TWELFTH SCHEDULE (Regulations 67, 68, 69, 70, 71, 72)

AIR OPERATOR CERTIFICATION AND ADMINISTRATION

SUBPART A: GENERAL

12.001 APPLICABILITY

(a) This Schedule 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 Jamaica.

(b) This Schedule of the regulations prescribes requirements for the original certification and continued validity of an air operator certificate (AOC) issued by Jamaica.

(c) Except where specifically noted, this Schedule applies to all commercial air transport operations by AOC holders for which Jamaica is the State of the Operator under the definitions provided in Annex 6 to the Chicago Convention.

12.005 DEFINITIONS

For the purpose of this Schedule, the following definitions shall apply –

(1) (1) **"air taxi AOC holder"**. An operator authorized for domestic-only operations of non-turbojet aircraft having a maximum certificated take-off weight of 5,700 kg (12, 500 lbs) or less and a certified configuration of nine or less passengers, who operates no more than three (3) different aircraft types *(piston driven single-engine aircraft from the same manufacturer will be considered as one type for the purposes of this definition*);

(2) **"cargo aircraft"**. Any aircraft carrying goods or property but not passengers. In this context the following 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 authorized representative of an Authority;
   (iv) a person with duties in respect of a particular shipment on board.

(3) **"charter operation"**. A non-scheduled air service whereby a person, air operator or other entity concludes a contractual arrangement with another air operator for the exclusive use of an aircraft and crew for one or more trips;

(4) **"dry lease"**. The lease of an aircraft without flight or cabin crew, fuel, supplies or supporting services;

(5) **"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 rated AME, authorised by the AOC holder;

(6) **"foreign air operator"**. Any operator, not being a Jamaica air operator, which undertakes, whether directly or indirectly or by lease or any other arrangement, to engage in commercial air transport operations within borders or airspace of Jamaica, whether on a scheduled or charter basis.

(7) **"foreign authority"**. The civil aviation authority that issues and oversees the Air Operator Certificate of the foreign operator

(8) **"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;

(9) **"manufacturer's maintenance programme"**. A programme contained in the maintenance manual or maintenance instructions set forth by the manufacturer as required by the regulations for the aircraft, aircraft engine, propeller, rotor or item of emergency equipment;

(10) **"maintenance control manual"**. A manual approved by the Authority for the sole use of the AOC holder, containing procedures, instructions and guidance for use by maintenance and concerned operational personnel in the execution of their duties;

(11) **"operations manual"**. A manual approved by the Authority for the sole use of the AOC holder, containing procedures, instructions and guidance for use by operational personnel in the execution of their duties;

(12) **"variant aircraft"**. An aircraft that is a variation of a basic type of aircraft but has the same or essentially the same characteristics in cockpit layout, power plant(s) and other aircraft systems. For example, A319/A320/A321, B757/767 or B737-400/-700/-800;

(13) **"wet lease"**. The lease of an aircraft with flight crew, fuel, supplies, supporting services and all other operating necessities. The lease may or may not include cabin crew.

12.010 ACRONYMS

The following acronyms are used in this Schedule –

(1) AOC – Air Operator Certificate;
(2) AME – Aircraft Maintenance Engineer;
(3) AMO – Approved Maintenance Organisation;
(4) ATP – Air Transport Pilot;
(5) CDL – Configuration Deviation List;
(6) CG – Centre of Gravity;
(7) ETOPS – Extended Range Twin-Engine Operations;
(8) FAOC – Foreign AOC; and
(9) MEL – Minimum Equipment List.

SUBPART B: AIR OPERATOR CERTIFICATE

SECTION 1: GENERAL

12.015 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 operations being conducted.

(b) No person may operate an aircraft in commercial air transport operations that are not authorized by the terms and conditions of its AOC.

(c) The 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:** The conditions of issuance include all written approvals granted to meet the certification requirements of this Schedule, including letters of designation, letters of approval, approval of a manual's list of effective pages.)*

SECTION 2: JAMAICAN AIR OPERATOR CERTIFICATES

12.020 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) Except as provided in paragraph (c) of this Subsection, 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 and Maintenance Control Manual which may be submitted later than but not less than 60 days before the date of intended operation.

(c) An applicant who is requesting to be an Air Taxi operator shall make application at least 30 days prior to the dated of intended operation.

12.025 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 Jamaica;
   (2) has its principal place of business and its registered office, if any, located in Jamaica;
   (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 maintenance of the aircraft; and
   (5) holds the economic authority issued by Jamaica under the provisions of the Civil Aviation 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.

12.030 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 authorized;
   (4) the type(s) of aircraft authorized for use;
   (5) the authorized areas of operations and/or routes; and
   (6) other special authorizations, 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.

12.035 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 the certificate to the Authority; or
(3) the AOC holder suspends operations for more than 60 days; or twelve calendar months, whichever comes first.
(4) midnight of the date of expiry shown on the Certificate.

12.040 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) Where 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 submitted to the Authority at least 30 days prior to the intended start 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.

SECTION 3: FOREIGN AIR OPERATOR CERTIFICATES

12.045 COMPLIANCE WITH JAMAICAN CIVIL AVIATION REGULATIONS

A foreign air operator may not operate an aeroplane or helicopter in commercial air transportation operations contrary to the laws and regulations of Jamaica.

12.046 APPLICATION FOR A FOREIGN AIR OPERATOR CERTIFICATE

An operator applying for a FAOC shall submit—
(1) an application in a form and manner prescribed by the Authority containing such information the Authority requires in order to determine the capability of the operator to conduct a safe operation;
(2) an AOC and any associated Operations Specifications issued by the State of the Operator; and
(3) such other information and documents as may be deemed necessary.

12.047 AUTHORITY TO INSPECT

A foreign air operator shall ensure that any person authorized by the Authority, will be permitted at any time, without prior notice, to board any aeroplane or helicopter operated for commercial air transportation to Jamaica to inspect the documents and manuals required by the Tenth Schedule, Subsections 10.040, 10.050, 10.051 and 10.055.

12.048 OPERATIONS SPECIFICATIONS

(a) A foreign operator approved to conduct commercial operations to and from Jamaica shall be issued an AOC and Operations Specifications, in which specific operations shall be authorized, prohibited, limited or subject to certain conditions, in the interest of public safety.

(b) The Operations Specifications shall contain the following information—
(1) applicability and duration;

(2) limitations to, or actions required by, the operator;
(3) enroute authorizations and limitations; and
(4) aerodrome authorizations.

SUBPART C: CERTIFICATION

12.060 INITIAL CERTIFICATION REQUIRED

Prior to the issuance of an AOC, the applicant must be originally certificated in accordance with the system of certification used by the Authority.

12.065 SUBSEQUENT CERTIFICATION REQUIRED

Unless addressed in the initial certification, subsequent requests for the following amendments to AOC operating authority for the following require completion of a full certification process prior to operation –

(1) adding variant aircraft;
(2) all weather operations, such as Category II and III approaches to the AOC;
(3) RNP-10 or greater accuracy navigation;
(4) operations in the North Atlantic MNPS airspace;
(5) operations in RVSM airspace;
(6) extended Range operations; and
(7) ETOPS.

12.070 DEMONSTRATION FLIGHTS

(a) Subject to the provision in paragraph (e) of this Subsection, no person may operate an aircraft type in commercial air transport unless it first conducts satisfactory demonstration flights for the Authority in that aircraft type.

(b) Subject to the provision in paragraph (e) of this Subsection, no person may operate an aircraft in a designated special area or using a specialized navigation system unless it conducts a satisfactory demonstration flight for the Authority.

(c) Demonstration flights required by paragraph (a) of this Subsection shall be conducted in accordance with the regulations applicable to the type of operation and aircraft type used.

(d) The Authority may authorize deviations from this Subsection if the Authority finds that special circumstances make full compliance with this section unnecessary.

(e) This demonstration flight is not required for Air Taxi operators who receive their initial proficiency checks from the Authority or authorized persons designated by the Authority.

12.075 EXTENDED RANGE OPERATIONS OF TWIN ENGINE AIRCRAFT (ETOPS)

(a) No person may conduct ETOPS operations unless the Authority has determined the adequacy of –

(1) airworthiness certification of the aeroplane type;
(2) reliability of the propulsion system;
(3) maintenance procedures;
(4) operating practises;
(5) flight dispatch procedures; and
(6) crew training programmes.

(b) In making this certification evaluation, the Authority shall take into account the route to be flown, the anticipated operating conditions and the location of adequate enroute alternate aerodromes. The approval of these operations will consider –

(1) the airworthiness certification of the aeroplane type;
(2) the reliability of the propulsion system;
(3) the operator's maintenance procedures;

(4) the operator's operating practices;
(5) the operator's flight dispatch procedures; and
(6) the operator's crew training programme.

12.080 DANGEROUS GOODS CERTIFICATION

No person may conduct operations involving transportation of dangerous goods by air prior to completing a certification process addressing the requirements of the Eighteenth Schedule.

SUBPART D: SURVEILLANCE AND REVALIDATION

12.100 CONTINUING VALIDATION OF THE CERTIFICATION BASIS REQUIRED

The AOC holder shall be subject to a continuing system of surveillance administered by the Authority to validate the original certification basis.

12.105 ACCESS FOR INSPECTION

(a) To determine continued compliance with the applicable regulations, the AOC holder shall –
   (1) grant the Authority access to and co-operation with any of its organizations, facilities and aircraft;
   (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) The AOC holder shall provide to the Authority a forward observer's position on each of the AOC holder's aircraft 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 crewmember actions, conversations and radio communications is determined by the Authority.)*

(c) The forward observer's position (seat, oxygen system and interphone system) shall be operational when it is to be used by the Authority. In the event that the seat is determined not to be operational by the Authority, the AOC holder will –
   (1) provide a seat in the cabin for the Authority; and
   (2) make the necessary repairs to the forward observer's position within three days.

12.110 CONDUCTING TESTS AND INSPECTIONS

(a) The Authority shall 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) The Air Taxi AOC holder shall make its records available to the Authority upon request, either at the Authority's offices or other location stipulated by the Authority.

(e) 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.

SUBPART E: AOC ADMINISTRATION

12.130 MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

(a) The AOC holder shall have an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all flight operations and maintenance activities can be financed and carried out to the highest degree of safety standards required by the Authority.

(b) Subject to the provision in paragraph (d) of this Subsection, when conducting commercial air transport operations, the AOC holder shall have qualified personnel, 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) Flight Attendant Manager;
(5) Director of Maintenance;
(6) Chief Engineer; and
(7) Chief Inspector.

(c) The Director of Operations, Director of Maintenance and Director of Safety shall report to the Accountable Manager.

(d) The AOC holder shall ensure that all the functions and responsibilities identified in Appendix 1 to 12.130 and allocated to the positions indicated in (b) above are assigned. Large organizations may prefer to use titles other than those above. However, the operator must demonstrate to the Authority that the responsibilities and job functions identified have been appropriately allocated.

