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**N°01/MoS/Trans/017 ryo ku wa 11/05/2017**

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ITEKA	RYA	MINISITIRI	MINISTERIAL	ORDER	ARRETE	MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	WA	N°01/MoS/Trans/017	OF	11/05/2017	N°01/MoS/Trans/017	DU	11/05/2017
11/05/2017	RISHYIRAHU	AMABWIRIZA	DETERMINING	REGULATIONS	PORTANT	REGLEMENTS			
ASHYIRA	MU	BIKORWA	IMPLEMENTING THE	LAW N° 75/2013	D'APPLICATION DE LA	LOI N° 75/2013			
75/2013	RYO	KU	WA	11/09/2013	ESTABLISHING	DU	11/09/2013	PORTANT	
AMABWIRIZA	MU	BY'INDEGE	ZA	REGULATION	GOVERNING	CIVIL	REGLEMENTATION	DE	L'AVIATION
GISIVIRI			AVIATION			CIVILE			

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<b>N°01/MoS/Trans/017</b>	<b>RYO</b>	<b>KU WA</b>	<b>N°01/MoS/Trans/017</b>	<b>OF</b>	<b>11/05/2017</b>	<b>N°01/MoS/Trans/017</b>
<b>11/05/2017</b>		<b>RISHYIRAHU</b>	<b>DETERMINING</b>		<b>REGULATIONS</b>	<b>DU 11/05/2017</b>
<b>AMABWIRIZA</b>	<b>ASHYIRA</b>	<b>MU</b>	<b>IMPLEMENTING THE</b>	<b>LAW N°75/2013</b>	<b>D'APPLICATION DE LA LOI N°75/2013</b>	<b>PORTANT</b>
<b>BIKORWA ITEGEKO N°75/2013</b>	<b>RYO KU</b>	<b>WA</b>	<b>OF</b>	<b>11/09/2013</b>	<b>ESTABLISHING</b>	<b>DU 11/09/2013</b>
<b>WA 11/09/2013</b>	<b>RIGENA</b>	<b>AMABWIRIZA</b>	<b>REGULATION</b>	<b>GOVERNING</b>	<b>CIVIL</b>	<b>REGLEMENTATION DE L'AVIATION</b>
<b>MU BY'INDEGE ZA GISIVIRI</b>			<b>AVIATION</b>			<b>CIVILE</b>

**Umunyamabanga wa Leta Ushinzwe Gutwara Abantu n'Ibintu;**

**The Minister of State in charge of Transport;**

**Le Secrétaire d'Etat chargé des Transports;**

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo, iya 121, iya 122 n'ya 176;

Pursuant to the Constitution of the Republic of 2003 revised in 2015, especially in Articles 121, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles, 121, 122 et 176;

Ashingiye ku Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena Amabwiriza mu by'indege za gisiviri, cyane cyane mu ngingo yaryo ya 7;

Pursuant to Law n°75/2013 of 11/9/2013 establishing regulations governing civil aviation, especially in Article 7;

Vu la Loi n°75/2013 du 11/09/2013 portant réglementation de l'aviation civile, spécialement en son article 7;

Asubiye ku Mabwiriza ya Ministiri n°02/MOS/TRANS/015 yo ku wa 08/04/2015 ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri;

Having reviewed Ministerial regulations n°02/MOS/TRANS/015 of 08/04/2015 implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation;

Revu les Règlements Ministériels n°02/MOS/TRANS/015 du 08/04/2015 mettant en application la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile;

Inama y'Abaminisitiri yateranye ku wa 05/04/2017 imaze kubisuzuma no kubyemeza;

After consideration and adoption by the Cabinet, in its session of 05/04/2017;

Après examen et adoption par le Conseil des Ministres en sa séance du 05/04/2017;

**ATEGETSE:**

**HEREBY ORDER:**

**ORDONNE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho amabwiriza agamije gushyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri.

**Ingingo ya 2: Ibikubiye muri iri teka**

Ibikubiye muri iri teka biri ku migereka yaryo mu buryo bukurikira:

- 1° ingingo rusange (Umugereka wa I);
- 2° imigurukire y'indege (Umugereka wa II);
- 3° amagaragi yemerewe gutunganya indege (Umugereka wa III);
- 4° iyandikwa n'Ubwenegihugu by'indege (Umugereka wa IV);
- 5° ibyangombwa bihabwa abakozi mu by'indege (Umugereka wa V);
- 6° imikoreshereze y'ikirere no kugenzura imigendere y' indege mu kirere (Umugereka wa VI);
- 7° ibyuma n'ibindi bikoresho birebana no kuyobora indege (Umugereka wa VII);
- 8° kumanuka no kumanura ibintu mu ndege iri mu kirere (Umugereka wa

**Article One: Purpose of this Order**

This Order determines regulations implementing the Law n°75/2013 of 11/9/2013 establishing Regulations governing civil aviation

**Article 2: Contents of this Order**

Contents of this Order are in its annexes as follows:

- 1° general provisions (Annex I);
- 2° airworthiness (Annex II);
- 3° approved maintenance organization (Annex III);
- 4° aircraft registration and marking (Annex IV);
- 5° personnel licensing (Annex V);
- 6° rules of the air and air traffic control (Annex VI);
- 7° instrument and equipment (Annex VII);
- 8° parachute operations(Annex VIII);

**Article One: Objet du présent arrêté**

Le présent arrêté porte règlements d'application de la Loi n°75/2013 du 11/9/2013 portant réglementation de l'aviation civile.

**Article 2: Contenu du présent arrêté**

Les contenus du présent arrêté y sont annexés de la manière suivante:

- 1° dispositions générales (Annexe I);
- 2° navigabilité des aéronefs (Annexe II);
- 3° organisme de maintenance agréé (Annexe III);
- 4° immatriculation et nationalité des aéronefs (Annexe IV);
- 5° licence du personnel aéronautique (Annexe V);
- 6° règles de l'air et contrôle de la circulation aérienne (Annexe VI);
- 7° instruments et équipements (Annexe VII);
- 8° parachutage (Annexe VIII);



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VIII);

9° ibyemezo n'ubutegetsi (Umugereka wa IX);	9° air operator certification and administration (Annex IX);	9° certificats des opérateurs d'aéronefs et administration (Annexe IX);
10° imikoreshereje y'indege (Umugereka wa X);	10° operations of aircraft (Annex X);	10° exploitation technique des aéronefs (Annexe X);
11° imirimo yo mu kirere hakoreshejwe indege (Umugereka wa XI);	11° aerial work (Annex XI);	11° services aériens (Annexe XI);
12° ibigo byigisha iby'indege (Umugereka wa XII);	12° approved training organizations (Annex XII);	12° institutions de formations aéronautiques agréées (Annexe XII);
13° ibibuga by'indege za gisivile (Umugereka wa XIII);	13° aerodromes (Annex XIII);	13° aérodromes civils (Annexe XIII);
14° amakompanyi y'indege z'inyamahanga akora imirimo y'ubucuruzi mu Rwanda no hanze yarwo (Umugereka wa XIV);	14° commercial air transport operations by foreign air operator in and out of Rwanda (Annex XIV);	14° opérations de transport commercial aérien par des opérateurs étrangers à l'intérieur et à l'extérieur du Rwanda (Annexe XIV);
15° imisoro n'amahoro mu by'indege (Umugereka wa XV);	15° fees and charges (Annex XV);	15° droits et redevances dans le domaine aéronautiques (Annexe XV);
16° gushakisha no gutabara indege iri mu kaga (Umugereka wa XVI);	16° search and rescue (Annex XVI);	16° recherche et secourisme (Annexe XVI);
17° anketi n'iperereza ku mpanuka n'ibindi byago by'indege (Umugereka wa XVII);	17° aircraft accident and incident investigation (Annex XVII);	17° enquêtes et investigations sur les accidents et incidents d'aviation (Annexe XVII);
18° umutekano w'indege n'abantu (Umugereka wa XVIII);	18° security (Annex XVIII);	18° sûreté de l'aviation civile (Annexe XVIII);

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19° uruhushya rwo gutwara ibintu mu ndege (Umugereka wa XIX);	19° licensing of air services (Annex XIX);	19° autorisation de transport aérien (Annexe XIX);
20° uburyo bwo kugenzura umutekano (Umugereka wa XX);	20° safety management system (Annex XX);	20° système de gestion de sécurité (Annexe XX);
21° serverisi y'itumanaho ryo mu kirere (Umugereka wa XXI);	21° aeronautical telecommunication services (Annex XXI);	21° services de la télécommunication aéronautique (Annexe XXI);
22° services ziyobora indege (Umugereka wa XXII);	22° air traffic services (Annex XXII);	22° services de la circulation aérienne (Annexe XXII);
23° ishyirwaho ry'inzira zo mu kirere (Umugereka wa XXIII);	23° instrument flight procedure design (Annex XXIII);	23° procédures de navigation aux instruments (Annexe XXIII);
24° serevisi y'ubumenyi bw'ikirere mu by'indege (Umugereka wa XXIV);	24° aeronautical meteorological services (Annex XXIV);	24° services météorologiques aéronautiques (Annexe XXIV);
25° serivisi itanga amakuru mu by'indege (Umugereka wa XXV);	25° aeronautical information services (Annex XXV);	25° services d'information aéronautique (Annexe XXV);
26° indege ziguruka zifashishije imitaka n'umuyaga (Umugereka wa XXVI);	26° gyrogliders, parasails, microlight aircraft, gliders & hang gliders (Annex XXVI);	26° giro planeurs, parasails, avion ULM, planeurs & deltaplanes (Annexe XXVI);
27° kwandikisha ubugwate ku ndege (Umugereka wa XXVII).	27° registration of interest in aircraft (Annex XXVII).	27° enregistrement d'intérêt dans les aéronefs (Annexe XXVII).

**Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 3: Repealing provision**

**Article 3: Disposition abrogatoire**

Amabwiriza ya Ministiri n°02/MOS/TRANS/015 yo ku wa 08/04/2015 ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu

Ministerial Regulations n°02/MOS/TRANS/015 of 08/04/2015 implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing

Règlements Ministériels n°02/MOS/TRANS/015 du 08/04/2015 mettant en application la Loi n° 75/2013 du 11/09/2013 portant réglementation de

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by'indege za gisiviri n'ingingo zose z'amateka abanziriza aya kandi zinyuranyije na yo bivanyweho.

civil aviation and all prior provisions contrary to this Order are repealed.

l'aviation civile et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 4: Igihe iri teka ritangira gukurikizwa**

**Article 4: Commencement**

**Article 4: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda.

Kigali, ku wa **11/05/2017**

Kigali, on **11/05/2017**

Kigali, le **11/05/2017**

(sé)

**Dr NZAHABWANIMANA**

**Alexis**

Umunyamabanga wa Leta ushinze Gutwara  
Abantu n'Ibintu

(sé)

**Dr NZAHABWANIMANA**

**Alexis**

Minister of State in charge of  
Transport

(sé)

**Dr NZAHABWANIMANA**

**Alexis**

Secrétaire d'Etat chargé du  
Transport

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika:**

**Seen and sealed with the Seal of  
the Republic:**

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera/Intumwa Nkuru ya  
Leta

(sé)

**BUSINGYE Johnston**

Minister of Justice/Attorney General

(sé)

**BUSINGYE Johnston**

Ministre de la Justice/Garde des  
Sceaux

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UMUGEREKA WA I W'ITEKA RYA N°01/MoS/Trans/017 RYO KU WA 11/05/2017 RISHYIRAHU AMABWIRIZA ASHYIRA MU BIKORWA ITEGEKO N°75/2013 RYO KU WA 11/09/2013 RIGENA AMABWIRIZA MU BY'INDEGE ZA GISIVIRI	ANNEX I TO THE MINISTERIAL ORDER N°01/MoS/Trans/017 OF 11/05/2017 DETERMINING REGULATIONS IMPLEMENTING THE LAW N°75/2013 OF 11/09/2013 ESTABLISHING REGULATION GOVERNING CIVIL AVIATION	ANNEXE I A L'ARRETE MINISTERIEL N°01/MoS/Trans/017 DU 11/05/2017 PORTANT REGLEMENTS D'APPLICATION DE LA LOI N°75/2013 DU 11/09/2013 PORTANT REGLEMENTATION DE L'AVIATION CIVILE
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INGINGO RUSANGE	GENERAL PROVISIONS	DISPOSITIONS GENERALES
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## **THE CIVIL AVIATION (GENERAL PROVISIONS)**

### **ARRANGEMENTS OF REGULATIONS**

#### **Regulation**

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1. Citation and coming into force
2. Interpretation

##### **Part II – Exemptions**

3. Exemptions and Equivalent Safety Case
4. Requirement for application for exemption
5. Contents of exemption application
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13. Replacement of documents
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- 29. Applicability
- 30. Establishing Civil Aviation Regulations Committee
- 31. Procedures for Making Regulations And Issuing Civil Aviation Instructions, Technical Standards & Technical Guidance Material

## PART I – PRELIMINARY

- Citation and coming into force**
1. (1) These Regulations may be cited as the Civil Aviation (General Provisions) Regulations, 2017 and applies to all the Civil Aviation Regulations.  
(2) The Rwanda Civil Aviation Regulations shall come into force on the date of their publication in the *Official Gazette*.
- Interpretation**
2. When the following terms are used in the Civil Aviation (Aircraft Registration and Marking) Regulations, they have the following meanings:
- “**Authority**” means Rwanda Civil Aviation Authority (RCAA) established under the Laws of Rwanda;
- “**non-conformance finding (NCF)**” - A deficiency in characteristics, documentation, or procedures which renders the quality of a product or service unacceptable or indeterminate, or not according to specified requirements, e.g. physical defects, test failures, inadequate documentation etc.;
- “**person**” means a natural person, a legal person or part of a legal person. Such an organisation may be established at more than one location whether or not within the territory of the Member States.
- Note: In Civil Aviation Regulations, where a masculine gender is used, shall also apply to feminine gender.*

## PART II – EXEMPTIONS

- Exemptions and equivalent safety case**
3. No person may introduce procedures contrary to those prescribed in the Civil Aviation Regulations, unless needed and an equivalent safety case has first been approved by the Authority.
- Requirement for application for exemption**
4. (1) A person may apply to the Authority for an exemption from any of the Civil Aviation Regulations.  
(2) An application for an exemption shall be submitted at least sixty days in advance of the proposed effective date, to obtain timely review.  
(3) A request for an exemption must contain the applicant's:  
(a) name;  
(b) physical address  
(c) Contact details  
(4) The application shall be accompanied by a fee prescribed in Civil Aviation (Fees and Charges) for technical evaluation.

**Contents of exemption application**

5. (1) An application for an exemption shall contain the following:
- (a) a citation of the specific requirement from which the applicant seeks exemption;
  - (b) an explanation of why the exemption is needed;
  - (c) a description of the type of operations to be conducted under the proposed exemption;
  - (d) the proposed duration of the exemption;
  - (e) an explanation of how the exemption would be in the public interest, that is, benefit the public as a whole;
  - (f) a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question;
  - (g) a review and discussion of any known safety concerns with the requirement, including information about any relevant accidents or incidents of which the applicant is aware; and
  - (h) if the applicant seeks to operate under the proposed exemption outside of Rwanda airspace, the application must indicate whether the exemption would contravene any provision of the Standards and Recommended Practices of the International Civil Aviation Organization (ICAO) as well as the Regulations pertaining to the airspace in which the operation will occur.
- (2) Where the applicant seeks emergency processing, the application must contain supporting facts and reasons that the application was not timely filed, and the reasons it is an emergency.
- (3) The Authority may deny an application if the Authority finds that the applicant has not justified the failure to apply for an exemption in a timely fashion.

**Initial review by the Authority**

6. (1) The Authority shall review the application for accuracy and compliance with the requirements of regulations 4 and 5.
- (2) If the application appears on its face to satisfy the provisions of this regulation and the Authority determines that a review of its merits is justified, the Authority will publish a detailed summary of the application in an aeronautical information circular or at least one local daily newspaper for comment and specify the date by which comments shall be received by the Authority for consideration.
- (3) Where the filing requirements of regulations 4 and 5 have not been met, the Authority will notify the applicant and take no further action until and unless the applicant corrects the application and re-files it in accordance with the Civil Aviation Regulations.
- (4) If the request is for emergency relief, the Authority shall publish the application and the Authority's decision as soon as possible after processing the application.
- (5) All exemptions granted in accordance with these regulations shall be recorded and retained by the Authority.

**Evaluation of the request**

7. (1) After initial review, if the filing requirements have been satisfied, the Authority shall conduct an evaluation of the request to include:
- (a) determination of whether an exemption would be in the public interest;
  - (b) a determination, after a technical evaluation of whether the applicant's



proposal would provide a level of safety equivalent to that established by the regulation, although where the Authority decides that a technical evaluation of the request would impose a significant burden on the Authority's technical resources, the Authority may deny the exemption on that basis;

- (c) a determination of whether a grant of the exemption would contravene the applicable Civil Aviation Regulations and ICAO Standards and Recommended Practices; and
  - (d) a recommendation based on the preceding elements, of whether the request should be granted or denied, and of any conditions or limitations that should be part of the exemption.
- (2) The Authority shall notify the applicant by letter and publish a detailed summary of its evaluation and decision to grant or deny the request.
  - (3) The summary referred to in sub-regulation (2) shall specify the duration of the exemption and any conditions or limitations of the exemption.
  - (4) If the exemption affects a significant population of the aviation community of Rwanda the Authority shall publish the summary in aeronautical information circular.
  - (5) All exemptions granted in accordance with these regulations shall be recorded and retained by the Authority.

### **PART III – GENERAL**

#### **Possession of the licence**

- 8. (1) A holder of a licence, certificate or authorization or other document issued by the Authority shall have in his physical possession or at the work site when exercising the privileges of that licence, certificate, authorization or such other document.
- (2) A flight crew of a foreign registered aircraft shall hold a valid licence, certificate or authorization and have in his physical possession or at the work site when exercising the privileges of that licence, certificate or authorization.
- (3) A holder of an operator certificate shall display a valid certificate issued to him to the public at all times.

#### **Drug and alcohol testing and reporting**

- 9. (1) Any person who performs any function related to operation of aircraft under the Civil Aviation Regulations may be tested for drug or alcohol usage.
- (2) The Authority may prohibit any person who:
  - (a) tests positive for drug or alcohol usage;
  - (b) refuses to submit to a test; or
  - (c) refuses to furnish or to authorize the release of the test results requested by the Authority from carrying out the functions related to operation of aircraft.

#### **Inspection of licences and certificates**

- 10. A person who holds a licence, certificate, authorization or other document required by the Civil Aviation Regulations shall present it for inspection upon a request from the Authority or any person authorized by the Authority.

- Change of name**    11.    (1) A holder of a licence, certificate, authorization or other document issued under the Civil Aviation Regulations may apply to change the name on a licence, certificate, authorization or such other document.
- (2) The holder shall include with any such request:
- (a) the current licence, certificate, authorization or such other document sought to be amended; and
- (b) a court order, or other legal document verifying the name change.
- (3) The Authority may change the licence, certificate, authorization or such other document and issue a replacement thereof;
- (4) The Authority shall return to the holder the original documents specified in sub-regulation 2(b) and retain copies thereof and return the replaced licence, certificate or authorization with the appropriate endorsement.
- (5) A licence, certificate, authorization or other document issued to a person under the Civil Aviation Regulations is not transferable.
- 
- Change of address**    12.    (1) A holder of a certificate, or authorization issued under the Civil Aviation Regulations shall notify the Authority of the change in the physical and mailing address and shall do so in the case of:
- (a) physical address, at least fourteen days in advance; and
- (b) mailing address upon the change;
- (2) A person who does not notify the Authority of the change in the physical address within the time frame specified in sub-regulation (1) shall not exercise the privileges of the certificate or authorization.
- 
- Replacement of documents**    13.    A person may apply to the Authority in the prescribed form for replacement of documents issued under the Civil Aviation Regulations if the documents are lost or destroyed.
- 
- Certificate Suspension and Revocations**    14.    (1) The Authority may, where it considers it to be in the public interest, suspend provisionally, pending further investigation, any certificate, approval, permission, exemption, authorization or other document issued, granted or having effect under the Civil Aviation Regulations.
- (2) The Authority may, upon the completion of an investigation which has shown sufficient ground to its satisfaction and where it considers it to be in the public interest, revoke, suspend, or vary any certificate, approval, permission, exemption or other document issued or granted under the Civil Aviation Regulations.
- (3) The Authority may, where it considers it to be in the public interest, prevent any person or aircraft from flying.
- (4) A holder or any person having the possession or custody of any certificate, approval, permission, exemption or other documents which has been revoked, suspended or varied under the Civil Aviation Regulations shall surrender it to the Authority within 14 days from the date of revocation, suspension or variation.
- (5) The breach of any condition subject to which any certificate, approval, permission, exemption or any other document has been granted or issued under the Civil Aviation Regulations shall render the document invalid during the continuance of the breach.

**Appointment  
and powers of  
aviation safety  
inspectors**

15. (1) The Authority may appoint aviation safety inspectors for the purpose of securing compliance with the provisions of the Civil Aviation Regulations and any terms or conditions attached to a licence, certificate, approval, permission, exemption, authorization or other document issued, granted or having effect under the Civil Aviation Regulations.
- (2) An aviation safety inspector may at any time and on production, if required, of his authority-
- (a) enter and inspect any premises on which he has reasonable cause to believe that the person or undertaking is being carried on in contravention of the Civil Aviation Regulations;
  - (b) examine and take copies of any books, accounts and documents found in those premises relating to or appearing to relate to the business of an operator;
  - (c) seize any books, accounts or documents found in those premises relating to or appearing to relate to the person or undertaking in relation with the Civil Aviation Regulations;
  - (d) question any person who appears to him to be engaged in, or carrying on, or employed on those premises on any matter concerning the application of or compliance with the Civil Aviation Regulations or any terms or conditions attached to a licence, certificate, approval, permission, exemption, authorization or other document issued, granted or having effect under the Civil Aviation Regulations;
  - (e) require, by notice in writing, any person who appears to him to be engaged in or carrying on a business under the Civil Aviation Regulations to produce to him at such time and place as he may specify in the notice any books, accounts and documents relating to the said business; and
  - (f) board or detain an aircraft or recall an aircraft already in flight and search such aircraft if he has reasonable grounds to suspect that the aircraft is being used in contravention of the Civil Aviation Regulations or that it contains any matter which may be used as evidence in respect of an offence under the Civil Aviation Regulations.

**Procedures on  
detention or  
recall of aircraft**

16. (1) Where an authorized person, including an aviation safety inspector, detains an aircraft or recalls an aircraft already in flight, he shall, unless he is of the opinion that due to the nature of the offence the aircraft is likely to be allowed to proceed on its flight within a period not exceeding three hours, immediately report such detention or recall to the Director-General; provided that under no circumstances shall an aviation safety inspector or an authorized person detain an aircraft for more than three hours from the time of its intended departure or from the time of landing after being recalled unless such longer detention has been authorized by the Director-General under this regulation.
- (2) On receipt of a report under this regulation the Director General may, pending further investigation, order the detained aircraft to proceed on its flight whether or not an offence has been committed in respect thereof.
- (3) The Director-General may, in writing, delegate to any person any of his powers under sub-regulation (1) and (2).

## Detention

17. (1) An authorized person, including an aviation safety inspector, may give a detention direction in respect of an aircraft if he is of the opinion that-
- (a) a person has failed to comply or is likely to fail to comply with a requirement of the Civil Aviation Regulations in respect of the aircraft;
  - (b) a person has failed to comply with a requirement of an enforcement notice in respect of the aircraft;
  - (c) a threat has been made to commit an act of violence against the aircraft or against any person or property on board the aircraft; or
  - (d) an act of violence is likely to be committed against the aircraft or against any person or property on board the aircraft.
- (2) A detention direction in respect of an aircraft-
- (a) shall be given in writing to the operator of the aircraft; and
  - (b) shall require him to take steps to ensure that the aircraft does not fly while the direction is in force.
- (3) An authorized person who has given a detention direction in respect of an aircraft may do anything which he considers necessary or expedient for the purpose of ensuring that the aircraft does not fly while the direction is in force; in particular, the authorized person may-
- (a) enter the aircraft;
  - (b) arrange for another person to enter the aircraft;
  - (c) arrange for a person or thing to be removed from the aircraft;
  - (d) use reasonable force;
  - (e) authorize the use of reasonable force by another person.
- (4) Notwithstanding regulation 27, the operator of an aircraft in respect of which a detention direction is given may object to the direction in writing to the Minister within five days from the beginning of the detention.
- (5) On receipt of an objection to a detention direction under sub-regulation (4) the Minister shall-
- (a) consider the objection;
  - (b) allow the person making the objection and the authorized person who gave the direction an opportunity to make written or oral representations to the Minister or to a person appointed by him;
  - (c) confirm, vary or cancel the direction; and
  - (d) give notice of his decision in writing to the person who made the objection and to the authorized person who gave the direction;
- the decision of the Minister under this regulation shall be final and conclusive, and shall not be capable of further appeal.
- (6) A detention direction in respect of an aircraft shall continue in force until-
- (a) an authorized person cancels it by notice in writing to the operator of the aircraft, or
  - (b) the Minister cancels it under sub-regulation (5)(c).
- (7) A person commits an offence if-
- (a) without reasonable excuse he fails to comply with a requirement of a detention direction; or
  - (b) he intentionally obstructs a person acting in accordance with sub-regulation (3).
- (8) An organization guilty of an offence under sub-regulation (7) shall be liable to imprisonment for a term not exceeding five (5) years.
- (9) A detention direction may be given in respect of-
- (a) any aircraft in Rwanda; and

- (b) any aircraft registered or operating in Rwanda.
- (10) A detention direction may be given in respect of a class of aircraft; and for that purpose:
  - (a) a reference to "the aircraft" in sub-regulation (1) shall be treated as a reference to all or any of the aircraft within the class, and
  - (b) sub-regulations (2) to (9) shall apply as if the direction were given in respect of each aircraft within the class.

**Use and retention of certificates and records**

- 18. (1) A person shall not:
  - (a) use any certificate, approval, permission, exemption or other document issued or required by or under the Civil Aviation Regulations which has been forged, altered, revoked, or suspended, or to which he is not entitled; or
  - (b) forge or alter any certificate, approval, permission, exemption or other document issued or required by or under the Civil Aviation Regulations; or
  - (c) lend any certificate, approval, permission, exemption or other document issued or required by or under the Civil Aviation Regulations to any other person; or
  - (d) make any false representation for the purpose of procuring for himself or any other person the issue renewal or variation of any such certificate, approval, permission or exemption or other document.
- (2) During the period for which it is required under the Civil Aviation Regulations to be preserved, a person shall not mutilate, alter, render illegible or destroy any records, or any entry made therein, required by or under the Civil Aviation Regulations to be maintained, or knowingly make, or procure or assist in the making of, any false entry in any such record, or wilfully omit to make a material entry in such record.
- (3) All records required to be maintained by or under the Civil Aviation Regulations shall be recorded in a permanent and indelible material.
- (4) A person shall not purport to issue any certificate, document or exemption under the Civil Aviation Regulations unless he is authorized to do so by the Authority.
- (5) A person shall not issue any certificate of the kind referred to in sub-regulation (4) unless he has satisfied himself that all statements in the certificate are correct, and that the applicant is qualified to hold that certificate.
- (6) Any person who contravenes any provision of this regulation shall be guilty of an offence and shall on conviction be liable for each offence to imprisonment for a term not exceeding five years.

**Reports of violation**

- 19. (1) Any person who knows of a violation of the Civil Aviation Regulations, any amendment thereto, rule or order issued thereunder, shall report it to the Authority.
- (2) The Authority will determine the nature and type of any additional investigation or enforcement action that need be taken.

**Enforcement of Regulations and directions**

- 20. (1) The Authority shall be charged with the administration of Civil Aviation Regulations, and shall exercise and perform the powers and functions conferred on Authority by these Regulations.
- (2) Any person who fails to comply with any direction given to him by the Authority

or by any authorized person under any provision of the Civil Aviation Regulations shall be deemed for the purposes of the Civil Aviation Regulations to have contravened that provision.

- (3) When during audits or by other means evidence is found showing noncompliance with any of the requirements of these regulations, the Authority shall take the following actions:
  - (a) For level 1 non conformance findings, immediate action shall be taken by Authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, licence, certificate, approval, permit, authorization, permission, exemption or other document, until successful corrective action has been taken by the organisation or the individual holder.
  - (b) For level 2 non conformance findings, the corrective action period granted by the Authority shall be appropriate to the nature of the finding but in any case initially must not be more than three months. In certain circumstances and subject to the nature of the finding the Authority may extend the three month period subject to a satisfactory corrective action plan agreed by the Authority.
  - (c) Action shall be taken by the Authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the Authority.

**Contravention of Regulations**

21. Any person who contravenes any provision of the Civil Aviation Regulations of Rwanda may have his licence, certificate, approval, permit, authorization, permission, exemption or other document revoked or suspended without prejudice to the administrative fines provided for in Civil Aviation Regulations.

**Aeronautical user fees**

22. (1) The Authority may notify the fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, licence or other document, including the issue of a copy or duplicate thereof, or the undergoing of any examination, test, inspection or investigation or the grant of any permission or approval, required by, or for the purpose of the Civil Aviation Regulations any orders, notices or proclamations made thereunder.
- (2) Upon an application being made in connection with which any fee is chargeable in accordance with the provisions of sub-regulation (1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.
- (3) If, after that payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is refused, the Authority shall not refund the payment made.
- (4) No refund of any fee shall be paid in respect of a certificate, licence or other document before its normal date of expiry.

**Application of regulations to Government and visiting forces, etc.**

23. (1) The Civil Aviation Regulations shall apply to aircraft, not being military aircraft, belonging to or exclusively employed in the service of the Government, and for the purposes of such application, the Department or other authority for the time being responsible for management of the aircraft shall be deemed to be the operator of the aircraft, and in the case of an aircraft belonging to the Government, to be the owner of the interest of the Government in the aircraft.

- (2) Except as otherwise expressly provided, the naval, military and air force authorities and member of any visiting force and property held or used for the purpose of such a force shall be exempted from the provision of the Civil Aviation Regulations to the same extent as if the visiting force formed part of the military force of Rwanda.

**Extra-territorial  
application of  
Regulations**

24. Except where the context otherwise requires, the provisions of the Civil Aviation Regulations—
- (a) in so far as they apply (whether by express reference or otherwise) to aircraft registered in Rwanda, shall apply to such aircraft wherever they may be;
  - (b) in so far as they apply (whether by express reference or otherwise) to other aircraft, shall apply to such aircraft when they are within Rwanda;
  - (c) in so far as they prohibit, require or regulate (whether by express reference or otherwise) the doing of anything by any person in, or by any of the crew of, any aircraft registered in Rwanda, shall apply to such persons and crew, wherever they may be; and
  - (d) in so far as they prohibit, require or regulate (whether by express reference or otherwise) the doing of anything in relation to any aircraft registered in Rwanda by other persons shall, where such persons are citizens of Rwanda, apply to them wherever they may be.

**Flights over  
any foreign  
country**

25. (1) The operator or pilot-in-command of an aircraft registered in Rwanda (or, if the operator's principal place of business or permanent residence is in Rwanda, any other aircraft) which is being flown over any foreign State shall not allow that aircraft to be used for a purpose which is prejudicial to the security, public order or public health of, or to the safety of air navigation in relation to that State.
- (2) A person does not contravene sub-regulation (1) if he neither knew nor suspected that the aircraft was being or was to be used for a purpose referred to in sub-regulation (1).
- (3) The operator or pilot in command of an aircraft registered in Rwanda (or, if the operator's principal place of business or permanent residence is in Rwanda, any other aircraft) which is being flown over any foreign State shall comply with any directions given by the appropriate aeronautical authorities of that State whenever:
- a) the flight has not been duly authorized; or
  - b) there are reasonable grounds for the appropriate aeronautical authorities to believe that the aircraft is being or will be used for a purpose which is prejudicial to the security, public order or public health of, or to the safety of air navigation in relation to that State; unless the lives of persons on board or the safety of the aircraft would thereby be endangered.
- (4) A person does not contravene sub-regulation (3) if he neither knew nor suspected that directions were being given by the appropriate aeronautical authorities.
- (5) The requirement in sub-regulation (3) is without prejudice to any other requirement to comply with directions of an aeronautical authority.
- (6) In this regulation "appropriate aeronautical authorities" includes any person, whether a member of a country's military or civil authorities, authorized under the law of the foreign State to issue directions to aircraft flying over that State.

<p><b>Aircraft under an agreement for transfer of functions and duties in accordance with article 83 bis of the Chicago Convention</b></p>	<p><b>26.</b> Notwithstanding any provision to the contrary in the Civil Aviation Regulations of Rwanda, in case of an aircraft under an Agreement for Transfer of Functions and Duties in Accordance with Article 83 <i>bis</i> of the Chicago Convention –</p> <ul style="list-style-type: none"> <li>(a) the Civil Aviation Regulations apply to a foreign-registered aircraft operated by a Rwanda operator and to organizations performing any functions or duties in respect of the aircraft if the requirements set out in the Civil Aviation Regulations are specifically included under the terms of an agreement in force between Rwanda and another Contracting State in accordance with Article 83 bis of the Convention;</li> <li>(b) the Civil Aviation Regulations do not apply to a Rwanda aircraft operated by a foreign operator or to persons performing any functions or duties in respect of the aircraft if the requirements set out in the Civil Aviation Regulations are specifically excluded under the terms of an agreement in force between Rwanda and another Contracting State in accordance with Article 83 bis of the Convention;</li> <li>(c) if the responsibility set out in Article 31 of the Convention to issue or to render valid a certificate of airworthiness for a Rwanda aircraft is transferred to another Contracting State in accordance with Article 83 bis of the Convention, the certificate of airworthiness for that aircraft shall cease to have effect upon commencement of the transfer;</li> <li>(d) the registered owner of the aircraft shall surrender the certificate of airworthiness to the Authority, when notified by the Authority that an agreement in accordance with Article 83 bis of the Convention has been entered into, within seven days after the coming-into-force date of the agreement;</li> <li>(e) upon termination of a transfer to another Contracting State, in accordance with Article 83 bis of the Convention, of the responsibility to issue or to render valid a certificate of airworthiness for a Rwanda aircraft as set out in Article 31 of the Convention, the Authority shall reinstate the certificate of airworthiness if the registered owner of the aircraft complies with the requirements on airworthiness of the Civil Aviation Regulations;</li> <li>(f) if an agreement for the lease, charter or interchange of an aircraft or any similar arrangement, subject to an agreement in accordance with Article 83 bis of the Convention, is terminated on a date earlier than the date of expiration set out in the agreement or arrangement, the Rwanda operator of the aircraft if it is a foreign-registered aircraft or the registered owner of the aircraft if it is a Rwanda aircraft shall inform the Authority in writing of the actual date of termination within seven days of its occurrence;</li> <li>(g) if an aircraft that is subject to an agreement for the lease, charter or interchange of an aircraft or any similar arrangement is also subject to an agreement in accordance with Article 83 bis of the Convention to which Rwanda is not a party and is operated in Rwanda, any references in the Civil Aviation Regulations to the "State of registry" with respect to the transferred responsibilities shall be interpreted to read "State of the operator";</li> <li>(h) if Rwanda enters into an agreement in accordance with Article 83 bis of the Convention, the agreement and the sub-regulations in this regulation shall take precedence over any conflicting provisions of the Civil Aviation Regulations of Rwanda.</li> </ul>
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**Service**

- 27.** Any notice or other document required or authorized by any provision of the Civil Aviation Regulations of Rwanda to be served on or given to any person may be served or given—
- (a) by delivering it to that person;
  - (b) by leaving it at his usual or last-known residence or place of business, whether in Rwanda or elsewhere;
  - (c) by sending it to him by post at that address; or
  - (d) by sending it to him at that address by telex, by facsimile transmission or other similar means which produce a document containing a text of the communication, in which event the document shall be regarded as served when it is received.

**PART IV – REVISION OF DECISIONS****Revision**

- 28.** (1) Subject to regulation 17(4), any person who is aggrieved by any action, requirement or decision taken as the case may be, by the Authority in terms of the Law Governing Civil Aviation and the Civil Aviation Regulations may, within a period of 14 days from the date upon which he is informed in writing of that action, requirement or decision, lodge a notice with the Director-General of his intention to appeal; the said period of 14 days cannot be extended.
- (2) A notice of appeal lodged in terms of sub-regulation (1) shall be in writing and may be in any form that contains a clear and concise statement of the facts, and shall specify in details the grounds upon which the appeal is made and the action, requirement or decision sought.
- (3) As soon as is reasonably possible after receiving a copy of the notice of appeal under sub-regulation (1), the Director-General shall invite all and any of the officers involved in the action, requirement or decision taken or made to state the reasons for the action, requirement or decision taken or made, and their submissions relating to the grounds upon which the appeal is made, which reasons and submissions shall be made in writing, and the Director-General shall dispatch a copy thereof to the person who lodged the notice of appeal.
- (4) After considering any submissions in writing delivered in accordance with sub-regulations (1) and (3), the Director-General may allow the appeal wholly or in part, or may dismiss the appeal and make an order accordingly, provided that the Director-General may, before allowing or dismissing the appeal, call for additional information relevant to the determination of the appeal or invite any other person affected or likely to be affected by the outcome of the appeal to the comment in writing within a specified period, upon the additional information produced.
- (5) The decision of the Director-General in respect of any action, requirement, decision taken or made, or appealed against and any issue on appeal or in any appeals shall be final and conclusive, and shall not be capable of further appeal.

**PART V- PROCEDURES FOR MAKING REGULATIONS AND ISSUING TECHNICAL STANDARDS**

**Applicability**

**29.** This Part shall apply to

- a) the institution of consultative structures by the Director for the purposes of the Regulations;
- b) the procedures relating to –
  - i) the introduction of any regulation to be made under the provisions of the Law Governing Civil Aviation;
  - ii) the amendment or withdrawal of any regulation made under the provisions of the Law Governing Civil Aviation;
  - iii) the introduction of any technical standard to be issued under the provisions of the Law Governing Civil Aviation; and
  - iv) the amendment or withdrawal of any technical standard issued under the provisions of the Law Governing Civil Aviation.

**Establishing  
Civil Aviation  
Regulations  
Committee**

**30. Institution of Committee**

- (1) The Director General shall institute a Civil Aviation Regulations Committee to advise the Director on proposals with regard to:-
  - a) the introduction of any regulation to be made under Article 8 of the Law Number 75/2013 of 11 September 2013 Establishing Regulations Governing Civil Aviation;
  - b) the amendment or withdrawal of any regulation made under Article 8 of the Law Number 75/2013 of 11 September 2013 Establishing Regulations Governing Civil Aviation;
  - c) the introduction of any technical standard to be issued under Article 8 of the Law Number 75/2013 of 11 September 2013 Establishing Regulations Governing Civil Aviation;
  - d) the amendment or withdrawal of any technical standard issued under applicable Article of the Law Number 75/2013 of 11 September 2013 Establishing Regulations Governing Civil Aviation;
  - e) any matter relating to civil aviation, including any such matter referred to it by the Director General.
- (2) The members of the committee shall consist of:-
  - a) a person designated by the Director General as chairperson;
  - b) the chairperson of each subcommittee established by the committee in terms of sub-regulation 8; and
  - c) representatives of organizations, bodies or institutions approved, designated, certificated or licensed in terms of the Rwanda Civil Aviation Regulations.
- (3) The committee shall, in consultation with the Director General, determine the procedures to be followed in the performance of its functions.

### **Meetings of Committee**

- (4) The committee shall hold meetings at such times and places as may from time to time be determined by the chairperson, but at least once every quarter of a year.
- (5) The chairperson shall normally preside at every meeting of the committee, If the chairperson is absent from a meeting of the committee, the members present shall, from among their number, elect a person to preside at that meeting.
- (6) The procedures to be followed at meetings of the committee shall be determined by the chairperson in consultation with the Director General.
- (7) The committee shall cause minutes to be kept of every meeting thereof and these shall be kept at the offices of the Authority.

### **Subcommittees of Committee**

- (8) The committee may, with the approval of the Director General, establish such subcommittees as it may deem necessary for the performance of its functions.
- (9) The membership of each subcommittee established in terms of the sub-regulation (8) shall be unlimited.
- (10) The chairperson of the committee shall appoint a chairperson for each subcommittee so established.
- (11) The committee shall, after consultation with the Director General, determine the procedures to be followed by a subcommittee in the performance of its functions.

### **Remuneration of Members**

- (12) A member of the committee and a member of any subcommittee established by the committee shall not receive any remuneration or allowance from the Rwanda CAA in respect of the functions performed by such member as a member of the committee or a subcommittee.

