

SCHEDULE 10

[Regulation 95(1)]

IMPLEMENTING STANDARDS

The following standards are numbered to correspond numerically with the relevant provisions in the Regulations:

Regulation 14

A national air operator shall ensure that his recruitment of Management Personnel meets the following minimum standards.

A national air operator shall make the following arrangements to ensure continuity of supervision where operations are conducted in the absence of any required management personnel:

- (a) required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled;
- (b) a person serving in a required management position for a national air operator shall not serve in a similar position for any other air operator, unless a deviation is issued by the Authority;
- (c) unless a deviation is issued by the Authority, the minimum initial qualifications for a Director of Operations are 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 aeroplanes operated;
 - (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 Certificates.
- (d) unless a deviation is issued by the Authority, the minimum qualifications for a Chief Pilot are—
 - (i) an Airline Transport Licence with the appropriate ratings for at least one of the aircraft used in the air operator's operations; and
 - (ii) three years experience as pilot in command in commercial air transport operations.

Note: The Authority may accept a commercial pilot license with instrument rating in lieu of the Airline Transport Pilot licence where the pilot in command requirements for the operations conducted require only a commercial certificate.

- (e) unless a deviation is issued by the Authority, the minimum qualifications for a Director of Safety is extensive operational experience normally achieved as a flight deck crew member or equivalent experience in aviation technical management;
- (f) unless a deviation is issued by the Authority, the minimum entry qualifications for a Director of Maintenance and Quality Manager are—

- (i) an Aircraft Maintenance Engineer (transport) license; and
- (ii) three years experience in maintaining the same aircraft category and aircraft class used by the air operator including 1 year in the capacity of returning aircraft to service;
- (g) a national air operator may employ a person who does not meet the appropriate airman qualification or experience where the Authority issues a deviation finding that that person has comparable experience and can effectively perform the required management functions.

Regulation 15

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

- (a) national air operators organization, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties;
- (b) appropriate provisions of these regulations and other applicable regulations and guidance materials;
- (c) national air operator policies and procedures;
- (d) appropriate portions of the air operator's operations manual and maintenance control manual; and
- (e) appropriate portions of the air operator's operations manual and maintenance control manual.

Regulation 22

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

- (a) the aircraft carries an appropriate airworthiness certificate issued, in accordance with International Civil Aviation Organization Annex 8, by the country of registration and meets the registration and identification requirements of that country;
- (b) the aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in Trinidad and Tobago, including the requirements which shall be met for issuance of a Trinidad and Tobago standard airworthiness certificate (including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements);
- (c) the aircraft is maintained according to an approved maintenance programme; and
- (d) the aircraft is operated by Trinidad and Tobago-certified airmen employed by the air operator.

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

3. Operational control of any dry leased aircraft rests with the air operator operating that aircraft.

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

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

6. An application from a national air operator for an authorization permitting the operation of a leased aircraft shall meet the following requirements:

- (a) a national air operator who leases a Trinidad and Tobago aircraft from another national air operator shall provide evidence establishing that—
 - (i) throughout the term of the lease, the aircraft—
 - (A) will be in the legal custody and control of the lessee; and
 - (B) will not be made the subject of another lease during the term of the lease authorized for that aircraft;
 - (ii) the lessor and the lessee of the aircraft each hold a Trinidad and Tobago Air Operator Certificate or a flight training unit operator certificate;
 - (iii) the lessee or lessor is responsible for the maintenance of the aircraft in accordance with the applicable standards of airworthiness and the maintenance control system and the maintenance schedules approved by the Authority and any requirements set out in the authorization issued;
 - (iv) the aircraft crew members are in the employ of the lessee; and
 - (v) the application form prescribed by the Authority duly completed and signed in ink;
- (b) a foreign air operator who leases a Trinidad and Tobago registered commercial aircraft from a national air operator, shall provide evidence establishing that—
 - (i) throughout the term of the lease, the aircraft—
 - (A) will be registered to the lessor as a commercial aircraft,
 - (B) will be in legal custody and control of the lessee, and
 - (C) will not be made the subject of another lease during the term of the lease authorized for that aircraft;
 - (ii) the Trinidad and Tobago lessor holds a Trinidad and Tobago Air Operator Certificate or a person holding a Trinidad and Tobago Aviation Training Organization Certificate issued in respect of the aircraft type that is being leased;
 - (iii) the lessee—
 - (A) is a citizen or subject of a foreign state or an entity incorporated or formed by or under the laws of a foreign Contracting State;
 - (B) holds a national air operator certificate or equivalent document, issued by the foreign Contracting State in respect of the aircraft type being leased;
 - (C) will operate the aircraft on a charter service, or other commercial air service approved by Trinidad and Tobago; and

