

**LIBERIA  
CIVIL AVIATION REGULATIONS**



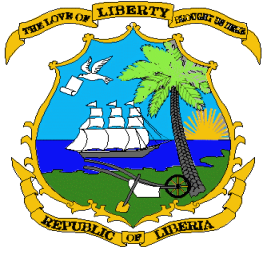
**PART 1  
GENERAL POLICIES, PROCEDURES AND DEFINITIONS**

**EDITION 1.0**

**JULY 13, 2021**



**THE**



**LIBERIA** **OFFICIAL**

**GAZETTE**

**PUBLISHED BY AUTHORITY**

---

**VOL. XXI      WEDNESDAY, AUGUST 11, 2021      NO. 46**

---

**EXTRAORDINARY**

---

The Government of the Republic of Liberia announces that the Liberia Civil Aviation Authority, pursuant to its mandate under the Liberia Civil Aviation Act of 2019, and specifically consistent with Subchapter XII, Section 1218 (1), has issued on August 11, 2021 its Regulation N0. LCAA/LCAR/001/2021, herein under:

**CONCERNING LIBERIA CIVIL AVIATION REGULATIONS**

**BY ORDER OF THE PRESIDENT**

**AMB. DEE-MAXWELL SAAH KEMAYAH, SR.  
MINISTER OF FOREIGN AFFAIRS**

**MINISTRY OF FOREIGN AFFAIRS  
MONROVIA, LIBERIA**




# **AUTHORITY TO PROMULGATE CIVIL AVIATION REGULATIONS**

IN EXERCISE OF THE POWERS CONFERRED ON THE DIRECTOR GENERAL OF LIBERIA CIVIL AVIATION AUTHORITY UNDER THE LIBERIA CIVIL AVIATION ACT OF 2019 THESE REGULATIONS ARE MADE.

DATE: 13<sup>th</sup> July 2021

SIGNATURE:



\_\_\_\_\_

Hon. Moses Y. Kollie  
**DIRECTOR GENERAL**

**THIS PAGE INTENTIONALLY LEFT BLANK**



## **INTRODUCTION TO THE LIBERIA CIVIL AVIATION) REGULATIONS**

Part 1 of the Liberia Civil Aviation Regulations (LCARs) sets forth the basic rules of construction and application of the regulations; the general administrative rules governing testing, licensees, and certification; investigative and enforcement procedures; exemptions, Amendment Procedures and the definitions used in these regulations.

The ICAO Annexes do not address the specific setup of a State's regulatory, compliance and enforcement structure. Consequently, the development of Part 1 in most areas is based largely on Title 14 of the United States (U.S.) Code of Federal Regulations (14 CFR).

In addition, this part of the LCARs contained the definitions from Annex 1, Personnel Licensing, Amendment 176; Annex 2, Rules of the Air, Amendment 46; Annex 6, Part I, International Commercial Air Transport – Aeroplanes, Amendment 45; Annex 6, Part II, International General Aviation – Aeroplanes, Amendment 38; Annex 6, Part III, International Operations – Helicopters, Amendment 23; Annex 7, Aircraft Nationality and Registration Marks, Amendment 6; Annex 17, Security, Amendment 16; and the continuing airworthiness definitions from Annex 8, Airworthiness of Aircraft, Amendment 107; and Annex 18, The Safe Transport of Dangerous Goods by Air, Amendment 12.

Liberia is a Signatory to the Convention on International Civil Aviation (Chicago Convention, signed at Chicago on 7 December 1944). Under Article 12 of the Convention, Liberia as a Contracting State is obliged to adopt measures to insure safety through conformity with international standards in its safety oversight obligations. The fundamental elements of national safety oversight are legislation establishing and empowering the civil aviation authority, and promulgation of specific operating Regulations for civil aviation. Under Article 37 and 38 of the Chicago Convention, Liberia has agreed to conform to the Standards and Recommended Practices (SARP) presented by the International Civil Aviation Organization (ICAO) in a series of ICAO Annexes.

The Regulations present ICAO standards as regulatory requirements for aircraft expected to operate internationally from and into Liberia. Where applicable, ICAO recommended practices are included for completeness.

Modern aviation practice presents complex situations to an Authority. These Regulations attempt to address the present situation of aircraft operating both within the country and in international aviation. Most aircraft registered in Liberia have the range to operate in both local and international aviation. Simplicity in the regulation of civil aviation under such circumstances supports the consistent application of ICAO rules throughout the aviation community within Liberia.

In most cases, the Authority must account for a number of different situations while regulating its aviation community. The key to satisfactory assurance of safety and accountability is the use of efficient and effective means of communication and data transfer.

Liberia may host air operators and or aviation repair facilities that are required to follow the regulations of another country or region in addition to those of Liberia.

<b>AMENDMENTS.....</b>	<b>5</b>
<b>INTRODUCTION TO THE LIBERIA CIVIL AVIATION) REGULATIONS.....</b>	<b>6</b>
<b>PART 1 – GENERAL POLICIES, PROCEDURES, AND DEFINITIONS.....</b>	<b>10</b>
<b>1.1 RULES OF CONSTRUCTION .....</b>	<b>10</b>
1.1.1 RULES OF CONSTRUCTION .....	10
1.1.2 APPLICABILITY .....	10
1.1.3 UNITS OF MEASUREMENT .....	11
1.1.4 RULES OF CONSTRUCTION .....	12
1.1.4.1 General requirements .....	12
1.1.5 ORGANIZATION OF REGULATIONS.....	12
1.1.6 DATE AND TIME FORMAT .....	13
<b>1.2 General Administrative Rules Governing Testing, Licenses, And         Certificates (Transport content from excerpts 1.0).....</b>	<b>13</b>
1.2.1 Display and Inspection of Licenses and Certificates .....	13
1.2.2 Change of Name .....	14
1.2.3 Change of Address.....	14
1.2.4 Replacement of a Lost or Destroyed License or Medical Certificate or Knowledge Test Report.....	14
1.2.5 Falsification, Reproduction, or Alteration of Applications, Licenses, Certificates, Logbooks, Reports, or Records.....	15
1.2.6 Voluntary Surrender or Exchange of License .....	15
1.2.7 Prohibition on Performance During Medical Deficiency .....	16
1.2.8 Use of psychoactive substances .....	16
1.2.9 Psychoactive Substance Testing and Reporting .....	16
<b>1.3 GENERAL ADMINISTRATIVE RULES GOVERNING CIVIL AVIATION .....</b>	<b>17</b>
1.3.1 DELEGATION OF POWERS AND DUTIES.....	17
1.3.2 ACCESS TO DOCUMENTS AND FACILITIES .....	17
1.3.3 DOCUMENTS TO BE CARRIED ON BOARD AN AIRCRAFT .....	18
<b>1.4 Investigative and enforcement procedures.....</b>	<b>18</b>
1.4.1 COMPLIANCE WITH LIBERIA CIVIL AVIATION ACT 2019, LIBERIA CIVIL AVIATION REGULATIONS, TECHNICAL INSTRUCTIONS, CIRCULARS AND ORDERS .....	18
1.4.2 Investigative Procedures .....	19
1.4.2.1 Reports of Violations .....	19
1.4.2.2 Investigations—General .....	19
1.4.2.3 Formal Complaints.....	19
1.4.2.4 Administrative Action .....	19
1.4.3 Legal Enforcement ActioNS.....	19
1.4.3.1 CIVIL PENALTIES .....	19
1.4.3.2 Criminal Penalties .....	20
1.4.3.3 License and Certificate Actions .....	20
1.4.3.4 REAPPLICATION AFTER REVOCATION .....	21
1.4.3.5 REAPPLICATION AFTER SUSPENSION.....	21
1.4.3.6 VOLUNTARY SURRENDER OR EXCHANGE OF LICENSE .....	21
1.4.3.7 Seizure of Aircraft .....	22
1.4.3.8 POWER TO PREVENT FLIGHT.....	22

1.4.3.9 POWER TO PREVENT A PERSON FROM EXERCISING PRIVILEGES .....	22
<b>The Director-General may, by delegated powers prohibit or prevent a person from exercising any privileges granted to such person under a license or certificate. ....</b>	<b>22</b>
1.4.3.10 CODE SHARE.....	22
<b>1.5 GENERAL ADMINISTRATIVE RULES GOVERNING TESTING, LICENSES, AND CERTIFICATES .....</b>	<b>22</b>
1.5.1 DISPLAY AND INSPECTION OF LICENSES AND CERTIFICATES.....	22
1.5.2 CHANGE OF NAME.....	24
1.5.3 CHANGE OF ADDRESS.....	24
1.5.4 REPLACEMENT OF A LOST OR DESTROYED AIRMAN LICENSE OR MEDICAL CERTIFICATE OR KNOWLEDGE TEST REPORT .....	24
1.5.5 FALSIFICATION, REPRODUCTION, OR ALTERATION OF APPLICATIONS, LICENSES, CERTIFICATES, LOGBOOKS, REPORTS, OR RECORDS .....	25
1.5.6 ADMINISTRATIVE ACTION.....	25
1.5.7 CERTIFICATE ACTION.....	25
1.5.8 DETENTION OF AIRCRAFT.....	26
1.5.9 SUSPENSION OR REVOCATION OF A LICENSE OR CERTIFICATE FOR VIOLATION OF THE REGULATIONS.....	26
1.5.10 RE-EXAMINATION OR RE-INSPECTION OF A CERTIFICATE OR LICENSE FOR LACK OF QUALIFICATION.....	27
1.5.11 REAPPLICATION AFTER REVOCATION .....	28
1.5.12 REAPPLICATION AFTER SUSPENSION.....	28
1.5.13 VOLUNTARY SURRENDER OR EXCHANGE OF LICENSE.....	28
1.5.14 PROHIBITION ON PERFORMANCE DURING MEDICAL DEFICIENCY .....	28
1.5.15 PSYCHOACTIVE SUBSTANCE TESTING AND REPORTING .....	28
<b>1.6 EXEMPTIONS .....</b>	<b>29</b>
1.6.1 APPLICABILITY .....	29
1.6.2 GENERAL.....	29
1.6.3 REQUIREMENTS FOR APPLICATION .....	30
1.6.3.1 GENERAL.....	30
1.6.3.2 SUBSTANCE OF THE REQUEST FOR EXEMPTION .....	30
1.6.4 REVIEW, PUBLICATION, AND ISSUE OR DENIAL OF THE EXEMPTION.....	31
1.6.4.1 INITIAL REVIEW BY THE AUTHORITY .....	31
1.6.4.2 EVALUATION OF THE REQUEST .....	31
1.6.4.3 NOTIFICATION OF DETERMINATION.....	31
1.6.4.4 EXTENSION OF THE EXEMPTION TO OTHER INTERESTED PARTIES.....	32
<b>1.7 LANGUAGE OF THESE REGULATIONS.....</b>	<b>32</b>
<b>1.8 PROCEDURES FOR MAKING AND AMENDING REGULATIONS .....</b>	<b>32</b>
1.8.1 PROCEDURES FOR MAKING AND AMENDING REGULATIONS .....	32
<b>1.9 ADOPTION OF REGULATION FROM ANOTHER STATE .....</b>	<b>33</b>
<b>1.10 SAFETY MANAGEMENT.....</b>	<b>33</b>
1.10.1 APPLICABILITY.....	33
1.10.2 SAFETY MANAGEMENT SYSTEM – AOC, ATO, and AMO.....	33
1.10.2.1 Safety Management System - General Aviation Operators.....	34



<b>1.11</b>	<b>INVESTIGATIVE AND ENFORCEMENT PROCEDURES</b> .....	<b>34</b>
1.11.1	INVESTIGATIVE PROCEDURES .....	34
1.11.1.1	Reports of Violations.....	34
1.11.1.2	Investigations—General .....	34
1.11.1.3	Formal Complaints.....	34
<b>1.12</b>	<b>DEFINITIONS</b> .....	<b>35</b>
<b>PART 1</b>	<b>— IMPLEMENTING STANDARDS</b> .....	<b>2</b>
<b>IS 1.2.9</b>	<b>LIST OF PSYCHOACTIVE SUBSTANCES</b> .....	<b>3</b>
<b>IS 1.1.5</b>	<b>LEGAL ENFORCEMENT ACTIONS</b> .....	<b>3</b>
<b>IS 1.7.2</b>	<b>SAFETY MANAGEMENT SYSTEM – AOC, ATO AND AMO</b> .....	<b>17</b>

## **PART 1 – GENERAL POLICIES, PROCEDURES, AND DEFINITIONS**

### **1.1 RULES OF CONSTRUCTION**

#### **1.1.1 RULES OF CONSTRUCTION**

- (a) Throughout these regulations the following word usage applies:
- (1) *Acceptable* means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.
  - (2) *Approved* means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.
  - (3) *Includes* means “includes but is not limited to.”
  - (4) *May* indicates that discretion can be used when performing an act described in a regulation.
  - (5) *Person* includes a body corporate, whether corporation aggregate or corporation sole and an unincorporated body of persons as well as an individual.
  - (6) *Prescribed* means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may.”
  - (7) *Shall* indicate a mandatory requirement
  - (8) The words “*no person may...*” or “*a person may not...*” mean that no person is required, authorized, or permitted to do an act described in a regulation.
  - (9) *Will* indicates an action incumbent upon the Authority.
- (b) Words in this Regulation importing;
- (1) male persons include female persons; and
  - (2) female persons include male persons.
- (c) Words in this Regulation importing ‘persons’ include male and female persons, corporations, whether aggregate or sole, and unincorporated bodies of persons.
- (d) A reference in this Regulation to a party aggrieved includes a reference to a body corporate in a case where that body corporate is a party aggrieved.

#### **1.1.2 APPLICABILITY**

- (a) These regulations shall apply to all persons operating or maintaining the following—
- (1) Liberia registered aircraft;

- (2) Aircraft registered in another Contracting Liberia that are operated by a person licensed by Liberia, and must be maintained in accordance with the standards of the aircraft Liberia of Registry, wherever that maintenance is performed;
  - (3) Aircraft of other Contracting States operating in Liberia.
  - (4) Civil aerodromes;
  - (5) Air Navigation services;
  - (6) Aviation Security.
- 
- (b) Those regulations addressing persons certificated under any Part of these regulations apply also to any person who engages in an operation governed by any Part of these regulations without the appropriate certificate, license, operations specification, or similar document required as part of the certification.
  - (c) Regulations addressing general matters establish minimum standards for all aircraft operated in Liberia. Specific standards applicable to the holder of a certificate shall apply if they conflict with a more general regulation.
  - (d) Foreign air operators, who conduct commercial air transport into, from, or within Liberia, shall be governed by the provisions of the Operations Specification issued by the Authority, and by those provisions in Parts 7, 8, and 10 that specifically address commercial air transport. Regulations that address AOC holders apply only to operators certificated by Liberia.

### **1.1.3 UNITS OF MEASUREMENT**

Note: ICAO Annex 5 contains specifications for the use of a standardized system of units of measurement in international civil aviation air and ground operations. This standardized system of units of measurement is based on the International System of Units (SI) and certain non-SI units considered necessary to meet the specialized requirements of international civil aviation.

- (a) The Standards and Recommended Practices contained in Annex 5 shall be applicable to all aspects of international civil aviation air and ground operations occurring within the jurisdiction areas of Liberia.
- (b) Except as provided in paragraph (b) of this Section, the units of measurement used for aeronautical purposes in Liberia are those specified in the International System of Units.
- (c) If it is necessary to use alternate units of measurement in Annex 5 that do not belong to the International System of Units (SI), these will be shown within brackets following the basic units of measurement.
- (d) Date and time in civil aviation operations is expressed as a six figure group of UTC day, hours and minutes, except that in NOTAM and pre-flight information bulletins a ten figure group of year, UTC month, day, hours, minutes in used.

- (e) The geographical coordinates indicating latitude and longitude are expressed in terms of the World Geodetic System 1984 (WGS84). WGS84 positions based on source data that do not meet the survey accuracies recommended in ICAO Annex 14 are marked with an asterisk (\*).

#### 1.1.4 RULES OF CONSTRUCTION

##### 1.1.4.1 GENERAL REQUIREMENTS

- (a) Throughout these regulations the following word usage applies:
  - 1) Shall indicates a mandatory requirement.
  - 2) The words “no person may...” or “a person may not...” means that no person is required, authorized, or permitted to perform an act described in a regulation.
  - 3) May indicates that discretion can be used when performing an act described in a regulation.
  - 4) Will indicates an action incumbent upon the Authority.
  - 5) Includes means “includes but is not limited to.”
  - 6) Approved means the Authority has reviewed the method, procedure, or policy in question and has issued a formal written approval.
  - 7) Acceptable means the Authority has reviewed the method, procedure, or policy in question and has neither objected to nor approved its proposed use or implementation.
  - 8) Prescribed means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may.”

##### 1.1.5 ORGANIZATION OF REGULATIONS

- (a) These regulations are subdivided into five hierarchical categories:
  - (1) **Part** refers to the primary subject area.
  - (2) **Subpart** refers to any subdivision of a Part.
  - (3) **Section** refers to any subdivision of a Subpart.
  - (4) **Subsection** refers to any subdivision of a Section.
  - (5) **Paragraph** refers to the text describing the regulations. All paragraphs are outlined alphanumerically in the following hierarchical order: (a), (i),
- (b) Abbreviation/Acronyms used within each Part are defined at the beginning of those Parts, and if a definition is supplied, a note will indicate the Part where the definition is located.

- (c) Notes appear to provide exceptions, explanations, and examples to individual requirements.
- (d) Regulations may refer to Implementing Standards, which provide additional detailed requirements that support the purpose of the subsection, and unless otherwise indicated, have the legal force and effect of the referring regulation. For ease of reference the number assigned to each implementing standard corresponds to its associated regulation. For example IS: 1.1.5 would reflect a standard required in section 1.1.5. The rules of construction specified in section 1.1.4 shall apply to Implementing Standards.

### **1.1.6 DATE AND TIME FORMAT**

The abbreviated date format to be used in all correspondence, records and documents should be DATE/MONTH/YEAR (DD/MM/YY). eg. 01/02/18 means 1<sup>st</sup> February 2018. All times are in Greenwich Meridian Time (GMT)/ Universal Coordinated Time (UTC)

## **1.2 GENERAL ADMINISTRATIVE RULES GOVERNING TESTING, LICENSES, AND CERTIFICATES (TRANSPORT CONTENT FROM EXCERPTS 1.0)**

### **1.2.1 DISPLAY AND INSPECTION OF LICENSES AND CERTIFICATES**

- (a) Pilot license:
  - 1. To act as a pilot of a civil aircraft of Liberia registry, a pilot shall have in his or her physical possession or readily accessible in the aircraft a valid pilot license or a special purpose authorization issued under these regulations.
  - 2. To act as a pilot of a civil aircraft of foreign registry within Liberia, a pilot shall be the holder of a valid pilot license, and shall have the pilot license in his or her physical possession or readily accessible in the aircraft.
- (b) Flight instructor license: A person who holds a flight instructor license shall have that license, or other documentation acceptable to the Authority, in that person's physical possession or readily accessible in the aircraft or at the worksite when exercising the privileges of that license.
- (c) Other airman license: A person required by any part of these regulations to have an airman license shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that license.
- (d) Medical certificate: A person required by any part of these regulations to have a current medical certificate shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that certificate.
- (e) Approved Training Organization (ATO) certificate: Each holder of an ATO certificate shall display that certificate in a place in the school that is normally accessible to the public and that is not obscured.
- (f) Certificate of Registration: Each owner or operator of an aircraft shall carry the certificate of registration on the aircraft and have it available for inspection.

- (g) Certificate of Airworthiness: Each owner or operator of an aircraft shall display that certificate of airworthiness in the cabin of the aircraft or at the entrance to the aircraft flight deck.
- (h) Approved Maintenance Organization (AMO) Certificate: Each holder of an AMO certificate shall prominently display that certificate in a place accessible to the public in the principal place of business of the AMO
- (i) Aerodrome Certificate: Each holder of an Aerodrome Certificate shall display that certificate in a place in the aerodrome that is normally accessible to the public and that is not obscured.
- (j) Aerial work certificate: Each owner or operator of an aircraft engaged in aerial work shall carry the aerial work certificate or a copy of that certificate on the aircraft and have it available for inspection. When the Authority issues equivalent authorizations in lieu of a certificate to authorize aerial work, those authorizations, or a copy thereof, shall be on the aircraft and available for inspection.
- (k) Air operator certificate (AOC): Each owner or operator of an aircraft engaged in commercial air transport shall carry the air operator certificate or a copy of that certificate on the aircraft and have it available for inspection.
- (l) Inspection of license, certificate, or authorization: Each person who holds a license, a medical certificate, or an authorization required by these regulations shall present it for inspection upon a request from:
  - 1. The Authority; or
  - 2. Any national or local law enforcement officer.

#### **1.2.2 CHANGE OF NAME**

- (a) A holder of a license or certificate issued under these regulations may apply to change the name on that license or certificate. The holder shall include with any such request:
  - 1. The current license or certificate; and
  - 2. A copy of the marriage license, court order, or other document verifying the name change.
- (b) The Authority will return to the license or certificate holder the documents specified in paragraph (a) of this subsection.

#### **1.2.3 CHANGE OF ADDRESS**

The holder of a license or certificate who has made a change in permanent mailing address shall not, after 30 days from the date of that change, exercise the privileges of the license or certificate unless the holder has notified the Authority in writing of the new permanent mailing address, or the current residential address if the permanent mailing address includes a post office box number.

#### **1.2.4 REPLACEMENT OF A LOST OR DESTROYED LICENSE OR MEDICAL CERTIFICATE OR KNOWLEDGE TEST REPORT**

- (a) An applicant or holder of a license or a certificate who has lost or destroyed one of the following documents issued under these regulations shall request a replacement in writing from the office designated by the Authority:
  - 1. An airman license;

2. A medical certificate; or
  3. A knowledge test report.
- (b) The airman or applicant shall state in the request letter:
1. The name of the airman or applicant;
  2. The permanent mailing address, or if the permanent mailing address includes a post office box number, the person's current residential address;
  3. The social security number or equivalent national identification number;
  4. The date and place of birth of the airman or applicant; and
  5. Any available information regarding the:
    6. Grade, number, and date of issuance of the license, ratings, or medical certificate if applicable;
    7. Date of the medical examination, if applicable; and
    8. Date the knowledge test was taken, if applicable.
- (c) After receiving a copy from the Authority confirming that the lost or destroyed document was issued, the airman shall carry the copy in lieu of the lost or destroyed document for up to 60 days pending the airman's receipt of a duplicate license or medical certificate.

#### **1.2.5 FALSIFICATION, REPRODUCTION, OR ALTERATION OF APPLICATIONS, LICENSES, CERTIFICATES, LOGBOOKS, REPORTS, OR RECORDS**

- (a) No person shall make or cause to be made concerning any license, certificate, rating, qualification, or authorization, application for or duplicate thereof, issued under these regulations:
1. Any fraudulent or intentionally false statement;
  2. Any fraudulent or intentionally false entry in any logbook, record, or report that these regulations require, or used to show compliance with any requirement of these regulations;
  3. Any reproduction for fraudulent purpose; or
  4. Any alteration.
- (b) Any person who commits any act prohibited under paragraph (a) of this subsection may have his or her airman license, rating, certificate, qualification, or authorization revoked or suspended.

#### **1.2.6 VOLUNTARY SURRENDER OR EXCHANGE OF LICENSE**

- (a) The holder of a license or certificate issued under these regulations may voluntarily surrender it for:
1. Cancellation;

2. Issuance of a lower grade license; or
3. Another license with specific ratings deleted.

- (b) A license holder requesting voluntary surrender of a license shall include the following signed statement or its equivalent: “This request is made for my own reasons, with full knowledge that my [INSERT NAME OF LICENSE OR RATING, AS APPROPRIATE] may not be reissued to me unless I again pass the tests prescribed for its issuance.”

#### **1.2.7 PROHIBITION ON PERFORMANCE DURING MEDICAL DEFICIENCY**

- (a) A person who holds a current medical certificate issued under these regulations shall not act in a capacity for which that medical certificate is required while that person:
1. Knows or has reason to know of any medical condition that would make the person unable to meet the requirements for the required medical certificate; or
  2. Is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the required medical certificate.

#### **1.2.8 USE OF PSYCHOACTIVE SUBSTANCES**

- (a) A holder of a license, rating or a certificate issued under these Regulations shall not exercise the privileges of the license, rating or certificate while under the influence of any psychoactive substance, which might render them unable to safely and properly exercise these privileges.
- (b) A person whose function is critical to the safety of aviation (safety-sensitive personnel) shall not undertake that function while under the influence of any psychoactive substance, by reason of which human performance is impaired.
- (c) The holder of a license, rating or a certificate and the person whose function is critical to the safety of aviation referred to in paragraphs (a) and (b) shall not engage in any kind of problematic use of substances.
- (d) The Authority may identify and remove from a safety-critical function a license holder who engages in any kind of problematic use of substances. Return to the safety-critical functions may be considered after successful treatment or, in cases where no treatment is necessary, after cessation of the problematic use of substances and upon determination that the person’s continued performance of the function is unlikely to jeopardize safety.