### **Administration**

- (13) All administrative work as well as secretarial work, in connection with the performance of the functions of the committee and any subcommittee established, shall be carried out by officers and employees in the Civil Aviation Authority as designated by the Director General;
- (14) The committee shall ensure proposals to regulations, technical standards and guidance material conform to standards and format issued by the Director General.

**Procedures for  
Making  
Regulations And  
Issuing Civil  
Aviation  
Instructions,  
Technical  
Standards &  
Technical  
Guidance  
Material**

**31. Submission of proposal**

- 1) Any interested person may submit to the committee referred to in regulation 30(1), a proposal on the introduction, amendment or withdrawal of a regulation or technical standard.
- 2) The proposal shall be submitted in writing and shall –
  - a. state the name and address of the proposer;
  - b. state the contents of the regulation, technical standard or amendment proposed, or specify the regulation or technical standard which the proposer wishes to be withdrawn;
  - c. explain the interests of the proposer; and
  - d. contain any information, views or arguments supporting the proposal.

**Processing of proposal**

- 3) The chairperson of the committee referred to in regulation 30, shall, as soon as practicable after the receipt of a proposal –
  - a. publish the proposed regulation, amendment or withdrawal by notice in the AIC or on Authority website; or
  - b. publish the proposed technical standard, amendment or withdrawal by notice in an AIC or on Authority website.
- 4) After publication of the notice referred to in sub-instruction (3), any interested person may in writing, and within a period stated in the notice, but not less than 14 days from the date of publication of the notice, submit comments regarding the proposed regulation, technical standard, amendment or withdrawal in question, to the chairperson of the committee.
- 5) The chairperson of the committee shall notify the proposer in writing of the time and place of the meeting during which the proposal will be considered, to give the proposer the opportunity to participate.

**Consideration of proposal**

- 6) The committee shall, at its next meeting, consider the proposal together with all comments which are received within the period stated in the notice.
- 7) The committee shall, after it has completed its consideration of the proposal and comments on such proposal, make an appropriate recommendation to the Director General.

**Making of regulation**

- 8) Subject to the provisions of Article 8 of the Law Number 75/2013 of 11 September 2013 Establishing Regulations Governing Civil Aviation, the Director General shall, if he/she is satisfied and after considering the recommendation made by the committee, that giving effect to the proposal would be in the interests of aviation safety, submit the proposed regulation, amendment or withdrawal to the Minister for approval.

**Issuing of technical standard**

- 9) Subject to the provisions of Article 8 of the Law Number 75/2013 of 11 September 2013 Establishing Regulations Governing Civil Aviation, the Director General shall, if he/she is satisfied and after considering the recommendation made by the committee, that giving effect to the proposal would be in the interests of aviation safety, issue the proposed technical standard, amendment or withdrawal.

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA II W'ITEKA RYA MINISITIRI N°01/MoS/Trans/017 RYO KU WA 11/05/2017 RISHYIRAHU AMABWIRIZA ASHYIRA MU BIKORWA ITEGEKO N°75/2013 RYO KU WA 11/09/2013 RIGENA AMABWIRIZA MU BY'INDEGE ZA GISIVIRI	ANNEX II TO THE MINISTERIAL ORDER N°01/MoS/Trans/017 OF 11/05/2017 DETERMINING REGULATIONS IMPLEMENTING THE LAW N°75/2013 OF 11/09/2013 ESTABLISHING REGULATION GOVERNING CIVIL AVIATION	ANNEXE II A L'ARRETE MINISTERIEL N°01/MoS/Trans/017 DU 11/05/2017 PORTANT REGLEMENTS D'APPLICATION DE LA LOI N°75/2013 DU 11/09/2013 PORTANT REGLEMENTATION DE L'AVIATION CIVILE
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IMIGURUKIRE Y'INDEGE	AIRWORTHINESS	NAVIGABILITE DES AERONEFS
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## **CIVIL AVIATION (AIRWORTHINESS)**

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3. Application.

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## CIVIL AVIATION (AIRWORTHINESS) REGULATIONS

### PART I - PRELIMINARY

- |                       |   |
|-----------------------|---|
| <b>Citation</b>       | 1. These Regulations may be cited as Civil Aviation (Airworthiness) Regulations 2017.   |
| <b>Interpretation</b> | 2. When the following terms are used in the Civil Aviation (Airworthiness) Regulations, they have the following meanings:<br>“ <b>aeronautical product</b> ” means any aircraft, aircraft engine, propeller or subassembly, appliance, material, part, or component to be installed thereon;<br>“ <b>aeroplane</b> ” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;<br>“ <b>acceptable</b> ” means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation;<br>“ <b>afterburning</b> ” means a mode of engine operation wherein a combustion system fed (in whole or part) by vitiated air is used;<br>“ <b>aircraft</b> ” means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface;<br>“ <b>aircraft component</b> ” means any component part of an aircraft up to and including a complete engine or any operational or emergency equipment;<br>“ <b>aircraft type</b> ” means all aircraft of the same basic design including all modifications thereto except those modifications which result in change in handling or flight characteristics;<br>“ <b>airframe</b> ” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces including rotors (but excluding propellers and rotating airfoils of a power-plant), and landing gear of an aircraft and their accessories and controls;<br>“ <b>airworthy</b> ” means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in condition for safe operation;<br>“ <b>anticipated operating conditions</b> ” means those conditions which are known from experience or which can be reasonably envisaged to occur during the operational life of the aircraft taking into account the operations for which the aircraft is made eligible,<br>the conditions so considered being relative to the meteorological state of the atmosphere, to the configuration of terrain, to the functioning of the aircraft, to the efficiency of personnel and to all the factors affecting safety in flight. Anticipated operating conditions do not include:<br>a) those extremes which can be effectively avoided by means of operating procedures; and<br>b) those extremes which occur so infrequently that to require the Standards to be met in such extremes would give a higher level of airworthiness than experience has shown to be necessary and practical; |

“**appliance**” means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, engine or propeller;

“**approach phase**” means the operating phase defined by the time during which the engine is operated in the approach operating mode;

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

“**approved**” means accepted by the Contracting State as suitable for a particular purpose;

“**approved by the Authority**” means approved by the Authority directly or in accordance with a procedure approved by the Authority;

“**approved maintenance programme**” means a maintenance programme approved by the State of Registry;

“**approved data**” means technical information approved by the Authority;

“**approved maintenance organisation (AMO)**” means an organisation approved by the Authority and operating under supervision approved by the Authority in accordance with the Civil Aviation (AMO) Regulations to perform aircraft maintenance activities including the inspection, overhaul, maintenance, repair or modification and release to service of aircraft or aircraft component;

“**article**” means any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part;

“**associated aircraft systems**” means those aircraft systems drawing electrical/pneumatic power from an auxiliary power unit during ground operations.

“**Authority**” means the Rwanda Civil Aviation Authority established under the Laws of Rwanda;

“**auxiliary power-unit (APU)**” means a self-contained power-unit on an aircraft providing electrical/pneumatic power to aircraft systems during ground operations;

“**balloon**” means a non-power-driven lighter-than-air aircraft;

“**bypass ratio**” means the ratio of the air mass flow through the bypass ducts of a gas turbine engine to the air mass flow through the combustion chambers calculated at maximum thrust when the engine is stationary in an international standard atmosphere at sea level;

“**calendar day**” means the period of elapsed time using Co-ordinated Universal Time or local time, that begins at midnight and ends 24 hours later in the next midnight;

“**category A**” means with respect to helicopters, means a multi-engine helicopter designed with engine and system isolation features specified in Part IVB of Annex 8 to the Chicago convention and capable of operations using take-off and landing data scheduled under a critical engine failure concept which assures adequate designated surface area and adequate performance

capability for continued safe flight or safe rejected take-off;

**“category B”** means with respect to helicopters, means a single-engine or multi-engine helicopter which does not meet Category A standards. Category B helicopters have no guaranteed capability to continue safe flight in the event of an engine failure, and a forced landing is assumed;

**“certificate of release to service”** means a document containing a certification that inspection and maintenance work has been performed satisfactorily in accordance with the methods prescribed by the Authority;

**“climb phase”** means the operating phase defined by the time during which the engine is operated in the climb operating mode;

**“configuration (as applied to the aeroplane)”** means a particular combination of the positions of the moveable elements, such as wing flaps and landing gear, etc., that affect the aerodynamic characteristics of the aeroplane;

**“continuing airworthiness”** means the set of processes by which an aircraft, engine, propeller or part complies with the applicable airworthiness requirements and remains in a condition for safe operation throughout its operating life;

**“critical engine(s)”** means any engine whose failure gives the most adverse effect on the aircraft characteristics relative to the case under consideration.

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

**“date of manufacture”** means the date of issue of the document attesting that the individual aircraft or engine as appropriate conforms to the requirements of the type or the date of an analogous document;

**“derivative version”** means an aircraft gas turbine engine of the same generic family as an originally type-certificated engine and having features which retain the basic core engine and combustor design of the original model and for which other factors, as judged by the certificating authority, have not changed;

*Note.— Attention is drawn to the difference between the definition of A derived version of an aeroplane and the definition of a derivative version in these Regulations;*

**“design landing mass”** means the maximum mass at which the aircraft, for structural design purposes, it will be planned to land;

**“design take-off mass”** means the maximum mass at which the aircraft, for structural design purposes, is assumed to be planned to be at the start of the take-off run;

**“design taxing mass”** means the maximum mass of the aircraft at which structural provision is made for load liable to occur during use of the aircraft on the ground prior to the start of take-off;

**“discrete source damage”** means structural damage of the aeroplane that is

likely to result from: impact with a bird, uncontained fan blade failure, uncontained engine failure, uncontained high-energy rotating machinery failure or similar causes;

**“derived version of a helicopter”** means a helicopter which, from the point of view of airworthiness, is similar to the noise certificated prototype but incorporates changes in type design which may affect its noise characteristics adversely;

*Note 1. — In applying the Standards of these Regulations, a helicopter that is based on an existing prototype but which is considered by the certifying authority to be a new type design for airworthiness purposes shall nevertheless be considered as a derived version if the noise source characteristics are judged by the certifying authority to be the same as the prototype.*

*Note 2.— “Adversely” refers to an increase of more than 0.30 EPNdB in any one of the noise certification levels for helicopters certificated according to Part VI and 0.30 dB(A) in the certification level for helicopters certificated according to Chapter 11;*

**“derived version of an aeroplane”** means an aeroplane which, from the point of view of airworthiness, is similar to the noise certificated prototype but incorporates changes in type design which may affect its noise characteristics adversely;

*Note 1. — Where the certifying authority finds that the proposed change in design, configuration, power or mass is so extensive that a substantially new investigation of compliance with the applicable airworthiness regulations is required, the aeroplane should be considered to be a new type design rather than a derived version;*

*Note 2. — “Adversely” refers to an increase of more than 0.10 dB in any one of the noise certification levels unless the cumulative effects of changes in type design are tracked by an approved procedure in which case “adversely” refers to a cumulative increase in the noise level in any one of the noise certification levels of more than 0.30 dB or the margin of compliance, whichever is smaller;*

**“dry lease”** means a lease of an aircraft without crew;

**“engine”** means a unit used or intended to be used for aircraft propulsion. It consists of at least those components and equipment necessary for functioning and control, but excludes the propeller/rotors (if applicable);

**“exhaust nozzle”** means in the exhaust emissions sampling of gas turbine engines where the jet effluxes are not mixed (as in some turbofan engines for example) the nozzle considered is that for the gas generator (core) flow only. Where, however, the jet efflux is mixed the nozzle considered is the total exit nozzle;

**“external equipment (helicopter)”** means any instrument, mechanism, part, apparatus, appurtenance, or accessory that is attached to or extends from the

helicopter exterior but is not used nor is intended to be used for operating or controlling a helicopter in flight and is not part of an airframe or engine;

**“facility”** means a physical plant, including land, buildings, and equipment, which provide the means for the performance of maintenance, preventive maintenance, or modifications of any article;

**“factor of safety”** means a design factor used to provide for the possibility of loads greater than those assumed, and for uncertainties in design and fabrication;

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

**“fireproof”** means the capability to withstand the application of heat by a flame for a period of 15 minutes. (*Note. — The characteristics of an acceptable flame can be found in ISO 2685*);

**“fire resistant”** means the capability to withstand the application of heat by a flame for a period of 5 minutes. (*Note. — The characteristics of an acceptable flame can be found in ISO 2685*);

**“flight time”** means

- a) for aeroplanes, the total time from the moment an aeroplane moves for the purpose of taking off until the moment it finally comes to rest at the end of the flight;
- b) for helicopter, the total time from the moment a helicopter’s rotor blades start turning until the moment a helicopter finally comes to rest at the end of the flight and the rotor blades are stopped;
- c) for gliders, the total time occupied in flight, whether being towed or not, from the moment the glider first moves for the purpose of taking off until the moment it comes to rest at the end of the flight;
- d) for airships or free balloon, the total time from the moment an airship or free balloon first becomes detached from the surface until the moment when it next becomes attached thereto or comes to rest thereon;

**“glider”** means a non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces, which remain fixed under given conditions of flight;

**“heavier-than-air aircraft”** means any aircraft deriving its lift in flight chiefly from aerodynamic forces;

**“helicopter”** means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;

**“human factors principles”** means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human

Performance;

**“human performance”** means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;

**“inspection”** means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;

**“landing surface”** means that part of the surface of an aerodrome which the aerodrome authority has declared available for the normal ground or water run of aircraft landing in a particular direction;

**“limit loads”** means the maximum loads assumed to occur in the anticipated operating conditions;

**“load factor”** means the ratio of a specified load to the weight of the aircraft, the former being expressed in terms of aerodynamic forces, inertia forces, or ground reactions;

**“maintenance”** means the performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and embodiment of a modification or repair;

**“maintenance control manual”** means a manual containing procedures, instructions and guidance for use by maintenance and concerned operational personnel in the execution of their duties;

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

**“major modification”** means in respect of an aeronautical product for which a Type Certificate has been issued, a change in the type design that has an appreciable effect, or other than a negligible effect, on the mass and balance limits, structural strength, power plant operation, flight characteristics, reliability, operational characteristics, or other characteristics or qualities affecting the airworthiness or environmental characteristic of an aeronautical product;

**“major repair”** means a repair of an aeronautical product that might appreciably affect the structural strength, performance, power plant, operation flight characteristics or other qualities affecting airworthiness or environmental characteristics or that will be embodied in the product using non-standard practices;

**“modification”** means a change to the type design of an aircraft or aeronautical product which is not a repair;

**“overhaul”** means the restoration of an aircraft or aircraft component using methods, techniques and practices acceptable to the Authority, including disassembly, cleaning and inspection as permitted, repair as necessary, and reassembly; and testing in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the State of Design, holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under Parts Manufacturing



Authorization (PMA) or Technical Standard Order (TSO);

**“oxides of nitrogen”** means the sum of the amounts of the nitric oxide and nitrogen dioxide contained in a gas sample calculated as if the nitric oxide were in the form of nitrogen dioxide;

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

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

**“performance class 3 helicopter”** means a helicopter with performance such that, in case of engine failure at any point in the flight profile, a forced landing must be performed;

**“power-plant”** means the system consisting of all the engines, drive system components (if applicable), and propellers (if installed), their accessories, ancillary parts, and fuel and oil systems installed on an aircraft but excluding the rotors for a helicopter;

**“pressure-altitude”** means an atmospheric pressure expressed in terms of altitude which corresponds to that pressure in the Standard Atmosphere;

**“prescribed”** means the Authority has issued written policy or methodology which imposes either a mandatory requirement, if the written policy or methodology states “shall,” or a discretionary requirement if the written policy or methodology states “may”;

**“preventive maintenance”** means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations;

**“propeller”** means a device for propelling an aircraft that has blades on an engine driven shaft and that when rotated, produces by its action on the air, a thrust approximately perpendicular to its plane of rotation; it includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of power-plants;

**“rating”** means an authorization entered on or associated with a license or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate;

**“rated thrust”** means for engine emissions purposes, the maximum take-off thrust approved by the certificating authority for use under normal operating conditions at ISA sea level static conditions, and without the use of water injection. Thrust is expressed in

Kilonewtons;

**“rebuild”** means the restoration of an aircraft or aircraft component by using methods, techniques, and practices acceptable to the Authority, when it has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits;

**“recertification”** means Certification of an aircraft with or without a revision

to its certification noise levels, to a Standard different to that to which it was originally certificated;

**“reference pressure ratio”** means the ratio of the mean total pressure at the last compressor discharge plane of the compressor to the mean total pressure at the compressor entry plane when the engine is developing take-off thrust rating in ISA sea level static conditions;

**“rendering (a certificate of airworthiness) valid”** means the action taken by a Contracting State, as an alternative to issuing its own Certificate of Airworthiness, in accepting a Certificate of Airworthiness issued by any other Contracting State as the equivalent of its own Certificate of Airworthiness;

**“repair”** means restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the a type certificate for respective aircraft type, after it has been damaged or subjected to wear;

**“safety management system (SMS)”** means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures;

**“satisfactory evidence”** means a set of documents or activities that a Contracting State accepts as sufficient to show compliance with an airworthiness requirement;

**“self-sustaining powered sailplane”** means a powered aeroplane with available engine power which allows it to maintain level flight but not to take off under its own power;

**“signature”** means an individual’s unique identification used as a means of authenticating any record entry or a maintenance record; a signature may be hand-written, electronic or any other form acceptable to the Authority;

**“smoke”** means the carbonaceous materials in exhaust emissions which obscure the transmission of light;

**“smoke number”** means the dimensionless term quantifying smoke emissions;

**“specific operating provisions”** means a document describing the ratings, Class and or Limited, in detail and containing or referencing material and process specifications used in performing repair work, along with any limitations applied to an approved maintenance organisation;

**“standard”** means an object, artefact, tool, test equipment, system or experiment that stores, embodies, or otherwise provides a physical quantity which serves as the basis for measurement of the quantity; it also includes a document describing the operations and processes that must be performed in order for a particular end to be achieved;

**“standard atmosphere”** means an atmosphere defined as follows:

- a) the air is a perfect dry gas;
- b) the physical constants are:
  - Sea level mean molar mass:  $M_0 = 28.964\,420 \times 10 \text{ kg mol}^{-1}$
  - Sea level atmospheric pressure:  $P_0 = 1\,013.250 \text{ hPa}$
  - Sea level temperature:  $t_0 = 15^\circ\text{C}, T_0 = 288.15 \text{ K}$
  - Sea level atmospheric density:  $\rho_0 = 1.225\,0 \text{ kg m}^{-3}$
  - Temperature of the ice point:  $T_i = 273.15 \text{ K}$
  - Universal gas constant:  $R^* = 8.314\,32 \text{ JK}^{-1}\text{mol}^{-1}$
- c) the temperature gradients are:

Geopotential altitude (km)		Temperature gradient (Kelvin per standard geopotential kilometre)
From	To	
-5.0	11.0	-6.5
11.0	20.0	0.0
20.0	32.0	+1.0
32.0	47.0	+2.8
47.0	51.0	0.0
51.0	71.0	-2.8
71.0	80.0	-2.0

- d) The standard geopotential metre has the value  $9.80665 \text{ m}^2 \text{ s}^{-2}$
- e) See doc 7488 for the relationship between the variable and for tables giving the corresponding values of temperature, pressure, density and geopotential.
- f) Doc 7488 also gives the specific weight, dynamic viscosity, kinematic viscosity and speed of sound at various altitude;

**“state of design”** means a state having jurisdiction over the organization responsible for the type design;

**“state of manufacture”** means a State having jurisdiction over the organization responsible for the final assembly of the aircraft;

**“state of registry”** means a Contracting State on whose registry an aircraft is entered;

*Note- In the case of the registration of aircraft of an international operating agency on other than a national basis, the States constituting the agency are jointly and severally bound to assume the obligations which, under the Chicago Convention, attach to a State of Registry. See, in this regard, the Council Resolution of 14 December 1967 on Nationality and Registration of Aircraft Operated by International Operating Agencies which can be found in Policy and Guidance Material on the Economic Regulation of International Air Transport (Doc 9587);*

**“subsonic aeroplane”** means an aeroplane incapable of sustaining level flight at speeds exceeding flight Mach number of 1;

**“state safety programme.** An integrated set of regulations and activities aimed

at improving safety;

**“take-off phase”** means the operating phase defined by the time during which the engine is operated at the rated thrust;

**“take-off surface”** means that part of the surface of an aerodrome which the aerodrome authority has declared available for the normal ground or water run of aircraft taking off in a particular direction;

**“taxi/ground idle”** means the operating phases involving taxi and idle between the initial starting of the propulsion engine(s) and the initiation of the take-off roll and between the time of runway turn-off and final shutdown of all propulsion engine(s);

**“type certificate”** means a document issued by a Contracting State to define the design of an aircraft type and to certify that this design meets the appropriate airworthiness requirements of that State;

**“unburned hydrocarbons”** means the total of hydrocarbon compounds of all classes and molecular weights contained in a gas sample, calculated as if they were in the form of methane;

**“ultimate load”** means the limit load multiplied by the appropriate factor of safety;

- Application**      3.      These Regulations shall apply to all persons operating or maintaining the following:
- (a)      Rwanda registered aircraft, wherever operated;
  - (b)      aircraft registered in another Contracting State that are operated by a person licenced by the Authority, and which shall be maintained in accordance with the standards of the aircraft State of Registry, wherever that maintenance is performed;
  - (c)      aircraft of other Contracting States operating in Rwanda.

## **PART II - AIRCRAFT AND COMPONENT ORIGINAL CERTIFICATION AND SUPPLEMENTAL TYPE CERTIFICATES**

- Design and manufacture and proof of compliance with the appropriate airworthiness requirements**      4.      (1) The design aspects of the appropriate airworthiness requirements, used by the Authority for type certification in respect of a class of aircraft or for any change to such type certification, shall be such that compliance with them will ensure compliance with the requirements which are at least equal to the applicable standards specified in the latest effective edition of Annex 8 – *Airworthiness of Aircraft* to the Chicago Convention.
- (2) There shall be an approved design consisting of such drawings, specifications, reports and documentary evidence as are necessary to define the design of the aircraft and to show compliance with the design aspects of the appropriate airworthiness requirements.
- (3) The design shall not have any features or characteristics that render it unsafe under the anticipated operating conditions.
- (4) The design shall have established limiting ranges whose variation may compromise the safe operation of the aircraft, aircraft components such as mass, centre of gravity location, load distribution, thrust, ambient air temperature and altitude, within which the compliance with all the pertinent standards in these regulations is shown.
- (5) The aircraft shall be subjected to such inspections and ground and flight tests as are deemed necessary by the Authority to show compliance with the design aspects of the appropriate airworthiness requirements.
- (6) The Authority shall take whatever other steps it deems necessary to ensure that the design approval is withheld if the aircraft is known or suspected to have dangerous features not specifically guarded against by those requirements.
- (7) If an aircraft is designed and/or manufactured in Rwanda, the Authority shall ensure compliance with the provisions concerning State of design and State of manufacture detailed in the latest effective edition of Chapter 4 of Annex 8 – *Airworthiness of Aircraft* to the Chicago Convention.
- (8) All necessary information for the safe and correct interfaces between the engine and the aircraft shall be made available including the installation instructions specifying those assumptions concerning the conditions that may be imposed on the engine when it is eventually installed in an aircraft.

- (9) The approved design of an aircraft under these regulations shall use extinguishing agents that are not listed in the 1987 Montreal Protocol on Substances that Deplete the Ozone Layer as it appears in the Eighth Edition of the Handbook for the Montreal Protocol on Substances that Deplete the Ozone Layer, Annex A, Group II, in the aircraft fire suppression or extinguishing systems in the lavatories, engines and auxiliary power unit.

*Note. — Information concerning extinguishing agents is contained in the UNEP Halons Technical Options Committee Technical Note No. 1 — New Technology Halon Alternatives and FAA Report No. DOT/FAA/AR-99-63, Options to the Use of Halons for Aircraft Fire Suppression Systems.*

- (10) A Contracting State issuing an approval for the design of a modification, of a repair or of a replacement part shall do so on the basis of satisfactory evidence that the aircraft is in compliance with the airworthiness requirements used for the issuance of the Type Certificate, its amendments or later requirements when determined by the State.

*Note 1. — While a repair may be completed and shown to be in compliance with the set of requirements that had been selected for the original type certification of the aircraft, some repairs may need to be shown to comply with the latest applicable certification requirements. In such cases, States may issue a repair design approval against the latest set of requirements for that aircraft type.*

**Acceptance  
of type  
certificate**

5. (1) The Authority may accept a type certificate or equivalent document issued by a State of design in respect of an aircraft or aircraft component if:
- (a) the type certificate or equivalent document was issued based on an airworthiness code recognized by the Authority; or
  - (b) the design, materials, construction equipment, performance and maintenance of aircraft or aircraft component technical evaluation against a recognized airworthiness code has been carried out by the Authority and has been found to meet the required standards of an airworthiness code recognized by the Authority.
- (2) Upon acceptance of the type certificate by the Authority, the Authority may, prior to issue of standard or restricted certificate of airworthiness, require the applicant to comply with any additional requirements as prescribed by the Authority.
- (3) In accepting a type certificate, information for use in developing procedures for maintaining aircraft, and or aircraft component shall be available.
- (4) In this regulation, recognized airworthiness code means standards relating to the design, materials, construction equipment, performance and maintenance of aircraft or aircraft component issued by the State of design and accepted and prescribed by the Authority, in compliance with

		requirements which are at least equal to the applicable standards specified in the latest effective edition of Annex 8 – <i>Airworthiness of Aircraft</i> to the Chicago Convention,.
<b>Acceptance of production</b>	<b>6.</b>	<p>The Authority shall only accept application for production of aircraft or aircraft component if the Authority is satisfied that:</p> <ul style="list-style-type: none"> <li>(a) the work to be undertaken conforms to specified design as approved by the State of design;</li> <li>(b) there is in place a suitable arrangement with the holder of a type certificate which ensures satisfactory co-ordination between production and design;</li> <li>(c) there is acceptable arrangements for oversight by the State of design including the use of a quality system so that construction and assembly are satisfactory; and.</li> <li>(d) records are maintained such that the identification of the aircraft and of the parts with their approved design and production can be established.</li> </ul>
<b>Issue of supplemental type certificate</b>	<b>7.</b>	<ul style="list-style-type: none"> <li>(1) A person who alters a product by introducing a major modification in type design, not great enough to require a new application for a type certificate shall apply for a supplemental type certificate to the regulatory agency of the State of design that approved the type certificate for that product, or to the State of registry of the aircraft.</li> <li>(2) An application for the supplemental type certificate shall be made in a form and manner prescribed by the Authority.</li> </ul>

### **PART III – CERTIFICATE OF AIRWORTHINESS**

<b>Application of certificate of airworthiness</b>	<b>8.</b>	<ul style="list-style-type: none"> <li>(1) An owner or his representative of an aircraft registered in Rwanda may apply to the Authority for issue of a certificate of airworthiness for that aircraft.</li> <li>(2) An applicant for a certificate of airworthiness shall apply on a form and in a manner prescribed by the Authority.</li> </ul>
<b>Certificate of airworthiness to be in force</b>	<b>9.</b>	A person shall not fly an aircraft unless there is in force in respect of that aircraft a certificate of airworthiness or restricted certificate of airworthiness or a special flight permit duly issued or rendered valid under the law of the State of registry and any conditions subject to which the certificate was issued or rendered valid are complied with.
<b>Classifications of certificates of airworthiness</b>	<b>10.</b>	<p>The certificates of airworthiness shall be classified as follows:</p> <ul style="list-style-type: none"> <li>(a) a certificate of airworthiness;</li> <li>(b) a restricted certificate of airworthiness in the form of a restricted certificate;</li> <li>(c) a special flight permit; and</li> </ul>

s

(d) export certificate of airworthiness.

**Amendment  
of  
certificates  
of  
airworthines  
s**

11. The Authority may amend or modify any type of certificate of airworthiness issued under these Regulations upon application by an operator or on the Authority's own initiative.

**Surrender of  
certificate of  
airworthines  
s**

12. An owner of an aircraft who sells the aircraft shall surrender the certificate of airworthiness or restricted certificate of airworthiness or special flight permit, as applicable:
- (a) to the buyer upon sale of the aircraft within Rwanda; or
  - (b) to the Authority in the case of an aircraft sold outside Rwanda.

**Validity of a  
certificate of  
airworthines  
s and  
damage to  
aircraft**

13. (1) A certificate of airworthiness or restricted certificate of airworthiness issued or renewed under these Regulations remains in force during the period of twelve months or for the number of flights specified in it or, where no limit is specified, indefinitely, if the aircraft continues to meet the conditions subject to which the certificate of airworthiness or restricted certificate of airworthiness was issued unless:
- (a) a shorter period is specified by the Authority;
  - (b) the Authority amends, extends, suspends, revokes or otherwise terminates the certificate;
  - (c) the aircraft owner or operator surrenders the certificate to the Authority;  
in which cases the Authority shall be entitled to prevent the aircraft from flying.
- (2) A special flight permit shall be valid for a period of time specified in the permit.
- (3) A certificate of airworthiness or restricted certificate of airworthiness issued or renewed in respect of an aircraft shall cease to be in force, and the Authority shall be entitled to prevent the aircraft from flying, if:
- (a) the aircraft or such of its equipment as is necessary for the airworthiness of the aircraft is maintained or if any part of the aircraft or such equipment is removed or is replaced, otherwise than in a manner and with material of a type approved by the Authority either generally or in relation to a class of aircraft or to the particular aircraft;
  - (b) the aircraft or any of its equipment is not maintained as required by the maintenance programme or schedule approved by the Authority in relation to that aircraft;
  - (c) an inspection or modification classified as mandatory by the Authority applicable to the aircraft or of any such equipment as aforesaid, has not, been completed to the satisfaction of the Authority; or



- (d) subject to sub-regulation (4), the aircraft or any such equipment as aforementioned sustains damage and the damage is ascertained during inspection which affects the airworthiness of the aircraft;
- (4) When an aircraft not registered in Rwanda or any such equipment mentioned in sub-regulation 13(3)(a) has sustained damage of a nature, such that the aircraft might no longer be airworthy, and if the damage is sustained or ascertained when the aircraft is within Rwanda, the Authority shall prevent, if it sees fit, the aircraft from resuming its flight on the condition that the Authority shall advise the State of registry immediately, communicating to it all details necessary to formulate the judgment as to the nature of the damage in relation with the airworthiness of the aircraft; and
  - (a) when the State of registry considers that the damage sustained is of a nature such that the aircraft is no longer airworthy, it:
    - (i) shall prohibit the aircraft from resuming flight until it is restored to an airworthy condition; or
    - (ii) may, however, in exceptional circumstances, prescribe particular limiting conditions to permit the aircraft to fly a non-commercial air transport operation to an aerodrome at which it will be restored to an airworthy condition, taking into account all limitations proposed by the Authority and the Authority shall permit such flight or flights within the prescribed limitations; or
  - (b) when the State of registry considers that the damage sustained is of a nature such that the aircraft is still airworthy, the aircraft shall be allowed to resume its flight.
- (5) An application for issue or renewal of certificate of airworthiness shall be made in a form prescribed by the Authority not later than sixty days before the certificate expires.

- |   |   |
|---|---|
| <b>Aircraft identification</b>                | <b>14.</b> An applicant for a certificate of airworthiness or a restricted certificate of airworthiness or special flight permit shall show that the aircraft is properly registered and marked and has identification plates affixed to the aircraft.  |
| <b>Issue of certificates of airworthiness</b> | <b>15.</b> (1) A certificate of airworthiness shall be issued or renewed for aircraft in the specific category and model designated by the State of design in the type certificate.<br>(2) The Authority shall issue or renew a certificate of airworthiness if- <ul style="list-style-type: none"> <li>(a) the applicant presents evidence to the Authority that the aircraft conforms to a type design approved under a type certificate or a supplemental type certificate and to the applicable airworthiness directives and requirements of the State of manufacture or design;</li> <li>(b) the aircraft has been inspected in accordance with these Regulations for inspections and found airworthy by persons authorized by the Authority to make such determinations within the last thirty days;</li> </ul> |

- (c) the Authority finds, after an inspection, that the aircraft conforms to type design and is in condition for safe operation;
  - (d) the aircraft when operated in accordance with the requirements specified in the flight manual or equivalent document for the aircraft conforms to the approved type specifications specified in the approved type certificate or equivalent document;
  - (e) the maintenance determined by the Authority as a prerequisite for issue or renewal of a standard certificate of airworthiness has been carried out and certified by a person acceptable to the Authority in accordance with these Regulations; and
  - (f) the results of flying trials, and such other tests of the aircraft as the Authority may require, are complied with.
- (3) The Authority may issue a certificate of airworthiness subject to such other conditions relating to the airworthiness of the aircraft as the Authority thinks fit.
- (4) A certificate of airworthiness shall specify one of the following categories as are, in the opinion of the Authority, appropriate to the aircraft operation:
- (a) commercial air transport (passenger);
  - (b) commercial air transport (cargo);
  - (c) aerial work;
  - (d) general aviation; or
  - (e) special.
- (5) A certificate of airworthiness shall be issued subject to the condition that the aircraft shall be flown only for the following purposes-
- (a) commercial air transport (passenger): any purpose;
  - (b) commercial air transport (cargo): any purpose other than commercial air transport of passengers;
  - (c) aerial work: any purpose other than commercial air transport or general aviation;
  - (d) general aviation: any purpose other than commercial air transport or aerial work; and
  - (e) special: any purpose, other than commercial air transport, specified in the certificate of airworthiness but not including the carriage of passengers unless expressly permitted.
- (6) The Authority may in the process of issuing a certificate of airworthiness demand that reports be furnished by a person qualified to furnish such reports.
- (7) The Authority shall issue a certificate of airworthiness that contains the information shown in First Schedule, and if issued in a language other than English, it shall contain an English translation.

**Airworthiness directives and service bulletins**

- 16.** (1) A person shall not operate an aircraft or aircraft components to which an airworthiness directive applies except in accordance with the requirements of airworthiness directive.
- (2) Upon registration of an aircraft in Rwanda, the Authority shall notify the State of design of the registration of the aircraft in Rwanda, and request that

the Authority receive all airworthiness directives addressing that aircraft, airframe, aircraft engine, propeller, appliance or component and, afterwards, shall:

- (a) ensure the transmission to the State of design of all mandatory continuing airworthiness information which it originated of that aircraft; and
  - (b) ensure that, in respect of aeroplanes over 5,700 kg and helicopters over 3,175 kg maximum certificated take-off mass, there exists a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organization responsible for the type design of that aircraft.
- (3) Where the State of design considers that a condition in an aircraft, airframe, engine, propeller, appliance or component is unsafe as shown by the issue of an airworthiness directive by that State, such directives shall apply to Rwanda registered aircraft of the type identified in that airworthiness directive.
- (4) Where a manufacturer identifies a service bulletin as mandatory, such bulletin shall apply to Rwanda registered aircraft of the type identified in that bulletin.
- (5) The Authority may identify manufacturer's service bulletins and other sources of data or develop and prescribe inspections, procedures and limitations for mandatory compliance pertaining to affected aircraft in Rwanda and shall establish, in respect of aeroplanes over 5,700 kg and helicopters over 3,175 kg maximum certificated take-off mass, the type of service information and procedures for reporting this information to the Authority, operators, organization responsible for type design and maintenance organizations.
- (6) A person shall not operate any Rwanda registered aircraft to which the measures of this regulation apply, except in accordance with the applicable directives and bulletins.
- (7) The Authority shall notify the State of design of a modification, where it is different from the State of Design of the product being modified, the State of Design of the modification, and request that the Authority receive all the mandatory continuing airworthiness information.

**Issue of  
restricted  
certificates  
of  
airworthiness**

17. (1) The Authority may issue a restricted certificate of airworthiness to the aircraft that does not qualify for a certificate of airworthiness including microlite, experimental amateur and kit built aircraft, an aircraft used for air races, aircraft flying for exhibition purpose and a kite.
- (2) An aircraft holding a restricted airworthiness certificate shall be subject to operating limitations within Rwanda and shall not make international flights.
- (3) The Authority shall issue specific operating limitations for each restricted airworthiness certificate.

**Issue of  
special flight  
permits**

- 18.** The Authority may issue a special flight permit with operating limitations for an aircraft that is capable of safe flight but unable to meet applicable airworthiness requirements for the purpose of-
- (a) flying to a base where weighing, painting, repairs, modifications, maintenance, or inspections are to be performed or to a point of storage;
  - (b) flying for the purpose of experimenting with or testing the aircraft including its engines and equipment;
  - (c) flying for the purpose of qualifying for the issue, renewal or validation of certificate of airworthiness or restricted certificate of airworthiness and the approval of a modification of the aircraft;
  - (d) delivering or exporting the aircraft;
  - (e) evacuating aircraft from areas of impending danger; and
  - (f) operating at mass in excess of the aircraft's maximum certified take-off mass for flight beyond normal range over water or land areas where adequate landing facilities or appropriate fuel are unavailable with the excess mass limited to additional fuel, fuel-carrying facilities, and navigation equipment necessary for the flight.

**Export  
certificate of  
airworthiness**

- 19.** (1) An owner of an aircraft registered in Rwanda may apply to the Authority for issue of an export certificate of airworthiness for that aircraft.
- (2) An application for an export certificate of airworthiness shall be made on a form prescribed by the Authority at least 14 days before the intended date of export of the aircraft out of Rwanda.
- (3) The Authority shall issue an export certificate of airworthiness if:
- (a) the applicant submits a statement of compliance with the full intents of the approved maintenance programme or schedule;
  - (b) the applicant submits a statement of compliance with the mandatory airworthiness directives and service bulletins applicable to the aircraft and its equipment;
  - (c) the aircraft has been inspected in accordance with these regulations and found airworthy by persons authorized by the Authority to make such determination within the last 14 days;
  - (d) the maintenance determined by the Authority as a prerequisite for issue of the export certificate of airworthiness has been carried out and certified by a person acceptable to the Authority in accordance with these regulations;
  - (e) the result of test flight, and such other tests as the Authority may determine are complied with;
  - (f) historical records establish the production, modification and maintenance standard of the aircraft;
  - (g) a weight and balance report with a loading schedule, where applicable, for each aircraft in accordance with the applicable regulations is furnished to the Authority.
- (4) Export certificate of airworthiness shall not be used for the purpose of flight

but for confirmation of recent satisfactory review of the airworthiness status of the aircraft.

- (5) Any extension or variations granted to an aircraft in accordance to an approved maintenance programme or schedule shall be automatically revoked before issue of the export certificate of airworthiness.
- (6) For the purpose of these regulations, the item being exported may be placed within a particular “Class” as provided for:
  - (a) *Class I product* – a complete aircraft, engine or propeller which has been type certificated in accordance with the appropriate airworthiness requirements and for which the necessary type certificate data sheets or equivalent have been issued.
  - (b) *Class II product* – a major component of a Class I product such as a wing, fuselage, empennage surface, etc. the failure of which would jeopardize the safety of a Class I product or any part, material or system thereof
  - (c) *Class III product* – any part or component which is not a Class I or Class II product or a standard part
- (7) For products other than a Class I product, the export airworthiness certification may be issued in the form of certificates or identification tags, which will confirm that the product in question meets the approved design data, is in a condition for safe operation and complies with any special requirements as notified by the importing State.

**Conditions  
on the  
special flight  
permit**

- 20.**
- (1) A person shall not fly an aircraft on a special flight permit unless that person has complied with conditions of this regulation.
  - (2) A person who flies an aircraft on a special flight permit referred to under regulation 18 shall ensure that:
    - (a) the flight is made under the supervision of a person approved by the Authority for such flight, subject to any additional conditions which may be specified in the permit;
    - (b) a copy of the permit is carried on board the aircraft at all times when the aircraft is operating under the conditions of the permit;
    - (c) the aircraft registration markings assigned to the aircraft are displayed;
    - (d) no person or property is carried on board for hire or reward;
    - (e) only persons essential for the safe operation of the aircraft are carried on the aircraft and these persons shall be advised of the contents of the permit;
    - (f) the aircraft is operated only by flight crew holding appropriate type ratings or validations with sufficient experience to appreciate the reasons for the aircraft non-compliance to the prescribed airworthiness standards;
    - (g) the flight is conducted in accordance with applicable flight operating rules and procedures of the States of the intended routing;
    - (h) the routing is such that areas of heavy air traffic, areas of heavy

human concentration of a city town or settlement or any other areas where the flight might create hazardous exposure to persons or property are avoided;

- (i) the flight is performed in accordance to the performance limitations prescribed in the aircraft flight manual and any other limitation that the Authority may impose on such flight;
  - (j) all flights are conducted prior to the expiry date of the special flight permit or at any other time the Authority declares so in writing; and
  - (k) the aircraft shall not depart for the flight on a special flight permit unless the aircraft has on board authorizations from the State(s) of intended routing.
- (3) Aircraft involved in an accident or incident may not be ferried prior to notifying the CAA accident co-ordinator
  - (4) The operator shall inform the State(s) of intended routing on the conditions of the aircraft and intended flight and the operator must obtain its (their) consent(s).
  - (5) The Authority shall require a properly executed maintenance endorsement statement in the aircraft permanent record by an authorized person stating that the subject aircraft has been inspected and found to be safe for the intended flight.