- (D) has demonstrated the ability and qualification to maintain the aircraft in accordance with the maintenance control system and approved maintenance schedules;
- (iv) an indication in the application as to—
 - (A) the location at which the aircraft will have its operations base during the term of the lease;
 - (B) each location at which the aircraft will have a maintenance base during the term of the lease; and
 - (C) which, the lessor or the lessee, will be responsible for the maintenance of the aircraft during the term of the lease in accordance with the applicable standards of airworthiness and the maintenance control system and the maintenance schedules approved by the Authority;
- (v) the lessee's main operations base, during the term of the lease, will be located in the state of the lessee;
- (vi) the aircraft—
 - (A) has a valid certificate of airworthiness;
 - (B) will not undergo modification unless it is authorized by the Authority;
 - (C) will continue to meet the maintenance control system and the maintenance schedules approved by the Authority;
 - (D) will be maintained during the term of the lease, in a configuration that complies with its type approval or such other equivalent document; and
 - (E) will be maintained in accordance with an inspection programme approved by the Authority and any additional requirements set out in the authorization issued;
- (vii) every crew member assigned to the aircraft by the lessee—
 - (A) where the aircraft will be operated solely within the state of the lessee, holds the licence appropriate to the crew member's duties, issued by Trinidad and Tobago or the state of the lessee;
 - (B) where the aircraft will be operated outside the state of the lessee, holds the licence appropriate to the crew member's duties issued by Trinidad and Tobago or issued by the state of the lessee and validated by Trinidad and Tobago;
 - (C) where the aircraft will be operated outside the state of the lessee and that foreign state is not a Contracting State, holds the licence appropriate to the crew member's duties issued by Trinidad and Tobago; and
 - (D) in the case of a large aircraft, every crew member other than a flight crew member has received training equivalent to that described in Chapter 12, Part 1 of Annex 6 to the Convention On International Civil Aviation;
- (viii) the application form prescribed by the Authority duly is completed and signed in ink by the applicant or his lawful agent;

- (a) a national air operator who leases an aircraft that is registered in a Foreign State, provides evidence establishing that—
 - (i) the aircraft—
 - (A) is of a type and model designation to be eligible for a Trinidad and Tobago certificate of airworthiness and complies with all environmental and operational requirements;
 - (B) is registered in a foreign Contracting State;
 - (C) has a valid certificate of airworthiness issued in respect of the aircraft by the State of Registry; and
 - (D) will not be made the subject of another lease during the term of the lease authorized by the Authority for that aircraft;
 - (ii) the lessee holds a Trinidad and Tobago Air Operator Certificate or an Aviation Training Organization Certificate;
 - (iii) the lessee provides the Authority with evidence that—
 - (A) the aircraft complies with the type approval issued in respect of the aircraft or other equivalent document and meets the applicable standards of airworthiness and maintenance control system and the maintenance schedules approved by the Authority; and
 - (B) the lease will not affect the registration of the aircraft or the certificate of airworthiness issued in respect of the aircraft by the State of Registry;
 - (iv) the aircraft crew members are in the employ of the lessee;
 - (v) during the term of the lease authorized by the Authority, the aircraft—
 - (A) will be in the legal custody and control of the lessee;
 - (B) will be maintained in accordance with the applicable standards of airworthiness and maintenance control system and the maintenance schedules approved by the Authority; and
 - (C) will be maintained in accordance with an inspection programme approved by the Authority and any requirements set out in the authorization issued;
 - (vi) the application form prescribed by the Authority is duly completed and signed by the applicant or his lawful agent in ink.

Regulation 27

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

- (a) before operating under an interchange agreement, a national air operator shall show that—
 - (i) the procedures for the interchange operation conform to safe operating practices;
 - (ii) required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;

- (iii) maintenance personnel meet training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;
 - (iv) flight crew members and flight operations officers meet appropriate route and airport qualifications;
 - (v) the aircraft to be operated are essentially similar to the aircraft of the national air operator with whom the interchange is effected; and
 - (vi) the arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the authority determines that the air operator has adequate training as to insure that any potentially hazardous dis-similarities are safely overcome by flight crew familiarization;
- (b) a national air operator conducting an interchange agreement shall include the pertinent provisions and procedures of the agreement in his manuals;
- (c) the national air operator shall amend his operations specifications to reflect an interchange agreement; and
- (d) the national air operator shall comply with the applicable regulations of the State of Registry of an aircraft involved in an interchange agreement while he has operational control of that aircraft.