***(Note**: The Director of Maintenance in a small organization may be called "Vice President of Maintenance" in a larger one, if the operator so desires, and the Chief Inspector may be called a Quality Manger while the functions of the Chief Engineer may be split between a Director of Line Maintenance, a Director of Base Maintenance, and a Director of Planning & Engineering or any other such titles.)*

(e) 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.

(f) An Air Taxi operator is required to have an Operations Manager, Chief Pilot and Maintenance Co-ordinator, if maintenance is contracted out, or a Director of Maintenance, acceptable to the Authority if that operator has been approved to carry out its own maintenance.,

*(**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.)*

(See Appendix 1 to 12.130 for additional management personnel requirements and qualifications.)

(See Appendix 1 to 12.130 for the Maintenance Coordinator requirements and qualifications.)

12.135 BASE OF OPERATIONS

(a) An AOC holder that is not authorized to conduct maintenance under its AOC certificate shall maintain a principal base of operations.

(b) Subject to the provision in paragraph (e) of this Subsection, the AOC holder that is authorized to conduct maintenance under its AOC certificate shall maintain a principal base of operations and maintenance.

(c) An AOC holder may establish a main operations base and a main maintenance base at the same location or at separate locations.

(d) The 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.

12.140 FACILITIES

(a) Subject to the provision in paragraph (c) of this Subsection, each operator shall maintain operational and airworthiness support facilities at the main operating base, or elsewhere, if approved, appropriate for the area and type of operation.

(b) The AOC holder shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights.

12.145 SUBMISSION AND REVISION OF POLICY AND PROCEDURE MANUALS

(a) Each manual required by this Schedule 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 Jamaica regulation and the AOC holder's Operations Specifications; and

(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) The AOC holder shall submit the proposed policy or procedure to the Authority at least 30 days prior to the date of intended implementation.

12.150 OPERATIONS SCHEDULES

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

12.155 QUALITY AUDIT PROGRAMME

(a) Subject to paragraph (f) of this Subsection, the AOC holder shall establish a quality audit programme and designate technically qualified auditor(s) who will 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) The AOC holder shall ensure that each 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 audit programme and the quality auditor(s) manager shall be acceptable to the Authority.

(d) The AOC holder shall describe the quality audit system in relevant documentation.

(e) Notwithstanding (a) above, the Authority may accept the nomination of two quality audit persons, one for operations and one for maintenance.

(f) The Air Taxi AOC holder is not required to establish a quality audit programme, but must submit to inspections by authorized persons designated by the Authority.

12.160 SECURITY PROGRAMME

The AOC holder shall have a security programme to ensure that —

(1) all appropriate personnel are familiar, and comply with, the relevant requirements of the national security programmes of the State of the Operator;
(2) these employees are acquainted with preventive measures and techniques in relation to passengers, luggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft so that they may contribute to the prevention of acts of sabotage or other forms of unlawful interference;
(3) these personnel are able to take appropriate action to prevent acts of unlawful interference such as sabotage or unlawful seizure of aircraft and to minimize the consequences of such events should they occur;
(4) a report of unlawful inference with a crewmember is made, without delay, to the designated local authority and the Authority in the State of the operator;
(5) all aircraft carry a checklist of the procedures to be followed for that type aircraft in searching for concealed weapons, explosives or other dangerous devices.
(6) this checklist shall be supported by guidance –
    (i) on the course of action to be taken should a bomb or suspicious object be found; and
    (ii) information on the least-risk location specific to the aircraft; and
(7) if any weapons are removed from the passengers or accepted for such carriage, there shall be a procedure in the Operations Manual regarding the proper method to stow such weapons in a place so that they are inaccessible to any person during flight time.

SUBPART F: AOC HOLDER RECORDS

12.195 RECORD COMPLETION REQUIREMENTS

(a) The AOC holder shall ensure that all records required to be completed under this Subpart are completed –
    (1) for qualification or airworthiness, prior to the use of the person, aircraft or component in commercial air transport operations;
    (2) for all other records, as the necessary information is provided to the person designated to complete the record.

(b) The AOC holder shall ensure that its procedures for providing information to the persons designated to complete a specific record are provided in a timely way so that the record is continuously up-dated and available for consideration for the planning and conduct of commercial air transport operations.

(c) The person(s) designated to complete a specific record shall be given that designation in writing and provided training and written policy guidance for the completion of the document with respect to timing and accuracy.

(d) Every person designated to complete and/or sign a record required under this Subpart shall make the required entries accurately and in a timely manner so that the record used for planning and conduct of commercial air transport reflects the true situation at the time of use.

(e) Every record required for AOC holder operations and maintenance purposes shall be completed in ink or indelible pen, unless otherwise approved by the Authority.

12.200 RETENTION AND MAINTENANCE OF PERSONNEL RECORDS

(a) The AOC holder shall maintain current records which detail the qualifications and training of all its employees, including contract employees, involved in the operational control, flight operations, ground operations and maintenance of the air operator.

(b) The AOC holder shall maintain records for those employees performing crewmember or operational control duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.

(c) This record, its contents, layout and the procedures for its use shall be approved by the Authority prior to its use in commercial air transport.

(d) This record shall be identifiable to the AOC holder and the specific individual.

(e) This record shall be retained by the AOC holder in safe custody for at least six months after the individual is no longer employed by the AOC holder.

(f) The Authority will also consider approval of a computer-based method for keeping any portion of this information. Without this approval, any such computer records used by the AOC holder shall be secondary to the approved method in priority of updating and usage at the operational level.

12.205 MAINTENANCE PERSONNEL QUALIFICATION AND CURRENCY RECORDS

The AOC holder shall have a record of the maintenance person's qualification and currency with respect to all Schedule requirements for these persons.

12.210 LOAD CONTROLLER QUALIFICATION AND CURRENCY RECORDS

The AOC holder shall have a record of the load controller's qualification and currency with respect to all Schedule requirements for these persons.

12.215 FLIGHT CREW QUALIFICATION AND CURRENCY RECORDS

(a) The AOC holder shall have a record of the flight crewmember's qualification and currency with respect to all Schedule requirements for these crewmembers.

(b) Each flight crewmember shall be provided a current summary record showing the completion of his or her initial, recurrent, upgrade and re-qualification, as applicable, qualification requirements.

12.220 CABIN CREW QUALIFICATION AND CURRENCY RECORDS

(a) The AOC holder shall have a record of the cabin crewmember's qualification and currency with respect to all Schedule requirements for these crewmembers.

(b) Each cabin crewmember shall be provided a current summary record showing the completion of his or her initial, recurrent, upgrade and re-qualification, as applicable, qualification requirements.

12.225 CREW DUTY AND FLIGHT TIME RECORDS

The AOC holder shall have a record of the flight and cabin crewmembers' assigned and actual duty and flight time and minimum rest periods with respect to all of the Fifteenth Schedule requirements for these crewmembers.

(See Appendix 1 to 12.225 for the contents of the duty and flight time records.)

12.227 COSMIC RADIATION DOSE RECORDS

The AOC holder shall maintain records which would allow the total cosmic radiation dose received by their crewmembers over the previous 12 calendar months to be determined.

12.230 OPERATIONAL CONTROL PERSONNEL QUALIFICATION RECORDS

The AOC holder shall have a record of the qualification of its operational control personnel with respect to the Fourteenth and Sixteenth Schedule requirements for these persons.

12.235 AIRCRAFT JOURNEY LOG

(a) The AOC holder shall have an aircraft journey log that contains the record of all flights made by that aircraft.

(b) This log, its contents, layout and procedures for its use shall be approved by the Authority prior to its use in commercial air transport.

(c) Each page shall be provided in at least duplicate form, identifiable to the AOC holder, separately numbered with a unique number and shall be arranged chronologically in a bound document.

(d) This uniquely numbered, bound document will be assigned to a specific aircraft operated by the AOC holder until all pages are used.

(e) This document shall be retained by the AOC in safe custody for at least six months after the last date of the records contained in it.

(f) If the AOC holder desires to use a different methodology, it must submit the forms and procedures to the Authority for technical evaluation and approval prior to use of the different methodology in commercial air transport.

(See Appendix 1 to 10.235 for the contents of an Aircraft Journey Log.)

12.240 AIRCRAFT SERVICE AND MAINTENANCE RECORDS

(a) The AOC holder shall have an aircraft technical log that contains the record of all servicing, defects, trend monitoring and maintenance tasks and tests on that aircraft during the course of its operations.

(b) This log, its contents, layout and the procedures for its use shall be approved by the Authority prior to its use in commercial air transport.

(c) Each page shall be identifiable to the AOC holder, separately numbered with a unique number and shall be arranged chronologically in a bound document.

(d) Each page shall be provided in at least duplicate with each copy being a different colour, carbonless and detachable.

(e) This uniquely numbered, bound document will be assigned to a specific aircraft operated by the AOC holder until all pages are used.

(f) This document shall be retained by the AOC holder in safe custody as long as the aircraft is operated or for three months, whichever is longer.

(g) If the AOC holder desires to use a different methodology, it must submit the forms and procedures to the Authority for technical evaluation and approval, prior to use of the different methodology in commercial air transport.

*(**Note:** An aircraft technical log is comprised of an aircraft journey log and aircraft maintenance log which may be separate or combined.)*

(See Appendix 1 to 12.240 for the contents of the Aircraft Technical Log.)

12.242 DEFERRED DEFECTS SUMMARY

(a) The AOC holder shall have on each aircraft, a log of the deferred defects for that aircraft that is attached to or aligned with the Aircraft Technical Log.

(b) This log may be included in the printed Aircraft Technical Log or attached in some manner to the cover of that log and will include the information prescribed by the Authority.

(c) This document shall be retained by the AOC holder in safe custody as long as the aircraft is operated.

(See Appendix 1 to 12.242 for the contents of the Deferred Defects Log.)

12.245 AIRCRAFT INSPECTION AND CONDITION SUMMARY RECORD

(a) The AOC holder operating air taxi aircraft not required to be maintained under a Continuous Airworthiness programme shall provide for each aircraft operated, a summary record of that aircraft's airframe, engine, propellers, components and equipment current maintenance and condition with respect to –

(1) required inspections;
(2) required replacement times; and
(3) airworthiness Directive compliance.

(b) This record will be in form and manner acceptable to the Authority.

(See Appendix 1 to 12.245 for the contents of the Aircraft Inspection and Condition Summary.)

12.250 LOAD AND PERFORMANCE PLANNING RECORDS

(a) The AOC holder shall have an aircraft-specific load manifest to summarize the mass and balance and performance calculations for each flight in commercial air transport.

(b) This manifest, its contents, layout and the procedures for its use shall be approved by the Authority prior to its use in commercial air transport.

