



ADVISORY CIRCULAR

AC Reference N^o: AC-AW/001

AC approval date: 5th AUG 2021

SUBJECT: OUTLINE OF LCAA GENERIC CERTIFICATION PROCESS

EFFECTIVE DATE: 6th AUGUST 2021

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APPROVAL SIGNATURE: _____

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DIRECTOR GENERAL

SECTION 1: GENERAL

1.1 PURPOSE

This Advisory Circular (AC) provides guidance to organizations and individuals regarding the certification process generally applied by the Liberia Civil Aviation Authority (LCAA) in the determination for issuance of an authorization, approval or acceptance.

The LCAA publishes separately advisory circulars for more complex certifications or subject matter.

1.2 STATUS OF THIS ADVISORY CIRCULAR

This is an original issuance of this AC.

1.3 BACKGROUND

- (a) International standards for safety oversight by civil aviation authorities require an evaluation of documents and, in some cases, demonstrations of capability by the organization and individuals before required authorizations and approvals are granted.
- (b) The generic process in this advisory circular will be the basis for any granted of these approvals.

1.4 APPLICABILITY

The guidance in this AC is applicable to all organizations or individuals seeking LCAA authorizations, approvals or acceptances.

1.4.1 DEFINITIONS & ACRONYMS

- (a) The following acronyms are used in this advisory circular—
 - (1) **AC** – Advisory Circular
 - (2) **LCAA** – Liberia Civil Aviation Authority
 - (3) **FSSD** – Flight Safety Standards Directorate

- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the directives, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where a directive contains the words “prescribed by the Authority,” the AC may consider to “prescribe” a viable method of compliance, but status of that “prescription” is always “guidance” (never a directive).

1.5 RELATED REGULATIONS

This advisory circular is directly applicable to all authorizations, approvals or acceptances required by the Liberia civil aviation Regulations

1.6 RELATED PUBLICATIONS

For further information on this topic, organizations are advised to review the following publications and regulatory requirements—

- (a) Liberia Civil Aviation Authority
 - (1) AC-AMO-001; AMO Certification

Copies may be obtained from the LCAA.

- (2) AC-ATO-001; ATO Certification
- (3) AC-AOC-001, AOC Certification
- (4) International Civil Aviation Organization (ICAO)
- (5) Annex 6, Part I: Appendix 5 and Attachment F and G.

Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

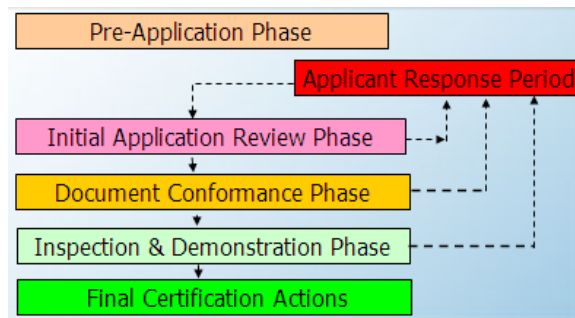
SECTION 2 GENERIC CERTIFICATION PROCESS

2.1 GENERIC PROCESS

- (a) The general process of approval or acceptance of certain operations, programmes, documents, procedures, methods, or systems is an orderly method used by the LCAA to ensure that such items meet regulatory standards and provide for safe operating practices.
- (b) It is a modular, generic process that can be applied to many types of approval or acceptance tasks.

2.1.1 The process consists of five distinct yet related phases and can result in—

- (a) Approving; or
- (b) Not approving, accepting or not accepting an applicant's proposal.



2.1.2 UNDERSTANDING THE PROCESS

- (a) This AC provides aid in understanding and applying this process.
 - (1) It is essential to understand that this process may result in a decision to not approve or not accept an applicant's proposal.
 - (2) The process described is used to assist in making either positive or negative determinations.

SECTION 3 PHASE ONE: PRE-APPLICATION

The first phase starts when an organization or individual enquires about or states a need for a change in some aspect of an aviation activity. Phase one is initiated by the following two possible actions:

3.1 APPLICANT INITIATION

- (a) A person or applicant conveys to the LCAA a need that is related to its operation. This "need" may be a requirement for LCAA approval or

Copies may be obtained from the LCAA.

acceptance.

- (1) For example, an applicant may need, want or be required to have a Minimum Equipment List (MEL) change.
- (2) The applicant initiates the process by about the correct procedures to receive approval from the LCAA for the change.
- (3) During initial enquiries, it is important for the applicant and LCAA to become familiar with the subject matter. If, for example, an applicant requests an operational approval, the LCAA will take the following actions—
- (4) Become thoroughly familiar with existing LCAA policy and approval requirements
- (5) Become familiar with the appropriate technical material
- (6) Accurately assess the character and scope of the proposal
- (7) Determine if a demonstration is required
- (8) Determine the need for any coordination requirements
- (9) Ensure that the applicant has a clear under-standing of the minimum requirements that constitute an acceptable submission
- (10) Determine the date the applicant intends to implement the proposal