#### **1.2.9 PSYCHOACTIVE SUBSTANCE TESTING AND REPORTING**

- (a) Any person who performs any function requiring a license, certificate, rating, qualification, or authorization prescribed by these regulations directly or by contract for a certificate holder under the provisions of these regulations may be tested for usage of psychoactive substances.
- (b) A list of chemicals that are considered psychoactive substances are listed in IS 1.2.9.
- (c) Any person subject to these regulations who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorize the release of the test results requested by the Authority may:
1. Be denied any license, certificate, rating, qualification, or authorization issued under these regulations for a period of up to 1 year after the date of that refusal; or



2. Have his or her license, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.
- (d) Any person subject to these regulations who refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorize the release of the test results requested by the Authority may:
  1. Be denied any license, certificate, rating, qualification, or authorization issued under these regulations for a period of up to 1 year after the date of that refusal; or
  2. Have his or her license, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.
- (e) Any person subject to these regulations who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, may:
  1. Be denied any license, certificate, rating, qualification, or authorization issued under these regulations for a period of up to 1 year after the date of final conviction; or
  2. Have his or her license, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.

### **1.3 GENERAL ADMINISTRATIVE RULES GOVERNING CIVIL AVIATION**

#### **1.3.1 DELEGATION OF POWERS AND DUTIES**

- (a) The Director-General may delegate, in accordance with the provisions of section 310 and 401(7) of the Liberia Civil Aviation Act of 2019, any of his safety oversight functions, powers or duties to an Aviation Safety or Security Inspector, any person, technical unit or administrative unit of the Authority as well as to designees or to other persons or entities with whom the Authority may have any agreement for the specific function of safety oversight.
- (b) The Authority shall have a Department responsible for aviation safety regulation. The Department shall have sections or units which shall be responsible for Aviation Flight Standards, Aerodrome and Ground Aids, Aviation Security, Air Navigation Services and such other areas of oversight as may be prescribed by the Authority.
- (c) Delegated powers under 1.2.1 (a) may include the power to prohibit or prevent a person from exercising privileges granted to such person under a license or certificate: to prevent flying in circumstances specified in these Regulations and such other issues of a safety or security import.

#### **1.3.2 ACCESS TO DOCUMENTS AND FACILITIES**

The Director General shall have unlimited, unrestricted and unimpeded access to aircraft factories, aircraft cabin and flight deck, hangars, workshops, aerodromes, ramps, fuel storage farms, operators offices, all other aviation service providers offices as well as unlimited, unimpeded and unrestricted access and inspection of all aviation related documentation, for the purpose of determining compliance with Sections 401(3) and 412 of the Liberia Civil Aviation Act of 2019, the Liberia Civil Aviation Regulations and Orders issued by the Director-General.

### **1.3.3 DOCUMENTS TO BE CARRIED ON BOARD AN AIRCRAFT**

- (a) Documents to be carried on board an aircraft shall include but not be limited to the following:
1. Registration Certificate issued to the owner
  2. Airworthiness Certificate;
  3. Appropriate licenses for each member of the crew;
  4. Aircraft Journey Log;
  5. Aircraft Radio License;
  6. List of passenger names and points of embarkation and destination, if applicable (Passenger manifest);
  7. Cargo manifest and detailed declaration of cargo including special loads information;
  8. Aircraft Technical Log.
  9. Certified copy of Air Operator Certificate, if required.
  10. Certificate of insurance.
  11. Environmental Protection certificate or Aircraft Noise Certificate if required, and translated into English if in any other language.
  12. AFM or RFM.
  13. Part(s) of the Operations Manual relevant to operation(s) conducted, if required.
  14. MEL.
  15. Category II or III Manual, as applicable.
  16. Operational Flight Plan.
  17. Filed ATC flight plan.
  18. NOTAMS briefing documentation.
  19. Meteorological information.
  20. Mass and balance documentation.
  21. Roster of special situation passengers.
  22. Roster of persons with reduced mobility;
  23. Maps and charts for routes of proposed flight or possibly diverted flights.
  24. Forms for complying with the reporting requirements of the Authority and the AOC holder.
  25. For international flights, a general declaration for customs.
  26. Any other documentation which may be required by the Authority or States concerned with a proposed flight.

## **1.4 INVESTIGATIVE AND ENFORCEMENT PROCEDURES**

### **1.4.1 COMPLIANCE WITH LIBERIA CIVIL AVIATION ACT 2019, LIBERIA CIVIL AVIATION REGULATIONS, TECHNICAL INSTRUCTIONS, CIRCULARS AND ORDERS**

- (a) It shall be the duty of every person (along with any agents and employees thereof in the case of entities other than individuals) subject to the Liberia Civil Aviation Act 2019, and the Liberia Civil Aviation Regulations, to comply with any Regulation, Instruction, Circular, orders, license or certificate issued by the Authority.
- (b) Any violation of the Liberia Civil Aviation Act 2019 and the Liberia Civil Aviation Regulations or any Technical Instructions, Circular issued thereunder shall be subject to such administrative action and penalties as may be determined by the Authority or a court of competent jurisdiction in accordance with the provisions of the Liberia Civil Aviation Act and these Regulations.

## **1.4.2 INVESTIGATIVE PROCEDURES**

### **1.4.2.1 REPORTS OF VIOLATIONS**

- (a) Any person who knows of a violation of the Civil Aviation Act or any regulation or order issued thereunder shall report it to the Authority.
- (b) Each report made under this section, together with any other information the Authority may have that is relevant to the matter reported, will be reviewed by the Authority to determine the nature and type of any additional investigation or enforcement action the Authority will take.

### **1.4.2.2 INVESTIGATIONS—GENERAL**

Under Section 902 (4) of the Civil Aviation Act, the Director General of Civil Aviation may conduct investigations, hold hearings, issue subpoenas, require the production of relevant documents, records, and property, and take evidence and depositions.

### **1.4.2.3 FORMAL COMPLAINTS**

Complaints submitted to the Authority under paragraph (a) of subsection 1.4.2.1 shall be submitted in a form and manner prescribed by the Authority.

### **1.4.2.4 ADMINISTRATIVE ACTION**

- (a) If the Authority determines that a violation or an alleged violation of the Civil Aviation Act, or any order or regulation issued there under, is appropriate for administrative action, the Authority may take administrative action by one of the following:
  - 1. A “Warning Notice” which recites available facts and information about the incident or condition and indicates that it may have been a violation; or
  - 2. A “Letter of Correction” which confirms the Authority’s decision in the matter and states the necessary corrective action the alleged violator has taken or has agreed to take. If the agreed corrective action is not fully completed, formal license or certificate action may be taken in accordance with subsection 1.4.2.1.
- (b) An administrative action under this section does not constitute a formal adjudication of the matter.

## **1.4.3 LEGAL ENFORCEMENT ACTIONS**

### **1.4.3.1 CIVIL PENALTIES**

- (a) Any person, other than a person conducting an operation in commercial air transport, who violates any provision of the Civil Aviation Act, or any regulation, rule, directive or order issued thereunder, is subject to a civil penalty imposed by the Authority in accordance with Section 801(1) of the Civil Aviation Act.
- (b) Any person conducting an operation in commercial air transport who violates any provision of the Civil Aviation Act or any regulation, rule, directive or order issued thereunder, is subject to a civil penalty imposed by the Authority in accordance with Section 801(2) of the Civil Aviation Act.
- (c) Civil penalties may be assessed instead of or in addition to any license or certificate action described in subsection 1.4.3.3

- (d) Guidelines for civil penalties and license and certificate actions are listed in section 1.4.3.3.

#### **1.4.3.2 CRIMINAL PENALTIES**

- (a) Section 802 of the Liberia Civil Aviation Act of 2019 establishes criminal penalties for any person who knowingly and willfully violates specified provisions of that Act, or any regulation or order issued thereunder.
- (b) If the Authority becomes aware of a possible violation of any criminal provision of the Civil Aviation Act of 2019 that is under the jurisdiction of another Liberian government agency, the Authority shall immediately report it to the appropriate Liberian government agency in a manner prescribed by both government agencies.
- (c) Guidelines for criminal penalties and certificate actions are listed in section 1.4.3.3.

#### **1.4.3.3 LICENSE AND CERTIFICATE ACTIONS**

- (a) Suspension or revocation of a license or certificate for violation of the Civil Aviation Act, or any regulations rule, directive or order issued thereunder.
- (b) The Authority may suspend any aviation instrument issued or impose conditions in respect of any such instrument if –
  1. the Authority considers such action necessary to ensure compliance with the Act or the Liberia Civil Aviation Regulations;
  2. the Authority is satisfied that the holder of the aviation safety instrument or certificate has failed to comply with any condition of the aviation safety instrument or certificate, any provisions of the Act or the Liberia Civil Aviation Regulations, or any applicable Instructions, Circulars or aviation safety approval;
  3. the Authority considers that the privileges or duties for which the aviation safety instrument has been granted are being carried out by the holder in a careless or incompetent manner; or
  4. in the case of an aviation safety instrument or certificate relating to the use of any aircraft, aeronautical product or the provision of any service, the Authority considers that there is reasonable doubt as to the airworthiness of the aircraft or as to the quality or safety of the aeronautical product or service to which the aviation safety instrument relates and the Authority considers that suspending the aviation safety instrument or certificate or imposing conditions in respect of the instrument or certificate is necessary in the interest of safety.
- (c) The holder of any license or certificate issued under these regulations who violates any provision of the Civil Aviation Act, as amended, or any regulation, rule, directive or order issued thereunder, is subject to suspension or revocation of the license or certificate, in accordance with the provisions of Section 711 of the Civil Aviation Act.
- (d) Any license or certificate issued under these regulations ceases to be effective, if it is surrendered, suspended, or revoked.
- (e)

The holder of any license or certificate issued under these regulations whose license or certificate has been suspended or revoked shall return that license or certificate to the Authority when requested to do so by the Authority.

- (f) Re-examination or re-inspection of a certificate or license for lack of qualification.
  - 1. Under Section 711(1) and (2) of the Liberia Civil Aviation Act, the Authority may re-inspect or re-examine any civil aircraft, aircraft engine, propeller, appliance, air operator, ATO, or AMO, or any airman holding a certificate or license issued under Section 702 through Section 706 of the Act.
  - 2. If, as a result of that re-inspection or re-examination, or any other investigation made by the Authority, the Authority determines that a lack of qualification exists, and that safety in air transport and the public interest requires it, the Authority may issue an order to amend, modify, suspend, or revoke the license or certificate in whole or in part.
  - 3. Procedures for the re-examination of personnel licenses, ratings, authorizations, or certificates are set forth in Part 2 of these Regulations.
  
- (g) Notice and opportunity to be heard. Unless safety in air transport requires immediate action, prior to a final determination under subsection 1.3.3.1, the Authority will provide the person with an opportunity to be heard as to why such certificate or license should not be amended, modified, suspended, or revoked, in accordance with Section 711(3) of the Liberia Civil Aviation Act.

#### **1.4.3.4 REAPPLICATION AFTER REVOCATION**

Unless otherwise authorized by the Authority, a person whose license, certificate, rating, or authorization has been revoked may not apply for any license, certificate, rating, or authorization for 1 year after the date of revocation.

#### **1.4.3.5 REAPPLICATION AFTER SUSPENSION**

Unless otherwise authorized by the Authority, a person whose license has been suspended may not apply for any license, rating, or authorization during the period of suspension.

#### **1.4.3.6 VOLUNTARY SURRENDER OR EXCHANGE OF LICENSE**

- (a) The holder of a license or certificate issued under these regulations may voluntarily surrender it for:
  - 1. Cancellation;
  - 2. Issuance of a lower grade license; or
  - 3. Another license with specific ratings deleted.
- (b) An applicant requesting voluntary surrender of a license shall include the following signed statement or its equivalent: “This request is made for my own reasons, with full knowledge that my (insert name of license or rating, as appropriate) may not be reissued to me unless I again pass the tests prescribed for its issuance.”

#### **1.4.3.7 SEIZURE OF AIRCRAFT**

As provided by the Civil Aviation Act, an aircraft that is involved in a violation for which a civil penalty has been imposed or may be imposed on its owner or operator may be subject to seizure by the Authority in accordance with enforcement procedures set forth by the Authority.

*Note: The seizure of aircraft is typically done only in instances where the violation is particularly egregious, e.g., use of the aircraft in a continuing violation.*

#### **1.4.3.8 POWER TO PREVENT FLIGHT**

- (a) The Director-General may direct the operator or airman of a civil aircraft that the aircraft is not to be operated in situations where:
1. the aircraft may not be airworthy;
  2. the airman may not be qualified or physically or mentally capable for the flight;
  3. the operation of such aircraft would cause imminent danger to persons or property;
  4. the required documentation is not on board the flight; or
  5. for any other cause that may be specified by the Director-General.
- (b) The Director-General may take such steps as are necessary to detain such aircraft or airmen.

#### **1.4.3.9 POWER TO PREVENT A PERSON FROM EXERCISING PRIVILEGES**

The Director-General may, by delegated powers prohibit or prevent a person from exercising any privileges granted to such person under a license or certificate.

#### **1.4.3.10 CODE SHARE**

Foreign air operators with whom Liberian registered carriers have entered into commercial agreements i.e.: leasing, code share franchising, shall be governed by the provisions of these Regulations.

### **1.5 GENERAL ADMINISTRATIVE RULES GOVERNING TESTING, LICENSES, AND CERTIFICATES**

#### **1.5.1 DISPLAY AND INSPECTION OF LICENSES AND CERTIFICATES**

(a) **Pilot license:**

- (1) To act as a pilot of a civil aircraft of Liberian registry, a pilot shall have in his or her physical possession or readily accessible in the aircraft a valid pilot license or special purpose authorization issued under these regulations.

- (2) To act as a pilot of a civil aircraft of foreign registry within Liberia, a pilot shall be the holder of a valid pilot license, and have the pilot license in his or her physical possession or readily accessible in the aircraft.
- (b) **Flight instructor license:** A person who holds a flight instructor license shall have that license, or other documentation acceptable to the Authority, in that person's physical possession or readily accessible in the aircraft when exercising the privileges of that license.
- (c) **Other airman license:** A person required by any part of these regulations to have an airman's license shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that license.
- (d) **Medical certificate:** A person required by any part of these regulations to have a current medical certificate shall have it in their physical possession or readily accessible in the aircraft or at the work site when exercising the privileges of that certificate.
- (e) **Approved Training Organization (ATO) certificate:** Each holder of a certificate shall display that certificate in a place in the school that is normally accessible to the public and that is not obscured.
- (f) **Aircraft Certificate of Registration:** Each owner or operator of an aircraft shall carry the aircraft certificate of registration on the aircraft and have it available for inspection.
- (g) **Aircraft Certificate of Airworthiness:** Each owner or operator of an aircraft shall display that certificate in the cabin of the aircraft or at the entrance to the aircraft flight deck.
- (h) **Approved Maintenance Organization (AMO) Certificate:** Each holder of an AMO certificate shall prominently display that certificate in a place accessible to the public in the principal business office of the AMO.
- (i) **Aerial work certificate:** Each owner or operator of an aircraft engaged in aerial work shall carry that certificate or a copy of that certificate on the aircraft and have it available for inspection.
- (j) **Air operator certificate:** Each owner or operator of an aircraft engaged in commercial air transport shall carry the air operator certificate or a copy of that certificate on the aircraft and have it available for inspection.
- (k) **Inspection of license:** Each person who holds an airman or crewmember license, medical certificate, or authorization required by these regulations shall present it for inspection upon a request from—
- (1) The Authority; or
  - (2) Any national or local law enforcement officer



### **1.5.2 CHANGE OF NAME**

- (a) A holder of a license or certificate issued under these regulations may apply to change the name on a license or certificate. The holder shall include with any such request—
  - (1) The current license or certificate; and
  - (2) A copy of the marriage license, court order, or other document verifying the name change
- (b) The Authority will return to the airman the documents specified in paragraph (a) of this subsection.

### **1.5.3 CHANGE OF ADDRESS**

- (a) The holder of an airman license or certificate, or approved training organization certificate who has made a change in permanent mailing address may not, after 30 days from that date, exercise the privileges of the license or certificate unless the holder has notified the Authority in writing of the new permanent mailing address, or current residential address if the permanent mailing address includes a post office box number.

### **1.5.4 REPLACEMENT OF A LOST OR DESTROYED AIRMAN LICENSE OR MEDICAL CERTIFICATE OR KNOWLEDGE TEST REPORT**

- (a) An applicant who has lost or destroyed one of the following documents issued under these regulations shall request a replacement in writing from the office designated by the Authority:
  - (1) An airman license
  - (2) A medical certificate
  - (3) A knowledge test report
- (b) The airman or applicant shall state in the request letter—
  - (1) The name of the airman or applicant;
  - (2) The permanent mailing address, or if the permanent mailing address includes a post office box number, the person's current residential address;
  - (3) The social security number or equivalent national identification number;
  - (4) The date and place of birth of the airman or applicant; and
  - (5) Any available information regarding the—
    - (i) Grade, number, and date of issuance of the license, and the ratings, if applicable;
    - (ii) Date of the medical examination, if applicable; and
    - (iii) Date the knowledge test was taken, if applicable.



- (6) After receiving a facsimile from the Authority confirming that the lost or destroyed document was issued, an airman may carry the facsimile in lieu of the lost or destroyed document for up to 60 days pending the airman's receipt of a duplicate document

#### **1.5.5 FALSIFICATION, REPRODUCTION, OR ALTERATION OF APPLICATIONS, LICENSES, CERTIFICATES, LOGBOOKS, REPORTS, OR RECORDS**

- (a) No person may make or cause to be made concerning any license, certificate, rating, qualification, or authorization, application for or duplicate thereof, issued under these regulations:
  - (1) Any fraudulent or intentionally false statement;
  - (2) Any fraudulent or intentionally false entry in any logbook, record, or report that these regulations require, or used to show compliance with any requirement of these regulations;
  - (3) Any reproduction for fraudulent purpose; or
  - (4) Any alteration
- (b) Any person who commits any act prohibited under paragraph (a) of this section may have his or her airman license, rating, certificate, qualification, or authorization revoked or suspended.

#### **1.5.6 ADMINISTRATIVE ACTION**

- (a) If it is determined that a violation or an alleged violation of the Civil Aviation Act, or an order or regulation issued under it, is appropriate for administrative action, the Authority may take administrative action by one of the following:
  - (1) A "Warning Notice" that shall recite available facts and information about the incident or condition and indicate that it may have been a violation; or
  - (2) A "Letter of Correction" which confirms the Authority's decision in the matter and states the necessary corrective action the alleged violator has taken or agreed to take. If the agreed corrective action is not fully completed, formal certificate action may be taken in accordance with 1.4.3.3.
- (b) An administrative action under this section does not constitute a formal adjudication of the matter.

#### **1.5.7 CERTIFICATE ACTION**

- (a) The holder of any license or certificate issued under these regulations who violates any provision of the Civil Aviation Act, as amended, or any regulation or order issued there under, is subject to suspension or revocation of the license or certificate, in accordance with the provisions of the Civil Aviation Act and these regulations.

- (b) Any license or certificate issued under these regulations ceases to be effective, if it is surrendered, suspended, or revoked.
- (c) The holder of any license or certificate issued under these regulations that has been suspended or revoked shall return that license to the Authority when requested to do so by the Authority.  
Re-examination or re-inspection of a certificate or license for lack of qualification
- (d) Under the Civil Aviation Act and these regulations, the Authority may re-inspect any civil aircraft, aircraft engine, propeller, appliance, air operator, school, or approved maintenance organization, or any civil airman holding a certificate or license issued by the Authority.
- (e) If, as a result of that re-inspection or re-examination, or any other investigation made by the Authority, the Authority determines that a lack of qualification exists, and that safety in air transport and the public interest requires it, the Authority may issue an order to amend, modify, suspend, or revoke the license or certificate in whole or in part.
- (f) Procedures for the re-examination of personnel licenses, ratings, authorizations, or certificates are set forth in Part 2 of these Regulations.
  - 1) Notice and opportunity to be heard. Unless safety in air transport requires immediate action, prior to a final determination under this section 1.1.5, the Authority shall provide the person with an opportunity to be heard as to why such certificate or license should not be amended, modified, suspended, or revoked, in accordance with the Civil Aviation Act.
  - 2) Reapplication after revocation. Unless otherwise authorized by the Authority, a person whose license, certificate, rating, or authorization has been revoked may not apply for any license, certificate, rating, or authorization for 1 year after the date of revocation.
  - 3) Reapplication after suspension. Unless otherwise authorized by the Authority, a person whose license has been suspended may not apply for any license, rating, or authorization during the period of suspension.

#### **1.5.8 DETENTION OF AIRCRAFT**

- (a) As provided by the Civil Aviation Act of 2005, an aircraft that is involved in a violation for which a civil penalty has been imposed or may be imposed on its owner or operator may be subject to detention by the Authority in accordance with enforcement procedures set forth by the Authority.

*Note: The seizure of aircraft is typically done only in instances where the violation is particularly egregious, e.g., use of the aircraft in a continuing violation.*

#### **1.5.9 SUSPENSION OR REVOCATION OF A LICENSE OR CERTIFICATE FOR VIOLATION OF THE REGULATIONS.**

- (a) The Authority may suspend any aviation instrument issued or impose conditions in respect of any such instrument if –

- (1) the Authority considers such action necessary to ensure compliance with the Act or the Liberia Civil Aviation Regulations;
  - (2) the Authority is satisfied that the holder of the aviation safety instrument or certificate has failed to comply with any condition of the aviation safety instrument or certificate, any provisions of the Act or the Liberia Civil Aviation Regulations, or any applicable Instructions, Circulars or aviation safety approval;
  - (3) the Authority considers that the privileges or duties for which the aviation safety instrument has been granted are being carried out by the holder in a careless or incompetent manner; or
  - (4) in the case of an aviation safety instrument or certificate relating to the use of any aircraft, aeronautical product or the provision of any service, the Authority considers that there is reasonable doubt as to the airworthiness of the aircraft or as to the quality or safety of the aeronautical product or service to which the aviation safety instrument relates and the Authority considers that suspending the aviation safety instrument or certificate or imposing conditions in respect of the instrument or certificate is necessary in the interest of safety.
- (b) The holder of any license or certificate issued under these Regulations who violates any provision of the Liberia Civil Aviation Act, as amended, or any Regulation or order issued thereunder, is subject to suspension or revocation of the license or certificate, in accordance with the provisions of the Liberia Civil Aviation Act.
  - (c) Any license or certificate issued under these Regulations ceases to be effective, if it is surrendered, suspended, or revoked.
  - (d) The holder of any license or certificate issued under these Regulations that has been suspended or revoked shall return that license to the Authority when requested to do so by the Authority.

**1.5.10 RE-EXAMINATION OR RE-INSPECTION OF A CERTIFICATE OR LICENSE FOR LACK OF QUALIFICATION.**

- (a) The Authority may re-inspect any civil aircraft, aircraft engine, propeller, appliance, air operator, school, or approved maintenance organization, or any civil airman holding a certificate or license issued by the Authority.
- (b) If, as a result of that re-inspection or re-examination, or any other investigation made by the Authority, the Authority determines that a lack of qualification exists, and that safety in air transport and the public interest requires it, the Authority may issue an order to amend, modify, suspend, or revoke the license or certificate in whole or in part.
- (c) Procedures for the re-examination of personnel licenses, ratings, authorizations, or certificates are set forth in Part 2 of these Regulations.

#### **1.5.11 REAPPLICATION AFTER REVOCATION**

Unless otherwise authorized by the Authority, a person whose license, certificate, rating, or authorization has been revoked may not apply for any license, certificate, rating, or authorization for 1 year after the date of revocation.

#### **1.5.12 REAPPLICATION AFTER SUSPENSION**

Unless otherwise authorized by the Authority, a person whose license has been suspended may not apply for any license, rating, or authorization during the period of suspension.

#### **1.5.13 VOLUNTARY SURRENDER OR EXCHANGE OF LICENSE**

- (a) The holder of a license or certificate issued under these regulations may voluntarily surrender it for:
  - (1) Cancellation;
  - (2) Issuance of a lower grade license; or
  - (3) Another license with specific ratings deleted.
- (b) An applicant requesting voluntary surrender of a license shall include the following signed statement or its equivalent: “This request is made for my own reasons, with full knowledge that my (insert name of license or rating, as appropriate) may not be reissued to me unless I again pass the tests prescribed for its issuance.”

#### **1.5.14 PROHIBITION ON PERFORMANCE DURING MEDICAL DEFICIENCY**

- (a) A person who holds a current medical certificate issued under these regulations shall not act in a capacity for which that medical certificate is required while that person:
  - (1) Knows or has reason to know of any medical condition that would make the person unable to meet the requirements for the required medical certificate; or
  - (2) Is taking medication or receiving other treatment for a medical condition that results in the person being unable to meet the requirements for the required medical certificate.

#### **1.5.15 PSYCHOACTIVE SUBSTANCE TESTING AND REPORTING**

- (a) Any person who performs any function requiring a license, rating, qualification, or authorization prescribed by these regulations directly or by contract for a certificate holder under the provisions of these regulations may be tested for usage of psychoactive substances.
- (b) Chemicals considered psychoactive substances are listed in IS 1.2.1.9.
- (c) Any person subject to these regulations who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorize the release of the test results requested by the Authority may—

- (1) Be denied any license, certificate, rating, qualification, or authorization issued under these regulations for a period of up to 1 year after the date of that refusal; or
  - (2) Have his or her license, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.
- (d) Any person subject to these regulations who refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorize the release of the test results requested by the Authority may—
- (1) Be denied any license, certificate, rating, qualification, or authorization issued under these regulations for a period of up to 1 year after the date of that refusal; or
  - (2) Have his or her license, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.
- (e) Any person subject to these regulations who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or substances, may—
- (1) Be denied any license, certificate, rating, qualification, or authorization issued under these regulations for a period of up to 1 year after the date of final conviction; or
  - (2) Have his or her license, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.