(c) Each page shall be identifiable to the AOC holder, separately numbered with a unique number and shall be arranged chronologically in a bound document.

(d) Each page shall be provided in duplicate; a white original page and a carbonless, detachable page of a different colour.

(e) This uniquely numbered, bound document will be assigned to a specific aircraft operated by the AOC holder until all pages are used.

(f) This document, and the supporting passenger information and cargo waybills, shall be retained by the AOC holder in safe custody for at least three months

(g) If the AOC holder desires to use a different methodology, it must submit the forms and procedures to the Authority for technical evaluation and approval, prior to use of the different methodology in commercial air transport.

(See Appendix 1 to 12.250 for the contents of the Load and Performance Manifest.)

12.255 OPERATIONAL FLIGHT PLANNING RECORDS

(a) The AOC holder shall have an OFP, and flight planning documentation as required by the Tenth Schedule, Subsection 10.450 for each flight in commercial air transport.

(b) This OFP documentation, contents, layout and the procedures for its use shall be approved by the Authority prior to its use in commercial air transport.

(c) This documentation and the supporting documents shall be retained by the AOC holder in safe custody for at least three months.

(d) Where the AOC holder desires to use a different methodology, it must submit the forms and procedures to the Authority for technical evaluation and approval, prior to use of the different methodology in commercial air transport.

(See Appendix 1 to 12.255 for the contents of the OFP.)

12.260 AIRCRAFT-SPECIFIC EMERGENCY AND SURVIVAL EQUIPMENT RECORDS

(a) The AOC holder shall at all times have available for immediate communication to rescue co-ordination centres, lists containing information on the emergency and survival equipment carried on board any of their aircraft engaged in commercial air transport.

(b) This information shall include, as applicable, the –

number, colour and type of life rafts and pyrotechnics;
details of emergency medical supplies;
water supplies; and
type and frequencies of the emergency portable radio equipment.

12.265 FLIGHT DECK VOICE AND FLIGHT DATA RECORDER RECORDS

(a) The AOC holder which operates aircraft required to have the flight voice and data recorders installed shall –

(1) conduct operational checks and evaluations of flight recorder recordings to ensure the continued serviceability of the recorders;

(2) retain the most recent flight data recorder calibration, including the recording medium from which this calibration is derived; and

(3) retain 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 that the aircraft becomes involved in an accident or occurrence requiring immediate notification of the Authority, the AOC holder shall remove and keep recorded information from the flight deck voice recorder and flight data recorder in safe custody pending their disposition as determined by the Authority.

SUBPART G: AIRCRAFT

12.300 AUTHORIZED AIRCRAFT

(a) No person may operate an aircraft in commercial air transport unless that aircraft has an appropriate current Certificate of Airworthiness, 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 amendment listing that type of aircraft.

(c) No person may operate additional or replacement aircraft of a type for which it is currently authorized unless it can show that each aircraft has completed an evaluation process for inclusion in the AOC holder's fleet.

12.305 EMERGENCY EVACUATION DEMONSTRATION

(a) No person 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 person 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) This demonstration is not required for aircraft configured for 19 or less passengers unless the Authority determines that there is an operational need for this evaluation.

12.310 DITCHING DEMONSTRATION

(a) No person may use a land plane in overwater operations unless he or she has first demonstrated to the Authority that he or she has the ability and equipment to efficiently carry out their ditching procedures.

(b) This demonstration is not required for aircraft configured for 19 or less passengers unless the Authority determines that there is an operational need for this evaluation.

12.315 DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

(a) An AOC holder may dry-lease a foreign-registered aircraft for commercial air transport as approved by the Authority.

(b) No person may be approved to operate a foreign registered aircraft unless –

(1) the Authority has determined the extent of the State of Registry's arrangements for continuing airworthiness and find that these arrangements are adequate for the type of operation;

(2) the Authority will have free and uninterrupted access, both in Jamaica and at any international location –

(i) to the aircraft on the ramp and during flight time;

(ii) the maintenance and operations facilities;

(iii) the maintenance and operations personnel; and

(iv) the training facilities and simulators used

(3) the aircraft must be operated in accordance with the regulations applicable to Jamaica AOC holders; and

(4) the maintenance arrangements must result in the aircraft always being in compliance with the State of Registry requirements and the maintenance requirements applicable to Jamaica AOC holders.

(c) The Authority will consider, upon request, a continuing airworthiness agreement between the Authority and the State of Registry under Article 83 bis if that State will agree to transfer the necessary powers so that –

(1) the airworthiness regulations of Jamaica applicable to AOC holders are in force; and

(2) the agreement acknowledges that the Authority shall have free and uninterrupted access to the aircraft at any place and any time.

(See Appendix 1 to 12.315 for additional requirements for dry leasing of foreign-registered aircraft.)

12.325 WET-LEASING

(a) No person may conduct wet-lease 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 the Authority.

(b) Notwithstanding paragraph (a) of this Subsection, the maximum period of time that a Jamaican AOC holder may wet lease a foreign registered aircraft is 90 days in any 12 calendar month period unless otherwise approved by the Authority.

(c) No person may allow another entity or air operator to conduct wet-lease operations on its behalf unless–

(1) that air operator holds an AOC or its equivalent from a Contracting State that authorizes those operations; and

(2) the AOC holder advises the Authority of such operations and provides a copy of the AOC under which the operation was conducted.

(See Appendix 1 to 12.325 for additional requirements when wet leasing aircraft.)

SUBPART H: AOC FLIGHT OPERATIONS MANAGEMENT

12.350 APPLICABILITY

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

12.355 OPERATIONS MANUAL

(a) The AOC holder shall issue to its 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) The AOC holder shall prepare and keep current an Operations Manual that contains the AOC procedures and policies for the use and guidance of its personnel. This manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up-to-date.

(d) The 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) The 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, including any additional materials made mandatory by the Authority.

(See Appendix 1 to 12.355 for contents of an Operations Manual.)

(g) Unless otherwise acceptable to the Authority, the 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, aeroplane performance, routes, guides and charts, minimum flight altitudes, aerodrome operating minima, search and rescue, dangerous goods, navigation, communications, security, and human factors.

(h) 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–

(1) Aircraft Operating Manual;
(2) Minimum Equipment List and Configuration Deviation List;
(3) training programme;
(4) Aircraft Performance Planning Manual;
(5) route guide;
(6) Dangerous Goods procedures;
(7) accident reporting procedures;
(8) security procedures;
(9) aircraft loading and handling manual;
(10) Cabin Attendant Manual (if required).

(i) From January 1, 2006, an Operations Manual, which may be issued in separate parts corresponding to specific aspects of operations, provided in accordance with ICAO Annex 6, Chapter 4, 4.2.2.1 shall be organized with the following structure in each of its parts –

(1) General;
(2) Aircraft Operating Information;
(3) Areas, Routes and Aerodromes; and
(4) Training.

12.360 MANDATORY MATERIAL

Upon receipt of material the Authority prescribes as mandatory for inclusion in any portion of the Operations Manual, the AOC holder shall make the necessary amendments as soon as reasonably possible.

12.365 FLIGHT AND DUTY TIME LIMITATIONS

The AOC holder is required to receive approval of the policy, procedures and record completion and retention for the flight and duty time scheme it uses with respect to its key operations personnel.

12.370 TRAINING PROGRAMME

(a) The 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) The AOC holder shall have a training programme approved by the Authority containing the general training, checking and record keeping policies. The Authority may issue interim training programme approval in order to permit the conduct of required training subject to such conditions as may be stipulated. Following evaluation of the programme by the Authority, the results of which are satisfactory, final training programme approval will be issued.

(c) The AOC holder's training curriculum shall, for the purpose of qualifying a crewmember or person performing operational control functions for duties in commercial air transport, include –

(1) the types of aircraft on which the crewmembers serve;
(2) the ground and flight training facilities;
(3) the qualification of the instructors; and
(4) the knowledge and skills of human performance.

(d) The AOC holder shall submit to the Authority any revision to an approved training programme, and shall receive written approval from the Authority before that revision can be used.

(See Appendix 1 to 12.370 for a training programme outline.)

12.375 AIRCRAFT OPERATING MANUAL

(a) Subject to paragraph (e) of this Subsection, the 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) Every 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.

(c) The design of the manual shall observe human factors principles.

(d) The Aircraft Operating Manual shall be issued to the flight crewmembers and persons assigned operational control functions to each aircraft operated by the AOC.

(See Appendix 1 to 12.375 for an outline for an Aircraft Operating Manual that combines numerous manual requirements.)

(e) The Air Taxi AOC holder may use a current copy of the manufacturers Pilot Operating Handbook acceptable to the Authority that must be carried on the aircraft.

12.377 APPROVED FLIGHT MANUAL

(a) The AOC holder shall update the aircraft's AFM or RFM as required by the State of Registry.

(b) The AOC holder shall update their Aircraft Operating Manual (AOM) when any AFM or RFM revision affects information also contained in the AOM.

12.380 COCKPIT CHECK PROCEDURE

(a) The 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 the type and variant of aircraft.

(b) The AOC holder shall ensure that approved procedures include each item necessary for flight crewmembers to check for safety before starting engines, taking off or landing, and for engine and systems abnormalities and emergencies.

(c) The 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.

(d) The 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, unless such items are required by an emergency check list.

(e) The design and utilization of checklists shall observe relevant human factors principles.

12.385 MINIMUM EQUIPMENT LIST AND CONFIGURATION DEVIATION LIST

(a) The 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, a 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's operations manual shall contain those procedures acceptable to the Authority for operations in accordance with the CDL requirements.

12.390 PERFORMANCE PLANNING MANUAL

(a) The AOC holder shall issue operating instructions and provide information on aeroplane climb performance with all engines operating and the loss of one engine to enable the PIC to determine the minimum runway length and climb gradient that can be achieved during the departure phase for the existing take-off conditions and intended takeoff techniques.

(b) The 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.

(c) 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.

(d) The Air Taxi AOC holder may use the performance data provided in the current manufacturer's Pilot Operating Handbook.

12.395 PERFORMANCE DATA CONTROL SYSTEM

(a) Subject to paragraph (c) of this Subsection, the 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, and take into account the charting accuracy of such obstacles, for departure and arrival performance calculations.

(c) The Air Taxi AOC holder is not required to have this system, but must make all calculations assuming there is a 50 foot obstacle at the end of the runway both departing and arriving.

12.400 AIRCRAFT LOADING AND HANDLING MANUAL

(a) Subject to paragraph (c) of this Subsection, the 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.

(c) The Air Taxi AOC holder is not required to provide this manual.

12.405 MASS AND BALANCE DATA CONTROL SYSTEM

The 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.