Regulation 28

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

- (a) a national air operator shall provide the Authority with a copy of the wet lease to be executed;
- (b) the Authority will determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as—
- (i) initiating and terminating flights;
 - (ii) maintenance and servicing of aircraft;
 - (iii) scheduling crew members;
 - (iv) paying crew members; and
 - (v) training crew members;
- (c) a national air operator engaged in a wet leasing arrangement shall amend its operations specifications to contain the following information:
- (i) the names of the parties to the agreement and the duration of the agreement.
 - (ii) the make, model, and series of each aircraft involved in the agreement.
 - (iii) the kind of operation.
 - (iv) the expiration date of the lease agreement.
 - (v) a statement specifying the party deemed to have operational control.
 - (vi) any other item, condition, or limitation the authority determines necessary.

Regulation 29

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

- (a) a national air operator shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of its crew member emergency training and evacuation procedures;
- (b) prior to conducting an emergency evacuation demonstration, the national air operator shall apply for and obtain approval from the Authority;
- (c) cabin crews used in the emergency evacuation demonstrations shall—
 - (i) be selected at random by the Authority;
 - (ii) have completed the national air operator training approved by the Authority for the type and model of aircraft; and
 - (iii) have passed the drills and competence check on the emergency equipment and procedures;
- (d) to conduct the partial emergency evacuation demonstration, the assigned cabin crews of the national air operator shall, using the line operating procedures of the national air operator—
 - (i) demonstrate the opening of fifty per cent of the required floor-level emergency exits and fifty per cent of the required non-floor-level emergency exits (whose opening by a cabin crew is defined as an emergency evacuation duty) and deployment of fifty per cent of the exit slides, selected by the Authority; and
 - (ii) prepare for use those exits and slides within fifteen seconds;
- (e) to conduct the ditching evacuation demonstration, the assigned cabin crew of the air operator shall—
 - (i) demonstrate their knowledge and use of each item of required emergency equipment;
 - (ii) prepare the cabin for ditching within six minutes after the intention to ditch is announced;
 - (iii) remove each life raft from storage (one life raft, selected by the Authority, shall be launched and properly inflated or one slide life raft properly inflated); and
 - (iv) enter the raft (the raft shall include all required emergency equipment) and completely set it up for extended occupancy.

Regulation 30

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

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

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

- (b) a national air operator shall conduct demonstration flights which contain at least:
 - (i) one hundred total hours of flight time, unless the Authority determines that a satisfactory level of proficiency has been demonstrated in fewer hours;
 - (ii) five hours of nighttime, if night flights are to be authorized;
 - (iii) five instrument approach procedures under simulated or actual instrument weather conditions, if Instrument Flight Rules flights are to be authorized; and
 - (iv) entry into a representative number of en route airports, as determined by the Authority;
- (c) no person shall carry passengers in an aircraft during demonstration flights, except for those needed to make the demonstration flight and those designated by the Authority; and
- (d) for a national air operator of an aeroplane of less than fifty-seven hundred kilogrammes, the necessity and extent of demonstration shall be at the option of the Authority.

Regulations 34

A national air operator shall ensure that the contents and structure of the Operations Manual meets the following minimum standards:

- (a) a national air operator shall ensure that the contents and structure of the operations manual are in accordance with rules and regulations of the Authority, and is relevant to the area(s) and type(s) of operation;
- (b) a national air operator may design a manual to be more restrictive than the Authority's requirements;
- (c) a national air operator shall ensure that the operations manual presents the items of information listed below. The manual may consist of two or more parts containing together all such information in a format and manner based upon the outline presented in paragraph (d)(iv) below;
- (d) each part of the operations manual shall contain the following information required by each group of personnel addressed in that part:
 - (i) general policies;
 - (ii) duties and responsibilities of each crew member, appropriate members of the ground Organization, and management personnel;
 - (iii) reference to appropriate Civil Aviation Regulations;
 - (iv) flight dispatching and operational control, including procedures for co-ordinated dispatch or flight control or flight following procedures and maintenance control procedures, as applicable;
 - (v) en route flight, navigation, and communication procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route;
 - (vi) appropriate information from the en route specific operating provisions, including for each approved route the types of aircraft authorized, the type of operation such as Visual Flight Rules, Instrument Flight Rules, day, night, etc., and any other pertinent information;