## **1.6 EXEMPTIONS**

### **1.6.1 APPLICABILITY**

- (a) This subpart prescribes procedures for the request, review, and denial or issuance of exemptions from the Regulations of these Parts, as provided by §405 or §611 of the Civil Aviation Safety Act.

### **1.6.2 GENERAL**

- (a) Any interested person may apply to the Authority for an exemption from these Regulations.
- (b) Only the Authority may issue exemptions, and no person may take or cause to be taken any action not in compliance with these Regulations unless the Authority has issued an applicable exemption to the person.
- (c) Exemptions will only be granted in extraordinary circumstances.

### **1.6.3 REQUIREMENTS FOR APPLICATION**

#### **1.6.3.1 GENERAL**

- (a) Applications for an exemption should be submitted at least 60 days in advance of the proposed effective date, to obtain timely review.
- (b) The request must contain the applicant's:
  - (1) Name
  - (2) Street address and mailing address, if different.
  - (3) Telephone number
  - (4) Fax number if available.
  - (5) Email address if available.
  - (6) Agent for all purposes related to the application.
- (c) If the applicant is not a citizen or legal resident of Liberia, the application must specify a Liberian agent for service.

#### **1.6.3.2 SUBSTANCE OF THE REQUEST FOR EXEMPTION**

- (a) Applications must contain the following:
  - (1) A citation of the specific requirement from which the applicant seeks relief;
  - (2) Description of the type of operations to be conducted under the proposed exemption;
  - (3) The proposed duration of the exemption;
  - (4) An explanation of how the exemption would be in the public interest, that is, benefit the public as a whole.
  - (5) A detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the Regulation in question
  - (6) A review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware
  - (7) If the applicant seeks to operate under the proposed exemption outside of Liberia airspace, the application must also indicate whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization (ICAO).
- (b) If the applicant seeks emergency processing, the application must contain supporting facts and reasons that the application was not timely filed, and the reasons it is an emergency. The Authority may deny an application if the Authority finds that the applicant has not justified the failure to apply in a timely fashion.

#### **1.6.4 REVIEW, PUBLICATION, AND ISSUE OR DENIAL OF THE EXEMPTION**

##### **1.6.4.1 INITIAL REVIEW BY THE AUTHORITY**

- (a) The Authority will review the application for accuracy and compliance with the requirements of 1.4.3.
- (b) If the application appears on its face to satisfy the provisions of 1.4.3 and the Authority determines that a review of its merits is justified, the Authority will publish a detailed summary of the application for comment and specify the date by which comments must be received by the Authority for consideration.
- (c) If the filing requirements of 1.4.3 have not been met, the Authority will notify the applicant and take no further action until the applicant complies with the requirements of 1.4.3.

##### **1.6.4.2 EVALUATION OF THE REQUEST**

- (a) After initial review, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to include:
  - (1) A determination of whether an exemption would be in the public interest;
  - (2) A determination, after a technical evaluation, of whether the applicant's proposal would provide a level of safety equivalent to that established by the Regulation;
    - (i) If it appears to the Authority that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis.
  - (3) A determination, if the applicant seeks to operate under the exemption outside of Liberia airspace, of whether a grant of the exemption would contravene the applicable ICAO Standards and Recommended Practices.
  - (4) An evaluation of comments received from interested parties concerning the proposed exemption.
  - (5) A recommendation, based on the preceding elements, of whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.

##### **1.6.4.3 NOTIFICATION OF DETERMINATION**

- (a) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request. The summary shall specify the duration of the exemption and any conditions or limitations to the exemption.
- (b) If the request is for emergency relief, the Authority will publish the application and/or the Authority's decision as soon as possible after processing the application.
- (c) If the exemption affects a significant population of the aviation community of Liberia, the Authority shall also publish the summary in its aeronautical information publications.

#### **1.6.4.4 EXTENSION OF THE EXEMPTION TO OTHER INTERESTED PARTIES**

- (a) If the Authority determines that an exemption should be granted, other persons or organizations may apply to the Authority to be included in the relief granted.
- (b) Such applications shall be in accordance with the requirements of 1.4.3.
- (c) If the Authority determines that the request merits extension of the exemption to the applicant, it shall notify the applicant by letter, specifying the duration of the exemption, and listing any additional conditions that may pertain to the applicant that are not addressed in the underlying exemption.

#### **1.7 LANGUAGE OF THESE REGULATIONS**

- (a) The English Language shall be the Language of these Regulations
- (b) Manuals, Certificates or Licenses being submitted to the Authority must be in English language
- (c) If the Original Manual is in a Language other than English, a Certified English Translation must be submitted
- (d) When a Certificate or License is issued in a Language other than English, it shall include a certificate English translation.

#### **1.8 PROCEDURES FOR MAKING AND AMENDING REGULATIONS**

##### **1.8.1 PROCEDURES FOR MAKING AND AMENDING REGULATIONS**

- (a) There shall be established by the Director General of the Authority, A Regulations Committee (hereinafter referred to as "The Committee").
- (b) The Committee shall be a Standing Committee within the Authority.
- (c) The Committee shall be responsible for :
  - (1) Monitoring amendments to the Standards and Recommended Practices contained in the Annexes to the Convention on International Civil Aviation;
  - (2) Incorporating the amendments into these Regulations;
  - (3) Consideration of proposals for amendment to these Regulations made by stakeholders and other members of the Public;
  - (4) Proposing on its motion, amendments to the Regulations;
  - (5) Notification of and filing with ICAO of differences and Compliance with the SARP's.
- (d) The Committee shall send Notice of Proposed Amendments (NPA) to operators and other stakeholders and request their comments thereto within a period of 30 days.
- (e) Upon receipt of comments, the Committee may consider and Incorporate same into the Regulations.



- (f) The Committee shall keep a record of such comments and its deliberations thereon.
- (g) Submission of Proposal :
  - (1) Any interested person may submit to the Regulations Committee, a proposal on the introduction, amendment or withdrawal of a regulation or technical standard;
  - (2) The proposal shall be in writing and shall :
    - (i) state the name and address of the proposer ;
    - (ii) state the contents of the regulation, technical standard or amendment proposed or specify the regulation or technical standard which the proposer wishes to be withdrawn;
    - (iii) explain the interests of the proposer; and
    - (iv) contain any information, views or arguments supporting the proposal.
- (h) All amendments to these Regulations shall be signed and Published by the Director General of the Authority.

## **1.9 ADOPTION OF REGULATION FROM ANOTHER STATE**

The Authority may from time to time adopt or adapt regulations from another state or organization following an established process that ensures that the adopted regulations fully aligns with the corresponding SARPs.

## **1.10 SAFETY MANAGEMENT**

### **1.10.1 APPLICABILITY**

- (a) The subpart prescribes procedures applicable to safety management functions related to, or in direct support of, the safe operation of aircraft, by:
  - (1) specified aviation safety service providers, and
  - (2) Operators.

### **1.10.2 SAFETY MANAGEMENT SYSTEM – AOC, ATO, and AMO**

- (a) The AOC, ATO, and AMO shall implement a safety management system acceptable to the Authority that as a minimum shall:
  - (1) contain the components and elements listed in IS 1.10.2; and
  - (2) be commensurate with the size of the service provider and the complexity of its aviation products or services.
- (b) The safety management system shall clearly define lines of safety accountability throughout the organization, including a direct accountability for safety on the part of senior management.

#### **1.10.2.1 Safety Management System - General Aviation Operators**

- (a) General aviation operators shall implement an SMS when conducting any of the following operations:
  - (1) An aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;
  - (2) An aeroplane equipped with one or more turbojet engines; or
  - (3) An aeroplane with a seating configuration of more than 9 passenger seats.
- (b) The SMS should as a minimum include:
  - (1) A process to identify actual and potential safety hazards and assess the associated risks;
  - (2) A process to develop and implement remedial action necessary to maintain an acceptable level of safety; and
  - (3) Provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of safety management activities.

### **1.11 INVESTIGATIVE AND ENFORCEMENT PROCEDURES**

#### **1.11.1 INVESTIGATIVE PROCEDURES**

##### **1.11.1.1 Reports of Violations**

- (a) Any person who knows of a violation of the Civil Aviation Act or these regulations or orders thereunder should report it to the Authority.
- (b) Each report made under this section together with any other information the Authority may have that is relevant to the matter reported will be reviewed by the Authority to determine the nature and type of any additional investigation or enforcement action the Authority will take.

##### **1.11.1.2 Investigations—General**

- (a) Under the Civil Aviation Act, the Director General of Liberia Civil Aviation Authority may conduct investigations, hold hearings, issue subpoenas, require the production of relevant document, records, and property, and take evidence and depositions.

##### **1.11.1.3 Formal Complaints**

- (a) Complaints submitted to the Authority under section 1.3.1(a) shall be in a form and manner prescribed by the Authority.

#### **APPEAL PROCEDURE**

Any person who disagrees with the administrative or legal enforcement actions or decisions of the Authority under the provisions of these Regulations may appeal for a review within seven (7) days from the date of the imposition of the sanction.

- (b) The appeal shall be in writing and addressed to the Director-General of the Authority.
- (c) Upon receipt of the appeal, the Director-General may constitute an Appeal Panel made up of five (5) members comprising of two (2) persons from the Liberia Civil Aviation Authority and three (3) aviation industry stakeholders.
- (d) Any sanction and /or decision imposed by the Authority shall subsist until set aside or varied by the Director-General upon recommendation of the Appeal Panel.

## 1.12 DEFINITIONS

- (a) For the purpose of these regulations, the following definitions shall apply:

*Note: All definitions used in these regulations have been moved to this subpart for ease of reference. Definitions that are predominantly used in specific Parts remain in those Parts for ease of reference when using a particular Part. In some instances, definitions in the Model Civil Aviation Safety Act may be different from the definitions used in these Parts. This is because the laws tend to be written more broadly and may apply to different government agencies within Liberia. The different government agencies within Liberia will need to make definitions according to their specific need. This Part use the ICAO definitions, where available.*

**Accelerate-stop distance available (ASDA).** The length of the take-off run available plus the length of stopway, if provided.

**Acceptable.** A rule of construction in paragraph (a)(7) of subsection 1.1.1.1 that means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation.

**Acceptance checklist.** A document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met

**Accident.** Definition used in a safety management context. An occurrence associated with the operations of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) a person is fatally or seriously injured as a result of: being in the aircraft, or direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- b) the aircraft sustains damage or structural failure which: adversely affects the structural strength, performance or flight characteristics of the aircraft, and

would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

- c) the aircraft is missing or is completely inaccessible.

*Note 1: For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified, by ICAO, as a fatal injury.*

*Note 2: An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.*

*Note 3: The type of unmanned aircraft system to be investigated is addressed in 5.1 of Annex 13.*

*Note 4: Guidance for the determination of aircraft damage can be found in Attachment F of Annex 13.*

**Accountable Manager.** The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority, and any additional requirements defined by the operator.

**Accredited medical conclusion.** The conclusion reached by one or more medical experts acceptable to the Licensing Authority for the purposes of the case concerned, in consultation with flight operations or other experts as necessary.

**Accredited representative.** As relating to an aircraft accident, a person designated by a State, on the basis of his or her qualifications, for the purpose of participating in an investigation conducted by another party. (ICAO Annex 13)

**Acrobatic flight.** Manoeuvres intentionally performed by an aircraft involving an abrupt change in its attitude, an abnormal attitude, or an abnormal variation in speed.

**Acts of unlawful interference.** These are acts or attempted acts such as to jeopardise the safety of civil aviation and transport, i.e.,

- a) Unlawful seizure of aircraft in flight
- b) Unlawful seizure of aircraft on the ground,
- c) Hostage-taking on board an aircraft or on aerodromes,
- d) Forcible intrusion on board an aircraft, at an aerodrome or on the premises of an aeronautical facility,
- e) Introduction on board an aircraft or at an aerodrome of a weapon or hazardous device or material intended for criminal purposes,
- f) Communication of false information as to jeopardize the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public, at an aerodrome or on the premises of a civil aviation facility.

**Adapted competency model.** A group of competencies with their associated descriptions and performance criteria adapted from an ICAO competency framework that an organization uses to develop competency-based training and assessment for a given role.

**ADS agreement.** An ADS reporting plan that establishes the conditions of ADS data reporting (i.e. data required by the air traffic services or control unit and frequency of ADS reports that have to be agreed to prior to the provision of the ADS services).

**Advisor.** As relating to an aircraft accident, a person appointed by a State on the basis of his or her qualifications, for the purpose of assisting its accredited representative in an investigation. (ICAO Annex 13)

**Advisory airspace.** An airspace of defined dimensions, or designated route, within which air traffic advisory service is available.

**Advisory route.** A designated route along which air traffic advisory service is available.

**Aerial Work.** An aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

**Aerodrome.** A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Aerodrome control service.** Air traffic control service for aerodrome traffic.

**Aerodrome control tower.** A unit established to provide air traffic control service to aerodrome traffic.

**Aerodrome flight information service (AFIS).** A directed traffic information and operational information service provided within an aerodrome flight information zone to all radio equipped aircraft, to assist in the safe and efficient conduct of flight.

**Aerodrome operating minima.** The limits of usability of an aerodrome for:

- a) Take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions;
- b) Landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions; and,
- c) Landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the type and/or category of operation.

**Aerodrome traffic.** All traffic on the manoeuvring area of an aerodrome and all aircraft flying in the vicinity of an aerodrome.

*Note.— An aircraft is in the vicinity of an aerodrome when it is in, entering or leaving an aerodrome traffic circuit.*

**Aerodrome traffic zone.** An airspace of defined dimensions established around an aerodrome for the protection of aerodrome traffic.

**Aeronautical experience.** Pilot time obtained in an aircraft, approved flight simulation training device for meeting the training and flight time requirements of these regulations.

**Aeronautical Information Publication (AIP).** A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

**Aeronautical product.** Any aircraft, aircraft engine, propeller, or subassembly, appliance, material, part, or component to be installed thereon.

**Aeronautical station.** A land station in the aeronautical mobile service. In certain instances, an aeronautical station may be located, for example, on board ship or on a platform at sea.

**Aeroplane flight manual.** A manual, associated with the certificate of airworthiness, containing limitations within which the aeroplane is to be considered airworthy, and instructions and information necessary to the flight crew members of the safe operation of the aeroplane.

**Aeroplane system.** Includes all elements of equipment necessary for the control and performance of a particular major function. It includes both the equipment specifically provided for the function in question and other basic related aeroplane equipment, such as that required to supply power for the equipment operation. The engine is not considered to be an aeroplane system.

**Aeroplane.** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Agreement summary.** When an aircraft is operating under an Article 83 bis agreement between the State of Registry and another State, the agreement summary is a document transmitted with the Article 83 bis agreement registered with the ICAO Council that identifies succinctly and clearly which functions and duties are transferred by the State of Registry to that other State.

*Note: The other State in the above definition refers to either the State of the Operator for commercial air transport operations or, for general aviation operations, to the State of the principal location of a general aviation operator.*

**Agricultural aircraft operation.** The operation of an aircraft for the purpose of:

- a) Dispensing any economic poison;
- b) Dispensing any other substance intended for plant nourishment, soil treatment, propagation of plant life, or pest control; or
- c) Engaging in dispensing activities directly affecting agriculture, horticulture, or forest preservation, but not including the dispensing of live insects.

**Aided night flight.** For a flight in which a pilot uses night vision goggles, the portion of the flight in which the pilot uses night vision goggles to maintain visual surface reference.

**Air navigation facility.** Any facility used in, available for use in, or designed for use in aid of air navigation, including aerodromes, landing areas, lights, any apparatus or equipment for disseminating weather information, for signalling, for radio directional finding, or for radio or other electrical communication, and any other structure or mechanism having a similar purpose for guiding or controlling flight in the air or the landing and take-off of aircraft.

**Air Operator.** Any organization which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement. (Law)

**Air operator certificate (AOC).** A certificate authorising an operator to carry out specified commercial air transport operations. (Law)



**Air operator security programme.** Each Contracting State shall establish and implement a written national civil aviation security programme to safeguard civil aviation operations against acts of unlawful interference, through regulations, practices, and procedures that take into account the safety, regularity, and efficiency of flights.

**Airborne collision avoidance system (ACAS).** An aircraft system based on secondary surveillance radar (SSR) transponder signals which operates independently of ground-based equipment to provide advice to the pilot on potential conflicting aircraft that are equipped with SSR transponders.

**Airside.** The movement area of an aerodrome and adjacent terrain and buildings, or portions thereof, access to which is controlled.

**Air-taxiing.** Movement of a helicopter/vertical take-off and landing above the surface of an aerodrome, normally in ground effect and at a ground speed normally less than 37 km/h (20 kt).

*Note: The actual height may vary, and some helicopters may require air-taxiing 8 m (25 ft) above ground level to reduce ground-effect turbulence or provide clearance for cargo slingloads.*

**Air traffic.** All aircraft in flight or operating on the manoeuvring area of an aerodrome.

**Air traffic advisory service.** A service provided within advisory airspace to ensure separation, insofar as practical, between aircraft that are operating on IFR flight plans.

**Air traffic control clearance.** Authorization for an aircraft to proceed under conditions specified by an air traffic control unit.

*Note: For convenience, the term “air traffic control clearance” is frequently abbreviated to “clearance” when used in appropriate context. The abbreviated term “clearance” may be prefixed by the words: taxi, take-off, departure, en route, approach or landing, to indicate the particular portion of flight to which the air traffic control clearance relates.*

**Air Traffic Control (ATC) facility.** A building holding the persons and equipment responsible for providing ATC services (e.g., aerodrome tower, approach control, centre). May also be called air traffic control unit.

**Air traffic control service.** A service provided within advisory airspace that promotes the safe, orderly, and expeditious flow and separation of air traffic at aerodromes and during the approach, departure, and en route environments including aircraft that are operating on IFR flight plans. Also can be called air traffic advisory service or air traffic service.

**Air traffic service (ATS).** A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

**Air traffic services airspaces.** Airspaces of defined dimensions, alphabetically designated, within which specific types of flights may operate and for which air traffic services and rules of operation are specified.

*Note: ATS airspaces are classified as Class A to G.*

**Air traffic service (ATS) or air traffic control (ATC) route.** A specified route designed for channelling the flow of air traffic as necessary for the provision of

ATSs, defined by route specifications that include an ATS or ATC route designator, the track to or from significant points (way points), the distance between significant points, the reporting requirements, and as determined by the appropriate ATS or ATC authority, the lowest safe altitude.

*Note: ATS or ATC route is used to mean variously: airway, advisory route, controlled or uncontrolled route, or arrival or departure route.*

**Air traffic services reporting office.** A unit established for the purpose of receiving reports concerning air traffic services and flight plans submitted before departure.

*Note: An air traffic services reporting office may be established as a separate unit or combined with an existing unit, such as another air traffic services unit, or a unit of the aeronautical information service.*

**Airborne image recorder (AIR).** A device that uses a combination of cameras to collect and record information that reflects the status of various parts of the aircraft (internal and external). Source: EUROCAE ED-112 "Minimum Operational Performance Specification for Crash Protected Airborne Recorder Systems," March 2003, paragraph 1-1.5.1.

*Note: FAA definition of AIR: Equipment intended to record aircraft flight images and store the data in crash-protected memory to assist in accident or incident investigations. Source: FAA TSO-C176 "Aircraft Cockpit Image recorder Systems," 7/28/2006, paragraph 3.a.*

**Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

**Aircraft accident.** An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:

- (a) A person is fatally or seriously injured as a result of:
  - i. Being in the aircraft;
  - ii. Direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
  - iii. Direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew.
- (b) The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.



*Note 1 – For statistical uniformity only, an injury resulting in death within thirty days of the date of the date of the accident is classified as a fatal injury by ICAO.*

*Note 2 – An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.*

**Aircraft avionics.** A term designating any electronic device – including its electrical part – for use in an aircraft, including radio, automatic flight control and instrument systems.

**Aircraft category.** Classification of aircraft according to specified basic characteristics (e.g., aeroplane, helicopter, glider, free balloon, airship and powered-lift).

**Aircraft certificated for multi-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of two pilots.

**Aircraft certificated for single-pilot operation.** A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

**Aircraft component.** Any component part of an aircraft up to and including a complete powerplant and/or any operational/emergency equipment.

**Aircraft data recording system (ADRS).** A device or devices that use a combination of data providers to collect and record parameters that reflect the state and performance of an aircraft. Source: EUROCAE ED-155 "Minimum Performance Specification for Lightweight Flight Recording Systems," July 2009, paragraph 1-1.5.1

**Aircraft engine.** Any engine used, or intended to be used, for propulsion of aircraft and includes all parts, appurtenances, and accessories thereof other than propellers. (Law)

**Aircraft Flight Manual (AFM).** A manual, associated with the certificate of airworthiness, containing the limitations within which the aeroplane is to be considered airworthy and the instructions and information necessary to the flight crew members for the safe operation of the aeroplane.

**Aircraft operating manual (AOM).** A manual, acceptable to the State of the Operator, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems, and other material relevant to the operation of the aircraft.

*Note: The AOM is part of the operator's OM.*

**Aircraft piracy.** Any actual or attempted seizure or exercise of control, by force or violence, or by any other form of intimidation, with wrongful intent, of an aircraft within the jurisdiction of [BAG STATE]. (Law)

**Aircraft required to be operated with a co-pilot.** A type of aircraft that is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

**Aircraft security check.** An inspection of the interior of an aircraft to which passengers may have had access and an inspection of the hold for the purpose of

discovering suspicious objects, weapons, explosives, or other dangerous devices, articles, or substances.

**Aircraft security search.** A thorough inspection of the interior and exterior of an aircraft for the purpose of discovering suspicious objects, weapons, explosives, or other dangerous devices, articles, or substances.

**Aircraft Technical Log.** Documentation for an aircraft that includes the maintenance record for the aircraft and a record for each flight made by the aircraft. The aircraft technical log is comprised of a journey records section and a maintenance section.

**Aircraft tracking.** A process, established by the operator, that maintains and updates, at standardised intervals, a ground-based record of the four dimensional position of individual aircraft in flight.

**Aircraft type of.** All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

**Airframe.** The fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of a powerplant), and landing gear of an aircraft and their accessories and controls. (Part 1)

**Airman.** This term refers to:

- a) Any individual who engages, as the person in command or as pilot, mechanic, or member of the crew, or who navigates an aircraft while the aircraft is underway;
- b) Any individual in charge of the inspection, maintenance, overhauling, or repair of aircraft, and any individual in charge of the inspection, maintenance, overhauling, or repair of aircraft, aircraft engines, propellers, or appliances; or
- c) Any individual who serves in the capacity of flight operations officer. (Law)

**Air traffic service (ATS) surveillance service.** Indicates a service provided directly by means of an ATS surveillance system.

**Air-ground control radio station.** An aeronautical telecommunication station having primary responsibility for handling communications pertaining to the operation and control of aircraft in a given area.

**Airmanship.** The consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

**Airship.** A power-driven lighter-than-air aircraft.

**Airway.** A control area or portion thereof established in the form of a corridor.

**Air traffic service (ATS) surveillance system.** A generic term meaning variously, ADS-B, PSR, SSR, or any comparable ground-based system that enables the identification of aircraft.

*Note: A comparable ground-based system is one that has been demonstrated, by comparative assessment or other methodology, to have a level of safety and performance equal to or better than monopulse SSR.*

**Air traffic service (ATS) unit.** A generic term meaning variously, ATC unit, flight information centre, or ATS reporting office.

**Airworthiness approval tag** (CAA form). A tag (Model CAA Form AAT) that may be attached to a part. The tag must include the part number, serial number, and current life status of the part. Each time the part is removed from a type certificated product, a new tag must be created or the existing tag must be updated with the current life status. The Model CAA Form AAT has two distinct purposes – (1) as a certification of release to service of a part, component or assembly after maintenance, preventive maintenance, overhaul or rebuilding, and (2) for shipping of a newly manufactured part.

**Airworthiness data.** Any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft, or serviceability of operational and emergency equipment, as appropriate, is assured.

**Airworthiness directive.** Continuing airworthiness information that applies to the following products: aircraft, aircraft engines, propellers, and appliances. An airworthiness directive is mandatory if issued by the State of Design.

**Airworthiness release.** The air operator's aircraft are released for service following maintenance by a person specifically authorized by the air operator rather than by an individual or maintenance organization on their own behalf.

*Note: An airworthiness release is not the same as a maintenance release or a maintenance return to service as described in Parts 5 and 6. Regarding the airworthiness release, in effect, the person signing the release acts in the capacity of an authorized agent for the operator and is certifying that the maintenance covered by the release was accomplished according to the air operator's continuous maintenance programme. Normally, a release is required following inspections prescribed by the air operator's operations specifications and maintenance activities involving inspections, and any other significant maintenance. A copy of the airworthiness release must be given to the pilot in command before the aircraft commences operations. In addition, the air operator should designate when an airworthiness release is required. The air operator is obligated to designate, by name or occupational title, each licensed AMT or maintenance organization authorized to execute the airworthiness release. In addition, the air operator should designate when an airworthiness release is required.*

**Air-taxiing.** Movement of a helicopter/VTOL above the surface of an aerodrome, normally in ground effect and at a ground speed normally less than 37 km/h (20 kt).

*Note. The actual height may vary, and some helicopters may require air-taxiing above 8 m (25 ft) AGL to reduce ground effect turbulence or provide clearance for cargo slingloads.*

**Airworthy.** The status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation.

**Alerting service.** A service provided to notify appropriate organizations regarding aircraft in need of search and rescue aid, and assist such organizations as required.

**Alternate aerodrome.** An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or land at the aerodrome of intended landing. Alternate aerodromes include the following:

- (a) Take-off alternate. An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.
- (b) En-route alternate. An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition en route.
- (c) Destination alternate. An alternate aerodrome to which an aircraft may proceed should it become either impossible or inadvisable to land at the aerodrome of intended landing.