12.410 CABIN ATTENDANT MANUAL

(a) Each AOC holder employing cabin attendants 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 a manual specific to the aircraft type and variant to the cabin attendants, which contains the details of their normal, abnormal and emergency procedures and the location and operation of emergency equipment.

(d) The cabin attendant manual shall also contain the following documents –

(1) a stamped list of effective pages from the Authority;
(2) a Manual Control Number for each cabin attendant;
(3) a Record of Revisions page(s); and
(4) a Temporary Record of Revisions page(s) and (Blue Inserts), if applicable.

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

12.415 PASSENGER BRIEFING CARDS

(a) The AOC holder shall carry on each passenger carrying aircraft, in convenient locations for the use of each passenger, printed cards supplementing the oral 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) The AOC holder shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.

(See Appendix 1 to 12.415 for specific information to be included on passenger information cards.)

12.420 AERONAUTICAL DATA CONTROL SYSTEM

(a) Subject to paragraph (b) of this Subsection, the 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.

(b) The Air Taxi AOC holder must comply with the requirements of the Tenth Schedule with regard to aeronautical data.

(See Appendix 1 to 12.420 for the specific airport information to be contained in the aeronautical data control system.)

12.425 AERONAUTICAL PUBLICATIONS

(a) The AOC holder shall provide for the use of the flight crewmembers and persons assigned operational control functions during the performance of their duties, aeronautical publications approved by the Authority.

(b) The aeronautical publications shall be current and appropriate for the proposed types and areas of operations to be conducted by the AOC holder.

12.430 WEATHER REPORTING SOURCES

(a) The AOC holder shall use sources approved by 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.

(See Appendix 1 to 12.430 for sources of weather reports satisfactory for flight planning or controlling flight movement.)

12.435 DE-ICING AND ANTI-ICING PROGRAMME

The 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.

(See Appendix 1 to 12.435 for detailed requirements pertaining to the AOC holder's de-icing programme.)

12.440 OPERATIONAL CONTROL

(a) The AOC holder shall have an adequate system approved by the Authority for proper supervision and control of its flights and that meets the requirements specified in the Sixteenth Schedule.

(b) For operations requiring a flight watch system, 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 operator's flights. The AOC holder shall provide enough qualified personnel at each dispatch centre to ensure proper operational control of each flight.

(c) For operations requiring a flight locating system, the AOC holder shall ensure that the person responsible for monitoring the flight is available on duty at all times there are flights in progress.

12.450 COMMUNICATIONS FACILITIES

(a) The 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, the AOC holder shall be able to have rapid and reliable radio communications with all flights over the AOC holder's entire route structure under normal operating conditions.

(c) Any operations along routes and into airports without rapid and reliable radio communications shall be approved by the Authority prior to commercial air transport operations in these areas.

12.455 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 twin-engine aircraft are used, adequate airports are available within 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.

12.460 NAVIGATIONAL ACCURACY

(a) The AOC holder shall ensure, for each proposed route or area, that the navigational systems and facilities it uses are 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 authorize 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 all 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 AOC holder shows have reliably lighted landmarks adequate for safe operation.

(e) Operations on route segments where the use of celestial or other specialized means of navigation shall be approved by the Authority.

12.465 MINIMUM SAFE ALTITUDES

(a) The AOC holder shall specify the method by which it intends to determine minimum flight altitudes for operations conducted over routes for which minimum flight altitudes have not been established by the responsible State.

(b) The Authority will approve such method only after careful consideration of the probable effects of the following factors on the safety of the operation in question –

(1) the accuracy and reliability with which the position of the aircraft can be determined;
(2) the inaccuracies in the indications of the altimeters used;
(3) the characteristics of the terrain (e.g. sudden changes in elevation);
(4) the probability of encountering unfavourable meteorological conditions (e.g. severe turbulence and descending air currents);
(5) possible in accuracies in the aeronautical charts;
(6) airspace restrictions; and
(7) ICAO Annex 2.

12.470 AERODROME OPERATING MINIMA

(a) The AOC holder shall establish the aerodrome operating minima for each aerodrome to be used for commercial air transport operations involving takeoff, approach to landing and landing in accordance with a method of determination approved by the Authority.

(b) The method of determination shall take full account of –

(1) the type, performance and handling characteristics of the aircraft;
(2) the composition of the flight crew, their competence and experience;
(3) the dimensions and characteristics of the runways which may be selected for use;
(4) the adequacy and performance of the available visual and non-visual ground aids
(5) the equipment available on the aircraft for the purpose of navigation and/or control of the flight path during the approach to landing and the missed approach;
(6) the obstacles in the approach and missed approach areas and the obstacle clearance altitude/height for the instrument approach procedures;
(7) the means used to determine and report meteorological conditions; and

(8) the obstacles in the climb-out areas and necessary clearance margins.

12.475 Flight Safety and Accident Prevention Programme

(a) The AOC holder shall have a programme of flight safety and accident prevention.

(b) This programme shall include primary duties for –

(1) standardization of crewmember guidance and standard operating procedures, including –
expanded and condensed normal checklists;
acceptable flight manoeuvres profiles;
acceptable safety procedures; e.g. standard call-outs, checklist usage and philosophy, *etc*.;

(2) route standardization of crewmember and line check pilots;

(3) conduct of safety briefings;

(4) issuance of Operations Bulletins regarding safety and standardization matters; and

(5) administration of a methodology for reporting, both anonymous and identifiable, and correction of possible safety issues and providing feedback to the operations personnel.

(c) An operator shall establish a flight safety documents system, for the use and guidance of operational personnel.

(d) An AOC holder of an aeroplane of a certificated take-off mass in excess of 27,000 kg shall establish and maintain a flight data analysis programme as part of its accident prevention and flight safety programme in which –

(1) a flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source(s) of the data;

(2) an AOC holder may contract the operation of a flight analysis programme to another party while retaining overall responsibility for the maintenance of such a programme.

(See Appendix 1 to 12.475 for the requirements of a flight safety documents system.)

SUBPART I: AOC MAINTENANCE REQUIREMENTS

12.525 Applicability

This Subpart provides those certification and maintenance requirements that apply to an AOC holder's application of maintenance control.

12.530 Maintenance Responsibility

(a) The AOC holder shall ensure the airworthiness of the aircraft and the serviceability of both operational and emergency equipment by –

(1) assuring the accomplishment of pre-flight inspections;

(2) 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;

(3) assuring that the operational and emergency equipment necessary for the intended flight is serviceable;

(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) The AOC holder shall ensure that the Certificate of Airworthiness for each aircraft operated remains valid in respect to –

(1) the requirements in paragraph (a) of this Subsection;

(2) the expiration date of the Certificate; and
(3) any other maintenance condition specified in the Certificate.

(c) The AOC holder shall ensure that the requirements specified in paragraph (a) of this Subsection are performed in accordance with procedures approved by or acceptable to the Authority.

(d) The 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) The AOC holder may make an arrangement with another person or entity for the performance of any maintenance, preventive maintenance, or modifications; but shall remain responsible of all work performed under such arrangement.

(f) The AOC holder shall ensure that a Certificate of Maintenance Review (CMR) is accomplished and remains valid for each aircraft in respect of –

(1) the requirements of paragraph (a) of this Subsection; and
(2) the expiration date as required by the Maintenance Control Manual.

(See Appendix 1 to 12.530 for the requirements associated with a CMR.)

12.535 APPROVAL AND ACCEPTANCE OF AOC MAINTENANCE SYSTEMS AND PROGRAMMES

(a) 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 equivalent system of maintenance that is approved by the State of Registry and is acceptable to the Authority.

(b) A system of maintenance shall be approved by the State of Registry of the aircraft for aircraft not registered in Jamaica, and such approval must be acceptable to the Authority.

(c) Where the Authority or the State of Registry accepts an equivalent system of maintenance, the persons designated to sign an approval for return to service shall be licensed as required under the applicable personnel licensing or airworthiness regulations.

(d) Aircraft that are type certificated for a passenger seating configuration, excluding any pilot seat, of nine seats or less, shall be –

(1) inspected and maintained in accordance with the provisions of the Fifth Schedule;
(2) in accordance with the manufacturers' maintenance programme approved by the Authority for each aircraft engine, propeller, propeller governor, rotor and each item of emergency equipment.

(Note: *For the purpose of this Subsection, a manufacturer's maintenance programme is one which is contained in the maintenance manual or maintenance instructions set forth by the manufacturer, as required by the regulations for the aircraft, aircraft engine, propeller, rotor or item of emergency equipment.)*

12.540 MAINTENANCE CONTROL MANUAL

(a) The 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 organization's structure including –

(1) the accountable manager and designated person(s) responsible for the maintenance system;
(2) procedures to be followed to satisfy the maintenance responsibility of this Subpart, except where the AOC holder is an AMO, and also performs the quality system functions. Such procedures may be included in the AMO procedures manual;
(3) procedures for the reporting of failures, malfunctions, and defects in accordance with the Fifth Schedule, to the Authority, State of Registry and the State of Design within 24 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) hydraulic system failure
(iv) fire in the aircraft;
(v) engine in-flight shutdown (voluntary or otherwise)
(vi) engine structure failure; or
(vii) any other condition considered an imminent hazard to safety.

(b) This manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up-to-date.

(c) The AOC holder shall furnish this Manual, or pertinent portions, together with all amendments and revisions to all personnel and organizations that are required to use it.

(d) 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.

(See Appendix 1 to 12.540 for the required contents of the Maintenance Control Manual.)

12.542 MANDATORY MATERIAL

Upon receipt of material the Authority prescribes as mandatory for inclusion in any portion of the Maintenance Control Manual, the AOC holder shall make the necessary amendments as soon as reasonably possible.

12.545 MAINTENANCE MANAGEMENT

(a) The AOC holder, approved as an AMO, may carry out the maintenance requirements specified in Subsection 12.530, paragraphs (a) (2), (3), (5) and (6).

(b) Where the AOC holder is not an AMO, the AOC holder shall meet its responsibilities under Subsection 12.530, paragraph (a), sub-paragraphs (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.

(c) The 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 Subsection 12.530 and requirements of the AOC holder's maintenance control manual are satisfied, and to ensure the functioning of the quality system.

(d) The AOC holder shall provide suitable office accommodation at appropriate locations for the personnel specified in paragraph (c) of this Subsection.

12.550 MAINTENANCE QUALITY SYSTEM

(a) Subject to paragraph (d) of this Subsection, for maintenance purposes, the AOC holder shall establish a quality system that shall include at least the following functions –

(1) monitoring the activities that 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 maintenance requirements; and
(4) monitoring compliance with, and adequacy of, procedures required to ensure safe maintenance practices and airworthy aircraft.
(5) procedures for completing the requirements of, and issuing when accomplished, the Certificate of Maintenance Review (CMR).

*(**Note**: Compliance monitoring must include a feedback system to the accountable manager to ensure corrective action as necessary.)*

(b) The AOC holder's quality system 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 Jamaica.