- (vii) appropriate information from the airport specific operating provisions, including for each airport—
 - (A) its location (domestic and international operations only);
 - (B) its designation (regular, alternate, provisional, etc.) (domestic and international operations only);
 - (C) the types of aircraft authorized (domestic and international operations only);
 - (D) instrument approach procedures;
 - (E) landing and takeoff minimums; and
 - (F) any other pertinent information;
- (viii) procedures for familiarizing passengers with the use of emergency equipment, during flight;
- (ix) emergency equipment and procedures.
- (x) the method of designating succession of command of flight crew members;
- (xi) procedures for determining the usability of landing and take-off areas, and for disseminating pertinent information thereon to operations personnel;
- (xii) procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition;
- (xiii) airman training programmes, including appropriate ground, flight, and emergency phases;
- (vx) procedures for refueling aircraft, eliminating fuel contamination, protection from fire (including electrostatic protection), and supervising and protecting passengers during refueling;
- (xv) methods and procedures for maintaining the aircraft mass and centre of gravity within approved limits;
- (xvi) where applicable, pilot and dispatcher route and airport qualification procedures;
- (xvii) accident notification procedures;
- (xviii) procedures and information to assist personnel to identify packages marked or labelled as containing hazardous materials and, if these materials are to be carried, stored, or handled, procedures and instructions relating to the carriage, storage, or handling of hazardous materials, including the following:
 - (A) procedures for determining the proper shipper certification and proper packaging, marking, labelling, shipping documents, compatibility of materials, and instructions on the loading, storage, and handling;
 - (B) notification procedures for reporting hazardous material incidents;
 - (C) instructions and procedures for the notification of the pilot in command when there are hazardous materials aboard; and
 - (D) other information or instructions relating to safety.

Regulation 35

A national air operator shall ensure that the journey log contains the items listed in regulation 35(5) in the order presented.

Regulations 36

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

- (a) a national air operator shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted;
- (b) for national air operators having flight following centres, these centres shall be located at those points necessary to ensure—
 - (i) the proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and
 - (ii) that the pilot in command is provided with all information necessary for the safety of the flight;
- (c) a national air operator conducting charter operations may arrange to have flight following facilities provided by persons other than its employees, but in such a case national air operator continues to be primarily responsible for operational control of each flight;
- (d) a national air operator conducting charter operations using a flight following system shall show that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to—
 - (i) the flight crew of each aircraft; and
 - (ii) the persons designated by the certificate holder to perform the function of operational control of the aircraft;
- (e) a national air operator conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

Regulations 37

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

National air operator Flight Safety Programme

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

Programme elements

- (c) The following elements shall be included in a national air operator's Flight Safety Programme and described in the appropriate manuals:
- (i) national air operator's management plan;
 - (ii) qualifications of the flight safety person;
 - (iii) responsibilities of the flight safety person;
 - (iv) training for the flight safety person;
 - (v) incident management;
 - (vi) flight safety committee;
 - (vii) emergency response planning; and
 - (viii) communication and safety education;

Description of programme elements

- (d) National air operator's management plan:

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

- (i) all the necessary elements of the programme have been developed, properly integrated, and coordinated;
 - (ii) the programme has been disseminated to all appropriate personnel;
 - (iii) a detailed description of the programme is incorporated in the appropriate air operator's manuals; and
 - (iv) adequate Programme management is maintained;
- (e) Qualifications of the Flight Safety Person:

- (i) extensive operational experience, normally achieved as a flight deck crew member or equivalent experience in aviation technical management; and
- (ii) training in accordance with paragraph (g) of this standard;

- (f) Responsibilities of the Flight Safety Person:

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

- (i) monitoring and advising on all national air operator flight safety activities which may have an impact on flight safety;
- (ii) establishing a reporting system which provides for a timely and free flow of flight safety related information;
- (iii) conducting safety surveys;

