

CIVIL AVIATION REGULATIONS

SURINAME

PART 9 - AIR OPERATOR CERTIFICATION AND ADMINISTRATION

VERSION 4.0

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9.1 AIR OPERATOR CERTIFICATE

9.1.1.1 APPLICABILITY

- (a) Part 9 applies to the carriage of passengers, cargo or mail for remuneration or hire by persons whose principal place of business or permanent residence is located in Suriname.
- (b) This Part of the regulations prescribes requirements for the original certification and continued validity of air operator certificates (AOC) issued by Suriname.
- (c) Except where specifically noted, Part 9 applies to all commercial air transport operations by AOC holders for which Suriname is the State of the Operator under the definitions provided in Annex 6 to the Chicago Convention.

9.1.1.2 DEFINITIONS

For the purpose of Part 9, the following definitions shall apply—

- (1) **Accountable Manager.** The person acceptable to the Authority who;
 - (i) Has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority.
 - (ii) Is responsible for establishing and promoting the safety policy and quality system within the company.
- (2) **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.
- (3) **Aircraft Technical Log.** A document attached to an aircraft for recording defects and malfunctions discovered during operation and for recording details of all maintenance carried out whilst the aircraft is operating between scheduled visits to the base maintenance facility. It also contains operating information relevant to flight safety and maintenance data that the operating crew need to know.
- (4) **Airworthiness Release.** The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on their own behalf. In effect, the person signing the release acts in the capacity of an authorised agent for the operator and is certifying that the maintenance covered by the release was accomplished according to the air operator's continuous maintenance program. Responsibility for each step of the accomplished maintenance is borne by the person signing for that step and the airworthiness release certifies the entire maintenance work package. This arrangement in no way reduces the responsibility of licensed aircraft maintenance technicians (AMT) or maintenance organisations for maintenance functions or tasks they perform or supervise. The air operator is obligated to designate, by name or occupational title, each licensed AMT or maintenance organisation authorised to execute the airworthiness release. In addition, the air operator should designate when a release is required. 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.
- (5) **Cargo aircraft.** Any aircraft carrying goods or property but not passengers. In this context the following persons are not considered to be passengers:
 - (i) A crewmember.
 - (ii) An operator's employee permitted by, and carried in accordance with, the instructions contained in the Operations Manual.

- (iii) An authorised representative of an Authority.
- (iv) A person with duties in respect of a particular shipment on board.
- (6) **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.
- (7) **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.
- (8) **Dangerous goods transport document.** A document specified by the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air (See definition, below). 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.
- (9) **Directly in Charge.** A person assigned to a position in which he or she is responsible for the work of a shop or station that performed maintenance, preventive maintenance, or modifications, or other functions affecting aircraft airworthiness.
- (10) **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 alterations, 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 the relevant Regulations on Licensing, as appropriate.
- (11) **Freight container.** A freight container is an article of transport equipment for radioactive materials, designed to facilitate the transport of such materials, either packaged or unpackaged, by one or more modes of transport.
- (12) **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.
- (13) **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.
- (14) **Interchange agreement.** A leasing agreement which permits an air carrier to dry lease and take or relinquish operational control of an aircraft at an airport.
- (15) **Maintenance Control Manual.** A manual containing procedures, instructions and guidance for use by maintenance and concerned operational personnel in the execution of their duties.
- (16) **Operations manual.** A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.
- (17) **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.
- (18) **Package.** The complete product of the packing operation consisting of the packaging and its contents prepared for transport.
- (19) **Packaging.** Receptacles and any other components or materials necessary for the receptacle to perform its containment function and to ensure compliance with the packing requirements.

- (20) **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.
- (21) **Serious injury.** An injury which is sustained by a person in an accident and which:
 - (i) Requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received;
 - (ii) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
 - (iii) Involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
 - (iv) Involves injury to any internal organ; or
 - (v) Involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
 - (vi) Involves verified exposure to infectious substances or injurious radiation.
- (22) **State of Origin.** The State in which dangerous goods were first loaded on an aircraft.
- (23) **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.
- (24) **Training to proficiency.** The process of a rated instructor administering each prescribed manoeuvre and procedure to a pilot as necessary until it is performed successfully during the training period.
- (25) **UN number.** The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances.
- (26) **Unit load device.** Any type of aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo.

9.1.1.3 ABBREVIATIONS

The following abbreviations are used in Part 9.

- (1) AOC – Air Operator Certificate (Civil Aviation Law)
- (2) AMO – Approved Maintenance Organisation (Part 1)
- (3) ATPL – Airline Transport pilot license
- (4) CDL – Configuration Deviation List
- (5) MEL – Minimum Equipment List (Part 1)
- (6) UN – United Nations

9.1.1.4 COMPLIANCE WITH AN AIR OPERATOR CERTIFICATE

- (a) No operator may operate an aircraft in commercial air transport unless that operator holds an AOC for the type of operations being conducted.
- (b) No person may operate an aircraft in commercial air transport operations which are not authorised by the terms and conditions of its AOC.
- (c) Each AOC holder shall, at all times, continue in compliance with the AOC terms, conditions of issuance, and maintenance requirements in order to hold that certificate.

Note: Failure to comply may result in the revocation or suspension of the AOC.

9.1.1.5 APPLICATION FOR AN AIR OPERATOR CERTIFICATE

- (a) An operator applying to the Authority for an AOC shall submit an application—

- (1) In a form and manner prescribed by the Authority; and
 - (2) Containing any information the Authority requires the applicant to submit.
- (b) Each applicant shall make the application for an initial issue of an AOC at least 90 days before the date of intended operation, except the Operations Manual specified in 9.3.1.4 and Maintenance Control Manual specified in 9.4.1.4 which may be submitted later than but not less than 60 days before the date of intended operation.
- (c) Applicants for an AOC shall provide the Authority with a detailed description of how it intends to show compliance with each applicable provision of the CARS.

9.1.1.6 ISSUANCE OR DENIAL OF AIR OPERATOR CERTIFICATE

- (a) The Authority may issue an AOC if, after investigation, the Authority finds that the applicant—
- (1) Is a citizen of Suriname;
 - (2) Has its principle place of business and its registered office, if any, located in Suriname;
 - (3) Meets the applicable regulations and standards for the holder of an AOC;
 - (4) Is properly and adequately equipped for safe operations in commercial air transport and for maintenance of the aircraft; and
 - (5) Holds the economic permit issued by Suriname under the provisions of the Civil Aviation Safety and Security Act.
- (b) The Authority may deny application for an AOC if the Authority finds that—
- (1) The applicant is not properly or adequately equipped or is not able to conduct safe operations in commercial air transport;
 - (2) The applicant previously held an AOC which was revoked; or
 - (3) An individual that contributed to the circumstances causing the revocation process of an AOC obtains a substantial ownership or is employed in a position required by this regulation.

9.1.1.7 CONTENTS OF AIR OPERATOR CERTIFICATE

- (a) The AOC will consist of two documents—
- (1) A one-page certificate for public display signed by the Authority, and
 - (2) Multi-page AOC operations specifications containing the terms and conditions applicable to the AOC holder's certificate.
- (b) The Authority will issue an AOC which will contain—
- (1) The name and location (main place of business) of the AOC holder;
 - (2) The date of issue and period of validity for each page issued;
 - (3) A description of the type of operations authorised;
 - (4) The type(s) of aircraft(s) authorised for use;
 - (5) The authorised areas of operations; and
 - (6) Other Special authorisations, approvals and limitations issued by the Authority in accordance with the standards which are applicable to the operations and maintenance conducted by the AOC holder.

9.1.1.8 DURATION OF AN AIR OPERATOR CERTIFICATE

An AOC, or any portion of the AOC, issued by the Authority is effective until—

- (1) The Authority amends, suspends, revokes or otherwise terminates the certificate;
- (2) The AOC holder surrenders it to the Authority; or
- (3) The AOC holder suspends operations for more than 60 days.

9.1.1.9 AMENDMENT OF AN AIR OPERATOR CERTIFICATE

- (a) The Authority may amend any AOC if—
 - (1) The Authority determines that safety in commercial air transport and the public interest require the amendment; or
 - (2) The AOC holder applies for an amendment, and the Authority determines that safety in commercial air transport and the public interest allows the amendment.
- (b) If the Authority stipulates in writing that an emergency exists requiring immediate amendment in the public interest with respect to safety in commercial air transportation, such an amendment is effective without stay on the date the AOC holder receives notice.
- (c) An AOC holder may appeal the amendment, but shall operate in accordance with it, unless it is subsequently withdrawn.
- (d) Amendments proposed by the Authority, other than emergency amendments, become effective 30 days after notice to the AOC holder, unless the AOC holder appeals the proposal in writing prior to the effective date. The filing of an appeal stays the effective date until the appeal process is completed.
- (e) Amendments proposed by the AOC holder shall be made at least 30 days prior to the intended date of any operation under that amendment.
- (f) No person may perform a commercial air transport operation for which an AOC amendment is required, unless it has received notice of the approval from the Authority.

9.1.1.10 ACCESS FOR INSPECTION

- (a) To determine continued compliance with the applicable regulations, the AOC holder shall—
 - (1) Grant the Authority access to any of its organisations, facilities and aircraft and co-operation of its staff,
 - (2) Ensure that the Authority is granted access to and co-operation with any organisation or facilities that it has contracted for services associated with commercial air transport operations and maintenance for services; and
 - (3) Grant the Authority free and uninterrupted access to the flight deck of the aircraft during flight operations.
- (b) Each AOC holder shall provide to the Authority a forward observer's seat on each of the AOC holder's aircraft or training device from which the flight crew's actions and conversations may be easily observed.

Note: The suitability of the seat location and the ability to monitor aircraft flight path, crewmember actions, conversations and radio communications is determined by the Authority.

9.1.1.11 CONDUCTING TESTS AND INSPECTIONS

- (a) The Authority will conduct on-going validation of the AOC holder's continued eligibility to hold its AOC and associated approvals.
- (b) The AOC holder shall allow the Authority to conduct tests and inspections, at any time or place, to determine whether an AOC holder is complying with the applicable laws, regulations and AOC terms and conditions.
- (c) The AOC holder shall make available at its principal base of operations—
 - (1) All portions of its current Air Operator Certificate;
 - (2) All portions of its Operations and Maintenance Manuals; and

- (3) A current listing that includes the location and individual positions responsible for each record, document and report required to be kept by the AOC holder under the applicable aviation law, regulations or standards.
- (d) Failure by any AOC holder to make available to the Authority upon request, all portions of the AOC, Operations and Maintenance Manuals and any required record, document or report is grounds for suspension of all or part of the AOC.

9.2 AIR OPERATOR CERTIFICATION AND CONTINUED VALIDITY

9.2.1.1 APPLICABILITY

Subpart 9.2 provides requirements applicable to the certification and continued validity of all AOC holders.

9.2.2 Administration

9.2.2.1 BASE OF OPERATIONS AND MAINTENANCE

- (a) Each AOC holder that is not authorised to conduct maintenance under its AOC certificate shall maintain a principal base of operations.
- (b) Each AOC holder that is authorised to conduct maintenance under its AOC certificate shall maintain a principal base of operations and maintenance.
- (c) For each type of aircraft an AOC holder may establish a main operations base and a main maintenance base at the same location or at separate locations. The principal base stays ultimately responsible to provide the Authority with all information of operations and/or maintenance carried out at any main base or when delegated.
- (d) Each AOC holder shall provide written notification of intent to the Authority at least 30 days before it proposes to establish or change the location of either base.

9.2.2.2 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

- (a) Each AOC holder shall have an Accountable Manager, acceptable to the Authority.
- (b) When conducting commercial air transport operations, the AOC holder shall have qualified personnel, acceptable to the Authority, with proven competency in civil aviation, available and serving in the following positions or their equivalent:
 - (1) Director of Operations.
 - (2) Chief Pilot
 - (3) Director of Safety
 - (4) Director of Maintenance
 - (5) Quality Manager
 - (6) Director of Security

Note: "Competency in civil aviation" means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served.

- (c) The Authority may approve positions or numbers of positions, other than those listed, if the AOC holder is able to show that it can perform the operation with the highest degree of safety under the direction of fewer or different categories of management personnel due to the—
 - (1) The kind of operations involved;

- (2) The number of aircraft used; and
- (3) The area of operation.

Implementing Standard: See IS: 9.2.2.2 for additional management personnel requirements.

9.2.2.3 QUALITY SYSTEM

- (a) Each AOC holder shall establish a quality system and designate a Quality Manager to monitor compliance with, and adequacy of, procedures required to ensure safe operational practices and airworthy aircraft. Compliance monitoring shall include a feedback system to the Accountable Manager to ensure corrective action as necessary.
- (b) Each AOC holder shall ensure that the quality system includes a quality assurance programme that contains procedures designed to verify that all operations are being conducted in accordance with all applicable requirements, standards and procedures.
- (c) The quality system shall be acceptable to the Authority.
- (d) Each AOC holder shall describe the quality system in relevant documentation.
- (e) Notwithstanding (a) above, the Authority may accept the nomination of two Quality Managers, one for operations and one for maintenance, provided that the operator has designated one Quality Management Unit to ensure that the Quality System is applied uniformly throughout the entire operation.

9.2.2.4 SUBMISSION AND REVISION OF POLICY AND PROCEDURE MANUALS

- (a) Each manual required by this part must:
 - (1) Include instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
 - (2) Be in a form that is easy to revise and contains a system which allows personnel to determine the current revision status of each manual;
 - (3) Have a date of the last revision on each page concerned;
 - (4) Not be contrary to any applicable regulation and the AOC holder's operations specifications; and
 - (5) Each manual will include a reference to appropriate civil aviation regulations.
- (b) No person may cause the use of any policy and procedure for flight operations or airworthiness function prior to co-ordination with the Authority.
- (c) Each AOC holder shall submit the proposed policy or procedure to the Authority at least 30 days prior to the date of intended implementation.

9.2.2.5 RETENTION AND MAINTENANCE OF RECORDS

- (a) Each AOC holder shall maintain current records which detail the qualifications and training of all its employees, and contract employees, involved in the operational control, flight operations, ground operations and maintenance.
- (b) Each AOC holder shall maintain records for those employees performing crew member or flight operations officer duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.
- (c) In addition to the requirements for record retention in other parts of the CARS, each AOC holder shall retain the following records:
 - (1) Flight and duty records.
 - (2) Flight crew records.

- (3) Fuel and oil records (for a period of at least three months).

9.2.2.6 COCKPIT VOICE- AND FLIGHT DATA RECORDER RECORDS

- (a) Each AOC holder shall retain:
 - (1) The most recent flight data recorder calibration, including the recording medium from which this calibration is derived; and
 - (2) The flight data recorder correlation for one aircraft of any group of aircraft operated by the AOC holder—
 - (i) That are of the same type;
 - (ii) On which the model flight recorder and its installation are the same; and
 - (iii) On which there is no difference in type design with respect to the original installation of instruments associated with the recorder.
- (b) In the event of an accident or occurrence requiring immediate notification of the Authority, the AOC holder shall remove and keep recorded information from the cockpit voice recorder and flight data recorder for at least 60 days or, if requested by the Authority, for a longer period.

9.2.2.7 AIRCRAFT RECORDS

- (a) Each AOC holder conducting air transport operations shall have each type of aircraft involved together with its registration listed on its operations specifications.
- (b) Aircraft of another certificate holder operated under an interchange agreement shall be incorporated by reference.