(See Appendix 1 to 12.550 for additional quality system requirements for maintenance activities.)

(d) The Air Taxi operator may have a system of quality assurance that is at variance with the requirements of paragraph (a) of this Subsection but it must be acceptable to the Authority.

12.555 AIRCRAFT TECHNICAL LOG ENTRIES: AOC HOLDERS

(a) Every 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) The 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.

12.560 MAINTENANCE RECORDS

(a) The 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, including powerplants, propellers and rotable components;
(4) a system for ensuring that the flight crew is aware before flight of all deferred defects on the aircraft and of any operating restrictions or limitations resulting;.
(5) 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;
(6) the current aircraft status of compliance with the maintenance programme; and
(7) the detailed maintenance records to show that all requirements for signing of a maintenance release and airworthiness release have been met.

(b) The AOC holder shall ensure that the records referred to in paragraph (a) of this Subsection are kept for a minimum of 2 years after the aircraft for which the records were maintained has been permanently withdrawn from service..

(c) The AOC holder shall ensure that in the event of temporary change of operator, the records specified in paragraph (a) of this Subsection shall be made available to the new operator.

(d) The AOC holder shall ensure that when an aircraft is permanently transferred from one operator to another operator, the records specified in paragraph (a) of this Subsection are also transferred.

(e) The aircraft technical log and any subsequent amendment shall be approved by the Authority.

12.565 CERTIFICATE OF RELEASE TO SERVICE ENTRY IN 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 the Sixth Schedule, 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 paragraph (a) of this Subsection unless a Certificate of Release to Service is prepared and signed in the aircraft's Technical Logbook by an appropriately licensed and rated individual in accordance with these Schedules, as appropriate. The Certificate of Release to Service shall be issued in accordance with the AOC maintenance control manual procedures.

(c) An AOC holder using an AMO shall not operate an aircraft after release to service under paragraph (a) of this Subsection unless a Certificate of Release to Service is prepared and entered in the aircraft's Technical Logbook in accordance with the AOC maintenance control manual procedures acceptable to the Authority.

12.570 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 authorized to perform maintenance, preventive maintenance and modifications of any aircraft, airframe, aircraft engine, propeller, appliance, component or part thereof, in accordance with the approved operations specifications, intending to approve an aircraft registered in Jamaica for return to service after major repairs or major modifications shall use a current and valid licensed AME with an airframe and powerplant rating and shall be qualified in accordance with the Fifth Schedule.

(c) The AOC holder shall, promptly upon 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.

12.575 AIRCRAFT MAINTENANCE PROGRAMME

(a) The AOC holder requesting approval to operate a large or turbine powered aircraft or an aircraft type certificated for 10 passengers or more shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme approved by the State of Registry containing the information prescribed by the Authority.

(b) The AOC holder's aircraft maintenance programme and any subsequent amendment shall be submitted to the State of Registry for approval prior to use. 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.

(c) Copies of the maintenance programme and all amendments shall be furnished to the personnel and organizations who are to perform work on the AOC holder's aircraft.

(d) 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 use of the AOC holder by the Authority.

(e) The design and application of the maintenance programme shall observe Human Factors principles.

(f) 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 MCM.

(g) The AOC holder shall ensure that each aircraft is maintained in accordance with the AOC holder's aircraft approved maintenance programme 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;

(3) procedures for changing or deviating from paragraphs (g), sub-paragraphs (1) and g (2) of this Subsection; and

(4) when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and powerplants.

(h) 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.)*

(i) Approval by the Authority of an AOC holder's maintenance programme and any subsequent amendments shall be included in its Operations Specifications.

(j) The 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 MCM; and

(2) each aircraft released to service is airworthy and has been properly maintained for operation.

(k) 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 Jamaica who do not hold an appropriate Jamaican licence.

(l) The 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 MCM.

12.580 MANDATORY AIRWORTHINESS MATERIAL

Upon receipt of material from the Authority prescribed as mandatory for inclusion in either the MCM or the maintenance programme, the AOC holder will make these amendments as soon as reasonably possible and submit their amendment to the Authority.

12.585 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 routine and non-routine maintenance, preventive maintenance or inspections for return to service, if authorized by the AOC holder's operations specifications, as provided in its maintenance programme and MCM.

(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, power plant, propeller, appliance or component, or part thereof, as provided in its maintenance programme and MCM.

(c) An AOC holder which is not approved as an AMO shall use an appropriately licensed and rated individual in accordance with the Fifth and Eighth Schedules, as appropriate, to approve maintenance and preventive maintenance for return to service after performing or supervising in accordance with technical data approved by the Authority.

12.590 DUPLICATE INSPECTION

(a) No person may use any person to perform a duplicate inspection unless the person performing the inspection is appropriately certificated, properly trained, qualified and authorized to do so.

(b) No person may allow any person to perform a duplicate inspection unless, at that time, the person performing that inspection is under the supervision and control of an inspections unit.

(c) At least one of the two persons performing a duplicate inspection shall not have been involved in the performance, or supervision, of the item of work being inspected.

(d) Each AOC holder shall maintain, or shall determine that each person with whom it arranges to perform its duplicate inspections, maintains a current listing of persons who have been trained, qualified and authorized to conduct duplicate inspections, and –

(1) the persons must be identified by name, occupational title and the inspections they are authorized to perform;

(2) the AOC holder (or person with whom it arranges to perform its required inspections) shall give written authorization to each person so authorized, describing the extent of his responsibilities, authorizations and inspection limitations; and

(3) this listing shall be made available for inspection by the Authority on request.

12.595 SUPERVISION AND CERTIFICATION REQUIREMENT - 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 signing Certificates of Release to Service for the maintenance performed shall be an appropriately licensed and rated Aircraft Maintenance Engineer in accordance with the Fifth and Eighth Schedules, 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.

(c) A person who is directly in charge shall be responsible for ensuring that each person performing maintenance under his supervision has been properly trained, and is competent, to carry out the tasks that have been assigned to him/her.

*(**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.)*

APPENDICES

APPENDIX 1 TO 12.130: MANAGEMENT PERSONNEL REQUIRED FOR COMMERCIAL AIR TRANSPORT OPERATIONS

(a) The 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) Qualifications and Responsibilities of Operational Personnel.

(1) Director of Operations (Operations Manager).

(i) Qualifications: The Director of Operations shall –

(A) hold or have held the appropriate licence and ratings for which a PIC is required to hold for one of the aeroplanes operated or have acquired not less than 3 years related supervisory experience with an operator of a commercial air service whose flight operations are similar in size and scope; and

(B) demonstrate knowledge to the Authority with respect to the content of the Operations Manual, the operator's AOC and Operations Specifications, the provision of the regulations necessary to carry out the duties and responsibilities to ensure safety.

(ii) Responsibilities: The Director of Operations is responsible for safe flight operations. In particular, the responsibilities of the position include but are not limited to –

(A) control of operations and operational standards of all aeroplanes operated;

(B) the identification of operations coordination functions which impact on operational control (eg. maintenance, crew scheduling, load control, equipment scheduling),
(C) supervision, organization, function and manning of the following –
(aa) flight operations;
(ab) cabin safety;
(ac) crew scheduling and rostering;
(ad) training programmes; and
(ae) flight safety;
(D) the contents of the operator's Company Operations Manual;
(E) the supervision of and the production and amendment of the Company Operations Manual;
(F) liaison with the regulatory authority on all matters concerning flight operations, including any variations to the AOC;
(G) liaison with any external agencies which may affect operator operations;
(H) ensuring that the operator's operations are conducted in accordance with current regulations, directives or other requirements, and operator policy;
(I) ensuring that crew scheduling complies with flight and duty time regulations and that all crewmembers are kept informed of any changes to the regulations;
(J) the receipt and implementation of action in response to any aeronautical information affecting the safety of flight;
(K) the dissemination of aeroplane safety information, both internal and external;
(L) qualifications of flight crew; and
(M) maintenance of a current operations library.

*(**Note:** In his or her absence all responsibilities for operational duties shall be delegated to another individual qualified in accordance with the* Regulations *except that the knowledge requirements detailed under Operations Manager qualifications may be demonstrated to the operator rather than the Authority.)*

(2) Chief Pilot.
(i) Qualifications: The Chief Pilot shall –
(A) if the AOC authorizes –
(aa) VFR only - hold a valid Airline Transport Pilot Licence- Aeroplane or a valid Commercial Pilot Licence-Aeroplane appropriate for an aeroplane subject to this Schedule;
(ab) Day and Night VFR - hold an Airline Transport Pilot Licence-Aeroplane or Commercial Pilot Licence-Aeroplane, valid for night, and a valid Instrument Rating appropriate for an aeroplane subject to this Subpart; or
(ac) IFR - hold a valid Airline Transport Pilot Licence-Aeroplane and a valid Instrument Rating for an aeroplane subject to this Schedule.
(B) if applicable, hold a type rating for at least one of the types of aeroplanes operated;
(C) have at least 3 years experience as PIC of an aeroplane similar to the types operated;
(D) be qualified in accordance with the operator's training programme to act as a PIC on one of the types to be operated; and
(E) demonstrate knowledge to the Authority with respect to the content of the Company Operations Manual, Training Manuals, SOPs (if applicable), Company Check Pilot Manual (if applicable) and the provisions of the Regulations necessary to carry out the duties and responsibilities of the position.
(ii) Responsibilities: The Chief Pilot is responsible for the professional standards of the flight crews under his/her authority and, in particular –
(A) developing standard operating procedures;
(B) developing or implementing all required approved training programmes for the operator flight crews;

(C) issuing directives and notices to the flight crews as required;
(D) the operational suitability and requirements of all aerodromes and routes served by the operator;
(E) review and distribution of accident, incident, and other occurrence reports;
(F) taking follow-up action in respect of any flight crew reports;
(G) the supervision of flight crews; and
(H) assuming any responsibilities delegated by the Operations Manager.

(3) Director of Safety (Safety Programme Manager).

(i) Qualifications: The Director of Safety shall –

(A) have extensive operational experience, normally achieved as a flight deck crewmember or equivalent experience in aviation management; and
(B) have received training as follows –

(aa) flight safety philosophy;
(ab) human factors and the decision-making process;
(ac) accident prevention;
(ad) the role of the Director of Safety as advisor to senior management;
(ae) risk management;
(af) accident/incident management;
(ag) the aviation safety survey;
(ah) emergency response plan; and
(ai) incident investigation.