- (iv) soliciting and processing flight safety improvement suggestions;
- (v) developing and maintaining a safety awareness programme;
- (vi) monitoring industry flight safety concerns which may have an impact on air operator operations;
- (vii) maintaining close liaison with aeroplane manufacturers;
- (viii) maintaining close liaison with the Authority on Safety issues;
- (ix) maintaining close liaison with industry safety associations;
- (x) developing and maintaining the air operator accident response plan;
- (xi) identifying flight safety deficiencies and making suggestions for corrective action;
- (xii) investigating and reporting on incidents/accidents and making recommendations to preclude a recurrence;
- (xiii) developing and maintaining a flight safety database to monitor and analyze trends;
- (xiv) making recommendations to the air operator senior management on matters pertaining to flight safety; and
- (xv) monitoring the response and measuring the results of flight safety initiatives;

(g) Training of the Flight Safety Person:

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

- (i) flight safety philosophy;
- (ii) human factors and the decision making process;
- (iii) accident prevention;
- (iv) the role of the flight safety officer as advisor to senior management;
- (v) risk management;
- (vi) accident or incident management;
- (vii) the aviation safety survey;
- (viii) emergency response plan; and
- (ix) incident investigation;

(h) Incident Management

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

- (A) a process of reporting incidents;
- (B) investigation of incidents;
- (C) the means of advising management; and
- (D) information feedback to employees.

Flight Safety Committee:

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

Responsibilities

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

Members

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

Meetings

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

Minutes

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

Emergency Response Planning

- (n) The national air operator shall develop and maintain a national air operator Emergency Response Plan that shall include the following elements:
 - (i) national air operator policy;
 - (ii) national air operator mobilization and agencies notification;
 - (iii) passenger and crew welfare;
 - (iv) casualty and next-of-kin coordination;
 - (v) accident investigation on behalf of the national air operator;
 - (vi) national air operator team's response to the accident site;
 - (vii) preservation of evidence;
 - (viii) media relations;
 - (ix) claims and insurance procedures;

- (x) aeroplane wreckage removal; and
- (xi) emergency response training.

Communication and Safety Education

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

Regulation 48

A national air operator shall ensure that the mass and balance data control system meets the following minimum standards:

- (a) the mass and balance system required by regulation 48 of these Regulations shall specify for each flight how the air operator will establish and be responsible for the accuracy of—
 - (i) aircraft basic empty mass and centre of gravity determined in accordance with the Aeroplane Flight Manual;
 - (ii) aircraft operational empty mass and centre of gravity. The aircraft operational empty mass is the actual mass of the aircraft before loading for dispatch consisting of the aircraft basic empty mass and may include removable equipment, flight crew members (including baggage), crew members (including baggage and supplies) water, toilet fluids and chemicals, oil, unusable fuel and emergency equipment and shall be defined by the air operator;
 - (iii) mass of passengers, carry-on baggage and checked baggage, determined either by actual mass, by using approved standard weights or by using approved survey weights, and the actual mass of cargo; and
 - (iv) mass of the fuel load determined by using either the actual specific gravity or a standard specific gravity.

Regulation 50

A national air operator shall ensure that his passenger briefing cards meets the following minimum standards:

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

- (i) functions required of a passenger in the event of an emergency in which a crew member is not available to assist—
 - (A) locate the emergency exit;
 - (B) recognize the emergency exit opening mechanism;
 - (C) comprehend the instructions for operating the emergency exit;
 - (D) operate the emergency exit;
 - (E) assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;
 - (F) follow oral directions and hand signals given by a crew member;

- (G) stow or secure the emergency exit door so that it will not impede use of the exit;
 - (H) assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide;
 - (I) pass expeditiously through the emergency exit; and
 - (J) assess, select, and follow a safe path away from the emergency exit;
- (ii) a request that a passenger identify himself or herself to allow reseating if he or she—
- (A) cannot perform the emergency functions stated in the information card;
 - (B) has a non-discernible condition that will prevent him or her from performing the functions;
 - (C) may suffer bodily harm as the result of performing one or more of those functions; or
 - (D) does not wish to perform those functions;
 - (E) lacks the ability to read, speak, or understand the language or the graphic forms in which instructions are provided by the air operator.

