is required to rectify discrepancies and non-compliance in each case and the procedure to be followed where corrective action is not completed within an appropriate timeframe.

(6) The quality system and the Quality Managers under this Part shall be acceptable to the Authority.

(7) A national air operator shall describe the quality system under subregulation (1), in relevant documentation.

(8) Notwithstanding subregulation (1), the Accountable Manager shall have overall responsibility for—

- (a) the quality system of the air operator including frequency, format and structure of the internal management evaluation activities; and
- (b) resourcing the corrective action and ensuring through the Quality Manager that the corrective action has reestablished compliance with the standards required by the Authority.

(9) In carrying out the functions under subregulation (2), the Quality Manager shall verify that the standards required by the Authority and any additional requirements defined by the national air operator are being carried out by monitoring activities in the fields of flight operations, maintenance, crew training and ground operations.

(10) A national air operator shall ensure that a quality system meets the standards set out in Schedule 2.

Schedule 2

(11) The Quality Manager shall ensure that the Quality Assurance programme is properly established, implemented and maintained.

Requirements of Management Personnel

17. (1) The minimum initial qualifications for—

(a) a Director of Operations under regulation 14(3)(a) shall be as follows:

- (i) holds or has held the appropriate licence and ratings for which a pilot in command is required to hold for one of the aircraft operated;

Minimum
Qualifications of
Managements
Personnel

- (ii) has acquired not less than three years related managerial experience with a commercial air operator whose flight operations are similar in size and scope; and
- (iii) demonstrates knowledge to the Authority with respect to the content of the Operations Manual, the Air Operator Certificate, operations specifications, regulations and standards necessary to carry out the duties and responsibilities to ensure safety and the maintenance of the Air Operator Certificate.

(b) a Chief Pilot under regulations 14(3)(b) shall be—

- (i) an Airline Transport Pilot Licence with the appropriate ratings for at least one of the aircraft used in the operations of the air operator; and
- (ii) three years experience as pilot in command in commercial air transport operations;

(c) Director of Safety shall be—

- (i) extensive operational experience normally achieved as a flight crew member or equivalent experience in technical aviation management; and
- (ii) successfully completed a recognized Air Safety training course acceptable to the Director General;

(d) Director of Maintenance and Quality Manager shall be—

- (i) possession of an Aircraft Maintenance Engineer licence; and
- (ii) three years experience in maintaining the same aircraft category and aircraft class used by the national air operator including one year in the capacity of returning aircraft to service ; and

(e) the Security Manager shall have –

- (i) extensive operational experience normally achieved as a security officer;
- (ii) five years experience in aviation security management; and
- (iii) successfully completed a recognized aviation security management training course acceptable to the Director General.

(2) A national air operator may employ a person who does not meet the appropriate qualifications or experience required under subregulation (1), where the Authority issues a deviation that that person has comparable experience and can effectively perform the required management functions.

Submission and Revision of Policy and Procedures

18. (1) An applicant shall submit any proposed policy or procedures or any revision thereof, to the Director General at least thirty days prior to the date of intended implementation.

Requirements
for submission
and revision of
policy and
procedures

(2) An applicant shall not cause the use of any policy and procedure for flight operations or airworthiness function without the approval of the Director General.

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