(ii) Responsibilities: This person shall have direct access to the accountable manager in safety matters and shall be responsible for managing the flight safety programme by –

(A) monitoring and advising on all air operator flight safety activities which may have an impact on flight safety;
(B) establishing a reporting system that provides for a timely and free flow of flight safety related information;
(C) conducting safety surveys;
(D) soliciting and processing flight safety improvement suggestions;
(E) developing and maintaining a safety awareness programme;
(F) monitoring industry flight safety concerns which may have an impact on air operator operations;
(G) maintaining close liaison with aeroplane manufacturers;
(H) maintaining close liaison with the Authority;
(I) maintaining close liaison with industry safety associations;
(J) developing and maintaining the air operator accident response plan;
(K) identifying flight safety deficiencies and making suggestions for corrective action;
(L) investigating and reporting on incidents/accidents and making recommendations to preclude a recurrence;
(M) developing and maintaining a flight safety database to monitor and analyze trends;
(N) making recommendations to the air operator senior management on matters pertaining to flight safety; and
(O) monitoring the response and measuring the results of flight safety initiatives.

(4) Flight Attendant Manager.

(i) Qualifications: Where flight attendants are required, the minimum qualifications for a Flight Attendant Manager are –

(A) a working knowledge of the contents of the air operator's operations manual, AOC and operations specifications as are necessary for the performance of the assigned duties;
(B) a working knowledge of such of the provisions of the Civil Aviation Act, Regulations and Schedules, as are necessary for the performance of the assigned duties; and

(C) a minimum of five years experience as a flight attendant plus a minimum of three years experience as a flight attendant supervisor above the level of purser.

(ii) Responsibilities: The Flight Attendant Manager is responsible for the professional standards of the cabin crews under his/her authority and in particular for–

(A) ensuring that a current and approved Flight Attendant Manual is in place;
(B) ensuring that a current and approved flight attendant training program is in place;
(C) issuing directives and notices to the flight attendants as required;
(D) the preparation and distribution of accident, incident, and other occurrence reports;
(E) the reviewing and processing of cabin crew reports;
(F) the supervision of flight attendants;
(G) training of flight attendants in accordance with the approved training programme;
(H) the maintenance of flight attendant training records;
(I) liaising with other company departments; and
(J) the development of safety features cards;

(5) Director of Maintenance (or Vice President, Maintenance & Engineering).

(i) Qualifications: This person shall be an AME, type rated on aircraft broadly similar to those operated by the AOC holder, and having previous maintenance experience and management training acceptable to the Authority.

(ii) Responsibilities: This person shall be responsible to the AOC Holder for the timely and satisfactory completion of all aircraft maintenance-related activities.

(6) Chief Inspector (or Director of Quality Assurance).

(i) Qualifications: This person shall be a type-rated AME, qualified on the aircraft operated by the AOC holder, or on a type of aircraft similar to that operated by the AOC holder , provided that he/she has staff reporting to him/her that are qualified on the types operated and having previous quality assurance experience, or formal quality assurance training.

(ii) Responsibilities: This person shall be responsible to the Director of Maintenance for the establishment and proper functioning of the Quality Assurance System.

(7) Chief Engineer (or Director of Maintenance).

(i) Qualifications: This person shall be a type- rated AME, qualified on at least one of the types of the aircraft operated by the AOC holder, provided that he/she has staff reporting to him/her that are qualified on the other types.

(ii) Responsibilities: This person shall be responsible to the Director of Maintenance for the satisfactory and timely completion of all aircraft maintenance functions required pursuant to the AOC holder's Maintenance Program and the approved maintenance schedule for each aircraft, while observing all the requirements of the applicable Civil Aviation Regulations.

(8) Maintenance Coordinator.

(i) Qualifications: This person shall be the holder of an AME Licence, preferably type-rated on the aircraft being operated, and shall be fully conversant with the contents of the operator's MCM, the maintenance schedule, and the applicable Civil Aviation Regulations relating to aircraft maintenance. In special circumstances, at the discretion of the Authority where the person has demonstrated to the satisfaction of the Authority, sufficient knowledge of the MCM, the maintenance schedule and the applicable requirements of the Regulations, the holder of a Commercial Pilot Licence person may be approved to fill this position.

(ii) Responsibilities: Reporting to the Accountable Manager , this person shall be responsible for ensuring the operator's compliance with all aspects of the operation referred to in Parts V, VI, and X of the Regulations.

(e) An AOC holder may employ a person who does not meet the appropriate airman qualification or experience if the Authority issues a deviation finding that that person has comparable experience and can effectively perform the required management functions.

APPENDIX 1 TO 12.225: CONTENTS OF CREW DUTY AND FLIGHT TIME RECORDS

Unless otherwise prescribed by the Authority, the AOC holder shall require the use of crew flight and duty time records with the following information –

(1) the AOC holder's company name;
(2) the crewmember's full name and employee identification number, if applicable;
(3) a running summary of number of hours flown in the past –
    (i) 12 months;
    (ii) 28 days;
    (iii) 7 days; and
    (iv) 24 hours;
(4) if the flight time is scheduled more than 24 hours in advance, a daily record by date, of the assigned duty times, flight times and projected rest periods or, as an alternative to these records, satisfactorily demonstrate to the Authority a system that would prevent exceedences of flight and duty time and rest period requirements;
(5) a daily record by date, with an hourly display of the actual time spent showing the beginning and the end of each period of –
    (i) duty, including duty aloft;
    (ii) flight time in all flying; and
    (iii) required rest; and
(6) a provision for the certification of each 28 days of records by the crewmember and the person making the assignments and entries.

APPENDIX 1 TO 12.235: CONTENTS OF JOURNEY LOG

The AOC holder shall use an aircraft technical log containing a journey log which includes the following information for each flight –

(1) the AOC holder's company name and logo;
(2) aircraft nationality and registration;
(3) name of PIC;
(4) names and duty assignments of other flight crewmembers, unless provided on other required documentation that must be retained by the operator;
(5) signature of PIC;
(6) nature of flight (general aviation, aerial work, commercial air transport) unless provided on other required documentation that must be retained by the operator;
(7) a date column, followed by columns for (i) through (v) in a row format showing –
    (i) a column for the departure point;
    (ii) a column for the arrival point;
    (iii) a column for the out-of-chocks time of departure, unless provided on other required documentation that must be retained by the operator;
    (iv) a column for the in-to-chocks time of arrival, unless provided on other required documentation that must be retained by the operator;
    (v) a column for the total hours of flight time, unless provided on other required documentation that must be retained by the operator;
    (vi) a column for takeoff time;
    (vii) a column for landing time; and
    (viii) a column for total hours of air time; and
(8) a section for trip events and incidents.

APPENDIX 1 TO 12.240: CONTENTS OF THE AIRCRAFT TECHNICAL LOG

The AOC holder shall use an aircraft technical log which includes an aircraft maintenance record section containing the following information for each aircraft –

(1) the AOC holder's company name;
(2) a unique page numbering system;
(3) left margin date entry column; preceding items (4) through (6) in a row format;
(4) airport entry column including the departure and arrival airport on the same row;
(5) an in-service time per leg column, including takeoff and landing times on the same row;
(6) fuel and oil uplift columns, including, on the same row, the amounts for –
    (i) uplift;
    (ii) takeoff total; and
    (iii) en route usage;
(7) method for entering defects found during flight in a column and row format, including –
    (i) a method for numbering each defect;
    (ii) identifying the airport where it was entered;
    (iii) a description of the defected noted;
    (iv) a description of the correction or deferment of the defect;
    (v) the licence number of the person making the correction; and
    (vi) the signature or 3 letter initials of the person making the correction;
(8) a method for collecting the critical summary information, such as airframe hours, landing gear cycles, etc;
(9) a method for collecting any special inspection or maintenance status information that is applicable to the AOC holder's operations, such as VOR receiver checks, ETOPS status, *etc*;
(10) a separate provision for the current release to service, including –
    (i) the proper terminology for the release; and
    (ii) the name;
(11) a separate provision for the pilot's flight preparation certification that the document illustrates that the aircraft is airworthy, has the required operational equipment and proper release to service; and
(12) a provision for tracking the deferred defects, which may be included as a separate page or pages in the front or back of the technical log.

APPENDIX 1 TO 12.242: CONTENTS OF THE DEFERRED DEFECTS LOG

This log shall include –

(1) the company name;
(2) the unique beginning and ending page numbers of the Aircraft Technical Log it is attached to;
(3) for each defect –
    (i) the AOC holder's assigned tracking number;
    (ii) the page number of the Aircraft Technical Log containing the original entry;
    (iii) a description of the defect;
    (iv) a description of the basis for deferment;
    (v) the target date of correction;
    (vi) the date of correction; and
    (vii) the page number of the Aircraft Technical Log containing the entry for the correction.

APPENDIX 1 TO 12.245: CONTENTS OF AIRCRAFT INSPECTION AND CONDITION SUMMARY

For air taxi aircraft, the following information shall be recorded –

(1) the name of the AOC holder's company;
(2) the date the summary was made;
(3) the aircraft registration;
(4) the aircraft make and model;

(5) the engine(s) make and model;
(6) serial numbers of the –
    (i) airframe;
    (ii) engine(s); and
    (iii) propellers;
(7) the total time on the –
    (i) airframe;
    (ii) engines;
    (iii) propellers; and
    (iv) propeller governors;
(8) the total cycles on the –
    (i) landing gear; and
    (ii) pressure vessel;
(9) the date, hours/cycles (as appropriate) the following events were performed and are next due–
    (i) annual inspection;
    (ii) 100 hour inspection;
    (iii) required airframe component replacement times/cycles;
    (iv) engine inspection;
    (v) altimeter inspection;
    (vi) engine overhaul;
    (vii) required engine component replacement times/cycles;
    (viii) propeller inspections;
    (ix) propeller overhaul;
    (x) altimetry system inspection;
    (xi) transponder inspection;
    (xii) emergency equipment inspection and/or replacement;
    (xiii) emergency locator transmitter inspection and battery replacement;
    (xiv) aircraft re-weighing;
    (xv) recurring airworthiness directives by applicable numbers;
(10) the reverse side of the form will include a summary of the airworthiness directives applicable to the aircraft and engine(s) by –
    (i) last date of compliance; and
    (ii) general description of airworthiness directives.