**Certificate  
of fitness for  
flight**

- 21.**
- (1) A person shall not fly an aircraft for the purpose of flight testing after repair, modification or maintenance unless that aircraft has been issued with a maintenance endorsement statement stating that the subject aircraft has been inspected and found to be safe for the intended flight.
  - (2) The maintenance endorsement statement referred to in sub-regulation (1) shall constitute a certificate of fitness for flight.
  - (3) a certificate of fitness for flight shall be issued by a person authorized by the Authority.
  - (4) a certificate of fitness for flight is the basis under which the Authority may issue a special flight permit under Regulation 18 for the purpose of allowing the aircraft to be ferried.
  - (5) the certificate of fitness for flight may be used as a basis to flight test an aircraft after repair, modifications or maintenance as long as the aircraft does not make an international flight.
  - (6) a certificate of fitness for flight is not, for purposes of these Regulations, an airworthiness certificate.

**PART IV - CONTINUING AIRWORTHINESS OF AIRCRAFT AND AIRCRAFT  
COMPONENTS**

**Responsibilit  
y for**

- 22.**
- (1) An owner or operator of an aircraft shall be responsible for maintaining the aircraft in an airworthy condition by ensuring that-

**maintenance**

- (a) all maintenance which affect airworthiness are performed as prescribed by the State of registry in compliance with requirements which are at least equal to the applicable standards specified in these regulations, Civil Aviation (Operation of Aircraft) Regulations and Civil Aviation (Aircraft Maintenance Organization) Regulations;
  - (b) maintenance personnel make appropriate entries in the aircraft maintenance records certifying that the aircraft is airworthy;
  - (c) the certificate of release to service is completed to the effect that the maintenance work performed has been completed satisfactorily and in accordance with the prescribed methods including an approved maintenance schedule for air operator certificate holders as approved by the Authority; and
  - (d) in the event there are open discrepancies, the certificate of release to service includes a list of the uncorrected maintenance items which are made a part of the aircraft permanent records.
- (2) In the event that an aircraft registered in Rwanda is continuously operated outside Rwanda for a period exceeding thirty days, the owner or operator of the aircraft shall be responsible for maintaining the aircraft in an airworthy condition and ensuring that:
- (a) notice in a form that may be prescribed by the Authority, is given to the Authority prior to the aircraft undertaking such operations;
  - (b) arrangements acceptable to the Authority for ongoing inspection and oversight of the airworthiness of that aircraft are made.

**Continuing  
airworthiness  
information**

23. An operator of an aircraft shall-
- (a) monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information in a form that may be prescribed by the Authority and report through a specified system;
  - (b) obtain and assess continuing airworthiness information and recommendations available from the organization responsible for the type design and implement resulting actions considered necessary in accordance with a procedure acceptable to the Authority.

**Compliance  
with the  
manufacturer's  
instructions**

24. (1) An aircraft registered in Rwanda shall not engage in commercial air transport operations, and an aircraft registered in another Contracting State shall not engage in commercial air transport operations to or from Rwanda, unless-
- (a) the aircraft, including its engines, equipment and radios has been maintained in accordance with the approved maintenance programme and the maintenance procedures, recommended by the aircraft manufacturer and in compliance with the requirements which are at least equal to the applicable standards specified in in these regulations, Civil Aviation (Operation of Aircraft) Regulations and

Civil Aviation (Aircraft Maintenance Organization) Regulations;

- (b) a certificate of release to service has been completed and signed by a licenced aircraft maintenance engineer to certify that all maintenance work has been completed satisfactorily and in accordance with the approved maintenance programme and procedures; and
  - (c) there is an accepted flight manual available in the aircraft for the use of the flight crew, containing the limitations within which the aircraft is considered airworthy, together with such additional instructions and information as may be necessary to show compliance with the specified regulations relating to performance and for the safe operation of the aircraft, except that if the aircraft has a maximum take-off certificated mass of 5,700 kg or less, the limitations may be made available by means of placards or other documents approved by the Authority.
- (2) The flight manual referred to in sub-paragraph (1) (c) shall be updated by implementing changes made mandatory by the State of registry.

**Reporting of failures, malfunctions, and defects**

25. (1) An owner or operator of an aircraft shall report to the Authority any failures, malfunctions, or defects that may result in at least one of the following-
- (a) fires during flight and whether the related fire-warning system properly operated;
  - (b) fires during flight not protected by a related fire-warning system;
  - (c) false fire warning during flight;
  - (d) an engine exhaust system that causes damage during flight to the engine, adjacent structure, equipment, or components;
  - (e) an aircraft component that causes accumulation or circulation of smoke, vapour, or toxic or noxious fumes in the crew compartment or passenger cabin during flight;
  - (f) engine shutdown during flight because of flameout;
  - (g) engine shutdown during flight when external damage to the engine or aircraft structure occurs;
  - (h) engine shutdown during flight due to foreign object ingestion or icing;
  - (i) shutdown during flight of more than one engine;
  - (j) a propeller feathering malfunction or inability of the system to control over speed during flight;
  - (k) a fuel or fuel-dumping system malfunction that affects fuel flow or causes hazardous leakage during flight;
  - (l) an uncommanded landing gear extension or retraction, or opening or closing of landing gear doors during flight;
  - (m) brake system components malfunction that result in loss of brake actuating force when the aircraft is in motion on the ground;
  - (n) aircraft structure damage that requires major repair;
  - (o) failure or malfunction of any flight control system, flap, slat or spoiler;



- (p) any excessive unscheduled removals of essential equipment on account of defects;
  - (q) cracks, permanent deformation, or corrosion of aircraft structure, if more than the maximum acceptable to the manufacturer or the Authority;
  - (r) aircraft components or systems malfunctions that result in taking emergency actions during flight (except action to shut down an engine);
  - (s) emergency evacuation systems or components including all exit doors, passenger emergency evacuating lighting systems, or evacuation equipment that are found defective, or that fail to perform the intended functions during an actual emergency or during training, testing, maintenance, demonstration, or inadvertent deployments;
  - (t) each interruption to a flight, unscheduled change of aircraft en route, or unscheduled stop or diversion from a route, caused by known or suspected technical difficulties or malfunctions;
  - (u) any abnormal vibration or buffeting caused by a structural or system malfunction, defect, or failure;
  - (v) a failure or malfunction of more than one attitude, airspeed, or altitude instrument during a given operation of the aircraft;
  - (w) the number of engines removed prematurely because of malfunction, failure or defect, listed by make and model and the aircraft type in which it was installed; or
  - (x) the number of propeller featherings in flight, listed by type of propeller and engine and aircraft on which it was installed.
- (2) A report required under this regulation shall-
- (a) be made within three days after determining that the failure, malfunction, or defect required to be reported has occurred; and
  - (b) include as much of the following information as is available and applicable-
    - (i) type and registration mark of the aircraft;
    - (ii) name of the operator;
    - (iii) aircraft serial number;
    - (iv) where the failure, malfunction, or defect is associated with an article approved under a technical standard order authorization, the article serial number and model designation, as appropriate;
    - (v) where the failure, malfunction or defect is associated with an engine or propeller, the engine or propeller serial number, as appropriate;
    - (vi) product model;
    - (vii) identification of the part, component, or system involved, including the part number; and
    - (viii) the nature of the failure, malfunction, or defect.
- (3) The Authority, upon receipt of the report specified in sub-regulation (2) for

- aircraft registered in Rwanda, shall submit the reports to the State of design.
- (4) The Authority, upon receipt of the report specified in sub-regulation (2) for foreign registered aircraft operating in Rwanda, shall submit all such reports to the State of registry and the State of design.

## **PART V - AIRCRAFT MAINTENANCE AND INSPECTION.**

### **Persons authorized to perform maintenance , preventive maintenance and modification**

- 26.** (1) A person shall not perform any task defined as maintenance on an aircraft or aircraft components, except as provided in this regulation.
- (2) The following are the persons authorized to perform maintenance, preventive maintenance and modification:
- (a) a pilot licenced by the Authority ;
  - (b) a person performing maintenance under the supervision of a licenced aircraft maintenance engineer;
  - (c) a licenced aircraft maintenance engineer; and
  - (d) an approved maintenance organization.
- (3) A pilot licenced by the Authority may perform preventive maintenance on an aircraft of certificated maximum take-off mass of 5,700 kg or less owned or operated by that pilot so long as the aircraft is not listed for use by an air operator certificate holder and the pilot has attended maintenance course on the type of aircraft.
- (4) A pilot licenced by the Authority operating a balloon listed for use by an air operator certificate holder may perform maintenance, preventive maintenance and modification on balloons, provided that pilot has been trained on the appropriate balloon maintenance.
- (5) A person working under the supervision of a licenced aircraft maintenance engineer may perform the maintenance, preventive maintenance, or modifications that the licenced aircraft maintenance engineer is authorized to perform if the supervising licenced aircraft maintenance engineer —
- (a) personally observes the work being done to the extent necessary to ensure that it is being done properly; and
  - (b) is readily available, in person, for consultation.
- (6) A licenced aircraft maintenance engineer may perform or supervise the maintenance or modification of an aircraft or aircraft component for which he or she is rated in accordance with the current Civil Aviation (Personnel Licensing) Regulations.
- (7) An approved maintenance organization may perform aircraft maintenance within the limits specified by the Authority.
- (8) A manufacturer holding an approved maintenance organization certificate may:
- (a) rebuild or alter any aircraft component manufactured by that manufacturer under a type or production certificate;
  - (b) rebuild or alter any aircraft component manufactured by that manufacturer under a technical standard order authorization, a parts

- manufacturer approval by the State of design, or product and process specification issued by the State of design; and
- (c) perform any inspection required by the current Civil Aviation (Operation of Aircraft) Regulations on aircraft that the manufacturer manufactures, while currently operating under a production certificate or under a currently approved production inspection system for such aircraft.

**Personnel  
authorized  
to approve  
for return to  
service**

27. (1) Except as authorized by the Authority, a person shall not approve an aircraft, airframe, engine, propeller, appliance, or component for return to service after it has undergone maintenance, preventive maintenance, rebuilding, or modification.
- (2) The following persons are authorized to approve return to service-
- (a) a pilot licenced by the Authority who may return his aircraft to service after performing authorized preventive maintenance provided he has successfully completed an approved maintenance course on the type of aircraft.;
  - (b) a licenced aircraft maintenance engineer who may approve aircraft and aircraft components for return to service after he or she has performed, supervised, or inspected its maintenance subject to the limitations specified in the current Civil Aviation (Personnel Licensing) Regulations;
  - (c) an approved maintenance organization that may approve aircraft and aircraft components for return to service as provided in the operations specific operating provisions approved by the Authority.

**Persons  
authorized  
to perform  
inspections**

28. (1) Except as authorized by the Authority, a person shall not perform the inspections required by the current Civil Aviation (Operation of Aircraft) Regulations for aircraft and aircraft components prior to or after the aircraft has undergone maintenance, preventive maintenance, rebuilding, or modification.
- (2) The following persons are authorized to carry out inspections:
- (a) a licenced aircraft maintenance engineer who may conduct the required inspections of aircraft and aircraft components for which the licenced aircraft maintenance engineer is rated and current; or
  - (b) an approved maintenance organization that may perform the required inspections of aircraft and aircraft components as provided in the specific operating provisions approved by the Authority.

**Preventive  
maintenance  
; limitations**

29. Preventive maintenance is limited to the work mentioned in Second Schedule, provided it does not involve complex assembly operations.

**Performance**

30. (1) A person performing maintenance, preventive maintenance, or modification

**rules:  
maintenance**

- on an aircraft or aircraft component shall use the methods, techniques, and practices prescribed in:
- (a) the current manufacturer's maintenance manual or instructions for continued airworthiness issued by its manufacturer; and
  - (b) additional methods, techniques and practices required by the Authority; or methods, techniques and practices approved by the Authority where the manufacturer's documents were not available.
- (2) A person shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
- (3) If the involved manufacturer recommends special equipment or test apparatus, the person performing maintenance shall use that equipment or apparatus, or its equivalent acceptable to the Authority.
- (4) A person performing maintenance, preventive maintenance, or modification on an aircraft or aircraft component shall do that work in such a manner, and use materials of such a quality, that the condition of the aircraft or aircraft component worked on will be at least equal to its original or properly altered condition with regard to aerodynamic function, structural strength, resistance to vibration and deterioration, and other qualities affecting airworthiness.
- (5) The methods, techniques, and practices contained in an air operator certificate holder's maintenance control manual and, maintenance programme, as approved by the Authority, will constitute an acceptable means of compliance with the requirements of this regulation.
- (6) The methods, techniques, and practices contained in an approved maintenance organization maintenance procedures manual as approved by the Authority, will constitute an acceptable means of compliance with the requirements of this regulation

**Performance rules:  
inspection**

31. (1) A person performing an inspection required by the Authority shall-
- (a) perform the inspection so as to determine whether the aircraft or portion of the aircraft under inspection meets all applicable airworthiness requirements; and
  - (b) if there is an inspection program required or accepted for the specific aircraft being inspected, perform the inspection in accordance with the instructions and procedures specified in the inspection program.
- (2) A person performing an inspection required on a rotorcraft shall inspect, in accordance with the maintenance manual or instructions for continued airworthiness, the systems which shall include, but not limited to -
- (a) the drive shafts or similar systems;
  - (b) the main rotor transmission gear box for obvious defects;
  - (c) the main rotor and centre section ( or the equivalent area); and
  - (d) the auxiliary rotor on helicopters.
- (3) A person performing an inspection shall use a checklist while performing the inspection, which-
- (a) may be of the person's own design, one provided by the manufacturer

of the equipment being inspected, or one obtained from another source; and

(b) shall include the scope and detail of the items prescribed or approved by the Authority.

- (4) A person approving a reciprocating-engine-powered aircraft for return to service after an inspection shall, before that approval, run the aircraft engine or engines to determine satisfactory performance in accordance with the current manufacturer's recommendations of-
- (a) power output (static and idle revolutions per minute);
  - (b) magnetos;
  - (c) fuel and oil pressure; and
  - (d) cylinder and oil temperature.
- (5) A person approving a turbine-engine-powered aircraft for return to service shall, before that approval, run the aircraft engine or engines to determine satisfactory performance in accordance with the current manufacturer's recommendations.
- (6) A person performing an inspection shall, before that inspection, thoroughly clean the aircraft and aircraft engine and remove or open all necessary inspection plates, access doors, fairings, and cowlings.
- (7) A person performing an inspection shall inspect, where applicable, the components mentioned in Second Schedule.

**Airworthiness limitations performance rules**

32. A person performing an inspection or other maintenance specified in an airworthiness limitations section of a current manufacturer's maintenance manual, or instructions for continued airworthiness, shall perform the inspection or other maintenance in accordance with that section, or in accordance with specific operating provisions approved by the Authority.

**Aircraft mass schedule**

33. (1) An aircraft in respect of which a certificate of airworthiness is issued under these Regulations shall be weighed, and the position of the aircraft's centre of gravity determined, at such times specified in the Sixth Schedule and in such manner as the Authority may require or approve in the case of that aircraft.
- (2) Upon the aircraft being weighed, the owner or operator of the aircraft shall prepare a mass schedule showing-
- (a) the basic mass of the aircraft, namely the mass of the empty aircraft together with the mass of unusable fuel and unusable oil in the aircraft and of such items of equipment as are indicated in the mass schedule, or such other mass as may be approved by the Authority in the case of that aircraft; or
  - (b) the position of the centre of gravity of the aircraft when the aircraft contains only the items included in the basic mass or such other position of the centre of gravity as may be approved by the Authority in the case of that aircraft.
- (3) The mass schedule shall be preserved by the operator of the aircraft until the expiration of a period of six months following the next occasion on

**Compass  
Swing  
requirements**

- which the aircraft is weighed for the purpose of this regulation.
- 34.** (1) All compasses fitted to Rwandan registered aircraft shall be swung as follows:
- (a) On installation.
  - (b) At 12 monthly intervals thereafter: Provided that where other independent direction-indicating systems are in use, the interval may be extended to 24 months. In such a case, the compass(es) shall be checked during each flight against such directing-indicating system. Should deviation exceed 5°, the compass shall be swung.
- [Note: Whilst under the most favourable conditions an annual check is sufficient; it is recommended that owners of aircraft carry out a check swing every six months.]*
- (c) Before a newly registered aircraft is placed into service in the country.
  - (d) Immediately after material or equipment that may affect the compass is installed, removed or replaced.
  - (e) After an aircraft has been struck by lightning.
  - (f) After each engine change, except where it has been established that non-compliance with this requirement will not affect the compass readings. The Commissioner must be advised accordingly.
  - (g) In the case of “cargo only” aircraft, whenever cargo which is likely to affect the compass reading is carried. In such cases a check must be made on the cardinal headings and headings to be flown and a temporary deviation card installed. The temporary card must be replaced when such cargo is unloaded.

**PART VI – AIRCRAFT NOISE AND ENGINE EMISSIONS**

**Requirement  
t of noise  
certification**

- 35.** (1) An aircraft to which this Part applies shall not land or take off in Rwanda unless there is in force a noise certificate issued or rendered valid by the competent authority in which the aircraft is registered.
- (2) The maximum noise emission levels for the issuance of a certificate of airworthiness of a prototype in respect of an aircraft, or for a change to such a certificate to record the approval of an additional model of or an acoustical change to the aircraft, shall be those specified in this Part.
- (3) The Authority shall recognize as valid a noise certification granted by another Contracting State provided that the requirements under which such certification was granted are at least equal to the applicable Standards specified in the latest addition of Annex 16 Volume 1.

**Issue,  
suspension,  
revocation of  
aircraft**

- 36.** (1) An aircraft included in the classification defined for noise certification purpose in the Third Schedule to these Regulations shall be issued with a noise certificate or a suitable statement attesting noise certification contained in another document approved by the State of registry and that

**noise  
certificate**

- shall be carried in the aircraft.
- (2) The evaluation methods of aircraft noise to be used under this regulation shall be those contained in the following Appendices of the latest effective edition of Annex 16, Volume I - *Environmental Protection - Aircraft Noise* to the Chicago Convention:
- (a) **APPENDIX 1**, entitled "Evaluation method for noise certification of subsonic jet aeroplanes - Application for certificate of airworthiness for the prototype accepted before 6 October 1977";
  - (b) **APPENDIX 2**, entitled "Evaluation method for noise certification of:"
    - "1. Subsonic jet aeroplanes - Application for certificate of airworthiness for the prototype accepted on or after 6 October 1977";
    - "2. Propeller-driven aeroplanes over 5 700 kg - Application for certificate of airworthiness for the prototype accepted on or after 1 January 1985 and before 17 November 1988";
    - "3. Propeller-driven aeroplanes over 8 618 kg - Application for certificate of airworthiness for the prototype accepted on or after 17 November 1988";
    - "4. Helicopters";
  - (c) **APPENDIX 3**, entitled "Noise evaluation method for noise certification of propeller-driven aeroplanes not exceeding 8 618 kg - Application for certificate of airworthiness for the prototype accepted before 17 November 1988";
  - (d) **APPENDIX 4**, entitled "Evaluation method for noise certification of helicopters not exceeding 3 175 kg maximum certificated take-off mass";
  - (e) **APPENDIX 6**, entitled "Noise evaluation method for noise certification of propeller-driven aeroplanes not exceeding 8 618 kg - Application for certificate of airworthiness for the prototype accepted on or after 17 November 1988".
- (3) The noise certificate referred to in sub-regulation (1) shall be issued or validated by the Authority on the basis of satisfaction evidence that the aircraft complies with the requirements which are at least equal to the applicable standards specified in the latest effective edition of Annex 16 Volume 1 to the Chicago Convention and the date used to determine the recertification basis shall be the date of acceptance of the first application for recertification.
- (4) The document attesting noise certification of an aircraft shall provide information in accordance with the Third Schedule Part B.
- (5) When the document or a suitable statement attesting noise certification as contained in another document approved by the State of registry, is issued in a language other than English, it shall include an English translation and shall be required to be carried on the aircraft.
- (6) The Authority shall-
- (a) suspend or revoke the noise certificate of aircraft on the civil

aircraft register if the aircraft ceases to comply with the applicable noise standards;

- (b) not re-instate or grant a new noise certificate unless the aircraft is found on reassessment to comply with the applicable noise standards.

## **Engine emissions**

- 37.** (1) No person shall operate an all turbine engine powered aircraft, unless the aircraft complies with the standards related to the prevention of intentional fuel venting contained in this regulation.
- (2) Each person who applies for a certificate of airworthiness of a prototype, or an amendment to such a certificate approving a new model of, or any change affecting the fuel venting or the engine emission, of the aircraft, must show compliance with at least the applicable requirements of this regulation.
- (3) The standards respecting the prevention of intentional fuel venting applicable to the issuance of a certificate of airworthiness of a prototype for all turbine engine powered aircraft, or for a change to such a certificate to record the approval of an additional model, shall be those specified in this regulation.
- (4) The standards related to the prevention of intentional fuel venting for all turbine engine powered aircraft are those contained in latest effective edition of Annex 16, Volume II, Part II Environmental Protection - Vented Fuel to the Chicago Convention.

*Note: Where the following symbols are used in these regulations and associated documents, they have the meanings ascribed to them below:*

- a) CO- Carbon monoxide*
  - b) Dp - The mass of any gaseous pollutant emitted during the reference emissions landing and take-off cycle*
  - c)  $F_n$  -Thrust in International Standard Atmosphere (ISA), sea level conditions, for the given operating mode*
  - d)  $F_{oo}$ - Rated thrust*
  - e)  $F^*_{oo}$  - Rated thrust with afterburning applied*
  - f) HC - Unburned hydrocarbons*
  - g) NO - Nitric oxide*
  - h)  $NO_2$ - Nitrogen dioxide*
  - i)  $NO_x$  - Oxides of nitrogen*
  - j) SN - Smoke Number*
  - k)  $\pi_{oo}$  - Reference pressure ratio*
- (5) The maximum engine emission levels for the issuance of a certificate of airworthiness of a prototype in respect of a turbo-jet or turbo-fan aircraft engine that is intended for subsonic or supersonic speed, or for a change to such a certificate, shall be those specified in this regulation.
- (6) No person shall operate an aircraft with turbo-jet and turbofan engines intended for propulsion only at subsonic speeds or turbo-jet and turbofan



engines intended for propulsion at supersonic speeds unless it carries a document attesting emissions certification in accordance with the latest effective edition of Chapter 1 of Annex 16, Volume II, Part III, to the Chicago Convention and, if the document is issued in a language other than English, it shall include an English Translation.

- (7) The standards related to aircraft engine emissions to be used shall be those contained in Annex 16, Volume II, Part III "Emission certification", as follows:
  - (a) **CHAPTER 2**, entitled "Turbo-jet and turbofan engines intended for propulsion only at subsonic speeds"; and
  - (b) **CHAPTER 3**, entitled "Turbo-jet and turbofan engines intended for propulsion at supersonic speeds".
- (8) The methods for the evaluation of aircraft engine emissions to be used shall be those prescribed by the Authority and not less than those contained in Annex 16, Volume II, Appendices 1 through 6 included.
- (9) The Authority shall recognize as valid a certification relating to fuel venting granted by the certificating authority of another Contracting State provided the requirements under which such certification was granted are not less stringent than the provision of paragraph (7) of this regulation.

*Note: The document attesting emissions certification for each individual engine shall include at least the following information which is applicable to the engine type:*

- a) name of certificating authority;*
  - b) manufacturer's type and model designation;*
  - c) statement of any additional modifications incorporated for the purpose of compliance with the applicable emissions certification requirements;*
  - d) rated thrust;*
  - e) reference pressure ratio;*
  - f) a statement indicating compliance with Smoke Number requirements;*
  - g) a statement indicating compliance with gaseous pollutant requirements.*
- (10) The Authority shall recognize as valid engine exemptions for an engine production cut-off requirement granted by a certificating authority of another Contracting State provided that the exemptions are granted in accordance with the process and criteria defined in the Environmental Technical Manual (Doc 9501), Volume II — Procedures for the Emissions Certification of Aircraft Engines.

## **PART VII - MAINTENANCE RECORDS AND ENTRIES**

### **Keeping certificate of release to service records**

- 38.** (1) Pursuant to the terms and conditions set forth in these Regulations, a certificate of release to service shall be maintained by an air operator certificate holder in duplicate.
- (2) A certificate of release to service issued shall-
- (a) be effective from the date of issue;
  - (b) cease to be effective upon expiration of the period of its validity in calendar days or flying time, whichever is earlier as specified in the maintenance schedule; and
  - (c) be kept on board the aircraft and the original be kept by the operator elsewhere as approved by the Authority.

### **Technical Logbook**

- 39.** (1) A technical logbook shall be kept in respect of every aircraft registered in Rwanda in respect of which a certificate in either commercial air transport or aerial work category is in force.
- (2) Technical logbook entries on defects which affect the airworthiness and safe operation of the aircraft shall be made as specified in regulation 23 of the current Civil Aviation (Operation of Aircraft) Regulations.
- (3) Upon rectification of any defect which has been entered in the technical logbook in accordance with sub-regulation (2) of this regulation, an authorized person issuing a certificate of release to service under the current Civil Aviation (Approved Maintenance Organization) Regulations in respect of that defect shall enter that certificate in the technical logbook

### **Aircraft, engine and propeller logbooks**

- 40.** (1) In addition to any other log books required by or under these Regulations, the following log books shall be kept in respect of aircraft registered in Rwanda:
- (a) an aircraft log book;
  - (b) a separate log book in respect of each engine fitted in the aircraft; and
  - (c) a separate log book in respect of each variable pitch propeller fitted to the aircraft;
- (2) The log books shall include the particulars respectively specified in the Fourth Schedule to these Regulations and in the case of an aircraft having a maximum total weight authorized not exceeding 2,730 kg, shall be of a type approved by the Authority.
- (3) An entry in a log book other than such an entry as is referred to in subparagraphs 2(d) (ii) or 3 (d)(ii) of the Fourth Schedule to these Regulations shall be made as soon as practicable after the occurrence to which it relates, but not more than 7 days after the expiration of the certificate of release to service, in force in respect of the aircraft at the time of the occurrence.
- (4) An entry in a log book, being such an entry as is referred to in subparagraphs 2(d) (ii) or 3(d)(ii) of the Fourth Schedule to these Regulations shall be made upon each occasion that any maintenance, overhaul, repair, replacement, modification or inspection is undertaken on the engine or

propeller as the case may be.

- (5) Entries in the log book may refer to other documents which shall be clearly identified, and any other documents so referred to shall be deemed, for the purposes of this regulation to be part of the log book.
- (6) It shall be the duty of the operator of every aircraft in respect of which log books are required to be kept to keep the log books or cause them to be kept in accordance with this regulation.
- (7) Subject to this regulation, every log book shall be preserved by the operator of the aircraft until a date 2 years after the aircraft, the engine or the variable pitch propeller as the case may be, has been destroyed or has been permanently from use.

#### **Records of Maintenance**

- 41.** (1) A person who performs maintenance on an aircraft or aircraft component shall, when the work is performed satisfactorily, make an entry in the maintenance record of that equipment as follows:
  - (a) a description or reference to data acceptable to the Authority of work performed;
  - (b) completion date of the work performed; and
  - (c) name, signature and licence number of the person approving the work.
- (2) The signature required by sub-regulation (1)(c) shall constitute the approval for return to service only for the work performed.
- (3) A person working under the supervision of a licenced aircraft maintenance engineer shall not perform any inspection required in the Civil Aviation (Operation of Aircraft) Regulations or any inspection performed after a major repair or modification.
- (4) A person performing the work referred to in sub-regulation (1) shall enter records of major repairs and major modifications, prescribed form set out in the Fifth Schedule.
- (5) A person performing a major repair or major modification shall-
  - (a) execute the appropriate form prescribed by the Authority at least in duplicate;
  - (b) give a signed copy of that form to the aircraft owner or operator; and
  - (c) forward a copy of that form to the Authority, in accordance with Authority instructions, within forty eight hours after the aircraft or aircraft component is approved for return to service.
- (6) An approved maintenance organization which performs a major repair or modification shall-
  - (a) use the aircraft owner or operator's work order upon which the repair is recorded;
  - (b) give the aircraft owner or operator's a signed copy of the work order and retain a duplicate copy for at least one year from the date of approval for return to service of the aircraft or aircraft component;
  - (c) give the aircraft owner or operator a certificate of release to service signed by an authorized representative of the approved maintenance organization and incorporating the following information:

- (i) identity of the aircraft or aircraft component-
  - (aa) the make, model, serial number, nationality and registration marks, and location of the repaired area of an aircraft;
  - (bb) the manufacturer's name, name of the part, model, and serial numbers (if any) of an aircraft component; and
- (ii) a statement that the aircraft or aircraft component was repaired, overhauled and inspected in accordance with these Regulations and is approved for the return to service.
- (iii) a statement that pertinent details of repair are on file at the approved maintenance organization; and
- (iv) the order number and date of the order number.
- (d) signature of the authorized representative, the name and address of the approved maintenance organization and approved maintenance organization certificate number.

**Records of overhaul and rebuilding**

- 42.** (1) A person shall not record in any required maintenance entry or form, an aircraft or aircraft component as being overhauled unless the aircraft or aircraft component has been-
- (a) disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled using methods, techniques, and practices acceptable to the Authority; and
  - (b) tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority, which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance manufacturing approval.
- (2) A person shall not record in any required maintenance entry or form an aircraft or aircraft component as being rebuilt unless aircraft or aircraft component has been disassembled, cleaned, inspected as permitted, repaired as necessary, reassembled, and tested to the same tolerances and limits as a new item, using either new parts or used parts that conform to new part tolerances and limits.

**Approval for return to service**

- 43.** A person shall not approve for return to service any aircraft or aircraft component that has undergone maintenance, preventive maintenance, rebuilding, or modification unless-
- (a) the appropriate maintenance record entry has been made in accordance with these Regulations;
  - (b) the major repair or major modification form specified in the Fifth Schedule of these Regulations has been executed in the manner prescribed by the Authority;
  - (c) if a major repair or major modification results in any change in the aircraft operating limitations or flight data contained in the approved

aircraft flight manual, those operating limitations or flight data are appropriately revised and set out as prescribed.

**Content,  
form, and  
disposition  
of records  
for  
inspections**

- 44.** (1) A person approving the return to service of an aircraft or aircraft component after any inspection performed in accordance with the current Civil Aviation (Operation of Aircraft) Regulations, shall make an entry in the maintenance record of that equipment containing the following information-
- (a) type of inspection and a brief description of the extent of the inspection;
  - (b) date of inspection;
  - (c) aircraft total time and cycles in service;
  - (d) signature, the licence number held by the person approving return to service the aircraft or aircraft component;
  - (e) if the aircraft is found to be airworthy and approved for return to service, the person shall include a statement certifying that the aircraft has been inspected in accordance with the type of work and was determined to be in an airworthy condition;
  - (f) if the aircraft is not approved for return to service because the aircraft needs maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, a statement that the aircraft has been inspected in accordance with inspection and a dated list of discrepancies and unairworthy items has been provided to the aircraft owner or operator; and
  - (g) if an inspection is conducted under an inspection program provided for in the current Civil Aviation (Operation of Aircraft) Regulations, the person performing the inspection shall make an entry identifying the inspection program accomplished, and containing a statement that the inspection was performed in accordance with the type of inspections and procedures for that particular program.
- (2) A person performing any inspection required in the current Civil Aviation (Operation of Aircraft) Regulations who finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives or other approved data upon which the aircraft's airworthiness depends, shall give the owner or operator a signed and dated list of those discrepancies.

**PART VIII – ADMINISTRATIVE SANCTIONS**

**Administrative  
fines**

- 45.** Any person who contravenes the provisions set out in column I of Seventh Schedule shall be liable to fixed administrative fine set out in column II of that Schedule

# FIRST SCHEDULE

## Regulation 15(7)

### CERTIFICATE OF AIRWORTHINESS

			<b>RWANDA CIVIL AVIATION AUTHORITY</b>		
			<b>CERTIFICATE OF AIRWORTHINESS</b>		
			<b>Certificate Number</b>		
<b>Nationality &amp; Registration Marks</b>		<b>Manufacturer and Manufacture's Designation of Aircraft</b>		<b>Aircraft Serial Number</b>	
<b>Category:</b>					
This Certificate is issued pursuant to <b>The Rwanda Civil Aviation [Airworthiness] Regulations currently in force and The Convention on International Civil Aviation dated 7<sup>th</sup> December 1944, 7<sup>th</sup> December 1944</b> , in respect of the above mentioned aircraft. The Certificate shall remain valid only when the aircraft is maintained and operated in accordance with the approved program and pertinent operating conditions and limitations.					
<b>Date of issue:</b>				Signed.....	
				<i>Director General</i>	

Certificate Validity Period: See Over Leaf

**RCAA-Form-AIW014**

### This Certificate is Valid for the Period(s) below

Item	Validity Period				Signature and Stamp
1.	From		To		
2.	From		To		
3.	From		To		
4.	From		To		
5.	From		To		
6.	From		To		

7.	From		To		
8.	From		To		
9.	From		To		

- **No entries may be made on this Certificate except by an authorized person.**
- **If Certificate is Lost the Director General of Rwanda Civil Aviation Authority should be informed at the earliest possible opportunity.**
- **If found return the Certificate to the Director General, Rwanda Civil Aviation Authority, P.O. Box 1122, Kigali.**

## SECOND SCHEDULE

### (Regulation 29)

#### A. PREVENTIVE MAINTENANCE

- (a) removal, installation and repair of landing gear tires;
- (b) replacing elastic shock absorber cords on landing gear;
- (c) servicing landing gear shock struts by adding oil, air, or both;
- (d) servicing landing gear wheel bearings, such as cleaning and greasing;
- (e) replacing defective safety wiring or cotter keys;
- (f) lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings, and airings;
- (g) making simple fabric patches not requiring rib stitching or the removal of structural parts or control surfaces In the case of balloons, the making of small fabric repairs to envelopes (as defined in, and in accordance with, the balloon manufacturers' instructions) not requiring load tape repair or replacement.;
- (h) replenishing hydraulic fluid in the hydraulic reservoir;
- (i) refinishing decorative coating of fuselage, balloon baskets, wings tail group surfaces (excluding balanced control surfaces), fairings, cowlings, landing gear, cabin, or cockpit interior when removal or disassembly of any primary structure or operating system is not required;
- (j) applying preservative or protective material to components where no disassembly of any primary structure or operating system is involved and where such coating is not prohibited or is not contrary to good practices;
- (k) repairing upholstery and decorative furnishings of the cabin, cockpit or balloon basket interior when the repairing does not require disassembly of any primary structure or operating system or interfere with an operating system or affect primary structure of the aircraft;
- (l) making small simple repairs to fairings, non-structural cover plates, cowlings, and small patches and reinforcements not changing the contour so as to interfere with proper airflow;
- (m) replacing side windows where that work does not interfere with the structure of any operating system such as controls, electrical equipment; etc.

- (n) replacing safety belts;
- (o) replacing seats or seat parts with replacement parts approved for the aircraft, not involving disassembly of any primary structure or operating system;
- (p) troubleshooting and repairing broken circuits in landing light wiring circuits;
- (q) replacing bulbs, reflectors, and lenses of position and landing lights;
- (r) replacing wheels and skis where no mass and balance computation is involved;
- (s) replacing any cowling not requiring removal of the propeller or disconnection of flight controls;
- (t) replacing or cleaning spark plugs and setting of spark plug gap clearance;
- (u) replacing any hose connection except hydraulic connections;
- (v) replacing prefabricated fuel lines;
- (w) cleaning or replacing fuel and oil strainers or filter elements;
- (x) replacing and servicing batteries;
- (y) cleaning of balloon burner pilot and main nozzles in accordance with the balloon manufacturer's instructions.
- (z) replacement or adjustment of non-structural standard fasteners incidental to operations;
- (aa) the interchange of balloon baskets and burners on envelopes when the basket or burner is designated as interchangeable in the balloon type certificate data and the baskets and burners are specifically designed for quick removal and installation.
- (bb) the installation of anti-misfueling devices to reduce the diameter of fuel tank filler openings provided the specific device has been made a part of the aircraft type certificate data by the aircraft manufacturer, the manufacturer has provided instructions acceptable to the Authority for the installation of the specific device, and installation does not involve the disassembly of the existing filler opening.
- (cc) removing and replacing self-contained, front instrument panel-mounted navigation and communication devices that employ tray-mounted connectors that connect the unit when the unit is installed into the instrument panel, (excluding automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)), provided that the approved unit is designed to be readily and repeatedly removed and replaced, and pertinent instructions must be provided and that, prior to the unit's intended use, an operational check was performed in accordance with a procedure acceptable to the Authority; and.
- (dd) updating self-contained, front instrument panel-mounted Air Traffic Control navigational software data bases (excluding those of automatic flight control systems, transponders, and microwave frequency distance measuring equipment (DME)) provided no disassembly of the unit is required and pertinent instructions are provided, and prior to the unit's intended use, an operational check was performed in accordance with a procedure acceptable to the Authority



## **B. Inspection (Regulation 31(7))**

- (a) fuselage and hull group-
  - (i) fabric and skin for deterioration, distortion, other evidence of failure, and defective or insecure attachment of fittings;
  - (ii) systems and components for improper installation, apparent defects, and unsatisfactory operation;
- (b) cabin and cockpit group-
  - (i) generally for uncleanness and loose equipment that might foul the controls;
  - (ii) seats and safety belts - for poor condition and apparent defects;
  - (iii) windows and windshields - for deterioration and breakage;
  - (iv) instruments - for poor condition, mounting, marking, and where practicable for improper operation;
  - (v) flight and engine controls - for improper installation and improper operation;
  - (vi) batteries for improper installation and improper charge;
  - (vii) all systems for improper installation, poor general condition, apparent and obvious defects, and insecurity of attachment.
- (c) engine and nacelle group-
  - (i) engine section for visual evidence of excessive oil, fuel, or hydraulic leaks, and sources of such leaks;
  - (ii) studs and nuts for improper torquing and obvious defects;
  - (iii) internal engine for cylinder compression and for metal particles or foreign matter on screens and sump drain plugs, if there is weak cylinder compression, for improper internal condition and improper internal tolerances;
  - (iv) engine mount - for cracks, looseness of mounting, and looseness of engine to mount;
  - (v) flexible vibration dampeners - for poor condition and deterioration;
  - (vi) engine controls for defects, improper travel, and improper safetying;
  - (vii) lines, hoses, and clamps for leaks, improper condition, and looseness;
  - (viii) exhaust stacks for cracks, defects, and improper attachment;
  - (ix) accessories for apparent defects in security of mounting;
  - (x) all systems for improper installation, poor general condition, defects, and insecure attachment.
  - (xi) cowling for cracks and defects.
- (d) landing gear group-
  - (i) all units for poor condition and insecurity of attachment;
  - (ii) shock absorbing devices for improper oleo fluid level;
  - (iii) linkages, trusses, and members for undue or excessive wear fatigue, and distortion;
  - (iv) retracting and locking mechanism for improper operation;
  - (v) hydraulic lines for leakage;
  - (vi) electrical system for chafing and improper operation of switches;
  - (vii) wheels for cracks, defects, and condition of bearings;
  - (viii) tires for wear and cuts;
  - (ix) brakes for improper adjustment;

- (x) floats and skis for insecure attachment and obvious or apparent defects
- (e) wing and centre section assembly for—
  - (i) poor general condition,
  - (ii) fabric or skin deterioration,
  - (iii) distortion,
  - (iv) evidence of failure, and
  - (v) insecurity of attachment.
- (f) complete empennage assembly for—
  - (i) poor general condition,
  - (ii) fabric or skin deterioration,
  - (iii) distortion,
  - (iv) evidence of failure,
  - (v) insecure attachment,
  - (vi) improper component installation, and
  - (vii) improper component operation.
- (g) propeller group—
  - (i) propeller assembly - for cracks, nicks, binds, and oil leakage,
  - (ii) bolts - for improper torquing and lack of safetying,
  - (iii) anti-icing devices - for improper operations and obvious defects, and
  - (iv) control mechanisms - for improper operation, insecure mounting, and restricted travel.
- (h) Avionics and instrument equipment—
  - (i) for improper installation and insecure mounting.
  - (ii) wiring and conduits - for improper routing, insecure mounting, and obvious defects.
  - (iii) bonding and shielding - for improper installation and poor condition.
  - (iv) antenna including trailing antenna - for poor condition, insecure mounting, and improper operation.
- (i) each installed miscellaneous item that is not otherwise covered by this listing or has instructions for continued airworthiness - for improper installation and improper operation.