9.2.2.8 AOC HOLDER'S AIRCRAFT TECHNICAL LOG

Each AOC holder shall have an aircraft technical log that is carried on the aircraft that contains a journey records section and an aircraft maintenance record section. The journey records section is further described in [9.3.1.5](#) and the aircraft maintenance record section is further described in [9.4.1.9](#).

9.2.2.9 COMPANY PROCEDURES INDOCTRINATION

No person may serve nor may any AOC holder use a person as mentioned in 9.2.2.2 (b) unless that person has completed the company indoctrination curriculum approved by the Authority, which shall include a complete review of the operations manual and maintenance control manual, as applicable, pertinent to their duties.

Implementing Standard IS: [9.2.2.9](#) for additional company procedures training requirements

9.2.3 Aircraft

9.2.3.1 AUTHORISED AIRCRAFT

- (a) No person may operate an aircraft in commercial air transport unless that aircraft has an appropriate current airworthiness certificate, is in an airworthy condition, and meets the applicable airworthiness requirements for these operations, including those related to identification and equipment.
- (b) No person may operate any specific type of aircraft in commercial air transport until it has completed satisfactory initial certification, which includes the issuance of an AOC listing that type of aircraft.

- (c) No person may operate additional or replacement aircraft of a type for which it is currently authorised unless it can show that each aircraft has completed an evaluation process for inclusion in the AOC holder's fleet.
- (d) Except for a passenger-carrying airplane with more than two engines manufactured prior to February 17, 2015 and except for a two-engine airplane that, when used in ETOPS, is only used for ETOPS of 75 minutes or less, no certificate holder may conduct ETOPS unless the airplane has been type design approved for ETOPS and each airplane used in ETOPS complies with its CMP document as follows:
 - (i) For a two-engine airplane approved for ETOPS, the CMP document for that model airplane-engine combination issued in accordance with State of Design approval.
 - (ii) For an airplane with more than 2 engines manufactured on or after February 17, 2015, the CMP document for that model airplane-engine combination issued in accordance with State of Design approval.

9.2.3.2 DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

- (a) An AOC holder may dry-lease a foreign-registered aircraft for commercial air transport, as authorised by the Authority.
- (b) No person may be authorised to operate a foreign registered aircraft unless—
 - (1) There is in existence a current agreement between the Authority and the State of Registry that, while the aircraft is operated by the Surinamese AOC holder, the operations regulations of Suriname are applicable;
 - (2) There is in existence a current agreement between the Authority and the State of Registry that—
 - (i) While the aircraft is operated by the AOC holder, the airworthiness regulations of the State of Registry are applicable; or,
 - (ii) If the State of Registry agrees to transfer some or all of the responsibility for airworthiness to the Authority under Article 83 *bis* of the Chicago Convention, the airworthiness regulations of Suriname shall apply to the extent agreed upon by the Authority and State of Registry.
 - (3) The agreement acknowledges that the Authority shall have free and uninterrupted access to the aircraft at any place and any time.

Implementing Standard: See IS: 9.2.3.2 for additional requirements for dry leasing of foreign-registered aircraft.

9.2.3.3 AIRCRAFT INTERCHANGE

No person may interchange aircraft with another AOC holder without the approval of the Authority.

Implementing Standard: See IS: 9.2.3.3 for requirements pertaining to aircraft interchange agreements approved by the Authority.

9.2.3.4 WET-LEASING

- (a) No AOC holder may conduct wet-lease out operations on behalf of another air operator except in accordance with the applicable laws and regulations of the country in which the operation occurs and the restrictions imposed by its own or the foreign Authority, where applicable.
- (b) No AOC holder may allow another entity or air operator to conduct wet-lease in operations on its behalf unless—
 - (1) That air operator holds an AOC or, where applicable, its equivalent from a Contracting State, that authorises those operations; and
 - (2) The AOC holder has approval from the Authority for such operations after providing a copy of the AOC and any other required document under which the operation is to be conducted.

Implementing Standard: See IS: 9.2.3.4 for additional requirements when wet leasing aircraft.

9.2.3.5 EMERGENCY EVACUATION DEMONSTRATION

- (a) No AOC holder may use an aircraft type and model in commercial air transport passenger-carrying operations unless it has first conducted, for the Authority, an actual full capacity emergency evacuation demonstration for the configuration in 90 seconds or less.
- (b) The full capacity actual demonstration may not be required, if the AOC holder provides a written petition for deviation with evidence that—
 - (1) A satisfactory full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification of another air operator; and
 - (2) There is an engineering analysis, which shows that an evacuation is still possible within the 90-second standard, if the AOC holder's aircraft configuration differs with regard to number of exits or exit type or number of cabin attendants or location of the attendants.
- (c) If a full capacity demonstration is not required, no AOC holder may use an aircraft type and model in commercial air transport passenger-carrying operations unless it has first demonstrated to the Authority that its available personnel, procedures and equipment could provide sufficient open exits for evacuation in 15 seconds or less.
- (d) No AOC holder may use a land plane in extended overwater operations unless it has first demonstrated to the Authority that it has the ability and equipment to efficiently carry out its ditching procedures.

Implementing Standard: See IS: 9.2.3.5 for additional requirements concerning emergency evacuation demonstrations.

9.2.3.6 DEMONSTRATION FLIGHTS

- (a) No AOC holder may operate an aircraft type in commercial air transport unless it first conducts satisfactory demonstration flights for the Authority in that aircraft type.
- (b) No AOC holder may operate an aircraft in a designated special area, or using a specialised navigation system, unless it conducts a satisfactory demonstration flight for the Authority.
- (c) Demonstration flights required by paragraph (a) shall be conducted in accordance with the regulations applicable to the type of operation and aircraft type used.
- (d) The Authority may authorise deviations from this section if the Authority finds that special circumstances make full compliance with this section unnecessary.

Implementing Standard: See IS: 9.2.3.6 for additional requirements concerning demonstration flights.

9.2.4 Facilities and Operations Schedules

9.2.4.1 FACILITIES

- (a) Each operator shall maintain operational and airworthiness support facilities at the main operating base, appropriate for the area and type of operation.
- (b) Each AOC holder shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights.
- (c) Each AOC holder contracting out ground handling services, shall submit such contract to the Authority for approval.

- (d) Each AOC holder shall ensure that it will permanently maintain its ground handling responsibility when all or part of the functions and tasks relating to ground handling services are contracted to a service provider.

9.2.4.2 OPERATIONS SCHEDULES

In establishing flight operations schedules, each AOC holder conducting air transport operations shall allow enough time for the proper servicing of aircraft at intermediate stops, and shall consider the prevailing winds en route and cruising speed for the type of aircraft. This cruising speed may not be more than that resulting from the specified maximum cruising output of the engines.

9.3 AOC FLIGHT OPERATIONS MANAGEMENT

9.3.1.1 APPLICABILITY

Subpart 9.3 provides those certification requirements that apply to management of flight operations personnel and their functions.

9.3.1.2 OPERATIONS MANUAL

- (a) Each AOC holder shall issue to the crewmembers and persons assigned operational control functions, an Operations Manual acceptable to the Authority.
- (b) The Operations Manual shall contain the overall (general) company policies and procedures regarding the flight operations it conducts.
- (c) Each AOC holder shall prepare and keep current an Operations Manual which contains the AOC procedures and policies for the use and guidance of its personnel.
- (d) Each AOC holder shall issue the Operations Manual, or pertinent portions, together with all amendments and revisions to all personnel that are required to use it.
- (e) No person may provide for use of its personnel in commercial air transport any Operations Manual or portion of this manual which has not been reviewed and found acceptable or approved for the AOC holder by the Authority.
- (f) Each AOC holder shall ensure that the contents of the Operations Manual includes at least those subjects designated by the Authority that are applicable to the AOC holder's operations.
- (g) Unless otherwise acceptable to the Authority, each AOC holder shall provide an Operations Manual containing information on operations administration and supervision, accident prevention and flight safety programmes, personnel training, flight crew and cabin attendant fatigue and flight time limitations, flight operations including operational flight planning, aeroplane performance, routes, guides and charts, minimum flight altitudes, aerodrome operating minima, search and rescue, dangerous goods, navigation, communications, security, and human factors. The operations manual shall encompass the matters set forth above. The operations manual may be published in parts, as a single document, or as a series of volumes. Specific subjects are listed below. Subjects presented with reference to a specific section shall be addressed in accordance with the requirements of the referenced section.
 - (1) Aircraft Operating Manual. (9.3.1.4)
 - (2) Minimum Equipment List and Configuration Deviation List. (9.3.1.13)
 - (3) Training Programmes Manual. (9.3.1.3)
 - (4) Aircraft Performance Planning Manual. (9.3.1.14)
 - (5) Route Guide. (9.3.1.21)
 - (6) Dangerous Goods Procedures.

- (7) Accident Reporting Procedures.
- (8) Security Procedures.
- (9) Aircraft Loading and Handling Manual. (9.3.1.16)
- (10) Cabin Attendant Manual (if required). (9.3.1.18)

Implementing Standard: See IS: 9.3.1.2 for a sample Operations Manual.

9.3.1.3 TRAINING PROGRAMMES MANUAL

- (a) Each AOC holder shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole.
- (b) Each AOC holder shall have a training programmes manual approved by the Authority containing, amongst others, the general training, checking, and record keeping policies.
- (c) Each AOC holder shall have approval of the Authority prior to using a training curriculum for the purpose of qualifying a crewmember, or person performing operational control functions, for duties in commercial air transport.
- (d) Each AOC holder shall submit to the Authority any revision to an approved training programmes manual, and shall receive written approval from the Authority before that revision can be used.

Implementing Standard: See IS 9.3.1.3 for required training programmes manual contents.

9.3.1.4 AIRCRAFT OPERATING MANUAL

- (a) Each AOC holder or applicant shall submit proposed aircraft operating manuals for each type and variant of aircraft operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft for approval by the Authority.
- (b) Each Aircraft Operating Manual shall be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by the AOC holder and shall include specific operating parameters, details of the aircraft systems, and of the check lists to be used applicable to the operations of the AOC that are approved by the Authority. The design of the manual shall observe human factors principles.
- (c) The Aircraft Operating Manual shall be issued to the flight crewmembers and persons assigned operational control functions to each aircraft operated by the AOC.

Implementing Standard: See IS: 9.3.1.4 for an outline for an Aircraft Operating Manual that combines numerous manual requirements.

9.3.1.5 AOC HOLDER'S AIRCRAFT TECHNICAL LOG – JOURNEY RECORDS SECTION

- (a) Each AOC holder shall use an aircraft technical log containing a journey records section which includes the following information for each flight: (See 9.4.1.9 for maintenance section of the aircraft technical log)
 - (1) Aircraft nationality and registration;
 - (2) Date;
 - (3) Names of crewmembers;
 - (4) Duty assignments of crewmembers;
 - (5) Place of departure;
 - (6) Place of arrival;
 - (7) Time of departure;
 - (8) Time of arrival;

- (9) Hours of flight;
 - (10) Nature of flight (private, aerial work, commercial air transport);
 - (11) Incidents, observations, if any; and
 - (12) Signature of person in charge.
- (b) Entries in the journey logbook shall be made currently, clear, readable and by indelible means.
 - (c) Completed journey log books shall be retained to provide a continuous record of the last six months of operations.

9.3.1.6 DESIGNATION OF PIC FOR COMMERCIAL AIR TRANSPORT

The AOC holder shall, for each commercial air transport operation, designate in writing one pilot as the PIC.

9.3.1.7 REQUIRED CABIN ATTENDANTS

- (a) The AOC holder shall schedule, and the PIC shall ensure that the minimum number of required cabin attendants is on board passenger-carrying flights.
- (b) The number of cabin attendants may not be less than the minimum prescribed by the Authority in the AOC holders' operations specifications or the following, whichever is greater—
 - (1) For a seating capacity of 20 to 50 passengers: 1 cabin attendant; and
 - (2) One additional cabin attendant for each unit, or part of a unit, of 50 passenger seat capacity.
- (c) When passengers are on board a parked aircraft, the minimum number of flight attendants shall be one-half that required for the flight operation, but never less than one cabin attendant (or another person qualified in the emergency evacuation procedures for the aircraft).

Note: Where one-half would result in a fractional number, it is permissible to round down to the next whole number.

9.3.1.8 CARRIAGE OF SPECIAL SITUATION PASSENGERS

No AOC holder may allow the transportation of special situation passengers except—

- (1) As provided in the AOC holder's Operations Manual procedures; and
- (2) With the knowledge and concurrence of the PIC.

9.3.1.9 CREW MEMBER CHECKING AND STANDARDISATION PROGRAMME

Each AOC holder shall have a programme of checking and standardisation of crewmembers approved by the Authority.

9.3.1.10 TRAINING TO PROFICIENCY: PILOTS

An AOC holder may train its pilots to proficiency on those manoeuvres and procedures in that area prescribed by the Authority for pilot proficiency checks, during every other proficiency check following the initial check.

Implementing Standard: See IS: 9.3.1.10 for requirements pertaining to aircraft simulator training used in a proficiency check.

9.3.1.11 PILOT PROFICIENCY CHECKS

Each AOC holder shall ensure that piloting technique and the ability to execute emergency procedures is checked in such a way as to demonstrate the pilot's competence. Where the operation may be conducted under instrument flight rules, an operator shall ensure that the pilot's competence to comply with such rules is demonstrated to either a check airman of the operator or to a representative of the State of the Operator.

Such checks shall be performed twice within any period of the year. Any two such checks which are similar and which occur within a period of four consecutive months shall not alone satisfy this requirement.

Note 1: Flight simulators approved by the State of the Operator may be used for those parts of the checks for which they are specifically approved.

Note 2: See ICAO Manual of Criteria for the Qualification of Flight Simulators (Doc. 9625).

9.3.1.12 COCKPIT CHECK PROCEDURE

- (a) Each AOC holder shall issue to the flight crews and make available on each aircraft, the flight deck condensed checklist procedures approved by the Authority appropriate to for the type and variant of aircraft.
- (b) Each AOC holder shall ensure that approved procedures include each item necessary for flight crew members to check for safety before starting engines, taking off, or landing, and for engine and systems abnormalities and emergencies.
- (c) Each AOC holder shall ensure that the checklist procedures are designed so that a flight crewmember will not need to rely upon their memory for items to be checked.
- (d) Each AOC holder shall make the approved procedures readily useable in the cockpit of each aircraft and the flight crew shall be required to follow them when operating the aircraft.

9.3.1.13 MINIMUM EQUIPMENT LIST AND CONFIGURATION DEVIATION LIST

- (a) Each AOC holder shall provide for the use of the flight crewmembers, maintenance personnel and persons assigned operational control function during the performance of their duties, an MEL approved by the Authority.
- (b) The MEL shall be specific to the aircraft type and variant which contains the circumstances, limitations and procedures for release or continuance of flight of the aircraft with inoperative components, equipment or instruments.
- (c) Each AOC holder may provide for the use of flight crew, maintenance personnel and persons assigned operational control functions during the performance of their duties a Configuration Deviation List (CDL) specific to the aircraft type if one is provided and approved by the State of Design. An AOC Holder operations manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements.

9.3.1.14 PERFORMANCE PLANNING MANUAL

- (a) Each AOC holder shall provide for the use of the flight crewmembers and persons assigned operational control functions during the performance of their duties, a performance planning manual acceptable to the Authority.
- (b) The performance planning manual shall be specific to aircraft type and variant which contains adequate performance information to accurately calculate the performance in all normal phases of flight operation.

9.3.1.15 PERFORMANCE DATA CONTROL SYSTEM

- (a) Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current performance data for each aircraft, route and airport that it uses.