3.2 LCAA INITIATION

- (a) Phase one may also begin when the LCAA conveys to the applicant or person a requirement related to its operation which must be approved or accepted.
- (b) For example, the LCAA may require an applicant to publish, in the approved company aircraft operating manual, information on low speed buffet.
- (c) The applicant must research and understand that subject area before submitting a proposal to the LCAA for evaluation.
- (d) The assigned LCAA inspector will act in an advisory capacity to the applicant during the preparation of the submission. Such advice may include the following—
 - (1) The necessity for a deviation, authorization, waiver, or exemption
 - (2) The necessity for required demonstrations
 - (3) Clarification of LCAA requirements or advisory information
 - (4) Sources of specific technical information
 - (5) Acceptable standards for submission

3.3 APPLICANT RESPONSIBILITY

The common element, regardless of whether an action is initiated by an applicant or the LCAA, is the effort expended by the applicant.

- It is essential (particularly in Phase One) for the applicant to have a clear understanding that, the LCAA may provide advice and guidance to the company.
- But the development of the final product submitted to the LCAA is solely the responsibility of the applicant.

3.4 LCAA/APPLICANT COMMUNICATION

- (a) In phase one, the LCAA will assist the applicant to understand the form, content, and documents required for the submission to be acceptable to the LCAA.
- (b) The applicant should be aware of the need and benefits of submitting required documents as early as possible and of its responsibility to advise the LCAA, in a timely manner, of any significant changes in the proposal.

3.5 PHASE ONE SUMMARY

- (a) Phase one of the process is illustrated as follows—
 - (1) Applicant makes request to LCAA; or
 - (2) LCAA requires applicant to take an action;
 - (3) LCAA and applicant develop understanding of subject area;
 - (4) Applicant understands form, content, and documents required for acceptable submission.

SECTION 4 PHASE TWO: INITIAL APPLICATION REVIEW

4.1 APPLICANT'S PROPOSAL

- (a) has to begin when the applicant formally submits a proposal for LCAA evaluation. The request may be submitted in a variety of ways.
- (5) The LCAA's first action, in phase two, is to review the applicant's submission to ensure that the proposal is clearly defined, and the documentation specified in phase one has been provided.

The required information must be complete and detailed enough to permit a thorough evaluation of the applicant's capability and competence to fully satisfy the applicable directives, national policy, and safe operating practices.

4.2 PROPOSAL REVIEWED BY LCAA FOR COMPLETENESS

- (a) Phase two does not include a detailed operational and technical evaluation or analysis of the submitted information (see phase three).
- (b) However, in phase two the submission must be examined in sufficient detail to assess the completeness of the required information.
- (c) If the applicant's submission is not complete or the quality is obviously unacceptable, it must be returned immediately with an explanation of the deficiencies, before any further review and evaluation is conducted.
- (d) Normally, unacceptable submissions should be returned with a written explanation of the reasons for its return.

4.3 RESOLVING ISSUES

- (a) In complex cases, a meeting with the applicant and its key personnel may be necessary to resolve issues and agree on a mutually acceptable solution.
- (b) If mutual agreements cannot be reached, the LCAA will terminate the meeting, inform the applicant that the submission is unacceptable, and return the submission.
- (c) If all parties are able to reach agreement on measures to correct omissions or deficiencies, and

the LCAA assigned inspectors determine that the submission is acceptable, the applicant will be so informed, and phase three begins.

4.4 PHASE TWO SUMMARY


- (a) Phase two of the process is illustrated as follows—
 - (1) Applicant submits proposal;
 - (2) LCAA makes initial examination of the documents for completeness with
 - (3) LCAA rejects submitted proposal; or
 - (4) LCAA accepts submitted proposal.
- (b) The LCAA will advised the applicant of the status of its proposal. If the inspector takes no other action, or if the submission is deficient and not reject in writing in a timely manner, the applicant may assume that the LCAA has tacitly accepted the submission and is continuing with the process.

SECTION 5 PHASE THREE: DOCUMENT CONFORMANCE

5.1 DETAILED ANALYSIS

- (a) Phase three is the LCAA's detailed analysis, review, and evaluation of the applicant's proposal. These actions may take place entirely within the LCAA offices, at the site of operations, or at both facilities.
- (b) In phase three the LCAA evaluation is focused on the form, content, and technical quality of the submitted proposal to determine that the information in the proposal meets the following criteria—
 - (1) Is not contrary to any applicable LCARs requirement
 - (2) Is not contrary to the direction provided in other safety-related documents
 - (3) Provides for safe operating practices

5.2 ADDRESSING DEFICIENCIES

- (a) During phase three the LCAA will, in a timely manner, address any deficiencies in the submitted material before proceeding to subsequent phases.
- (b) There may be discussion with the applicant regarding certain discrepancies or questions or to obtain additional information.
- (c) The LCAA may determine if necessary to return certain sections of the submission to the applicant for specific changes.
- (d) However, when an inspector determines that,  If the initial submission does not contain all required items prescribed by the LCAA, the entire package will be returned to the applicant.
- (e) If the results of the evaluation are acceptable and a demonstration requirement exists, the LCAA may grant some form of conditional, initial, or provisional approval to the proposal before continuing with the process.