## THIRD SCHEDULE

### Regulation 36(1)


#### AIRCRAFT NOISE CERTIFICATION CLASSIFICATIONS

##### Part A: Classifications as per ICAO Annex 16 Volume I to the Chicago Convention-

Annex Chapter	Details
2.	All subsonic jet aeroplanes for which either the application for a Type Certificate was submitted, or another equivalent prescribed procedure was carried out by the certifying authority before 6 October 1977, except those aeroplanes.
	(a) Requiring a runway length of 610 m or less at maximum certificated mass for airworthiness; or
	(b) Powered by engines with a bypass ratio of 2 or more and for which a certificate of airworthiness for the individual aeroplane was first issued before 1 March 1972; or
	(c) Powered by engines with a bypass ratio of less than 2 and for which either the application for a Type certificate was submitted, or another equivalent prescribed procedure was carried out by the certifying authority, before 1 January 1969, and for which a certificate of airworthiness for the individual aeroplane was first issued before 1 January 1976.
3.	(1) Subsonic jet aeroplanes —Application for Type certificate submitted on or after 6 October 1977 and before 1 January 2006.
	(2) Propeller-driven aeroplanes over 5 700 kg — Application for Type Certificate submitted on or after 1 January 1985 and before 17 November.
	(3) Propeller-driven aeroplanes over 8 618 kg—application for type certificate submitted on or after 17 November 1988 and before 1 January
4.	(1) Subsonic jet aeroplanes—Application for Type Certificate submitted on or after 1 January 2006.
	(2) Propeller-driven aeroplanes over 8 618 kg —Application for Type Certificate submitted on or after 1 January 2006.
5.	Propeller-driven aeroplanes over 5 700 kg—application for type certificate submitted before 1 January 1985.
6.	Propeller-driven aeroplane not exceeding 8 618 kg — application for type certificate submitted before 17 November 1988.
7.	Propeller-driven STOL (short takeoff and Landing) aeroplanes.
8.	Helicopters.
9.	Installed auxiliary power units (APU) and associated aircraft systems during ground operations.
10.	Propeller-driven aeroplanes not exceeding 8 618 kg — application for type certificate or derived version submitted on or after 17 November 1988

<b>11.</b>	Helicopters not exceeding 3 175 kg maximum certificated take-off mass.
<b>12.</b>	Supersonic aeroplanes.
<b>13.</b>	Tilt-rotor aircraft.

**Part B:** The documents attesting noise certification for an aircraft shall provide the following information;

					<b>1. REPUBLIC OF RWANDA</b>									
					<b>2. NOISE CERTIFICATE</b>					<b>3. Number</b>				
<b>4. NATIONALITY &amp; REGISTRATI ON MARKS</b>				<b>5. MANUFACTURER AND MANUFACTURER'S DESIGNATION OF AIRCRAFT</b>				<b>6. AIRCRAFT SERIAL NUMBER</b>						
<b>7. ENGINE TYPE/ MODEL</b>						<b>8. PROPELLER/ ROTOR/ TYPE / MODEL</b>								
<b>9. MAXIMUM TAKEOFF WEIGHT</b>			<b>10. MAXIMUM LANDING MASS</b>			<b>11. NOISE CERTIFICATION STANDARDS</b>  <b>ICAO Annex 16 Volume 1 Chapter 3 and</b>								
<b>12. OTHER EQUIPMENT OR MODIFICATIONS INCORPORATED</b>														
<b>13. LATERAL NOISE LEVEL</b>		<b>14. APPROACH NOISE LEVEL</b>		<b>15. FLY OVER NOISE LEVEL</b>		<b>16. OVER FLIGHT NOIS E LEV EL</b>		<b>17. TAKE OFF NOISE LEVEL</b>						
<b>18. This noise certificate is issued pursuant to Annex 16, Volume 1 to the Convention on International Civil Aviation dated December 7 1944 and Regulation 33 of Rwanda Civil Aviation (Airworthiness) Regulation 2008 in respect of the above mentioned aircraft, which is considered to comply with the foregoing noise standards when maintained and operated in accordance with the relevant airworthiness requirements and operating limitations</b>														
<b>19. DATE OF ISSUE:</b>		<b>DIRECTOR GENERAL</b>						<b>20. SIGNED</b>						

**RCAA-Form-AIW035**

## FOURTH SCHEDULE

### Regulation 40

#### AIRCRAFT, ENGINE AND PROPELLER LOG BOOKS

##### *Aircraft log book*

- (1) The following entries shall be included in the aircraft log book-
- (a) the name of the constructor, the type of the aircraft, the number assigned to it by the constructor and the date of construction of the aircraft;
  - (b) the nationality and registration marks of the aircraft;
  - (c) the name and address of the operator of the aircraft;
  - (d) the date of each flight and the duration of the period between take-off and landing, or, if more than one flight was made on that day, the number of flights and the total duration of the periods between take-off and landings on that day;
  - (e) particulars of all maintenance work carried out on the aircraft or its equipment;
  - (f) particulars of any defects occurring in the aircraft or in any equipment required to be carried in it by or under these Regulations, and of the action taken to rectify such defects.
  - (g) particulars of any overhauls, repairs, replacements and modifications relating to the aircraft or any such equipment as aforesaid.
- provided that entries shall not be required to be made under subparagraphs (e), (f) and (g) in respect of any engine or variable pitch propeller.


##### *Engine log book*

- (2) The following entries shall be included in the engine log book-
- (a) the name of the constructor, type of engine, the number assigned to it by the constructor and the date of the construction of the engine;
  - (b) the nationality and registration marks of each aircraft in which the engine is fitted;
  - (c) the name and address of the operator of each such aircraft;
  - (d) either-
    - (i) the date of each flight and the duration of the period between take-off and landing or, if more than one flight was made on that day, the number of flights and the total duration of the periods between take-off and landings on that day;
    - or
    - (ii) the aggregate duration of periods between take-off and landing for all flights made by that aircraft since, the immediately preceding occasion that any maintenance, overhaul, repair, replacement, modification or inspection was undertaken on the engine.
  - (e) particulars of all maintenance work done on the engine;
  - (f) particulars of any defects occurring in the engine, and of the rectification of such defects;
  - (g) particulars of all overhauls, repairs, replacement and modifications relating to the engine or any of its accessories.

3. The following entries shall be included in the variable pitch propeller log book-

- (a) the name of the constructor, the type of the propeller, the number assigned to it by the constructor and the date of the construction of the propeller;
- (b) the nationality and registration marks of each aircraft, and the type and number of each engine, to which the propeller is fitted;
- (c) the name and address of the operator of each such aircraft;
- (d) either-
  - (i) the date of each flight and the duration of the period between take-off and landing or, if more than one flight was made on that day, the number of flights and the total duration of the periods between take-off and landings on that day; or
  - (ii) the aggregated duration of periods between take-off and landing for all flights made by that aircraft since the immediately preceding occasion that any maintenance, overhaul, repair, replacement, modification or inspection was undertaken on the propeller;
- (e) particulars of all maintenance work done on the propeller;
- (f) particulars of any defects occurring in the propeller, and of the rectification of such defects;
- (g) particulars of any overhauls, repairs, replacements and modifications relating to the propeller.

## FIFTH SCHEDULE

	<b>REQUEST FOR MAJOR REPAIR AND MODIFICATION DATA APPROVAL</b> (Airframe, Engine, Propeller or Appliance)		Rwanda	
			For RCAA Use Only	
			Office Identification	
<b>INSTRUCTIONS:</b> Print or type all entries.				
<b>1. AMO / Company Name and Address</b> ..... ..... .....		<b>2. Tick the Appropriate Box</b>		
		<input type="checkbox"/> Modification		<input type="checkbox"/> Repair
		<b>3. Engineering Order No / Work Order No.</b>		
<b>4. Aircraft</b>	Make		Model	
	Serial Number		Nationality and Registration Mark	
<b>5. Owner</b>	Name (As shown on registration certificate)		Address (As shown on registration certificate)	
<b>6. Unit Identification</b>				
Unit	Make	Model	Serial Number	
Airframe				
Engine				
Propeller				
Appliance	Type			
	Manufacture			
<b>7. Reason for Repair or Modification</b>				
<b>8. Master Drawing Reference</b>				
<b>9. All Drawings attached? YES / NO</b>				
<b>10. Is Flight Manual Affected? YES / NO</b> <b>10(a). If Yes, is Supplement Attached? YES / NO</b>				
<b>11. Design Authority Responsible</b> (Major Aircraft Manufacturer) eg FAA, EASA etc				
<b>12. List Manuals / Documents Affected</b>				
<b>13. Are all supporting documents attached</b>				
			YES	NO



## MAJOR REPAIRS AND MODIFICATION FORM (Regulations 41(4) and 43(b))

*In making this application the applicability of items on this table has been assessed and appropriately addressed.*

14. Instructions Necessary For Installation:	
15. Stress Analysis:	
16. Power Supplies:	
17. Cooling Requirements:	
18. Aerial Position:	
19. Fuses:	
20. Component Listing:	
21. Equipment Lighting:	
22. Effects on other System:	
23. Interface:	
24. Crew Notices/Placards:	
25. Modification Procedure:	
26. Compatibility With Other Mods/Repairs:	
27. The Maintenance Schedule is affected: Yes,	
28. Tests:	
29. Flight Tests:	
30. Other Details:	
<b>31. Conformity Statement</b>	
A. Kind of License/Organisation	B. AMO Certificate Number & Rating
<input type="checkbox"/> Licensed (LAME) <input type="checkbox"/> A <input type="checkbox"/> C or <input type="checkbox"/> A/C	
<input type="checkbox"/> Approved Maintenance Organisation	
<input type="checkbox"/> Manufacturer	
C. I certify that the repair and/or modification made to the unit(s) identified in item 4 above and	

described on the reverse or attachments hereto have been made in accordance with the requirements of the Civil Aviation (Airworthiness) Regulations and that the information furnished herein is true and correct to the best of my knowledge.	
Name and Signature of Authorised Individual Releasing the aircraft or aircraft component.	
<b>32. For Authority Use Only</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Approval Number	Reasons for rejection

The following are instructions for completing the application Form. The numbers correspond to the numbers on the form:

1. Enter the AMO/ company Name and Address.
2. By ticking the appropriate box, indicate if its modification or repair.
3. Record the engineering or work order number.
4. Provide aircraft details.
5. Enter aircraft registration number and address of the owner.
6. Identify the unit affected
7. Enter the reason for the Modification or repair.
8. Give the Master drawing reference.
9. List all relevant controlling drawing.
10. Indicate the effect on the Flight Manual and supplements as required under 10(a).
11. Indicate the State of design which has provided approval for the design change or repair, such as FAA, JAA etc.
12. List the other manuals that are affected, and may require supplements or amendments, and indicate when these changes are to be implemented.
13. Attach all the support documents
14. For items 14-30, each applicant must address each item to indicate that all the listed factors have been considered as a minimum, and are included as appropriate.
31. Designated company representative shall record name, sign and date and provide AMO approval details.
32. For use by RCAA only.

## **SIXTH SCHEDULE**

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### **Regulation 33**

#### **AIRCRAFT MASS SCHEDULE**

##### **1. General**

- a. The applicant for the issuance or the renewal of a Certificate of Airworthiness shall provide to the Authority the current mass and balance report for the aircraft.
- b. The mass and balance report is normally obtained by weighing. Nevertheless, if the changes in mass and balance have been duly computed and recorded and if the resulting change is minor, the accurate mass may be obtained by calculation from the previous weighing.
- c. A complete, current, and continuous record of changes in empty mass and empty centre of gravity position should be maintained for each aircraft. This record should contain details of all alterations affecting either the mass or balance of the aircraft.

##### **2. Periodic determination of mass**

- a. Aircraft exceeding 5700 kg (12500 lb) Maximum Total Mass Authorized must be re-weighed 2 years after the date of manufacture and then after at intervals not exceeding 5 years and at such times as the Authority may require. Aircraft not exceeding 5700 kg (12500 lb) shall be weighed at intervals not exceeding 5 years and at such times as the Authority may require.
- b. Notwithstanding 2(a) above, it should be the responsibility of the operator of an aircraft to renew the load data sheet if a modification results in a significant change in the empty mass or empty centre of gravity position.
- c. Further to the provisions of 2(b), above if the CAA or the operator is of the opinion that adequate mass control has not been exercised over an aircraft during the modification, the CAA or the operator may require that a new empty mass and empty centre of gravity position should be determined.
- d. For a fleet or group of aeroplanes of the same model and configuration, an average gross mass and CG position may be used as the fleet mass and CG position, provided that the gross masses and CG positions of the individual aeroplanes are within a tolerance specified by the CAA. The average gross mass and CG position may be determined on a sampling basis. This method allows longer intervals between the weighing of aircrafts dependent on the fleet size of the operator.

##### **3. Procedures for determining mass**

- a. Aircraft mass determination shall be supervised by either an airworthiness officer of the CAA or a person duly trained and nominated by an operator or an owner to sign on its behalf. Aircraft shall be presented for mass determination in a condition acceptable to the person authorized to supervise the measurements.

- b. Two independent determinations should be made and the aircraft longitudinal datum line should be horizontal. The load should be completely removed from the weighing equipment between determinations. The aircraft gross masses as determined by the two measurements should be consistent. If not, the measurements should be repeated until the gross masses, as determined by two consecutive and independent measurements are consistent.
- c. Prior to the initial issue of a Certificate of Airworthiness for each aeroplane and helicopters, a list of equipment included in the empty mass should be established. If an operating mass is used, a similar list of removable equipment and disposable load included in the operating mass should also be established. Where a change occurs in the items included in either the empty mass or, if applicable, the operating mass of an aircraft, the appropriate list should be amended by the operator.
- d. Normal precautions, consistent with good practices in the mass determination procedures, shall be taken, such as:
  - i. aircraft and equipment should be checked for completeness in accordance with 3(c) above;
  - ii. fluids should be properly accounted for;
  - iii. mass determination should be carried out in an enclosed building, to avoid the effect of wind; and
  - iv. the scales used should be properly calibrated and used in accordance with the manufacturer's instructions.
- e. An aircraft mass summary should be completed and a certified by the person supervising the measurement. Data recorded should be sufficient to enable the empty mass and empty mass centre of gravity position to be accurately determined.
- f. The empty mass and empty centre of gravity position should be determined by the owner or operator of the aircraft in accordance with the recorded results of the measurements.

## SEVENTH SCHEDULE

### Administrative Fines [Regulation 45]

Column I		Column II	
		Fines (in Rwandan Francs)	
Provisions		Individual	Corporate
6	Issue of supplemental type certificate	600,000	3,000,000
8	Certificate of airworthiness to be in force.	600,000	3,000,000
15	Airworthiness directives and service bulletins.	600,000	3,000,000
19	Conditions on the special flight permit.	1,000,000	5,000,000
20	Certificate of fitness for flight.	600,000	3,000,000
21	Responsibility for maintenance.	1,000,000	5,000,000
22	Continued airworthiness information	600,000	3,000,000
23	Compliance with the manufacturer's instructions and airworthiness directives.	600,000	3,000,000
24	Reporting of failures, malfunctions, and defects.	600,000	3,000,000
25	Persons authorized to perform maintenance, preventive maintenance and modification.	1,000,000	5,000,000
26	Personnel authorized to approve for return to service.	1,000,000	5,000,000
27	Persons authorized to perform inspections.	1,000,000	5,000,000
29	Performance rules: maintenance.	600,000	3,000,000
30	Performance rules: inspection.	600,000	3,000,000
31	Airworthiness limitation performance rules.	600,000	3,000,000
32	Aircraft mass schedule	1,000,000	5,000,000
33	Requirements of noise certification	600,000	3,000,000
35.	Requirements for engine emission.	600,000	3,000,000
36	Keeping of maintenance release records.	300,000	1,500,000
37	Technical Log entries.	300,000	1,500,000
38	Aircraft, engine and propeller log books	300,000	1,500,000
39.	Records of maintenance	300,000	1,500,000
40.	Description of overhaul and rebuilding records.	300,000	1,500,000
41	Approval for return to service.	600,000	3,000,000
42	Content, form, and disposition of records		
	for inspections	300,000	1,500,000

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA	WA	III	ANNEX	III	TO	THE	ANNEXE	III	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHU		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO		THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
N°75/2013	RYO	KU	11/09/2013	ESTABLISHING			11/09/2013		PORTANT	
11/09/2013	RIGENA		REGULATION	GOVERNING			REGLEMENTATION		DE	
AMABWIRIZA	MU		CIVIL AVIATION				L'AVIATION CIVILE			
BY'INDEGE	ZA	GISIVIRI								

AMAGARAGI YEMEREWE	APPROVED MAINTENANCE	ORGANISME
GUTUNGANYA INDEGE	ORGANIZATION	DE MAINTENANCE



## **CIVIL AVIATION (APPROVED MAINTENANCE ORGANIZATION)**

### **ARRANGEMENT OF REGULATIONS**

#### **PART I – PRELIMINARY**

##### **Regulation**

1. Citation.
2. Interpretation.
3. Application.

#### **PART II – CERTIFICATION**

4. Certificate and Specific Operating Provisions.
5. Advertising.
6. Application for an approved maintenance organization certificate.
7. Issue of an approved maintenance organization certificate.
8. Validity and renewal of the certificate.
9. Continued validity of approval.
10. Changes to the approved maintenance organization and certificate amendments.
11. Ratings of the approved maintenance organization.
12. Limited rating to approve maintenance organization.
13. Approved maintenance organization capability.
14. Sub-contracted maintenance functions.

#### **PART III - HOUSING, FACILITIES, EQUIPMENT AND MATERIALS**

15. General.
16. Housing and facility requirements.
17. Equipment, tools, and material.
18. Satellite maintenance organization

#### **PART IV – ADMINISTRATION**

19. Approved maintenance organization personnel and training requirements.
20. Management personnel required for Aircraft Maintenance Organizations
21. Qualifications and Responsibilities of approved maintenance organization personnel.
22. Production Planning.
23. Assessment of personnel.
24. Training of certifying staff.
25. Rest and duty limitations for persons performing maintenance functions in an approved maintenance organization.
26. Record of certifying staff.

## **PART V – APPROVED MAINTENANCE ORGANIZATION OPERATING RULES**

- 27. Approved maintenance organization maintenance procedures manual.
- 28. Maintenance procedures and independent quality system.
- 29. Capability list.
- 30. Approved maintenance organization privileges.
- 31. Approved maintenance organization limitations.
- 32. Safety management system
- 33. Certificate of release to service.
- 34. Maintenance records.
- 35. Airworthiness data.
- 36. Reporting of unairworthy conditions.
- 37. Inspections.
- 38. Performance standards.
- 39. Access for inspections

## **PART VI – ADMINISTRATIVE SANCTIONS**

- 40. Administrative fines

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### **SCHEDULE**

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#### **FIRST SCHEDULE**

Classification of unsalvageable components

#### **SECOND SCHEDULE**

Maintenance Classification

#### **THIRD SCHEDULE**

Production Planning

#### **FOURTH SCHEDULE**

Administrative fines

## CIVIL AVIATION (APPROVED MAINTENANCE ORGANIZATION) REGULATIONS

### PART I – PRELIMINARY

- Citation**      1.      These Regulations may be cited as Civil Aviation (Approved Maintenance Organization) Regulations 2017.
- Interpretation**      2.      When the following terms are used in the Civil Aviation (Aircraft Registration and Marking) Regulations, they have the following meanings:
- 
- “**acceptable**” means the Authority has reviewed the method, procedure, or policy and has neither objected to nor approved its proposed use or implementation;
- “**accountable manager**” means the manager who has corporate authority for ensuring that all maintenance activities required by the owner or operator of an aircraft are financed and carried out to the standard required by the Authority;
- “**aeronautical product**” means any aircraft, engine, propeller, or subassembly, appliance, material, part, or component to be installed thereon;
- “**aircraft**” means any machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth’s surface;
- “**aircraft component**” means any assembly, item component, part of an aircraft up to and including a complete powerplant or any operational or emergency equipment;
- “**aircraft type**” means all aircraft of the same basic design;
- “**airframe**” means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of a powerplant), and landing gear of an aircraft and their accessories and controls;
- “**airworthiness data**” means any information necessary to ensure that an aircraft or aircraft component can be maintained in a condition such that airworthiness of the aircraft, or serviceability of operational and emergency equipment, as appropriate, is assured;
- “**Airworthy**” means the status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation
- “**AMO**” means Approved Maintenance Organisation;
- “**AOC**” means Air Operator Certificate;
- “**appliance**” means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communication equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, powerplant, or propeller;

**“approved by the Authority”** means approved by the Authority directly or in accordance with a procedure approved by the Authority;

**“approved data”** means technical information approved by the Authority;

**“approved continuous maintenance program”** means a maintenance program approved by the State of Registry;

**“approved maintenance organisation”** means an organisation approved to perform specific aircraft maintenance activities by the Authority;

**“approved standard”** means a manufacturing, design, maintenance, or quality standard approved by the Authority;

**“approved training”** means Training conducted under special curricula and supervision approved by a Contracting State

**“article”** means any item, including but not limited to, an aircraft, airframe, aircraft engine, propeller, appliance, accessory, assembly, subassembly, system, subsystem, component, unit, product, or part;

**“Authority”** means the Rwanda Civil Aviation Authority;

**“calibration”** means a set of operations, performed in accordance with a definite documented procedure, that compares the measurement performed by a measurement device or working standard for the purpose of detecting and reporting or eliminating by adjustment errors in the measurement device, working standard, or component tested;

**“certificate of release to service”** means a document containing a certification that inspection and maintenance work has been performed satisfactorily in accordance with the methods prescribed by the Authority;

**“certifying staff”** means personnel authorised by the approved maintenance organisation in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service;

**“composite”** means structural materials made of substances, including, but not limited to, wood, metal, ceramic, graphite, boron, epoxy, plastic, fibre-reinforced built-in strengthening agents that may be in the form of filaments, foils, powders, or flakes, of a different material;

**“composite structure”** means a type of aircraft structure made of plastic resins reinforced with strong light weight filaments;

**“computer system”** means any electronic or automated system capable of receiving, storing, and processing external data, and transmitting and presenting such data in a usable form for the accomplishment of a specific function;

**“Contracting State”** means a state that is signatory to the Convention on International Civil Aviation (Chicago Convention);

**“dangerous goods”** means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Technical Instructions or which are classified according to those Instructions;

**“engine”** means a unit used or intended to be used for aircraft propulsion. It consists of at least those components and equipment necessary for functioning and control, but excludes the propeller/rotors (if applicable);

**“error”** means an action or inaction by an operational person that leads to

deviations from organizational or the operational person's intentions or expectations;

**“error management”** means the process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and mitigate the probability of further errors or undesired states;

**“facility”** means a physical plant, including land, buildings, and equipment, which provides the means for the performance of maintenance, preventive maintenance, or modifications of any article;

**“fatigue”** means physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness and/or physical activity that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties;

**“helicopter”** means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axis;

**“housing”** means buildings, hangers, and other structures to accommodate the necessary equipment and materials of a maintenance organisation that:-

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

**“human factors principles”** means principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance;

**“human performance”** means human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations;

**“inspection”** means the examination of an aircraft or aircraft component to establish conformity with a standard approved by the Authority;

**“large aeroplane”** means an aeroplane of a maximum certificated take-off mass of over 5 700 kg;

**“maintenance”** means tasks required to ensure the continued airworthiness of an aircraft or aircraft component including any one or combination of overhaul, repair, inspection, replacement, modification, and defect rectification;

**“maintenance organization's procedures manual”** means a document endorsed by the head of the maintenance organization which details the maintenance organization's structure and management responsibilities, scope of work, description of facilities, maintenance procedures and

quality assurance or inspection systems;

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

**“major modification”** means a type design change not listed in the aircraft, aircraft engine, or propeller specifications that might appreciably affect the mass and balance limits, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness or environmental characteristics, or that will be embodied in the product according to non-standard practices;

**“maintenance release”** means a document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organization’s procedures manual or under an equivalent system;

**“major repair”** means a repair of an aeronautical product that might appreciably affect the structural strength, performance, powerplant, operation flight characteristics, or other qualities affecting airworthiness or environmental characteristics, or that will be embodied in the product using non-standard practices;

**“maximum mass”** means maximum certificated take-off mass;

**“modification”** means a change to the type design of an aircraft or aeronautical product which is not a repair;

**“operator’s maintenance control manual”** means a document which describes the operator’s procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator’s aircraft on time and in a controlled and satisfactory manner;

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

**“powerplant”** means an engine that is used or intended to be used for propelling aircraft, and it includes turbo, superchargers, appurtenances, and accessories necessary for its functioning, but does not include propellers;

**“preventive maintenance”** means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations;

**“psychoactive substances”** means Alcohol, opioids, cannabinoids,

sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded

**“quality system”** means documented organizational procedures and policies: internal audits of those policies and procedures: management review and recommendation for quality improvement;”

**“rating”** means an authorisation entered on, or associated with a license or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate;

**“repair”** means the restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear;

**“safety management system”** means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures;

**“small aeroplane”** means an aeroplane of a maximum certificated take-off mass of 5 700 kg or less;

**“specific operating provisions”** means a document describing the ratings in detail and containing or referencing material and process specifications used in performing repair work, along with any limitations applied to the maintenance organisation;

**“State of design”** means the Contracting State which approved the original type certificate and any subsequent supplemental type certificates for an aircraft, or which approved the design of an aircraft or aircraft component or appliance;

**“State of manufacture”** means the Contracting State, under whose authority an aircraft was assembled, approved for compliance with the type certificate and all supplemental type certificates, test flown and approved for operation; the State of Manufacture may or may not also be the State of Design;

**“State of registry”** means the Contracting State on whose registry an aircraft is registered;

**“State safety programme”** means an integrated set of regulations and activities aimed at improving safety;

**“target level of safety (TLS)”** means a generic term representing the level of risk which is considered acceptable in particular circumstances;

- Application**      3.      These Regulations shall apply to all persons operating or maintaining Rwanda-registered aircraft, wherever operated or maintained.

## **PART II – CERTIFICATION**

- Certificate and Specific Operating Provisions**      4.      (1) A person shall not operate as an approved maintenance organization without or in violation of an approved maintenance organization certificate issued under these Regulations.
- (2) An approved maintenance organization may perform maintenance, preventive maintenance, or modifications on an aircraft, airframe, engine, propeller, appliance, component or its part only for which it is rated and within the limitations placed in its specific operating provisions.
- (3) An approved maintenance organization certificate shall consist of:
- (a) a certificate for public display issued by the Authority; and
  - (b) specific operating provisions accepted by the Authority containing the terms and conditions applicable to the approved maintenance organization.
- (4) An approved maintenance organization certificate shall contain:
- (a) a certificate number specifically assigned to the approved maintenance organization;
  - (b) name and location of the main place of business of the approved maintenance organization;
  - (c) date of issue and period of validity, if any; and
  - (d) terms of approval and ratings issued to the approved maintenance organization.
- (5) The approved maintenance organization certificate shall be in the form prescribed by the Authority.
- (6) Specific operating provisions referred to in sub-regulation 4(b) shall contain:
- (a) a certificate number specifically assigned to the approved maintenance organization;
  - (b) class or limited ratings issued in detail, including special approvals and limitations issued;
  - (c) date issued or revised; and
  - (d) signatures of the accountable manager and Authority.
- (7) The certificate issued to an approved maintenance organization shall be displayed in the premises for inspection by the public and the Authority.
- Advertising**      5.      (1) An organization shall not advertise as an approved maintenance organization unless an approved maintenance organization certificate has been issued to that organization.
- (2) An approved maintenance organization shall not make any statement,



either in writing or orally, about itself that is false or is designed to mislead any person.

- (3) When the advertising of a maintenance organization indicates that it is approved, the advertisement must clearly state the approved maintenance organization's certificate number referred to in regulation 4.

**Application  
for an  
approved  
maintenance  
organization  
certificate**

**6.**

An applicant for an approved maintenance organization certificate shall submit the following to the Authority at least ninety days before the intended day of operations:

- (a) an application on a form and in a manner prescribed by the Authority;
- (b) the applicant's maintenance procedures manual in duplicate;
- (c) a list of the maintenance functions to be performed for it, under contract, by another approved maintenance organization;
- (d) a list of all approved maintenance organization certificates and ratings pertinent to those certificates issued by any Contracting State other than Rwanda; and
- (e) any additional information the Authority requires the applicant to submit.

**Issue of an  
approved  
maintenance  
organization  
certificate**

**7.**

An applicant shall be issued an approved maintenance organization certificate if after inspection, the Authority finds that the applicant:

- (a) meets the requirements for the holder of an approved maintenance organization specified under these Regulations; and
- (b) is properly and adequately equipped for the performance of maintenance of aircraft or aircraft component for which it seeks approval;
- (c) meets the requirements of Civil Aviation (Safety Management Systems) Regulations;

**Validity and  
renewal of  
certificate**

**8.**

- (1) A certificate issued to an AMO shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the Authority or:

- (a) the Authority amends, suspends, revokes or otherwise terminates the certificate;
- (b) the approved maintenance organization surrenders it to the Authority; or
- (c) the approved maintenance organization suspends operations for more than 180 continuous days.

- (2) A person issued with an approved maintenance organization certificate shall upon suspension or revocation of the certificate return the certificate to the Authority.

- (3) An application for renewal of an approved maintenance organization certificate shall be made on a form prescribed by the Authority at least sixty days before the certificate expires.

- (4) Where a request for renewal is made after the expiry of an approved maintenance organization certificate the applicant shall meet initial application requirements provided for in regulation 6

**Continued validity of approval**

9. (1) Unless the approved maintenance organization certificate has previously been surrendered, superseded, suspended, revoked or expired by virtue of exceeding any expiration date that may be specified in the certificate, the continued validity of the certificate is dependent upon:
- (a) the approved maintenance organization remaining in compliance with these regulations; and
  - (b) the Authority being granted access to the organization's facilities to determine continued compliance with these Regulations;
- (2) Each approved maintenance organization shall be completely audited for compliance with these Regulations at intervals determined by the Authority which shall not exceeding 36 months.

**Changes to the approved maintenance organization and certificate amendments**

10. (1) An approved maintenance organization shall notify the Authority of any proposal to carry out any changes to enable the Authority to determine compliance with these Regulations and to amend if necessary, the approved maintenance organization certificate.
- (2) An approved maintenance organization shall not effect the following changes without prior approval of the Authority:
- (a) the name of the approved maintenance organization;
  - (b) the location of the approved maintenance organization;
  - (c) additional locations of the approved maintenance organization;
  - (d) accountable manager and any of the management personnel specified in the approved maintenance organization's maintenance procedural manual;
  - (e) the facilities, equipment, tools, material, procedures, work scope and certifying staff that could affect the approval; and
  - (f) ratings held by the approved maintenance organization.
- (3) Unless the Authority determines that the approval should be suspended, the Authority may prescribe the conditions under which the approved maintenance organization may operate during the changes.
- (4) An approved maintenance organization certificate may be suspended by the Authority if changes in items listed under sub-regulation (2) have been made by the approved maintenance organization without notifying the Authority.
- (5) An application for the amendment of an existing approved maintenance organization certificate shall be made on a form and in a manner prescribed by the Authority, and where applicable, the approved maintenance organization shall submit the required amendment to the maintenance procedures manual to the Authority for approval.

**Ratings of the approved**

11. The following ratings may be issued to an approved maintenance organization certificated under these regulations:

**maintenance  
organization**

**(a) *Airframe ratings.***

- (i) Class 1: Composite construction of small aircraft.
- (ii) Class 2: Composite construction of large aircraft.
- (iii) Class 3: All-metal construction of small aircraft.
- (iv) Class 4: All-metal construction of large aircraft.

**(b) *Powerplant ratings.***

- (i) Class 1: Reciprocating engines of 400 horsepower or less.
- (ii) Class 2: Reciprocating engines of more than 400 horsepower.
- (iii) Class 3: Turbine engines.

**(c) *Propeller ratings.***

- (i) Class 1: All fixed pitch and ground adjustable propellers of wood, metal, or composite construction.
- (ii) Class 2: All other propellers, by make.

**(d) *Radio ratings.***

- (i) Class 1: Communication equipment: Any radio transmitting equipment or receiving equipment, or both, used in aircraft to send or receive communications in flight, regardless of carrier frequency or type of modulation used; including auxiliary and related aircraft interphone systems, amplifier systems, electrical or electronic inter-crew signalling devices, and similar equipment; but not including equipment used for navigation of the aircraft or as an aid to navigation, equipment for measuring altitude or terrain clearance, other measuring equipment operated on radio or radar principles, or mechanical, electrical, gyroscopic, or electronic instruments that are a part of communications radio equipment.
- (ii) Class 2: Navigational equipment: Any radio system used in aircraft for en route or approach navigation, except equipment operated on radar or pulsed radio frequency principles, but not including equipment for measuring altitude or terrain clearance or other distance equipment operated on radar or pulsed radio frequency principles.
- (iii) Class 3: Radar equipment: Any aircraft electronic system operated on radar or pulsed radio frequency principles.

**(e) *Instrument ratings***

- (i) Class 1: Mechanical: Any diaphragm, bourdon tube, aneroid, optical, or mechanically driven centrifugal instrument that is used on aircraft or to operate aircraft, including tachometers, airspeed indicators, pressure gauges drift sights, magnetic compasses, altimeters, or similar mechanical instruments.
- (ii) Class 2: Electrical: Any self-synchronous and electrical indicating instruments and systems, including remote indicating instruments, cylinder head temperature gauges, or similar electrical instruments.
- (iii) Class 3: Gyroscopic: Any instrument or system using gyroscopic principles and motivated by air pressure or

electrical energy, including automatic pilot control units, turn and bank indicators, directional gyros, and their parts, and flux gate and gyrosyn compasses.

- (iv) Class 4: Electronic: Any instruments whose operation depends on electron tubes, transistors, or similar devices including capacitance type quantity gauges, system amplifiers, and engine analyzers.

**(f) *Computer systems rating.***

- (i) Class 1: Aircraft computer systems;
- (ii) Class 2: Powerplant computer systems; and
- (iii) Class 3: Avionics computer systems.

**(g) *Accessory ratings.***

- (i) Class 1: Mechanical accessories that depend on friction, hydraulics, mechanical linkage, or pneumatic pressure for operation, including aircraft wheel brakes, mechanically driven pumps, carburetors, aircraft wheel assemblies, shock absorber struts and hydraulic servo units.
- (ii) Class 2: Electrical accessories that depend on electrical energy for their operation, and generators, including starters, voltage regulators, electric motors, electrically driven fuel pumps magnetos, or similar electrical accessories.
- (iii) Class 3: electronic accessories that depend on the use of an electron tube transistor, or similar device, including supercharger, temperature, air conditioning controls, or similar electronic controls.
- (iv) Class 4: Auxiliary Power Unit (APU) that may be installed on aircraft as self-contained units to supplement the aircraft's engines as a source of hydraulic, pneumatic, or electrical power.

**Limited ratings to approved maintenance organization**

**12.**

- (1) Whenever the Authority finds it appropriate, it may issue a limited rating to an approved maintenance organization that maintains or alters only a particular type of airframe, powerplant, propeller, radio, instrument, computer or accessory, or parts thereof, or performs only specialised maintenance requiring equipment and skills not ordinarily found in an approved maintenance organization with ratings as specified in regulation 11.
- (2) A rating issued under sub-regulation (1) may be limited to:
  - (a) a specific model aircraft, engine, or constituent part, or to any number of parts made by a particular manufacturer.
  - (b) airframes of a particular make and model;
  - (c) engines of a particular make and model;
  - (d) propellers of a particular make and model;
  - (e) instruments of a particular make and model;
  - (f) computers of a particular make and model;
  - (g) radio equipment of a particular make and model;

- (h) accessories of a particular make and model;
- (i) landing gear components;
- (j) floats, by make;
- (k) non-destructive inspection, testing, and processing;
- (l) emergency equipment;
- (m) rotor blades, by make and model;
- (n) aircraft fabric work; and
- (o) any other purpose for which the Authority finds the applicant's request is appropriate.

(3) A specialised service rating may be issued to an approved maintenance organization to perform specific maintenance or processes and the specific operating provisions of the approved maintenance organization shall identify the specification used in performing specialised services which may be –

- (a) a civil or military specification that is currently used by industry and approved by the Authority; or
- (b) a specification developed by the approved maintenance organization and approved by the Authority.

**Approved  
maintenance  
organization  
capability**

**13.**

(1) Except for functions that are contracted out, each approved maintenance organization shall provide equipment and material so that the functions listed in these regulations as appropriate to the class or limited rating held or applied for, can be performed as required.

(2) For an airframe rating, Classes 3, 4:

(a) the functions in respect to metal skin and structural components are-

- (i) repair and replace steel tubes and fittings using the proper welding techniques, when appropriate;
- (ii) apply anticorrosion treatment to the interior and exterior of parts;
- (iii) perform simple machine operations;
- (iv) fabricate steel fittings;
- (v) repair and replace metal skin;
- (vi) repair and replace alloy members and components;
- (vii) assemble and align components using jigs or fixtures;
- (viii) make up forming blocks or dies;
- (ix) repair or replace ribs.