*Note: The aerodrome from which a flight departs may also be an en-route or a destination alternate aerodrome for that flight.*

**Alternate means of compliance.** A pre-approved manner of achieving regulatory compliance that has been determined to be an acceptable substitute to the regulatory requirements.

*Note: An example of alternate means of compliance would be the CAA's approval of reduced flight time from 40 hours to 35 hours for a PPL(A) when training is conducted in an Approved Training Organization.*

**Alternative means of compliance.** An approved alternative from those prescribed approaches that has been demonstrated to consistently achieve or exceed the desired outcomes as intended through regulation.

*Note: An example of an alternative means of compliance would be the Authority's approval of reduced flight time from 40 hours to 35 hours for a PPL(A) when training is conducted in an ATO.*

**Altimetry system error (ASE).** The difference between the altitude indicated by the altimeter display, assuming a correct altimeter barometric setting, and the pressure altitude corresponding to the undisturbed ambient pressure.

**Altitude.** The vertical distance of a level, a point or an object considered as a point, measured from mean sea level (MSL).

**Annexes to the Chicago Convention.** The documents issued by the International Civil Aviation Organization (ICAO) containing the Standards and Recommended Practices applicable to civil aviation. (Law)

**Anticipated operating conditions.** Those conditions which are known from experience or which can be reasonably envisaged to occur during the operational life of the aircraft taking into account the operations for which the aircraft is made eligible, the conditions so considered being relative to the meteorological state of the atmosphere, to the configuration of terrain, to the functioning of the aircraft, to the efficiency of personnel and to all the factors affecting safety in flight. Anticipated operating conditions do not include:

Those extremes which can be effectively avoided by means of operating procedures; and

Those extremes which occur so infrequently that to require the Standards to be met in such extremes would give a higher level of airworthiness than experience has shown to be necessary and practical.

**Appliances.** Instruments, equipment, apparatus, parts, appurtenances, or accessories, of whatever description, which are used, or are capable of being or

intended to be used, in the navigation, operation, or control of aircraft in flight (including parachutes and including communication equipment and any other mechanism or mechanisms installed in or attached to aircraft during flight), and which are not part or parts of aircraft, aircraft engines, or propellers.

**Approach and landing phase – helicopters.** That part of the flight from 300 m (1 000 ft) above the elevation of the FATO, if the flight is planned to exceed this height, or from the commencement of the descent in the other cases, to landing or to the balked landing point.

**Approach control service.** Air traffic control service for arriving or departing controlled flights.

**Approach control unit.** A unit established to provide air traffic control service to controlled flights arriving at, or departing from, one or more aerodromes.

**Approach procedure with vertical guidance (APV).** A performance-based navigation (PBN) instrument approach procedure designed for 3D instrument approach operations Type A.

**Appropriate airworthiness requirements.** The comprehensive and detailed airworthiness codes established, adopted or accepted by a Contracting State for the class of aircraft, engine or propeller under consideration.

**Appropriate ATS or ATC authority.** The relevant authority designated by [BAG STATE] responsible for providing air traffic services in the airspace concerned.

**Appropriate authority.**

- (a) *Regarding flight over the high seas: The relevant authority of the State of Registry.*
- (b) *Regarding flight other than over the high seas: The relevant authority of the State having sovereignty over the territory being overflown.*

**Approval.** As relating to dangerous goods in Parts 8 and 9 of these regulations, a provision in ICAO Annex 18 states that an approval is an authorization granted by an appropriate national authority for:

- (a) The transport of dangerous goods forbidden on passenger and/or cargo aircraft where the Technical Instructions state that such goods may be carried with an approval; or
- (b) Other purposes as provided for in the Technical Instructions.

*Note 1: In the absence of a specific reference in the Technical Instructions allowing the granting of an approval, an exemption may be sought.*

*Note 2: See definition below for Technical Instructions.*

**Approval for return to service.** A document that contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the AMO Procedures Manual or under an equivalent system.

**Approval for return to service.** See maintenance release.

**Approved.** Accepted by a Contracting State as suitable for a particular purpose.

*Note: A rule of construction in paragraph (a)(6) of subsection 1.1.1.1 that means the Authority has reviewed the method, procedure, or policy in question and issued a formal written approval.*

**Area control service.** Air traffic control service for controlled flights in control areas.

**Approved by the Authority.** Approved by the Authority directly or in accordance with a procedure approved by the Authority.

**Approved continuous maintenance programme.** A maintenance programme approved by the State of Registry.

**Approved curriculum.** A set of special training courses in an area of specialization offered by an ATO which is approved by the Authority.

**Approved data.** Technical information approved by the Authority.

**Approved Maintenance Organization (AMO).** An organization approved by the Authority, in accordance with MCAR Part 6, to perform specific aircraft maintenance activities by the Authority. These activities may include the inspection, overhaul, maintenance, repair and/or modification and release to service of aircraft or aeronautical products.

**Approved standard.** A manufacturing, design, maintenance, or quality standard approved by the Authority.

**Approved Training Organization (ATO).** An organization approved by the Authority, in accordance with CAR Part 3, to perform flight crew training and other training approved by the Authority. An organization approved by and operating under the supervision of a Contracting State in accordance with the requirements of Annex 1 to perform approved training

**Approved training.** Training carried out under special curricula and supervision approved by the Authority.

**Apron.** A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

**Area control centre.** A unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction.

**Area Navigation (RNAV).** A method of navigation which permits aircraft operations on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these. Note - Area navigation includes performance-based navigation as well as other operations that do not meet the definitions of performance-based navigation.

**Article.** Any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part.

**ATS or ATC route.** A specified route designed for channelling the flow of air traffic as necessary for the provision of air traffic services, defined by route specifications that include an ATS or ATC route designator, the track to or from significant points (way points), distance between significant points, reporting requirements, and as determined by the appropriate ATS or ATC authority, the lowest safe altitude.

*Note: The term "ATS" or "ATC" route is used to mean variously, airway, advisory route, controlled or uncontrolled route, arrival or departure route.*

**Authorized instructor.** A person who:



- (a) Holds a valid ground instructor certificate issued under Part 2 when conducting ground training;
- (b) Holds a current flight instructor certificate issued under Part 2 when conducting ground training or flight training; or
- (c) Is authorized by the Authority to provide ground training or flight training under Part 2 and Part 3.

**Authority.** The civil aviation authority responsible for the oversight of civil aviation in [BAG STATE].

**Automatic dependent surveillance (ADS).** A surveillance technique in which aircraft automatically provide, via a data link, data derived from on-board navigation and position-fixing systems, including aircraft identification, four-dimensional position and additional data as appropriate.

**Automatic dependent surveillance (ADS) agreement.** An ADS reporting plan that establishes the conditions of ADS data reporting (i.e., data required by the ATS or control unit and frequency of ADS reports that shall be agreed to prior to the provision of the ADS services).

**Automatic dependent surveillance – broadcast (ADS-B).** A means by which aircraft, aerodrome vehicles and other objects can automatically transmit and/or receive data such as identification, position and additional data, as appropriate, in a broadcast mode via a data link.

**Automatic dependent surveillance – contract (ADS-C).** A means by which the terms of an ADS-C agreement will be exchanged between the ground system and the aircraft, via a data link, specifying under what conditions ADS-C reports would be initiated, and what data would be contained in the reports.

*Note. The abbreviated term “ADS contract” is commonly used to refer to ADS event contract, ADS periodic contract or an emergency mode.*

**Automatic deployable flight recorder (ADFR).** A combination flight recorder installed on the aircraft which is capable of automatically deploying from the aircraft.

**ADS-C agreement.** A reporting plan which establishes the conditions of ADS-C data reporting (i.e. data required by the air traffic services unit and frequency of ADS-C reports which have to be agreed to prior to using ADS-C in the provision of air traffic services).

*Note. The terms of the agreement will be exchanged between the ground system and the aircraft by means of a contract, or a series of contracts.*

**Aviation medical assessor.** A physician, appointed by the Licensing Authority, who is qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

**Aviation Medical examiner.** A physician with training in aviation medicine and practical knowledge and experience of the aviation environment, who is designated by the Authority to conduct medical examinations of fitness of applicants for licenses or ratings for which medical requirements are prescribed.

**Balloon.** A non-power-driven lighter-than-air aircraft.

**Banner.** An advertising medium supported by a temporary framework attached externally to the aircraft and towed behind the aircraft.

**Behaviour detection.** Within an aviation security environment, the application of techniques involving the recognition of behavioural characteristics, including but not limited to physiological or gestural signs indicative of anomalous behaviour, to identify persons who may pose a threat to civil aviation.

**Cabin crew member.** A crew member who performs, in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft, but who shall not act as a flight crew member.

*Note: Cabin crew may or may not be licensed by the Authority.*

**Calendar day.** The period of elapsed time, using Coordinated Universal Time or local time, that begins at midnight and ends 24 hours later in the next midnight.

**Calendar month.** A period of a month beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered month (as 1 January through 31 January in the Gregorian calendar).

**Calendar year.** A period of a year beginning and ending with the dates that are conventionally accepted as marking the beginning and end of a numbered year (as January 1 through December 31 in the Gregorian calendar).

**Calibration.** A set of operations, performed in accordance with a definite documented procedure that compares the measurement performed by a measurement device or working standard with a recognised bureau of standards for the purpose of detecting and reporting or eliminating adjustment errors in the measurement device, working standard, or aeronautical product tested.

**Cargo.** Any property carried on an aircraft other than mail and accompanied or mishandled baggage.

**Cargo aircraft.** Any aircraft carrying goods or property but not passengers. In this context the following are not considered to be passengers:

- (a) A crew member.
- (b) An operator's employee permitted by, and carried in accordance with, the instructions contained in the Operations Manual.
- (c) An authorized representative of an Authority.
- (d) A person with duties in respect of a particular shipment on board.

**Causes.** As relating to an aircraft accident or incident, actions, omissions, events, conditions, or a combination thereof which led to the accident or incident. (ICAO Annex 13)

**Ceiling.** The height above the ground or water of the base of the lowest layer of cloud below 6,000 metres (20,000 feet) covering more than half the sky.

**Certificate of Airworthiness.** A certificate, issued by the State of Registry, when the aircraft has been deemed fit and safe for flight and in conformity with the type design approved by the State of Design and maintained in accordance with the continuing airworthiness requirements of the State of Registry.

*Note: Definition of Certificate of Airworthiness is developed by using primarily the definition of Transport Canada with additional ICAO material.*

**Certify as airworthy.** The act of completing a maintenance release by a properly authorized person after the modification, overhaul, repair or inspection of an aircraft or aeronautical product by which the aircraft or aeronautical part is cleared for use in flight as meeting the requirements of the airworthiness certificate of Liberia.



**Certifying staff.** Those personnel who are authorized by the Approved Maintenance Organization in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service.

**Change over point.** The point at which an aircraft navigating on an ATC route segment defined by reference to very high frequency omnidirectional radio ranges is expected to transfer its primary navigational references from the facility behind the aircraft to the next facility ahead of the aircraft.

*Note: Change-over-points are established to provide the optimum balance in respect of signal strength and quality between facilities at all levels to be used and to ensure a common source of azimuth guidance for all aircraft operating along the same portion of a route segment.*

**Check person.** A qualified person who is authorized by the Authority to conduct an evaluation of either an AOC holders flight crew (pilots, flight engineers, or flight navigators), cabin crew, or flight operations officer. Terms that may be used to describe this person, depending upon responsibilities, are: check pilot, check flight engineer, check flight navigator, check cabin crew member, and check flight operations officer. Check persons for flight crew may be further authorized to perform checks in either an aircraft or simulator as defined below.

**Check person (aircraft).** A person who is qualified, authorized by the Authority,, to conduct flight crew evaluation in an aircraft, in a flight simulation training device for a particular type aircraft, for a particular AOC holder.

**Check person (simulator).** A person who is qualified, and authorized by the Authority, to conduct a flight crew evaluation, but only in a flight simulation training device for a particular type aircraft, for a particular AOC holder.

**Chicago Convention.** ("Convention") The Convention on International Civil Aviation concluded in Chicago, Illinois, of the United States of America, in 1944, in effect, 1947. The Articles of the Chicago Convention govern the actions of the contracting States in matters of international civil aviation safety directly and through the Annexes to the Convention, which set forth ICAO Standards and Recommended Practices. (Law)

**Citizen of Liberia.** This term refers to one of the following:

- (a) An individual who is a citizen of Liberia
- (b) A partnership of which each member is a citizen of Liberia; or
- (c) A corporation or association created or organised and authorized under the laws of Liberia. (Law)

**Civil aircraft.** Any aircraft other than a state or public aircraft.

**Civil aviation.** The operation of any civil aircraft for the purpose of general aviation operations, aerial work or commercial air transport operations. (Law)

**Clearance limit.** The point to which an aircraft is granted an air traffic control clearance.

**Cockpit audio recording system.** A device that uses a combination of microphones and other audio and digital inputs to collect and record the aural environment of the cockpit and communications to, from and between the pilots. Source: EUROCAE ED-155 "Minimum Performance Specification for Lightweight Flight Recording Systems," July 2009, paragraph 1-1.5.1.

**COMAT.** Operator material carried on an operator's aircraft for the operator's own purposes.

**Combined vision system (CVS).** A system to display images from a combination of an enhanced vision system (EVS) and a synthetic vision systems (SVS).

**Command and control link (C2).** The data link between the remotely piloted aircraft and the remote pilot station for the purposes of managing the flight.

**Commercial air transport operation.** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire. (Law)

**Commercial air transport.** An aircraft operation involving the public transport of passengers, cargo, or mail for remuneration or hire. (Part 1)

**Common mark registering authority.** The authority maintaining the non-national register or, where appropriate, the part thereof, in which aircraft of an international operating agency are registered.

**Common mark.** A mark assigned by the International Civil Aviation Organization to the common mark registering authority registering aircraft of an international operating agency on other than a national basis.

**Company materials (COMAT).** Operator material carried on an operator's aircraft for the operator's own purposes.

**Competency.** A combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.

**Competency based training and assessment.** Training and assessment that are characterised by a performance orientation, emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

*Note: This training process is derived from a job and task analysis and is focused on the achievement of well-defined, benchmarked standards of performance as opposed to training programmes simply focused upon the acquisition of prescribed levels of experience.*

**Competency element.** An action that constitutes a task that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.

**Competency standard.** A level of performance that is defined as acceptable when assessing whether or not competency has been achieved.

**Competency unit.** A discrete function consisting of a number of competency elements.

**Complex aeroplane.** An aeroplane that has retractable landing gear, flaps, and a controllable pitch propeller; or in the case of a seaplane, flaps and a controllable pitch propeller.

**Composite.** Structural materials made of substances, including, but not limited to, wood, metal, ceramic, plastic, fiber-reinforced materials, graphite, boron, or epoxy, with built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material

**Computer system.** Any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function.

**Conditions.** Anything that may qualify a specific environment in which performance will be demonstrated.

**Configuration** (as applied to the aeroplane). A particular combination of the positions of the moveable elements, such as wing flaps and landing gear, etc., that affect the aerodynamic characteristics of the aeroplane.

**Configuration deviation list (CDL).** A list established by the organization responsible for the type design with the approval of the State of Design which identifies any external parts of an aircraft type which may be missing at the commencement of a flight, and which contains, where necessary, any information on associated operating limitations and performance correction.

**Congested area.** A city town or settlement, or open air assembly of people.

**Congested hostile environment.** A hostile environment within a congested area.

**Consignment.** One or more packages of dangerous goods accepted by an operator from one shipper at one time and at one address, receipted for in one lot and moving to one consignee at one destination address.

**Contaminated runway.** A runway is contaminated when a significant portion of the runway surface area (whether in isolated areas or not) within the length and width being used is covered by one or more of the substances listed in the runway surface condition descriptors.

**Continuing airworthiness maintenance programme.** A maintenance programme approved by the State of Registry.

**Continuing airworthiness records.** Records which are related to the continuing airworthiness status of an aircraft, engine, propeller or associated part.

**Continuing airworthiness.** The set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life.

**Continuous descent final approach (CDFA).** A technique, consistent with stabilized approach procedures, for flying the final approach segment (FAS) of a non-precision instrument approach (NPA) procedures as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre for the type of aircraft flown; for the FAS of an NPA procedure followed by a circling approach, the CDFA technique applies until circling approach minima (circling OCA/H) or visual flight manoeuvre altitude/height are reached.

**Contracting States.** All States that are signatories to the Convention on International Civil Aviation (Chicago Convention). (Part 1)

**Control area.** A controlled airspace extending upwards from a specified limit above the earth.

**Control zone.** A controlled airspace extending upwards from the surface of the earth to a specified upper limit.

**Controlled aerodrome.** An aerodrome at which air traffic control service is provided to aerodrome traffic.

*Note.— The term “controlled aerodrome” indicates that air traffic control service is provided to aerodrome traffic but does not necessarily imply that a control zone exists.*

**Controlled airspace.** An airspace of defined dimensions within which air traffic control service is provided in accordance with the airspace classification.

*Note: Controlled airspace is a generic term that covers ATC or ATS airspace Classes A, B, C, D, and E as described in ICAO Annex 11: 2.6.*

**Controlled flight into terrain (CFIT).** Occurs when an airworthy aircraft is flown, under the control of a qualified pilot, into terrain (water or obstacles) with inadequate awareness on the part of the pilot of the impending collision.

**Controlled flight.** Any flight which is subject to an air traffic control clearance.

**Controller-pilot data link communications (CPDLC).** A means of communication between controller and pilot, using data link for ATC communications.

**Conversion.** Conversion is the action taken by [BAG STATE] in issuing its own license on the basis of a license issued by another Contracting State for use on aircraft registered in [BAG STATE].

**Co-pilot.** A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.

*Note: Co-pilot as here defined is synonymous with the term "second-in-command" or "SIC".*

**Corporate aviation operation.** The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by (a) professional pilot(s) employed to fly the aircraft.

**Course.** A programme of instruction to obtain anteach knowledge, skills and/or competencies in a particular area or subject, or to maintain existing qualifications.

**Courseware.** Instructional material developed for each course or curriculum, including lesson plans, and other aides such as computer software programmes, audio-visual programmes, workbooks, and handouts.

**Credit.** Recognition of alternative means or prior qualifications.

**Crew Member.** A person assigned by an operator to duty on an aircraft during a flight duty period.

**Crew Resource Management.** A programme designed to improve the safety of flight operations by optimising the safe, efficient, and effective use of human resources, hardware, and information through improved crew communication and co-ordination.

**Critical engine.** Any engine whose failure give the most adverse effect on the aircraft characteristics relative to the case under consideration.

*Note. On some aircraft there may be more than one equally critical engine. In this case, the expression "the critical engine" means one of those critical engines.*

**Critical phases of flight.** Those portions of operations involving taxiing, take-off and landing, and all flight operations below 10,000 feet, except cruise flight.

**Critical power-unit(s).** The power-unit(s) failure of which gives the most adverse effect on the aircraft characteristics relative to the case under consideration.

*Note – On some aircraft there may be more than one equally critical power-unit. In this case, the expression “the critical power-unit” means one of those critical power-units.*

**Cross country.** A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.

**Cross-country time.** That time a pilot spends in flight in an aircraft which includes a landing at a point other than the point of departure and, for the purpose of meeting the cross-country time requirements for a private pilot license (except with a rotorcraft rating), commercial pilot license, or an instrument rating, includes a landing at an aerodrome which must be a straight-line distance of more than 50 nautical miles from the original point of departure.

**Cruise climb.** An aeroplane cruising technique resulting in a net increase in altitude as the aeroplane mass decreases.

**Cruise relief pilot.** A flight crew member who is assigned to perform pilot tasks during cruise flight to allow the PIC or a co-pilot to obtain planned rest.

**Cruising level.** A level maintained during a significant portion of a flight.

**Current flight plan.** The flight plan, including changes, if any, brought about by subsequent clearances.

**Curriculum.** A set of courses in an area of specialization offered as part of a training programme.

**Danger area.** An airspace of defined dimensions within which activities dangerous to the flight of the aircraft may exist at specified times.

**Dangerous goods.** Articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the ICAO Technical Instructions (see definition below) or which are classified according to those Instructions.

*Note - Dangerous goods are classified in ICAO Annex 18, Chapter 3.*

**Dangerous goods accident.** An occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage.

**Dangerous goods incident.** An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is deemed to constitute a dangerous goods incident.

**Dangerous goods transport document.** A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air. It is completed by the person who offers dangerous goods for air transport and contains information about those dangerous goods. The document bears a signed declaration indicating that the dangerous goods are fully and accurately described by their proper shipping names and UN numbers (if assigned) and that they are correctly classified, packed, marked, labelled and in a proper condition for transport.

*Note: See definition below for Technical Instructions.*

**Data link communications.** A form of communication intended for the exchange of messages via a data link.

**Data link recording system.** A device that records those messages whereby the flight path of the aircraft is authorized, controlled directly or indirectly, and which are relayed over a digital data-link rather than by voice communication. Source: EUROCAE ED-155 "Minimum Performance Specification for Lightweight Flight Recording Systems," July 2009, paragraph 1-1.5.1.

**Deadhead Transportation.** Time spent in transportation on aircraft (at the insistence of the AOC holder) to or from a crew member's home station.

**Decision altitude (DA) or decision height (DH).** A specified altitude or height in a 3D instrument approach operation at which a missed approach must be initiated if the required visual reference to continue the approach has not been established.

*Note 1: Decision altitude (DA) is referenced to mean sea level and decision height (DH) is referenced to the threshold elevation.*

*Note 2: The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In Category III operations with a decision height that required visual reference is that specified for the particular procedure and operation.*

*Note 3: For convenience where both expressions are used they may be written in the form "decision altitude/height" and abbreviated "DA/H".*

**Defined point after take-off (DPATO).** The point, within the take-off and initial climb phase, before which the Class 2 helicopter's ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required.

**Defined point before landing (DPBL).** The point, within the approach and landing phase, after which the Class 2 helicopter's ability to continue the flight safely, with one engine inoperative, is not assured and a forced landing may be required.

**Design landing mass.** The maximum mass of the aircraft at which, for structural design purposes, it is assumed that it will be planned to land.

**Design take-off mass.** The maximum mass at which the aircraft, for structural design purposes, is assumed to be planned to be at the start of the take-off run.

**Design taxiing mass.** The maximum mass of the aircraft at which structural provision is made for load liable to occur during use of the aircraft on the ground prior to the start of take-off.

**Designated Examiner.** Any person designated by the Authority to act as a representative of the Authority in examining, inspecting, and testing persons for the purposes of issuing licenses, ratings, or certificates.

**Designated postal operator.** Any governmental or non-governmental entity officially designated by a Universal Postal Union (UPU) member country to operate postal services and to fulfil the related obligations arising from the acts of the UPU Convention on its territory.

**Detect and avoid.** The capability to see, sense or detect conflicting traffic or other hazards and take the appropriate action.



**Directly in Charge.** As applied to an Approved Maintenance Organization in Part 6 - Means an appropriately licensed person having the responsibility for the work of an approved maintenance organization that performs maintenance, preventive maintenance, modifications, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.

**Director.** The Director of Civil Aviation appointed under this Act. (Law)

**Discrete source damage.** Structural damage of the aeroplane that is likely to result from: impact with a bird, uncontained fan blade failure, uncontained engine failure, uncontained high-energy rotating machinery failure or similar causes.

**Disruptive passenger.** A passenger who fails to respect the rules of conduct at an aerodrome or on board an aircraft or to follow the instructions of aerodrome personnel or crew members and thereby disturbs the good order and discipline at the aerodrome or on board the aircraft.

**Dry lease.** The lease of an aircraft without the crew.

**Dry runway.** A runway is considered dry if its surface is free of visible moisture and not contaminated within the area intended to be used.

**Dual instruction time.** Flight time during which a person is receiving flight instruction from a properly authorized pilot on board the aircraft.

**Duty period.** As related to an air operator, a period which starts when flight or cabin crew personnel are required by an operator to report for or to commence a duty and ends when that person is free from all duties.

**Duty time.** The total time from the moment a person identified in these regulations begins, immediately after a rest period, any work on behalf of the certificate holder until that person is free from all restraint associated with that work.

**Duty.** Any task that flight or cabin crew members are required by the operator to perform, including for example, flight duty, administrative work, training, positioning and standby when it is likely to induce fatigue.

**Economic poison.** Any substance or mixture of substances intended for:

Preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, except viruses on or in living human beings or other animals, which the Liberia may declare to be a pest, and

Use as a plant regulator, defoliant or desiccant.

**Effective length of the runway.** The distance for landing from the point at which the obstruction clearance plane associated with the approach end of the runway intersects the centreline of the runway to the far end.

**Electronic flight bag (EFB).** An electronic information system, comprised of equipment and applications, for flight crew which allows for storing, updating, displaying and processing of EFB functions to support flight operations or duties.

**Elevated heliport.** A heliport located on a raised structure on land.

**Emergency Locator Transmitter (ELT).** A generic term describing equipment which broadcast distinctive signals on designated frequencies and, depending on application, may be automatically activated by impact or be manually activated. An ELT may be any of the following:

**Automatic fixed ELT.** An automatically activated ELT which is permanently attached to an aircraft.

**Automatic portable ELT.** An automatically activated ELT which is rigidly attached to an aircraft but readily removable from the aircraft.

**Automatically deployable ELT.** An ELT which is rigidly attached to an aircraft and which is automatically deployed and activated by impact, and in some cases, also be hydrostatic sensors. Manual deployment is also provided.