5.3 PHASE THREE SUMMARY

- (a) Phase three is illustrated as follows—
- (1) LCAA evaluates the formal submission for compliance with LCARs requirements, compliance with the direction provided in the LCAA aviation safety publications, other safety-related documents and safe operating practices:
 - (2) When results of LCAA evaluation are unsatisfactory, the submission will be rejected or returned to the applicant for correction and/or terminate the phase:
 - (3) When results of LCAA evaluation are satisfactory, proceed with phase four (if demonstration required) and if appropriate, grant conditional approval or acceptance.

- The LCAA may determine that, due to the limited nature or simplicity of this particular certification, phase four will not be required.
- LCAA validation will then be conducted through inspections during commercial operations.

SECTION 6 PHASE FOUR: INSPECTION & DEMONSTRATION

6.1 APPLICANT'S DEMONSTRATION

- (a) In phase four the LCAA will finalize plans to observe and evaluate the applicant's demonstration of its ability to perform in accordance with the procedures, guidelines, and parameters described in the formal proposal.
- (b) Phase four is an operational evaluation of the applicant's ability to function in accordance with the proposal evaluated in phase three.
- (c) Usually, these demonstrations are required by Regulations / Directives, and some examples include the following—
- (1) Conduct of training
 - (2) Demonstrations of knowledge
 - (3) Conduct of qualification scenarios
 - (4) Demonstrations of processes
 - (5) Demonstration flights
 - (6) Validation flights

6.2 EVALUATION OF DEMONSTRATIONS

- (a) The LCAA will plan for the conduct and observation of the demonstration to include such factors as participants, evaluation criteria, and sequence of events.
- (b) During these demonstrations it is normal for minor discrepancies to occur.
- (1) Discrepancies can often be resolved during the demonstration by obtaining commitments from responsible company officials.
 - (2) The inspector responsible for overseeing a demonstration must evaluate each discrepancy in terms of its overall impact on the applicant's ability and competence to conduct the proposed operation.

- (c) The inspector must stop the demonstration in phase four when gross deficiencies or unacceptable levels of performance are observed.
- (d) The inspector must identify the phase of the general process for approval or acceptance to which the applicant must return, or decide to terminate the process entirely when it is clear that continuation would not result in approval or acceptance.
 - (1) For example, if a simulator scenario demonstration is unsatisfactory due to equipment failure, it may be appropriate to require the applicant to reenter the process at phase four and conduct another demonstration
 - (2) If the demonstration is unacceptable because crew members were unable to perform their assigned duties, it may be appropriate to advise the applicant that the process is terminated pending review and evaluation of the applicant's emergency training program, and that the applicant may need to reenter the process at phase two (that is, submit a new proposal).
- (e) If the LCAA evaluation of the applicant's demonstrated ability is acceptable, the process continues.

6.3 PHASE FOUR SUMMARY

- (a) Phase four of the process is illustrated as follows—
 - (1) LCAA plans for the conduct and observation of the demonstration;
 - (2) Applicant demonstrates ability;
 - (3) Demonstration unsatisfactory; or
 - (4) Demonstration satisfactory.
- (b) An applicant will not be authorized to conduct any particular operation until all airworthiness and operations requirements are met and the applicant is clearly capable of conducting a safe operation in compliance with LCARs and safe operating practices.

SECTION 7 PHASE FIVE: FINAL CERTIFICATION ACTIONS

7.1 APPROVAL OR ACCEPTANCE

In phase five the LCAA approves or accepts the applicant's proposal. If the proposal is not approved or accepted, the applicant will be notified in phase three or four.

7.2 INDICATING APPROVAL

- (a) Approval is granted by letter, by a stamp of approval, by the issuance of operations specifications, or by some other official means of conveying approval.
- (b) The following are examples of approvals granted by the LCAA—:
 - (1) All-weather terminal operations
 - (2) Training programmes
 - (3) MEL
 - (4) Cockpit checklist
 - (5) Company Aircraft Operating Manual (limitations, performance, and operating

procedures)

- (6) Air navigation operations

7.3 INDICATING ACCEPTANCE

- (a) Other proposals, submissions, or requests not requiring specific LCAA approval but required to be submitted to the LCAA are items that are presented for acceptance.
- (b) Acceptance of an applicant's proposal may be accomplished by various means, including a letter, verbal acceptance, or by taking no action, which indicates there is no LCAA objection to the proposal.

7.4 PHASE FIVE SUMMARY

- (a) Phase five is illustrated as follows—
 - (1) LCAA approves submission: or
 - (2) LCAA accepts submission
- (b) Sometimes LCAA approval or acceptance of an applicant's proposal may be conditional in nature.
 - (1) For example, a training program may be initially approved pending LCAA evaluation of the flight simulator to be used in that program.