- (b) The system approved by the Authority shall provide current obstacle data for departure and arrival performance calculations.

9.3.1.16 AIRCRAFT LOADING AND HANDLING MANUAL

- (a) Each AOC holder shall provide for the use of the flight crewmembers, ground handling personnel and persons assigned operational control functions during the performance of their duties, an aircraft handling and loading manual acceptable to the Authority.
- (b) This manual shall be specific to the aircraft type and variant which contains the procedures and limitations for servicing and loading of the aircraft.

9.3.1.17 MASS AND BALANCE DATA CONTROL SYSTEM

Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated.

9.3.1.18 CABIN ATTENDANT MANUAL

- (a) The AOC holder shall issue to the cabin attendants and provide to passenger agents during the performance of their duties, a cabin attendant manual acceptable to the Authority.
- (b) The cabin attendant manual shall contain those operational policies and procedures applicable to cabin attendants and the carriage of passengers.
- (c) The AOC holder shall issue to the cabin attendants, a manual specific to the aircraft type and variant which contains the details of their normal, abnormal and emergency procedures and the location and operation of emergency equipment.

Note: These manuals may be combined into one manual for use by the cabin attendants.

9.3.1.19 PASSENGER BRIEFING CARDS

- (a) Each AOC holder shall carry on each passenger carrying aircraft, in convenient locations for the use of each passenger, printed cards supplementing the cabin safety briefing and containing—
 - (1) Diagrams and methods of operating the emergency exits;
 - (2) Other instructions necessary for use of the emergency equipment, and
 - (3) Information regarding the restrictions and requirements associated with sitting in an exit seat row.
- (b) Each AOC holder shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.

Implementing Standard: See IS: 9.3.1.19 for specific information to be included on passenger information cards.

9.3.1.20 AERONAUTICAL DATA CONTROL SYSTEM

Each AOC holder shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and airport that it uses.

Implementing Standard: See IS: 9.3.1.20 for the specific airport information to be contained in the aeronautical data control system.

9.3.1.21 ROUTE GUIDE

- (a) Each AOC holder shall provide for the use of the flight crewmembers and persons assigned operational control functions during the performance of their duties, a route guide and aeronautical charts approved by the Authority.
- (b) The route guide and aeronautical charts shall be current and appropriate for the proposed types and areas of operations to be conducted by the AOC holder.

9.3.1.22 WEATHER REPORTING SOURCES

- (a) Each AOC holder shall use sources approved the Authority for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.
- (b) For passenger carrying operations on a published schedule, the AOC holder shall have an approved system for obtaining forecasts and reports of adverse weather phenomena that may affect safety of flight on each route to be flown and airport to be used.

Implementing Standard: See IS: 9.3.1.22 for sources of weather reports satisfactory for flight planning or controlling flight movement.

9.3.1.23 DE-ICING AND ANTI-ICING PROGRAMME

Each AOC holder planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to adhere to the aircraft shall—

- (1) Use only aircraft adequately equipped for such conditions;
- (2) Ensure flight crew is adequately trained for such conditions; and
- (3) Have an approved ground de-icing and anti-icing programme.

Implementing Standard: See IS: 9.3.1.23 for detailed requirements pertaining to the AOC holder's de-icing programme.

9.3.1.24 FLIGHT SUPERVISION AND MONITORING SYSTEM

- (a) For operations on a published schedule, each AOC holder shall have an adequate system approved by the Authority for proper dispatch and monitoring of the progress of the scheduled flights.
- (b) The dispatch and monitoring system shall have enough dispatch centres, adequate for the operations to be conducted, located at points necessary to ensure adequate flight preparation, dispatch and in-flight contact with the scheduled flight operations.
- (c) For scheduled operations, each AOC holder shall provide enough qualified flight operations officers at each dispatch centre to ensure proper operational control of each flight.

9.3.1.25 FLIGHT FOLLOWING SYSTEM

- (a) For charter flight operations, each AOC holder shall have a system for providing flight preparation documents and determining the departure and arrival times of its flights at all airports approved by the Authority.
- (b) The system described in paragraph (a) shall have a means of communication by private or available public facilities to monitor the departure and arrival at all airports, including flight diversions.
- (c) For aircraft under 5700 kg, an AOC holder is not required to have a flight following system for each flight in which an ATC flight plan is filed and remains active until arrival at destination.

9.3.1.26 COMMUNICATIONS FACILITIES

- (a) Each AOC holder's flights shall be able to have two-way radio communications with all ATC facilities along the routes and alternate routes to be used.
- (b) For passenger carrying operations on a published schedule, each AOC holder shall be able to have rapid and reliable radio communications with all flights over the AOC's entire route structure under normal operating conditions.
- (c) Each AOC holder engaged in international air navigation shall at all times have available for immediate communication to rescue coordination centres, information on the emergency and survival equipment carried on board any of their aircraft including, as applicable -
 - (1) The number, colour and types of life rafts and pyrotechnics;
 - (2) Details of emergency water and medical supplies; and
 - (3) The type and frequencies of the emergency portable radio equipment.
- (d) Except in an emergency, for all operations, the communications systems between each airplane and the dispatch office must be independent of any system.
- (e) Each AOC holder must provide voice communications for ETOPS where voice communication facilities are available. In determining whether facilities are available, the certificate holder must consider potential routes and altitudes needed for diversion to ETOPS Alternate Airports. Where facilities are not available or are of such poor quality that voice communication is not possible, another communication system must be substituted.
- (f) For ETOPS beyond 180 minutes, each AOC holder must have a second communication system in addition to that required by paragraph (e) of this section. That system must be able to provide immediate satellite-based voice communications of landline-telephone fidelity. The system must be able to communicate between the flight crew and air traffic services, and the flight crew and the AOC holder' dispatch center. In determining whether such communications are available, the AOC holder must consider potential routes and altitudes needed for diversion to ETOPS Alternate Airports. Where immediate, satellite-based voice communications are not available, or are of such poor quality that voice communication is not possible, another communication system must be substituted.

9.3.1.27 ROUTES AND AREAS OF OPERATION

- (a) An AOC holder may conduct operations only along such routes and within such areas for which—
 - (1) Ground facilities and services, including meteorological services, are provided which are adequate for the planned operation;
 - (2) The performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements;
 - (3) The equipment of the aircraft intended to be used meets the minimum requirements for the planned operation;
 - (4) Appropriate and current maps and charts are available;
 - (5) If two-engine aircraft are used, adequate airports are available with the time/distance limitations; and
 - (6) If single-engine aircraft are used, surfaces are available which permit a safe forced landing to be executed.

- (b) No person may conduct commercial air transport operations on any route or area of operation unless those operations are in accordance with any restrictions imposed by the Authority.

9.3.1.28 NAVIGATIONAL ACCURACY

- (a) Each AOC holder shall have, for each proposed route or area, navigational systems and facilities capable of navigating the aircraft—
 - (1) Within the degree of accuracy required for ATC; and
 - (2) To the airports in the operational flight plan within the degree of accuracy necessary for the operation involved.
- (b) In situations without adequate navigation systems reference, the Authority may authorise day VFR operations that can be conducted safely by pilotage because of the characteristics of the terrain.
- (c) Except for those navigational aids required for routes to alternate airports, the Authority will list in the AOC holder's operations specifications non-visual ground aids required for approval of routes outside of controlled airspace.
- (d) Non-visual ground aids are not required for night VFR operations on routes that the certificate holder shows have reliably lighted landmarks adequate for safe operation.
- (e) Operations on route segments where the use of celestial or other specialised means of navigation is required, shall be approved by the Authority.

9.4 AOC MAINTENANCE REQUIREMENTS

9.4.1.1 APPLICABILITY

This Subpart provides those certification and maintenance requirements that apply to an AOC holder utilising an AMO or an equivalent system.

9.4.1.2 MAINTENANCE RESPONSIBILITY

- (a) Each AOC holder shall ensure the airworthiness of the aircraft and the serviceability of both operational and emergency equipment by—
 - (1) Assuring that instructions for continued airworthiness of all aircraft operated, are compiled in such a manner that takes in to account human factor principles;
 - (2) Assuring the accomplishment of pre-flight inspections;
 - (3) Assuring the correction of any defect and/or damage affecting safe operation of an aircraft to an approved standard, taking into account the MEL and CDL if available for the aircraft type;
 - (4) Assuring the accomplishment of all maintenance in accordance with the approved operator's aircraft maintenance programme;
 - (5) The analysis of the effectiveness of the AOC holder's approved aircraft maintenance programme;
 - (6) Assuring the accomplishment of any operational directive, airworthiness directive and any other continued airworthiness requirement made mandatory by the Authority; and
 - (7) Assuring the accomplishment of modifications in accordance with an approved standard and, for non-mandatory modifications, the establishment of an embodiment policy.
- (b) Each AOC holder shall ensure that the Certificate of Airworthiness for each aircraft operated remains valid in respect to—
 - (1) The requirements in paragraph (a);
 - (2) The expiration date of the Certificate; and

- (3) Any other maintenance condition specified in the Certificate.
- (c) Each AOC holder shall ensure that the requirements specified in paragraph (a) are performed in accordance with procedures approved by or acceptable to the Authority.
- (d) Each AOC holder shall ensure that the maintenance, preventive maintenance, and modification of its aircraft/aeronautical products are performed in accordance with its maintenance control manual and/or current instructions for continued airworthiness, and applicable aviation regulations.
- (e) Each AOC holder may make an arrangement with another person or entity for the performance of any maintenance, preventive maintenance, or modifications; but shall remain ultimately responsible of all work performed under such arrangement.

9.4.1.3 APPROVAL AND ACCEPTANCE OF AOC MAINTENANCE SYSTEMS AND PROGRAMMES

An AOC holder shall not operate an aircraft, except for pre-flight inspections, unless it is maintained and released to service by an AMO or under an equivalent system of maintenance, either of which shall be approved or acceptable to the State of Registry, as applicable.

- (1) For aircraft registered in Suriname, an AMO or an equivalent system of maintenance shall be approved by the CASAS or may be accepted when approved by a foreign Authority who is a signatory to the Convention of Chicago.
- (2) For aircraft not registered in Suriname, an AMO or an equivalent system of maintenance shall be approved or accepted by the State of Registry of the aircraft, provided such procedure is acceptable to the CASAS and provided the person signing the maintenance release is licensed in accordance with the applicable regulations on licensing acceptable to the State of Registry.

Note: The provisions of 9.2.3.2 are applicable to this article.

9.4.1.4 MAINTENANCE CONTROL MANUAL

- (a) Each Surinamese AOC holder shall provide to the Authority, and to the State of Registry of the aircraft, if different from the Authority, an AOC holder's maintenance control manual and subsequent amendments, for the use and guidance of maintenance and operational personnel concerned, containing details of the organisation's structure including:
 - (1) The accountable manager and designated person(s) responsible for the maintenance system as required by 9.2.2.2.
 - (2) Procedures to be followed to satisfy the maintenance responsibility of 9.4.1.2, except where the AOC holder is an AMO, and the quality functions of 9.4.1.6. Such procedures may be included in the AMO procedures manual.
 - (3) Procedures for the reporting of failures, malfunctions, and defects in accordance with 5.5.1.4, to the Authority, State of Registry and the State of Design within 72 hours of discovery; in addition, items that warrant immediate notification to the Authority by telephone/telex/fax, with a written follow-on report as soon as possible but no later than within 72 hours of discovery, are—
 - (i) Primary structural failure,
 - (ii) Control system failure,
 - (iii) Fire in the aircraft,
 - (iv) Engine structure failure, or
 - (v) Any other condition considered an imminent hazard to safety.

Note: ICAO procedures in the document referenced below suggest that service difficulty items not included in the list presented in 5.5.1.4, be reported on a daily basis.

- (b) The AOC holder's maintenance control manual shall contain the following information which may be issued in separate parts—
- (1) A description of the administrative agreements between the AOC holder and the AMO, or a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an AMO;
 - (2) A description of the procedures to ensure each aeroplane they operate is in an airworthy condition;
 - (3) A description of the procedures to ensure the operational emergency equipment for each flight is serviceable;
 - (4) The names and duties of the person or persons required to ensure that all maintenance is carried out in accordance with the maintenance control manual;
 - (5) A reference to the maintenance programme required in 9.4.1.12;
 - (6) A description of the methods for completion and retention of the operator's maintenance records required by 9.4.1.8;
 - (7) A description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aircraft over 5,700 kg maximum certificated take-off mass;
 - (8) A description of the procedures for obtaining and assessing continued airworthiness information and implementing any resulting actions for all aircraft over 5,700 kg maximum certificated take-off mass, from the organisation responsible for the type design, and shall implement such actions considered necessary by the State of Registry;
 - (9) A description of the procedures for implementing mandatory continuing airworthiness information as required in 9.4.1.2(a)(5);
 - (10) A description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme;
 - (11) A description of aircraft types and models to which the manual applies;
 - (12) A description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and
 - (13) A description of the procedures for advising the State of Registry of significant in-service occurrences.
- (c) No person may provide for use of its personnel in commercial air transport any Maintenance Control Manual or portion of this manual which has not been reviewed and approved for the AOC holder by the Authority.

Note: See IS: 9.4.1.4 for an outline of specific subjects to be contained as appropriate in the AOC holder's maintenance control manual.

9.4.1.5 MAINTENANCE MANAGEMENT

- (a) The AOC holder, approved as an AMO, may carry out the requirements specified in 9.4.1.2 (a)(2),(3),(5)and (6).
- (b) If the AOC holder is not an AMO, the AOC holder shall meet its responsibilities under in 9.4.1.2 (a)(2),(3),(5)and (6) by using —
- (1) An equivalent system of maintenance approved or accepted by the Authority; or

- (2) Through an arrangement with an AMO with a written maintenance contract agreed between the AOC holder and the contracting AMO detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the Authority.

Note: ICAO Doc. 9389, Attachment 6F contains requirements for contractual maintenance agreements.

- (c) Each AOC holder shall employ a person or group of persons, acceptable to the Authority, to ensure that all maintenance is carried out to an approved standard such that the maintenance requirements of 9.4.1.2 and requirements of the AOC holder's maintenance control manual are satisfied, and to ensure the functioning of the quality system.
- (d) Each AOC holder shall provide suitable office accommodation at appropriate locations for the personnel specified in paragraph (c).

9.4.1.6 QUALITY SYSTEM

- (a) For maintenance purposes, each AOC holder's quality system required by 9.2.2.3 shall additionally include at least the following functions:
- (1) Monitoring that the activities of 9.4.1.2 are being performed in accordance with the accepted procedures;
 - (2) Ensure that all contracted maintenance is carried out in accordance with the contract;
 - (3) Monitoring the continued compliance with the requirements of Subpart 9.4; and
 - (4) Monitoring compliance with, and adequacy of, procedures required ensuring safe maintenance practices, airworthy aircraft and aeronautical products.

Note: Compliance monitoring must include a feed-back system to the accountable manager to ensure corrective action as necessary.

- (b) For maintenance purposes, each AOC holder's quality system required by 9.2.2.3 shall include a quality assurance programme that contains procedures designed to verify that all maintenance operations are being conducted in accordance with all applicable requirements, standards and procedures.
- (c) Where the AOC holder is also an AMO, the AOC holder's quality management system may be combined with the requirements of an AMO and submitted for approval and acceptance to the Authority, and State of Registry for aircraft not registered in Suriname.

Implementing Standard: See IS: 9.4.1.6 for additional quality system requirements for maintenance activities.