*(**Note**: This summary may be grouped separately for the airframe, engine(s) and components.)*

APPENDIX 1 TO 12.250: CONTENTS OF LOAD AND PERFORMANCE MANIFEST FORM

The contents of the form are as follows –

(1) the name of the AOC holder's company;
(2) the flight number (if assigned);
(3) the aircraft make, model and type to which the form applies;
(4) the date that the form was completed;
(5) the printed name of the person preparing the form;
(6) the signature of the pilot certifying that the information contained in this flight preparation form is satisfactory;
(7) the departure point, including –
    (i) length of proposed runway to be used;
    (ii) pressure altitude;
    (iii) temperature at departure time; and

(iv) wind;

(8) the destination;

(9) the initial entry information for the specific aircraft, including the –

(i) empty weight; or

(ii) basic/dry operating weight (as appropriate);

(10) for aircraft with passenger seating of 20 or less –

(i) the name of the person assigned to each seat;

(ii) the weight of that person including any carryon articles;

(iii) the effect of each person(s) weight on the C.G. moment; and

(iv) total passenger weight;

(11) for aircraft with passenger seating for more than 20 –

(i) the name of the passenger may be recorded in a separate manner as prescribed by the Authority;

(ii) the numbers of the weight zone or station in the passenger cabin;

(iii) the total number and weight of all passengers and articles assigned to each weight zone or station;

(iv) the effect of the weight of each zone on the C.G. moment; and

(v) total passenger weight;

(12) a unique number for each cargo area, or if large cargo capacity, each weight zone or station necessary for accurate computation of a centre of gravity, including the –

(i) total weight loaded in that zone;

(ii) the effect of that total on the C.G. moment; and

(iii) the total weight of the cargo, baggage and mail on the aircraft;

(13) the fuel computation, including the –

(i) zero fuel weight, as opposed to the maximum zero fuel weight;

(ii) taxi fuel (if a significant factor);

(iii) minimum total fuel required for flight;

(iv) any additional total fuel loaded;

(v) the total fuel on the aircraft;

(vi) the effect of the total fuel weight in each tank on the C.G moment; and

(vii) the effect of the fuel burn to destination and any required alternate on the C.G. moment;

(14) a computed total for the actual loaded takeoff weight;

(15) a computed total for the planned landing weight;

(16) the possible limiting weights, including the maximum based on –

(i) maximum structural takeoff weight;

(ii) maximum weight limitation due to runway length and other factors;

(iii) maximum climb limitation weight due to obstacles and altitude; and

(iv) maximum landing weight limitation at destination or alternate airports based on structural or performance considerations;

(17) a centre of gravity calculation displayed on a CG envelope, that includes the computed –

(i) CG for takeoff;

(ii) CG at landing; and

(iii) takeoff stabilizer setting, if applicable.

(18) a method for computing the effects of any last minute changes to the passengers or cargo.

APPENDIX 1 TO 12.255: CONTENTS OF OPERATIONAL FLIGHT PLANNING FORM(S)

The following list includes the operational flight planning information that must be collected and retained. The method of compliance may be on a single form that collects all of the information or may be a series of forms and printouts –

(1) the company name;
(2) the date;
(3) flight number (if applicable);
(4) airports involved, including –
    (i) departure point;
    (ii) destination; and
    (iii) required alternate airports;
(5) aircraft information, including –
    (i) registration number; and
    (ii) aircraft make, model, type;
(6) the operational status of the aircraft with respect to possible degradation of –
    (i) aircraft performance due to deferred items;
    (ii) all weather operational capability;
    (iii) required navigation capability;
    (iv) required height-keeping capability; or
    (v) ETOPS airworthiness conformance.
(7) names of assigned crewmembers, including –
    (i) PIC;
    (ii) SIC;
    (iii) FE (if applicable);
    (iv) SCA; and
    (v) all other required cabin attendants;
(8) the crewmember status with respect to –
    (i) special airports;
    (ii) special routes and areas; and
    (iii) lower than standard takeoff and landing minimums;
(9) name of person authorizing the flight (flight release);
(10) signature of the PIC certifying that this flight preparation documentation is satisfactory;
(11) a breakdown of the legs of the route in row format, including columns for –
    (i) beginning fix;
    (ii) route;
    (iii) distance;
    (iv) magnetic course;
    (v) altitude; and
    (vi) ending or transition fix;
(12) the wind information for each leg in the same row format, including columns for –
    (i) true or magnetic direction;
    (ii) velocity; and
    (iii) temperature;
(13) the fuel computations for each leg in the same row format, including columns for –
    (i) groundspeed;
    (ii) estimated time enroute; and
    (iii) fuel burn.

*(**Note 1:** If the route will be over terrain that will require special routing in the event of en route diversion due to engine failure or loss of pressurization, these routings will be shown as alternate courses of action in the same OFP.)*

*(**Note 2:** A planned re-release will require a separate OFP.)*

(14) the total fuel computations (by either gallons, pounds or kilograms) –

(i) to destination;
(ii) to alternate(s);
(iii) minimum required reserve; and
(iv) total minimum for flight;

(15) the NOTAM information affecting the route or aerodromes to be used;

(16) the weather information for the aerodromes, routes and possible diversions, including –

(i) terminal observations and reports;
(ii) terminal forecasts;
(iii) enroute winds;
(iv) enroute area forecasts;
(v) significant weather for the aircraft to be used; and
(vi) high altitude weather features (if applicable);

(17) the Air Traffic Service flight plan information; and

(18) the filing status of the flight plan.

APPENDIX 1 TO 12.315: DRY LEASING OF FOREIGN REGISTERED AIRCRAFT

(a) An AOC holder may dry lease an aircraft for the purpose of commercial air transportation to any AOC holder of a State which is signatory to the Chicago Convention provided that the following conditions are met –

(1) the aircraft carries an appropriate Certificate of Airworthiness 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 that complies with all of the requirements that would be applicable to that aircraft if it was registered in Jamaica, including the requirements which shall be met for issuance of a Jamaica standard Certificate of Airworthiness (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 programme; and

(4) the aircraft is operated by qualified airmen employed by the AOC holder.

(b) The 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 Authority will remove a dry leased aircraft from the lessor's AOC holder's Operations Specifications and list it on the foreign AOC holder lessee's Operations Specifications.

(e) The AOC holder engaged in dry leasing aircraft shall make the dry lease agreement explicit concerning the maintenance programme and MEL to be followed during the term of the dry lease.

APPENDIX 1 TO 12.325: WET LEASING

(a) The 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, monitoring while in flight and terminating flights;

(2) maintenance and servicing of aircraft;

(3) scheduling crewmembers;

(4) paying crewmembers; and
(5) training crewmembers.

(c) The AOC holder engaged in a wet leasing arrangement shall amend 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 and registration number 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; and
(6) any other item, condition or limitation the Authority determines necessary.

APPENDIX 1 TO 12.355: OPERATIONS MANUAL

(a) The 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) The AOC holder shall ensure that the Operations Manual is organized and presents the items of information as shown below, to meet the prescribed requirements. 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) of this Appendix. Each part of the Operations Manual must contain all information required by each group of personnel addressed in that part.

(d) The Operations Manual referred to in Subsection 12.355 shall contain at least the following: (Note that the manual does not have to be organized in this structure until January 1, 2006) –

(1) General –

(i) instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations;
(ii) rules limiting the flight time and flight duty periods and providing for adequate rest periods for flight crewmembers and cabin crew;
(iii) a list of the navigational equipment to be carried including any requirements relating to operations in RNP airspace;
(iv) where relevant to the operations, the long range navigation procedures, engine failure procedure for ETOPS and the nomination and utilization of diversion aerodrome;
(v) the circumstances in which a radio listening watch is to be maintained;
(vi) the method for determining minimum flight altitudes;
(vii) the methods for determining aerodrome operating minima;
(viii) safety precautions during refuelling with passengers on board;
(ix) ground handling arrangements and procedures;
(x) procedures, as prescribed in ICAO Annex 12, for PICs observing an accident;
(xi) the flight crew for each type of operation including the designation of the succession of command;
(xii) specific instructions for the computation of the quantities of fuel and oil to be carried, having regard to all circumstances of the operation including the possibility of the failure of one or more powerplants while enroute;
(xiii) the conditions under which oxygen shall be used and the amount of oxygen determined in accordance with Subsection 7.270 of the Seventh Schedule and Appendix 2 to Subsection 7.270;
(xiv) instructions for mass and balance control;
(xv) instructions for the conduct and control of ground de-icing/anti-icing operations;
(xvi) the specifications for the OFP;
(xvii) standard operating procedures (SOPs) for each phase of flight;
(xviii) instructions on the use of normal checklists and the timing of their use;

(xix) departure contingency procedures;
(xx) instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call outs;
(xxi) instructions on the use of autopilots and auto-throttles in IMC;
(xxii) instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved;
(xxiii) departure and approach briefings;
(xxiv) procedures for familiarization with area, route and destination;
(xxv) stabilized approach procedures;
(xxvi) limitation on high rates of descent near the surface;
(xxvii) conditions required to commence or to continue an instrument approach;
(xxviii) instructions for the conduct of precision and non-precision instrument approach procedures;
(xxix) allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations;
(xxx) instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS);
(xxxi) policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS);
(xxxii) information and instructions relating to the interception of civil aircraft including –
(A) procedures, as described in the Tenth Schedule, for PICs of intercepted aircraft; and
(B) visual signals for use by intercepting and intercepted aircraft as described in the Tenth Schedule.
(xxxiii) for aeroplanes intended to be operated above 15000 m (49,000 ft)
(A) Information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and
(B) Procedures in the event that a decision to descend is taken, covering – :
(aa) The necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and
(bb) The action to be taken in the event that communication with the ATS unit cannot be established or is interrupted;
(xxxiv) details of the accident prevention and flight safety programme provided in accordance with Subsection 12.475, including a statement of safety policy and the responsibility of personnel;
(xxxv) Information and instructions on the carriage of dangerous goods, including action to be taken in the event of an emergency;
(xxxvi) security instructions and guidance; and
(xxxvii) the search procedure checklist for searching for bombs, concealed weapons, explosives or other dangerous devices. This shall include information on the least-risk bomb location specific to the aircraft.

(2) Aircraft Operating Information –
(i) certification limitations and operating limitations;
(ii) the normal, abnormal and emergency procedures to be used by the flight crew and the related checklists;
(iii) operating instructions and information on climb performance with all engines operating;
(iv) the maximum crosswind and tailwind components for each aircraft operated and the reductions to be applied to these values having regard to gusts, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances or any other relevant operational factors;
(v) flight planning data for preflight and in-flight planning with different thrust/power and speed settings;
(vi) instructions and data for mass and balance calculations;

(vii) instructions for aircraft loading and securing of load;
(viii) aircraft systems, associated controls and instructions for their use;
(ix) the MEL and CDL for the aeroplane types operated and specific operations authorized, including any requirements relating to operations in RNP airspace;
(x) checklist of emergency and safety equipment and instructions for its use;
(xi) emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crewmember;
(xii) the normal, abnormal and emergency procedures to be used by the cabin crew, the checklist relating thereto and aircraft systems information as required, including a statement related to the necessary procedures for the coordination between flight and cabin crew;
(xiii) survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off, including procedures to determine the required amount of oxygen and the quantity available; and
(xiv) the ground-air visual signal code for use by survivors, as contained in the Tenth Schedule.