(b) the functions in respect to wood structure are –

- (i) splice wood spars;
- (ii) repair ribs and spars;
- (iii) align interior of wings;
- (iv) repair or replace plywood skin;
- (v) apply treatment against wood decay;

(c) the functions in respect to fabric covering; are repair of fabric surfaces;

(d) the functions in respect to aircraft control systems are-

- (i) repair and replace control cables;
- (ii) rig complete control system;
- (iii) replace and repair all control system components;
- (iv) remove and install control system units and components;
- (e) the functions in respect to aircraft systems are-
  - (i) replace and repair landing gear hinge-point components and attachments;
  - (ii) maintain elastic shock absorber units;
  - (iii) conduct landing gear retraction cycle tests;
  - (iv) maintain electrical position indicating and wiring systems;
  - (v) repair and fabricate fuel, pneumatic, hydraulic, and oil lines;
  - (vi) diagnose electrical and electronic malfunctions;
  - (vii) repair and replace electrical wiring and electronic data transmission lines;
  - (viii) install electrical and electronic equipment;
  - (ix) perform bench check of electrical and electronic components, not to be confused with the more complex functional test after repair or overhaul;
- (f) the functions in respect to assembly operations are-
  - (i) assemble aircraft components or parts, such as landing gear, wings, and controls;
  - (ii) rig and align aircraft components, including the complete aircraft and control system;
  - (iii) install powerplants;
  - (iv) install instruments and accessories;
  - (v) assemble and install cowlings, fairings, and panels;
  - (vi) maintain and install windshields and windows;
  - (vii) maintain and install windshields and panels;
  - (viii) jack or hoist complete aircraft;
  - (ix) balance flight control surfaces;
- (g) non-destructive inspection and testing using dye penetrants and magnetic, ultrasonic, radiographic, fluorescent, or holographic inspection techniques;
- (h) the functions in respect to inspection of metal structures are the inspection of metal structures using appropriate inspection equipment to perform the inspections required on an aircraft.
- (3) For an airframe rating Classes 1 and 2, in addition to having the capability to perform the appropriate functions set forth for class 1, 2, 3, or 4 airframe ratings, an approved maintenance organization holding a class 1 or 2 airframe rating for composite aircraft must have the following equipment-
  - (a) autoclave capable of providing positive pressure and temperature consistent with materials used;
  - (b) a circulating oven with vacuum capability storage equipment,

- such as freezer, refrigerator, and temperature-control cabinets or other definitive storage areas;
  - (c) honeycomb core cutters;
  - (d) non-destructive inspection equipment such as x-ray, ultrasonic, or other types of acoustic test equipment as recommended by the manufacturer;
  - (e) cutting tools, such as diamond or carbide saws or router bits, suitable for cutting and trimming composite structures;
  - (f) scales adequate to ensure proper proportioning by mass of epoxy adhesive and resins;
  - (g) mechanical pressure equipment such as vacuum bagging or sand bags, as appropriate;
  - (h) thermocouple probes necessary to monitor cure temperatures;
  - (i) hardness testing equipment using heat guns that are thermostatically controlled for curing repairs; and
  - (j) appropriate inspection equipment to perform inspection of composite structures as recommended by the manufacturer and as required for inspection of an aircraft under these regulations.
- (4) For a powerplant rating, Class 1 and 2 –
- (a) the functions in respect to maintenance and alteration of powerplants, including replacement of parts-
    - (i) perform chemical and mechanical cleaning;
    - (ii) perform disassembly operations;
    - (iii) replace bushings, bearings, pins, and inserts;
    - (iv) perform heating operations that may involve the use of recommended techniques that require controlled heating facilities;
    - (v) perform chilling or shrinking operations;
    - (vi) remove and replace studs;
    - (vii) inscribe or affix identification information;
    - (viii) paint powerplants and components;
    - (ix) apply anticorrosion treatment for parts;
  - (b) inspection of all parts, using appropriate inspection aids-
    - (i) determine precise clearances and tolerances of all parts;
    - (ii) inspect alignment of connecting rods, crankshafts, and impeller shafts;
  - (c) accomplishment of routine machine work-
    - (i) ream inserts, bushings, bearings, and other similar components;
    - (ii) reface valves;
  - (d) accomplishment of assembly operations-
    - (i) perform valve and ignition-timing operations;
    - (ii) fabricate and test ignition harnesses;
    - (iii) fabricate and test rigid and flexible fluid lines;
    - (iv) prepare engines for long or short term storage;
    - (v) hoist engines by mechanical means.
-

- (5) For a powerplant rating Classes 3, in addition to having the capability to perform the appropriate functions as required for Class 1 and 2 powerplant ratings, a maintenance organization holding a Class 3 powerplant rating must have the following equipment-
  - (a) testing equipment;
  - (b) surface treatment antigallant equipment;
  - (c) functional and equipment requirements recommended by the manufacturer; and
  - (d) appropriate inspection equipment.
- (6) For propeller rating class 1 the functions are-
  - (a) remove and install propellers;
  - (b) maintain and alter propellers, including installation and replacement of parts-
    - (i) replace bladed tipping;
    - (ii) refinish wood propellers;
    - (iii) make wood inlays;
    - (iv) refinish plastic blades;
    - (v) straighten bent blades within repairable tolerances;
    - (vi) modify blade diameter and profile;
    - (vii) polish and buff;
    - (viii) perform painting operations;
  - (c) inspect components using appropriate inspection aids-
    - (i) inspect propellers for conformity with manufacturer's drawings and specifications;
    - (ii) inspect hubs and blades for failures and defects using all visual aids, including the etching of parts;
    - (iii) inspect hubs for wear of splines or keyways or any other defect;
  - (d) balance propellers-
    - (i) test for proper track on aircraft;
    - (ii) test for horizontal and vertical unbalance using precision equipment.
- (7) For propeller rating class 2 the functions -
  - (a) remove and install aircraft propellers, which may include installation and replacement of parts-
    - (i) perform all functions listed under Class 1 propellers when applicable to the make and model of propeller in this class;
    - (ii) properly lubricate moving parts;
    - (iii) assemble complete propeller and subassemblies using special tools when required;
  - (b) inspect components using appropriate inspection aids for those functions listed for Class 1 propellers under sub regulation (b) and (c) when applicable to the make and model of the propeller being worked on;
  - (c) repair or replace components or parts-



- (i) replace blades, hubs or any of their components;
  - (ii) repair or replace anti-icing devices;
  - (iii) remove nicks or scratches from metal blades;
  - (iv) repair or replace electrical propeller components;
- (d) balance propellers, including those functions listed for class 1 propellers under sub regulation 6 (d) when applicable to the make and model of the propeller being worked on;
- (e) test propeller pitch-changing mechanism-
  - (i) test hydraulically operated propellers and components;
  - (ii) test electrically operated propellers and components.
- (8) For radio rating Class 1, 2, and 3, the functions are –
  - (a) perform physical inspection of radio systems and components by visual and mechanical inspection;
  - (b) perform electrical inspection of radio systems and components by means of appropriate electrical or electronic test equipment;
  - (c) check aircraft wiring, antennas, connectors, relays, and other associated avionics components to detect installation faults;
  - (d) check engine ignition systems and aircraft accessories to determine sources of electrical interference;
  - (e) check aircraft power supplies for adequacy and proper functioning;
  - (f) remove, repair, and replace aircraft antennas;
  - (g) measure transmission line attenuation;
  - (h) measure radio component values such as inductance, capacitance, and resistance;
  - (i) determine waveforms and phase in avionics equipment when applicable;
  - (j) determine proper aircraft radio antenna, lead-in, and transmission-line characteristics and determine proper locations for type of radio equipment to which the antenna is connected;
  - (k) determine the operational condition of radio equipment installed in aircraft by using appropriate portable test apparatus;
  - (l) test all types of transistors: solid-state, integrated circuits; or similar devices in equipment appropriate to the class rating;
  - (m) test radio indicators.
- (9) For radio rating class 1, in addition to having the capability to perform the functions listed in sub regulation (8)-
  - (a) test and repair headsets, speakers, and microphones;
  - (b) measure radio transmitter power output;
  - (c) measure modulation values, noise, and distortion in communication equipment;
- (10) For radio rating class 2, in addition to having the capability to perform the functions listed in sub regulation (8)-
  - (a) test and repair headsets;
  - (b) test speakers;
  - (c) measure loop antenna sensitivity by appropriate methods;

- (d) calibrate to approved performance standards any radio navigational equipment, en route and approach aids, or similar equipment, as appropriate to this rating.
- (11) For radio rating class 3, in addition to having the capability to perform the functions listed in sub regulation (8), measure transmitter power output.
- (12) For computer systems rating class 1, 2, and 3 the functions are-
  - (a) maintain computer systems in accordance with manufacturer's specifications, test requirements, and recommendations;
  - (b) remove, maintain, and replace computer systems in aircraft;
  - (c) inspect, test, and calibrate computer system equipment, including software.
- (13) For instrument rating class 1 the functions are-
  - (a) diagnose instrument malfunctions on the following instruments-
    - (i) rate-of-climb indicators.
    - (ii) altimeters;
    - (iii) airspeed indicators;
    - (iv) vacuum indicators;
    - (v) oil pressure gauges;
    - (vi) hydraulic pressure gauges;
    - (vii) de-icing pressure gauges;
    - (viii) pitot-static tube;
    - (ix) direct indicating compasses;
    - (x) accelerometer;
    - (xi) direct indicating tachometers;
    - (xii) direct reading fuel quantity gauges;
  - (b) inspect, test, and calibrate the instruments listed in paragraph (a) on and off the aircraft, as appropriate.
- (14) For instrument rating class 2 the functions are-
  - (a) diagnose instrument malfunctions of the following instruments-
    - (i) tachometers;
    - (ii) synchroscope;
    - (iii) electric temperature indicators;
    - (iv) electric resistance-type indicators;
    - (v) moving magnet-type indicators;
    - (vi) warning units (oil and fuel);
    - (vii) selsyn systems and indicators;
    - (viii) self-synchronous systems and indicators;
    - (ix) remote indicating compasses;
    - (x) quantity indicators;
    - (xi) avionics indicators;
    - (xii) ammeters;
    - (xiii) voltmeters;
    - (xiv) frequency meters.
  - (b) inspect, test, and calibrate instruments listed in paragraph (a) on and off the aircraft, as appropriate.

- (15) For instrument rating Class 3 the functions are-
  - (a) diagnose instrument malfunctions of the following instruments-
    - (i) turn and bank indicators;
    - (ii) directional gyros;
    - (iii) horizon gyros;
    - (iv) auto pilot control units and components;
  - (b) inspect, test, and calibrate instruments listed in paragraph (a) of this regulation on and off the aircraft, as appropriate.
- (16) For instrument rating Class 4 the functions are –
  - (a) diagnose instrument malfunctions of the following instruments-
    - (i) capacitance-type quantity gauge;
    - (ii) laser gyros;
    - (iii) other electronic instruments;
  - (b) inspect, test, and calibrate instruments listed in paragraph (a) on and off the aircraft, as appropriate.
- (17) For accessory rating class 1, 2, 3, and 4, the approved maintenance organization shall perform the following functions in accordance with the manufacturer's specifications and recommendations-
  - (a) diagnose accessory malfunctions.
  - (b) maintain and alter accessories, including installing and replacing parts.
  - (c) inspect, test, and calibrate accessories on and off the aircraft as appropriate.

**Sub-  
contracted  
maintenance  
functions**

- 14.** (1) An approved maintenance organization may sub-contract its maintenance functions to another approved maintenance organization.
- (2) An approved maintenance organization may sub-contract maintenance functions to an organization which is not approved by the Authority provided that the approved maintenance organization meet the following conditions;
  - (a) the approved maintenance organization shall be approved for work which is to be sub-contracted and have the capability to assess the competence of the sub-contractor;
  - (b) the approved maintenance organization must retain responsibility for quality control and release of the sub-contracted activities, including the appropriate airworthiness requirements; and
  - (c) have necessary procedures for the control of the sub-contracted activities, together with the terms for the personnel responsible the management.

### **PART III - HOUSING, FACILITIES, EQUIPMENT AND MATERIALS**

- |  |            |  |
|--|------------|--|
| <b>General</b>                           | <b>15.</b> | An approved maintenance organization shall have personnel, facilities, equipment, and materials in quantity and quality that meet the standards specified under these Regulations.   |
| <b>Housing and facility requirements</b> | <b>16.</b> | <ul style="list-style-type: none"><li>(1) Housing and facilities shall be provided as appropriate for all planned work ensuring, in particular, protection from adverse weather conditions.</li><li>(2) All work environments shall be appropriate for the task carried out and shall not impair the effectiveness of personnel.</li><li>(3) Office accommodation shall be appropriate for the management of planned work including, in particular, the management of quality, planning, and technical records.</li><li>(4) Specialised workshops and bays shall be segregated, as appropriate; to ensure that environmental and work area contamination is unlikely to occur.</li><li>(5) Storage facilities shall be provided for parts, equipment, tools and materials.</li><li>(6) Storage conditions shall be provided security for serviceable parts, segregation of serviceable parts from unserviceable parts, and for prevention of deterioration of and damage to stored items.</li><li>(7) For ongoing maintenance of aircraft, aircraft hangars shall be available and large enough to accommodate aircraft during maintenance activities.</li><li>(8) Where the hangar is not owned by the approved maintenance organization, the approved maintenance organization shall:<ul style="list-style-type: none"><li>(a) provide evidence to the Authority that the approved maintenance organization is authorised to use the hangar;</li><li>(b) demonstrate sufficiency of hangar space to carry out planned base maintenance by preparing a projected aircraft hangar visit plan relative to the maintenance program;</li><li>(c) update the aircraft hangar visit plan on a regular basis;</li><li>(d) ensure that aircraft component maintenance, aircraft component workshops are large enough to accommodate the components on planned maintenance;</li><li>(e) ensure that aircraft hangar and aircraft component workshop structures prevent the ingress of rain, hail, ice, snow, wind and dust;</li><li>(f) ensure that workshop floors are sealed to minimise dust generation; and</li><li>(g) demonstrate access to hangar accommodation for usage during adverse weather for minor scheduled work or lengthy defect rectification.</li></ul></li><li>(9) Aircraft maintenance staff shall be provided with an area where they</li></ul> |

may study maintenance instructions and complete maintenance records in a proper manner.

- (10) Hangars used to house aircraft together with office accommodation shall be such as to ensure a clean, effective and comfortable working environment by ensuring that:
  - (a) temperatures are maintained at a comfortable level;
  - (b) dust and any other airborne contamination are kept to a minimum and not permitted to reach a level in the work task area where visible aircraft or component surface contamination is evident;
  - (c) lighting is such as to ensure each inspection and maintenance task can be carried out; and
  - (d) noise levels are not permitted to rise to the point of distracting personnel from carrying out inspection tasks and where it is impractical to control the noise source, such personnel shall be provided with the necessary personal equipment to stop excessive noise causing distraction during inspection tasks.
- (11) Where a particular maintenance task requires the application of specific environmental conditions different from those specified in sub-regulation (10), then such conditions shall be observed. (Specific conditions are identified in the approved maintenance instructions).
- (12) Where the working environment for line maintenance deteriorates to an unacceptable level with respect to temperature, moisture, hail, ice, snow, wind, light, dust or other airborne contamination, the particular maintenance or inspection tasks shall be suspended until satisfactory conditions are re-established.
- (13) For both base and line maintenance where dust or other airborne contamination results in visible surface contamination, all susceptible systems shall be sealed until acceptable conditions are re-established.
- (14) Storage facilities for serviceable aircraft components shall be clean, well-ventilated and maintained at an even dry temperature to minimise the effects of condensation.
- (15) Manufacturer and standards recommendations shall be followed for specific aircraft components.
- (16) Storage racks shall provide sufficient support for large aircraft components so that the component is not distorted.
- (17) All aircraft components, wherever practicable, shall remain packaged in protective material to minimise damage and corrosion during storage.

**Equipment, tools, components and material**     **17.**

- (1) An approved maintenance organization shall have available the necessary equipment, tools, and material to perform the approved scope of work, and these items shall be under full control of the approved maintenance organization.
- (2) Equipment and tools shall be available at all times except in the case of any tool or equipment that is so rarely needed that its permanent

availability is not necessary.

- (3) The Authority may exempt an approved maintenance organization from possessing specific tools and equipment for maintenance or repair of an aircraft or aircraft component specified in the approved maintenance organization certificate, if the tools and equipment can be acquired temporarily, by prior arrangement, and be under full control of the approved maintenance organization when needed to perform required maintenance or repairs.
- (4) The Authority may not amend the approval to delete the aircraft or aircraft component on the basis that it is a temporary situation and there is a formal agreement from the approved maintenance organization to re-acquire tools, equipment, or other items before performing any maintenance or repair.
- (5) An approved maintenance organization shall control all applicable tools, equipment, and test equipment used for product acceptance or for making a finding of airworthiness.
- (6) An approved maintenance organization shall ensure that all applicable tools, equipment, and test equipment used for product acceptance or for making a finding of airworthiness are calibrated to ensure correct calibration to a standard acceptable to the Authority and traceable to national or international standards.
- (7) An approved maintenance organization shall keep all records of calibrations and the standards used for calibration.
- (8) Except as provided in sub-regulation (6), in the case of foreign manufactured tools, equipment, and test equipment, the standard provided by the State of manufacture may be used if approved by the Authority.
- (9) Where the manufacturer specifies a particular tool, equipment or test equipment then that tool, equipment, or test equipment shall be used unless the manufacturer has identified the use of an equivalent.
- (10) Except as provided in sub-regulation (9), tools, equipment, or test equipment other than those recommended by the manufacturer shall be acceptable based on at least the following:
  - (a) the approved maintenance organization shall have a procedure in the maintenance procedure manual if it intends to use equivalent tools, equipment, or test equipment other than that recommended by the manufacturer;
  - (b) the approved maintenance organization shall have a programme to include:
    - (i) a description of the procedures used to establish the competence of personnel that make the determination of equivalency of tools, equipment, or test equipment;
    - (ii) conducting and documenting the comparison made between the specification of the tool, equipment or test equipment recommended by the manufacturer and the equivalent tool, equipment, or test equipment proposed;

- (iii) ensuring that the limitations, parameters, and reliability of the proposed tool, equipment, or test equipment are equivalent to the manufacturer's recommended tools, equipment, or test equipment;
  - (iv) ensuring that the equivalent tool, equipment, or test equipment is capable of performing the appropriate maintenance function, all normal tests, or calibrations, and checking all parameters of the aircraft or aircraft component undergoing maintenance or calibration; and
  - (v) the approved maintenance organization shall have full control of the equivalent tool, equipment, or test equipment through an ownership, lease or other legal arrangement.
- (11) An approved maintenance organization approved for base maintenance shall have sufficient aircraft access equipment and inspection platforms or docking such that the aircraft may be properly inspected.
- (12) The approved maintenance organization shall have a procedure to inspect or service and, where appropriate, calibrate tools, equipment, and test equipment on a regular basis and indicate to users that an item is within any inspection or service or calibration time limit.
- (13) The approved maintenance organization shall have a procedure to ensure that if it uses a standard (primary, secondary or transfer standards) for performing calibration, that standard cannot be used to perform maintenance.
- (14) A clear system of labelling all tooling, equipment and test equipment shall be used to give information on when the next inspection or service or calibration is due, and where the item is unserviceable for a reason that is not obvious.
- (15) A clear system of labelling all tooling, equipment, and test equipment shall be used to give information on when such tooling, equipment and test equipment is not used for product acceptance or for making a finding of airworthiness.
- (16) A register shall be maintained for all calibrated tools, equipment and test equipment together with a record of calibrations and standards used.
- (17) Inspection, service, or calibration on a regular basis shall be in accordance with the equipment manufacturers' instructions except where the approved maintenance organization can show by results that a different time period is appropriate in a particular case and is acceptable to the Authority.
- (18) All components shall be classified and appropriately segregated into the following categories:
  - (a) Serviceable Components which shall be Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the manufacturer's illustrated parts catalogue and/or the maintenance data, are in a satisfactory

**Satellite  
maintenance  
organization**

**18.**

- condition, and are issued with appropriate certificate of release.
- (b) Unserviceable components which shall be maintained in accordance with these regulations.
  - (c) Unsalvageable components which are classified in accordance with the First Schedule.
  - (d) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All material must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.
- (19) Prior to installation of a component, the organisation shall ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive standards may be applicable.
  - (20) The organisation may fabricate a restricted range of parts to be used in the course of undergoing work within its own facilities provided procedures are identified in the exposition.
  - (21) Components which have reached their certified life limit or contain a non-repairable defect shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved according to these regulations.
- (1) An approved maintenance organization under the managerial control of another approved maintenance organization may operate as a satellite maintenance organization with its own certificate issued by the Authority. A satellite maintenance organization —
    - (a) may not hold a rating not held by the certificated repair station with managerial control;
    - (b) shall meet the requirements for each rating it holds;
    - (c) shall submit a maintenance organization procedures manual acceptable to the Authority as required by regulation 27; and
    - (d) shall submit a quality control manual acceptable to the Authority as required by regulation 28.
  - (2) Unless the Authority indicates otherwise, personnel and equipment from the certificated repair station with managerial control and from each of the satellite repair stations may be shared. However, inspection personnel shall be designated for each satellite repair station and available at the satellite repair station any time a determination of airworthiness or return to service is made.



#### **PART IV – ADMINISTRATION**

##### **Approved maintenance organization personnel and training requirements**

- 19.**
- (1) An approved maintenance organization shall appoint a management person or group of persons acceptable to the Authority, whose responsibilities include ensuring that the approved maintenance organization is in compliance with these Regulations.
  - (2) A person appointed as manager shall represent the maintenance management structure of the approved maintenance organization, and shall be responsible for all functions specified in these Regulations.
  - (3) A manager shall be directly responsible to an accountable manager who shall be acceptable to the Authority.
  - (4) An approved maintenance organization shall employ sufficient personnel to plan, perform, inspect, certify and supervise maintenance functions in accordance with the approved maintenance organization certificate.
  - (5) The competence of personnel involved in maintenance shall be established in accordance with a procedure and to a standard acceptable to the Authority.
  - (6) A person signing a certificate of release to service shall be qualified in accordance with the Civil Aviation (Personnel Licensing) Regulations as appropriate to the work performed and as acceptable to the Authority.
  - (7) The maintenance personnel and the certifying staff shall meet the qualification requirements and receive initial and continuation training to their assigned tasks and responsibilities in accordance with a program acceptable to the Authority.
  - (8) The training program established by the approved maintenance organization shall include training in knowledge and skills related to human performance, including coordination with other maintenance personnel and flight crew.
  - (9) An approved maintenance organization's functions shall be allocated to individual managers or combined in any number of ways, dependent upon the size of the approved maintenance organization.

**Management  
Personnel  
required for  
aircraft  
maintenance  
organisation**

**20.**

An approved maintenance organization shall have an accountable manager acceptable to the Authority, with corporate authority for ensuring that all the necessary resources are available to support the approved maintenance organization approval. The accountable manager shall:

- (a) ensure that all necessary resources are available to accomplish maintenance in accordance with these regulations to support the organisation approval.
  - (b) establish and promote the safety and quality policy specified in these regulations
  - (c) demonstrate a basic understanding of these regulations.
- (1) The approved maintenance organization shall have qualified personnel with proven competence in civil aviation available and serving in the following positions or their equivalent:
- (d) base maintenance manager;
  - (e) line maintenance manager;
  - (f) workshop manager; and
  - (g) quality manager
  - (h) Safety manager
- (2) For the purpose of sub-regulation (2) “competence in civil aviation” means that an individual has a technical qualification and management experience acceptable to the Authority for the position served.
- (3) The Authority may approve positions, other than those listed in sub-regulation (2) if the approved maintenance organization is able to show that it can perform the approved functions safely under the direction of fewer or different categories of management personnel due to the size of the approved maintenance organization.
- (4) The approved maintenance organization shall make temporal arrangements to ensure continuity of supervision of its functions if maintenance is conducted in the absence of any required management personnel.
- (5) A person serving in a required management position in an approved maintenance organization shall not serve in a similar position in any other approved maintenance organization unless exemption is issued by the Authority.
- (6) The person or persons nominated shall be identified and their credentials submitted in a form and manner established by the competent authority.
- (7) The person or persons nominated shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft or component maintenance and demonstrate a working knowledge of these regulations.

**Qualifications  
and  
Responsibilities  
of approved**

**21.**

- (1) The accountable manager shall possess the following qualifications:
- (a) a background in the management of aircraft maintenance organizations;
  - (b) knowledge of these Regulations and other regulations and

**maintenance  
organization  
personnel**

- materials published by the Authority that are applicable to aircraft maintenance; and
- (c) a thorough knowledge of the organization's maintenance procedures.
- (2) When authorized by the Authority, the accountable manager may delegate all or part of his responsibility in writing to another person in a management position within the organization;
- (3) A base maintenance manager shall, dependent upon the scope of approval of an approved maintenance organization, be responsible for ensuring that all maintenance carried out in the hangar is carried out in accordance with the approved maintenance schedule or programme.
- (4) The minimum qualification for the base maintenance manager shall be as follows:
- (a) a licenced maintenance engineer with appropriate ratings in airframe and engines or avionics;
  - (b) at least five years of experience in maintaining the same category of aircraft including one year in the capacity of returning aircraft to service, except if the Authority specifies otherwise;
  - (c) have received type training on a representative number of aircraft maintained within the approved scope of the approved maintenance organization as acceptable to the Authority.
  - (d) have attended a management or supervisory course
- (5) A line maintenance manager shall be responsible for ensuring that all maintenance required to be carried out on the line, including line defect rectification, is performed to the required standards; and any corrective action resulting from quality compliance monitoring;
- (6) The minimum qualifications for line maintenance manager are:
- (a) a licenced maintenance engineer with appropriate airframe, power plant or avionics ratings; and
  - (b) at least five years of experience in maintaining the same category of aircraft including one year in the capacity of returning aircraft to service, except if the Authority specifies otherwise.
  - (c) have attended a management or supervisory course
- (7) A workshop manager shall be responsible for ensuring that all work on aircraft components in the workshop and any corrective action resulting from quality compliance monitoring is performed to required standards;
- (8) The minimum qualifications for a workshop manager are:
- (a) a licenced maintenance engineer with appropriate airframe, engines or avionics rating and
  - (b) at least five years of experience in maintaining components for the same category of aircraft including one year in the capacity of returning components to service except if the Authority

specifies otherwise.

(c) have attended a management or supervisory course

(9) A quality manager shall be responsible for monitoring the approved maintenance organization's compliance with these Regulations; and requesting remedial action as necessary by the base maintenance manager or line maintenance manager or workshop manager or the accountable manager, as appropriate.

(10) The minimum qualifications for quality manager are:

(a) a licenced maintenance engineer with appropriate airframe and engine or avionics ratings; and

(b) at least five years of experience in the field of aircraft maintenance, except if the Authority specifies otherwise; and

(c) must have successfully completed a training in quality management course recognized by the Authority.

(d) have attended a management or supervisory course

## **Production Planning**

**22.**

(1) An approved maintenance organisation shall have a production planning system, as specified in the Third Schedule, appropriate to the amount and complexity of work to provide for the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of the maintenance work.

(2) The planning of maintenance tasks, and the organising of shifts, shall take into account human performance limitations;

(a) The approved maintenance organization shall have a production man-hours plan showing that it has sufficient man-hours for the intended work.

(b) Where an approved maintenance organization is certified for base maintenance, the man-hours plan shall relate to the aircraft hangar visit plan.

(c) Man-hours plans shall be regularly updated.

(d) Work performed on any aircraft registered outside Rwanda shall be taken into account where it impacts upon the production man-hours plan.

(3) When it is required to hand over the continuation or completion of maintenance tasks for reasons of a shift or personnel changeover, relevant information shall be adequately communicated between outgoing and incoming personnel.

(4) Quality monitoring compliance function relating to man-hours shall be such as will be sufficient to meet the requirement of rest and duty limitations for persons performing maintenance functions.

## **Assessment of personnel**

**23.**

(1) Planners, aircraft maintenance engineers, mechanics, supervisors and certifying staff of an approved maintenance organization shall be assessed for competence by "on the job" evaluation or by examination

relevant to their particular role within the approved maintenance organization before unsupervised work is permitted.

- (2) The assessment specified in sub-regulation (1) shall be based on job description for each post in and shall establish that:
  - (a) planners are able to interpret maintenance requirements into maintenance tasks, and have an appreciation that they have no authority to deviate from the aircraft maintenance program;
  - (b) aircraft maintenance engineers and mechanics are able to carry out maintenance tasks to any standard specified in the maintenance instructions and will notify supervisors of mistakes requiring rectification to re-establish required maintenance standards;
  - (c) supervisors are able to ensure that all required maintenance tasks are carried out and where not done or where it is evident that a particular maintenance task cannot be carried out to the maintenance instructions, then such problems will be reported to and agreed upon by the quality department of the approved maintenance organization; and
  - (d) certifying staff are able to determine when an aircraft or an aircraft component is or is not ready for release to service.
- (3) Planners, supervisors, and certifying staff, shall demonstrate knowledge of approved maintenance organization procedures relevant to their particular role.

**Training of  
certifying staff**      **24.**

- (1) Initial and continuing training of certifying staff shall be performed by an approved maintenance organization or a training organization selected by the approved maintenance organization.
- (2) An approved maintenance organization shall establish the curriculum and standards for training of personnel and establish pre-qualification standards intended to ensure that the trainee has a reasonable chance of successfully completing any course.
- (3) The training programme, training facilities and the curriculum to train certifying staff as provided for in sub-regulation (2) shall be approved by the Authority.
- (4) The training programme submitted to the Authority under sub-regulation (3) shall include:
  - (a) details of the number of personnel who will receive initial training to qualify as certifying staff over specified time periods; and
  - (b) for maintenance personnel and certifying staff of the approved maintenance organization, training in knowledge and skills related to live performance including coordination with other maintenance personnel and flight crew.
- (5) All trained personnel shall be examined at the end of each training course.
- (6) All certifying staff of an approved maintenance organization shall

undergo initial training that covers:

- (a) basic engineering theory relevant to the scope of work performed by the approved maintenance organization;
  - (b) specific information on the actual aircraft type on which the person is intended to become a certifying person including the impact of repairs and system or structural defects; and
  - (c) company procedures relevant to the certifying staff's tasks.
- (7) All certifying staff of an approved maintenance organization who have undergone initial training shall undertake continuation training in changes in approved maintenance organization procedures and changes in the standard of aircraft or aircraft component maintained.

**Rest and duty  
limitations for  
persons  
performing  
maintenance  
functions in an  
approved  
maintenance  
organization**

**25.**

- (1) A person shall not:
  - (a) assign maintenance functions for aircraft unless the assignee has had a minimum rest period of eight hours prior to the beginning of duty;
  - (b) perform maintenance functions for aircraft unless that person had a minimum rest period of eight hours prior to the beginning of duty.
- (2) A person shall not:
  - (a) schedule a person performing maintenance functions for aircraft for more than twelve consecutive hours of duty; or
  - (b) perform maintenance functions for aircraft for more than twelve consecutive hours of duty.
- (3) In situations involving unscheduled aircraft unserviceability, persons performing maintenance functions for aircraft may be continued on duty for:
  - (a) up to sixteen consecutive hours; or
  - (b) twenty hours in twenty-four consecutive hours.
- (4) Following unscheduled duty periods, the person performing maintenance functions for aircraft shall have a mandatory rest period of ten hours.
- (5) An approved maintenance organization shall relieve the person performing maintenance functions from all duties for twenty-four consecutive hours during any seven consecutive day periods.

**Record of  
certifying  
staff**

**26.**

- (1) An approved maintenance organization shall maintain a roster of all certifying staff, which includes details of the scope of their authorization and the certifying staff shall be notified in writing of the scope of that authorization.
- (2) The following minimum information shall be kept on record in respect of each certifying person:
  - (a) name;
  - (b) date of birth;
  - (c) basic training;
  - (d) type training;

- (e) continuation training;
  - (f) experience;
  - (g) qualifications relevant to the approval;
  - (h) scope of the authorization;
  - (i) date of first issue of the authorization;
  - (j) expiration date of the authorization, where appropriate; and
  - (k) identification number of the authorization.
- (3) Records of certifying staff shall be controlled by the approved maintenance organization's quality department.
  - (4) The number of persons authorized to access the records system shall be limited to minimise the possibility of records being altered in an unauthorized manner and to limit confidential records from becoming accessible to unauthorized persons.
  - (5) Certifying staff shall be given reasonable access on request, to their records.
  - (6) The Authority may investigate the records system for initial and continued approval, or when the Authority has cause to doubt the competence of a particular certifying person.
  - (7) An approved maintenance organization shall keep the record of a certifying staff for at least two years following a date on which a staff has ceased employment with the approved maintenance organization or upon withdrawal of the certifying staff authorization.
  - (8) The certifying staff shall upon request be furnished with a copy of their record on leaving the approved maintenance organization.
  - (9) The authorization document issued to the certifying staff under this regulation shall be in a style that makes its scope clear to certifying staff and the Authority that may be required to examine the document and where codes are used to define scope, an interpretation document shall be readily available.
  - (10) Certifying staff shall be required to carry the authorization document at all times and shall produce it on request from the Authority.

## **PART V – APPROVED MAINTENANCE ORGANIZATION OPERATING RULES**

### **Approved maintenance organization maintenance procedures manual**

- 27.** (1) An approved maintenance organization shall provide a maintenance procedures manual for the use by maintenance personnel.
- (2) An approved maintenance organization maintenance procedure manual and any subsequent amendments shall be approved by the Authority prior to use.
- (3) An approved maintenance organization maintenance procedures manual shall specify the scope of work required of the approved maintenance organization in order to satisfy the relevant requirements for an approval of an aircraft or aircraft component for return to

service.

- (4) An approved maintenance organization maintenance procedures manual and any other manual it identifies shall:
- (a) include instructions and information necessary to allow the personnel to perform their duties and responsibilities with a high degree of safety;
  - (b) be in a form that is easy to revise and contain a system which allows personnel to determine current revision status;
  - (c) have the date of the last revision printed on each page containing the revision;
  - (d) not be contrary to any Laws of Rwanda or the approved maintenance organization's operations specifications; and
  - (c) include a reference to appropriate civil aviation regulations.
- (5) Without prejudice to the preceding provisions of this regulation, an approved maintenance organization maintenance procedures manual shall contain the following information:
- (a) a statement signed by the accountable manager confirming that the approved maintenance organization maintenance procedures manual and any associated manuals define the approved maintenance organization 's compliance with this regulation and will be complied with at all times;
  - (b) a list which describes the duties and responsibilities of the management personnel and the matters on which they may deal directly with the Authority on behalf of the approved maintenance organization;
  - (c) a procedure to establish and maintain a current list of the titles and names of the approved maintenance organization's management personnel accepted by the Authority;
  - (d) an organization chart showing associated chains of responsibility of the management personnel;
  - (e) a procedure to establish and maintain a current roster of certifying staff;
  - (f) a description of the procedures used to establish the competence of maintenance personnel;
  - (g) a general description of manpower resources;
  - (h) description of the method used for the completion and retention of the maintenance records;
  - (i) a description of the procedure for preparing the certificate of release to service, the circumstances under which the certificate of release to service is to be signed, the personnel authorized to sign the maintenance release and the scope of their authorization;
  - (j) a description, when applicable, of additional procedures for complying with an air operator certificate holder's maintenance procedures and requirements;
  - (k) a description of the procedures for complying with the service



- information reporting requirement contained in regulation 36;
- (l) a description of the procedure for receiving, amending and distributing within the maintenance organization all necessary airworthiness data from the type certificate holder or the type design organization;
  - (m) a general description of the facilities located at each physical address specified in the approved maintenance organization 's certificate;
  - (n) a general description of the approved maintenance organization 's scope of work relevant to the extent of approval;
  - (o) the notification procedure for the approved maintenance organization to use when requesting the approval of changes to the organization of the approved maintenance organization from the Authority;
  - (p) the amendment procedure for the approved maintenance organization maintenance procedures manual, including the submission to the Authority;
  - (q) the approved maintenance organization 's procedures, acceptable to the Authority, to ensure manual good maintenance practices and compliance with the requirements in these Regulations;
  - (r) the approved maintenance organization's procedures to establish and maintain an independent quality system to monitor compliance with the adequacy of the procedures to ensure good quality maintenance practices and airworthy aircraft and aircraft components; compliance monitoring shall include a feedback system, acceptable to the Authority, to the person or group of persons specified in regulation 20, and ultimately to the accountable manager to ensure, as necessary, corrective action; such feedback system shall be acceptable to the Authority;
  - (s) approved maintenance organization procedures for self-evaluations, including methods and frequency of such evaluations, and procedures for reporting results to the accountable manager for review and action;
  - (t) a list of operators, if appropriate, to which the approved maintenance organization provides an aircraft maintenance service;
  - (u) a list of organizations performing maintenance on behalf of the approved maintenance organization; and
  - (v) a list of the approved maintenance organization's line maintenance locations and procedures, if applicable.
- (6) The list of personnel and certifying staff for sub-regulations (5)(b) and (5)(e) may be separate from the approved maintenance organization maintenance procedures manual, but shall be kept current and

available for review by the Authority when requested.

- (7) The approved maintenance organization shall ensure that:
  - (a) the maintenance procedures manual is amended as necessary to keep the information contained therein up to date; and
  - (b) copies of all amendments to the maintenance procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.
- (8) Approved maintenance organization personnel shall be familiar with those parts of the manuals that are relevant to the maintenance work they perform.
- (9) An approved maintenance organization shall specify in the approved maintenance organization maintenance procedures manual who should amend the manual, particularly in the case where the manual consists of several parts.
- (10) The quality manager of an approved maintenance organization shall be responsible for:
  - (a) monitoring the amendment of the approved maintenance organization maintenance procedures manual, including associated procedures manuals; and
  - (b) submitting proposed amendments to the Authority, unless the Authority has agreed, by a procedure stated in the amendment section of the procedures manual, that some defined class of amendments may be incorporated without approval by the Authority.
- (11) The approved maintenance organization maintenance procedures manual shall address four main areas—
  - (a) the management procedures covering the parts previously specified;
  - (b) the maintenance procedures covering all aspects of how aircraft components may be accepted from outside sources and how aircraft will be maintained to the required standard;
  - (c) the quality system procedures, including the methods of qualifying mechanics, inspection, certifying staff and quality audit personnel; and
  - (d) contracted air operator certificate holder procedures and paperwork.
- (12) An approved maintenance organization maintenance procedures manual shall be in a format approved by the Authority.

**Maintenance  
procedures  
and  
independent  
quality  
assurance  
system**

**28.**

- (1) An approved maintenance organization shall establish maintenance procedures acceptable to the Authority to ensure good maintenance practices and compliance with all relevant requirements in these Regulations, such that aircraft and aircraft components may be properly released to service.
- (2) The maintenance procedures established under sub-regulation (1) shall:

- (a) cover all aspects of maintenance activity and describe standards to which the approved maintenance organization intends to work;
  - (b) take into account the aircraft and aircraft component design and approved maintenance organization standards; and
  - (c) address the provisions and limitations of these Regulations.
- (3) An approved maintenance organization shall establish an independent quality assurance system, acceptable to the Authority, to monitor compliance with and adequacy of the procedures and by providing a system of inspection to ensure that all maintenance is properly performed.
- (4) The compliance monitoring specified in sub-regulation (3) shall include a feedback system to the designated management person or group of persons directly responsible for the quality system and ultimately to the accountable manager to ensure, as necessary, corrective action.
- (5) The quality assurance system established under sub-regulation (3):
  - (a) may be an independent system under the control of the quality assurance manager that evaluates the maintenance procedures and the correctness of the equivalent safety case process; and
  - (b) shall include a procedure to initially qualify and periodically perform audits on persons performing work on behalf of the approved maintenance organization.
- (6) An approved maintenance organization's quality system shall be:
  - (a) sufficient to review all maintenance procedures as described in the maintenance procedures manual in accordance with an approved program once a year for each aircraft type maintained
  - (b) indicate when audits are due, when they are completed, and establish a system of audit reports which can be reviewed by the Authority on request.
- (7) The audit system established under sub-regulation (6)(b) shall clearly establish a means by which audit reports containing observations about non-compliance or poor standards are communicated to the accountable manager.

**Capability list 29.**

- (1) An approved maintenance organization shall prepare and retain a current capability list approved by the Authority.
- (2) An approved maintenance organization shall not perform maintenance, preventive maintenance, or modifications on an article until the article has been listed on the capability list in accordance with these Regulations.
- (3) A capability list specified in sub-regulation (2) shall identify each article by make and model, part number, or other nomenclature designated by the article's manufacturer.

- (4) An article may be listed on the capability list only if the article is within the scope of the ratings and classes of the approved maintenance organization certificate, and only after the approved maintenance organization has performed a self-evaluation in accordance with sub-regulation (5).
- (5) An approved maintenance organization shall perform the self-evaluation described in sub-regulation (4) to determine that the maintenance organization has all of the facilities, equipment, material, technical data, processes, housing, and trained personnel in place to perform the work on the article as required by this regulation.
- (6) If an approved maintenance organization makes a determination under sub-regulation (5), it may list the article on the capability list.
- (7) The document of the evaluation described in sub-regulation (4) shall be signed by the accountable manager and shall be retained on file by the approved maintenance organization.
- (8) Upon listing an additional article on its capability list, the approved maintenance organization shall send a copy of the list to the Authority.
- (9) The capability list shall be available in the premises for inspection by the public and the Authority.
- (10) The self-evaluations shall be available in the premises for inspection by the Authority.
- (11) An approved maintenance organization shall retain a capability list and self-evaluation for two years from the date accepted by the accountable manager.

**Approved  
maintenance  
organization  
privileges**

**30.**

- (1) An approved maintenance organization shall only carry out the following tasks as permitted by and in accordance with the approved maintenance organization maintenance procedures manual:
  - (a) maintain an aircraft or aircraft components for which it is rated at the locations identified in the approval certificate;
  - (b) maintain any aircraft for which it is rated at any location subject to the need for such maintenance arising from unserviceability of the aircraft;
  - (c) describe the activities in support of a specific air operator certificate holder where that air operator certificate holder has requested the service of the approved maintenance organization at locations other than the location identified on the approved maintenance organization certificate, and the approved maintenance organization has been rated to maintain the aircraft of that specific air operator certificate holder at the requested location in the approved maintenance organization operation provisions approved by the Authority; and
  - (d) issue a certificate of release to service in respect of sub-paragraphs (a), (b) and (c) upon completion of maintenance in accordance with limitations applicable to the approved

maintenance organization.

(2) The approved maintenance organization may maintain or alter any article for which it is rated at a place other than the approved maintenance organization location if:

- (a) the function would be performed in the same manner as when performed at the approved maintenance organization and in accordance with this Part; or in accordance with regulation 18,
- (b) all necessary personnel, equipment, material, and technical or approved standards are available at the place where the work is to be done; and the maintenance procedure manual of the station specified approved procedures governing work to be performed at that place other than the location of the approved maintenance organization.

**Approved  
maintenance  
organization  
limitations**

**31.** An approved maintenance organization may maintain an aircraft or aircraft component for which it is approved when all necessary housing, facilities, equipment, tools, material, approved technical data and certifying staff are available.

**Safety  
management  
system**

**32.** An approved maintenance organization shall implement a safety management system acceptable to the Authority in accordance with the requirements specified in Civil Aviation (Safety Management Systems) Regulations.

**Certificate of  
release to  
service**

**33.** (1) A certificate of release to service shall be issued by certifying staff when satisfied that all required maintenance of the aircraft or aircraft component has been properly carried out by the approved maintenance organization in accordance with the approved data and maintenance procedures specified in the maintenance organization's procedures manual.

(2) An aircraft component, which has been maintained off the aircraft, requires the issue of a certificate of release to service for such maintenance and another certificate of release to service in regard to being installed properly on the aircraft.

