**D.AOC-024**

**AOC approvals and acceptances**

1. **Introduction**

The Guernsey Aviation Requirements as they apply to Air Operator Certificate (AOC) applicants and holders contain a number of requirements that stipulate an ‘approval by the Director’. The Director in this respect means the Director of Civil Aviation of the Bailiwick of Guernsey (DCA), under whose authority the AOC is issued. This document lists those approvals in checklist format and forms a means for the applicant to apply for them.

Similarly, a number of other requirements stipulate ‘acceptance by the Director’ and such can also be applied for by means of this document.

1. **Scope**

This document is limited to operational approvals other than specific approvals. The following approvals are not addressed herein:

*Airworthiness approvals*– in a number of operational requirements reference is made to approvals that are part of the aircraft certification process.

*Airplane Flight Manual related approvals* **–** in a number of operational requirements reference is made to approvals in or associated with the Airplane Flight Manual (AFM). As the AFM is approved as part of aircraft certification, they do not need to be applied for by the operator. The use of a document equivalent to an AFM is subject to an operational approval and included herein (see GAR 119.71d and GAR 91.40).

*Specific approvals* **-** These are the approvals that are prescribed in Part-SPA (Specific Approvals) and are listed on the Operations Specifications. A separate form exists for applying for specific approvals.

1. **Procedure for requesting for an approval by the Director**

An approval by the Director in the context of an AOC application can only be given after a number of steps have been followed:

* The applicant requests for the approval;
* The applicant substantiates its request;
* The request and substantiation are reviewed by 2-REG who, when satisfied, recommends the approval to be issued by the DCA;
* The DCA gives the approval.

This document has been designed as a single document to capture all these steps.

As part of the AOC initial application process, for each row, the applicant must complete two columns of this checklist, as indicated. In the column titled ‘applicable?’, the applicant identifies whether the requirement applies to the AOC holder’s operation. If so, substantiation in support of the request must be entered in the next column. This substantiation may consist of a reference to a section in the Operations Manual, or otherwise.

Following completion by the applicant of these two columns per row, 2-REG enters the result of its review in the one but last column. In case of a positive result, this will entail a recommendation to the DCA to actually approve the request. The DCA has the right of further enquiry, or rejection.

1. **Procedure for requesting acceptance**

The procedure for requesting acceptance is the same as for requesting an approval.

1. **Initial vs. regular updates vs. variations**

Although the checklist is primarily intended for use during initial application of an AOC, it can also be used for:

* Regular updates, such as manual updates;
* Variations, such as new aircraft types, changes to the organization, etc.

In such a case, only the lines that are affected by the update or variation need to be filled in by the applicant. It is the responsibility of the applicant to determine which standards are affected by the change.

1. **Administrative**

The following details must be completed by the applicant each time this form is initiated:

| **AOC company name:** |  |
| --- | --- |
| **ARN:** |  |
| **Name:** |  |
| **Function:** |  |
| **Date:** |  |
| **Signature:** |  |

This box is reserved to indicate approval/acceptance by the Director of Civil Aviation:

| Signed by:  | For and on behalf of the Director of Civil Aviation |
| --- | --- |
| Date:  |  |