(3) Areas, Routes and Aerodromes –
(i) a route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, and such other information as the operator may deem necessary for the proper conduct of flight operations;
(ii) the minimum flight altitudes for each route to be flown;
(iii) aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes;
(iv) the increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities;
(v) the necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of –
(A) take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance;
(B) take-off climb limitations;
(C) enroute climb limitations;
(D) approach climb limitations and landing climb limitations;
(E) landing runway length requirements for dry, wet, and contaminated conditions including systems failures which affect the landing distance; and
(F) supplementary information, such as tire speed limitations.

(4) Training –
(i) details of the flight crew training programme as required by the Fourteenth Schedule;
(ii) details of the cabin crew duties training programme as required by the Fourteenth Schedule; and
(iii) details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision as detailed in the Fourteenth Schedule.

APPENDIX 1 TO 12.370: TRAINING PROGRAMME

The AOC holder and AOC applicant shall submit and maintain training programme, which may be a separate manual that contains at least the following –

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 crewmembers shall include –

(a) A written training programme acceptable to the Authority that provides for company basic and aircraft initial, differences, re-qualification and recurrent training, as appropriate, for flight deck crewmembers for each type of aircraft flown by that crewmember. 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 crewmembers.

(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 crewmembers 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 operations manual.

(d) Appropriate emergency training as required by the Authority and the AOC holder's operations manual.

(e) Appropriate ground and flight training.

(f) Appropriate recurrent, upgrade, re-qualification or differences training, as required, to maintain currency in both type and any variance the crewmember 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 crewmembers in the emergency procedures appropriate to each make and model of aircraft flown in by the crewmember. 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 magnetized 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 goods.

1.6 Operations Personnel Other Than Aircraft Crew

Operations personnel other than aircraft crew (e.g., qualified person or flight dispatcher, 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.

Appendix 1 to 12.375: Aircraft Operating Manual

Each AOC applicant and AOC holder should submit and maintain an AOM containing at least the following –

1.0 General Information and Units of Measurement

1.1 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 aircraft type 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 crewmembers 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) Unpressurized and partially pressurized 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) Ground proximity warning;
(1) TCAS warning;
(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 decent;
- 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.

8.2 Loading Dangerous Goods
The operations manual shall contain a method to notify the PIC when dangerous goods is 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.

12.0 Aircraft Systems

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

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

13.1 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.

APPENDIX 1 TO 12.415: PASSENGER BRIEFING CARDS

(a) The 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) for all aircraft, general safety information including –

(i) the smoking prohibition on board the aeroplane;

(ii) each type of safety belt or safety harness installed for passenger use, including when to use, and how to fasten, tighten and release;

(iii) when and where carry on baggage must be stowed for take-off and landing and any other related requirements and restrictions pertinent to that particular aeroplane;

(iv) correct positioning of seat backs and chair tables for take-off and landing;

(v) passenger brace position for impact, as appropriate for each type of seat and restraint system installed for passenger use; including the brace position for an adult holding an infant;

(vi) fixed passenger oxygen system mask location and presentation and the actions to be performed by the seated passenger in order to obtain the mask, activate the flow of oxygen, correctly don and secure the mask and the priority for persons assisting others with oxygen;

(vii) the form, function, colour and location of any Floor Proximity Emergency Escape Path lighting system that is installed;

(viii) the location, operation and method of using each emergency exit type on the aeroplane, including identification of those emergency exits known to be rendered unusable in a ditching or because of the aeroplane configuration such as a combi configuration;

(ix) the safest direction and most hazard-free escape route for passenger movement away from the aeroplane following evacuation;

(x) the attitude of the aeroplane while floating;

(xi) correct procedures for removal from stowage/packaging; donning and use of the life jacket for adult, child and infant users including when to inflate;

(xii) location, removal and use of flotation devices, including life rafts.

(2) For aeroplanes where flight attendants are not required –

(i) location of first aid kits;

(ii) location of fire extinguishers that would be accessible to the passengers;

(iii) location of Emergency Locator Transmitters, if applicable; and

(iv) location of survival equipment and if the stowage compartment is locked, the means of access or location of the key.

(b) The safety features card shall bear the name of the air operator and the aeroplane type and shall contain only safety information.

(c) The safety information provided by the card shall –

(1) be accurate for the aeroplane type and configuration in which it is carried and in respect of the equipment carried;

(2) be presented with clear separation between each instructional procedure. All actions required to complete a multi-action procedure to be presented in correct sequence and the sequence of actions to be clearly identified; and

(3) be depicted in a clear and distinct manner.

APPENDIX 1 TO 12.420: AERONAUTICAL DATA CONTROL SYSTEM

The AOC holder shall provide aeronautical data for each airport used by the AOC holder which includes the following –

(1) airports –

(i) facilities;

(ii) navigational and communications aids;

(iii) Construction affecting takeoff, landing or ground operations; and

(iv) Air traffic facilities;

(2) runways, clearways and stopways –

(i) dimensions;

(ii) surface;

(iii) marking and lighting systems; and

(iv) elevation and gradient;

(3) displaced thresholds –

(i) location;
(ii) dimensions; and
(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; and
(vi) missed approach procedure; and

(5) special information –

(i) runway visual range measurement equipment; and
(ii) prevailing winds under low visibility conditions.

APPENDIX 1 TO 12.430: WEATHER REPORTING SOURCES

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

(1) Jamaica State Meteorological office;
(2) Jamaica-operated automated surface observation stations;

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

(3) Jamaica-operated supplemental aviation weather reporting stations;
(4) observations taken by airport traffic control towers;
(5) Jamaica-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 commercial weather sources or other sources specifically approved by the Authority; or
(9) an AOC holder operated and maintained weather reporting system approved by the Authority.

APPENDIX 1 TO 12.435: 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 crewmembers 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.

APPENDIX 1 TO 12.475: FLIGHT SAFETY DOCUMENTS SYSTEM

(a) A flight safety documents system is one in which all documentation associated with the flight safety programme, including the published standards, procedures and guidance for flight safety personnel, the means of advising company personnel of safety-related information or recording/documenting safety information, is produced, disseminated, completed and maintained in a standardized manner.

(b) Guidance in the preparation of a flight safety documents system may be found in ICAO Annex 6, Attachment H. The information contained therein deals with the following topics –

(1) organization of the system;
(2) validation of the system's components;
(3) design of the documentation;
(4) deployment or dissemination of the documentation; and
(5) amendment of the documentation.

APPENDIX 1 TO 12.530: REQUIREMENTS OF A CMR

(a) An aircraft registered in Jamaica in respect of which a Certificate of Airworthiness in either the Transport or Aerial Work category is in force shall not fly unless there is in force a valid Certificate of Maintenance Review.

(b) A CMR shall not be issued unless the aircraft is maintained in accordance with a maintenance schedule approved by the Authority.

(c) The person issuing the review shall not issue a CMR unless he has first verified –

(1) that the maintenance has been carried out on the aircraft in accordance with the maintenance schedule approved for the aircraft;

(2) that inspections and modifications required by the Authority have been completed as certified in the relevant release to service issued in accordance with these Regulations; and

(3) that defects entered in the Technical Log of the aircraft have been recertified or the recertification thereof has been deferred in accordance with the procedures approved by the Authority.

(d) A CMR shall be issued in duplicate and one copy of the most recently issued certificate shall be carried in the aircraft and the other shall be kept by the operator elsewhere than in the aircraft.

(e) The approved maintenance schedule referred to in paragraph (b) of this Appendix shall specify the occasions on which a review may be carried out for the purpose of issuing a CMR.

(f) The CMR shall certify the date on which the maintenance review was carried out and the date thereafter when the next review is due.

(g) A CMR may only be issued by the holder of an AME licence –

(1) granted under these Regulations, which entitles the holder thereof to issue that certificate;
(2) authorized by the operator and accepted by the Authority; and
(3) endorsed for the type or class of aircraft.

APPENDIX 1 TO 12.540: CONTENTS OF THE MAINTENANCE CONTROL MANUAL

The AOC holder's MCM shall contain the following information which may be issued in separate parts –

(1) a description of the required maintenance procedures, including where –
  (i) a description of the administrative arrangements between the AOC holder and the approved maintenance organization; and
  (ii) 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 approved maintenance organization;

(2) the names and duties of the person or persons required to ensure that all maintenance is carried out in accordance with the MCM;

(3) a reference to the required maintenance programme(s);

(4) a description of the methods for completion and retention of the required AOC holder's maintenance records;

(5) a description of establishing and maintaining a system of analysis and continued monitoring or the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;

(6) 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;

(7) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions;

(8) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;

(9) 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;

(10) a description of aircraft types and models to which the manual applies;

(11) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;

(12) a description of the procedures for advising the State of Registry of significant in-service occurrences;

(13) a description of the procedures to ensure each aeroplane they operate is in an airworthy condition;

(14) a description of the procedures to ensure the operational emergency equipment for each flight is serviceable;

(15) a description of the procedures for the introduction of new aircraft to the fleet;

(16) a description of the procedures for assessment of contractor capabilities, including deicing;

(17) a description of the procedures for control and approval of major repairs and alterations;

(18) the certificate holder's manual must contain the required programmes that must be followed in performing maintenance, preventive maintenance, and alterations of the AOC holder's aeroplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment and parts thereof, and must include at least the following –
  (i) the method of performing routine and non-routine maintenance (other than required inspections, preventive maintenance, and alterations;
  (ii) a designation of the items of maintenance and alterations that must be inspected (required inspections), including at least those that could result in a failure, malfunction, or defect endangering the safe operations of the aircraft, if not performed properly or if improper parts or materials are used;
  (iii) procedures for authorizing personnel to carry out Duplicate Inspections and a list of personnel, by name, so authorized to perform the Inspection; (***Note**: Refer to Subsection 12.590*)
  (iv) procedures for performing duplicate inspections;

  (***Note:** Refer to the Fifth Schedule, Subsection 5.120.*)

(v) procedures, standards and limits necessary for acceptance or rejections of the items required to be inspected and for periodic inspection and calibration of precision tools, measuring devices and test equipment;

(vi) instruction to prevent any person who performs any item of work from performing any required inspection of that work;

(vii) instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit, or a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance and alteration functions;

(viii) procedures to ensure that required inspection, other maintenance, preventive maintenance and alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service;

(ix) a description of the procedures for preparing the Certificate of Release to Service and the circumstances under which the release is to be signed; and

(x) a list of personnel authorized to sign the Certificate of Release to Service and the scope of their authorization.

*(**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.)*

APPENDIX 1 TO 12.550: AOC HOLDER'S ADDITIONAL QUALITY SYSTEM FOR MAINTENANCE

(a) Each AOC holder shall establish a plan acceptable to the Authority to show when and how often the activities are required 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 the 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 unairworthy 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 operator's maintenance control manual to ensure compliance and thereby ensure the maintenance aspects of the operational safety of the aircraft. In particular, this part of the Quality System provides a monitor of the effectiveness of maintenance, and should include a feedback system to ensure that corrective actions are identified and carried out in a timely manner.)*