(3) A certificate of release to service shall contain a certification including:

- (a) basic details of the maintenance carried out including detailed reference of the approved data used;
- (b) the date such maintenance was completed; and
- (c) the identity, including the authorization reference, of the approved maintenance organization; and
- (d) the identity of certifying staff issuing the certificate.

(4) A certificate of release to service is required:

- (a) before flight at the completion of any package of maintenance scheduled by the approved aircraft maintenance programme

- on the aircraft, whether such maintenance took place as base or line maintenance;
  - (b) before flight at the completion of any defect rectification, while the aircraft operates between scheduled maintenance; and
  - (c) at the completion of any maintenance on an aircraft component when off the aircraft.
- (5) A certificate of release to service shall contain the following statement:  
"Certifies that the work specified was carried out in accordance with current regulations and in respect of that work the aircraft or aircraft component is considered ready for release to service."
  - (6) A certificate of release to service shall reference the data specified in the manufacturer's or operator's instructions or the aircraft maintenance programme which itself may cross-reference to a manufacturer's instruction in a maintenance manual, service bulletin, or other maintenance-related document.
  - (7) Where instructions include a requirement to ensure that a dimension or test figure is within a specific tolerance as opposed to a general tolerance, the dimension or test figure shall be recorded unless the instruction permits the use of GO or NO GO gauges and, it shall not be sufficient to state that the dimension or the test figure is within tolerance.
  - (8) When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance as long as there is a cross-reference to the work-pack containing full details of maintenance carried out.
  - (9) The date such maintenance was carried out shall include when the maintenance took place relative to any life or overhaul limitation in terms of date, flying hours, cycles, landings or some other relevant value as appropriate.
  - (10) Dimensional information shall be retained in the work-pack record.
  - (11) The person issuing the certificate of release to service shall use a full signature and preferably a certification stamp.
  - (12) Where a computer release to service system is used the Authority will need to be satisfied that only the particular person can electronically issue the certificate of release to service.

**Maintenance records      34.**

- (1) An approved maintenance organization shall record, in a form acceptable to the Authority, all details of work carried out.
- (2) An approved maintenance organization shall provide a copy of each certificate of release to service to the aircraft operator, together with a copy of any specific maintenance data used for repairs or modifications carried out.
- (3) An approved maintenance organization shall retain a copy of all detailed maintenance records and any associated maintenance data for two years from the date the aircraft or aircraft component to which the

work relates was released from the approved maintenance organization.

(4) A person who maintains, performs preventive maintenance, rebuilds, or modifies an aircraft or aircraft component shall:

(a) make an entry in the maintenance record of that equipment showing-

- (i) a description and reference to data acceptable to the Authority of work carried out;
- (ii) the date of completion of the work carried out;
- (iii) the name of the person performing the work if other than the person specified in this regulation;
- (iv) the work performed on the aircraft or aircraft component has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work; and
- (v) the authorized signature, which constitutes the approval for return to service, the approved maintenance organization certificate number and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof.

(b) in addition to the entry specified in sub-paragraph (a), enter on a form, major repairs and major alterations, and the person performing the work shall execute the form, in the manner prescribed by the Authority.

(5) A person shall not describe in any required maintenance entry or form an aircraft or aeronautical component as being overhauled unless:

- (a) using methods, techniques and practices acceptable to the Authority, it has been disassembled, cleaned, inspected as permitted, repaired as necessary, and reassembled; and
- (b) it has been tested in accordance with approved standards and technical data, or in accordance with current standards and technical data acceptable to the Authority which have been developed and documented by the holder of the type certificate, supplemental type certificate, or a material, part, process, or appliance approval under a technical standard order.

(6) A person shall not describe in any required maintenance entry or form, an aircraft or other aircraft components as being rebuilt unless it has been:

- (a) disassembled, cleaned, inspected as permitted;
- (b) repaired as necessary; and
- (c) reassembled and tested to the same tolerances and limits as a new item, using either new parts or used parts that either conform to new part tolerances and limits, or to approved

oversized or undersized dimensions.

- (7) A person shall not issue a certificate of release to service to any aircraft or aircraft component that has undergone maintenance, preventive maintenance, rebuilding, or modification unless:
  - (a) the appropriate maintenance record entry specified in sub-regulation (4) has been made; and
  - (b) the major repair and major modification form specified in sub-regulation (4) authorized by or furnished by the Authority has been executed in a manner prescribed by the Authority.
- (8) If a repair or modification results in any change in the aircraft operating limitations or flight data contained in the approved aircraft flight manual, those operating limitations or flight data shall be appropriately revised and set forth as prescribed by the Authority.
- (9) A person approving or disapproving for return to service an aircraft or aircraft component, after any inspection performed in accordance with this regulation, shall make an entry in the maintenance record of that equipment containing the following information:
  - (a) the type of inspection and a brief description of the extent of the inspection;
  - (b) the date of the inspection and aircraft total time in service;
  - (c) the authorized signature, an approved maintenance organization certificate number, and kind of certificate held by the person approving or disapproving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, component part, or portions thereof;
  - (d) if the aircraft is found to be airworthy and approved for return to service, the following or a similarly worded statement—“I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and was determined to be in airworthy condition;
  - (e) if the aircraft is not approved for return to service because of needed maintenance, non-compliance with the applicable specifications, airworthiness directives, or other approved data, the following or a similarly worded statement—“I certify that this aircraft has been inspected in accordance with (insert type of inspection) inspection and a list of discrepancies and unairworthy items dated (insert date) has been provided for the aircraft owner or operator; and
  - (f) if an inspection is conducted under an inspection programme provided for in this regulation, the entry shall identify the inspection programme accomplished, and contain a statement that the inspection was performed in accordance with the inspections and procedures for that particular programme.
- (10) If the person performing any inspection required by this regulation finds that the aircraft is not airworthy or does not meet the applicable type certificate data sheet, airworthiness directives, or other approved



data upon which that aircraft airworthiness depends, that person shall give the owner or lessee a signed and dated list of those discrepancies.

**Airworthiness data 35.**

- (1) An approved maintenance organization shall have current airworthiness data appropriate to support the maintenance work performed on the aircraft or aircraft component from the Authority, the design organization or any other approved design organization in the State of Manufacture or State of Design, as appropriate.
- (2) Maintenance documents include, but are not limited to:-
  - (a) the Civil Aviation (Approved Maintenance Organization) Regulations;
  - (b) associated advisory material;
  - (c) airworthiness directives;
  - (d) manufacturers' maintenance manuals;
  - (e) repair manuals;
  - (f) supplementary structural inspection documents;
  - (g) service bulletins;
  - (h) service letters;
  - (i) service instructions;
  - (j) modification leaflets;
  - (k) aircraft maintenance program;
  - (l) non-destructive testing (NDT ) manual; and
  - (m) airworthiness notices issued by the Authority.
- (3) The Authority may classify data from another authority or organization as mandatory and may require the approved maintenance organization to hold such data.
- (4) Where the approved maintenance organization modifies airworthiness data specified in sub-regulation (1) or (2) to a format or presentation more useful for its maintenance activities, the approved maintenance organization shall submit to the Authority an amendment to the maintenance procedure manual for any such proposed modifications for acceptance.
- (5) All airworthiness data used by the approved maintenance organization shall be kept current and made available to all personnel who require access to that data to perform their duties.
- (6) A procedure shall be established to monitor the amendment status of all data and maintain a check that all amendments are being received by being a subscriber to any document amendment scheme.
- (7) Airworthiness data shall be made available in the work area in close proximity to the aircraft or aircraft components being maintained and for supervisors, mechanics, and certifying staff to refer to.
- (8) Where computer systems are used to maintain airworthiness data, the number of computer terminals shall be sufficient in relation to the size of the work program to enable easy access, unless the computer system can produce paper copies.
- (9) Where microfilm or microfiche readers - printers are used, a similar

requirement as specified in sub-regulation (8) is applicable.

**Reporting of  
unairworthy  
conditions**

- 36.**
- (1) An approved maintenance organization shall report to the Authority, the aircraft design organization of the State of design any identified condition that could present a serious hazard to the aircraft.
  - (2) Reports shall be made on a form prescribed by the Authority and contain all pertinent information about the condition known to the approved maintenance organization.
  - (3) Where the approved maintenance organization is contracted by an air operator certificate holder to carry out maintenance, that approved maintenance organization shall report to the air operator certificate holder any condition affecting the aircraft or aircraft component.
  - (4) Reports shall be made as soon as practicable, but in any case within three days of the approved maintenance organization identifying the condition to which the report relates.

**Inspections**

- 37.**
- (1) The Authority shall inspect an approved maintenance organization at least once annually.
  - (2) Arrangements for maintenance, preventive maintenance, or modifications by a contractor must include provisions for inspections of the contractor by the Authority.
  - (3) An approved maintenance organization shall allow the Authority unlimited access to inspect an approved maintenance organization and any of its contracted maintenance facilities at any time to determine compliance with these Regulations as specified in regulation 39.

**Performance  
standards**

- 38.**
- (1) An approved maintenance organization that performs any maintenance, preventive maintenance, or modifications for an air operator certificate holder certificated under the Civil Aviation (Air Operator Certification and Administration) Regulations, having an approved maintenance programme or an approved continuous maintenance programme shall perform that work in accordance with the air operator certificate holder's manuals.
  - (2) Except as provided in sub-regulation (1) of this regulation, each approved maintenance organization shall perform its maintenance and modification operations in accordance with the applicable standards in the current Civil Aviation (Airworthiness) Regulations.
  - (3) An approved maintenance organization shall maintain, in current condition, all manufacturer's service manuals, instructions, and service bulletins that relate to the articles that it maintains or modifies.
  - (4) An approved maintenance organization with an avionics rating shall comply with those requirements of these Regulations that apply to electronic systems, and shall use materials that conform to approved specifications for equipment appropriate to its rating and test apparatus, shop equipment, performance standards, test methods, modifications, and calibrations that conform to the manufacturer's

specifications or instructions, approved specification, and if not otherwise specified, in accordance with good practices of the aircraft avionics industry.

**Access for  
inspection**

- 39.** An approved maintenance organization shall for the purpose of inspection:
- (a) grant the Authority unrestricted access to any of its organization premises, documents, records, allied facilities and aircraft; and
  - (b) ensure that the Authority is granted unrestricted access to any organization or facilities that it has contracted for services associated with maintenance for aircraft.

**PART VI – ADMINISTRATIVE SANCTIONS**

**Administrative  
fines**

- 40.** Any person who contravenes the provisions set out in column I of Seventh Schedule shall be liable to fixed administrative fine set out in column II of that Schedule

## FIRST SCHEDULE

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### Regulation 17(17) Classification of Unsalvageable Components

1.	The following types of components should typically be classified as unsalvageable:
	(a) Components with non-repairable defects, whether visible or not to the naked eye;
	(b) Components that do not meet design specifications, and cannot be brought into conformity with such specifications;
	(c) Components subjected to unacceptable modification or rework that is irreversible
	(d) Certified life-limited parts that have reached or exceeded their certified life limits, or have missing or incomplete records;
	(e) Components that cannot be returned to airworthy condition due to exposure to extreme forces, heat or adverse environment;
	(f) Components for which conformity with an applicable airworthiness directive cannot be accomplished;
	(g) Components for which maintenance records and/or traceability to the manufacturer cannot be retrieved.
2.	It is common practice for possessors of aircraft components to dispose of unsalvageable components by selling, discarding, or transferring such items. In some instances, these items have reappeared for sale and in the active parts inventories of the aviation community. Misrepresentation of the status of components and the practice of making such items appear serviceable have resulted in the use of unsalvageable nonconforming Components. Therefore Organisations disposing of unsalvageable aircraft components should consider the possibility of such components later being misrepresented and sold as serviceable components. Caution should be exercised to ensure that unsalvageable components are disposed of in a manner that does not allow them to be returned to service.

## SECOND SCHEDULE

### Regulation 4(2)

#### Classification of Base and Line Maintenance

For the purposes of these regulations, maintenance is classified into base and line maintenance as specified in the table below;

1.	Line Maintenance should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.
	(a) Line Maintenance may include:
	<ul style="list-style-type: none"><li>(i) Trouble shooting.</li><li>(ii) Aircraft and or aircraft component servicing which include lubrication and replenishing of fluids.</li><li>(iii) Defect rectification.</li><li>(iv) Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.</li><li>(v) Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and power-plant items which are visible through quick opening access panels/doors.</li><li>(vi) Minor repairs and modifications which do not require extensive disassembly of aircraft and or aircraft component.</li></ul>
	(b) For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by the Authority.
	(c) Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.
2.	Base Maintenance shall include any maintenance tasks falling outside criteria specified under 1(a) of this schedule.
3.	Where the organisation uses facilities both inside and outside Rwanda such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate subject to the maintenance organisation exposition identifying the facilities and containing procedures to control such facilities and the Authority being satisfied that they form an integral part of the approved maintenance organisation.

## **THIRD SCHEDULE**

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### **Regulation 22(1) Production Planning**

1.	Depending on the amount and complexity of work generally performed by the maintenance organisation, the planning system may range from a very simple procedure to a complex organisational set-up including a dedicated planning function in support of the production function.
2.	For the purpose of these regulations, the production planning function includes two complementary elements:
	(a) scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other work as regards the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.
	(b) during maintenance work, organising maintenance teams and shifts and provide all necessary support to ensure the completion of maintenance without undue time pressure.
3.	When establishing the production planning procedure, consideration should be given to the following: (a) logistics, (b) inventory control, (c) square meters of accommodation, (d) man-hours estimation, (e) man-hours availability, (f) preparation of work, (g) hangar availability, (h) environmental conditions (access, lighting standards and cleanliness), (i) co-ordination with internal and external suppliers, etc. (j) scheduling of safety-critical tasks during periods when staff are likely to be most alert.
4.	Limitations of human performance, in the context of planning safety related tasks, refers to the upper and lower limits, and variations, of certain aspects of human performance which personnel should be aware of when planning work and shifts.

**FOURTH SCHEDULE**  
**Administrative Fines**  
**[Regulation 40]**

**Column I**

**Column II**

**Fines (in Rwandan francs)**

	<b>Individual</b>	<b>Corporate</b>
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**Provisions**

3	Certificate and Specific Operating Provisions.	1,000,000	5,000,000
4	Advertising.	1,000,000	5,000,000
7	Validity and renewal of certificates	600,000	3,000,000
23	Rest and duty limitations for persons performing maintenance functions in an approved maintenance organization.	600,000	3,000,000
24	Record of certifying staff.	300,000	1,500,000
25	Approved maintenance organization maintenance procedures manual.	600,000	3,000,000
28	(1) Approved maintenance organization privileges.	1,000,000	5,000,000
31	Certificate of release to service.	1,000,000	5,000,000
32	Maintenance records.	300,000	1,500,000
33	Airworthiness data.	600,000	3,000,000
34	Reporting of unairworthy conditions.	600,000	3,000,000
35	Inspections	1,000,000	5,000,000

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux



UMUGEREKA	WA	IV	ANNEX	IV	TO	THE	ANNEXE	IV	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHO		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA			REGULATION	GOVERNING			REGLEMENTATION		DE	
			CIVIL AVIATION				L'AVIATION CIVILE			

IYANDIKWA N'UBWENEGIHUGU BY'INDEGE	AIRCRAFT REGISTRATION AND MARKING	IMMATRICULATION ET NATIONALITE DES AERONEFS
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## **CIVIL AVIATION (AIRCRAFT REGISTRATION AND MARKING)**

### **ARRANGEMENTS OF REGULATIONS**

#### **REGULATION**

##### **PART I-PRELIMINARY**

1. Citation
2. Interpretation
3. Non-applicability.

##### **PART II - AIRCRAFT REGISTRATION REQUIREMENTS**

4. General.
5. Eligibility for registration
6. Classification of aircraft
7. Application for registration of aircraft.
8. Registration of aircraft.
9. Certificate of registration.
10. Change of registration or ownership particulars.
11. De-registration.

### **PART III- NATIONALITY AND REGISTRATION MARKS**

- 12. Marking and manner of affixation
- 13. Display of marks.
- 14. Location of marks.
- 15. Measurement of marks.
- 16. Types of characters for nationality and registration marks.
- 17. Deviations for size and location of marks.
- 18. Removal of marks.
- 19. Identification plate required.
- 20. Inspection of certificate of registration

### **PART IV – ADMINISTRATIVE SANCTIONS**

- 21. Administrative fines

## SCHEDULES

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### FIRST SCHEDULE

Classification of Aircraft

### SECOND SCHEDULE

Certificate of Registration

### THIRD SCHEDULE

Administrative fines

## PART I – PRELIMINARY

- Citation**            1.    These Regulations may be cited as Civil Aviation (Aircraft Registration and Marking) Regulations 2017.
- Interpretation**    2.    When the following terms are used in the Civil Aviation (Aircraft Registration and Marking) Regulations, they have the following meanings:
- “**aeroplane**” means a power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.
- “**aircraft**” means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface. (See First Schedule, Classification of aircraft.)
- “**airship**” means a power-driven lighter-than-air aircraft.
- “**Authority**” means the Rwanda Civil Aviation Authority
- “**balloon**” means a non-power-driven lighter-than-air aircraft.
- “**commercial air transport**” means an aircraft operation involving the transport of passengers, cargo, or mail for remuneration or hire.
- “**contracting state**” means state that is signatory to the Convention on International Civil Aviation.
- “**common mark**” means a mark assigned by the International Civil Aviation Organization to the common mark registering authority registering aircraft of an international operating agency on other than a national basis.
- “**common mark registering authority**” means the authority maintaining the non-national register or, where appropriate, the part thereof, in which aircraft of an international operating agency are registered.
- “**fireproof material**” means a material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose.
- “**glider**” means a non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**“gyroplane”** means a heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axes.

**“heavier-than-air aircraft”** means any aircraft deriving its lift in flight chiefly from aerodynamic forces.

**“helicopter”** means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

**“International Operating Agency”** means an agency of the kind contemplated in Article 77 of the Convention.

**“lighter-than-air aircraft”** means any aircraft supported chiefly by its buoyancy in the air.

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

**“remotely piloted aircraft (RPA)”** means an unmanned aircraft which is piloted from a remote pilot station.

**“rotorcraft”** means a power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

**“sea plane”** means aeroplane equipped with floats or other devices enabling it to land and take-off from the surface of water.

**“state of registry”** means the State on whose register the aircraft is entered.

**Non-  
applicability**

3. These Regulations shall not apply to meteorological pilot balloons used exclusively for meteorological purposes or to unmanned free balloon without a payload.

## **PART II – AIRCRAFT REGISTRATION REQUIREMENTS**

**General**

4. (1) A person shall not operate an aircraft, as classified in the First Schedule to

these Regulations, within or fly over Rwanda unless:

- (a) for an aircraft eligible for registration under the laws of Rwanda, the aircraft has been registered by its owner in accordance with these Regulations and the Authority has issued a certificate of aircraft registration for that aircraft which shall be carried aboard that aircraft for all operations; or
  - (b) it is registered in-
    - i. a Contracting State; or
    - ii. some other State in relation to which there is in force an agreement between the Government of Rwanda and the Government of that State which makes provisions for the flight over Rwanda of aircraft registered in that State.
- (2) Subject to this regulation, an aircraft shall not be registered or continue to be registered in Rwanda where-
- (a) the aircraft is registered outside of Rwanda;
  - (b) an unqualified person is entitled as owner to any legal or beneficial interest in the aircraft or to any share therein;
  - (c) it would be inexpedient in the public interest for the aircraft to be or to continue to be registered in Rwanda; or
  - (d) the aircraft does not qualify to be issued with a certificate of airworthiness as specified in the Civil Aviation (Airworthiness) Regulations.
- (3) A person shall not operate or fly an aircraft unless it bears painted thereon or affixed thereto, in the manner required by the law of the State in which it is registered, the nationality and registration marks required by that law.
- (4) An aircraft shall not bear any marks which purport to indicate that the aircraft is;
- (a) registered in a State in which it is not in fact registered; or
  - (b) a State aircraft of a particular State if it is not in fact such an aircraft unless the appropriate authority of that State has sanctioned the bearing of such marks.
- (5) The Authority shall be responsible for the registration of aircraft in Rwanda and shall maintain a current register on its premises and shall record in it the particulars specified in regulation 8.

**Eligibility for  
registration**

5. (1) An aircraft is eligible for registration if it is-
- (a) owned by a qualified person mentioned in sub-regulation (2); and
  - (b) not registered under the laws of any foreign country.
- (2) The following persons shall be qualified to be the owners of a legal or beneficial interest in an aircraft registered in Rwanda, or a share therein—
- (a) the Government of Rwanda, the Government of any of East African Community Partner States or one of their entities;
  - (b) citizens of East African Community Partner States or persons legally and *bonafide* resident in the East African Community;
  - (c) corporate bodies incorporated under the laws of Rwanda that are controlled in fact by citizens of Rwanda or persons legally and *bonafide* resident in Rwanda and of which at least seventy-five per cent, or such lesser percentage as the Minister may by Order specify, of the voting interests are owned and controlled by citizens of Rwanda or persons legally and *bonafide* resident in Rwanda;.
- (3) No individual is qualified to be the registered owner of a Rwanda registered aircraft unless the individual is at least 16 years of age.
- (4) If an unqualified person residing or having a place of business in Rwanda is entitled as owner to a legal or beneficial interest in an aircraft, or a share therein, the Authority, upon being satisfied that the aircraft may otherwise be properly registered, may register the aircraft in Rwanda and that person shall not cause or permit the aircraft while it is registered in pursuance of this sub-regulation to be used for the purpose of commercial air transport operations or aerial work.
- (5) If an aircraft is leased or is the subject of a lease, charter or hire purchase agreement to a person qualified under sub-regulation (2), the Authority may, whether or not an unqualified person is entitled as owner to a legal or beneficial interest therein, register the aircraft in the names of the parties to the charter or hire purchase agreement upon being satisfied that the aircraft may otherwise remain so registered during the continuation of the lease, charter or hire-purchase agreement.

**Classification  
of aircraft**

6. Aircraft shall be classified in accordance with First Schedule.



- (1) An aircraft which is intended to be operated with no pilot on board shall be further classified as unmanned.
- (2) Unmanned aircraft shall include unmanned free balloons and remotely piloted aircraft.

**Application for registration of aircraft**

7. (1) A person who wishes to register an aircraft in Rwanda shall submit an application for aircraft registration to the Authority for registration on a form prescribed by the Authority; each application shall—
  - (a) certify as to the citizenship of the applicant;
  - (b) show evidence identifying ownership; and
  - (c) be signed in ink.
- (2) The application for aircraft registration shall be submitted with the prescribed fee to the Authority.
- (3) An application for the registration of an aircraft in Rwanda may be made by, or on behalf of the owner:
 

provided that-

  - (a) the applicant is legally entitled to the aircraft;
  - (b) a written notice is submitted to the Authority identifying the person making the application on behalf of the owner;
  - (c) in case of a corporate body, a written notice identifying an officer of the body corporate (and address) who may be served with documents, including the registration certificate issued by the Authority;
  - (d) for imported aircraft with previous registration of a foreign country, a statement issued by the authority responsible for registration of aircraft in that country stating when the registration was cancelled.
- (4) The application shall contain the following information:
  - (a) a description of the aircraft that identifies it by reference to its manufacturer, its type and model as designated by its manufacturer, and the serial number given to it by its manufacturer;
  - (b) if the aircraft has previously been registered in Rwanda or anywhere else, particulars of the registration, including any registration mark

given to the aircraft as a result of the registration;

- (c) particulars of the registration mark, if it has been reserved for the aircraft;
- (d) an “Export Certificate of Airworthiness” or similarly titled document providing confirmation by the exporting State of a recent satisfactory review of the airworthiness status of the aircraft.
- (e) the name and address of each person who holds a property interest in the aircraft and a description of the person’s property interest;
- (f) the name and address of the registered owner if different from subparagraph (d);
- (g) physical station where the aircraft will be usually stationed;
- (h) name and signature of the applicant; and
- (i) date of the application, and
- (j) any other information as required by the Authority.

**Registration of aircraft**

- 8.** (1) Upon receiving an application for the registration of an aircraft and being satisfied that the aircraft may properly be so registered, the Authority shall register the aircraft, and shall include in the register the following particulars-
- (a) the number of the certificate;
  - (b) the nationality mark of the aircraft, and the registration mark assigned to it by the Authority;
  - (c) the name of the manufacturer and the manufacturer's designation of the aircraft;
  - (d) the serial number of the aircraft;
  - (e) the name and address of every person who is entitled as owner to a legal interest in the aircraft or a share therein, or, in the case of a lease agreement or financial arrangement, the names and addresses of lessee and lessor or as the case may be, the financier; and
  - (f) conditions with regard to which it is registered.
- (2) The register of unmanned aircraft shall contain the date, time and location of release, the type of aircraft and the name of the operator.

**Certificate of registration**

- 9.** (1) The Authority shall furnish to the person or persons in whose name or names the aircraft is registered (in these Regulations referred to as the “registered owner”) a certificate of registration which shall be a replica, in wording and arrangement, of the certificate shown in Second Schedule;
- (2) When the certificate of registration is issued in another language than English, it shall include an English translation.
- (3) Subject to regulation 7, if at any time after an aircraft has been registered in Rwanda an unqualified person becomes entitled as owner to a legal or beneficial interest in the aircraft or share therein, or the ownership of that aircraft is transferred to a person not qualified under the provisions of regulation 5, the registration of the aircraft shall thereupon become void and the certificate of registration shall forthwith be returned by the registered owner to the Authority for cancellation.

**Change of registration or ownership particulars**

- 10.** (1) A person registered as the owner of an aircraft registered in Rwanda shall notify the Authority of:
- (a) any change in the particulars which were furnished to the Authority upon application being made for the registration of the aircraft;
- (b) the destruction of the aircraft or its permanent withdrawal from use;
- (c) in the case of an aircraft registered in pursuance of regulation 5(4), the termination of the lease, charter or hire-purchase agreement.
- (2) A person who becomes the owner of an aircraft registered in Rwanda shall inform the Authority in writing within five days after he became owner.
- (3) The Authority may, where it appears necessary or appropriate, or for purposes of updating the register in accordance with sub-regulation (1) and (2), correct or amend the particulars entered on the register.
- (4) For purposes of this regulation reference to the registered owner of the aircraft includes, in the case of a deceased person, his legal representative and in the case of a body corporate which has been dissolved, its successor.

**De-registration**

- 11.** (1) The Authority may de-register or cancel the registration of an aircraft under

the following circumstances:

- (a) upon application by the registered owner for purposes of registering the aircraft in another State or for any other purpose; or
  - (b) upon the destruction of the aircraft or its permanent withdrawal from use;
- (2) The Authority shall, before de-registering an aircraft in accordance with this regulation, require the registered owner to-
  - (a) return to the Authority the certificate of aircraft registration;
  - (b) Settles any liens or encumbrances attached to the aircraft;
  - (c) remove all nationality and registration marks assigned to the aircraft; and
  - (d) comply with any such other conditions as the Authority may specify.
- (3) Nothing in this regulation shall require the Authority to cancel the registration of an aircraft if in its opinion it would be inexpedient in the public interest to do so.

### **PART III – NATIONALITY AND REGISTRATION MARKS**

#### **Marking and manner of affixation**

- 12.** (1) A person shall not operate an aircraft registered in Rwanda unless it displays nationality and registration marks in accordance with the requirements of these Regulations.
- (2) The marks used to identify the nationality of Rwanda shall conform to the requirements outlined in regulation 13(1) followed by a series of numbers or letters assigned by the Authority.
- (3) Unless otherwise authorized by the Authority, a person shall not place on any aircraft a design, mark, or symbol that modifies or confuses the nationality and registration marks.
- (4) When letters are used for the registration mark, combinations shall not be

used which might be confused with the five-letter combinations used in the International Code of Signals, Part II, the three-letter combinations beginning with Q used in the Q Code, and with the distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT.

(5) Permanent marking of aircraft nationality and registration shall—

(a) be painted on the aircraft or affixed by other means ensuring a similar degree of permanence;

(b) be legible; and

(c) be kept clean and visible at all times.

(6) The side marks for lighter-than-air aircraft shall be so located as to be visible both from the sides and from the ground.

**Display of marks**

13. (1) An owner of an aircraft registered in Rwanda shall display on that owner's aircraft the nationality mark "9XR", as included in the Telecommunication Union and notified to the International Civil Aviation Organization, followed by the registration of the aircraft consisting of two Roman Capital letters assigned by the Authority with a hyphen placed between the nationality mark and the registration mark.
- (2) If, because of the aircraft configuration, it is not possible to mark the aircraft in accordance with these Regulations, the owner may apply to the Authority for a different procedure.

**Location of marks**

14. (1) A person shall not operate a heavier-than-air aircraft unless the aircraft is marked as follows:
- (a) aircraft with fixed wing:-
- (i) the marks shall be located on the lower surface of the wing structure of the aircraft and shall be on the left half of the lower surface of the wing structure unless they extend across the lower surfaces of both of the wings and shall, as far as possible, be located equidistant from the leading and trailing edges of the wings. The top of the letters, and numbers, shall be towards the leading edge of the wing or wings;
- (ii) for an aircraft having more than one set of wings, the mark shall be placed on the lower wing or the lower set of wings, as the case requires;

(iii) the marks shall also appear either on each side of the fuselage, or equivalent structure, between the wings and the tail surfaces of the aircraft or on the upper halves of the vertical tail surface of the aircraft;

(iv) the marks on the vertical tail surfaces shall be on each side of the vertical tail surface for aircraft with a single vertical surface, and shall be on each of the out board sides of the outer vertical surfaces of the tail structure for an aircraft with multi-vertical surface structure; and

(b) rotorcraft and other heavier-than-air aircraft

The marks shall be located horizontally on both the port and starboard sides:-

(i) on the fuselage; or

(ii) on the engine cowling; or

(iii) on the tank or tanks; or

(iv) on the tail boom; or

(v) on any other external surface in manner such that the aircraft can be identified clearly approved by the Authority.

(2) A person shall not operate a lighter-than-air aircraft unless the aircraft is marked as follows:-

(a) spherical balloon (other than unmanned free balloon):

-the marks shall appear in two places diametrically opposite and shall be located near the maximum horizontal circumference of the balloon;

(b) non-spherical balloon (other than unmanned free balloon):

-the marks shall appear on each side and shall be located near the maximum cross-section of the balloon immediately above either the rigging band or the points of attachment of the basket suspension cable;

(c) airship:

-The marks on an airship shall appear either on the hull or on the stabilizer surfaces. Where the marks appear on the hull, they shall be located lengthwise on each side of the hull and also on its upper

surface on the line of symmetry. Where the marks appear on the stabilizer surfaces, they shall appear on the horizontal and on the vertical stabilizers; the marks on the horizontal stabilizer shall be located on the right half of the upper surface and on the left half of the lower surface, with the tops of the letters and numbers toward the leading edge; the marks on the vertical stabilizer shall be located on each side of the bottom half stabilizer, with the letters and numbers placed horizontally;

(d) lighter-than-air-aircraft (other than unmanned free balloon):-

-the side marks on lighter-than-air aircraft shall be visible both from the sides and from the ground; and

(e) unmanned free balloon:

-the marks shall appear on the identification plate.

(f) remotely piloted aircraft:

-the marks shall appear as shall be prescribed by the Authority.

**Measurement  
of marks**

- 15.** (1) A person shall not operate an aircraft unless the aircraft is marked with the number and letters comprising one or more marks on the same aircraft of equal height.
- (2) The width of each letter and number (except the letter I and the number '1') and the length of each hyphen shall be two-thirds the height of a letter or number.
- (3) The letters, numbers and hyphens shall be:
- (a) formed by solid lines with thickness of one-sixth of the height of the character; and
  - (b) of colour that is clear contrast to the colour of the background to the marks.
- (4) Each character shall be separated from that which precedes or follows it, by a space not less than one quarter of the width of a character. A hyphen shall be regarded as a character for this purpose.
- (5) In the case of lighter-than-air aircraft other than unmanned free balloons the height of the marks shall be at least 50 centimetres.
- (6) In the case of an unmanned free balloon, the Authority shall determine the

measurements of the marks, taking into account the size of the payload to which the identification plate is affixed.

(7) The marks on a balloon shall be vertical.

(8) In case of fixed wing heavier-than-air aircraft:-

(a) the wing marks shall be at least 50 centimetres in height.

(b) the marks on the fuselage (or equivalent structure) shall be at least 30 centimetres in height without visually interfering with the outlines of the fuselage (or equivalent structure); and

(c) the marks on the vertical tail surface marks shall be at least 30 centimetres in height with a clearance of 5 centimetres from leading and trailing edge of the tail surface.

(9) In the case of rotorcraft and other heavier-than-air aircraft:-

(a) the marks shall be at least 30 centimetres in height, or

(b) if the surface area of that part of the rotorcraft on which the marks are to be located is insufficient to enable compliance with paragraph (a), as high as possible so that the aircraft can be identified readily;

(c) in either case the mark must leave a clearance of 5 centimetres from the edge of that part of the rotorcraft on which the marks are located and must not interfere with the outlines of the rotorcraft.

(10) The marks shall be vertical or sloping at the same angle being an angle of no more than 30 degrees to the vertical axis.

**Types of characters for nationality and registration marks**

**16.** A person shall not operate an aircraft unless the aircraft is marked with capital letters in Roman characters without ornamentation; numbers shall be Arabic numbers without ornamentation and hyphens shall be considered as characters.

**Deviations for size and location of marks**

**17.** (1) Where either one of the surfaces authorized for displaying required marks is large enough for display of marks meeting the size requirements of these Regulations and the other is not, the registered owner shall place full-size marks on the larger surface.



- (2) Where neither surface is large enough for full-size marks, the Authority may approve marks as large as practicable for display on the larger of the two surfaces.

**Removal of marks**

18. When an aircraft that is registered in Rwanda is sold, the holder of the certificate of registration shall upon de-registration remove, before its delivery to the purchaser, all nationality and registration marks of Rwanda, unless the purchaser is a person described in regulation 5(2).

**Identification plate required**

19. The operator shall affix to each aircraft registered under the laws of Rwanda an identification plate—
- (a) containing the aircraft type, model, serial number, nationality and registration marks;
  - (b) made of fireproof metal or other fireproof material of suitable physical properties; and
  - (c) secured to the aircraft in a prominent position,
    - (i) near the main entrance, or,
    - (ii) in the case of an unmanned free balloon, affixed conspicuously to the exterior of the payload; and
    - (iii) in the case of a remotely piloted aircraft, secured in a prominent position near the main entrance or compartment or
    - (iv) affixed conspicuously to the exterior of the aircraft if there is no main entrance or compartment.

**Inspection of certificate of registration**

20. A person who holds a certificate of registration required by these Regulations shall present it for inspection upon a request from the Authority or any other person authorized by the Authority.

**PART IV – ADMINISTRATIVE SANCTIONS**

- Administrative** 21. Any person who contravenes the provisions set out in column I of Third

**fines**

Schedule shall be liable to fixed administrative fine set out in column II of that Schedule

## FIRST SCHEDULE

### Regulation 4 (1) and 6

#### CLASSIFICATION OF AIRCRAFT

Table I. Classification of aircraft

AIRCRAFT	Lighter-than-air aircraft	Non-power-driven: balloon	Free balloon	<ul style="list-style-type: none"> <li>Spherical free balloon</li> <li>Non-spherical free balloon</li> </ul>
			Captive balloon	<ul style="list-style-type: none"> <li>Spherical captive balloon</li> <li>Non-spherical captive balloon<sup>1</sup></li> </ul>
		Power-driven	Airship	<ul style="list-style-type: none"> <li>Rigid airship</li> <li>Semi-rigid airship</li> <li>Non-rigid airship</li> </ul>
	Heavier-than-air aircraft	Non-power-driven	Glider	Land glider
			Kite <sup>4</sup>	Sea glider <sup>2</sup>
		Power-driven	Aeroplane	<ul style="list-style-type: none"> <li>Landplane<sup>3</sup></li> <li>Seaplane<sup>2</sup></li> <li>Amphibian<sup>2</sup></li> </ul>
			Rotorcraft	<ul style="list-style-type: none"> <li>Gyroplane <ul style="list-style-type: none"> <li>Landgyroplane<sup>3</sup></li> <li>Sea gyroplane<sup>2</sup></li> <li>Amphibian gyroplane<sup>2</sup></li> </ul> </li> </ul>
				<ul style="list-style-type: none"> <li>Helicopter <ul style="list-style-type: none"> <li>Land helicopter<sup>3</sup></li> <li>Sea helicopter<sup>2</sup></li> <li>Amphibian helicopter<sup>2</sup></li> </ul> </li> </ul>
			Ornithopter	<ul style="list-style-type: none"> <li>Land ornithopter<sup>3</sup></li> <li>Sea ornithopter<sup>2</sup></li> <li>Amphibian ornithopter<sup>2</sup></li> </ul>

1. Generally designated "kite-balloon".

2. "Float" or "boat" may be added as appropriate.

3. Includes aircraft equipped with ski-type landing gear (substitute "ski" for "land").

4. For the purpose of completeness only.

## SECOND SCHEDULE

### Regulation 9

#### CERTIFICATE OF REGISTRATION

\*

*State Authority*

\*

#### CERTIFICATE OF REGISTRATION.

1. Nationality or common  
mark and registration mark.

2. Manufacturer and  
manufacturer's designation of  
aircraft.

3. Aircraft serial no.

.....  
.....

.....

.....  
.....

.....

4. Name of owner:.....

5. Address of owner:.....

6. I hereby certify that the above described aircraft has been duly entered on  
the.....

..... in accordance with the Convention on International  
Civil Aviation dated 7 December, 1944, and with # .....

#Insert references to applicable regulations

---

(Signature).....

Date of issue:.....

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\*

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\* For use by the State of Registry

### **THIRD SCHEDULE**

#### **Administrative Fines**

**[Regulation 21]**

Column I  Column II		Individual	Corporate
		Fines (in Rwandan francs)	
Provisions			
3	General.	1,000,000	5,000,000
8	Change of registration particulars.	600,000	3,000,000
8	Change of aircraft ownership.	600,000	3,000,000
10	Marking and manner of affixation	1,000,000	5,000,000
11	Display of marks.	600,000	3,000,000
12	Location of marks.	600,000	3,000,000
13	Measurement of marks.	600,000	3,000,000
14	Types of characters for nationality and registration marks.	300,000	1,500,000
16	Removal of marks.	600,000	3,000,000
17	Identification plate required.	600,000	3,000,000

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA V W'ITEKA RYA MINISITIRI N°01/MoS/Trans/017 RYO KU WA 11/05/2017 RISHYIRAHU AMABWIRIZA ASHYIRA MU BIKORWA ITEGEKO N°75/2013 RYO KU WA 11/09/2013 RIGENA AMABWIRIZA MU BY'INDEGE ZA GISIVIRI	ANNEX V TO THE MINISTERIAL ORDER N° 01/MoS/Trans/017 OF 11/05/2017 DETERMINING REGULATIONS IMPLEMENTING THE LAW N°75/2013 OF 11/09/2013 ESTABLISHING REGULATION GOVERNING CIVIL AVIATION	ANNEXE V A L'ARRETE MINISTERIEL N°01/MoS/Trans/017 DU 11/05/2017 PORTANT REGLEMENTS D'APPLICATION DE LA LOI N°75/2013 DU 11/09/2013 PORTANT REGLEMENTATION DE L'AVIATION CIVILE
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IBYANGOMBWA BIHABWA ABAKOZI MU BY'INDEGE	PERSONNEL LICENSING	LICENCE DU PERSONNEL AERONAUTIQUE
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## **CIVIL AVIATION (PERSONNEL LICENSING)**

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### **Class 2 Medical Certificate**

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### **Class 2 Medical Certificate**

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- 212. Cardiovascular system
- 213. Respiratory system
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**Sixteenth Schedule**-Procedure for issuance of an Aircraft Maintenance Engineer Licence

# THE CIVIL AVIATION (PERSONNEL LICENSING) REGULATIONS 2016

## PART I - PRELIMINARY

### Citation and definitions

1. (1) These regulations may be cited as the Civil Aviation (Personnel Licensing) Regulations 2017
- (2) When the following terms are used in these regulations, they have the following meanings:

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

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

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

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

**Aircraft — category.** Classification of aircraft according to specified basic characteristics, e.g. aeroplane, helicopter, glider, free balloon.

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

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

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

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

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

**Approved maintenance organization.** An organization approved by a Contracting State, in accordance with the requirements of RCAA in accordance with the Civil Aviation (Approved Maintenance Organization) Regulations, to perform maintenance of aircraft or parts thereof and operating under supervision approved by the RCAA.

**Approved training.** Training conducted under special curricula and supervision approved by a Contracting State.

**Approved training organization.** An organization approved by and operating under the supervision of the RCAA in accordance with Civil Aviation (Approved Training Organizations) Regulations to perform approved training.