Note: Guidance contained in ICAO Doc. 9642 is applicable for use by AOC holders who have the primary responsibility for maintaining the airworthiness of its aircraft.

9.4.1.7 AIRCRAFT TECHNICAL LOG ENTRIES: AOC HOLDERS

- (a) Each person who takes action in the case of a reported or observed failure or malfunction of an aircraft/ aeronautical product, that is critical to the safety of flight shall make, or have made, a record of that action in the maintenance section of the aircraft technical log.
- (b) Each AOC holder shall have a procedure for keeping adequate copies of required records to be carried aboard, in a place readily accessible to each flight crewmember and shall put that procedure in the AOC holder's operations manual.

9.4.1.8 MAINTENANCE RECORDS

- (a) Each AOC holder shall ensure that a system has been established to keep, in a form acceptable to the Authority, the following records:
 - (1) The total time in service (hours, calendar time and cycles, as appropriate) of the aircraft and all life-limited components;
 - (2) The current status of compliance with all mandatory continuing airworthiness information;
 - (3) Appropriate details of modifications and repairs to the aircraft and its major components;
 - (4) The time in service (hours, calendar time and cycles, as appropriate) since last overhaul of the aircraft or its components subject to mandatory overhaul life;
 - (5) The current aircraft status of compliance with the maintenance programme; and
 - (6) The detailed maintenance records to show that all requirements for signing of a maintenance release and airworthiness release have been met.
- (b) Each AOC holder shall ensure that items in (a)(1-5) shall be kept for a minimum of 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in (a)(6) shall be kept for a minimum of 1 year after the signing of the maintenance release and/or airworthiness release.
- (c) Each AOC holder shall ensure that in the event of temporary change of operator, the records specified in paragraph (a) shall be made available to the new operator.
- (d) Each AOC holder shall ensure that when an aircraft is permanently transferred from one operator to another operator, the records specified in paragraph (a) are also transferred.

9.4.1.9 AOC HOLDER'S AIRCRAFT TECHNICAL LOG - MAINTENANCE RECORD SECTION

- (a) Each AOC holder shall use an aircraft technical log which includes an aircraft maintenance record section containing the following information for each aircraft: (See 9.3.1.5 for operations section of the aircraft technical log)
 - (1) Information about each previous flight necessary to ensure continued flight safety.
 - (2) The current aircraft maintenance release and/or release to service.
 - (3) The current inspection status of the aircraft, to include inspections due to be performed on an established schedule and inspections that are due to be performed that are not on an established schedule, except that the Authority may agree to the maintenance statement being kept elsewhere.
 - (4) The current maintenance status of the aircraft, to include maintenance due to be performed on an established schedule and maintenance that is due to be performed that is not on an established schedule except that the Authority may agree to the maintenance statement being kept elsewhere.
 - (5) All deferred defects that affect the operation of the aircraft.

Note: Defects which are not airworthiness items may be deferred to a later date for rectification. When this is done, there must be a method of recording such a deferral, and normally the aeroplane technical log has a section solely for this purpose. Some operators have a system of classifying deferred defects so as to allow different lengths of time, either in hours flown, number of sectors, or on return to a maintenance base, until a defect must be rectified before further flight.

- (b) The aircraft technical log and any subsequent amendment shall be approved by the Authority.
- (c) Entries in the maintenance record section shall be made currently, clear, readable and by indelible means.
- (d) The aircraft technical log and the maintenance record section shall be retained to provide a continuous record of the last six months' operations.

9.4.1.10 RELEASE TO SERVICE OR MAINTENANCE SECTION RECORDS OF THE TECHNICAL LOG

- (a) An AOC holder shall not operate an aircraft unless it is maintained and released to service by an organisation approved in accordance with Part 6, or under an equivalent system, either of which shall be acceptable to the State of Registry.
- (b) An AOC holder using an equivalent system shall not operate an aircraft after release under subparagraph (a) unless a maintenance release and/or airworthiness release is prepared or caused to be prepared by an appropriately licensed and rated individual in accordance with the Regulations on Licensing, as appropriate. The maintenance release and/or airworthiness release shall be made in accordance with the AOC maintenance control manual procedures.
- (c) An AOC holder using an AMO shall not operate an aircraft after release under subparagraph (a) unless an appropriate entry is made in accordance with the AOC maintenance control manual procedures acceptable to the Authority.
- (d) The AOC holder shall give a copy of the maintenance release and/or airworthiness release form for the aircraft to the PIC, or ensure that an entry noting the release is made in the maintenance section of the aircraft technical log.

9.4.1.11 MODIFICATION AND REPAIRS

- (a) All modifications and repairs shall comply with airworthiness requirements acceptable to the State of Registry. Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained. However, in the case of a major repair or major modification, the work must have been done in accordance with technical data approved by the Authority.
- (b) An AOC holder which is authorised to perform maintenance, preventive maintenance, and modifications of any aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof, in accordance with the approved AOC's specific operations specifications that wishes to approve for return to service major repairs or major modifications to an aircraft registered in Suriname shall use a current and valid licensed AMT with an airframe and powerplant rating and shall be qualified in accordance with the applicable Regulations on Licensing.
- (c) Each AOC holder shall, promptly upon its completion, prepare a report of each major modification or major repair of an airframe, aircraft engine, propeller, or appliance of an aircraft operated by it.
- (d) The AOC holder shall submit a copy of each report of a major modification to the Authority, and shall keep a copy of each report of a major repair available for inspection.
- (e) Each AOC holder shall have available for all of its personnel involved, guidance instructions on maintenance support arrangements made with others.

Note: The provisions of 9.2.3.2 are applicable to this article.

9.4.1.12 AIRCRAFT MAINTENANCE PROGRAMME

- (a) Each AOC holder's aircraft maintenance programme and any subsequent amendment shall be submitted to the State of Registry for approval; acceptance by the Authority will be conditioned upon prior approval by the State of Registry, or where appropriate, upon the AOC holder complying with recommendations provided by the State of Registry.
- (b) The Authority will require an operator to include a reliability programme when the Authority determines that such a reliability programme is necessary. When such a determination is made by the Authority the AOC holder shall provide such procedures and information in the AOC holder's maintenance control manual

- (c) Each AOC holder shall ensure that each aircraft is maintained in accordance with the AOC holder's aircraft approved maintenance programme as required by 9.4.1.3 which shall include—
 - (1) Maintenance tasks and the intervals in which these are to be performed, taking into account the anticipated utilisation of the aircraft;
 - (2) When applicable, a continuing structural integrity programme resulting from but not limited to aging, damage, corrosion prevention and control etc.;
 - (3) Procedures for changing or deviating from subparagraphs (c)(1) and (c)(2); and
 - (4) When applicable, condition monitoring and reliability programme, descriptions for aircraft systems, components, and powerplants.
- (d) Repetitive maintenance tasks that are specified in mandatory intervals as a condition of approval of the type design shall be identified as such.

Note: The maintenance programme should be based on maintenance programme information made available by the State of Design or by the organisation responsible for the type design, and any additional applicable experience.

- (e) No person may provide for use of its personnel in commercial air transport a Maintenance Programme or portion thereof which has not been reviewed and approved for the AOC holder by the Authority.
- (f) Approval by the Authority of an AOC holder's maintenance programme and any subsequent amendments shall be noted in the AOC certificate pursuant to 9.1.1.7(b)(6).
- (g) Each AOC holder shall have an inspection programme and a programme covering other maintenance, preventive maintenance, and modifications to ensure that—
 - (1) Maintenance, preventive maintenance, and modifications performed by it, or by other persons, are performed in accordance with the AOC holder's maintenance control manual;
 - (2) Each aircraft released to service is airworthy and has been properly maintained for operation.

Note: It is recommended that the format of ICAO Doc. 9389, Attachment 7a & b, be utilised for notation of approval of an AOC holder's maintenance programme by the Authority.

- (h) The Authority may amend any specifications issued to an AOC holder to permit deviation from those provisions of this Subpart that would prevent the return to service and use of airframe components, powerplants, appliances, and spare parts thereof because those items have been maintained, altered, or inspected by persons employed outside Suriname who do not hold a Surinamese technician's license. Each AOC holder who is granted authority under this deviation shall provide for surveillance of facilities and practices to assure that all work performed on these parts is accomplished in accordance with the AOC holder's maintenance control manual.

Note: The provisions of 9.2.3.2 are applicable to this article.

9.4.1.13 **CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP) FOR TWO-ENGINE ETOPS**

In order to conduct an ETOPS flight using a two-engine airplane, each certificate holder must develop and comply with the ETOPS continuous airworthiness maintenance program, as authorized in the certificate holder's operations specifications, for each airplane-engine combination used in ETOPS. The certificate holder must develop this ETOPS CAMP by supplementing the manufacturer's maintenance program or the CAMP currently approved for the certificate holder. This ETOPS CAMP must include the following elements:

- (a) *ETOPS maintenance document.* The certificate holder must have an ETOPS maintenance document for use by each person involved in ETOPS.
- The document must:
- (1) List each ETOPS significant system;
 - (2) Refer to or include all of the ETOPS maintenance elements in this section,
 - (3) Refer to or include all supportive programs and procedures,
 - (4) Refer to or include all duties and responsibilities, and
 - (5) Clearly state where referenced material is located in the certificate holder's document system.
- (b) *ETOPS pre-departure service check.* The AOC holder must develop a pre-departure check tailored to their specific operation.
- (1) The AOC holder must complete a pre-departure service check immediately before each ETOPS flight.
 - (2) At a minimum, this check must—
 - (i) Verify the condition of all ETOPS Significant Systems;
 - (ii) Verify the overall status of the airplane by reviewing applicable maintenance records; and
 - (iii) Include an interior and exterior inspection to include a determination of engine and APU oil levels and consumption rates.
 - (3) An appropriately trained maintenance person, who is ETOPS qualified, must accomplish and certify by signature ETOPS specific tasks. Before an ETOPS flight may commence, an ETOPS pre-departure service check (PDSC) Signatory Person, who has been authorized by the AOC holder, must certify by signature, that the ETOPS PDSC has been completed.
 - (4) For the purposes of this paragraph (b) only, the following definitions apply:
 - (i) ETOPS qualified person: A person is ETOPS qualified when that person satisfactorily completes the operator's ETOPS training program and is authorized by the AOC holder.
 - (ii) ETOPS PDSC Signatory Person: A person is an ETOPS PDSC Signatory Person when that person is ETOPS qualified and that person:
 - (A) When certifying the completion of the ETOPS PDSC in Suriname:
 - (1) Works for an operator authorized to engage in CARS Part 9 operation or works for a CARS Part 6 AMO; and
 - (2) Holds a Surinamese License with airframe and powerplant ratings
 - (B) When certifying the completion of the ETOPS PDSC outside of the Suriname must be done by a CARS Part 6 AMO; or
 - (C) When certifying the completion of the ETOPS PDSC outside Suriname holds the certificates needed or has the requisite experience or training to return aircraft to service on behalf of an ETOPS maintenance entity.
 - (iii) ETOPS maintenance entity: An entity authorized to perform ETOPS maintenance and complete ETOPS PDSC and that entity is:
 - (A) Certificated to engage in CARS Part 9 operations;
 - (B) AMO certificated under CARS Part 6;
- (c) *Limitations on dual maintenance.*

- (1) Except as specified in paragraph (c)(2), the AOC holder may not perform scheduled or unscheduled dual maintenance during the same maintenance visit on the same or a substantially similar ETOPS Significant System listed in the ETOPS maintenance document, if the improper maintenance could result in the failure of an ETOPS Significant System.
- (2) In the event dual maintenance as defined in paragraph (c)(1) of this section cannot be avoided, the certificate holder may perform maintenance provided:
 - (i) The maintenance action on each affected ETOPS Significant System is performed by a different technician, or
 - (ii) The maintenance action on each affected ETOPS Significant System is performed by the same technician under the direct supervision of a second qualified individual; and
 - (iii) For either paragraph (c)(2)(i) or (ii) of this section, a qualified individual conducts a ground verification test and any in-flight verification test required under the program developed pursuant to paragraph (d) of this section.
- (d) *Verification program.* The certificate holder must develop and maintain a program for the resolution of discrepancies that will ensure the effectiveness of maintenance actions taken on ETOPS Significant Systems. The verification program must identify potential problems and verify satisfactory corrective action. The verification program must include ground verification and in-flight verification policy and procedures. The certificate holder must establish procedures to indicate clearly who is going to initiate the verification action and what action is necessary. The verification action may be performed on an ETOPS revenue flight provided the verification action is documented as satisfactorily completed upon reaching the ETOPS Entry Point.
- (e) *Task identification.* The certificate holder must identify all ETOPS-specific tasks. An appropriately trained mechanic who is ETOPS qualified must accomplish and certify by signature that the ETOPS-specific task has been completed.
- (f) *Centralized maintenance control procedures.* The certificate holder must develop and maintain procedures for centralized maintenance control for ETOPS.
- (g) *Parts control program.* The certificate holder must develop an ETOPS parts control program to ensure the proper identification of parts used to maintain the configuration of airplanes used in ETOPS.
- (h) *Reliability program.* The AOC holder must have an ETOPS reliability program. This program must be the AOC holder's existing reliability program supplemented for ETOPS. This program must be event-oriented and include procedures to report the events listed below, as follows:
 - (1) The AOC holder must report the following events within 72 hours of the occurrence to CASAS:
 - (i) IFSDs, except planned IFSDs performed for flight training.
 - (ii) Diversions and turnbacks for failures, malfunctions, or defects associated with any airplane or engine system.
 - (iii) Uncommanded power or thrust changes or surges.
 - (iv) Inability to control the engine or obtain desired power or thrust.
 - (v) Inadvertent fuel loss or unavailability, or uncorrectable fuel imbalance in flight.
 - (vi) Failures, malfunctions or defects associated with ETOPS Significant Systems.
 - (vii) Any event that would jeopardize the safe flight and landing of the airplane on an ETOPS flight.

- (2) The AOC holder must investigate the cause of each event listed in paragraph (h)(1) of this section and submit findings and a description of corrective action to CASAS. The report must include the information specified in CARS 5.5.1.4. The corrective action must be acceptable to CASAS.
- (i) *Propulsion system monitoring.*
- (1) If the IFSD rate (computed on a 12-month rolling average) for an engine installed as part of an airplane-engine combination exceeds the following values, the AOC holder must do a comprehensive review of its operations to identify any common cause effects and systemic errors. The IFSD rate must be computed using all engines of that type in the AOC holder's entire fleet of airplanes approved for ETOPS.
- (i) A rate of 0.05 per 1,000 engine hours for ETOPS up to and including 120 minutes.
- (ii) A rate of 0.03 per 1,000 engine hours for ETOPS beyond 120-minutes up to and including 207 minutes in the North Pacific Area of Operation and up to and including 180 minutes elsewhere.
- (iii) A rate of 0.02 per 1,000 engine hours for ETOPS beyond 207 minutes in the North Pacific Area of Operation and beyond 180 minutes elsewhere.
- (2) Within 30 days of exceeding the rates above, the AOC holder must submit a report of investigation and any necessary corrective action taken to CASAS.
- (j) *Engine condition monitoring.*
- (1) The AOC holder must have an engine condition monitoring program to detect deterioration at an early stage and to allow for corrective action before safe operation is affected.
- (2) This program must describe the parameters to be monitored, the method of data collection, the method of analyzing data, and the process for taking corrective action.
- (3) The program must ensure that engine-limit margins are maintained so that a prolonged engine-inoperative diversion may be conducted at approved power levels and in all expected environmental conditions without exceeding approved engine limits. This includes approved limits for items such as rotor speeds and exhaust gas temperatures.
- (k) *Oil-consumption monitoring.* The AOC holder must have an engine oil consumption monitoring program to ensure that there is enough oil to complete each ETOPS flight. APU oil consumption must be included if an APU is required for ETOPS. The operator's oil consumption limit may not exceed the manufacturer's recommendation. Monitoring must be continuous and include oil added at each ETOPS departure point. The program must compare the amount of oil added at each ETOPS departure point with the running average consumption to identify sudden increases.
- (l) *APU in-flight start program.* If the airplane type certificate requires an APU but does not require the APU to run during the ETOPS portion of the flight, the AOC holder must develop and maintain a program acceptable to CASAS for cold soak in-flight start-and-run reliability.
- (m) *Maintenance training.* For each airplane-engine combination, the certificate holder must develop a maintenance training program that provides training adequate to support ETOPS. It must include ETOPS specific training for all persons involved in ETOPS maintenance that focuses on the special nature of ETOPS. This training must be in addition to the operator's maintenance training program used to qualify individuals to perform work on specific airplanes and engines.
- (n) *Configuration, maintenance, and procedures (CMP) document.* If an airplane-engine combination has a CMP document, the AOC holder must use a system that ensures compliance with the applicable CASAS-approved document.