**GAR basis:** GAR 119 issue 6, GAR 91/121/135 issue 10.

1. **Operational requirements subject to approval by the Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **GAR section** | **Approval and Regulatory text** | **Applicable?** | **Substantiation** | **2-REG review result****(date and signature)** |
|  |  |  | ***To be completed by applicant*** |
| **Aircraft tracking** | 119.63c | **APPROVAL OF PROCEDURES FOR THE RETENTION OF AIRCRAFT TRACKING DATA**The holder of an AOC shall establish procedures, **approved by the Director**, for the retention of aircraft tracking data to assist SAR in determining the last known position of the aircraft.  |  |  |  |
| **Aircraft flight manual** | 91.40 | **APPROVAL OF AIRCRAFT FLIGHT MANUAL EQUIVALENT DOCUMENT**An aircraft shall be operated in compliance with the operating limitations specified in the aircraft flight manual, or an equivalent document **approved by the Director**. |  |  |  |
| **Carriage of weapons and munitions of war** | 135/121.105 | **APPROVAL OF PROCEDURES FOR THE CARRIAGE OF WEAPONS AND MUNITIONS OF WAR**The operator shall ensure that no weapons and munitions of war are carried on an aircraft except in accordance with **approved procedures**. |  |  |  |
| **Electronic navigation data management** | 135/121.115 | **APPROVAL OF ELECTRONIC NAVIGATION DATA PRODUCT PROCEDURES**The operator shall not use electronic navigation data products unless procedures have been **approved by the Director**. |  |  |  |
| **Passenger briefing** | 135/121.130 | **APPROVAL OF “NO SMOKING” PLACARDS**Passengers are informed, either by illuminated “No Smoking” signs or by **approved** “No Smoking” placards, when smoking is prohibited in the aircraft. |  |  |  |
| **Operational control** | 135/121.155 | **APPROVAL OF METHOD OF OPERATION CONTROL**The operator shall establish and maintain a method of operational control subject to **approval** by the Director; |  |  |  |
| **Aerodrome operating minima - determination** | 135/121.240d | **APPROVAL OF METHOD OF DETERMINING AERODROME OPERATING MINIMA**The method of determining aerodrome operating minima shall be **approved by the Director.** |  |  |  |
| **Fuel requirements** | 135/121.280f1 | **APPROVAL OF VARIATIONS TO STANDARD FUEL CALCULATIONS**Variations to the pre-flight calculation of taxi fuel, trip fuel, contingency fuel, destination alternate fuel and additional fuel specified in (c) shall be subject to the **approval of the Director**, on the basis of a risk assessment provided by the operator. |  |  |  |
| **In-flight fuel management** | 135/121.305 | **APPROVAL OF POLICY AND PROCEDURES FOR IN-FLIGHT FUEL MANAGEMENT**The operator shall establish policies and procedures, **approved by the Director**, to ensure that in-flight fuel checks and fuel management are carried out. |  |  |  |
| **Occupation of seats and wearing of restraints** | 91.355a2 | **APPROVAL OF PROCEDURES WHEN OPERATION REQUIREMENTS PRECLUDE THE FASTENING OF A SAFETY RESTRAINT BELOW 1000 FEET AGL**The pilot-in-command of an aircraft shall require each person on the aircraft to occupy a seat or berth and to fasten his safety belt, or restraining belt, or if equipped, shoulder harness or single diagonal shoulder belt when the aircraft is flying at a height of less than 1,000 feet above the surface unless operational requirements preclude such restraint and the procedures are **approved by the Director**; |  |  |  |
| **Occupation of seats and wearing of restraints** | 91.355c2 | **APPROVAL OF CHILD RESTAINT SYSTEM**Paragraph (a)(1), (2), and (3) shall not apply to a child of less than 2 years of age if the child is held by an adult who is occupying a seat or berth, provided the child is securely restrained; or occupies a seat equipped with an **approved** child restraint system, if the child does not exceed the specified mass limit for that system and is accompanied by a parent, guardian, or attendant designated by the child’s parent or guardian to attend to the safety of the child during the flight |   |   |   |
| **Minimum flight altitudes** | 135/121.420b | **APPROVAL OF THE METHOD USED TO ESTABLISH MINIMUM FLIGHT ALTITUDES THAT HAVE NOT BEEN ESTABLISHED BY THE STATE**The method used to establish minimum flight altitudes for which minimum flight altitudes have not been established by the State flown over shall 1 be specified in the operations manual;2 result In minimum flight altitudes not lower than those specified in the rules of the air; and3 be **approved by the Director**. |  |  |  |
| **Goods, passenger and baggage mass** | 135/121.460b2 | **APPROVAL OF PROGRAMME FOR ESTABLISHING STANDARD PASSENGER AND CREW MASSES**The operator shall establish the mass of passengers and, as appropriate, crew and their hand baggage on each of their operations by using one of the following (1) actual mass; or (2) standard mass established in accordance with a programme specified in the operations manual and **approved by the Director**. |  |  |  |
| **Applicability of performance classes — aeroplanes** | 135/121.565c | **APPROVAL OF PERFORMANCE STANDARDS EQUIVALENT TO THAT OF THE APPROPRIATE PERFORMANCE CLASS**The operator shall ensure that where full compliance with (Performance Class A or B) cannot be shown due to specific design characteristics, the operator shall apply **approved** performance standards that ensure a level of safety equivalent to that of the appropriate Performance Class; |  |  |  |
| **Applicability of performance classes — helicopters** | 135.570f | **APPROVAL OF PERFORMANCE CLASS 2 OPERATIONS WITHOUT AN ASSURED SAFE FORCED LANDING CAPABILITY DURING THE TAKE-OFF AND LANDING PHASES**The operator shall ensure that operations in Performance Class 2 without an assured safe forced landing capability during the take-off and landing phases shall only be conducted if the operator has been granted an **approval by the Director** in accordance with Appendix E4. |  |  |  |
| **Oxygen equipment and supplies for non-pressurised aircraft** | 135/121.735 | **APPROVAL OF OPERATIONS ABOVE FL100 WITH A NON-PRESSURISED CABIN**The operator shall ensure that an aircraft with a non-pressurised cabin is not operated above flight level 100, except in accordance with an **approval granted by the Director**. |  |  |  |