**ATS surveillance service.** A term used to indicate a service provided directly by means of an ATS surveillance system.

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

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

**Certify as airworthy (to).** To certify that an aircraft or parts thereof comply with current airworthiness requirements after maintenance has been performed on the aircraft or parts thereof.

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



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

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

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

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

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

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

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

**Error.** An action or inaction by an operational person that leads to deviations from organizational or the operational person's intentions or expectations.

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

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

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

**Flight procedures trainer.** See Flight simulation training device.

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

*A flight simulator*, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

*A flight procedures trainer*, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

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

**Flight simulator.** See Flight simulation training device.

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

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

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

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

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

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

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

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

**Instrument time.** Instrument flight time or instrument ground time.

**Likely.** In the context of the medical provisions in Part X, likely means with a probability of occurring that is unacceptable to the medical assessor.

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

**Medical Assessment.** The evidence issued by the medical examiner that the licence holder meets specific requirements of medical fitness.

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

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

requirements are prescribed.

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

**Performance criteria.** Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

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

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

**Pilot-in-command under supervision.** Co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command, in accordance with a method of supervision acceptable to the RCAA.

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

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

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

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and

volatile solvents, whereas coffee and tobacco are excluded.

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

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

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

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

**Sign a maintenance release (to).** To certify that maintenance work has been completed satisfactorily in accordance with the applicable Standards of airworthiness, by issuing the maintenance release referred to in Rwanda Civil Aviation (Airworthiness) Regulations.

**Significant.** In the context of the medical provisions in Part X, significant means to a degree or of a nature that is likely to jeopardize flight safety.

**Solo flight time.** Flight time during which a student pilot is the sole occupant of an aircraft.

**State safety programme (SSP).** An integrated set of regulations and activities aimed at improving safety.

**Threat.** Events or errors that occur beyond the influence of an operational person, increase operational complexity and must be managed to maintain the margin of safety.

**Threat management.** The process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and mitigate the probability of errors or undesired states.

## **Application**

2. These regulations prescribe:
  - (a) the requirements for issuing, renewal and re-issue of aviation personnel licences, ratings, authorizations and certificates;
  - (b) the conditions under which those licences, ratings, authorisations and certificates are necessary; and
  - (c) the privileges and limitations granted to the holders of those licences, ratings, authorisations and certificates.

## **PART II – LICENCES, CERTIFICATION, RATINGS, AUTHORIZATIONS AND DESIGNATIONS**

### **Licences and certificates issued**

3. (1) A person shall not act flight crew member of an aircraft, ground instructor, flight engineer, flight navigator, flight radiotelephony operator, air traffic controller, aircraft maintenance engineer, flight operations officer, aviation repair specialist, aeronautical station operator or cabin crew member, unless that person is the holder of the appropriate licence or certificate enumerated in sub-regulation (4), issued in accordance with these regulations.
- (2) A person shall not exercise privileges other than those granted by the licence or certificate.
- (3) A holder of a licence, certificate or authorization issued by the RCAA shall have in his physical possession or at the work site when exercising the privileges of that licence, certificate or authorization.
- (3) A crew member of a foreign registered aircraft shall hold a valid licence, certificate or authorization, including an appropriate and current Medical Certificate, issued by the State of Registry and have it in his or her physical possession or at the work station when exercising the privileges of that licence, certificate or authorization.
- (4) The RCAA may issue the following licences under these regulations:
  - (a) Pilot Licences, including—

- (i) Student Pilot Licence;
  - (ii) Private Pilot Licence;
  - (iii) Commercial Pilot Licence;
  - (iv) Multi-crew Pilot Licence
  - (v) Airline Transport Pilot Licence
  - (vi) Glider Pilot Licence
  - (vii) Free Balloon Pilot Licence;
  - (b) Ground Instructor Licence;
  - (c) Flight Engineer Licence;
  - (d) Flight Navigator Licence
  - (e) Flight Radio Telephony Operator Licence
  - (f) Air Traffic Controller Licence;
  - (g) Aircraft Maintenance Engineer Licence;
  - (h) Flight Operations Officer Licence;
  - (i) Aviation Repair Specialist Licence
  - (j) Aeronautical Station Operator Licence; and
  - (k) Cabin Crew Licence.
- (5) The categories of aircraft referred to in sub-regulation (1) are:
- (a) aeroplane;
  - (b) airship of a volume of more than 4,600 cubic meters;
  - (c) free balloon
  - (d) glider;
  - (e) helicopter; and

- (f) powered-lift.
- (6) The category of aircraft shall be included in the title of the licence itself, or endorsed as a category rating on the licence.
- (7) When the holder of a pilot licence seeks a licence for an additional category of aircraft, the RCAA shall either:
  - (a) issue the licence holder with an additional pilot licence for that category of aircraft; or
  - (b) endorse the original licence with the new category, subject to the condition of regulation 4(1)(a).
- (8) Where the applicant does not meet the specific requirements for the renewal of the particular licence, he shall obtain a student pilot licence to enable him fulfil the eligibility requirements for pilot licence issued under these regulations.
- (9) Personnel licences issued by the RCAA shall conform to the specifications prescribed in the First Schedule.
- (10) The licence shall contain the expiration date of the licence and ratings.

## **Ratings issued**

### **4. (1) The RCAA may issue the following ratings for pilots:**

- (a) category ratings in the following aircraft:
  - (i) aeroplane;
  - (ii) airship of a volume of more than 4,600 cubic meters;
  - (iii) free balloon
  - (iv) glider;
  - (v) helicopter;
  - (vi) powered-lift;

provided that:



- (aa) category ratings shall not be endorsed on a licence when the category is included in the title of the licence itself;
  - (bb) any additional category rating endorsed on a pilot licence shall indicate the level of licensing privileges at which the category rating is granted;
  - (cc) the holder of a pilot licence seeking additional category ratings shall meet the requirements of these regulations appropriate to the privileges for which the category rating is sought;
  - (dd) the holder of a pilot licence shall not act either as pilot-in-command or as co-pilot unless he has received authorization for the appropriate class rating or type rating in accordance with these regulations;
  - (ee) when a type rating is issued limiting the privileges to act as co-pilot, or limiting the privileges to act as pilot only during the cruise phase of the flight, such limitation shall be endorsed on the rating; and
  - (ff) for the purpose of training, testing or specific special purpose non-revenue, non-passenger carrying flights, special authorization may be provided in writing to the licence holder by the RCAA in place of issuing the class or type rating, the authorization being limited in validity to the time needed to complete the specific flight;
- (b) class ratings in the following aeroplanes certificated for single-operation:
- (i) single-engine, land;
  - (ii) single-engine, sea;
  - (iii) multi-engine, land; and
  - (iv) multi-engine, sea;
- (c) class ratings in the following helicopter:
- (i) helicopters; and

- (ii) gyroplane.
  - (d) for Private Pilot Licence only, and, for sub-paragraph (iii), for Glider Pilot Licence also, class ratings for the following aircraft:
    - (i) simple single engine aeroplane,
    - (ii) microlight aeroplane; or
    - (iii) SLMG (Self Launching Motor Gliders).
  - (e) type ratings in the following aircraft:
    - (i) aircraft certificated for at least two pilots.
    - (ii) any aircraft considered necessary by the RCAA;
    - (iii) each type of helicopter and powered-lifts except where a class rating has been issued under this regulation;
  - (f) instrument ratings in the following aircraft:
    - (i) instrument – aeroplane;
    - (ii) instrument – helicopter.
  - (g) night rating.
  - (h) flight instructor rating.
  - (i) ground instructor ratings:
    - (i) basic;
    - (ii) advanced;
    - (iii) instrument.
- (2) The RCAA shall place the category, class or type rating on a pilot licence when issuing that licence, provided the rating reflects the appropriate category, class, or type of aircraft used to demonstrate skill and knowledge for its issue and the aircraft type is registered in Rwanda.

- (3) The RCAA shall issue an aircraft type rating only for aircraft types that the RCAA has certified for civil operations and are registered in Rwanda.
- (4) The RCAA shall endorse a type rating for aircraft of the powered-lift category on an aeroplane or helicopter pilot licence, provided :
  - (a) the endorsement of the rating on the licence shall indicate that the aircraft is part of the powered-lift category;
  - (b) the training for the type rating in powered-lift category shall:
    - (i) be completed during a course of approved training,
    - (ii) take into account the previous experience of the applicant in an aeroplane or a helicopter as appropriate; and
    - (iii) incorporate all relevant aspects of operating an aircraft of the powered-lift category.
- (5) For type rating required as required by sub-regulation (1)(e)(i), the applicant shall have:
  - (a) gained, under appropriate supervision, experience in the applicable type of aircraft and/or flight simulator in the following:
    - (i) normal flight procedures and manoeuvres during all phases of flight;
    - (ii) abnormal and emergency procedures and manoeuvres in the event of failures and malfunctions of equipment, such as powerplant, systems and airframe;
    - (iii) where applicable, instrument procedures, including instrument approach, missed approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure;
    - (iv) for the issue of an aeroplane category type rating, upset prevention and recovery training; and

- (iv) procedures for crew incapacitation and crew coordination including allocation of pilot tasks; crew cooperation and use of checklists;
  - (b) demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the duties of a pilot-in-command or as co-pilot as applicable; and
  - (c) demonstrated, at the airline transport pilot licence level, an extent of knowledge determined by the RCAA on the basis of the requirements specified in regulations 56 to 62 (Airline Transport Pilot Licence).
- (6) For type rating required as required by sub-regulation (1)(e)(ii) and (iii), the applicant shall have demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the licensing requirements and piloting functions of the applicant.
- (7) The RCAA may issue the following ratings for flight engineers:
- (a) reciprocating engine powered including type rating;
  - (b) turbopropeller powered including type rating; and
  - (c) turbojet powered including type rating.
- (8) The RCAA may issue the following ratings for air traffic controllers:
- (a) aerodrome control;
  - (b) approach control procedural;
  - (c) approach control surveillance/radar;
  - (d) area control procedural; and
  - (e) area control surveillance/radar.
- (9) The RCAA may issue the following ratings for aircraft maintenance

engineer licence :

- (a) Category A : Line mechanic (airframes and engines)
  - (b) Category B1: Licensed engineer (airframes and engines)
  - (c) Category B2 : Licensed engineer (avionics)
  - (d) Category B3: Licensed engineer for piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below
  - (e) Category C: Licensed engineer (base)
- (10) Categories A and B1 are subdivided into subcategories relative to combinations of aeroplanes, helicopters, turbine and piston engines. The subcategories are:
- (a) A1 and B1.1 Aeroplanes Turbine
  - (b) A2 and B1.2 Aeroplanes Piston
  - (c) A3 and B1.3 Helicopters Turbine
  - (d) A4 and B1.4 Helicopters Piston

**Authorizations  
issued**

5. (1) The RCAA may issue the following authorizations when an applicant satisfactorily accomplishes the requirements in these regulations for the authorisation sought:
- (a) Category II pilot authorisation;
  - (b) Category III pilot authorisation;
  - (c) flight examiner;
  - (d) flight engineer instructor;
  - (e) type rating instructor;
  - (f) cabin crew member instructor;
  - (g) medical examiner; and
  - (h) aviation repair specialist.

- (2) The RCAA may issue the following classes for aviation repair specialists authorization:
- (a) propellers;
  - (b) computer;
  - (c) instrument;
  - (d) accessory;
  - (e) component;
  - (f) welding;
  - (g) non-destructive testing; and
  - (h) any other authorization as determined by the RCAA.

## **Certificates**

6. (1) The RCAA may issue the following Medical Certificates when an applicant satisfactorily accomplishes the requirements in these regulations for the Medical Certificate sought:
- (a) Medical Certificate Class 1 for applicants or holders of Commercial Pilot and Airline Transport licences; Flight Instructor and Designated Pilot Examiner authorisations;
  - (b) Medical Certificate Class 2 for applicants or holders of student pilot, Private Pilot, Flight Engineer, Flight Navigator and cabin crew licences ; and
  - (c) Medical Certificate Class 3 for holders Air traffic controller licences.
- (2) The RCAA may also issue the following certificates.
- (a) Validation certificates to pilots and flight engineers holding a licence from another ICAO Contracting State; and
  - (b) Certificates of designation to representatives of the RCAA.

## **Designations**

7. The RCAA may issue the following designations to private persons to act

on its behalf, as specified in these regulations:

- (a) Designated Flight Engineer Examiner (DFEE);
- (b) Designated Flight Navigator Examiner (DFNE);
- (c) Designated Flight Operations Officer Examiner (DFOOE);
- (d) Designated Mechanic Examiner (DME);
- (e) Designated Pilot Examiner (DPE);
- (f) Designated Medical Examiner (DAME); or
- (g) Other designees as may be determined by the RCAA

## **Medical fitness**

- 8.** (1) An applicant for a licence shall, when applicable, hold a Medical Assessment issued in accordance with the provisions of Part X of these Regulations.
- (2) Except as provided in Regulation 13, holders or applicants for the licences and authorisations specified in Regulation 9 (10) shall not exercise the privileges of their licence unless they hold a current Medical Assessment appropriate to the licence.
- (3) Except as provided in sub-regulations (4), (5), (6), (7), (8) and Regulation (13), a Medical Assessment issued in accordance with Regulations 166 and 167 of these Regulations shall be valid from the date of the medical examination for a period not greater than:
- (a) 60 months for the private pilot licence — aeroplane, airship, helicopter and powered-lift;
  - (b) 12 months for the commercial pilot licence — aeroplane, airship, helicopter and powered-lift;
  - (c) 12 months for the multi-crew pilot licence — aeroplane;
  - (d) 12 months for the airline transport pilot licence — aeroplane, helicopter and powered-lift;
  - (e) 60 months for the glider pilot licence;

- (f) 60 months for the free balloon pilot licence;
  - (g) 12 months for the flight navigator licence;
  - (h) 12 months for the flight engineer licence;
  - (i) 48 months for the air traffic controller licence.
- (4) The period of validity of a Medical Assessment may be reduced when clinically indicated.
  - (5) When the holders of airline transport pilot licences — aeroplane, helicopter and powered-lift, and commercial pilot licences — aeroplane, airship, helicopter and powered-lift, who are engaged in single-crew commercial air transport operations carrying passengers, have passed their 40<sup>th</sup> birthday, the period of validity specified in sub-regulation (3) shall be reduced to six months.
  - (6) When the holders of airline transport pilot licences — aeroplane, helicopter and powered-lift, commercial pilot licences — aeroplane, airship, helicopter and powered-lift, and multi-crew pilot licences — aeroplane, who are engaged in commercial air transport operations, have passed their 60<sup>th</sup> birthday, the period of validity specified in sub-regulation (3) shall be reduced to six months.
  - (7) When the holders of private pilot licences — aeroplane, airship, helicopter and powered-lift, free balloon pilot licences, glider pilot licences and air traffic controller licences have passed their 40<sup>th</sup> birthday, the period of validity specified in sub-regulation (3) shall be reduced to 24 months.
  - (8) When the holders of private pilot licences — aeroplane, airship, helicopter and powered-lift, free balloon pilot licences, glider pilot licences and air traffic controller licences have passed their 50<sup>th</sup> birthday, the period of validity specified in sub-regulation (3) should be further reduced to 12 months.

**Validity of  
licences, ratings,  
authorisations**

9. (1) The validity period of the licences, ratings, authorisations, designations, certificates of validation and medical certificates and the renewal or re-issue conditions shall be as prescribed in the



**and certificates**

applicable requirements of these Regulations.

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- (2) The issue, renewal and re-issue of licences, ratings, authorisations, designations and certificates will be performed by the RCAA.
  - (a) renewal of ratings and category II/III pilot authorisations may be performed by the designated pilot Examiner, when delegated by the RCAA.
  - (b) renewal of medical certificates may be performed by the designated aviation medical examiners, when delegated by RCAA.
- (3) Application for the issue, renewal and re-issue of licences, ratings, authorisations, designations or certificates by the RCAA shall be done by submitting to the RCAA a properly filled out application form, which can be obtained from the RCAA.
- (4) For renewal:
  - (a) application must be made to the RCAA at least 14 days before the expiry date; and
  - (b) the licence, ratings, authorisations, certificates, including any required medical certificate, must be valid.
- (5) The holder of a licence, certificate, authorisation or designation shall not exercise privileges other than those granted by the licence, certificate, authorisation or designation.
- (6) A holder of a licence, certificate, authorisations or designation shall not exercise the privileges granted by that licence, certificate, authorisations or designation or by related ratings, unless the holder maintains competency and meets the requirements for recent experience of these Regulations.
- (7) The maintenance of competency of flight crew members engaged in commercial air transport operations may be satisfactorily established by demonstration of skill during proficiency flight checks completed in accordance with the Civil Aviation (Operation of Aircraft) Regulations. (8) A flight crew member may, in lieu of maintaining competency in an aircraft, demonstrate continuing competency in flight simulation training

devices approved by the RCAA.

- (9) Maintenance of competency shall be recorded in the flight crew member's personal licence or logbook.
- (10) Holders or applicants for the following licences and authorisations shall hold a current and appropriate medical certificate issued under these Regulations in order for their licence or authorisation to be valid:
  - (a) Student pilot authorisation.
  - (b) Pilot licence,
  - (c) Flight engineer licence.
  - (d) Flight navigator licence.
  - (e) Flight instructor licence.
  - (f) Designated pilot examiner (DPE).
  - (g) Designated flight engineer examiner.
  - (h) Designated flight navigator examiner.
  - (i) Air traffic controller licence.

**Suspension or  
revocation of a  
licence, rating,  
authorisation or  
certificate**

- 9A.** (1) *Suspension of a Licence, Rating Authorisation or Validation Certificate:* If, in accordance with the Article 26 of the Civil Aviation Law, the RCAA determines that the interests of safety require that a licence, rating, authorisation or certificate must be suspended, the RCAA may act as follows
- (a) If the RCAA discovers facts indicating either a lack of competency or lack of qualification, the RCAA may, require an applicant for or the holder of any licence, rating, authorisation, or validation certificate to retake all or part of the knowledge or practical tests required for any licence, rating, authorisation, or validation certificate at issue, renewal or re-issue. The RCAA

may suspend the validity of any such licence, rating, authorisation and/or validation certificate pending the results of such re-testing.

- (b) A person whose licence, rating, authorisation, or certificate has been amended, modified, suspended, or revoked shall be provided with notice and an opportunity to be heard in accordance with Article 27 of the Civil Aviation Law.
- (c) After notifying the person involved, in writing, stating the reasons for such action, the RCAA may also suspend the validity of any licence, rating, authorisation and/or validation certificate in the following cases:
  - (i) During the investigation of an aircraft disaster or incident;
  - (ii) In cases of proven misconduct, recklessness or excessive carelessness;
  - (iii) If the holder has acted in contradiction to his or her privileges; and/or
  - (iv) Pending the investigation of a suspected violation of these regulations or the aviation law under which these regulations are affected.
- (d) Once the suspension is effective, the person involved shall immediately cease exercising the privileges of the affected licence, certificate, rating, or authorisation. The person involved shall surrender to the RCAA all licences or validation certificates in his or her possession that are subject to the suspension within 8 days of receiving the notification of the order. If the person fails to surrender the documents under suspension, the RCAA may revoke all such certificate(s) held by that person.
- (e) When a suspension is limited to one or more ratings mentioned on the licence or validation certificate, the RCAA shall provide the person involved with a new licence or validation certificate omitting all ratings which are subject to the suspension.
- (f) The RCAA may cancel a suspension in the following cases:

- (i) If person under suspension has taken and passed the knowledge or practical tests required for any licence, rating, or authorisation at issue indicated in (a);
  - (ii) If the person involved has gained the required additional experience; or
  - (iii) By revocation of the licence, rating, authorisation and/or validation certificate.
- (g) Once the suspension has been cancelled, other than by revocation, the RCAA shall issue the person involved a new licence or validation certificate.

(2) *Suspension of a Medical Certificate:*

- (a) In case of doubt concerning the medical fitness of the holder of a medical certificate the RCAA may determine that the person involved shall again repeat a complete or partial medical examination, and may suspend the validity of that medical certificate until the repeat examination is completed with favourable results.
- (b) The validity of a medical certificate may also be suspended in case of a temporary rejection on medical grounds.
- (c) The person holding the medical certificate will be notified in writing of a suspension stating the reasons for that suspension.
- (d) The person holding the suspended medical certificate shall surrender the medical certificate in his or her possession to the RCAA within 8 days after the date of receiving the notification.
- (e) In cases in which the medical fitness of the person involved allows it, the RCAA may provide the person with a suspended medical certificate of a particular class with a new medical certificate of a lower class.
- (f) A suspension may be lifted if the medical examination intended in (a) has been passed satisfactorily. If a suspension is lifted, the person involved shall receive a new medical certificate unless the medical certificate was revoked.

(3) *Revocation of Licences, Ratings Authorisations or Certificates:*

- (a) A licence, rating, authorisation or certificate shall be revoked if the holder has lost the skills for exercising the privileges mentioned in the document or fails to meet the appropriate medical standards as shown by the results of a medical examination or a test.
- (b) A licence, rating, authorisation and/or certificate may be revoked if the holder has made a statement contrary to the truth in obtaining or maintaining that licence, rating authorisation or certificate, or has provided incorrect data at a medical examination and/or test required for the issue, maintenance or renewal of the licence, rating, authorisation and certificate.
- (c) A licence, rating, authorisation or certificate shall be revoked in case of proven misconduct, recklessness or excessive carelessness. The holder of the licence will be notified in writing of the revocation with the reasons therefore.
- (d) A person who has had a licence or certificate revoked shall be obliged to hand over to the RCAA all the licences or certificates in his or her possession applicable to the revocation within 8 days after the date of receiving notification from the RCAA.
- (e) The person who has been denied the privilege to manipulate the controls of an aircraft by judgment of a court, shall be equally obliged to hand over to the RCAA all licences and certificates in his or her possession within 8 days after he or she has taken cognisance of the judgment or after it can be reasonably assumed that he or she has taken cognisance thereof.

**Decrease in  
medical fitness**

- 10.** (1) A holder of licence provided for in these regulations shall not exercise the privileges of his licence and related ratings at any time when the holder is aware of any decrease in his medical fitness which might render the holder unable to safely and properly exercise these privileges.
- (2) A licence holder shall inform the RCAA of confirmed pregnancy or any decrease in medical fitness of duration of more than 20 days or which requires continued treatment with prescribed medication or which requires hospital treatment.
- (3) The RCAA shall suspend the Medical Certificate of a licence holder during any period in which the RCAA becomes aware that the licence holder's medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of the licence holder's Medical Certificate.
- (4) The suspension referenced in sub-regulation (3) shall continue until the end of the period of the decrease in medical fitness, or until the expiration of the Medical Certificate, whichever comes first.
- (5) A licence holder shall not exercise the privileges of his licence and related ratings during any period in which the holder's medical fitness has, from any cause, decreased to an extent that would have prevented the issue or renewal of the licence holder's Medical Certificate.

**Use of  
psychoactive  
substances**

- 11.** (1) A holder of a Licence, rating or a certificate issued under these regulations shall not exercise the privileges of the licence, rating or certificate while under the influence of any psychoactive substance, by reason of which human performance is impaired.
- (2) The person referred to in sub-regulation (1) shall not engage in any kind of problematic use of psychoactive substances.
- (3) The RCAA ensure, as far as practicable, that all licence holders who engage in any kind of problematic use of substances are identified and removed from their safety critical functions.
- (4) Return to the safety-critical functions shall be considered after

successful treatment or, in cases where no treatment is necessary, after cessation of the problematic use of substances and upon determination that the person's continued performance of the function is unlikely to jeopardize safety.

**Testing for use  
of psychoactive  
substances**

- 12.** (1) A person who performs any function requiring a licence, rating, qualification or authorization prescribed by these regulations directly or by contract may be tested for use of psychoactive substances.
- (2) A person found to be engaged in any kind of problematic use of substances or refuses to submit to a test for use of psychoactive substances, when requested by the RCAA shall:
- (a) be denied any licence, certificate, rating, qualification, or authorization issued under these regulations for a period of up to one year from the date of that refusal; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these regulations suspended or revoked.

**Deferral of  
medical  
examination**

- 13.** (1) The prescribed re-examination of a licence holder operating in an area distant from designated medical examination facilities may be deferred at the discretion of the RCAA, provided that such deferment shall only be made as an exception and shall not exceed:
- (a) a single period of six months in the case of a flight crew member of an aircraft engaged in non-commercial operations;
  - (b) two consecutive periods each of three months in the case of a flight crew member of an aircraft engaged in commercial operations, provided that in each case, a favourable medical report is obtained after examination by a medical examiner designated by the Contracting State in which the applicant is situated, or, in cases where such a designated medical examiner is not available, by a physician legally qualified to practise medicine in that area; or

(c) in the case of a private pilot, a single period not exceeding twenty four months where the medical examination is carried out by an examiner designated by the Contracting State in which the applicant is temporarily located.

(2) For a deferral granted under sub-regulation (1) (b) and (c), a report of the medical examination shall be sent to the RCAA for the licence to be renewed.

**Extension of validity of Medical Certificate**

**14.** The period of validity of a Medical Certificate specified in Regulation 8 (3) may be extended at the discretion of the designated aviation medical examiner or the medical assessor, up to 45 days.

**Curtailment of privileges of licence holders aged 60 years or more in commercial air transport operations**

**15.** (1) *Age 60-64.* The holder of a pilot licence who has attained the age of 60 years shall not act as a pilot of an aircraft engaged in commercial air transport operations except:

(a) as a member of a multi-pilot crew operations; and

(b) provided that the other pilot has not attained the age of 60 years.

(2) *Age 65.* The holder of a pilot licence who has attained the age of 65 years shall not act as a pilot of an aircraft engaged in commercial air transport.

**English language proficiency**

**16.** (1) Aeroplane, airship, helicopter and powered-lift pilots, flight engineers, flight navigators, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radio telephony communications in Rwanda and in the English language to the level specified in the language proficiency requirements in the Second Schedule to these regulations.

(2) Flight engineers, and glider and free balloon pilots should have the



ability to speak and understand the language used for radiotelephony communications.

- (3) Flight navigators required to use the radiotelephone aboard an aircraft shall demonstrate the ability to speak and understand the language used for radiotelephony communications.
- (4) Flight navigators required to use the radiotelephone aboard an aircraft should demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in the Second Schedule to these regulations.
- (5) The licenced personnel specified in sub-regulation (1) who demonstrate proficiency below the Expert Level (Level 6) shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level as follows:
  - (a) those demonstrating language proficiency at the Operational Level (Level 4) shall be evaluated once every three years; and
  - (b) those demonstrating language proficiency at the Extended Level (Level 5) shall be evaluated once every six years.

### **PART III - VALIDATION AND CONVERSION OF FOREIGN FLIGHT CREW LICENCES AND RECOGNITION OF MILITARY QUALIFICATIONS**

#### **Validation of foreign flight crew licences**

- 17. (1) A person who holds a current and valid licence issued by another Contracting State in accordance with ICAO Annex 1 may apply for a validation of such licence for use on aircraft registered in the Rwanda.
- (2) The applicant for the validation certificate shall present to the RCAA the foreign licence and evidence of the experience required by presenting the record (e.g. logbook for flight crew, training certificates).
- (3) The applicant for the validation certificate shall present to the

RCAA evidence that he/she holds either a current medical certificate issued in accordance with the requirements of these regulations or a current medical certificate issued by the Contracting State that issued the applicant's licence.

- (4) The applicant for the validation certificate shall present to the RCAA evidence of proficiency in the English language used for radiotelephony communications as specified in Regulation 16..
- (5) The RCAA shall verify the authenticity of the licence, ratings, authorizations and of the medical certificate with the State of licence issue prior to issuing the validation.
- (6) The RCAA will validate only those ratings or authorizations endorsed on the foreign licence that it considers appropriate.
- (7) The RCAA may issue a validation certificate which will be valid for one year, provided the foreign licence, ratings or authorizations and the medical certificate remain valid.
- (8) In addition to the requirements of sub-regulations (1) through (7), the applicant for the validation certificate with PPL privileges shall have a foreign licence with at least PPL privileges.
- (9) In addition to the requirements in (1) through (7), the applicant for a validation certificate for PPL/IR, CPL, CPL/IR, MPL or ATPL privileges shall have the relevant foreign licence and meet the following requirements:
  - (a) the applicant for the validation certificate shall pass a knowledge test on:
    - (i) air law;
    - (ii) meteorology;
    - (iii) operational procedures; and
    - (iv) radiotelephony;
  - (b) the applicant shall complete a skill test for the relevant licence and ratings that he or she wants to be validated relevant to the privileges of the licence held; and

- (c) the applicant shall comply with the experience requirements set out in the Third Schedule.

**Recognition of military or former military flight crew qualifications.**

- 18.** (1) Except for a rated military or former military pilot who has been removed from flying status for lack of proficiency, or because of disciplinary action involving aircraft operations, a rated military or former military pilot who meets the requirements of this regulation may apply, on the basis of the his or her pilot's military training, for:
- (a) Private Pilot Licence, Commercial Pilot License;
  - (b) an aircraft rating in the category and class of aircraft for which that military pilot is qualified;
  - (c) an instrument rating with the appropriate aircraft rating for which that military pilot is qualified; and
  - (d) a type rating, if appropriate.
- (2) The testing required by a military pilot seeking a licence or rating shall be as follows:
- (a) if the applicant has been on active flight status within the past 12 months of application, pass a knowledge test on:
    - (i) Air law;
    - (ii) Meteorology;
    - (iii) Operational procedures; and
    - (iv) Radiotelephony;
  - (b) if the applicant has not been on active flight status within the past 12 months of application, pass both a knowledge and skill test.
- (2) The holder of a military pilot licence or certificate who has been on active flying status within the 12 months before applying shall:

- (a) pass a knowledge test on the appropriate parts of these regulations that apply to pilot privileges and limitations, air traffic and general operating rules, and accident reporting rules;
  - (b) present documentation showing compliance with the requirements of sub-regulation (2) for at least one aircraft category rating; and
  - (c) present documentation showing that the applicant is or was, at any time during the 12 calendar months before the month of application the holder of a military pilot licence or certificate on active flying status in Rwanda defence force.
- (3) The RCAA may issue to the holder of a military pilot licence or certificate an aircraft category, class or type rating to a commercial pilot licence if the pilot present documentary evidence that shows satisfactory accomplishment of:
  - (a) a military pilot check and instrument proficiency in that aircraft category, class or type, if applicable, as pilot-in-command during the 12 calendar months before the month of application; and
  - (b) at least 10 hours of pilot-in-command time in that aircraft category, class or type, if applicable, during the 12 calendar months before the month of application.
- (4) The holder of a military pilot licence or certificate may apply for an aeroplane or helicopter instrument rating to be added to his or her commercial pilot licence if the pilot has, within the 12 calendar months preceding the month of application:
  - (a) passed an instrument proficiency check by a Rwanda defence force in the aircraft category for the instrument rating sought; and
  - (b) received authorisation from Rwanda defence force] to conduct IFR flights on airways in that aircraft category and class for the instrument rating sought.
- (5) The RCAA shall issue an aircraft type rating only for aircraft types

that the RCAA has certified for civil operations.

- (6) The RCAA may issue to the holder of a military pilot licence or certificate who holds an airline transport pilot licence an aircraft type rating provided that the pilot:
  - (a) holds a category and type rating for that type of aircraft at the airline transport pilot licence level; and
  - (b) passed a Rwanda defence force check and instrument proficiency check in that type of aircraft as pilot-in-command during the 12 calendar months before the month of application
  
- (4) The RCAA may accept the following documents as satisfactory evidence of military pilot or flight engineer status:
  - (a) an official identification card issued to the pilot or flight engineer by Rwanda defence force to demonstrate service in Rwanda defence force;
  - (b) an original or a copy of a certificate of discharge or release from Rwanda defence force;
  - (c) at least one of the following:
    - (i) a certificate of Rwanda defence force to flight status as a military pilot or flight engineer; or
    - (ii) a certificate showing that the applicant graduated from a pilot school and received a rating as a military pilot.
  - (d) a certified military logbook or summary to demonstrate flight time in military aircraft;
  - (e) an official record of a military designation as pilot in command; and
  - (f) an official record of satisfactory accomplishment of an instrument proficiency check within the twelve months before the date of the application.

**Conversion of  
Rwanda Military  
Pilots  
Qualification**

- 19.** A person who holds a current Rwanda Military pilot qualification may apply and be issued with a Rwanda Private Pilot Licence or Commercial Pilot Licence with the appropriate ratings, if that person:
- (a) has a licence which is not under an order of revocation or suspension;
  - (b) meets the minimum flying experience under regulation 18;
  - (c) holds an appropriate valid Medical Certificate issued by designated medical examiners approved by the RCAA; and
  - (d) demonstrates the ability to read, speak, write, and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations.

**Conversion of  
foreign flight  
crew licence**

- 20.** (1) A person who holds a current and valid pilot licence with at least PPL privileges, issued by another Contracting State in accordance with ICAO Annex 1, may apply for a conversion and be issued with a PPL for use on aircraft registered in Rwanda provided the following requirements are met:
- (a) the holder shall present to the RCAA a foreign licence to be converted with evidence of the recent experience required by presenting the logbook.
  - (b) the holder shall present to the RCAA evidence of proficiency in the English language used for radiotelephony communications as specified in Regulation 16.
  - (c) the holder shall obtain a Class 2 medical certificate issued under these Regulations;
  - (d) the holder shall pass a knowledge test on air law; and
  - (e) the holder shall complete a PPL skill test.

- (2) The RCAA shall verify the authenticity of the licence, ratings, authorization and of the medical certificate with the State of licence issue prior to converting the licence. This requirement does not apply where verification was done during validation.
- (3) The holder of a current and valid foreign CPL, CPL/IR, MPL, ATPL or Flight Engineer licence issued by another Contracting State in accordance with ICAO Annex 1, which have been validated in accordance with Regulation 17, and in possession of appropriate medical certificate, may apply for conversion to the appropriate licence and ratings issued by RCAA provided the following requirements are met:
  - (a) the applicant is the holder of a current validation certificate issued in accordance with Regulation 17;
  - (b) the applicant shall have completed 200 flight hours in Rwanda-registered aircraft, which are operated by an operator established in the Rwanda, exercising the privileges granted by the validation certificate; and
  - (c) the applicant shall present to the RCAA the foreign licence and evidence of the 200 flight hours by presenting the logbook.
- (3) Ratings listed on a person's licence that have been validated shall be placed on that person's converted licence.

**Conversion of flight engineer licence**

- 21.** (1) A person who holds a current and valid flight engineer licence issued by another Contracting State in accordance with ICAO Annex 1 may apply for conversion and be issued an equivalent licence with the appropriate ratings, if the applicant:
- (a) is a holder of a current validation certificate issued by the RCAA;
  - (b) presents to the RCAA a foreign licence to be converted with evidence of the recent experience required by presenting the logbook.
  - (c) holds a valid medical certificate issued in accordance with

the requirements of these Regulations.

- (b) has completed 200 flight hours in Rwanda-registered aircraft, which are operated by an operator established in the Rwanda, exercising the privileges granted by the validation certificate; and
  - (c) presents to the RCAA the foreign licence and evidence of the 200 flight hours by presenting the logbook..
- (2) Ratings listed on a person's licence that have been validated shall be placed on that person's converted licence.

#### **PART IV – VALIDATION, CONVERSION OF FOREIGN LICENCES, CERTIFICATES, RATINGS AND AUTHORIZATION FOR PERSONNEL OTHER THAN FLIGHT CREW MEMBERS AND RECOGNITION OF QUALIFICATIONS OF OTHER MILITARY PERSONNEL**

##### **Validation of Aircraft Maintenance Engineer Licence**

- 22.** (1) A person who holds a current and valid Aircraft Maintenance Engineer Licence issued by another Contracting State in accordance with ICAO Annex 1, may apply for a validation of such licence for use on aircraft registered in Rwanda.
- (2) An applicant for a certificate of validation shall present to the RCAA the foreign licence in the English language or accompanied by an English language translation that has been signed by an official or representative of the foreign authority that issued the licence and evidence of the experience required by presenting a valid personal logbook.
- (3) The RCAA shall verify the authenticity of the foreign licence, ratings and authorizations presented for validation with the State of issuance.
- (4) The applicant for the certificate of validation shall
- (a) pass knowledge test on air law;
  - (b) demonstrate to the satisfaction of the RCAA the knowledge relevant to the licence to be validated of:
    - (i) applicable Airworthiness requirements governing certification and continuing airworthiness; and



- (ii) approved maintenance organisations and procedures.
- (5) The applicant for the certificate of validation shall complete a skill test for the relevant licence and ratings that he or she wants to be validated relevant to the privileges of the licence held.
- (6) The applicant for the certificate of validation shall have a minimum of 4 years Aircraft Maintenance Engineer experience.
- (7) The RCAA shall validate only those ratings or authorisations endorsed on a foreign licence that it considers appropriate.
- (8) A person who receives a certificate of validation under this regulation shall:
  - (a) be limited to the privileges placed on the certificate;
  - (b) be subject to the limitations and restrictions on the certificate and the foreign Aircraft Maintenance Engineer Licence when exercising the privileges of that certificate on an aircraft registered in Rwanda; and
  - (c) not exercise the privileges of the certificate when the person's foreign licence has been revoked or suspended.
- (9) The certificate of validation shall be valid for a maximum of 12 months, provided the foreign licence or in the case of a continuing licence, the rating remains valid.

**Conversion of foreign Aircraft Maintenance Engineer Licence**

- 23.** (1) A person who holds a current and valid Aircraft Maintenance Engineer Licence issued by another Contracting State, in accordance with ICAO Annex 1, may apply for conversion of such licence for use on aircraft registered in Rwanda. :
- (2) The applicant for the conversion shall present to the RCAA the foreign licence and evidence of the experience required by presenting the personal logbook or record.
- (3) The applicant for the for the conversion shall
- (a) pass knowledge test on air law;

- (b) demonstrate to the satisfaction of the RCAA the knowledge relevant to the licence to be validated of:
  - (i) applicable Airworthiness requirements governing certification and continuing airworthiness; and
  - (ii) approved maintenance organisations and procedures.
- (4) The applicant for the for the conversion shall complete a skill test for the relevant licence and ratings that he or she wants to be converted relevant to the privileges of the licence held; and
- (5) The applicant for the conversion shall have a minimum of 4 years Aircraft Maintenance Engineer experience.
- (6) The RCAA shall verify the authenticity of the licence, ratings and authorisations with the state of licence issue prior to issuing the converted licence.(8) Ratings listed on applicant's foreign licence that have been validated shall be placed on that applicant's converted licence.
- (9) The holder of a current and valid Aircraft Maintenance Engineer licence issued by another Contracting State in accordance with ICAO Annex 1 who has a validation in accordance with Regulation 22 and can show evidence of 12 months performing maintenance on aircraft registered in Rwanda may convert his or her Aircraft Maintenance Engineer licence with no further formality.

**Validation and conversion of Flight Operations Officers**

- 23A.**
- (1) Flight Operations Officers/Aircraft Dispatcher Licences issued by other ICAO Contracting States may be validated or converted to their equivalent Rwanda licences when they meet the minimum ICAO Annex 1 standards.
  - (3) The RCAA shall verify the authenticity of the foreign licence, ratings and authorizations presented for validation or conversion with the State of issuance.
  - (2) The holder shall:
    - (a) present the foreign licence to the RCAA;
    - (b) demonstrate to the satisfaction of the RCAA the knowledge of

## Rwanda Air Law and

(c) complete a competence check.

(4) The certificate of validation shall be valid for a maximum of 12 months, provided the foreign licence or in the case of a continuing licence, the rating remains valid.

### **Recognition of qualifications of other military personnel**

- 24.** (1) The principles as detailed in Regulation 18 for military pilots shall apply to military applicants for flight navigator or flight engineer licences.
- (2) Military flight engineers and flight navigators shall pass the respective air law examination and, if not in current flying practice, pass a skill test.
- (3) A military aircraft maintenance personnel may apply to the RCAA for issue of Aircraft Maintenance Engineer Licence (AMEL) without type rating on the basis of his military qualifications.
- (2) The application shall be accompanied by:
- (a) a certificate of discharge from military service;
- (b) evidence of experience of six years in aircraft maintenance of which six months of recency experience must have been acquired within the twelve months preceding the application; and
- (c) a certificate, diploma or such other document showing proof of training in aircraft maintenance.
- (3) If the RCAA is satisfied that the applicant meets the conditions in sub-regulations (2), the RCAA shall require the applicant to demonstrate the knowledge and skill requirements for AMEL stipulated in these regulations.
- (4) Military air traffic controllers who are not fully familiar with civil operational procedures shall demonstrate the standard of knowledge required by these Regulations as well as complete no less than three months of satisfactory service engaged in the actual

control of civil air traffic, under the supervision of an appropriately rated air traffic controller, before being issued with a licence.