- (o) *Procedural changes.* Each substantial change to the maintenance or training procedures that were used to qualify the AOC holder for ETOPS, must be submitted to CASAS for approval. The AOC holder cannot implement a change until CASAS notifies the AOC holder that approval has been granted.

9.4.1.14 AUTHORITY TO PERFORM AND APPROVE MAINTENANCE, PREVENTIVE MAINTENANCE AND MODIFICATIONS

- (a) An AOC holder which is not approved as an AMO may perform and approve maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or a part thereof for return to service, if approved in the operations specifications, as provided in its maintenance programme and maintenance control manual.
- (b) An AOC holder may make arrangements with an AMO (appropriately rated) for the performance of maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof as provided in its maintenance programme and maintenance control manual.
- (c) An AOC holder which is not approved as an AMO shall use a appropriately licensed and rated individual in accordance with the Regulations on Licensing, as appropriate, to approve maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, or appliance for return to service after performing or supervising in accordance with technical data approved by the Authority.

9.4.1.15 LICENSE REQUIREMENTS FOR A TECHNICIAN - AOC HOLDER USING EQUIVALENT SYSTEM

- (a) Each person who is directly in charge of maintenance, preventive maintenance, or modification, of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof and each person performing required inspections and approving for return to service the maintenance performed shall be a appropriately licensed and rated technician or repair specialists in accordance with Regulations on Licensing, as appropriate, and acceptable to the Authority.
- (b) A person who is directly in charge shall be on site but need not physically observe and direct each worker constantly, but shall be available for consultation and decision on matters requiring instruction or decision from higher authority than that of the persons performing the work.

Note: A person "directly in charge" is each person assigned to a position in which he is responsible for the work of a shop or station that performs maintenance, preventive maintenance, modifications, or other functions affecting aircraft airworthiness.

9.4.1.16 REST AND DUTY LIMITATIONS FOR PERSONS PERFORMING MAINTENANCE FUNCTIONS ON AOC HOLDER AIRCRAFT

- (a) No person may assign, nor shall any person perform maintenance functions for aircraft certified for commercial air transport, unless that person has had a minimum rest period of at least 8 hours prior to the beginning of duty.
- (b) No person may schedule a person performing maintenance functions for aircraft Certified for commercial air transport for more than 12 consecutive hours of duty.
- (c) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft Certified for commercial air transport may continue to be on duty for—
 - (1) Up to 16 consecutive hours; or
 - (2) 20 hours in 24 consecutive hours.

- (d) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of at least 10 hours.
- (e) The AOC holder shall relieve the person performing maintenance functions from all duties for at least 24 consecutive hours during any 7 consecutive day period.

9.5 AOC SECURITY MANAGEMENT

9.5.1.1 APPLICABILITY

Subpart 9.5 provides those certification requirements that apply to the AOC holder's protection of aircraft, facilities and personnel from unlawful interference.

9.5.1.2 SECURITY REQUIREMENTS

Each AOC holder shall ensure that all appropriate personnel are familiar, and comply with, the relevant requirements of the national security programmes of the State of the operator.

9.5.1.3 SECURITY TRAINING PROGRAMMES

Each AOC holder shall establish, maintain and conduct approved security training programmes which enable the operator's personnel to take appropriate action to prevent acts of unlawful interference such as sabotage or unlawful seizure of aircraft and to minimise the consequences of such events should they occur.

Implementing Standard: See IS: 9.5.1.3 for requirements for approval of Security Training Programs.

9.5.1.4 REPORTING ACTS OF UNLAWFUL INTERFERENCE

Following an act of unlawful interference on board an aircraft the PIC or, in his absence, the AOC holder shall submit, without delay, a report of such an act to the designated local authority and the Authority in the State of the operator.

9.5.1.5 AIRCRAFT SEARCH PROCEDURE CHECKLIST

Each AOC holder shall ensure that all aircraft carry a checklist of the procedures to be followed for that type of aircraft in searching for concealed weapons, explosives, or other dangerous devices or devices which could have dangerous consequences.

9.5.1.6 FLIGHT CREW COMPARTMENT SECURITY

If installed, the flight crew compartment door on aircraft operated for the purpose of carrying passengers shall be capable of being locked from within the compartment in order to prevent unauthorised access.

9.5.1.7 MISCELLANEOUS

- (a) Specialised means of attenuating and directing the blast should be provided for use at the least-risk bomb location.
- (b) Where an operator accepts the carriage of weapons removed from passengers, the aeroplane should have provisions for stowing such weapons in a place so that they are inaccessible to any person during flight time.

9.6 AOC DANGEROUS GOODS MANAGEMENT

9.6.1.1 APPLICABILITY

Subpart 9.6 provides those certification requirements on dangerous goods that apply to management of flight operations personnel and their functions.

9.6.1.2 APPROVAL TO TRANSPORT DANGEROUS GOODS

No AOC holder may transport dangerous goods unless approved to do so by the Authority.

9.6.1.3 SCOPE

- (a) Each AOC holder shall comply with the provisions contained in the ICAO Technical Instructions for the Safe Transport of Dangerous Goods By Air, ICAO Doc. 9284 (Technical Instructions) on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Suriname. Where dangerous goods are to be transported outside the territory of Suriname, the AOC holder shall review and comply with the appropriate variations noted by contracting states contained in the applicable Attachment to the Technical Instructions.
- (b) Articles and substances which would otherwise be classed as dangerous goods are excluded from the provisions of Subpart 9.6, to the extent specified in the Technical Instructions, provided they are—
 - (1) Required to be aboard the aircraft for operating reasons;
 - (2) Carried as catering or cabin service supplies;
 - (3) Carried for use in flight as veterinary aid or as a humane killer for an animal; or
 - (4) Carried for use in flight for medical aid for a patient, provided that—
 - (i) Gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;
 - (ii) Drugs, medicines and other medical matter are under the control of trained personnel during the time when they are in use in the aircraft;
 - (iii) Equipment containing wet cell batteries is kept and, when necessary secured, in an upright position to prevent spillage of the electrolyte; and
 - (iv) Proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the PIC in the interests of safety; or
 - (v) They are carried by passengers or crewmembers.
- (c) Articles and substances intended as replacements for those in paragraph (b)(1) may be transported on an aircraft as specified in the Technical Instructions.

9.6.1.4 LIMITATIONS ON THE TRANSPORT OF DANGEROUS GOODS

- (a) Each AOC holder shall take all reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstances are not carried on any aircraft.
- (b) Each AOC holder shall take all reasonable measures to ensure that articles and substances or other goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances are transported only when—
 - (1) They are exempted by the States concerned under the provisions of the Technical Instructions; or
 - (2) The Technical Instructions indicate they may be transported under an approval issued by the State of Origin.

9.6.1.5 CLASSIFICATION

Each AOC holder shall take all reasonable measures to ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.

9.6.1.6 PACKING

Each AOC holder shall take all reasonable measures to ensure that dangerous goods are packed as specified in the Technical Instructions.

9.6.1.7 LABELLING AND MARKING

- (a) Each AOC holder shall take all reasonable measures to ensure that packages, overpacks and freight containers are labelled and marked as specified in the Technical Instructions.
- (b) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of Suriname, the AOC holder shall ensure that labelling and marking are in the English language in addition to any other language requirements.

9.6.1.8 DANGEROUS GOODS TRANSPORT DOCUMENT

- (a) Each AOC holder shall ensure that, except when otherwise specified in the Technical Instructions, dangerous goods are accompanied by a dangerous goods transport document.
- (b) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of a State, the AOC holder shall ensure that the English language is used for the dangerous goods transport document in addition to any other language requirements.

9.6.1.9 ACCEPTANCE OF DANGEROUS GOODS

- (a) No AOC holder may accept dangerous goods for transport until the package, overpack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions.
- (b) Each AOC holder, or its handling agent, shall use an acceptance check list which—
 - (1) Shall allow for all relevant details to be checked; and
 - (2) Shall be in such form as will allow for the recording of the results of the acceptance check by manual, mechanical or computerised means.

9.6.1.10 INSPECTION FOR DAMAGE, LEAKAGE OR CONTAMINATION

- (a) Each AOC holder shall ensure that:
 - (1) Packages, overpacks and freight containers are inspected for evidence of leakage or damage immediately prior to loading on an aircraft or into a unit load device, as specified in the Technical Instructions;
 - (2) A unit load device is not loaded on an aircraft unless it has been inspected as required by the Technical Instructions and found free from any evidence of leakage from, or damage to, the dangerous goods contained therein;
 - (3) Leaking or damaged packages, overpacks or freight containers are not loaded on an aircraft;
 - (4) Any package of dangerous goods found on an aircraft and which appears to be damaged or leaking is removed or arrangements made for its removal by an appropriate authority or organisation.
 - (5) After removal of any leaking or damaged goods, the remainder of the consignment is inspected to ensure it is in a proper condition for transport and that no damage or contamination has occurred to the aircraft or its load; and

- (6) Packages, overpacks and freight containers are inspected for signs of damage or leakage upon unloading from an aircraft or from a unit load device and, if there is evidence of damage or leakage, the area where the dangerous goods were stowed is inspected for damage or contamination.

9.6.1.11 REMOVAL OF CONTAMINATION

Each AOC holder shall ensure that—

- (1) Any contamination found as a result of the leakage or damage of dangerous goods is removed without delay; and
- (2) An aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.

9.6.1.12 LOADING RESTRICTIONS

- (a) *Passenger Cabin and Flight Deck.* Each AOC holder shall ensure that dangerous goods are not carried in an aircraft cabin occupied by passengers or on the flight deck, unless otherwise specified in the Technical Instructions.
- (b) *Cargo Compartments.* Each AOC holder shall ensure that dangerous goods are loaded, segregated, stowed and secured on an aircraft as specified in the Technical Instructions.
- (c) *Dangerous Goods Designated for Carriage Only on Cargo Aircraft.* Each AOC holder shall ensure that packages of dangerous goods bearing the "Cargo Aircraft Only" label are carried on a cargo aircraft and loaded as specified in the Technical Instructions.

9.6.1.13 PROVISION OF INFORMATION

- (a) *Information to Ground Staff.* Each AOC holder shall ensure that:
 - (1) Information is provided to enable ground staff to carry out their duties with regard to the transport of dangerous goods, including the actions to be taken in the event of incidents and accidents involving dangerous goods; and
 - (2) Where applicable, the information referred to in paragraph (a)(1) is also provided to the handling agent.
- (b) *Information to Passengers.* Each AOC holder shall ensure that information is promulgated as required by the Technical Instructions so that passengers are warned as to the types of goods which they are forbidden from transporting aboard an aircraft.
- (c) *Information to Acceptance Points Personnel.* Each AOC holder and, where applicable, the handling agent shall ensure that notices are provided at acceptance points for cargo giving information about the transport of dangerous goods.
- (d) *Information to Crew Members.* Each AOC holder shall ensure that information is provided in the Operations Manual to enable crew members to carry out their responsibilities in regard to the transport of dangerous goods, including the actions to be taken in the event of emergencies arising involving dangerous goods.
- (e) *Information to the PIC.* Each AOC holder shall ensure that the PIC is provided with written information, as specified in the Technical Instructions.
- (f) *Information in the Event of an Aircraft Incident or Accident.* Each AOC holder of an aircraft carrying dangerous goods as cargo shall—

- (1) In the event of an aircraft accident or serious incident, provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command. As soon as possible, the operator shall also provide this information to the appropriate Authorities of the State of the Operator and the State in which serious incident occurred.
- (2) In the event of an aircraft incident, if requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command.

Note: The terms "accident", "serious incident" and "incident" are as defined in Annex 13.

9.6.1.14 TRAINING PROGRAMMES

- (a) Each AOC holder shall establish, maintain, and have approved by the Authority, staff training programmes, as required by the Technical Instructions
- (b) Each AOC holder not holding a permanent approval to carry dangerous goods shall ensure that—
 - (1) Staff who are engaged in general cargo handling have received training to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column I of Table I to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and how to identify such goods.
 - (2) Crew members, passenger handling staff, and security staff employed by the AOC holder who deal with the screening of passengers and their baggage, have received training which covers as a minimum, the areas identified in Column 2 of Table I to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers.

TABLE 1

Areas of Training	1	2
General philosophy	X	X
Limitations on dangerous goods in air transport	X	X
Package marking and labelling	X	X
Dangerous goods in passengers baggage		X
Emergency procedures	X	X

Note: 'X' indicates an area to be covered.

- (c) Each AOC holder holding a permanent approval to carry dangerous goods shall ensure that:
 - (1) Staff who are engaged in the acceptance of dangerous goods have received training and are qualified to carry out their duties which covers as a minimum, the areas identified in Column I of Table 2 to a depth sufficient to ensure the staff can take decisions on the acceptance or refusal of dangerous goods offered for carriage by air.
 - (2) Staff who are engaged in ground handling, storage and loading of dangerous goods have received training to enable them to carry out their duties in respect of dangerous goods which covers as a

minimum, the areas identified in Column 2 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and how to handle and load them.

- (3) Staff who are engaged in general cargo handling have received training to enable them to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column 3 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and how to handle and load them.
- (4) Flight crew members have received training which covers as a minimum, the areas identified in Column 4 of Table 2 to a depth sufficient to ensure that awareness is gained of the hazards associated with dangerous goods and how they should be carried on an aircraft.
- (5) Passenger handling staff; security staff employed by the operator who deal with the screening of passengers and their baggage and crew members other than flight crew members, have received training which covers as a minimum, the areas identified in Column 5 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and what requirements apply to the carriage of such goods by passengers or, more generally, their carriage on an aircraft.

TABLE 2

Areas Of Training	1	2	3	4	5
General philosophy	X	X	X	X	X
Limitations on dangerous goods in the air transport	X	X	X	X	X
Classification and list of dangerous goods	X	X		X	
General packing requirements and packing instructions	X				
Packaging specifications marking	X				
Package marking and labelling	X	X	X	X	X
Documentation from the shipper	X				
Acceptance of dangerous good, including the use of a checklist	X				
Loading, restrictions on loading and segregation	X	X	X	X	
Inspections for damage or leakage and decontamination procedures	X	X			
Provision of information to the PIC	X	X		X	
Dangerous goods in passengers' baggage	X			X	X
Emergency procedures	X	X		X	X

Note: x indicates an area to be covered.