| **Flight recorder data recovery** | 121.767 | **APPROVAL OF MEANS OF FLIGHT DATA RECORDER RECOVERY**All aeroplanes of a maximum certificated take-off mass of over 27,000 kg and authorized to carry more than nineteen passengers for which the application for type certification is submitted to a Contracting State on or after 1 January 2021, shall be equipped with a means **approved by the Director** to recover flight recorder data and make it available in a timely manner. |  |  |  |
| **Composition of crew** | 135.905f | **APPROVAL OF SINGLE PILOT OPERATIONS**Use of a single pilot shall be **approved by the Director**. |  |  |  |
| **Training programmes - general** | 135/121.950a135/121/1145 | **APPROVAL OF GROUND AND FLIGHT TRAINING PROGRAMME**The operator shall establish a ground and flight training programme, **approved by the Director**, to ensure that operating staff, including flight crew, cabin crew and other crew members are adequately trained and competent to perform their duties; as follows:1. The training programme shall include skills in relation to human performance and awareness of the operator's safety management system (SMS) as appropriate to the area of work.
2. The training programme shall be reviewed periodically to ensure that training elements are included with regard to significant safety risks, taking account of the nature of the operation.
3. Training programmes for flight crew shall consist of ground and flight training on the type(s) of aircraft on which the flight crew member serves and shall include training in normal procedures and all types of emergency or abnormal situations.
4. Flight crew shall be trained in the use of the operator’s standard operating procedures.
5. The training for each crew member, particularly that relating to abnormal or emergency procedures, shall ensure that all crew members know the functions for which they are responsible and the relation of these functions to the functions of other crew members.
6. The training programme shall be given on a recurrent basis, at least annually, and shall include an assessment of competence.
7. The training programme shall include the syllabus for each type of training to be conducted
 |  |  |  |
| **Security training programme** | 135/121.955d | **APPROVAL OF THE USE OF NON-LETHAL PROTECTIVE DEVICES**The programme shall include the following elements:[…] use of non-lethal protective devices assigned to crew members, where specifically **approved by the Director**. |  |  |  |
| **Security training programme** | 135/121.955e | **APPROVAL OF SECURITY TRAINING PROGRAMME**The elements of the security training programme for crew members shall be **approved** **by the Director**. |  |  |  |
| **Dangerous goods** | 135/121.1000a | **APPROVAL OF DANGEROUS GOODS TRAINING PROGRAMME (INCLUDING OPERATORS WITHOUT DG APPROVAL)**The operator shall ensure that operational staff training programmes provide for training in the risks associated with the carriage of dangerous goods and are **approved** **by the Director**. |  |  |  |
| **Flight engineer operating requirements** | 121.1040b | **APPROVAL OF FLIGHT ENGINEER TRAINING PROGRAMME**The operator shall ensure that each person performing the functions of a flight engineer, flight engineer instructor, or flight engineer examiner shall carry out appropriate training as **approved by the Director**. |  |  |  |
| **Competency assessment programme** | 135/121.1100b135/121/1145119.55c | **APPROVAL OF COMPETENCY ASSESSMENT PROGRAMME**Details of the competency assessment programme shall be contained in the operations manual and shall be **approved by the Director** |  |  |  |
| **Route and aerodrome competence (RAEC)** | 135/121.1130c1 | **APPROVAL OF MARGINS ADDED TO NORMAL OPERATING MINIMA RELATING TO REDUCED ROUTE SEGMENTS SPECIFIED IN RAEC PROGRAMME**RAEC for a pilot-in-command shall include at least one flight over one route segment and one or more landings at aerodromes/heliports representative of the operations to be flown. Each pilot-in-command shall have made an actual approach into each aerodrome/heliport of landing on the route, accompanied by a pilot who is qualified for the aerodrome or heliport, as a member of the flight crew or as an observer on the flight deck, unless the approach to the aerodrome is not over difficult terrain and the instrument approach procedures and aid available are similar to those with which the pilot is familiar, and a margin **approved by the Director** is added to the normal operating minima, or there is reasonable certainty that approach and landing can be made in visual meteorological conditions |  |  |  |
| **Competency checks for pilots operating more than one type or variant** | 135/121.1140a | **APPROVAL OF TRAINING CREDITS**Pilots operating more than one type or variant of aircraft shall comply with all of the requirements prescribed for each type or variant, unless credits related to the training, checking, and recent experience requirements are **approved**. |  |  |  |
| **Competency checks for pilots operating more than one type or variant** | 135/121.1140b | **APPROVAL OF REDUCTION IN COMPETENCY CHECKING REQUIREMENTS**Any reduction in checking because of similarities between variants or types must be **approved by the Director**. |  |  |  |
| **Fatigue management scheme — Variations** | 135/121.1205a | **APPROVAL OF VARIATIONS TO A FATIGUE MANAGEMENT SCHEME**Variations to the scheme shall be subject to the **approval of the Director**, on the basis of a risk assessment provided by the operator. |  |  |  |
| **Fatigue — Operator responsibilities** | 135/121.1210b1 | **APPROVAL OF FATIGUE MANAGEMENT SCHEME**The operator shall not cause or permit an aircraft to be operated on commercial air transport operations unless a scheme **approved by the Director** has been established for the regulation of flight and duty times for every person flying in that aircraft as a flight crew member or cabin crew member. |  |  |  |
| **Fatigue Risk Management System (FRMS)** | 135/121.1215c 135/121.1212d | **APPROVAL OF FATIGUE RISK MANAGEMENT SCHEME (FRMS)**Before the operator’s FRMS takes the place of any or all of the prescriptive fatigue management regulations, it shall be **approved by the Director**. |  |  |  |