Regulation 52

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

- (a) contents of the national air operator’s ground de-icing and anti-icing programme shall include a detailed description of—
 - (i) how the national air operator determines that conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft and that ground de-icing and anti-icing operational procedures shall be in effect;
 - (ii) who is responsible for deciding that ground de-icing and anti-icing operational procedures shall be in effect;
 - (iii) the procedures for implementing ground de-icing and anti-icing operational procedures; and
 - (iv) the specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground de-icing and anti-icing operational procedures are in effect.
- (b) the national air operator’s ground de-icing and anti-icing programme shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions. The holdover time shall be supported by data acceptable to the Authority. If the maximum holdover time is exceeded, take-off is prohibited unless at least one of the following conditions exists:
 - (i) a pre-take-off contamination check is conducted outside the aircraft (within five minutes prior to beginning take-off) to determine that the wings, control surfaces, and other critical surfaces, as defined in the certificate holder’s, are free of frost, ice, or snow;
 - (ii) it is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the approved of the national air operator, that the wings, control surfaces, and other critical surfaces are free of frost, ice, or snow; or

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

Regulation 61

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

(a) In-flight communications:

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

(b) On-ground Communications—

- (i) a direct communications capability between the pilot-in-command and the flight dispatcher shall be provided at any station regularly served by the air operator. The equipment used shall be accessible to the pilot-in-command and may include the following:
 - (A) Very High Frequency and High Frequency Radio voice;
 - (B) telephone;
 - (C) data link;
 - (D) teletype; and
 - (E) any other approved communications medium;
- (ii) this requirement may be waived by the Authority at those stations where a lack of facilities prevents communication between the pilot in command and operations control;
- (iii) timely communication means the ability to establish communications domestically within thirty minutes of first trying and internationally within one hour when the flight is in cruise;
- (iv) direct communication means the ability of the flight operations officer/flight dispatcher and the pilot-in-command to communicate using the air operator’s facilities, an electronic data link facility, or a facility operated by a third party according to an agreement.

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

Regulation 80, 81 and 89

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

- (a) unless otherwise prescribed by the Authority, the national air operator shall require the use of crew duty and flight time records with the following information:
 - (i) the national air operator's company name;
 - (ii) the crew members full name and employee identification number, if applicable;
 - (iii) a running summary of number of hours flown in the past:
 - (A) 12 months;
 - (B) 28 days;
 - (C) 24 hours; and
 - (iv) a running summary of the landings in the past 24 hours;
 - (v) if the flight time is scheduled more than 24 hours in advance, a daily record by date, of the assigned duty times, flight times and projected rest periods;
 - (vi) a daily record by date, with an hourly display of the actual time spent showing the beginning and the end of each period of—
 - (A) duty, including duty aloft;
 - (B) flight time in commercial air transport, aerial work activities; and any other activity that required the application of the crew member's commercial or airline transport pilot privileges; and
 - (C) required rest;
 - (vii) a provision for the certification of each 28 days of records by the crew member and the person making the assignments and entries;
- (b) document storage periods.

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

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

Information used for the preparation and execution of the flight	
Operational flight plan	3 months
Aeroplane Technical log	24 months after the date of the last entry
Route specific NOTAM/AIS briefing documentation if edited by the operator	3 months
Mass and balance documentation	3 months
Notification of special loads including written information to the commander about dangerous goods	3 months

TABLE 2—REPORTS

Reports	
Journey log	6 months
Flight report(s) for recording details of any occurrence, as prescribed by the DGCA, or any event which the commander deems necessary to report/record	3 months
Reports on exceedances of duty and/or reducing rest periods	3 months

TABLE 3 – FLIGHT CREW RECORDS

Flight Crew Records	
Flight, Duty and Rest time	15 months
Licence	As long as the flight crew member is exercising the privileges of the licence for the operator
Conversion training and checking	three years
Command course (including checking)	three years
Recurrent training and checking	three years
Training and checking to operate in either pilot’s seat	three years
Recent experience	15 months
Route and aerodrome competence	three years
Training and qualification for specific operations when required by the Authority (e.g., ETOPS CATII/III operations)	three years
Dangerous Goods training as appropriate	three years

TABLE 4—CABIN CREW RECORDS

Cabin Crew Records	
Flight, Duty and Rest time	15 months
Initial training, conversion and differences training (including checking)	As long as the cabin crew member is employed by the operator
Recurrent training and refresher (including checking)	Until 12 months after the cabin crew member has left the employ of the operator
Dangerous Goods training as appropriate	three years

TABLE 5 - RECORDS FOR OTHER OPERATIONS PERSONNEL

Records for other operations personnel	
Training/qualification records of other personnel for whom an approved training is required by the Authority	Last 2 training records

TABLE 6—OTHER RECORDS

Other Records	
Records on cosmic solar radiation dosage ...	Until 12 months after the crew member has left the employ of the operator
Quality System records	5 years
Dangerous Goods Transport Document	3 months after completion of the Flight
Dangerous Goods Acceptance Checklist	3 months after completion of the flight

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