- (d) Each AOC holder shall ensure that all staff who require dangerous goods training receive recurrent training at intervals of not longer than 2 years.
- (e) Each AOC holder shall ensure that records of dangerous goods training are maintained for all staff trained in accordance with paragraph (d).
- (f) Each AOC holder shall ensure that its handling agent's staff is trained in accordance with the applicable column of Table 1 or Table 2.

9.6.1.15 DANGEROUS GOODS INCIDENT AND ACCIDENT REPORTS

Each AOC holder shall report dangerous goods incidents and accidents to the Authority within 72 hours of the event, unless exceptional circumstances prevent this.

CIVIL AVIATION REGULATIONS

SURINAME

PART 9 - IMPLEMENTING STANDARDS

VERSION 4.0

June 2006

For ease of reference, the number assigned to each implementing standard corresponds to its associated regulation.
For example, IS: 9.2.2.2 would reflect a standard required in subsection 9.2.2.2.

IS: 9.2.2.2 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

- (a) Each AOC holder shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.
- (b) Required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled.
- (c) A person serving in a required management position for an AOC holder may not serve in a similar position for any other AOC holder, unless a deviation is issued by the Authority.
- (d) The minimum initial qualifications for a Director of Operations are—
 - (1) An ATPL and
 - (2) A minimum of 3 years experience as PIC in commercial air transport operations equal to the (intended) operation of the AOC holder.
- (e) The minimum qualifications for a Chief Pilot are—
 - (1) An ATPL with the appropriate ratings for at least one of the aircraft used in the AOC holder's operations; and
 - (2) A minimum of 3 years experience as PIC in commercial air transport operations.

Note: The Authority may accept a CPL with Instrument Rating in lieu of the ATPL if the PIC requirements for the operations conducted require only a commercial certificate.

- (f) The minimum entry qualifications for a Director of Maintenance are—
 - (1) An Aircraft Maintenance Technician License (AMTL) with airframe and powerplant ratings; and
 - (2) A minimum of 3 years experience in maintaining the same category and class of aircraft used by the AOC holder including a minimum of 1 year in the capacity of returning aircraft to service.
- (g) The minimum qualifications for a Director of Security are—
 - (1) An ICAO or equivalent aviation Security management certification ;
 - (2) A minimum of 3 years experience in the aviation security industry and airline operations at supervisory level.

Note: The Authority shall only accept a nominee who has security clearance (background check).

See CARS part IS. 13.3.13.

- (h) An AOC holder may employ a person who does not meet the appropriate qualification(s) or experience requirements if the Authority issues a deviation finding that this person has comparable experience can effectively perform the required management functions and provided that person has a deputy acceptable to the Authority who fulfils the requirements.

IS: 9.2.2.9 COMPANY PROCEDURES INDOCTRINATION

Each AOC holder shall ensure that all persons as mentioned in 9.2.2.2.(b) are provided with company indoctrination training that covers the following areas:

- (1) AOC holders organisation, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties.
- (2) Appropriate provisions of these regulations and other applicable regulations and guidance materials.
- (3) AOC holder policies and procedures.
- (4) Appropriate portions of the AOC holder's operations manual and maintenance control manual.

IS: 9.2.3.2 DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

- (a) An AOC holder may dry lease an aircraft for the purpose of commercial air transportation from any State which is signatory to the Chicago Convention provided that the following conditions are met:
 - (1) The aircraft carries an appropriate airworthiness certificate issued, in accordance with ICAO Annex 8, by the country of registration and meets the registration and identification requirements of that country.
 - (2) The aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in Suriname, including the requirements which shall be met for issuance of a Surinamese standard airworthiness certificate (including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements).
 - (3) The aircraft is maintained according to an approved maintenance program.
 - (4) The aircraft is operated by Surinamese-certified airmen employed by the AOC holder.
- (b) Each AOC holder shall provide the Authority with a copy of the dry lease to be executed.
- (c) Operational control of any dry leased aircraft rests with the AOC holder operating that aircraft.
- (d) The foreign Authority has removed the dry leased aircraft from the lessor's AOC holder's operations specifications, if applicable.
- (e) The foreign registered dry leased aircraft is listed on the AOC holder lessee's operations specifications.
- (f) Each AOC holder engaged in dry leasing an aircraft shall make the dry lease agreement explicit concerning the maintenance programme and MEL to be followed during the term of the dry lease.

IS: 9.2.3.3 AIRCRAFT INTERCHANGE

- (a) Before operating under an interchange agreement, each AOC holder shall show that—
 - (1) The procedures for the interchange operation conform with safe operating practices;
 - (2) Required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;
 - (3) Maintenance personnel meet training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;
 - (4) Flight crew members and flight operations officers meet appropriate route and airport qualifications;
 - (5) The aircraft to be operated are essentially similar to the aircraft of the AOC holder with whom the interchange is effected; and
 - (6) The operation of systems and arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the authority determines that the AOC holder has adequate training programmes to insure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarisation.
- (b) Each AOC holder conducting an interchange agreement shall include the pertinent provisions and procedures of the agreement in its applicable manuals.
- (c) The AOC holder shall amend and have approved their operations specifications to reflect an interchange agreement.
- (d) The AOC holder shall comply with the applicable regulations of the State of Registry of an aircraft involved in an interchange agreement while it has operational control of that aircraft.

IS: 9.2.3.4 WET LEASING

- (a) Each AOC holder shall provide the Authority with a copy of the wet lease to be executed.
- (b) The Authority will determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as:
 - (1) Initiating and terminating flights.
 - (2) Maintenance and servicing of aircraft.
 - (3) Scheduling crewmembers.
 - (4) Paying crewmembers.
 - (5) Training crewmembers.
- (c) Each AOC holder engaged in a wet leasing arrangement shall amend and have approved its operations specifications to contain the following information:
 - (1) The names of the parties to the agreement and the duration of the agreement.
 - (2) The make, model, and series of each aircraft involved in the agreement.
 - (3) The kind of operation.
 - (4) The expiration date of the lease agreement.
 - (5) A statement specifying the party deemed to have operational control.
 - (6) Any other item, condition, or limitation the Authority determines necessary.

IS: 9.2.3.5 EMERGENCY EVACUATION DEMONSTRATION

- (a) Each AOC holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of its crew member emergency training and evacuation procedures.
- (b) Prior to conducting an emergency evacuation demonstration, the AOC holder shall apply for and obtain approval from the Authority.
- (c) Cabin attendants used in the emergency evacuation demonstrations shall—
 - (1) Be selected at random by the Authority;
 - (2) Have completed the AOC holder's Authority-approved training programme for the type and model of aircraft; and
 - (3) Have passed the drills and competence check on the emergency equipment and procedures.
- (d) To conduct the partial emergency evacuation demonstration, the AOC holder's assigned cabin attendants shall, using the AOC holder's line operating procedures—
 - (1) Demonstrate the opening of 50 percent of the required floor-level emergency exits and 50 percent of the required non-floor-level emergency exits (whose opening by a cabin attendant is defined as an emergency evacuation duty) and deployment of 50 percent of the exit slides, selected by the Authority; and
 - (2) Prepare for use those exits and slides within 15 seconds.
- (e) To conduct the ditching evacuation demonstration, the AOC holder's assigned cabin attendants shall—
 - (1) Demonstrate their knowledge and use of each item of required emergency equipment;
 - (2) Prepare the cabin for ditching within 6 minutes after the intention to ditch is announced;
 - (3) Remove each life raft from storage (one life raft, selected by the Authority, shall be launched and properly inflated or one slide life raft properly inflated); and
 - (4) Enter the raft (the raft shall include all required emergency equipment) and completely set it up for extended occupancy.

IS: 9.2.3.6 DEMONSTRATION FLIGHTS

- (a) Each AOC holder shall conduct demonstration flights for each type of aircraft, including those aircraft materially altered in design, and for each kind of operation the AOC holder intends to conduct.

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

- (b) Each AOC holder shall conduct demonstration flights which contain at least:
 - (1) One hundred total hours of flight time, unless the Authority determines that a satisfactory level of proficiency has been demonstrated in fewer hours;
 - (2) Five hours of night time, if night flights are to be authorised;
 - (3) Five instrument approach procedures under simulated or actual instrument weather conditions, if IFR flights are to be authorised; and
 - (4) Entry into a representative number of en route airports, as determined by the Authority
- (c) No AOC holder may carry passengers in an aircraft during demonstration flights, except for those needed to make the demonstration flight and those designated by the Authority.
- (d) For those AOC holders of aircraft of less than 5700 kg, the necessity and extent of demonstration shall be at the option of the Authority.

IS: 9.3.1.2 OPERATIONS MANUAL

- (a) Each AOC holder shall ensure that the contents and structure of the operations manual are in accordance with rules and regulations of the Authority, and is relevant to the area(s) and type(s) of operation.
- (b) An AOC holder may design a manual to be more restrictive than the Authority's requirements.
- (c) Each AOC holder shall ensure that the operations manual presents the items of information listed below, to meet the requirements of 9.3.1.2(g). The manual may consist of two or more parts containing together all such information in a format and manner based upon the outline presented in paragraph (d) below. Each part of the operations manual must contain all information required by each group of personnel addressed in that part.
 - (1) General policies.
 - (2) Duties and responsibilities of each crewmember, appropriate members of the ground organisation, and management personnel.
 - (3) Reference to appropriate Civil Aviation Regulations.
 - (4) Flight dispatching and operational control, including procedures for co-ordinated dispatch or flight control or flight following procedures and maintenance control procedures, as applicable.
 - (5) En route flight, navigation, and communication procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route.
 - (6) Instructions for the avoidance of controlled flight into terrain and policy for the use of the (enhanced) ground proximity warning system ((E)GPWS).
 - (7) Policy, instructions and procedures for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS)
 - (8) Appropriate information from the en route operations specifications, including for each approved route the types of aircraft authorised, the type of operation such as VFR, IFR, day, night, etc., and any other pertinent information.
 - (9) Appropriate information from the airport operations specifications, including for each airport—

- (i) Its location (scheduled operations only);
 - (ii) Its designation (regular, alternate, provisional, etc.) (scheduled operations only);
 - (iii) The types of aircraft authorised (scheduled operations only);
 - (iv) Instrument approach procedures;
 - (v) Landing and takeoff minimums; and
 - (vi) Any other pertinent information.
- (10) Procedures for familiarising passengers with the use of emergency equipment, during flight.
 - (11) Emergency equipment and procedures.
 - (12) The method of designating succession of command of flight crew members.
 - (13) Procedures for determining the usability of landing and takeoff areas, and for disseminating pertinent information thereon to operations personnel.
 - (14) Procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition.
 - (15) Airman training programs, including appropriate ground, flight, and emergency phases.
 - (16) Procedures for refuelling aircraft, eliminating fuel contamination, protection from fire (including electrostatic protection), and supervising and protecting passengers during refuelling.
 - (17) Methods and procedures for maintaining the aircraft weight and centre of gravity within approved limits.
 - (18) Where applicable, pilot and dispatcher route and airport qualification procedures.
 - (19) Accident notification procedures.
 - (20) Procedures and information to assist personnel to identify packages marked or labelled as containing hazardous materials and, if these materials are to be carried, stored, or handled, procedures and instructions relating to the carriage, storage, or handling of hazardous materials, including the following:
 - (i) Procedures for determining the proper shipper certification and proper packaging, marking, labelling, shipping documents, compatibility of materials, and instructions on the loading, storage, and handling.
 - (ii) Notification procedures for reporting hazardous material incidents.
 - (iii) Instructions and procedures for the notification of the pilot in command when there are hazardous materials aboard.
 - (21) Other information or instructions relating to safety.
 - (22) For ETOPS, airplane performance data to support all phases of these operations
 - (23) For ETOPS greater than 180 minutes a specific passenger recovery plan for each ETOPS Alternate Airport used in those operations, and for operations in the North Polar Area and South Polar Area a specific passenger recovery plan for each diversion airport used in those operations.
- (d) The operations manual may be based upon the following outline.

1.0 Administration and Control of Operations Manual

1.1 Introduction

- (a) A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operator Certificate.
- (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel in the performance of their duties.
- (c) A list and brief description of the various operations manual parts, their contents, applicability and use.
- (d) Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision

- (a) An operations manual shall describe who is responsible for the issuance and insertion of amendments and revisions.
- (b) A record of amendments and revisions with insertion dates and effective dates is required.
- (c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.

- (d) A description of the system for the annotation of pages and their effective dates.
- (e) A list of effective pages and their effective dates.
- (f) Annotation of changes (on text pages and as practicable, on charts and diagrams).
- (g) A system for recording temporary revisions.
- (h) A description of the distribution system for the manuals, amendments and revisions.
- (i) A statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.

2.0 Organisation and Responsibilities

2.1 Organisational Structure

A description of the organisational structure including the general company organisation and operations department organisation. The relationship between the operations department and the other departments of the company. In particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the safety of flight operations shall be shown.

2.2 Responsible Manager

The name of each manager responsible for flight operations, the maintenance system, crew training and ground operations shall be listed. A description of their function and responsibilities shall be included.

2.3 Responsibilities and Duties of Operations Management Personnel

A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and with compliance with applicable regulations shall be listed.

2.4 Authority, Duties and Responsibilities of a PIC

A statement defining the authority, duties and responsibilities of the PIC shall be listed.

2.5 Duties and Responsibilities of Crew Members Other Than the PIC

A statement defining the authority, duties, and responsibilities of all required aircraft crewmembers shall be listed.

3.0 Operational Control And Supervision

3.1 Supervision of the Operation by the AOC Holder

A description of the system for supervision of the operation by the AOC holder shall be listed. This description shall show how the safety of flight operations and the qualifications of personnel involved in all such operations are supervised and monitored. In particular, the procedures related to the following items shall be described:

- (a) Competence of operations personnel; and
- (b) Control, analysis and storage of records, flight documents, additional information, and safety related data.

3.2 System of Promulgation of Additional Operational Instructions and Information

A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the operations manual. The applicability of this information and the responsibilities for its promulgation shall be included

3.3 Accident Prevention and Flight Safety Programme

A description of the main aspects of the flight safety programme including:

- (a) Programmes to achieve and maintain risk awareness by all persons involved in flight operations; and
- (b) Evaluation of accidents and incidents and the promulgation of related information.

3.4 Operational Control

A description of the objectives, procedures and responsibilities necessary to exercise operational control with respect to flight safety.

4.0 Quality System

A description of the quality system adopted.

5.0 Crew Composition

5.1 Crew Composition

An explanation of the method for determining crew compositions taking into account of the following:

- (a) Experience (total and on type), recency and qualification of the crew members; and
- (b) The designation of the PIC and, if required by the duration of the flight, the procedures for the relief of the PIC or other members of the flight crew.

5.2 Designation of the PIC

The rules applicable to the designation of a PIC.

5.3 Flight Crew Incapacitation

Instructions on the succession of command in the event of flight crew incapacitation.

6.0 Qualification Requirements

6.1 Qualifications

A description of the required license rating(s), qualification/competency (e.g. for routes and airports) experience, training, checking and recency of experience for operations personnel to conduct their duties. Consideration shall be given to the aircraft type, kind of operation, and composition of the crew.

6.2 Flight Crew

Operation on more than one type or variant.

6.3 Cabin Crew

- (a) Senior cabin crew member.
- (b) Cabin crewmember.
 - (i) Required cabin crewmember.
 - (ii) Additional cabin crewmember, and
 - (iii) Cabin crewmember during familiarisation flights.

(c) Operation on more than one type or variant.