**Survival ELT.** An ELT which is removable from an aircraft, stowed so as to facilitate its ready use in an emergency, and manually activated by survivors.

**ELT battery useful life.** The length of time after its date of manufacture or recharge that the battery or battery pack may be stored under normal environmental conditions without losing its ability to allow the ELT to meet the applicable performance standards.

**ELT battery expiration date.** The date of battery manufacture or recharge plus one half of its useful life.

**Engine.** A unit used or intended to be used for aircraft propulsion. It consists of at least those components and equipment necessary for function and control, but excludes the propeller/rotors (if applicable).

**Enhanced Ground Proximity Warning (EGPWS).** A forward looking warning system that uses the terrain data base for terrain avoidance.

**Enhanced vision system (EVS).** A system to display electronic real-time images of the external scene achieved through the use of image sensors.

*Note: EVS does not include night vision imaging systems (NVIS).*

**En-route phase.** That part of the flight from the end of the take-off and initial climb phase to the commencement of the approach and landing phase.

*Note: Where adequate obstacle clearance cannot be guaranteed visually, flights must be planned to ensure that obstacles can be cleared by an appropriate margin. In the event of failure of the critical engine, operators may need to adopt alternative procedures.*

**Equivalent system of maintenance.** An AOC holder may conduct maintenance activities through an arrangement with an AMO or may conduct its own maintenance, preventive maintenance, or modifications, so long as the AOC holder's maintenance system is approved by the Authority and is equivalent to that of an AMO, except that the approval for return to service of an aircraft/aeronautical product shall be made by an appropriately licensed aviation maintenance technician or aviation repair specialists in accordance with Part 2, as appropriate.

**Error.** As relates to the flight crew, an action or inaction by the flightcrew that leads to deviations from organizational or flight crew intentions or expectations. (ICAO Annex 1)

**Error management.** The process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors, and mitigate the probability of errors or undesired aircraft state.



*Note: See Attachment C to Chapter 3 of the Procedures for Air Navigation Services – Training, (ICAO Doc 9868, PANS-TRG) and ICAO Circular 314, Threat and Error Management (TEM) in Air Traffic Control, for a description of undesired states.*

**Estimated off-block time.** The estimated time at which the aircraft will commence movement associated with departure.

**Estimated time of arrival.** For IFR flights, the time at which it is estimated that the aircraft will arrive over that designated point, defined by reference to navigation aids, from which it is intended that approach procedure will be commenced, or if no navigation aid is associated with the aerodrome, the time at which the aircraft will arrive over the aerodrome. For VFR flights, the time at which it is estimated that the aircraft will arrive over the aerodrome.

**Evaluator.** A person employed by a certified Approved Training Organization who performs tests for licensing, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specification, and who is authorized by the Authority to administer such checks and tests. (Part 1)

**Examiner.** Any person authorized by the Authority to act as a representative of the Authority in examining, inspecting, and testing persons and aircraft for the purpose of issuing licenses, ratings and certificates. **Exception.** As it related to dangerous goods in Part 9 - A provision in ICAO Annex 18 which excludes a specific item of dangerous goods from the requirements normally applicable to that item.

**Expected approach time.** The time at which ATC expects that an arriving aircraft, following a delay, will leave the holding fix to complete its approach for a landing.

*Note: The actual time of leaving the holding fix will depend upon the approach clearance.*

**Extended diversion time operations (EDTO).** Any operation by an aeroplane with two or more turbine engines where the diversion time to an en-route alternate aerodrome is greater than the threshold time established by the State of the Operator.

**Extended diversion time operations (EDTO) critical fuel.** The fuel quantity necessary to fly to an en-route alternate aerodrome considering at the most critical point on the route, the most limiting system failure.

**Extended diversion time operations (EDTO) significant system.** An aeroplane system whose failure or degradation could adversely affect the safety particular to an EDTO flight, or whose continued functioning is specifically important to the safe flight and landing of an aeroplane during an extended diversion time operations diversion.

**Extended flight over water.** A flight operated over water at a distance of more than 93km (50 NM), or 30 minutes at normal cruising speed, whichever is the lesser, away from land suitable for making an emergency landing.

**Extended overwater operation.** With respect to aircraft other than helicopters, an operation over water at a horizontal distance of more than 50 nm from the nearest shoreline; and to helicopters, an operation over water at a horizontal distance of more than 50 nm from the nearest shoreline and more than 50 nm from an offshore heliport structure.

**Facility.** A physical plant, including land, buildings, and equipment, which provides a means for the conduct of the activities approved by the Authority for an approved or certificated entity.

**Factor of safety.** A design factor used to provide for the possibility of loads greater than those assumed, and for uncertainties in design and fabrication.

**Fatal injury.** As relates to an aircraft accident, any injury which results in death within 30 days of the accident. (ICAO Annex 13)

**Fatigue.** A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, Circadian phase, and/or workload (mental and/or physical activity) that can impair a person alertness and ability to perform safety related operational duties.

**Fatigue risk management system (FRMS).** A data-driven means of continuously monitoring and managing fatigue-related safety risks, based upon scientific principles and knowledge as well as operational experience that aims to ensure relevant personnel are performing at adequate levels of alertness.

**Filed flight plan.** The flight plan as filed with an air traffic service unit by the pilot or a designated representative, without any subsequent changes.

**Final approach and take-off area (FATO).** A defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced. Where the FATO is to be used by performance Class 1 helicopters, the defined area includes the rejected take-off area available.

**Final approach segment (FAS).** The segment of an instrument approach procedures in which alignment and descent for landing are accomplished.

**Finding.** A conclusion by audit personnel that demonstrates non-conformity with a specific standard.

**Fire resistant.** The capability to withstand the application of heat by a flame for a period of 5 minutes.

*Note: The characteristics of an acceptable flame can be found in ISO 2685, Aircraft – Environmental test procedure for airborne equipment – Resistance to fire in designated fire zones.*

**Fireproof.** The capability to withstand the application of heat by a flame for a period of 15 minutes.

*Note: The characteristics of an acceptable flame can be found in ISO 2685*

**Fireproof material.** A material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose.

**Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during flight duty period.

**Flight data analysis.** A process of analysing recorded flight data in order to improve the safety of flight operations.

**Flight duty period.** A period which commences when a flight or cabin crew member is required to report for duty that includes a flight or a series of flights, and which finishes when the aeroplane finally comes to rest and the engines are shut down at the end of the last flight on which he/she is crew member.

**Flight information centre.** A unit established to provide flight information service and alerting service.

**Flight information region.** An airspace of defined dimensions within which flight information service and alerting service are provided.

**Flight information service.** A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

**Flight(s).** The period from take-off to landing.

**Flight level.** A surface of constant atmospheric pressure which is related to a specific pressure datum, 1,013.2 hectopascals (hPa), and is separated from other surfaces by specific pressure intervals.

*Note 1.— A pressure type altimeter calibrated in accordance with the Standard Atmosphere:*

- a) *when set to a QNH altimeter setting, will indicate altitude;*
- b) *when set to a QFE altimeter setting, will indicate height above the QFE reference datum;*
- c) *when set to a pressure of 1 013.2 hPa, may be used to indicate flight levels.*

*Note 2.— The terms “height” and “altitude”, used in Note 1 above, indicate altimetric rather than geometric heights and altitudes.*

**Flight manual.** A manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions information necessary to the flight crew members for the safe operation of the aircraft.

**Flight operations officer/flight dispatcher.** A person designated by the operator to engage in the control and supervision of flight operations, whether licensed or not, suitably qualified in accordance with Annex 1, who supports, briefs and/or assists the pilot-in-command in the safe conduct of the flight.

**Flight plan.** Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

**Flight recorder.** Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation.

**Flight safety document system.** A set of inter-related documentation established by the operator, compiling and organising information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator’s maintenance control manual.

**Flight simulation training device (FSTD).** Any one of the following three types of apparatus in which flight conditions are simulated on the ground:

- (a) A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated
- (b) A flight procedures trainer, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class.

- (c) A basic instrument flight trainer, which is equipped with appropriate instruments and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions.

**Flight status.** An indication of whether a given aircraft requires special handling by air traffic services units or not.

**Flight time.** The period of time that the aircraft moves under its own power for the purpose of flight and ends when the aircraft comes to rest after it is parked, with engine(s) shut down if applicable.

*Note: Flight time as here defined is synonymous with the term "block-to-block" time or "chock-to-chock" time in general usage, which is measured from the time an aircraft moves from the loading point until it stops at the unloading point .*

**Flight time—** aeroplane. The total time from the moment an aeroplane first moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight.

**Flight time—** glider. The total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight.

*Note.— Flight time as here defined is synonymous with the term "block to block" time or "chock to chock" time in general usage which is measured from the time an aeroplane first moves for the purpose of taking off until it finally stops at the end of the flight.*

**Flight time—helicopter.** The total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped.

**Flight time – remotely piloted aircraft (RPA) systems.** The total time from the moment a C2 link is established between the RPS and the RPA for the purpose of taking off or from the moment the remote pilot receives control following a handover until the moment the remote pilot completes a handover or the C2 link between the RPS and the RPA is terminated at the end of the flight.

**Flight training.** Training, other than ground training, received from an authorized instructor in flight in an aircraft.

**Flight visibility.** The visibility forward from the cockpit of an aircraft in flight.

**Foreign air operator.** Any operator, not being a [BAG STATE] air operator, which undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in commercial air transport operations within borders or airspace of [BAG STATE], whether on a scheduled or charter basis; (Law)

**Foreign Authority.** The civil aviation authority that issues and oversees the Air Operator Certificate of the foreign operator.

**Freight container in the case of radioactive material transport.** An article of transport equipment designed to facilitate the transport of packaged goods, by one or more modes of transport without intermediate reloading. It must be of a permanent enclosed character, rigid and strong enough for repeated use, and must be fitted with devices facilitating its handling, particularly in transfer between aircraft and from one mode of transport to another. A small freight container is that which has either an overall outer dimension less than 1.5 m,

or an internal volume of not more than 3m<sup>3</sup>. Any other freight container is considered to be a large freight container.

**Freight container.** See unit load device.

**General aviation operation.** An aircraft operation other than a commercial air transport operation or aerial work operation. (Law)

**Glider.** A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces, which remain, fixed under given conditions of flight. (Part 1)

**Ground handling.** Services necessary for an aircraft's arrival at, and departure from, an aerodrome, other than air traffic services.

**Ground Proximity Warning System (GPWS).** A warning system that uses radar altimeters to alert the pilots of hazardous flight conditions.

**Ground visibility.** The visibility at an aerodrome, as reported by an accredited observer or by automatic means.

**Gyroplane.** A heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axes.

**Handling agent.** An agency which performs on behalf of the operator some or all of the latter's functions including receiving, loading, unloading, transferring or other processing of passengers or cargo.

**Handover.** The act of passing piloting control from one RPS to another.

**Hazard.** A condition or an object with the potential to cause injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

**Head-up display (HUD).** A display system that presents flight information into the pilot's forward external field of view.

**Heading.** The direction in which the longitudinal axis of an aircraft is pointed, usually expressed in degrees from North (true, magnetic, compass or grid).

**Heavier-than-air aircraft.** Any aircraft deriving its lift in flight chiefly from aerodynamic forces.

**Height.** The vertical distance of a level, a point or an object considered a point, measured from a specified datum.

**Helicopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axis. (Part 1)

Categories:

- (a) Category A. A multi-engine helicopter designed with engine and system isolation features specified in ICAO Annex 8, Part IVB, and capable of operations using take-off and landing data scheduled under a critical engine failure concept which assures adequate designed surface area and adequate performance capability for continued safe flight or safe rejected take-off.
- (b) Category B. A single engine or multi-engined helicopter which does not meet Category A standards. Category B helicopters have no guaranteed capability to continue safe flight in the event an engine failure, and a forced landing is assumed.

*Note 1: See also definitions for operations in performance Class 1, Class 2 and Class 3, below.*

*Note 2: Helicopters operating as Class 1 or 2 should be certified as Category A. Helicopters operating as Class 3 should be certified as either Category A or B (or equivalent).*

*Note 3: Some States use the term “rotorcraft” as an alternative to “helicopter.”*

**Helideck.** A heliport located on a floating or fixed offshore structure.

**Heliport.** An aerodrome or defined area on a structure intended to be used wholly or in part for the arrival, departure, and surface movement of helicopters.

**Heliport operating minima.** The limits of usability of a heliport for:

- (a) *Take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions;*
- (b) *Landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions; and*
- (c) *Landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) appropriate to the type and/or category of the operation.*

**High-risk cargo or mail.** Cargo or mail presented by an unknown entity or showing signs of tampering shall be considered high risk if, in addition, it meets one of the following criteria:

- (a) Specific intelligence indicates that the cargo or mail poses a threat to civil aviation;
- (b) The cargo or mail shows anomalies that give rise to suspicion; or
- (c) The nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft.

*Note: Regardless of whether the cargo or mail comes from a known or an unknown entity, a State’s specific intelligence about a consignment may render it as high risk.*

**High Speed Aural Warning.** A speed warning that is required for turbine-engined airplanes and airplanes with a  $V_{MO}/M_{MO}$  greater than  $0.80 V_{DF}/M_{DF}$  or  $V_D/M_D$ .

**Holdover time.** The estimated time de-icing/anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft. Holdover time begins when the final application of de-icing or anti-icing fluid commences and expires when the de-icing or anti-icing fluid applied to the aircraft loses its effectiveness.

**Hostile environment.** An environment in which:

- (a) A safe forced landing cannot be accomplished because the surface and surrounding environment are inadequate;
- (b) The helicopter occupants cannot be adequately protected from the elements;
- (c) Search and rescue response/capability is not provided consistent with anticipated exposure; or



- (d) There is an unacceptable risk of endangering persons or property on the ground.

**Housing.** As it related to Approved Maintenance Organizations in Part 6 - Buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organization that:

- (a) *Provide working space for the performance of maintenance, preventive maintenance, or modifications for which the maintenance organization is approved and rated; and*
- (b) *Provide structures for the proper protection of aircraft, airframes, aircraft engines, propellers, appliances, components, parts, and subassemblies thereof during disassembly, cleaning, inspection, repair, modification, assembly, and testing; and*
- (c) *Provide for the proper storage, segregation, and protection of materials, parts, and supplies.*

**Human factors principles.** Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.

**Human performance.** Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations.

**ICAO.** Where used in this Act, this is an abbreviation for the International Civil Aviation Organization.

**ICAO competency framework.** Developed by ICAO, it is a selected group of competencies for a given aviation discipline. Each competency has an associated description and observable behaviors.

**IFR.** The symbol used to designate the instrument flight rules.

**IFR flight.** A flight conducted in accordance with the instrument flight rules.

**IMC.** The symbol used to designated instrument meteorological conditions.

**Incident.** An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. (ICAO Annex 13)

**Includes.** A rule of construction in paragraph (a)(5) of subsection 1.1.1.1 that means “includes but is not limited to.”

*Note: The types of incidents which are of interest for safety-related studies include the incidents listed in Annex 13, Attachment C.*

**Incompatible.** Describing dangerous goods, which if mixed, would be liable to cause a dangerous evolution of heat or gas or produce a corrosive substance.

**Industry codes of practice.** Guidance material developed by an industry body, for a particular sector of the aviation industry to comply with the requirements of the International Civil Aviation Organization’s Standards and Recommended Practices, other aviation safety requirements and the best practices deemed appropriate.

*Note: Some States accept and reference industry codes of practice in the development of regulation to meet the requirements of Annex 19, and make*

available, for the industry codes of practice, their sources and how they may be obtained.

**Inspection.** The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the Authority. (Part 1)

**Instrument approach categories.**

- (a) *Category one (CAT I) operation. A precision instrument approach and landing with a decision height not lower than 60 m (200 ft) and with either a visibility not less than 800 m or a runway visual range not less than 550 m.*
- (b) *Category two (CAT II) operation. A precision instrument approach and landing with a decision height lower than 60 m (200ft) but no lower than 30 m (100 ft) and a visual range not less 300 m.*
- (c) *Category three A (CAT IIIA) operation. A precision approach and landing with: a decision height lower than 30 m (100ft) or no decision height; and a runway visual range not less than 175 m.*
- (d) *Category three B (CAT IIIB) operation. A precision approach and landing with: a decision height lower than 15 m (50 ft) or no decision height; and a runway visual range less than 175 m but not less than 50 m.*
- (e) *Category three C (CAT IIIC) operation. A precision instrument approach and landing with no decision height and no runway visual range limitations.*

*Note: Definitions taken from text in ICAO Annex 6, Part 1: 4.2.8.3 and ICAO Annex 6, Part III, Section II: 2.2.8.*

**Instrument approach operations.** An approach and landing using instruments for navigation guidance based on an instrument approach procedure. There are two methods for executing instrument approach operations:

- (a) *A two-dimensional (2D) instrument approach operation, using lateral navigation guidance only; and*
- (b) *A three-dimensional (3D) instrument approach operation, using both lateral and vertical navigation guidance.*

*Note: Lateral and vertical navigation guidance refers to the guidance provided either by:*

- (a) *a ground-based radio navigation aid; or*
- (b) *computer-generated navigation data from ground-based, space-based, self-contained navigation aids or a combination of these.*

**Instrument approach procedure (IAP).** A series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix, or where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding or en-route obstacle clearance criteria apply. Instrument approach procedures are classified as follows:

**Non-precision approach (NPA) procedure.** An instrument approach procedures designed for 2D instrument approach operations Type A.



*Note: Non-precision approach procedures may be flown using a continuous descent final approach technique (CDFA). CDFA with advisory VNAV guidance calculated by on-board equipment (see ICAO Doc 8168, Vol. I, Part I, Section 4, Chapter 1, paragraph 1.8.1) are considered 3D instrument approach operations. CDFA with manual calculation of the required rate of descent are considered 2D instrument approach operations. For more information, see ICAO Doc, 8168, PANS-OPS, Vol. I, Section 1.7 and 1.8.*

- (a) **Approach procedure with vertical guidance (APV).** A performance-based navigation (PBN) instrument approach procedure designed for 3D instrument approach operations Type A.
- (b) **Precision approach (PA) procedure.** An instrument approach procedure based on navigation systems (ILS, MLS, GLS and SBAS CAT I) designed for 3D instrument approach operations Type A or B.

*Note: Refer to Annex 6 for instrument operation types.*

**Instrument flight rules (IFR).** The rules that allow properly equipped aircraft to be flown under IMC.

*Note: IFR are detailed in ICAO Annex 2, Chapter 5.*

**Instrument flight time.**<sup>1</sup> Time during which a pilot is piloting an aircraft solely by reference to instruments and without external reference points.

**Instrument flight time.**<sup>2</sup> Time during which a pilot is piloting an aircraft, or a remote pilot is piloting an RPA, solely by reference to instruments and without external reference points.

**Instructions for continued airworthiness.** A set of descriptive data, maintenance planning and accomplishment instructions, developed by a design approval holder in accordance with the certification basis for the product, providing operators with the necessary information for development of their own maintenance programme and accomplishment instructions.

**Instrument ground time.** Time during which a pilot is practising, on the ground, simulated instrument flight in a flight simulation training device approved by the Licensing [AUTHORITY].

**Instrument landing system (ILS).** A precision runway approach aid based on two radio beams which together provide pilots with both vertical and horizontal guidance during an approach to land.

**Instrument meteorological conditions (IMC).** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions.

**Instrument time.** Time in which cockpit instruments are used as the sole means for navigation and control, which may be instrument flight time or instrument ground time.

**Instrument training.** Training which is received from an authorized instructor under actual or simulated instrument meteorological conditions.

**Integrated survival suit.** A survival suit which meets the combined requirement of the survival suit and life jacket.

---

<sup>1</sup> Applicable until 02 November 2022

<sup>2</sup> Applicable as of 03 November 2022

**Interchange agreement.** A leasing agreement which permits an air operator to dry lease and take or relinquish operational control of an aircraft at an aerodrome.

**International commercial air transport.** The carriage by aircraft of persons or property for remuneration or hire or the carriage of mail between any two or more countries.

**International operating agency.** An agency of the kind contemplated in Article 77 of the Convention on International Civil Aviation.

**Investigation.** As relates to an aircraft accident or incident, a process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations. (ICAO Annex 13)

**Investigator-in-charge.** As relates to an aircraft accident or incident, a person charged, on the basis of his or her qualifications, with the responsibility for the organization, conduct and control of an investigation. (ICAO Annex 13)

**Isolated aerodrome.** A destination aerodrome for which there is no destination alternate aerodrome suitable for a given aeroplane type.

**Journey log.** A form signed by the PIC of each flight that records the aeroplane's registration, crew member names and duty assignments, the type of flight, and the date, place, and time of arrival and departure.

**Knowledge test.** A test on the aeronautical knowledge areas required for an airman license or rating that can be administered in written form or by a computer.

**Land distance available (LDA).** The length of runway which is declared available and suitable for the ground run of an aeroplane landing.

**Landing area.** That part of a movement area intended for the landing or take-off of an aircraft.

**Landing decision point.** The point used in determining landing performance from which, an engine failure occurring at this point, the landing may be safely continued or a balked landing initiated.

**Landing surface.** That part of the surface of an aerodrome which the aerodrome authority has declared available for the normal ground or water run of aircraft landing in a particular direction.

**Large aeroplane.** An aeroplane having a maximum certified take-off mass of over 5,700 kg. (12,500 lbs.).

**Large aircraft.** means an aircraft, classified as an aeroplane with a maximum take-off mass of more than 5 700 kg, or a multi-engined helicopter;

**Level.** A generic term relating to the vertical position of an aircraft in flight and meaning variously, height, altitude or flight level.

**Licensing authority.** The [AUTHORITY] designated by the Contracting State as responsible for the licensing of personnel.

*Note 1: Licensing Authority or Authority can be replaced by the term appropriate to the country adopting these regulations e.g. Minister, Civil Aviation Authority (CAA) or Director, as applicable.*

*Note 2: The Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:*

- (a) Assessment of an applicant's qualifications to hold a license or rating;*
- (b) Issue and endorsement of licenses and ratings;*
- (c) Designation and authorization of approved persons;*
- (d) Approval of training courses;*
- (e) Approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a license or rating; and*
- (f) Validation of licenses issued by other Contracting States.*

**Life-limited part.** Any part for which a mandatory replacement limit is specified in the type design, the Instructions for Continued Airworthiness, or the maintenance manual.

**Lighter-than-air aircraft.** Any aircraft supported chiefly by its buoyancy in the air.

**Likely.** In the context of the medical provisions in for licensing in MCAR 2.11 likely means with a probably of occurring that is unacceptable to the medical assessor.

**Limit loads.** The maximum loads assumed to occur in the anticipated operating conditions

**Line check.** A check given to a pilot by a check pilot to evaluate the pilot's operational competency during line operating flight time in an aircraft type he/she is qualified to fly, over a route and area in which the AOC is authorized to operate.

**Line maintenance.** Any unscheduled maintenance resulting from unforeseen events, or scheduled checks that contain servicing and/or inspections that do not require specialised training, equipment or facilities.

**Line operating flight time.** Flight time recorded by the PIC or Co-Pilot while in revenue service for an AOC holder.

**Load factor.** The ratio of a specified load to the weight of the aircraft, the former being expressed in terms of aerodynamic forces, or ground reactions.

**Long-Range Over-water Flights.** Routes on which an aeroplane may be over-water and at more than a distance corresponding to 120 minutes at cruising speed or 740 km (400 NM), whichever is the lesser, away from land suitable for making an emergency landing.

**Low Altitude Wind Shear Warning and Guidance System.** A system that will issue a warning of low altitude wind shear and in some cases provide the pilot with guidance information of the escaper manoeuvre.

**Low-visibility operations (LVO).** Approach operations in RVRs less than 550 m and/or with a DH less than 60 m (200 ft) or take-off operations in RVRs less than 400 m.

**Mach Number Indicator.** An indicator that shows airspeed as a function of the Mach number.

**Maintenance Control Manual.** A document that describes the operator's procedures necessary to ensure that all scheduled and unscheduled

maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner.

**Maintenance organization's Procedures Manual.** A document endorsed by the head of the maintenance organization which details the maintenance organization's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and quality assurance or inspection systems.

**Maintenance programme.** A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies.

**Maintenance records.** Records that set out the details of the maintenance carried out on an aircraft or aeronautical product.

**Maintenance release.** A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner in accordance appropriate airworthiness requirements.

**Maintenance.** The performance of tasks on an aircraft, engine, propeller or associated parts required to ensure the continuing airworthiness of an aircraft, engine, propeller and associated parts including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

**Major modification.** In respect of an aeronautical product for which a Type certificate has been issued, a change in the Type Design that has an appreciable effect, or other than a negligible effect, on the mass and balance limits, structural strength, powerplant operation, flight characteristics, reliability, operational characteristics, or other characteristics or qualities affecting the airworthiness or environmental characteristics of an aeronautical product.

**Major repair.** Major repair means a repair: (1) that if improperly done might appreciably affect weight, balance, structural strength, performance, powerplant, operations, flight characteristics, or other qualities affecting airworthiness; or (2) that is not done according to accepted practices or cannot be done by elementary operations.

**Manoeuvring area.** That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

**Master Minimum Equipment List (MMEL).** A list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight. The MMEL may be associated with special operating conditions, limitations or procedures.

**Materially altered aircraft.** 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.

**Maximum certificated take-off mass.** The maximum permissible take-off mass of the aircraft according to the certificate of airworthiness, the flight manual, or other official document.

**Maximum diversion time.** Maximum allowable range, expressed in time, from a point on a route to an en-route alternate aerodrome.