1. **Operational requirements subject to acceptance by the Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **GAR section** | **Regulatory text** | **Applicable?** | **Substantiation** | **2-REG review result****(date and signature)** |
|  |  |  | ***To be completed by applicant*** |
| **Safety management system** | 119.59 c | **ACCEPTANCE OF SAFTEY MANAGEMENT SYSTEM**The safety management system shall be described, or reference made to a separate document, in the Operations Manual and shall be **acceptable to the Director**. |  |  |  |
| **Control of documentation** | 119.69c3119.101c | **ACCEPTANCE OF REQUIRED DOCUMENTS IN A FORM OTHER THAN HARD COPY OR ELECTRONIC**The procedures required by paragraphs 119.69(a) and (b) shall ensure that current issues of all relevant documents are available to personnel at all locations where they need access to such documentation, in either hard copy, electronic, or other form **acceptable to the Director**. |  |  |  |
| **Security responsibilities** | 119.79 | **ACCEPTANCE OF AIR OPERATOR SECURITY PROGRAMME**Each applicant for the grant of or holder of an AOC intending to conduct air transport operations shall establish and maintain an air operator security programme, **acceptable to the Director**. |  |  |  |
| **Carriage of sporting weapons and ammunition** |  91.110 | **ACCEPTANCE OF ALTERNATIVE PROCEDURES FOR THE CARRIAGE OF SPORTING WEAPONS**Sporting weapon accepted for carriage shall be:1 stowed in the aircraft in a place which is inaccessible to passengers during flight; unless **the Director** has determined that compliance is impractical and **accepted** that other procedures might apply; and2 unloaded in the case of firearms or other weapons that can contain ammunition. |  |  |  |
| **Operations manual - contents** | App. 1 to 135/121.1250, B 4.2.2 | **ACCEPTANCE OF PERFORMANCE DATA NOT AVAILABLE IN THE AIRCRAFT FLIGHT MANUAL**If performance data, as required for the appropriate performance class, is not available in the aircraft flight manual, then other data **acceptable to the Director** must be included. |  |  |  |
| **Document storage periods** | App. 1 to 91.1265 | **ACCEPTANCE OF THE METHOD OF STORING DOCUMENTS**When any of the following information/documentation is required, it shall be stored in an **acceptable** form, **accessible to the Director**, for the periods shown in Tables 1 to 6. |  |  |  |