6.4 Other Operations Personnel

7.0 Crew Health Precautions

7.1 Crew Health Precautions

The relevant regulations and guidance for crew members concerning health including:

- (a) Alcohol and other intoxicating liquor;
- (b) Narcotics;
- (c) Drugs;
- (d) Sleeping tablets;
- (e) Pharmaceutical preparations;
- (f) Immunisation;
- (g) SCUBA diving;
- (h) Blood donation;
- (i) Meal precautions prior to and during flight;
- (j) Sleep and rest; and
- (k) Surgical operations.

8.0 Operating Procedures

8.1 Flight Preparation Instructions

As applicable to the operation:

8.1.1 Criteria for Determining the Usability of Airports

8.1.2 En route Operating Minima for VFR Flights

A description of en route operating minima for VFR flights or VFR portions of a flight and, where single-engine aircraft are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing.

8.1.3 Presentation and Application of Airport and En route Operating Minima

8.1.4 Interpretation of Meteorological Information.

Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.

8.1.5 Determination of the Quantities of Fuel, Oil and Water Methanol Carried.

The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in flight. This section shall also include instructions on the measurement and distribution of the fluid carried on board. Such instructions shall take account of all circumstances likely to be encountered on the flight, including the possibility of inflight replanning and of failure of one or more of the aircraft's power plants. The system for maintaining fuel and oil records shall also be described.

8.1.6 Mass and Centre of Gravity.

The general principles of mass and centre of gravity including:

- (a) The policy for using either standard and/or actual masses;
- (b) The method for determining the applicable passenger, baggage and cargo mass;
- (c) The applicable passenger and baggage masses for various types of operations and aircraft type;
- (d) General instruction and information necessary for verification of the various types of mass and balance documentation in use;
- (e) Last minute changes procedures; and
- (f) Seating policy/procedures.

8.1.7 List Of Documents, Forms And Additional Information To Be Carried During A Flight.

8.2 Ground Handling Instructions

8.2.1 Fuelling Procedures.

A description of fuelling procedures, including:

- (a) Safety precautions during refuelling and defueling including when an APU is in operation or when a turbine engine is running and the prop brakes are on;
- (b) Refuelling and defueling when passengers are embarking, on board or disembarking; and
- (c) Precautions to be taken to avoid mixing fuels.
- (d) Method to ensure required amount of fuel is loaded.

8.2.2 Aircraft, Passengers And Cargo Handling Procedures Related To Safety.

A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, shall also be given. Handling procedures shall include:

- (a) Sick passengers and persons with reduced mobility;
- (b) Permissible size and weight of hand baggage;
- (c) Loading and securing of items in the aircraft;
- (d) Special loads and classification of load compartments (i.e., dangerous goods, live animals, etc.);
- (e) Positioning of ground equipment;
- (f) Operation of aircraft doors;
- (g) Safety on the ramp, including fire prevention, blast and suction areas;
- (h) Start-up, ramp departure and arrival procedures;
- (i) Servicing of aircraft;
- (j) Documents and forms;
- (k) Multiple occupancy of aircraft seats.

8.2.3 Procedures for the Refusal of Embarkation.

Procedures to ensure that persons who appear to be intoxicated or who demonstrate by manner or physical indications that they are under the influence of alcohol or drugs, except medical patients under proper care, are refused embarkation.

8.2.4 De-icing and Anti-Icing on the Ground.

A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These shall include descriptions of the types and effects of icing and other contaminants on aircraft while stationary, during ground movements and during take-off. In addition, a description of the fluid types used shall be given including:

- (a) Proprietary or commercial names;
- (b) Characteristics;
- (c) Effects on aircraft performance.
- (d) Precautions during usage.

8.3 Flight Procedures

8.3.1 Navigation Procedures

A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration shall be given to:

- (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft,
- (b) Inflight replanning; and
- (c) Procedures in the event of system degradation.

8.3.2 Policy and Procedures for In-flight Fuel Management and use of (E)GPWS and ACAS.

8.3.3 Adverse and Potentially Hazardous Atmospheric Conditions.

Procedures for operating in, and/or avoiding, potentially hazardous atmospheric conditions including:

- (a) Thunderstorms;
- (b) Icing conditions;
- (c) Turbulence,
- (d) Windshear;
- (e) Jet stream;
- (f) Volcanic ash clouds;
- (g) Heavy precipitation;
- (h) Sand storms;
- (i) Mountain waves; and
- (j) Significant Temperature inversions.

8.3.4 Operating Restrictions

- (a) Cold weather operations
- (b) Take-off and landing in turbulence
- (c) Low-level wind shear operations
- (d) Cross-wind operations (including tail wind components)
- (e) High temperature operations
- (f) High altitude operations

8.3.5 Incapacitation of Crew Members.

Procedures to be followed in the event of incapacitation of crew members in flight. Examples of the types of incapacitation and the means for recognising them shall be included.

8.3.6 Cabin Safety Requirements.

Procedures covering:

- (a) Cabin preparation for flight, inflight requirements and preparation for landing including procedures for securing cabin and galleys.
- (b) Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft;
- (c) Procedures to be followed during passenger embarkation and disembarkation; and
- (d) Procedures for fuelling with passengers on board, embarking, or disembarking.
- (e) Smoking on board.
- (f) Use of portable electronic equipment and cellular telephones

8.3.7 Passenger Briefing Procedures.

The contents, means and timing of passenger briefing.

8.3.8 Procedures for Use of Cosmic or Solar Radiation Detection Equipment.

Procedures for the use of cosmic or solar radiation detection equipment and for recording its readings including actions to be taken in the event that limit values specified in the operations manual are exceeded. In addition, the procedures, including ATC procedures, to be followed in the event that a decision to descend or re-route is taken.

8.4 All Weather Operations

8.5 Use of the Minimum Equipment and Configuration Deviation List(s)

8.6 Non Revenue Flights

Procedures and limitations for:

- (a) Training flights;
- (b) Test flights;
- (c) Delivery flights,
- (d) Ferry flights;
- (e) Demonstration flights; and
- (f) Positioning flights, including the kind of persons who may be carried on such flights.

8.7 Oxygen Requirements

An explanation of the conditions under which oxygen shall be provided and used.

9.0 Dangerous Goods And Weapons

9.1 Transport of Dangerous Goods

Information, instructions and general guidance on the transport of dangerous goods including:

- (a) AOC holder's policy on the transport of dangerous goods;

- (b) Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods;
- (c) Procedures for responding to emergency situations involving dangerous goods;
- (d) Duties of all personnel involved; and
- (e) Instructions on the carriage of the AOC holder's employees.

9.2 Transport of Weapons

The conditions under which weapons, munitions of war and sporting weapons may be carried.

10.0 Security

10.1 Security Policies and Procedures

A description of security policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking.

10.2 Security Instructions and Guidance

Security instructions and guidance of a non-confidential nature which shall include the authority and responsibilities of operations personnel.

10.3 Preventative Security Measures and Training

A description of preventative security measures and training. (Note: Parts of the security instructions and guidance may be kept confidential.)

11.0 Handling Of Accidents And Occurrences

Procedures for the handling, notifying and reporting of accidents and occurrences. This section shall include:

- (a) Definitions of accidents and occurrences and the relevant responsibilities of all persons involved;
- (b) The descriptions of which company departments, Authorities or other institutions have to be notified by which means and in which sequence in case of an accident;
- (c) Special notification requirements in the event of an accident or occurrence when dangerous goods are being carried;
- (d) A description of the requirements to report specific occurrences and accidents;
- (e) The forms used for reporting and the procedure for submitting them to the Authority shall also be included; and
- (f) If the AOC holder develops additional safety related reporting procedures for its own internal use, a description of the applicability and related forms to be used.

12.0 Rules of the Air

Rules of the Air including:

- (a) Territorial application of the Rules of the Air;
- (b) The circumstances during which a radio listening watch shall be maintained;
- (c) ATC clearances, adherence to flight plan and position reports;
- (d) The ground/air visual codes for use by survivors, description and use of signal aids; and
- (e) Distress and urgency signals.

IS: 9.3.1.3 TRAINING PROGRAMMES MANUAL

- a) Each AOC holder shall ensure that the contents and structure of a training programmes manual complies with the applicable Civil Aviation Regulations of Suriname and/or Directives of the Director CASAS, and is relevant to the area(s) and type(s) of operation.
- b) Each AOC holder shall ensure that the training programmes manual presents the items of information listed below. The manual may consist of two or more parts containing together all such information in a format and manner based upon the outline presented below. Each part of the training programmes manual must contain all information required by each group of personnel addressed in that part.

1.0 Training Syllabi And Checking Programmes

1.1 General Requirements.

Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight shall be developed to meet the respective requirements of the Authority. An AOC holder may not use, nor may any person serve in a required crewmember capacity or operational capacity unless that person meets the training and currency requirements established by the Authority for that respective position.

1.2 Flight Crew.

The training syllabi and checking programmes for flight crew members shall include:

- (a) A written training programme acceptable to the Authority that provides for initial, transition, difference, and recurrent training, as appropriate, for flight deck crew members for each type of aircraft flown by that crew member. This written training programme shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crewmember.
- (b) Adequate ground and flight training facilities and properly qualified instructors required to meet training objectives and needs.
- (c) A current list of approved training materials, equipment, training devices, simulators, and other required training items needed to meet the training needs for each type and variation of aircraft flown by the AOC holder.
- (d) Adequate numbers of ground, flight, and check pilots to ensure adequate training and flight testing of flight crew members.
- (e) A record system acceptable to the Authority to show compliance with appropriate training and currency requirements.

1.3 Cabin Crew.

The training syllabi and checking programmes for cabin crew members shall include:

- (a) Basic initial ground training covering duties and responsibilities.
- (b) Appropriate Authority rules and regulations.
- (c) Appropriate portions of the AOC holder's operating manual.
- (d) Appropriate emergency training as required by the Authority and the AOC holder's operating manual.
- (e) Appropriate flight training.
- (f) Appropriate recurrent, upgrade, or difference training, as required, to maintain currency in both type and any variance the crew member may be required to work in.
- (g) Maintain a training record system acceptable to the Authority to show compliance with all required training.

1.4 All Aircraft Crew.

A written training programme shall be developed for all aircraft crew members in the emergency procedures appropriate to each make and model of aircraft flown in by the crew member. Areas shall include:

- (a) Instruction in emergency procedures, assignments, and crew co-ordination.
- (b) Individual instruction in the use of onboard emergency equipment such as fire extinguishers, emergency breathing equipment, first aid equipment and its proper use, emergency exits and evacuation slides, and the aircraft's oxygen system including the use of portable emergency oxygen bottles. Flight deck crewmembers shall also practice using their emergency equipment designed to protect them in case of a cockpit fire or smoke.
- (c) Training shall also include instruction in potential emergencies such as rapid decompression, ditching, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers.
- (d) Scheduled recurrent training to meet Authority requirements.

1.5 All Operations Personnel.

The training syllabi and checking programmes for all operations personnel shall include:

- (a) Training in the safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air. Training shall include the proper packaging, marking, labelling, and documentation of dangerous articles and magnetised materials.
- (b) All appropriate security training required by the Authority.
- (c) A method of providing any required notification of an accident or incident involving dangerous good.

1.6 Operations Personnel Other Than Aircraft Crew.

Operations personnel other than aircraft crew (e.g., flight operations officer, handling personnel etc.), a written training programme shall be developed that pertains to their respective duties. The training programme shall provide for initial, recurrent, and any required upgrade training.

2.0 Procedures for Training and Checking

2.1 Proficiency Checking Procedures

Procedures to be applied in the event that personnel do not achieve or maintain the required standards.

2.2 Procedures Involving the Simulation of Abnormal or Emergency Situations.

Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures, and simulation of IMC by artificial means, are not simulated during commercial air transportation flights.

3.0 Document Retention

3.1 Documentation To Be Stored And Storage Periods

An AOC holder shall retain all documentation required by appropriate Authority or the Authority of a foreign country in which the AOC holder is operating for the time specified by the respective Authority or for the time period needed to show compliance with appropriate regulations or this operations manual, whichever is longer.

IS: 9.3.1.4 AIRCRAFT OPERATING MANUAL

Each AOC applicant and AOC holder shall submit and maintain for each type of aircraft an aircraft operating manual containing at least the following.

1.0 General Information and Units of Measurement

1.1 General

General Information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables.

2.0 Limitations

2.1 Certification and Operational Limitations

A description of the certified limitations and the applicable operational limitations including:

- (a) Certification status;
- (b) Passenger seating configuration for each variant of aircraft including a pictorial presentation;
- (c) Types of operation that are approved (e.g. IFR/VFR, CAT II/III, flights in known icing conditions etc.);
- (d) Crew composition;
- (e) Operating within mass and centre of gravity limitations;
- (f) Speed limitations;
- (g) Flight envelopes;
- (h) Wind limits including operations on contaminated runways;

- (i) Performance limitations for applicable configurations;
- (j) Runway slope;
- (k) Limitations on wet or contaminated runways;
- (l) Airframe contamination; and
- (m) Post landing

3.0 Normal Procedures

3.1 Normal Procedures

The normal procedures and duties assigned to the crew, the appropriate checklists, the system for use of the checklists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following normal procedures and duties shall be included:

- (a) Pre-flight;
- (b) Pre-departure and loading;
- (c) Altimeter setting and checking;
- (d) Taxi, Take-Off and Climb;
- (e) Noise abatement;
- (f) Cruise and descent;
- (g) Approach, landing preparation and briefing;
- (h) VFR approach;
- (i) Instrument approach;
- (j) Visual approach and circling;
- (k) Missed approach;
- (l) Normal landing;
- (m) Post landing; and
- (n) Operation on wet and contaminated runways.

3.2 Specific Flight Deck Procedures

- (a) Determining airworthiness of aircraft
- (b) Obtaining flight release
- (c) Initial cockpit preparation
- (d) Standard operating procedures
- (e) Cockpit discipline
- (f) Standard call-outs
- (d) Communications
- (e) Flight safety
- (f) Push-back and towing procedures
- (g) Taxi guidelines and ramp signals
- (h) Take-off and climb out procedures
- (i) Choice of runway
- (j) Take-off in limited visibility
- (k) Take-off in adverse weather
- (l) Use and limitations of weather radar
- (m) Use of landing lights
- (n) Monitoring of flight instruments
- (o) Power settings for take-off
- (p) Malfunctions during take-off
- (q) Rejected take-off decision
- (r) Climb, best angle, best rate
- (s) Sterile cockpit procedures
- (t) En route and holding procedures
- (u) Cruise control
- (v) Navigation log book
- (w) Descent, approach and landing procedures
- (x) Standard call-outs
- (y) Reporting maintenance problems
- (z) How to obtain maintenance and service en route

4.0 Abnormal And Emergency Procedures

4.1 Abnormal and Emergency Procedures and Duties

The manual shall contain a listing of abnormal and emergency procedures assigned to crew members with appropriate check-lists that include a system for use of the check-lists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following abnormal and emergency procedures and duties shall be included:

- (a) Crew incapacitation;
- (b) Fire and smoke drills;
- (c) Unpressurised and partially pressurised flight;
- (d) Exceeding structural limits such as overweight landing;
- (e) Exceeding cosmic radiation limits;

- (f) Lightning strikes
- (g) Distress communications and alerting ATC to emergencies;
- (h) Engine failure;
- (i) System failures;
- (j) Guidance for diversion in case of serious technical failure;
- (k) (Enhanced) Ground proximity warning system cautions and/or warnings;
- (l) ACAS cautions and/or warnings;
- (m) Windshear; and
- (n) Emergency landing/ditching.
- (o) Aircraft evacuation
- (p) Fuel Jettisoning and Overweight Landing:
 - General considerations and policy
 - Fuel jettisoning procedures and precautions
- (q) Emergency Procedures:
 - Emergency descent
 - Low fuel
 - Dangerous goods incident or accident
- (r) Interception procedures
- (s) Emergency signal for cabin attendants
- (t) Communication Procedures
- (u) Radio listening watch

5.0 Performance Data

Performance data shall be provided in a form in which it can be used without difficulty.