**Maximum mass.** Maximum certificated take-off-mass.

**May.** A rule of construction in paragraph (a)(3) of subsection 1.1.1.1 that indicates that discretion can be used when performing an act described in a regulation.

**Medical assessment.** The evidence issued by the authority that the license holder meets specific requirements of medical fitness.

**Medical assessor.** A physician, appointed by the Authority, qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.

**Medical certificate.** A document issued by the Authority as acceptable evidence of physical fitness as required for certain personnel license holders.

**Meteorological information.** Meteorological reports, analysis, forecast, and any other statement relating to existing or expected meteorological conditions.

**Minimum descent altitude (MDA) or minimum descent height (MDH).** A specified altitude or height in a 2D approach operation or circling approach operation below which descent must not be made without the required visual reference.

*Note 1: Minimum descent altitude (MDA) is referenced to mean sea level and minimum descent height (MDH) is referenced to the aerodrome elevation or to the threshold elevation if that is more than 2 m (7 ft) below the aerodrome elevation. A minimum descent height for a circling approach is referenced to the aerodrome elevation.*

*Note 2: The required visual reference means that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach the required visual reference is the runway environment.*

*Note 3: For convenience when both expressions are used they may be written in the form “minimum descent altitude/height” and abbreviated “MDA/H”.*

**Minimum Equipment List (MEL).** A list approved by the Authority which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the Master Minimum Equipment List established for the aircraft type.

**Minister.** This term means the Minister responsible for civil aviation as identified in the [legislation] of [STATE].

**Minor modification.** A modification other than a major modification.

**Modification.** A change to the type design of an aircraft, engine or propeller.

*Note.— A modification may also include the embodiment of the modification which is a maintenance task subject to a maintenance release. Further guidance on aircraft maintenance — modification and repair is contained in the Airworthiness Manual (Doc 9760).*

**Monitoring.** A cognitive process to compare an actual to an expected state.

*Note: Monitoring is embedded in the competencies for a given role within an aviation discipline, which serve as countermeasures in the threat and error management model. It requires knowledge, skills, and attitudes to create a mental model and to take appropriate action when deviations are recognised.*

**Movement area.** That part of an aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

**Navigable airspace.** The airspace above the minimum altitudes of flight prescribed in these Model regulations (Part 8) and includes airspace needed to insure safety in the take-off and landing of aircraft.

**Navigation of aircraft.** A function which includes the piloting of aircraft. (Law)

**Navigation specification.** A set of aircraft and flight crew requirements needed to support performance-based navigation operations within a defined airspace. There are two kinds of navigation specifications:

(a) *Required navigation performance (RNP) specification. A navigation specification based on area navigation that includes the requirement for performance monitoring and alerting, designated by the prefix RNP, e.g. RNP 4, RNP APCH.*

(b) *Area navigational (RNAV) specification. A navigation specification based on area navigation that does not include the requirement for performance monitoring and alerting, designated by the prefix RNAV, e.g. RNAV 5, RNAV 1.*

*Note 1: The Performance-based Navigation (PBN) Manual (Doc 9613), Volume II, contains detailed guidance on navigation specifications.*

*Note 2 - The term RNP, previously defined as “a statement of the navigation performance necessary for operation within a defined airspace”, has been removed from this Annex as the concept of RNP has been overtaken by the concept of PBM. The term RNP in this Annex is now solely used in the context of navigation specifications that require performance monitoring and alerting, e.g. RNP 4 refers to the aircraft and operating requirements, including a 4 NM lateral performance with on-board performance monitoring and alerting that are detailed in Doc 9613.*

**Night.** The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise, as may be prescribed by the appropriate authority.

**Non-congested hostile environment.** A hostile environment outside a congested area.

**Non-hostile environment.** An environment in which:

- (a) A safe forced landing can be accomplished because the surface and surrounding environment are adequate;
- (b) Occupants can be adequately protected from the elements;
- (c) Search and rescue response/capability is provided consistent with anticipated exposure; and
- (d) The assessed risk of endangering persons or property on the ground is acceptable.

*Note: Those parts of a congested area satisfying the above requirements are considered non-hostile.*

**Observable behaviour (OB).** A single role-related behaviour that can be observed and may or may not be measurable.

**Obstacle clearance altitude (OCA) or obstacle clearance height (OCH).** The lowest altitude or the lowest height above the elevation of the relevant runway



threshold or the aerodrome elevation as applicable, using in establishing compliance with appropriate obstacle clearance criteria.

*Note 1: Obstacle clearance altitude is referenced to mean sea level and obstacle clearance height is referenced to the threshold elevation or in the case of non-precision approach procedures to the aerodrome elevation or the threshold elevation if that is more than 2 m (7 ft) below the aerodrome elevation. An obstacle clearance height for a circling approach procedure is referenced to the aerodrome elevation.*

*Note 2: For convenience when both expressions are used they may be written in the form “obstacle clearance altitude/height” and abbreviated “OCA/H.”*

**Obstruction clearance plane.** A plane sloping upward from the runway at a slope of 1:20 to the horizontal, and tangent to or clearing all obstructions within a specified area surrounding the runway as shown in a profile view of that area. In the plane view, the centreline of the specified area coincides with the centreline of the runway, beginning at the point where the obstruction clearance plane intersects the centreline of the runway and proceeding to a point at least 450 m (1,500 feet) from the beginning point. Thereafter, the centreline coincides with the take-off path over the ground for the runway (in the case of take-offs) or with the instrument approach counterpart (for landings), or where the applicable one of these paths has not been established, it proceeds consistent with turns of at least 1.2 km (4,000 foot) radius until a point is reached beyond which the obstruction clearance plane clears all obstructions. This area extends laterally 60 m (200 feet) on each side of the centreline at the point where the obstruction clearance plane intersects the runway and continues at this width to the end of the runway; then it increases uniformly to 150 m (500 feet) on each side of the centreline at a point 450 m (1,500 feet) from the intersection of the obstruction clearance plane with the runway; thereafter, it extends laterally 150 m (500 feet) on each side of the centreline.

**Offshore operations.** Operations that routinely have a substantial proportion of the flight conducted over sea areas to or from offshore locations. Such operations include support of offshore oil, gas, and mineral exploitation and sea-pilot transfer.

**Operating base.** The location from which operational control is exercised.

*Note: An operating base is normally the location where personnel involved in the operation of the aeroplane work and the records associated with the operation are located. An operating base has a degree of permanency beyond that of a regular point of call.*

**Operation.** An activity or group of activities that are subject to the same or similar hazards and require a set of equipment to be specified, or the achievement and maintenance of a set of pilot competencies, to eliminate or mitigate the risk of such hazards.

*Note 1: Such activities could include offshore operations, heli-hoist operations, or emergency medical service.*

**Operational control.** The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

**Operational personnel.** Personnel involved in aviation activities who are in a position to report safety information.



*Note. Such personnel include, but are not limited to: flight crews; air traffic controllers; aeronautical station operators; maintenance technicians; personnel of aircraft design and manufacturing organizations; cabin crews; flight dispatchers; apron personnel; and, ground handling personnel.*

**Operations in performance Class 1.** Helicopter operations in performance such that, in the event of critical engine failure, performance is available to enable the helicopter to safely continue the flight to an appropriate landing area, unless the failure occurs prior to reaching the take-off decision point (TDP) or after passing the landing decision point (LDP), in which cases the helicopter must be able to land within the rejected take-off or landing area.

**Operations in performance Class 2.** Helicopter operations in performance such that, in the event of critical engine failure, performance is available to enable the helicopter to safely continue the flight to an appropriate landing area, except when the failure occurs early during the take-off manoeuvre or late in the landing manoeuvre, in which case a forced landing may be required.

**Operations in performance Class 3.** Helicopter operations in performance such that, in the event of an engine failure at any time during the flight, a forced landing will be required.

**Operations manual.** A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.

**Operations specifications.** The authorizations, conditions and limitations associated with the air operator certificate and subject to the conditions in the operations manual.

*Note: The operations specifications are part of an operator's certificate (air operator certificate, approved training organization certificate, approved maintenance organization certificate, etc.) that is used to administer safety standards and define the provisions and limitations within which the operator may conduct business operations. Operations specifications are issued by the Authority and considered a legal, contractual agreement between the Authority and the operator.*

**Operator.** A person, organization or enterprise engaged in or offering to engage in an aircraft operation. (ICAO).

*Note: In the context of remotely piloted aircraft, an aircraft operation includes the remotely piloted aircraft system.*

**Operator's maintenance control manual.** A document which describes the operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner.

**Organization responsible for the type design.** The organization that holds the type certificate, or equivalent document, for an aircraft, engine or propeller type, issued by a Contracting State.

**Operational flight plan.** The operator's plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations, and relevant expected conditions on the route to be followed and at the aerodromes or heliports concerned.

**Organization responsible for the type design.** The organization that holds the type certificate, or equivalent document, for an aircraft, engine or propeller type, issued by a Contracting State.

**Ornithopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on planes to which a flapping motion is imparted.

**Orphan aircraft type.** An aircraft which has its Type Certificate revoked by the State of Design, and no longer has a designated State of Design in accordance with Annex 8. These aircraft do not meet the Standards of Annex 8.

**Overhaul.** The restoration of an aircraft/aeronautical product using methods, techniques, and practices acceptable to the Authority, including disassembly, cleaning, and inspection as permitted, repair as necessary, and reassembly; and tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under Parts Manufacturing Authorization (PMA) or Technical Standard Order (TSO).

**Overpack.** An enclosure used by a single shipper to contain one or more packages and to form one handling unit for convenience of handling and stowage.

**Package.** The complete product of the packing operation consisting of the packaging and its contents prepared for transport.

**Packaging.** Receptacles and any other components or materials necessary for the receptacle to perform its containment.

**Passenger aircraft.** An aircraft that carries any person other than a crew member, an operator's employee in an official capacity, an authorized representative of an appropriate national authority or a person accompanying a consignment or other cargo.

**Passenger exit seats.** Those seats having direct access to an exit, and those seats in a row of seats through which passengers would have to pass to gain access to an exit, from the first seat inboard of the exit to the first aisle inboard of the exit. A passenger seat having "direct access" means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.

**Performance class 1 helicopter.** A helicopter with performance such that, in case of engine failure it is able to land on the rejected take-off area or safely continue the flight to an appropriate landing area.

**Performance class 2 helicopter.** A helicopter with performance such that, in case of engine failure, it is able to safely continue the flight, except when the failure occurs prior to a defined point after take-off or after a defined point before landing, in which case a forced landing may be required.

**Performance class 3 helicopter.** A helicopter with performance such that, in case of engine failure at any point in the flight profile, a forced landing must be performed.

**Performance criteria.** A simple, evaluative statement on the required outcome of the competency element and a description of the criteria used to judge if the required level of performance has been achieved.

**Performance-based communication (PBC).** Communication based on performance specifications applied to the provision of air traffic services.

*Note: An RCP specification includes communication performance requirements that are allocated to system components in terms of the communication to be provided*

and associated transaction time, continuity, availability, integrity, safety and functionality needed for the proposed operation in the context of a particular airspace concept.

**Performance-based navigation (PBN).** Area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.

*Note: Performance requirements are expressed in navigation specifications (RNAV specification, RNP specification) in terms of accuracy, integrity, continuity, availability and functionality needed for the proposed operation in the context of a particular airspace concept.*

**Performance-based surveillance (PBS).** Surveillance based on performance specifications applied to the provision of air traffic services.

*Note: An RSP specification includes surveillance performance requirements that are allocated to system components in terms of the surveillance to be provided and associated data delivery time, continuity, availability, integrity, accuracy of the surveillance data, safety and functionality needed for the proposed operation in the context of a particular airspace concept.*

**Person.** Any individual, firm, partnership, corporation, company, association, joint-stock association, or body politic, and includes any trustee, receiver, assignee, or other similar representative of these entities. (Law)

**Pilot (to).** To manipulate the flight controls of an aircraft during flight time.

**Pilot flying (PF).** The pilot whose primary task is to control and manage the flight path. The secondary tasks of the PF are to perform non-flight-path-related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.

**Pilot in command (PIC).** Pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of the flight.

**Pilot in command (PIC) under supervision.** Co-pilot performing, under the supervision of the PIC, the duties and functions of a PIC, provided that the method of supervision employed is acceptable to the Licensing Authority.

**Pilot monitoring (PM).** The pilot whose primary task is to monitor the flight path and its management by the PF. The secondary tasks of the PM are to perform non-flight-path-related actions (radio communications, aircraft systems, other operational activities, etc.) and to monitor other crew members.

**Pilot time.** That time a person:

- (a) Serves as a required pilot;
- (b) Receives training from an authorized instructor in an aircraft, or an approved flight simulation training device; or
- (c) Gives training as an authorized instructor in an aircraft, or an approved flight simulation training device.

**Point of no return.** The last possible geographic point at which an aircraft can proceed to the destination aerodrome as well as to an available en route alternate aerodrome for a given flight.

**Policy.** A document containing a position or stance regarding a specific issue.

**Power-unit.** A system of one or more engines and ancillary parts which are together necessary to provide thrust, independently of the continued operation

of any other powered-unit(s), but not including short period thrust-producing devices.

**Powered-lift.** A heavier-than-air aircraft capable of vertical take-off, vertical landing, and low speed flight that depends principally on engine-driven lift devices or engine thrust for lift during these flight regimes and on nonrotating airfoil(s) for lift during horizontal flight.

**Powerplant.** An engine that is used or intended to be used for propelling aircraft. It includes turbo superchargers, appurtenances, and accessories necessary for its functioning, but does not include propellers.

**Practical test.** See Skill test.

**Pre-flight inspection.** The inspection carried out before flight to insure that the aircraft is fit for the intended flight.

**Prescribed.** A rule of construction in paragraph (a) (8) of subsection 1.1.1.1 that means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may.”

**Pressure altitude.** An atmospheric pressure expressed in terms of altitude which corresponds to that pressure in the Standard Atmosphere.

**Pressurised aircraft.** For airman-licensing purposes, means an aircraft that has a service ceiling or maximum operating altitude, whichever is lower, above 25,000 feet MSL.

**Preventive maintenance.** Simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

**Primary Standard.** A standard defined and maintained by a State Authority and used to calibrate secondary standards.

**Problematic use of substances.** The use of one or more psychoactive substances by aviation personnel in a way that:

- (a) *Constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or*
- (b) *Causes or worsens an occupational, social, mental or physical problem or disorder.*

**Procedure.** A step-by-step logical progression of actions and decisions to achieve an objective.

**Process.** A set of interrelated or interacted activities which transforms inputs into outputs.

**Proficiency check.** A competency test by a license holder on the areas of operations contained in the skill test for a particular license, certificate, rating, or authorization that is conducted by an authorized representative of the Authority.

**Prohibited area.** An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is prohibited.

**Propeller.** A device for propelling an aircraft that has blades on a powerplant driven shaft and that, when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation. It includes control

components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of powerplants. (Part 1)

**Proper shipping name.** The name to be used to describe a particular article or substance in all shipping documents and notifications and, where appropriate, on packaging.

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

**Public aircraft.** An aircraft used exclusively in the service of any government or of any political jurisdiction thereof, including the Government of [BAG STATE], but not including any government owned aircraft engaged in operations which meet the definition of commercial air transport operations.

**Qualification based training.** Training designed to ensure that graduates demonstrate the necessary minimum skill, knowledge and experience levels to meet the qualification requirements of the license, rating or privilege.

**Quality assurance.** Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systematic actions which are required to provide adequate confidence that a product or service satisfies quality requirements.

**Quality audit.** A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

**Quality control.** The regulatory inspection process through which actual performance is compared with standards, such as the maintenance of standards of manufactured aeronautical products, and any difference is acted upon.

**Quality inspection.** That part of quality management involving quality control. In other words, inspections accomplished to observe events/actions/documents, etc., in order to verify whether established operational procedures and requirements are fulfilled during the accomplishment of the event or action, and whether the required standard is achieved. Student stage checks and skill tests are quality inspections, and they are also quality control functions.

**Quality management.** A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

**Quality manager.** The manager responsible for the monitoring function and for requesting remedial action.

**Quality manual.** The document containing the relevant information pertaining to the organization's quality assurance system.

**Quality of training.** The outcome of the training that meets stated or implied needs within the framework of set standards.

**Quality system.** Documented organizational procedures and policies; internal audit of those policies procedures; management review and recommendation for quality improvements.

**Quality.** The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

**Radiotelephony.** A form of radiocommunication primarily intended for the exchange of information in the form of speech.

**Ramp.** A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail, or cargo; fuelling; parking; or maintenance.

**Rated air traffic controller.** An air traffic controller holding a license and valid ratings appropriate to the privileges to be exercised.

**Rating.** An authorization entered on or associated with a license or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate.

**Re-issue of a license, rating, authorization or certificate.** The administrative action taken after a license, rating, authorization or certificate has lapsed that re-issues the privileges of the license, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

**Rebuild.** The restoration of an aircraft/aeronautical product by using methods, techniques, and practices acceptable to the Authority, when it has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits.

**Reference Standard.** A standard that is used to maintain working standards.

**Remote co-pilot (CP).** A licensed remote pilot serving in any piloting capacity other than as remote PIC but excluding a remote pilot who is in the RPS for the sole purpose of receiving flight instruction.

**Remote flight crew member.** A licensed flight crew member charged with duties essential to the operation of an RPAS during a flight duty period.

**Remote pilot.** A person charged by the operator with duties essential to the operation of a remotely piloted aircraft and who manipulates the flight controls, as appropriate, during flight time.

**Remote pilot-in-command.** The remote pilot designated by the operator as being in command and charged with the safe conduct of a flight.

**Remote pilot station.** The component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.

**Remotely piloted aircraft (RPA).** An unmanned aircraft which is piloted from a remote pilot station.

**Remotely piloted aircraft system (RPAS).** A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.

**Rendering (a certificate of airworthiness) valid.** The action taken by a Contracting State, as an alternative to issuing its own Certificate of Airworthiness, in accepting a Certificate of Airworthiness issued by any other Contracting State as the equivalent of its own Certificate of Airworthiness.

**Rendering (a license) valid.** The action taken by a Contracting State, as an alternative to issuing its own license, in accepting a license issued by any other Contracting State as the equivalent of its own license. Also referred to as validation



**Renewal of license, rating, authorization or certificate.** The administrative action taken within the period of validity of a license, rating, authorization or certificate that allows the holder to continue to exercise the privileges of a license, rating, authorization or certificate for a further specified period consequent upon the fulfilment of specified requirements.

**Repair.** The restoration of an aeronautical product to an airworthy in accordance with the appropriate airworthiness requirements after it has been damaged or subjected to wear. (ICAO Annex 6 definition).

**Repetitive flight plan (RPL).** A flight plan related to a series of frequently recurring, regularly operated individual flights with identical basic features, submitted by an operator for retention and repetitive use by ATC units.

**Reporting point.** A specified geographical location in relation to which the position of the aircraft can be reported.

**Required communication performance (RCP) specification.** A set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based communication. **Required inspection.** As used in Part 5, maintenance items and/or modifications that must be inspected by a person other than the one performing the work, and include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not properly performed or if improper parts or materials are used.

**Required Navigation Performance (RNP).** A statement of the navigation performance necessary for operations with a defined airspace.

**Required surveillance performance (RSP) specification.** A set of requirements for air traffic service provision and associated ground equipment, aircraft capability, and operations needed to support performance-based surveillance

**Rest period.** A continuous and defined period of time, subsequent to and/or prior to duty, during which flight or cabin crew members are free of all duties.

**Restricted area.** An airspace of defined dimensions, above the land areas or territorial waters of a State, within which the flight of aircraft is restricted in accordance with certain specified conditions.

**Risk mitigation.** The process of incorporating defences or preventive controls to lower the severity and/or likelihood of a hazard's projected consequence.

**Rotorcraft flight manual (RFM).** A manual, associated with the certificate of airworthiness, containing limitations within which the rotorcraft is to be considered airworthy, and instructions and information necessary to the flight crew members of the safe operation of the rotorcraft.

**Rotorcraft.** A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

**Rotorcraft load combinations.** Configurations for external loads carried by rotorcraft:

- (a) Class A—external load fixed to the rotorcraft, cannot be jettisoned, and does not extend below the landing gear, used to transport cargo.
- (b) Class B—external load suspended from the rotorcraft, which can be jettisoned, and is transported free of land or water during rotorcraft operations.



- (c) Class C—external load suspended from the rotorcraft, which can be jettisoned, but remains in contact with land or water during rotorcraft operation.
- (d) Class D—external load suspended from the rotorcraft for the carriage of persons.

**Route sector.** A flight comprising take off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.

**RPA observer.** A trained and competent person designed by the operator who, by visual observation of the remotely piloted aircraft, assists the remote pilot in the safe conduct of the flight.

**Runway.** A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

**Runway-holding position.** A designated position intended to protect a runway, an obstacle limitation surface, or an ILS/MLS critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorized by the aerodrome control tower.

*Note. In radiotelephony phraseologies, the expression “holding point” is used to designate the runway-holding position.*

**Runway visual range (RVR).** The range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.

**Safe forced landing.** Unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface.

**Safety.** The state in which risks associated with aviation activities, related to, or in direct support of the operations of aircraft, are reduced and controlled to an acceptable level.

**Safety data.** A defined set of facts or set of safety values collected from various aviation related sources, which when analysed is used to maintain or improve safety.

*Note: Such safety data is collected from proactive or reactive safety related activities, including but not limited to:*

- Accident or incident investigations;
- Safety reporting;
- Continuing airworthiness reporting;
- Operational performance monitoring;
- Inspections, audits, surveys; or
- Safety studies and reviews.

**Safety information.** Safety data processed, organised, or presented in a given context so as to make it useful for the purpose of sharing, exchanging or retaining them for safety management.

**Safety management system (SMS).** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, responsibilities, policies and procedures.

**Safety oversight.** A function performed by a State that ensures that aviation license, certificate, authorization or approval holders comply with safety-related

standards, regulations and associated procedures, and includes the assessment of the service providers' SMS where necessary.

**Safety performance.** A State or service provider's safety achievement as defined by its safety performance targets and safety performance indicators.

**Safety performance indicator.** A data-based parameter used for monitoring and assessing performance.

**Safety performance target.** A State or service provider's planned or intended target for a safety performance indicator(s) over a given period that aligns with the safety objectives.

**Safety programme.** An integrated set of regulations and activities aimed at improving safety.

**Safety recommendation.** A proposal of the accident investigation authority of the State conducting the investigation, based on information derived from the investigation made with the intention of preventing accidents or incidents.

**Safety risk.** The predicted probability and severity of the consequences or outcomes of a hazard.

**Safety-sensitive personnel.** Persons who might endanger aviation safety if they perform their duties and functions improperly including, but not limited to, crew members, aircraft maintenance personnel and air traffic controllers.

**Satellite aviation training organization.** An aviation training organization at a location other than the aviation training organization's principal place of business.

**Satisfactory evidence.** A set of documents or activities that a Contracting State accepts as sufficient to show compliance with an airworthiness requirement.

**Screening.** The application of technical or other means that are intended to identify and/or detect weapons, explosives, or other dangerous devices, articles, or substances that may be used to commit an act of unlawful interference.

*Note 1: Certain dangerous articles or substances are classified as dangerous goods by ICAO Annex 18 and the Technical Instructions, and must be transported in accordance with those instructions. In addition, ICAO Doc 8973, Restricted – Aviation Security Manual, provides a list of prohibited items that shall never be carried in the cabin of an aircraft.*

*Note 2: See definition below for Technical Instructions.*

**Secondary Standards.** A standard maintained by comparison with a primary standard.

**Security.** Safeguarding civil aviation against acts of unlawful interference. This objective is achieved by a combination of measures and human and material resources.

**Security audit.** An in-depth compliance examination of all aspects of the implementation of the national civil aviation security programme.

**Security control.** A means by which the introduction of weapons, explosives, or other dangerous devices, articles, or substances that may be used to commit an act of unlawful interference can be prevented.

**Security inspection.** An examination of the implementation of relevant national civil aviation security programme requirements by an airline, aerodrome, or other entity involved in security.

**Security restricted area.** Those areas of the airside of an aerodrome that are identified as priority risk areas where in addition to access control, other security controls are applied. Such areas will normally include, inter alia, all commercial aviation passenger departure areas between the screening checkpoint and the aircraft; the ramp; baggage make-up areas, including those where aircraft are being brought into service and screened baggage and cargo are present; cargo sheds; mail centres; and airside catering and aircraft cleaning premises.

**Security survey.** An evaluation of security needs, including the identification of vulnerabilities that could be exploited to carry out an act of unlawful interference, and the recommendation of corrective actions.

**Security test.** A covert or overt trial of an aviation security measure that simulates an attempt to commit an unlawful act.

**Series of flights.** Consecutive flights that:

- (a) Begin and end within a period of 24 hours; and
- (b) Are all conducted by the same PIC.

**Serious incident.** An incident involving circumstances indicated that an accident nearly occurred.

**Serious injury.** An injury which is sustained by a person in an accident and which:

- (a) Requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received;
- (b) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- (c) Involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- (d) Involves injury to any internal organ; or
- (e) Involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
- (f) Involves verified exposure to infectious substances or injurious radiation.

**Shall.** A rule of construction in paragraph (a)(1) of subsection 1.1.1.1 that indicates a mandatory requirement.

**Signal area.** An area on an aerodrome used for the display of ground signals.

**Signature.** An individual's unique identification used as a means of authenticating a record entry or record. A signature may be hand-written, electronic, or any other form acceptable to the Authority.

**Signed maintenance release.** To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in MCAR part 5.

**Sign an approval for return to service (to).** To certify that maintenance work has been completed satisfactorily in accordance with appropriate airworthiness requirements by issuing the approval for return to service referred to in Parts 6 and 9 of these regulations.

**Significant.** In the context of the medical provisions in MCAR 2.11, significant means to a degree or of a nature that is likely to jeopardise flight safety.

**Skill test.** A competency test on the areas of operations for a license, certificate, rating, or authorization that is conducted by having the applicant respond to

questions and demonstrate manoeuvres in flight, or in an approved flight simulation training device, or in a combination of these.

**Small aeroplane.** An aeroplane of a maximum certified take-off mass of 5,700 kg. (12,500 lbs.) or less.

**Solo flight.** Flight time during which a student pilot is the sole occupant of the aircraft, or that flight time during which the student acts as a PIC of a gas balloon or an airship requiring more than one flight crew member.

**Solo flight time.** Flight time during which a student pilot is the sole occupant of an aircraft.

**Solo flight time – remotely piloted aircraft (RPA) systems.** Flight time during which a student remote pilot is controlling the RPAS, acting solo.

**Spare parts.** Any parts, appurtenances, and accessories of aircraft (other than aircraft engines and propellers), of aircraft engines (other than propellers), of propellers, and of appliances, maintained for installation or use in an aircraft, aircraft engine, propeller, or appliance, but which at the time are not installed therein or attached thereto. (Law)

**Special aircraft jurisdiction of Liberia.** This includes: (Law)

- (a) Civil aircraft of Liberia; and
- (b) Any other aircraft within the jurisdiction of [BAG STATE], while the aircraft is in flight, which is from the moment when all external doors are closed following embarkation until the moment when one such door is opened for disembarkation or, in case of a forced landing, until the competent authorities take over the responsibility of the aircraft and the persons and property aboard.

**Special curricula.** A closely supervised, systematic and continuous course of training, conforming to a planned syllabus or curriculum, and conducted in an approved training organization.

*Note: The definition of special curricula has been derived from the note to ICAO Annex 1: 1.2.8.*

**Special VFR flight.** A VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC.

**Specific approval.** An approval that is documented in the operations specifications for commercial air transport operations or in the list of specific approvals for general aviation operations.

*Note: The terms “authorization,” “specific approval,” “approval,” and “acceptance” are further described in ICAO Annex 6, Part I, Attachment D; ICAO Annex 6, Part II, Attachment 3.D; and ICAO Annex 6, Part III, Attachment C.*

**Specialised maintenance.** Any maintenance not normally performed by an AMO (e.g., tire retreating, plating, etc.)

**Standard.** An object, artifact, tool, test equipment, system, or experiment that stores, embodies, or otherwise provides a physical quantity, which serves as the basis for measurement of the quantity. It also includes a document describing the operations and process that must be performed in order for a particular end to be achieved.

**State of the Aerodrome.** The State in whose territory the aerodrome is located.

*Note: State of the Aerodrome includes heliports and landing locations.*

**Standard atmosphere.** An atmosphere defined as follows:

- (a) The air is a perfect dry gas;
- (b) The physical constants are:
  - i. Sea level mean molar mass:  $M_0 = 28.964\ 420 \times 10^{-3} \text{ kg mol}^{-1}$
  - ii. Sea level atmospheric pressure:  $P_0 = 1\ 013.250 \text{ hPa}$
  - iii. Sea level temperature:  $t_0 = 15^\circ\text{C}$   $T_0 = 288.15 \text{ K}$
  - iv. Sea level atmospheric density:  $\rho_0 = 1.225\ 0 \text{ kg m}^{-3}$
  - v. Temperature of the ice point:  $T_i = 273.15 \text{ K}$
  - vi. Universal gas constant:  $R^* = 8.314\ 32 \text{ JK}^{-1}\text{mol}^{-1}$
- (c) The temperature gradients are:

Geopotential altitude (km)		Temperature gradient (Kelvin per standard geopotential kilometre)
From	To	
-5.0	11.0	-6.5
11.0	20.0	0.0
20.0	32.0	+1.0
32.0	47.0	+2.8
47.0	51.0	0.0
51.0	71.0	-2.8
71.0	80.0	-2.0

*Note 1: The standard geopotential metre has the value  $9.806\ 65 \text{ m}^2 \text{ s}^{-2}$ .*

*Note 2: See ICAO Doc 7488, Manual of the ICAO Standard Atmosphere (extended to 80 kilometres (262 500 feet)), for the relationship between the variables and for tables giving the corresponding values of temperature, pressure, density, and geopotential.*

*Note 3: ICAO Doc 7488 also gives the specific weight, dynamic viscosity, kinematic viscosity, and speed of sound at various altitudes.*

**State of Design.** The State having jurisdiction over the organization responsible for the type design.

**State of Destination.** As relating to dangerous goods, the State in the territory of which the dangerous goods consignment is finally to be unloaded from an aircraft.

**State of Manufacture.** The State having jurisdiction over the organization responsible for the final assembly of the aircraft, engine or propeller.

**State of Occurrence.** The State in the territory of which an accident or incident occurs.

**State of Origin.** As relating to dangerous goods, the State in which dangerous goods were first loaded on an aircraft. (ICAO Annex 18)

**State of Registry.** The State on whose register an aircraft is entered.

*Note - In the case of the registration of aircraft of an international operating agency on other than a national basis the States constituting the agency are jointly and severally bound to assume the obligations which, under the Chicago Convention, attached to a State of Registry. See, in this regard the Council Resolution of 14*

*December 1967 on Nationality and Registration of Aircraft Operated by International Operating Agencies which can be found in Policy and Guidance Material on the Economic Regulation of International Air Transport (Doc 9587).*

**State of the Aerodrome.** The State in whose territory the aerodrome is located.

**State of the Operator.** The State in which the operator's principal place of business is located, or, if there is no such place of business, the operator's permanent residence.

**State of the principal location of a general aviation operator.** The State in which the operator of a general aviation aircraft has its principal place of business or, if there is no such place of business, its permanent residence.

*Note: Guidance concerning the options for the principal location of a general aviation operator is contained in ICAO Doc 10059, Manual on the Implementation of Article 83 bis of the Convention on International Civil Aviation.*

**State safety programme (SSP).** An integrated set of regulations and activities aimed at improving safety.

**Stores (supplies).** Stores (supplies) (a) for consumption and (b) to be taken away.

**Substantial damage.** Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this substantial damage relating to an aircraft accident.

**Surveillance.** The State activities through which the State proactively verifies through inspections and audits that aviation license, certificate, authorization, or approval holders continue to meet the established requirements and function at the level of competency and safety required by the State.

**Syllabus (training).** The detailed summary or outline describing the main points of a course.

**Synthetic flight trainer.** See Flight simulation training device.

**Synthetic vision system (SVS).** A system to display data-derived synthetic images of the external scene from the perspective of the flight deck.

**Take-off and initial climb phase.** That part of the flight from the start of take-off to 300 m (1 000 ft) above the elevation of the FATO, if the flight is planned to exceed this height, or to the end of the climb in the other cases.

**Take-off decision point.** The point used in determining take-off performance of a Class 1 helicopter from which, an engine failure occurring at this point, either a rejected take-off may be made or a take-off safely continued.

**Take-off safety speed for Category A rotorcraft (VTOSS).** As it pertains to rotary-wing aircraft, the minimum speed at which climb shall be achieved with the critical engine inoperative, the remaining engines operating within approved operating limits.

*Note: The speed referred to above may be measured by instrument indications or achieved by a procedure specified in the flight manual.*



**Take-off surface.** The part of the surface of an aerodrome which the aerodrome authority has declared available for the Norman ground or water run of aircraft taking off in a particular direction.

**Target level of safety (TLS).** A generic term representing the level of risk which is considered acceptable in particular circumstances.

**Taxiing.** Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

**Taxiway.** A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- (a) *Aircraft stand taxilane.* A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- (b) *Apron taxiway.* A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- (c) *Rapid exit taxiway.* A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

**Technical instructions.** The latest effective edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc. 9284-AN/905), including the supplement and any addendum, approved and published by decision of the Council of the ICAO. The term "Technical Instructions" is used in this Part.

**Technical log.** A document carried on an aircraft that contains information to meet ICAO requirements; a technical log contains two independent sections: a journey record section and an aircraft maintenance record section.

**Terminal control area.** A control area normally established at the confluence of ATC routes in the vicinity of one or more major aerodromes.

**Terrain Awareness Warning System.** A system that provides the flight crew with sufficient information and alerting to detect a potentially hazardous terrain situation and so the flight crew may take effective action to prevent a controlled flight into terrain (CFIT) event.

**Threat.** As relating to flight, events or errors that occur beyond the influence of an operational person,, increase operational complexity and which must be managed to maintain the margin of safety. (ICAO Annex 1)

**Threat management.** The process of detecting and responding to the threats with countermeasures that reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired aircraft. (ICAO Annex 1)

*Note - See Attachment C to Chapter 3 of the Procedures for Air Navigation Services Training (ICAO PANS-TRG, Doc 9868) and ICAO Circular 314, Threat and Error Management (TEM) in Air Traffic Control, for a description of undesired states.*

**Threshold time.** The range, expressed in time, established by the State of the Operator, to an en-route alternate aerodrome, whereby any time beyond requires an extended diversion time operation approval from the State of the Operator.

**Total estimated elapsed time.** For IFR flights, the estimated time required from take-off to arrive over that designated point, defined by reference to navigation aids, from which it is intended that an instrument approach procedure will be



commenced, or, if no navigation aid is associated with the destination aerodrome, to arrive over the destination aerodrome. For VFR flights, the estimated time required from take-off to arrive over the destination aerodrome.

**Total vertical error (TVE).** The vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level).

**Traceability.** A characteristic of a calibration, analogous to a pedigree. A traceable calibration is achieved when each Measurement Device and Working Standard, in a hierarchy stretching back to the National Standard, was itself properly calibrated, and the results properly documented. The documentation provides the information needed to show that all calibrations in the chain of calibrations were properly performed.

**Track.** The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (true, magnetic or grid).

**Traffic avoidance advice.** Advice provided by an air traffic services unit specifying manoeuvres to assist a pilot to avoid a collision.

**Traffic information.** Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.

**Training manual.** A manual containing the training goals, objectives, standards syllabi, and curriculum for each phase of the approved training course.

**Training and procedures manual.** A manual containing procedures, instructions and guidance for use by personnel of an Approved Training Organization in the execution of their duties in meeting the requirements of the certificate.

*Note: It may be a combined manual or separated into a Training Manual and a Procedures Manual.*

**Training manual.** A manual containing the training goals, objectives, standards, syllabi, and curriculum for each phase of the approved training course.

**Procedures manual.** A manual containing procedures, instructions and guidance for use by personnel of the ATO in the execution of their duties in meeting the requirements of the certificate.

**Training specifications.** A document issued to an Aviation Training Organization certificate holder by the [BAG STATE] that specifies training programme requirements and authorizes the conduct of training, checking, and testing with any limitations thereof.

**Training programme.** Programme that consists of courses, courseware, facilities, flight training equipment, and personnel necessary to accomplish a specific training objective. It may include a core curriculum and a specialty curriculum.

**Training time.** The time spent receiving from an authorized instructor flight training, ground training, or simulated flight training in an approved flight simulation training device.

**Training to proficiency.** The process of the check airman administering each prescribed manoeuvre and procedure to a pilot as necessary until it is performed successfully during the training period.

**Transfer cargo and mail.** Cargo and mail departing on an aircraft other than that on which it arrived.

**Transfer Standard.** Any standard that is used to compare a measurement process, system, or device at one location or level with another measurement process, system or device at another location or level.

**Transition altitude.** The altitude at or below which the vertical position of an aircraft is controlled by reference to altitudes.

**Type Certificate.** A document issued by a Contracting State to define the design of an aircraft, engine or propeller type and to certify that this design meets the appropriate airworthiness requirements of that State.

*Note: In some Contracting States a document equivalent to a type certificate may be issued for an engine or propeller type.*

**Type design.** The set of data and information necessary to define an aircraft, engine, or propeller type for the purpose of airworthiness determination.

**Ultimate load.** The limit load multiplied by the appropriate factor of safety.

**Unidentified baggage.** Baggage at an aerodrome, with or without a baggage tag, that is not picked up by or identified with a passenger.

**United Nations (UN) number.** The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals to identify an article or substance or a particular group of substances.

**Unaided night flight.** For a flight in which a pilot uses night vision goggles, the portion of the flight in which the pilot does not use night vision goggles to maintain visual surface reference.

**Undesired aircraft state.** Occurs when the flight crew places the aircraft in a situation of unnecessary risk. (ICAO Annex 1).

**Unit load device.** Any type of freight container, aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

**Unmanned aircraft (UA).** Any aircraft intended to be flown without a pilot on board. It can be remotely and fully controlled from another place (ground, another aircraft, space) or pre-programmed to conduct its flight without intervention.

**Unmanned aircraft system (UAS).** An aircraft and its associated elements that are operated with no pilot on board.

**Unmanned free balloon.** A non-power-driven, unmanned, lighter-than-air aircraft in free flight.

*Note. Unmanned free balloons are classified as heavy, medium or light in accordance with specifications contained in Part 8.*

**Unpredictability.** The implementation of security measures in order to increase their deterrent effect and their efficiency, by applying them at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework.

**Validation.** The action taken by [BAG STATE] as an alternative to issuing its own license, in accepting a license issued by another Contracting State as the equivalent of its own license for use on aircraft registered in [BAG STATE]. Also may be referred to as rendering a license valid.

**Validation of a Certificate of Airworthiness.** The action taken by a Contracting State, as an alternative to issuing its own Certificate of Airworthiness, in accepting a Certificate of Airworthiness issued by any other Contracting State as the equivalent of its own Certificate of Airworthiness.

**Visual flight rules (VFR).** The rules that govern the operation of aircraft in VMC.

*Note: Because of the limited communication and/or navigation equipment required for VFR flight, a VFR aircraft may be subject to limitations if and when it is permitted in controlled airspace. Any conditions are detailed in the national AIPs.*

**VFR flight.** A flight conducted in accordance with the visual flight rules.

**Visibility.** Visibility for aeronautical purposes is the greater of:

*The greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognized when observed against a bright background;*

*The greatest distance at which lights in the vicinity of 1,000 candelas can be seen and identified against an unlit background.*

*Note 1. The two distances have different values in air of a given extinction coefficient, and the latter b) varies with the background illumination. The former a) is represented by the meteorological optical range (MOR).*

*Note. 2. The definition applies to the observations of visibility in local routine and special reports, to the observations of prevailing and minimum visibility reported in METAR and SPECI and to the observations of ground visibility.*

**Visual line-of-sight (VLOS) operation.** An operation in which the remote pilot or RPA observer maintains direct unaided visual contact with the remotely piloted aircraft.

**Visual meteorological conditions.** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

*Note - The specified minima are contained in Part 8 of the MCAR.*

**VMC.** The symbol used to designate visual meteorological conditions.

**Wet Lease.** The lease of an aircraft with crew and other back-up.

**Will.** A rule of construction in paragraph (a)(4) of subsection 1.1.1.1 that indicates an action incumbent upon the Authority.

**Wet runway.** The runway surface is covered by any visible dampness or water up to and including 3 mm deep within the intended area of use.

**THIS PAGE INTENTIONALLY LEFT BLANK**

# LIBERIA CIVIL AVIATION REGULATIONS

## Part 1 — IMPLEMENTING STANDARDS

*For ease of reference the number assigned to each implementing standard corresponds to its associated regulation. For example IS: 1.2.8 would reflect a standard required in subsection 1.2.8.*

**IS 1.2.9 LIST OF PSYCHOACTIVE SUBSTANCES**

- (a) The following are deemed to be psychoactive substances:
  - (1) Alcohol.
  - (2) Opioids.
  - (3) Cannabinoids.
  - (4) Sedatives and hypnotics.
  - (5) Cocaine and other stimulants (except caffeine).
  - (6) Hallucinogens.
  - (7) Volatile solvents.

**IS 1.1.5 LEGAL ENFORCEMENT ACTIONS**

- (a) These sample sanction guidance tables provide a recommended approach to assessment of sanctions for violations of these Aviation Regulations.
- (b) These tables describe civil penalties as minimum, moderate, or maximum for a single violation of a particular regulation, in accordance with Section 801 or Section 801 of the Civil Aviation Act of 2019. These terms are defined as in the following tables.

**Table 1. Range of Civil Penalties**

<b>Party Committing Violation</b>	<b>Amount of Civil Penalty (in USD)</b>
Air Carriers	Maximum: 33,000.00 Moderate: 13,000.00 Minimum: 3,000.00
Airport Operators	Maximum : 66,000.00 Moderate: 33,000.00 Minimum: 16,000.00
Air Navigation Services Providers	Maximum : 66,000.00 Moderate: 33,000.00 Minimum: 6,000.00
Air Carrier Personnel	Maximum : 1,300.00 Moderate: 600.00 Minimum: 300.00
General Aviation Owners, Operators, Mechanics, and non-licensed persons	Maximum : 6,000.00 Moderate: 3,000.00 Minimum: 300.00
Approved Maintenance Organizations	Maximum : 16,000.00 Moderate: 10,000.00 Minimum: 3,000.00
Approved Training Organizations	Maximum : 16,000.00 Moderate: 10,000.00 Minimum: 3,000.00

**Table 2. Recommended Sanctions**

<b>Violation</b>	<b>Recommended Sanction per Violation</b>	<b>Certificate Action</b>
<b>I. AIR OPERATORS AND AIRPORT OPERATORS</b>		
<b>1. Maintenance manual</b>		
(a) Failure to maintain current manual	Minimum civil penalty	Up to 7 day suspension
(b) Failure to provide adequate instructions & procedures in manual	Moderate to maximum civil penalty	
(c) Failure to distribute manual to appropriate personnel	Minimum to moderate civil penalty	
(d) Release of aircraft without required equipment	Moderate to maximum civil penalty	Up to 7 day suspension
<b>2. Failure to comply with airworthiness Regulations</b>	Moderate to maximum civil penalty	
<b>3. Operations specifications</b>		
(a) Failure to comply with inspection and overhaul time limitations	Moderate civil penalty	Up to 7 day suspension
(b) Operations contrary to operations specifications – technical noncompliance	Minimum civil penalty	
(c) Operations contrary to operations specifications – likely potential or actual adverse effect on safe operations	Moderate to maximum civil penalty	
<b>4. Failure to provide adequately for proper servicing, maintenance, repair, and inspection of facilities and equipment</b>	Maximum civil penalty	Indefinite suspension until proper servicing maintenance, repair, and inspection of facilities and equipment is provided to revocation.
<b>5. Failure to provide or maintain a maintenance &amp; inspection organization</b>	Maximum civil penalty	Indefinite suspension until appropriate maintenance and inspection organization is provided to revocation.
<b>6. Training program</b>		
(a) Failure to have or maintain an effective training program	Maximum civil penalty	Indefinite suspension until compliance is demonstrated to revocation
(b) Failure to maintain training program	Moderate to maximum civil penalty	
(c) Failure to train personnel adequately	Moderate to maximum civil penalty	
<b>7. Maintenance or Aircraft Paperwork</b>	Moderate to maximum civil penalty	
(a) Incomplete or unsigned release	Minimum to maximum civil penalty	
(b) Failure to revise aircraft data after repair	Moderate to maximum civil penalty	
<b>8. Performance of maintenance</b>	Maximum civil penalty	
(a) By unauthorized person	Maximum civil penalty	
(b) Failure to perform or improper maintenance	Moderate to maximum civil penalty	



Violation	Recommended Sanction per Violation	Certificate Action
<b>9. Failure to revise aircraft data after repair</b>	Moderate to maximum civil penalty	
<b>10. Records and reports</b>		
(a) Failure to make accurate mechanical interruption summary report	Moderate to maximum civil penalty	
(b) Failure to make available reports of major alterations or repairs	Moderate to maximum civil penalty	Indefinite suspension to revocation
(c) Failure to make accurate mechanical reliability reports	Moderate to maximum civil penalty	
(d) Failure to keep maintenance records	Maximum civil penalty to 7-day suspension and thereafter until aircraft is in airworthy conditions	
(e) Failure to make required entry in aircraft log	Moderate to maximum civil penalty	
(f) Failure to make available pilot records	Moderate to maximum civil penalty	Indefinite suspension to revocation
(g) Failure to make available load manifests	Moderate to maximum civil penalty	Indefinite suspension to revocation
(h) Failure to monitor and record enroute radio communications	Moderate to maximum civil penalty	
(i) Deliberate violation - intentional false or fraudulent entry; reproduction, or alteration in record or report		Revocation
(j) Deliberate violation - other		180 day suspension to revocation
<b>11. Operation of an unairworthy aircraft</b>		
(a) Technical non-conformity to type certificate, but no likely effect (potential or actual) on safe operation	Minimum civil penalty	
(b) Non-conformity which may have, or has, an adverse effect on safety of operation	Moderate to maximum civil penalty	
(c) Release of aircraft without required equipment	Moderate to maximum civil penalty	Up to 7 day suspension
<b>12. Provisions specific to passenger-carrying</b>		
(a) Boarding or serving alcoholic beverages to a person who appears to be intoxicated	Maximum civil penalty	
(b) Failure to brief passengers	Moderate to maximum civil penalty	
(c) Failure to ensure seat and belt for each passenger	Maximum civil penalty	
(d) Operation without operable public address system	Maximum civil penalty	
(e) Failure to store baggage properly	Moderate civil penalty	
<b>13. Failure to make available a seat on the flight deck for Authority inspectors conducting an en route inspection</b>	Maximum civil penalty	
<b>14. Provisions specific to flight deck crew</b>		
(a) Using an unqualified crewmember	Maximum civil penalty	
(b) Using a crewmember with an expired medical certificate	Minimum to moderate civil penalty	
(c) Flight and duty time violations	Moderate civil penalty	

<b>Violation</b>	<b>Recommended Sanction per Violation</b>	<b>Certificate Action</b>
<b>15. Violation of flight dispatch and release</b>	Moderate to maximum civil penalty	
<b>16. Other provisions</b>		
(a) Improperly returning an aircraft to service	Maximum civil penalty	
(b) Illegal carriage of controlled substance with knowledge of carrier, i.e., knowledge of management personnel		Revocation
(c) Use of unqualified personnel other than flight deck crewmember	Maximum civil penalty	
<b>17. Security violations</b>		
(a) Failure to properly screen baggage or each passenger	Maximum civil penalty	
(b) Unauthorized access to airport operations area	Maximum civil penalty	
(c) Failure to comply with air carrier security program, including failure to detect weapons, incendiary and other dangerous devices	Maximum civil penalty	
(d) Management personnel coerce, condone, or encourage falsification of records/reports	Revocation	
(e) Deliberate failure to maintain employee records	Maximum civil penalty	
(f) Failure to challenge	Moderate civil penalty	
(g) Failure to test screeners or test equipment	Moderate civil penalty	
(h) Failure to properly train	Moderate civil penalty	
(i) Unintentional failure to maintain screener test records	Minimum to moderate civil penalty	
(j) Improper use of dosimeters	Minimum civil penalty	
(k) Failure to display identification	Minimum to moderate civil penalty	
(l) Failure to manage/control identification system	Maximum civil penalty	
(m) Failure to conduct background check	Minimum to moderate civil penalty	
(n) Failure to detect test objects	Maximum civil penalty	
(o) Failure to comply with approved or current security program	Maximum civil penalty	
(p) Failure of the law enforcement officer to respond in a timely manner	Maximum civil penalty	
<b>II. PERSONNEL OF AIR CARRIERS</b>		
<b>1. Maintenance, including inspections</b>		
(a) Performing maintenance without a license, rating or authorization	Maximum civil penalty	
(b) Performing maintenance that exceeds limitations		30 to 45 day suspension
(c) Failure to perform maintenance properly		30 to 120 day suspension
<b>2. Inspection personnel</b>		
(a) Failure to make required inspection		30 to 60 day suspension

<b>Violation</b>	<b>Recommended Sanction per Violation</b>	<b>Certificate Action</b>
(b) Making improper inspection		30 to 120 day suspension
(c) Improperly releasing an aircraft to service		30 to 60 day suspension
(d) Releasing aircraft for service without required equipment		30 to 60 day suspension
<b>3. Records and reports</b>		
(a) Failure to make entries in aircraft log		15 to 60 day suspension
(b) Failure to make entries in worksheets		15 to 30 day suspension
(c) Failure to make entries in other maintenance record		15 to 30 day suspension
(d) Failure to sign off work or inspection performed		15 to 30 day suspension
(e) Failure to complete and sign maintenance release		15 to 30 day suspension
(f) Intentional falsification of records or reports		Revocation
<b>4. Pre-flight</b>		
(a) Failure to use pre-flight cockpit checklist		30 to 60 day suspension
(b) Failure to check aircraft logs, flight manifests, weather, etc.		30 to 90 day suspension
(c) Failure to make the required inspection		30 to 60 day suspension
(d) Failure to inspect, or improper inspection of, aircraft		15 to 30 day suspension
(e) Failure to ensure seat and belt available for each passenger		30 to 60 day suspension
<b>5. Taxiing</b>		
(a) Failure to adhere to taxi clearance or instruction		30 to 60 day suspension
(b) Collision while taxiing		30 to 180 day suspension
(c) Jet blast		30 to 120 day suspension
(d) Taxiing with passenger standing		30 to 60 day suspension
(e) Taxiing off runway, taxiway or ramp		30 to 90 day suspension
<b>6. Takeoff</b>		
(a) Takeoff against instruction or clearance		60 to 120 day suspension
(b) Takeoff below weather minima		60 to 120 day suspension
(c) Takeoff in overloaded aircraft (in excess of maximum gross weight)		60 to 120 day suspension
<b>7. Enroute</b>		
(a) Deviation from clearance or instruction		30 to 90 day suspension
(b) Operating VFR within clouds		90 day suspension to revocation
(c) Operation of unairworthy aircraft		30 to 180 day suspension
(d) Unauthorized departure from flight desk		15 to 30 day suspension