5.1 Performance Data.

Performance material which provides the necessary data to allow the flight crew to comply with the approved aircraft flight manual performance requirements shall be included to allow the determination of-

- (a) Take-off climb limits - Mass, Altitude, Temperature;
- (b) Take-off field length (dry, wet, contaminated);
- (c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;
- (d) The gradient losses for banked climb outs;
- (e) En route climb limits;
- (f) Approach climb limits;
- (g) Landing climb limits;
- (h) Landing field length (dry, wet, contaminated) including the effects of an inflight failure of a system or device, if it affects the landing distance;
- (i) Brake energy limits; and
- (j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).

5.1.1. Supplementary Performance Data

Supplementary data covering flights in icing conditions. Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.

5.1.2. Other Acceptable Performance Data

If performance data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the Authority shall be included. Alternatively, the operations manual may contain cross-reference to the approved data contained in the AFM where such data is not likely to be used often or in an emergency.

5.2 Additional Performance Data.

Additional performance data where applicable including:

- (a) All engine climb gradients;
- (b) Drift-down data;
- (c) Effect of de-icing/anti-icing fluids;
- (d) Flight with landing gear down; .
- (e) For aircraft with 3 or more engines, one engine inoperative ferry flights; and
- (f) Flights conducted under the provisions of a configuration deviation list (CDL).

6.0 Flight Planning

6.1 Flight Planning Data

Data and instructions necessary for pre-flight and inflight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s) out operations, ETOPS and flights to isolated airports shall be included.

6.2 Fuel Calculations

The method for calculating fuel needed for the various stages of flight.

7.0 Mass And Balance.

7.1 Calculating Mass and Balance

Instructions and data for the calculation of mass and balance including:

- (a) Calculation system (e.g. Index system);
- (b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;

- (c) Limiting mass and centre of gravity of the various versions;
- (d) Dry operating mass and corresponding centre of gravity or index.

8.0 Loading.

8.1 Loading Procedures

Procedures and provisions for loading and securing the load in the aircraft.

8.1 Loading Dangerous Goods

The operations manual shall contain a method to notify the PIC when dangerous goods are loaded in the aircraft.

9.0 Survival And Emergency Equipment Including Oxygen

9.1 List of Survival Equipment to be Carried

A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) shall also be included.

9.2 Oxygen Usage

The procedure for determining the amount of oxygen required and the quantity that it available. The flight profile, number of occupants and possible cabin decompression shall be considered. The information provided shall be in a form in which it can be used without difficulty.

9.3 Emergency Equipment Usage

A description of the proper use of the following emergency equipment:

- (a) Life jackets
- (b) Life rafts
- (c) Medical kits/first aid kits
- (d) Survival kits
- (e) Emergency locator transmitter (ELT)
- (f) Visual signalling devices
- (g) Evacuation slides
- (h) Emergency lighting

10.0 Emergency Evacuation Procedures

10.1 Instructions for Emergency Evacuation

Instructions for preparation for emergency evacuation including, crew co-ordination and emergency station assignment.

10.2 Emergency Evacuation Procedures

A description of the duties of all members of the crew for the rapid evacuation of an aircraft and the handling of the passengers in the event of a forced landing, ditching or other emergency.

11.0 Aircraft Systems.

11.1 Aircraft Systems

A description of the aircraft systems, related controls and indications and operating instructions.

12.0 Route and Airport Instructions and Information (optional for this manual)

12.1 Instructions and Information

Instructions and information relating to communications, navigation and airports including minimum flight levels and altitudes for each route to be flown and operating minima for each airport planned to be used, including:

- (a) Minimum flight level/altitude;
- (b) Operating minima for departure, destination and alternate airports;
- (c) Communication facilities and navigation aids;
- (d) Runway data and airport facilities;
- (e) Approach, missed approach and departure procedures including noise abatement procedures;
- (f) Communications-failure procedures;
- (g) Search and rescue facilities in the area over which the aircraft is to be flown;
- (h) A description of the aeronautical charts that shall be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;
- (i) Availability of aeronautical information and MET services;
- (j) En route COM/NAV procedures, including holding;
- (k) Airport categorisation for flight crew competence qualification.

IS: 9.3.1.10 TRAINING TO PROFICIENCY

A course of training in an aircraft simulator may be included for use in proficiency checks if that course—

- (1) Provides at least 4 hours of training at the pilot or flight engineer controls, as applicable, of an aircraft simulator as well as a proper briefing before and after the training;

- (2) Provides training to proficiency of at least the procedures and manoeuvres set forth in the proficiency check requirements; and
- (3) Provides line-oriented flight training that—
 - (i) Utilises a complete flight crew;
 - (ii) Includes at least the manoeuvres and procedures that may be expected in line operations;
 - (iii) Is representative of the flight segment appropriate to the operations being conducted by the AOC holder; and
- (4) Is given by an instructor who meets the applicable requirements of a check airman.

IS: 9.3.1.19 PASSENGER BRIEFING CARDS

- (a) Each AOC holder shall, at each exit seat, provide passenger information cards that include the following information in the primary language in which emergency commands are given by the crew:
 - (1) Functions required of a passenger in the event of an emergency in which a crew member is not available to assist—
 - (i) Locate the emergency exit;
 - (ii) Recognise the emergency exit opening mechanism;
 - (iii) Comprehend the instructions for operating the emergency exit;
 - (iv) Operate the emergency exit;
 - (v) Assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;
 - (vi) Follow oral directions and hand signals given by a crew member;
 - (vii) Stow or secure the emergency exit door so that it will not impede use of the exit;
 - (viii) Assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide;
 - (ix) Pass expeditiously through the emergency exit; and
 - (x) Assess, select, and follow a safe path away from the emergency exit
 - (2) A request that a passenger identify himself or herself to allow reseating if he or she—
 - (i) Cannot perform the emergency functions stated in the information card;
 - (ii) Has a no discernible condition that will prevent him or her from performing the functions;
 - (iii) May suffer bodily harm as the result of performing one or more of those functions; or
 - (iv) Does not wish to perform those functions;
 - (v) Lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the AOC holder.

IS: 9.3.1.20 AERONAUTICAL DATA CONTROL SYSTEM

- (a) Each AOC holder must show that it has an approved system for obtaining, maintaining, and distributing to appropriate personnel current aeronautical data for each airport it uses to ensure a safe operation at that airport. The aeronautical data must include the following:
 - (1) Airports:
 - (i) Facilities.
 - (ii) Navigational and communications aids.
 - (iii) Construction affecting takeoff, landing, or ground operations.
 - (iv) Air traffic facilities.
 - (v) Public protection. For ETOPS beyond 180 minutes or operations in the North Polar area and South Polar area, this includes facilities at each airport or in the immediate area sufficient to protect the passengers from the elements and to see to their welfare.

- (2) Runways, clearways, and stopways:
 - (i) Dimensions.
 - (ii) Surface.
 - (iii) Marking and lighting systems.
 - (iv) Elevation and gradient.
- (3) Displaced thresholds:
 - (i) Location.
 - (ii) Dimensions.
 - (iii) Takeoff or landing or both.
- (4) Obstacles:
 - (i) Those affecting takeoff and landing performance computations.
 - (ii) Controlling obstacles.
 - (iii) Instrument flight procedures.
 - (iv) Departure procedure.
 - (v) Approach procedure.
 - (vi) Missed approach procedure.
- (5) Special information:
 - (i) Runway visual range measurement equipment.
 - (ii) Prevailing winds under low visibility conditions.

IS: 9.3.1.22 WEATHER REPORTING SOURCES

The Authority approves and considers the following sources of weather reports satisfactory for flight planning or controlling flight movement:

- (1) De Meteorologische Dienst Suriname.
- (2) Surinamese-operated automated surface observation stations.

Note: Some automated systems cannot report all required items for a complete surface aviation weather report.

- (3) Surinamese-operated supplemental aviation weather reporting stations.
- (4) Observations taken by airport traffic control towers.
- (5) Surinamese-contracted weather observatories.
- (6) Any active meteorological office operated by a foreign state which subscribes to the standards and practices of ICAO conventions.

Note: These meteorological offices are normally listed in the MET tables located in ICAO Regional Air Navigation Plans.

- (7) Any military weather reporting sources approved by the Authority.

Note: Use of military sources is limited to control of those flight operations which use military airports as departure, destination, alternate, or diversionary airports.

- (8) Near real time reports such as pilot reports, radar reports, radar summary charts, and satellite imagery reports made by specialised weather sources or other sources specifically approved by the Authority.
- (9) An AOC holder operated and maintained weather reporting system approved by the Authority.

IS: 9.3.1.23 DE-ICING AND ANTI-ICING PROGRAMME

- (a) Contents of the AOC holder's ground de-icing and anti-icing programme shall include a detailed description of—

- (1) How the AOC holder determines that conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft and that ground de-icing and anti-icing operational procedures shall be in effect;
 - (2) Who is responsible for deciding that ground de-icing and anti-icing operational procedures shall be in effect;
 - (3) The procedures for implementing ground de-icing and anti-icing operational procedures; and
 - (4) The specific duties and responsibilities of each operational position or group responsible for getting the aircraft safely airborne while ground de-icing and anti-icing operational procedures are in effect.
- (b) The AOC holder's programme shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions. The holdover time shall be supported by data acceptable to the Authority. If the maximum holdover time is exceeded, takeoff is prohibited unless at least one of the following conditions exists-
- (1) A pre-takeoff contamination check is conducted outside the aircraft (within five minutes prior to beginning take off) to determine that the wings, control surfaces, and other critical surfaces, as defined in the certificate holder's programme, are free of frost, ice, or snow;
 - (2) It is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the AOC holder's approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice, or snow; or
 - (3) The wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.

IS: 9.3.1.25 FLIGHT FOLLOWING SYSTEM

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

IS: 9.4.1.4 AOC HOLDER'S MAINTENANCE CONTROL MANUAL

Each AOC applicant and AOC holder should submit and maintain a maintenance control manual containing at least the following.

Note: The manual may be put together in any subject order and subjects combined so long as all applicable subjects are covered in this manual.

Part 1.0 Administration and Control of the Maintenance Control Manual

1.1 Introduction

- (a) A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Air Operator Certificate.
- (b) A statement that the manual contains maintenance and operational instructions that are to be complied with by the relevant personnel in the performance of their duties.
- (c) A list and brief description of the various Maintenance Control Manual parts, their contents, applicability and use.
- (d) Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision

- (a) A Maintenance Control Manual shall describe who is responsible for the issuance and insertion of amendments and revisions.
- (b) A record of amendments and revisions with insertion dates and effective dates is required.
- (c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.
- (d) A description of the system for the annotation of pages and their effective dates.
- (e) A list of effective pages and their effective dates.
- (f) Annotation of changes (on text pages and as practicable, on charts and diagrams).
- (g) A system for recording temporary revisions.
- (h) A description of the distribution system for the manuals, amendments and revisions.
- (i) A statement of who is responsible for notifying the Authority of proposed changes and working with the Authority on changes requiring Authority approval.

PART 2.0 GENERAL ORGANISATION

- 2.1 Corporate commitment by the AOC
- 2.2 General information:
 - a) Brief description of organization
 - b) Relationship with other organizations
 - c) Fleet composition - Type of operation
 - d) Line station locations
- 2.3 Maintenance management personnel:
 - a) Accountable Manager
 - b) Nominated Postholder
 - c) Maintenance co-ordination
 - d) Duties and responsibilities
 - e) Organization chart(s)
 - f) Manpower resources and training policy
- 2.4 Notification procedure to the Authority regarding changes to the maintenance arrangements locations, personnel, activities, or approval.

PART 3.0: MAINTENANCE PROCEDURES

- 3.1 Aircraft logbook utilization and MEL application.
- 3.2 Aircraft maintenance programme - development and amendment.
- 3.3 Time and maintenance records, responsibilities, retention.
- 3.4 Accomplishment and control of mandatory continued airworthiness information (Airworthiness Directives).
- 3.5 Analysis of the effectiveness of the maintenance programme.
- 3.6 Non-mandatory modification embodiment policy.
- 3.7 Major modification standards.
- 3.8 Defect reports:
 - a) Analysis
 - b) Liaison with manufacturers and Regulatory Authorities
 - c) Deferred defect policy
- 3.9 Engineering activity.
- 3.10 Reliability programmes
 - a) Airframe
 - b) Propulsion
 - c) Components
- 3.11 Pre-flight inspection:
 - a) Preparation of aircraft for flight
 - b) Sub-contracted Ground Handling functions
 - c) Security of Cargo and Baggage loading

- d) Control of refuelling, Quantity/Quality
- e) Control of snow, ice, dust and sand contamination to an approved aviation standard.
- 3.12 Aircraft weighing.
- 3.13 Flight test procedures
- 3.14 Sample of documents, tags and forms used.
- 3.15 Appropriate portions of the AOC holder's operations manual.

IS: 9.4.1.6 AOC HOLDER'S ADDITIONAL QUALITY SYSTEM FOR MAINTENANCE

- (a) Each AOC shall establish a plan acceptable to the Authority to show when and how often the activities as required in 9.4.1.2 will be monitored. In addition, reports should be produced at the completion of each monitoring investigation and include details of discrepancies of non-compliance with procedures or requirements
- (b) The feedback part of the system shall address who is required to rectify discrepancies and non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate time scales. The procedure should lead to the Accountable Manager.
- (c) To ensure effective compliance with 9.4.1.6 each AOC Holder and AOC applicant should use the following elements
 - (1) Product sampling - the part inspection of a representative sample of the aircraft fleet;
 - (2) Defect sampling - the monitoring of defect rectification performance;
 - (3) Concession sampling - the monitoring of any concession to not carry out maintenance on time;
 - (4) On time maintenance sampling - the monitoring of when (flying hours/calendar time/flight cycles, etc) aircraft and their components are brought in for maintenance;
 - (5) Sample reports of un-airworthy conditions and maintenance errors on aircraft and components.

Note: The primary purpose of the Quality System for maintenance is to monitor compliance with the approved procedures specified in an operators maintenance control manual to ensure compliance with Subpart 9.4 and thereby ensure the maintenance aspects of the operational safety of the aircraft. In particular, this part of the Quality System provides a monitor of the effectiveness of maintenance, reference 9.4.1.2, and should include a feedback system to ensure that corrective actions are identified and carried out in a timely manner.

IS: 9.5.1.3 SECURITY TRAINING PROGRAMMES

The following elements shall be included in the security training programme to be established and approved by the Authority:

- 1) Determination of the seriousness of any occurrence
- 2) Crew communications and coordination
- 3) Appropriate self-defence responses
- 4) Use of non-lethal protective devices assigned to crew members whose use is authorized by the appropriate authorities of the Republic of Suriname
- 5) Understanding the behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacker behaviour and passenger responses
- 6) Live situational training exercises regarding various threat conditions
- 7) Flight deck procedures to protect the aeroplane
- 8) Aeroplane search procedures and guidance on least-risk bomb locations where practicable.