Violation	Recommended Sanction per Violation	Certificate Action
(e) Operating within restricted or prohibited area, or within positive control area with clearance		30 to 90 day suspension
(f) Operating without required equipment		15 to 120 day suspension
(g) Fuel mismanagement/exhaustion		30 to 150 day suspension
(h) Operating contrary to NOTAM		30 to 90 day suspension
(i) Unauthorized manipulation of controls		30 to 90 day suspension
<b>8. Approach to landing</b>		
(a) Deviation from clearance or instruction in terminal area		30 to 90 day suspension
(b) Approach below weather minimums		60 to 120 day suspension
(c) Exceeding speed limitation in airport traffic areas		30 to 60 day suspension
<b>9. Landing</b>		
(a) Landing at wrong airport		90 to 180 day suspension
(b) Deviation from instrument approach procedure		30 to 90 day suspension
(c) Overweight landing		30 to 90 day suspension
(d) Hard landing		15 to 60 day suspension
(e) Short or long landing		30 to 180 day suspension
(f) Wheels up landing		15 to 90 day suspension
(g) Failure to comply with preferential runway system		15 day suspension
(h) Deviating from clearance or instruction		30 to 90 day suspension
<b>10. Unauthorized admission to flight deck</b>		30 to 90 day suspension
<b>11. Failure to close and lock cockpit door</b>	Maximum civil penalty	to 30 day suspension
<b>12. Acting, or attempting to act, as flight crewmember while under the influence of liquor or other psychoactive substances, or alcoholic beverage consumption within 8 hours</b>		Emergency revocation
<b>13. Denial of authorized entry to flight deck by credentialed CAA inspector</b>		30 to 60 day suspension
<b>14. Flight and duty time limitations</b>		15 to 90 day suspension
<b>15. Operation without required license, certificate or rating</b>		
(a) Medical certificate		30 to 90 day suspension
(b) Lack of type rating		180 day suspension to revocation
(c) Missed proficiency check or line check		30 to 90 day suspension
(d) Lack of current experience, initial or recurrent training		30 to 90 day suspension
(e) Failure to have current medical certificate or license or authorization in possession	Minimum to moderate civil penalty	

Violation	Recommended Sanction per Violation	Certificate Action
(f) Operation with known disqualifying physical disability		Revocation
(g) Operation without valid medical certificate when not medically qualified or application for medical certificate deferred		Revocation
<b>16. Failure to keep manual current</b>	Minimum civil penalty	30 to 90 day suspension
<b>III. INDIVIDUALS AND GENERAL AVIATION—OWNERS, PILOTS, MAINTENANCE PERSONNEL, APPROVED MAINTENANCE ORGANIZATIONS, APPROVED TRAINING ORGANIZATIONS</b>		
<b>1. Owners and operators other than required crewmembers</b>		
(a) Failure to comply with airworthiness Regulations	Moderate to maximum civil penalty	
(b) Failure to perform or improper performance of maintenance, including required maintenance	Moderate to maximum civil penalty	
(c) Failure to make proper entries in aircraft logs	Minimum to moderate civil penalty	
(d) Operation of aircraft beyond annual, 100-hour, or progressive inspection	Minimum to moderate civil penalty	
(e) Operation of unairworthy aircraft	Moderate to maximum civil penalty	
(f) Intentional falsification of any entry, reproduction, or alternation in any record or report	Maximum civil penalty	Revocation
<b>2. Aviation maintenance organizations</b>		
(a) Failure to provide adequately for proper servicing, maintenance repairs, and inspection	Moderate to maximum civil penalty	Indefinite suspension until compliance to revocation
(b) Failure to provide adequate personnel who can perform, supervise, and inspect work for which the station is rated	Maximum civil penalty to 7-day suspension and thereafter until adequate personnel are provided	Indefinite suspension until compliance to revocation
(c) Failure to have enough qualified personnel to keep up with the volume of work	Maximum civil penalty to 7-day suspension and thereafter until certificate holder has enough qualified personnel	to 7-day suspension and thereafter until certificate holder has enough qualified personnel
(d) Failure to maintain records of supervisory and inspection personnel	Moderate to maximum civil penalty	
(e) Failure to maintain performance records and reports	Moderate to maximum civil penalty	
(f) Failure to ensure correct calibration of all inspection and test equipment is accomplished at prescribed intervals	Minimum to maximum civil penalty	
(g) Failure to set forth adequate description of work performed	Minimum to maximum civil penalty	
(h) Failure of mechanic to make log entries, records, or reports	Moderate to maximum civil penalty	
(i) Failure to sign or complete maintenance release	Minimum to moderate civil penalty	

Violation	Recommended Sanction per Violation	Certificate Action
(j) Inspection of work performed and approval for return to service by other than a qualified inspector	Maximum civil penalty to 30 day suspension	Up to 30 day suspension
(k) Failure to have an adequate inspection system that produces satisfactory quality control	Moderate civil penalty to 30 day suspension and thereafter until an adequate inspection system is attained.	Up to 30 day suspension and thereafter until an adequate inspection system is attained.
(l) Maintaining or altering an article for which it is rated, without using required technical data, equipment, or facilities	Maximum civil penalty to 30 day suspension	Up to 30 day suspension
(m) Failure to perform or properly perform maintenance, repairs, alterations, or required inspections	Moderate to maximum civil penalty	Up to 30 day suspension
(n) Maintaining or altering an airframe, powerplant, propeller, instrument, radio, or accessory for which it is not rated.	Maximum civil penalty to revocation	Suspension or revocation
(o) Failure to report defects or unairworthy conditions to the Authority in a timely manner.	Moderate to maximum civil penalty	
(p) Failure to satisfy housing and facility requirements	Moderate civil penalty to suspension until housing and facility requirements are satisfied	
(q) Change of location, housing, or facilities without advance written approval	Moderate civil penalty to suspension until approval is given	
(r) Operating as a certificated repair station without a repair station certificate	Maximum civil penalty	
(s) Failure to permit Authority to inspect	Maximum civil penalty to suspension until Authority is permitted to inspect.	Indefinite suspension until Authority is permitted to inspect.
<b>3. General aviation maintenance personnel</b>		
(a) Failure to revise aircraft data after major repairs or alterations		30 to 60 day suspension
(b) Failure to perform or improper performance of maintenance		30 to 120 day suspension
(c) Failure of mechanic to properly accomplish inspection		30 to 60 day suspension
(d) Failure of mechanic to record inspection		15 to 30 day suspension
(e) Failure of Inspection Authorization holder to properly accomplish inspection		60 suspension to revocation
(f) Failure of Inspection Authorization holder to record inspection		15 to 30 day suspension
(g) Maintenance performed by person without a certificate	Moderate to maximum civil penalty	
(h) Maintenance performed by person who exceeded certificate limitations		15 to 60 day suspension
(i) Improper approval for return to service		30 to 120 day suspension
(j) Failure to make maintenance record entries		30 to 60 day suspension
(k) Failure to set forth adequate description of work performed		15 to 30 day suspension
(l) Falsification of maintenance records		Revocation

Violation	Recommended Sanction per Violation	Certificate Action
<b>4. Student operations</b>		
(a) Carrying passengers		Revocation
(b) Solo flight without endorsement		45 to 90 day suspension
(c) Operation on international flight		60 to 90 day suspension
(d) Use of aircraft in business		30 to 120 day suspension
(e) Operation for compensation or hire		Revocation
<b>5. Instructors for licenses, ratings, authorizations and endorsement</b>		
(a) False endorsement of a student license, rating, authorization, or record		Revocation
(b) Exceeding flight time limitations or other training time limitations		30 to 90 day suspension
(c) Instruction in aircraft, and/or course for which he/she is not rated		60 to 180 day suspension
<b>6. Operational violations</b>		
(a) Operation without valid airworthiness or registration certificate	30 to 90 day suspension	
(b) Failure to close flight plan or file arrival notice	Administrative action to minimum civil penalty	
(c) Operation without valid pilot license (no license issued)	Maximum civil penalty	
(d) Operation while pilot license is suspended		Emergency revocation
(e) Operation without pilot or medical certificate in personal possession	Minimum civil penalty	
(f) Operation without valid medical certificate (no medical certificate issued)		Revocation
(g) Operation for compensation or hire without commercial pilot certificate		90 day suspension to revocation
(h) Operation without type or class rating		60 to 120 day suspension
(i) Failure to comply with special conditions of medical certificate		90 day suspension to revocation
(j) Operation with known physical deficiency		90 day suspension to revocation
(k) Failure to obtain preflight information		30 to 90 day suspension
(l) Deviation from ATC instruction or clearance		30 to 90 day suspension
(m) Taxiing, takeoff, or landing without a clearance where ATC tower is in open		30 to 90 day suspension
(n) Failure to maintain radio communications in airport traffic area		30 to 60 day suspension
(o) Failure to comply with airport traffic pattern		30 to 60 day suspension
(p) Operation in terminal control area without or contrary to a clearance		60 to 90 day suspension
(q) Failure to maintain altitude in airport traffic area		30 to 60 day suspension
(r) Exceeding speed limitations in traffic area		30 to 60 day suspension
(s) Operation of unairworthy aircraft		30 to 180 day suspension



Violation	Recommended Sanction per Violation	Certificate Action
(t) Failure to comply with Airworthiness Regulations		30 to 180 day suspension
(u) Operation without required instruments and/or equipment		30 to 90 day suspension
(v) Exceeding operating limitations		30 to 90 day suspension
(w) Operation within prohibited or restricted area, or within positive control area		30 to 90 day suspension
(x) Failure to adhere to right of way rules		30 to 90 day suspension
(y) Failure to comply with VFR cruising altitudes		30 to 90 day suspension
(z) Failure to maintain required minimum altitudes over structures, persons, or vehicles over:		
i. Congested area		60 to 180 day suspension
ii. Sparsely populated area		30 to 120 day suspension
(aa) Failure to maintain radio watch while under IFR		30 to 60 day suspension
(bb) Failure to report compulsory reporting points under IFR		30 to 60 day suspension
(cc) Failure to display position lights		30 to 60 day suspension
(dd) Failure to maintain proper altimeter settings		30 to 60 day suspension
(ee) Weather operations:		
i. Failure to comply with visibility minimums in controlled airspace		60 to 180 day suspension
ii. Failure to comply with visibility minimums outside controlled airspace		30 to 120 day suspension
iii. Failure to comply with distance from clouds requirements in controlled airspace		60 to 180 day suspension
iv. Failure to comply with distance from clouds requirements outside of controlled airspace		30 to 120 day suspension
(ff) Failure to comply with IFR landing minimums		45 to 180 day suspension
(gg) Failure to comply with instrument approach procedures		45 to 180 day suspension
(hh) Careless or reckless operations:		
i. Fuel mismanagement/exhaustion		30 to 150 day suspension
ii. Wheels up landing		30 to 60 day suspension
iii. Short or long landing		30 to 90 day suspension
iv. Landing on or taking off from closed runway		30 to 60 day suspension
v. Landing on or taking off from ramps or other improper areas		30 to 120 day suspension
vi. Taxiing collision		30 to 90 day suspension
vii. Leaving aircraft unattended with motor running		30 to 90 day suspension

Violation	Recommended Sanction per Violation	Certificate Action
viii. Propping aircraft without a qualified person at controls		30 to 90 day suspension
ix. Unauthorized dropping of object from aircraft		30 to 60 day suspension
x. Unauthorized towing		30 to 60 day suspension
xi. Acrobatic flight on airway, over congested area, below minimum altitude, etc.		90 to 180 day suspension
xii. Taking off with insufficient fuel		30 to 150 day suspension
xiii. Operating so as to cause a collision hazard		60 to 180 day suspension
xiv. Taxiing aircraft off runway, taxiway, or ramp		30 to 90 day suspension
(ii) Passenger operations		
i. Operation without approved seat or berth and approved safety belt for each person on board the aircraft required to have them during takeoff, en route flight, and landing.		30 to 60 day suspension
ii. Carrying passengers who are under the influence of drugs or alcohol		60 to 120 day suspension
iii. Performing acrobatics when all passengers are not equipped with approved parachutes		60 to 90 day suspension
iv. Use of unapproved parachute		30 to 60 day suspension
v. Permitting unauthorized parachute jumping		30 to 90 day suspension
vi. Carrying passenger(s) without required recent flight experience		30 to 120 day suspension
<b>7. ID plate violations</b>		
(a) LCAR 4: Improper removal, changing or placing of identification information on a product		
i. Inadvertent	Minimum civil penalty	
ii. Intentional misrepresenting identity of product	Maximum civil penalty to revocation	Revocation
(b) LCAR 4: Improper removal or installation of identification place		
i. Inadvertent	Minimum civil penalty	
ii. Intentional misrepresenting identity of product	Maximum civil penalty to revocation	Revocation
<b>8. Approved training organizations</b>		
(a) Knowingly permitting school aircraft to be used for unlawful carriage of controlled substances or other illegal activities		Revocation
(b) Refusal to permit inspection of facilities, equipment, personnel, records, or certificate by the Authority	Maximum civil penalty to suspension until Authority is permitted to inspect, up to revocation.	Indefinite suspension until Authority is permitted to inspect, up to revocation.
(c) False advertising	Maximum civil penalty	
(d) Improper crediting to or graduation of student		

Violation	Recommended Sanction per Violation	Certificate Action
i. Inadvertent	Moderate to maximum civil penalty	
ii. Intentional		Revocation
(e) Refusal to permit CAA test, check or examination of student	Maximum civil penalty to suspension until Authority is permitted to test, check or examine, up to revocation.	Indefinite suspension until Authority is permitted to test, check or examine, up to revocation.
(f) Unqualified or unauthorized instruction	Moderate to maximum civil penalty	
(g) Failure to establish or maintain training record	Moderate to maximum civil penalty	
(h) Failure to carry checklist or operator's handbook	Minimum civil penalty	
<b>IV. SECURITY AND SAFETY VIOLATIONS BY INDIVIDUALS</b>		
<b>1. Checked baggage</b>		
(a) Failure to declare unloaded firearm	Minimum civil penalty	
(b) Loaded firearm	Moderate to maximum civil penalty	
(c) Incendiary/explosive	Up to maximum civil penalty and/or criminal referral	
<b>2. Non-passengers: No intent to board</b>		
(a) Possession of firearm (unloaded, unloaded with ammunition accessible, or loaded) or other dangerous or deadly weapon (including stun guns):		
i. At screening point with no aggravating circumstances	Minimum civil penalty	
ii. At screening point with aggravating circumstances	Moderate to maximum civil penalty	
iii. In sterile area with no aggravating circumstances	Minimum to moderate civil penalty	
iv. In sterile area with aggravating circumstance	Moderate to maximum civil penalty	
(b) Possession of incendiary/explosive at screening point or in sterile area with no intent to board a flight.	Moderate to maximum civil penalty and/or criminal referral	
(c) Artful concealment of firearm (loaded or unloaded), other dangerous or deadly weapon (including stun guns), or incendiary/explosive at screening point or in sterile area.	Maximum civil penalty and/or criminal referral	
<b>3. Passengers: Intent to board</b>		
(a) Possession of dangerous or deadly weapon (including stun guns, mace, etc., but excluding firearms and incendiary/explosives) that would be accessible in flight in air transportation:		
i. At screening point with no aggravating circumstances	Minimum civil penalty	
ii. At screening pint with aggravating circumstances	Moderate to maximum civil penalty	

<b>Violation</b>	<b>Recommended Sanction per Violation</b>	<b>Certificate Action</b>
iii. In sterile area or aboard aircraft with no aggravating circumstances	Minimum to moderate civil penalty	
iv. In sterile area or aboard aircraft with aggravating circumstances	Moderate to maximum civil penalty	
(b) Possession of firearm that would be accessible in flight in air transportation with firearm unloaded, without accessible ammunition:		
i. At screening point with no aggravating circumstances	Minimum to moderate civil penalty	
ii. At screening pint with aggravating circumstances	Maximum civil penalty	
iii. In sterile area or aboard aircraft with no aggravating circumstances	Moderate civil penalty	
iv. In sterile area or aboard aircraft with aggravating circumstances	Maximum civil penalty	
(c) Possession of firearm that would be accessible in flight in air transportation with firearm loaded, or with accessible ammunition:		
i. At screening point with no aggravating circumstances	Moderate to maximum civil penalty	
ii. At screening pint with aggravating circumstances	Maximum civil penalty	
iii. In sterile area or aboard aircraft with no aggravating circumstances	Moderate to maximum civil penalty	
iv. In sterile area or aboard aircraft with aggravating circumstances	Maximum civil penalty	
(d) Artful concealment of dangerous or deadly weapon (including stun guns, but excluding firearms and incendiary/explosives) at screen point, in sterile area, or aboard aircraft.	Maximum civil penalty and/or criminal referral	
(e) Possession of incendiary/explosive at screening point, in sterile area, or aboard aircraft that would be accessible in flight in air transportation.	Maximum civil penalty and/or criminal referral	
(f) Artful concealment of firearm or incendiary/explosive at screening point, in sterile area, or aboard aircraft.	Maximum civil penalty and/or criminal referral	
<b>4. Other acts</b>		
(a) Entering sterile area after failing to submit to screening – non-aggravated	Minimum civil penalty	
(b) Entering sterile area after failing to submit to screening –aggravated	Moderate to maximum civil penalty	
(c) Imparting or conveying false information concerning an attempt to do an act that would be a crime prohibited by [§ 802 of the Civil Aviation Act of 2005	Maximum civil penalty	
(d) Threatening overt act or other intent to use or dangerously display firearm, incendiary/explosive, or other deadly or dangerous weapon (including stun guns)	Maximum civil penalty and/or criminal referral	
(e) Violation of §801 & §802 of the Civil Aviation Act of 2005	Criminal referral	
<b>5. Unruly passengers</b>		
(a) Interference with crewmember	Maximum civil penalty	

Violation	Recommended Sanction per Violation	Certificate Action
(b) Physical assault or threat to physically assault a flight or cabin crewmember	\$1,100-\$8,000 USD	
(c) Physical assault or threat to physically assault an individual other than a crewmember	\$500 - \$5,000 USD	
(d) Acts in a manner that poses imminent threat to safety of aircraft or other individuals on aircraft	\$5,000 - \$27,500 USD	
(e) Smoking while "No Smoking" sign is lighted	Maximum civil penalty	
(f) Smoking in aircraft lavatory	Maximum civil penalty	
(g) Tampering with smoke detector	\$1,800 to \$2,200 USD	
(h) Failure to fasten seat belt while seat belt sign is lighted	Minimum to moderate civil penalty	
(i) Failure to occupy an approved seat or berth with a safety belt, and, if installed, shoulder harness properly secured during movement on the surface takeoff, or landing	Minimum to moderate civil penalty	
(j) Operating a portable electronic device	Maximum civil penalty	
(k) Drinking alcoholic beverages not served by operator	Maximum civil penalty	
<b>6. Special Emphasis Enforcement – Individuals Aiming Laser Beam at Aircraft</b>		
(a) Single, first-time, inadvertent or non-deliberate violation by individual	Moderate civil penalty (\$2,200-\$4,399 USD); higher if individual holds airman certificate and should appreciate potential for danger associated with act.	
(b) Deliberate violation by an individual not holding an airman certificate	Civil penalty of up to the statutory maximum (\$11,000 USD per violation)	
(c) Deliberate violation by an airman certificate holder, regardless of whether airman was exercising the privileges of his or her certificate at the time of the violation.	Maximum civil penalty.	Revocation (in addition to civil penalty)
<b>7. Falsification</b>		
(a) Intentionally false or fraudulent entry, reproduction, or alteration on an application or a license or certificate or rating or approval		Revocation of authorized certificates
<b>8. Miscellaneous</b>		
(a) Carriage of illegal substances on aircraft		Revocation
(b) Conducting operation without required operating certificate		60 to 120 day suspension
(c) Misuse of an aerodrome-approved identification medium	Minimum to moderate civil penalty	
(d) Making an incorrect statement on an application for a personnel license or medical certificate		Indefinite suspension (pending correction of application and determination of qualification) or revocation of personnel license or medical certificate

Violation	Recommended Sanction per Violation	Certificate Action
(e) Refusal to produce personal license and/or associated medical certificate		30 day suspension, and until produced to revocation
<b>V. AIRCRAFT OWNER/OPERATOR REGISTRATION VIOLATIONS</b>		
(a) Operation of an unregistered aircraft		30 to 90 day suspension of pilot license
(b) Operation of an aircraft without an effective and valid Certificate of Aircraft Registration on board	Minimum to maximum civil penalty only if operator is different from pilot	30-90 day suspension of pilot certificate
(c) Failure to return an ineffective or invalid Certificate of Aircraft Registration	Minimum	Revoke Certificate of Aircraft Registration
(d) Use of registered aircraft to carry out or facilitate unlawful activities		Mandatory revocation of Certificate of Aircraft Registration and of all other Certificates of Aircraft Registration issued to its owner, and revocation of all personnel licenses and medical certificate
<b>VI. ALL INDIVIDUALS AND ENTITIES</b>		
(a) Failure to surrender suspended or revoked license, authorization or other approval, or medical certificate	Individual: Moderate civil penalty per day, with the total civil penalty generally \$5,000 to \$11,000 USD. Entity: Moderate civil penalty per day.	

### IS 1.7.2 SAFETY MANAGEMENT SYSTEM – AOC, ATO AND AMO

- (a) The following specifies the framework for the implementation and maintenance of a safety management system (SMS) by an AOC, ATO or AMO.
- (1) Safety policy and objectives:
- (i) Management commitment and responsibility.
- (A) The AOC, ATO or AMO shall define the organization's safety policy which shall be:
1. in accordance with international and national requirements, and
  2. Signed by the accountable executive of the organization.
- (B) The safety policy shall:
1. reflect organizational commitments regarding safety;
  2. include a clear statement about the provision of the necessary resources for the implementation of the safety policy;
  3. be communicated with visible endorsement throughout the organization;
  4. include the safety reporting procedures;

5. clearly indicate which types of operational behaviors are unacceptable;
6. include the conditions under which disciplinary action would not apply; and
7. Be periodically reviewed to ensure it remains relevant and appropriate to the organization.

(ii) Safety accountabilities

(A) The AOC, ATO or AMO shall identify, with respect to the safety performance of the SMS:

1. the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the AOC, ATO or AMO, for the implementation and maintenance of the SMS;
2. the accountabilities of all members of the management, irrespective of other functions, and
3. the employees.

(B) The AOC, ATO or AMO shall

1. document safety responsibilities, accountabilities and authorities;
2. communicate these throughout the organization, and
3. include a definition of the levels of management authority to make decisions regarding safety risk tolerability.

(iii) Appointment of key safety personnel

(A) The AOC, ATO or AMO shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

(iv) Coordination of emergency response planning

(A) The AOC, ATO or AMO shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and the return to normal operations is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its services.

(v) SMS documentation

(A) The AOC, ATO or AMO shall develop and maintain:

1. an SMS implementation plan:
  - (a) endorsed by senior management of the organization, and
  - (b) that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives.
2. SMS documentation describing:
  - (a) the safety policy and objectives,
  - (b) the SMS requirements,



- (c) the SMS processes and procedures,
      - (d) the accountabilities, responsibilities and authorities for processes and procedures and the SMS outputs.
    - 3. a safety management systems manual (SMSM) to communicate its approach to the management of safety throughout the organization.
  - (2) Safety risk management:
    - (i) Hazard identification.
      - (A) The AOC, ATO or AMO shall develop and maintain a formal process that ensures that hazards in operations are identified.
      - (B) The AOC, ATO or AMO shall base its hazard identification on a combination of reactive, proactive and predictive methods of safety data collection.
    - (ii) Safety risk assessment and mitigation.
      - (A) The AOC, ATO or AMO shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in training operations.
  - (3) Safety assurance:
    - (i) Safety performance monitoring and measurement.
      - (A) The AOC, ATO or AMO shall develop and maintain the means to:
        - 1. verify the safety performance of the organization, and
        - 2. validate the effectiveness of safety risk controls.
      - (B) The AOC, ATO or AMO shall verify the safety performance of the organization in reference to the safety performance indicators and safety performance targets of the SMS.
    - (ii) The management of change
      - (A) The AOC, ATO or AMO shall develop and maintain a formal process to:
        - 1. identify changes within the organization which may affect established processes and services;
        - 2. describe the arrangements to ensure safety performance before implementing changes, and
        - 3. eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.
    - (iii) Continuous improvement of the SMS
      - (A) The AOC, ATO or AMO shall develop and maintain a formal process to
        - 1. identify the causes of substandard performance of the SMS]
        - 2. determine the implications of substandard performance of the SMS in operations; and
        - 3. eliminate or mitigate such causes.
  - (4) Safety promotion:
    - (i) Training and education

- (A) The AOC, ATO or AMO shall develop and maintain a safety training program that:
  - 1. ensures that all personnel are trained and competent to perform the SMS duties, and
  - 2. is appropriate to each individual's involvement in the SMS.
- (ii) Safety communication.
  - (A) The AOC, ATO or AMO shall develop and maintain formal means for safety communication that:
    - 1. ensures all personnel are fully aware of the SMS;
    - 2. conveys safety-critical information;
    - 3. explains why particular safety actions are taken; and
    - 4. explains why safety procedures are introduced or changed.