- (5) Military flight operations shall serve under the supervision of a civil flight operations officer or flight dispatcher for at least 90 working days before being issued a licence.

## **PART V - TESTING AND TRAINING FOR PILOT LICENCES, RATINGS AND AUTHORIZATIONS**

### **Knowledge test: prerequisites and passing grades**

- 25. (1) An applicant for a knowledge test shall have:
  - (a) received an endorsement, from an authorized instructor, as specified in these regulations for the applicable licence, rating or authorisation to show that the applicant has met the training and/or experience requirements to take the knowledge or skill test,
  - (b) received written authorisation from the RCAA to take the test.
- (2) Knowledge tests prescribed by or under these Regulations shall be given at times, places, and by persons authorised and designated by the RCAA.
- (3) The knowledge test will be performed in written or computer format, except for the knowledge test for an instructor licence or an additional instructor rating within the same aircraft category, which may be performed orally.
- (4) An applicant shall show proper identification in the form of a Government issued identification document at the time of application that contains the applicant's:
  - (a) photograph;
  - (b) signature;
  - (c) date of birth, which shows the applicant meets or will meet the age requirements of these Regulations for the licence

sought before the expiration date of the airman knowledge test report; and

- (d) actual residential address, if different from the applicant's mailing address.
- (5) The minimum passing grade is 70 percent of the number of knowledge test questions asked in each subject area.

**Skills tests:  
prerequisites for  
flight crew**

- 26.** (1) An applicant shall, before attempting the skill test for a licence or rating:
- (a) have passed the required knowledge test within the 12 calendar-month period preceding the month the applicant successfully completes the skill test; or
  - (b) if an applicant for an ATPL has passed the ATP knowledge test within a period of 5 years before successfully completing the ATP skill test, provided that the applicant is, and has been continuously, employed as a flight crewmember by a certificate holder under Air Civil Aviation (Operator Certification and Administration) Regulations at the time of the ATP skill test; and
- (2) When an applicant is required to provide an aircraft for a skill test, it must:
- (a) be airworthy and certificated;
  - (b) be capable of performing all areas of operation appropriate to the rating sought and have no operating limitations, which prohibit its use in any of the areas of operation, required for the skill test.
  - (c) not have operating limitations that prohibit the tasks required for the skill test,
  - (d) be of national, foreign or military registry of the same category, class, and type if applicable, for the licence and/or

rating for which the applicant is applying, with appropriate letter of authorisation for aircraft use in a skill test if applicant is not the owner of the foreign registered or military aircraft;

(e) have:

- (i) fully functioning dual controls;
- (ii) at least two pilot stations with adequate visibility for each person to operator the aircraft safety;
- (iii) cockpit and outside visibility adequate to evaluate the performance of the applicant when an additional jump seat is provided for the examiner.

(3) If the applicant is required to take a segmented skill test using a flight simulation training device and an aircraft, the flight simulation training device must be approved by the RCAA.

**Reliance on  
training and  
testing in  
another  
Contracting  
State**

27. (1) The RCAA may rely on the training and/or testing system administered by another Contracting State as the basis for its own approved training curriculum, including the administration of written and/or skill test requirements for airman licences provided that the RCAA has an agreement with the other authorities whose training and/or testing system is used.
- (2) The applicant shall apply for and receive written approval from the RCAA prior to receiving training and/or testing in a system administered by another authority

**Instructor  
requirements—  
general**

28. (1) All applicants for instructor licences and ratings or authorisations shall, in addition to specific requirements contained in these Regulations, have received and logged training from an authorised

instructor on the fundamentals of instructing and have passed a knowledge test on the following areas of instructing:

- (a) techniques of applied instruction;
  - (b) assessment of student performance in those subjects in which ground instruction is given;
  - (c) the learning process;
  - (d) elements of effective teaching;
  - (e) student evaluation and testing, training philosophies;
  - (f) training programme development;
  - (g) lesson planning
  - (h) classroom instructional techniques;
  - (i) use of training aids, including flight simulation training devices as appropriate;
  - (j) Analysis and correction of student errors;
  - (k) human performance relevant to flight instruction;
  - (l) hazards involved in simulating system failures and malfunctions in the aircraft; and
  - (m) principles of threat and error management.
- (2) The following applicants do not need to comply with sub-regulation (1):
- (a) the holder of an instructor licence or authorisation issued under these Regulations who has already passed the knowledge test in the areas of instructing;
  - (b) the holder of a current teacher's certificate issued by a national or local authority that authorises the person to teach at a secondary educational level or higher; or
  - (c) a person who provides evidence of an equivalent level of

experience acceptable to the RCAA.

**Designated  
Examiners**

**28A.**

- (a) The RCAA may designate private individuals to act as representatives of the RCAA in examining, inspecting, and testing persons and aircraft for the purpose of issuing airmen and aircraft licences, ratings and certificates.
- (b) The specific requirements for each type of designated examiner are contained in the appropriate licensing regulation of these Regulations related to the licensing requirements of the persons to be examined.
- (c) The RCAA shall issue each designated examiner a certificate of designated authority and a designee identification card specifying the kinds of designation for which the individual is qualified and the duration of the designation.

**Retesting after  
failure**

**29.**

- (1) An applicant for a knowledge or skill test who fails that test may reapply for the test only after the applicant has received:
  - (a) the necessary training from an authorized instructor who has determined that the applicant is proficient to pass the test; and
  - (b) an endorsement from an authorized instructor who gave the applicant the additional training.
- (2) An applicant for a flight instructor licence with an aeroplane category rating or, for a flight instructor licence with a glider category rating, who has failed the practical test due to deficiencies in instructional proficiency on stall awareness, spin entry, spins, or spin recovery shall:
  - (a) comply with the requirements of sub-regulation (1) before being retested;
  - (b) bring to the retest an aircraft that is of the appropriate aircraft category for the rating sought and is certified for spins; and



- (c) demonstrate satisfactory instructional proficiency on stall awareness, spin entry, spins, and spin recovery to an examiner during the retest.

**Documentation  
of training and  
aeronautical  
experience**

- 30. Each person shall document and record the following in a manner acceptable to the RCAA:
  - (a) training and/or experience used to meet the requirements for a licence, rating, endorsement and/or authorisation under these Regulations; and
  - (b) the experience required to show the maintaining of recency of aeronautical experience according to the requirements of these Regulations.

**Training  
conducted in an  
approved  
training  
organisation**

- 31.
  - (1) Approved training for aviation personnel licences shall be conducted within an approved training organisation.
  - (2) The RCAA shall approve a training programme for a licence, rating, authorisation or endorsement that allows an alternative means of compliance with the experience requirements prescribed in these Regulations when training is conducted within an Approved Training Organisation under special curricula approved by the RCAA under Civil Aviation (Approved Training Organisation) Regulations
  - (3) Prior to authorizing an alternative means of compliance that permits an Approved Training Organization to conduct training, which does not meet the normal prescribed experience requirements, the RCAA shall ensure that the approved training programme provides a level of competency at least equal to that provided by the minimum experience requirements for personnel not receiving such approved special curricula.
  - (4) Civil Aviation (Approved Training Organisation) Regulations prescribe the requirements for certifying and administering Approved Training Organisations for conducting approved training.

- (5) Competency-based approved training for aircraft maintenance personnel shall be conducted within an approved training organisation.

**Use of flight  
simulation  
training devices**

- 32. (1) Except as specified in sub-regulation (1), no person shall receive credit for use of any flight simulation training device for satisfying any training, testing, or checking requirement of these Regulations unless that flight simulator or flight training device is approved by the RCAA for:
  - (a) the training, testing, and checking for which it is used;
  - (b) each particular manoeuvre, procedure, or crewmember function performed; and
  - (d) the representation of the specific category and class of aircraft, type of aircraft, particular variation within the type of aircraft, or set of aircraft for certain flight training devices.
- (2) The flight simulation training device shall have the same technology for the basic flight instruments (attitude indicator, airspeed, altimeter, and heading reference) as those of the aircraft used by the operator.
- (3) Operators that have electronic/glass displays shall use simulators that have electronic/glass displays.
- (4) Operators that have standard instruments shall use simulators that have standard instruments.
- (5) Operators shall not conduct differences training on variant training on aircraft that have electronic glass displays with aircraft that have standard instruments.
- (i) The RCAA shall approve a device other than a flight simulation training device for specific purposes.
- (j) The use of a flight simulation training device for performing training, testing and checking for which a flight crewmember is to receive credit, shall be approved by the RCAA, which shall ensure

that the flight simulation training device is appropriate to the task.

## **PART Va – RULE CONCERNING LICENCES, RATINGS AND AUTHORISATIONS**

### **General requirements and authority to act as a flight crew**

- 33.** (1) An applicant shall, before being issued with any pilot licence, rating, authorisation or designation, meet such requirements in respect of age, knowledge, experience, flight instruction, skill, medical fitness and language proficiency as are specified for that licence, rating or authorisation.
- (2) A person shall not act either as PIC or as co-pilot of an aircraft in any of the categories unless that person is the holder of a pilot licence issued in accordance with the provisions of these Regulations.
- (3) An applicant shall for renewal or re-issue of a licence, rating, authorisation or designation, meet the requirements as are specified for that licence, rating, authorisation or designation.
- (4) A person shall not act as a pilot flight crewmember of an aircraft registered in Rwanda unless a valid licence or a validation certificate is held showing compliance with the specifications of these Regulations and appropriate to the duties to be performed by that person.
- (5) A person shall not act as the pilot-in-command of an aircraft unless that person holds the appropriate category, class, and type rating for the aircraft to be flown, except where the pilot is receiving training for the purpose of obtaining an additional pilot licence or rating while under the supervision of an authorized instructor.

### **Crediting of Flight Time**

- 33A** (1) A student pilot or the holder of a pilot licence shall be entitled to be credited in full with all solo, dual instruction and pilot-in-command flight time towards the total flight time required for the initial issue of a pilot licence or the issue of a higher grade of pilot licence;

- (2) The holder of a pilot licence, when acting as co-pilot at a pilot station of an aircraft certificated for operation by a single pilot but required by RCAA to be operated with a co-pilot, shall be entitled to be credited with not more than 50% of the co-pilot flight time towards the total flight time required for a higher grade of pilot licence. RCAA may authorise that flight time be credited in full towards the total flight time required if the aircraft is equipped to be operated by a co-pilot and the aircraft is operated in a multi-crew operation.
- (3) The holder of a pilot licence, when acting as co-pilot at a pilot station of an aircraft certificated to be operated with a co-pilot, shall be entitled to be credited in full with this flight time towards the total flight time required for a higher grade of pilot licence.
- (4) The holder of a pilot licence, when acting as pilot-in-command under supervision, shall be credited in full with this flight time towards the total flight time required for a higher grade of pilot licence.

**Recent  
experience and  
proficiency  
requirements  
non-commercial  
air transport  
operations**

**33B.**

- (1) In order to maintain recency and proficiency, all pilots shall meet the applicable requirements in sub-regulations (2) to (7) below.
- (2) No person shall operate as a pilot-in-command of an aircraft unless, that pilot has within 24 months, accomplished a flight review that includes:
  - (a) a review of the current general operating and flight rules of Civil Aviation (Operation of Aircraft) Regulations;
  - (b) a review of those manoeuvres and procedures that, at the discretion of the person giving the review are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot licence;
  - (c) a proficiency check in the appropriate aircraft for the licence, ratings or authorisations held, unless within the past 24 months, the pilot has satisfactorily completed one of the following --
    - (i) a pilot proficiency check or practical test conducted by an

authorised CAA examiner, for a pilot certificate, rating, or operating privilege.

- (ii) a practical test conducted by an authorised RCAA examiner for the issuance of a flight instructor certificate, an additional rating on a flight instructor certificate, renewal of a flight instructor certificate, or reinstatement of a flight instructor certificate; and
  - (d) a logbook endorsement from an authorised instructor who gave the review, certifying that the person has satisfactorily completed the review required in (c) (i) and (ii) above and completed the applicable proficiency check.
- (3) *Aircraft type certificated for more than one pilot.*
  - (a) no person may act as pilot-in-command of an aircraft type certified for more than one pilot or a turbojet aircraft unless, since the beginning of the past 12 calendar months, he or she has passed a proficiency check in an aircraft, or in a flight simulation training device approved for the purpose, with an authorised representative of the RCAA.
  - (b) no person may act as co-pilot of an aircraft type certified for more than one pilot unless, since the beginning of the past 12 calendar-months, he or she has logged 3 takeoff and landings as the sole manipulator of the controls in the aircraft of the same type, or in a flight simulation training device approved for the purpose, with each takeoff and landing to full stop, and have satisfactorily completed ground training appropriate to the aircraft type.
- (4) *Aircraft type certificated for single pilot and requiring a type rating on the pilot licence.* No person may act as pilot-in-command of an aircraft type certified for a single pilot unless, since the beginning of the 12 calendar-months, he or she has passed a proficiency check with an authorised representative of the RCAA in the category, class and type of aircraft to be operated, or in a flight simulation training device approved for the purpose.
- (5) *Recency for Carriage of Passengers.* No person may act as pilot-in-command or co-pilot of an aircraft carrying passengers unless,

within the preceding 90 days that pilot has:

- (a) made 3 takeoffs and landings as the sole manipulator of the flight controls in an aircraft of the same category and class and if a type rating is required, of the same type or in a flight simulation training device approved for the purpose.
  - (b) for a tailwheel aeroplane, made the 3 takeoffs and landings in a tailwheel aeroplane with each takeoff and landing to a full stop.
  - (c) for night operations, made the 3 takeoffs and landings required by (a) at night with each takeoff and landing to a full stop.
- (6) *IFR Operations.* A pilot shall not operate as PIC of an aircraft under IFR or in weather conditions less than the minimums prescribed for VFR flight unless within the preceding six months:
- (a) the pilot had an instrument proficiency check on the manoeuvres in the IR Skill Test and Proficiency Check contained in Fourth Schedule, or
  - (b) has logged in actual or simulated conditions six hours instrument flight time including at least three hours in flight in the category of aircraft; to include:
    - (i) six instrument approaches;
    - (ii) holding procedures and tasks; and
    - (iii) intercepting and tracking courses through the use of navigational electronic systems.
- (7) *Night Vision Goggle Operations.* No person may act as PIC in a night vision goggle operation unless:
- (a) that pilot has performed and logged the following tasks as the sole manipulator of the controls on a flight during a night vision goggle operation, within the preceding 60 days to carry passengers on board, or within the preceding 120 days to act as PIC without passengers on board:
    - (i) three takeoffs and landings, with each takeoff and landing including a climb out, cruise, descent, and approach phase

of flight, if the pilot intends to use night vision goggles during the takeoff and landing phase of flight;

- (ii) three hovering tasks, if the pilot intends to use night vision goggles when operating helicopters or powered-lifts during the hovering phase;
  - (iii) three area departure and area arrival tasks;
  - (iv) three tasks of transitioning from aided night flight to unaided night flight and back to aided night flight.
  - (v) three night vision goggle operations, or when operating helicopters or powered-lifts, 6 night vision goggle operations; or
- (b) Successfully completed a proficiency check with an authorised representative of the RCAA

**Recording of flight time**      **33C.**

- (1) For the purpose of meeting the requirements of Regulation 33B, each person shall document and record the following information for each flight or lesson logged:
- (a) Personal details:
    - (i) Name of the holder.
    - (ii) Address of the holder.
  - (b) For each flight:
    - (i) Name of pilot-in-command.
    - (ii) Date of flight.
    - (iii) Place and time of departure and arrival.
    - (iv) Type of aircraft and registration.
  - (c) For each session in a flight simulation training device:
    - (i) Type and qualification number of flight simulation

training device.

- (ii) Flight simulation training device instruction.
  - (iii) Date.
  - (iv) Total time of session.
  - (d) Pilot function:
    - (i) Solo.
    - (ii) Pilot-in-command.
    - (iii) Co-pilot.
    - (iv) Dual.
    - (v) Flight instructor.
  - (e) Training and experience used to meet the requirements for a licence, rating and authorisation under these Regulations; and
  - (f) The experience required to show recent flight experience according to the requirements of these Regulations.
- (2) Logging of flight time.
- (a) Logging of solo flight time:
    - (i) A student pilot may log as solo flight time only that flight time when the pilot is the sole occupant of the aircraft.
  - (b) Logging of pilot-in-command flight time:
    - (i) The applicant or the holder of a pilot licence may log as pilot-in-command time all that flight time during which that person is:
      - (A) The sole manipulator of the controls of an aircraft for which the pilot is rated; and
      - (B) Acting as pilot-in-command of an aircraft on which more than one pilot is required under the



type certification of the aircraft or the regulations under which the flight is conducted.

- (ii) An authorised instructor may log as pilot-in-command time all of the flight time while acting as an authorised instructor.
  - (iii) A student pilot may log as pilot-in-command time all solo flight time and flight time as student pilot-in-command provided that such time is countersigned by the instructor.
- (c) Logging of co-pilot time:
- (i) A person may log co-pilot time only when occupying a pilot seat as co-pilot in an aircraft on which more than one pilot is required under the type certification of the aircraft or the regulations under which the flight is conducted.
- (d) Logging of instrument flight time:
- (i) A person may log instrument flight time only for that flight when the person operates the aircraft solely by reference to instruments under actual or simulated instrument flight conditions.
- (e) Logging instruction time:
- (i) A person may log instruction time when that person receives training from an authorised instructor in an aircraft or flight simulation training device.
  - (ii) The instruction time shall be logged in a record (e.g. logbook) and shall be endorsed by the authorised instructor.

## **PART– VI - PILOT LICENCES**

### **Student Pilot Licence**

#### **Eligibility requirements**

- 34.** (1) To be eligible to receive and log flight instructions, a person shall be in possession of a valid Student Pilot Licence.
- (2) To be eligible for issue of Student Pilot Licence, an applicant shall:
- (a) be at least seventeen years of age for a licence other than the operation of a glider, airship or balloon;
  - (b) be at least sixteen years of age for the operation of a glider or balloon;
  - (c) demonstrate the ability to read, speak, write, and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations; and
  - (d) be in possession of a valid Class 2 Medical Certificate issued under these regulations.

#### **Solo flight requirements**

- 35.** (1) A holder of a Student Pilot Licence shall fly solo flight unless:
- (a) holding at least a Class 2 Medical Certificate; and
  - (b) under the supervision of, or with the authority of, a licensed flight instructor.
- (2) A student pilot shall pass an aeronautical knowledge test on the following subjects:
- (a) applicable sections of these regulations and the Civil Aviation (Operation of Aircraft) Regulations;

- (b) airspace structure and procedures for the airport where the student will perform solo flight; and
  - (c) flight characteristics and operational limitations for the make and model of aircraft to be flown.
- (3) The student's authorized instructor shall:
  - (a) administer the test; and
  - (b) at the conclusion of the test, review all incorrect answers with the student before authorising that student to conduct a solo flight.
- (4) Prior to conducting a solo flight, a student pilot shall have:
  - (a) received and logged flight training for the manoeuvres and procedures of this regulation that are appropriate to the make and model of aircraft to be flown; and
  - (b) demonstrated satisfactory proficiency and safety, as judged by an authorized instructor, on the manoeuvres and procedures required by this regulation in the make and model of aircraft or similar make and model of aircraft to be flown.
- (5) *Aeroplane category.* A student pilot who is receiving training for solo flight in an aeroplane shall receive and log flight training for the following manoeuvres and procedures:
  - (a) proper flight preparation procedures, including pre-flight planning and preparation, engine operation, and aircraft systems;
  - (b) taxiing or surface operations, including runups;
  - (c) take-offs and landings, including normal and crosswind;
  - (d) straight and level flight, and turns in both directions;
  - (e) climbs and climbing turns;
  - (f) airport traffic patterns,

- (g) radio telephony, airport entry and departure procedures;
  - (h) collision avoidance, windshear avoidance, and wake turbulence avoidance;
  - (i) descents , with and without turns, using high and low drag configurations;
  - (j) flight at various airspeeds from cruise to slow flight;
  - (k) stall entries from various flight attitudes and power combinations with recovery initiated at the first indication of a stall, and recovery from a full stall;
  - (l) emergency procedures and equipment malfunctions;
  - (m) ground reference manoeuvres;
  - (n) approaches to a landing area with simulated engine malfunctions;
  - (o) slips to a landing (SE only); and
  - (p) go-arounds.
- (6) *Helicopter category.* A student pilot who is receiving training for solo flight in a helicopter shall receive and log flight training for the following manoeuvres and procedures:
- (a) Proper flight preparation procedures, including preflight planning and preparation, powerplant operation and aircraft systems.
  - (b) Taxiing, or surface operations, including runups.
  - (c) Takeoffs and landings, including normal and crosswind.
  - (d) Straight and level flight and turns in both directions.
  - (e) Climbs and climbing turns.
  - (f) Aerodrome traffic patterns including entry and departure procedures.

- (g) Collision avoidance, windshear avoidance and wake turbulence avoidance.
  - (h) Descents, with and without turns, using high and low drag configurations.
  - (i) Flight at various airspeeds.
  - (j) Emergency procedures and equipment malfunctions.
  - (k) Ground reference manoeuvres.
  - (l) Approaches to the landing area.
  - (m) Hovering and hovering turns.
  - (n) Go-arounds.
  - (o) Simulated emergency procedures, including auto rotational descents with a power recovery and power recovery to hover.
  - (p) Rapid decelerations.
  - (q) Simulated one-engine-inoperative approaches and landings for multi-engine helicopters (ME).
- (7) *Glider category.* A student pilot who is receiving training for solo flight in a glider shall receive and log flight training for the following manoeuvres and procedures:
- (a) Proper flight preparation procedures, including pre-flight planning and preparation, aircraft systems, and, if applicable, power plant operations;
  - (b) Taxiing or surface operations, including run-ups, if applicable;
  - (c) Launches, including normal and crosswind;
  - (d) Straight and level flight, and turns in both directions, if applicable;

- (e) Aerodrome traffic patterns, including entry procedures;
  - (f) Collision avoidance, windshear avoidance, and wake turbulence avoidance;
  - (g) Descents with and without turns using high and low drag configurations;
  - (h) Flight at various airspeeds;
  - (i) Emergency procedures and equipment malfunctions;
  - (j) Ground reference manoeuvres;
  - (k) Inspection of towline rigging and review of signals and release procedures, if applicable;
  - (l) Aerotow, ground tow, or self-launch procedures;
  - (m) Procedures for disassembly and assembly of the glider;
  - (n) Stall entry, stall, and stall recovery;
  - (o) Straight glides, turns, and spirals;
  - (p) Landings, including normal and crosswind;
  - (q) Slips to a landing;
  - (r) Procedures and techniques for thermal flying; and
  - (s) Emergency operations, including towline break procedures.
- (8) *Balloon category.* A student pilot who is receiving training for solo flight in a balloon shall receive and log flight training for the following manoeuvres and procedures:
- (a) Layout and assembly procedures;
  - (b) Proper flight preparation procedures, including pre-flight planning and preparation, and aircraft systems;
  - (c) Ascents and descents;

- (d) Landing and recovery procedures;
  - (e) Emergency procedures and equipment malfunctions;
  - (f) Operation of hot air or gas source, ballast, valves, vents, and rip panels as appropriate;
  - (g) Use of deflation valves or rip panels for simulating an emergency;
  - (h) The effects of wind on climb and approach angles; and
  - (i) Obstruction detection and avoidance techniques.
- (9) *Power-lift category.* A student pilot who is receiving training for solo flight in a powered-lift shall receive and log flight training for the following manoeuvres and procedures:
- (a) Proper flight preparation procedures, including pre-flight planning and preparation, power plant operation and aircraft systems.
  - (b) Taxiing, or surface operations, including run-ups.
  - (c) Takeoffs and landings, including normal and crosswind.
  - (d) Straight and level flight and turns in both directions.
  - (e) Climbs and climbing turns.
  - (f) Aerodrome traffic patterns including entry and departure procedures.
  - (g) Collision avoidance, windshear avoidance and wake turbulence avoidance.
  - (h) Descents, with and without turn.
  - (i) Flight at various airspeeds from cruise to slow flight.
  - (j) Stall entries from various flight attitudes and power combinations with recovery initiated at the first indication of a stall, and recovery from a full stall.

- (k) Emergency procedures and equipment malfunctions.
- (l) Ground reference manoeuvres.
- (m) Approaches to a landing area with simulated engine failure.
- (n) Go-arounds.
- (o) Approaches to the landing area.
- (p) Hovering and hovering turns.
- (q) Simulated one-engine-inoperative approaches and landings for multi-engine powered-lift (ME).

**General  
privileges and  
limitations**

- 36.** (1) A holder of a Student Pilot Licence shall be entitled to fly as a pilot-in-command of an aircraft for the purpose of becoming qualified for a grant or renewal of a Pilot's Licence.
- (2) A holder of an Student Pilot Licence shall not act as pilot-in-command of an aircraft:
- (a) that is carrying a passenger;
  - (b) that is carrying property for compensation or hire;
  - (c) that is operated for compensation or hire;
  - (d) in furtherance of a business;
  - (e) on an international flight;
  - (f) when the flight cannot be made under visual meteorological conditions (VMC) as specified under the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations; or
  - (g) in a manner contrary to any limitations placed in the pilot's logbook by an authorized instructor.
- (3) A holder of an Student Pilot Licence shall not act as a required flight crew member on any aircraft for which more than one pilot



is required by the aircraft type certificate or by these regulations under which the flight is conducted, except when receiving flight training from an authorized instructor on board an airship, and no person other than a required flight crew member is carried on the airship.

- (4) A holder of a Student Pilot Licence shall not operate an aircraft in solo flight unless that student pilot has received within the ninety days preceding the date of the flight an endorsement made in the student's logbook from an authorized instructor for the specific make and model of aircraft to be flown.
- (5) A holder of a Student Pilot Licence shall not fly solo in an aircraft on an international flight unless by special or general arrangement between the Contracting States concerned.
- (6) A holder of a Student Pilot Licence shall not act as a pilot-in-command of an aircraft unless his logbook has been endorsed by an authorized instructor that he is capable of communicating with air traffic control on radiotelephony.

**Solo flight cross-country requirements**

- 37.** (1) Except as provided in sub-regulation (4), a holder of a Student Pilot License shall meet the requirements of this regulation before:
- (a) conducting a solo cross-country flight, or any flight greater than twenty five nautical miles from the airport from where the flight originated; or
  - (b) making a solo flight and landing at any location other than the airport of origin.
- (2) Except as provided in sub-regulation (4), a student pilot who seeks solo cross-country flight privileges shall:
- (a) have received flight training from an authorized instructor on the manoeuvres and procedures required by this regulation that are appropriate to the make and model of aircraft for which solo cross-country privileges are sought;
  - (b) have demonstrated cross-country proficiency on the

appropriate manoeuvres and procedures required by this regulation to an authorized instructor;

- (c) have satisfactorily accomplished the pre-solo flight manoeuvres and procedures required by this regulation in the make and model of aircraft or similar make and model of aircraft for which solo cross-country privileges are sought; and
  - (d) comply with any limitations included in the instructor's endorsement that are required by sub-regulation (5).
- (3) A holder of a Student Pilot Licence who seeks solo cross-country flight privileges must have received ground and flight training from an authorized instructor on the cross-country manoeuvres and procedures listed in this regulation that are appropriate to the aircraft to be flown.
- (4) A student pilot shall obtain an endorsement from an authorized instructor to make solo flights, subject to the following conditions:
- (a) a student pilot may make solo flights to another airport that is within twenty-five nautical miles from the airport where the student pilot normally receives training if:
    - (i) the authorized instructor who makes the endorsement gave the student pilot flight training at the other airport, and that training included flight in both directions over the route, entering and exiting the traffic pattern, and takeoffs and landings at the other airport;
    - (ii) the student pilot has a current solo flight endorsement in accordance with these regulations;
    - (iii) the instructor has determined that the student pilot is proficient to make the flight; and
    - (iv) the purpose of the flight is to practice takeoffs and landings at that other airport.
  - (b) a student pilot may make repeated specific solo cross-

country flights to another airport that is within fifty nautical miles of the airport from which the flight originated, if:

- (i) the authorized instructor who gave the endorsement gave the student flight training in both directions over the route, including entering and exiting the traffic patterns, takeoffs, and landings at the airport to be used;
  - (ii) the student has current solo flight endorsements in accordance with these regulations, and
  - (iii) the student has a current solo cross-country flight endorsement in accordance with sub-regulation (5), except that separate endorsements are not required for each flight made under this paragraph.
- (5) Except as specified in sub-regulation (4)(b), a student pilot shall have a solo cross-country endorsement placed in the student pilot's log book by the authorized instructor who conducted the training for each make and model aircraft the student will fly on each cross-country flight.
- (6) A student pilot who is receiving training for cross-country flight shall receive and log flight training in the following manoeuvres and procedures:
- (a) in an aeroplane or helicopter:
    - (i) use of aeronautical charts for visual flight rules navigation using pilotage and dead reckoning with the aid of a magnetic compass;
    - (ii) use of aircraft performance charts pertaining to cross-country flight;
    - (iii) procurement and analysis of aeronautical weather reports and forecasts, including recognition of critical weather situations and estimating visibility while in flight;
    - (iv) recognition, avoidance, and operational restrictions of

hazardous terrain features in the geographical area where the student pilot will conduct cross-country flight;

(v) use of radios for VFR navigation and two-way communications;

(vi) climbs at best angle and best rate; and

(vii) control and manoeuvring solely by reference to flight instruments, including straight and level flight, turns, descents, climbs, use of radio aids, and air traffic control clearances;

(b) in a glider:

(i) the manoeuvres and procedure specified in sub-regulation (6)(a), as applicable;

(ii) landings accomplished without the use of the altimeter from at least 600 m (2,000 ft) above the surface; and

(iii) recognition of weather and upper air conditions favourable for cross-country soaring, ascending flight, descending flight, and altitude control;

(c) in an airship:

(i) the manoeuvres and procedures specified in sub-regulation (6)(a), as applicable;

(ii) control of air pressure with regard to ascending and descending flight and altitude control;

(iii) control of the airship solely by reference to flight instruments; and

(iv) recognition of weather and upper air conditions conducive for the direction of cross-country flight

.

**Renewal  
requirements**

- 38.** A holder of a Student Pilot Licence may apply for renewal of the Licence if the holder has passed a Class II medical examination

**Private pilot licence**

**General  
eligibility  
requirements**

- 39.** (1) *Age.*
- (a) The applicant for a PPL in all categories other than balloon and glider shall be not less than 17 years of age.
  - (b) The applicant for a PPL in the balloon or glider category shall be not less than 16 years of age.
- (2) *Medical fitness.* The applicant for a PPL shall hold a current Class 2 Medical Certificate as issued under these Regulations.
- (3) *Aircraft general knowledge areas.* The applicant for a PPL shall receive and log ground training from an authorised instructor, to a level of knowledge appropriate to the privileges granted to the holder of a private pilot licence and appropriate to the category of aircraft intended to be included in the licence, in at least the following subjects:
- (a) *air law:* rules and regulations relevant to the holder of a Private Pilot Licence, rules of the air, altimeter setting procedures; appropriate air traffic services practices and procedures;
  - (b) *aircraft general knowledge:*
    - (i) principles of operation and functioning of power plants, systems and instruments;
    - (ii) operating limitations of the relevant category of aircraft and power plants; relevant operational information from the flight manual or other appropriate document;
    - (iii) for helicopter and powered-lifts, transmission

- (power trains) where applicable;
- (iv) for airships, physical properties and practical application of gases;
- (c) *flight performance, planning and loading:*
- (i) effects of loading and mass distribution on flight characteristics; mass and balance calculations;
- (ii) use and practical application of take-off, landing and other performance data;
- (iii) pre-flight and en-route flight planning appropriate to private operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; position reporting procedures; altimeter setting procedures; operations in areas of high-density traffic;
- (d) *human performance:* human performance, including principles of threat and error management;
- (e) *meteorology:* application of elementary aeronautical meteorology, use of, and procedures for obtaining, meteorological information, altimetry; hazardous weather conditions;
- (f) *navigation:* practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;
- (g) *operational procedures:*
- (i) application of threat and error management to operational performance;
- (ii) altimeter setting procedures;
- (iii) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
- (iv) appropriate precautionary and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operating

hazards;

- (v) in the case of helicopter, and if applicable, powered-lifts, settling with power; ground resonance; retreating blade stall; dynamic rollover and other operating hazards; safety procedures, associated with flight in VMC;

- (h) *principles of flight*: principles of flight relating to aircraft;

- (i) *radiotelephony*: communication procedures and phraseology as applied to VFR operations and action to be taken in case of communication failure.

(4) *Knowledge testing*. The applicant for a PPL shall:

- (a) have received an endorsement for the knowledge test from an authorised instructor who:

- (i) conducted the training on the knowledge subjects; and

- (ii) certifies that the person is prepared for the required knowledge test.

- (b) pass the required written knowledge test on the knowledge areas listed in sub-regulation (3).

(5) *Experience and flight instruction*. An applicant for a PPL shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in applicable regulations.

(6) *Skill*. The applicant for a PPL shall:

- (a) have received an endorsement from an authorised instructor who certifies that the person is prepared for the required skill test.

- (b) have demonstrated by passing a skill test the ability to perform as PIC of an aircraft, within the appropriate category areas of operation, with a degree of competency appropriate to the privileges granted to the holder of a PPL.

- (c) have demonstrated the ability to:

- (i) recognise and manage threats;
- (ii) operate the aircraft within its limitations;
- (iii) complete all manoeuvres with smoothness and accuracy;
- (iv) exercise good judgment and airmanship;
- (v) apply aeronautical knowledge; and
- (vi) maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured.

**Specific requirements for experience, flight instruction and skill test for the PPL – aeroplane category rating**

**40. (1) *Experience.***

- (a) The applicant for a PPL (A) shall have completed not less than 40 hours of flight time, or 35 hours if completed during a course of approved training, as pilot of aeroplanes, appropriate to the class rating sought. The RCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 40 or 35 hours, as the case may be. Credit for such experience shall be limited to a total of 5 hours if completed under instruction in flight simulation training device approved by the RCAA.
- (b) The applicant shall have completed in aeroplanes not less than 10 hours of solo flight time under the supervision of an authorised flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 270 km (150 NM) in the course of which full-stop landings at two different aerodromes shall be made.
- (c) The holder of pilot licences in other categories may be credited with 10 hours of the total flight time as PIC



towards a PPL(A).

*(2) Flight Instruction.*

- (a) The applicant for a PPL(A) shall receive and log not less than 20 hours of dual instruction from an authorised instructor on the subjects listed in Fifth Schedule. These 20 hours may include 5 hours completed in a flight simulation training device. The 20 hours of dual instruction shall include at least 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 270 km (150 NM) in the course of which full-stop landings at two different aerodromes shall be made.
- (b) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the private pilot:
  - (i) pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
  - (ii) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iii) control of the aeroplane by external visual reference;
  - (iv) flight at critically slow airspeeds; recognition of, and recovery from, incipient and full stalls;
  - (v) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
  - (vi) normal and cross-wind take-offs and landings;
  - (vii) maximum performance (short field and obstacle clearance take-offs, short-field landings;
  - (viii) flight by reference solely to instruments, including the completion of a level 180 degrees turn;
  - (ix) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids;

- (x) emergency operations, including simulated aeroplane equipment malfunctions; and
  - (xi) Operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.
  - (xii) as further specified in Fifth Schedule.
- (c) If the privileges of the PPL(A) are to be exercised at night, the applicant shall have received 4 hours dual instruction in aeroplanes in night flying, including take-offs, landings and
- 1
- (3) The requirements for the skill test for the PPL(A) are included in Fifth Schedule.

**Specific requirements for experience, flight instruction and skill test for the PPL – helicopter category rating**

**41. (1) *Experience.***

- (a) The applicant for a PPL(H) shall have completed not less than 40 hours of flight time, or 35 hours if completed during a course of approved training, as a pilot of helicopters. The RCAA shall determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 40 or 35 hours, as the case may be. Credit for such experience shall be limited to a total of 5 hours if completed under instruction in a flight simulation training device approved by the RCAA.
- (b) The applicant shall have completed in helicopter not less than 10 hours of solo flight time under the supervision of an authorised flight instructor, including 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 180 km (100 NM) in the course of which landings at two different points shall be made.

- (c) The holder of pilot licences in other powered aircraft categories may be credited with 10 hours of the total flight time as PIC towards a PPL(H).

(2) *Flight Instruction.*

- (a) The applicant for a PPL(H) shall receive and log not less than 20 hours of dual instruction from an authorised instructor on the subjects listed in Fifth Schedule. These 20 hours may include 5 hours completed in a flight simulation training device. The 20 hours of dual instruction shall include at least 5 hours of solo cross-country flight time with at least one cross-country flight totaling not less than 180 km (100 NM) in the course of which landings at two different points shall be made.
- (b) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the private pilot:
  - (i) recognise and manage threats and errors;
  - (ii) pre-flight operations, including mass and balance determination, helicopter inspection and servicing;
  - (iii) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) control of the helicopter by external visual reference;
  - (v) recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
  - (vi) ground manoeuvring and run-ups; hovering; take-offs and landings – normal, out of wind and sloping ground;
  - (vii) take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;

- (viii) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids including a flight of at least one hour;
  - (ix) emergency operations, including simulated helicopter equipment malfunctions; autorotative approach and landing; and
  - (x) operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.
  - (xi) if the privileges of the PPL(H) are to be exercised at night, the applicant shall have received 4 hours dual instruction in helicopters in night flying, including take-offs, landings and 1 hour of navigation.
- (3) The requirements for the skill test for the PPL(H) are included in Fifth Schedule.

**Specific requirements for experience, flight instruction and skill test for the PPL – powered-lift category rating**

**42. (1) *Experience.***

- (a) The applicant for a PPL- Powered Lift shall have completed not less than 40 hours of flight time as pilot of powered lift. The RCAA should determine whether such experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 40 hours.
- (b) When the applicant has flight time as a pilot of aircraft in other categories, the RCAA should determine whether such experience is acceptable and if so, the extent to which the flight time in (a) may be reduced.
- (c) The applicant shall have completed in a powered lift aircraft not less than 10 hours of solo flight time under the supervision of an authorised flight instructor, including five

hours of solo cross-country flight time with at least one cross-country flight totaling not less than 270 km (150 NM) in the course of which full stop landings at two different aerodromes shall be made.

- (2) *Flight Instruction.* The applicant shall have received not less than 20 hours dual instruction from an authorised instructor in at least the following areas:
- (a) recognise threat and error management;
  - (b) pre-flight operations, including mass and balance determination, powered lift inspection and servicing;
  - (c) aerodrome and traffic operations, collision avoidance precautions and procedures;
  - (d) control of the powered lift by external visual reference;
  - (e) ground manoeuvring and run-ups; hover and rolling take-offs and climb out; hover and rolling approach and landings – normal, out of wind and slopping ground;
  - (f) take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - (g) cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids, including a flight of at least one hour;
  - (h) emergency operations, including simulated powered lift equipment malfunctions; power of reconversion to autorotation and autorotative approach, where applicable; transmission and interconnect driveshaft failure, where applicable; and
  - (i) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.
- (c) The requirements for the skill test for the PPL-powered-lift category are included in Fifth Schedule.

**Specific requirements for experience, flight instruction and skill test for the PPL – airship category rating**

- 42A.** (1) *Experience.* The applicant for a PPL- Airship shall have completed not less than 25 hours of flight time as pilot of airships including at least:
- (a) Three hours of cross-country flight training in an airship with a cross-country flight totaling not less than 45 kilometres (25 NM);
  - (b) Five take-offs and five landings to a full stop at an aerodrome with each landing involving a flight in the traffic pattern of an aerodrome;
  - (c) Three hours of instrument time; and
  - (d) Five hours as pilot assuming the duties of the PIC under the supervision of the PIC.
- (2) *Flight Instruction.* The applicant shall have received dual instruction from an authorised instructor in at least the following areas:
- (a) Pre-flight operations, including mass and balance determination, airships inspections and servicing;
  - (b) Ground reference manoeuvres;
  - (c) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (d) Techniques and procedures for the take-off, including appropriate limitations, emergency procedures and signals used;
  - (e) Control of the airships by external visual reference;
  - (f) Take-offs and landings and go-around;
  - (g) Maximum performance (obstacle clearance) take-offs;

- (h) Flight by reference solely to instruments, including the completion of a level 180 degree turn;
  - (i) Navigation, cross-country flying using visual reference, dead reckoning and radio navigation aids;
  - (j) Emergency operations (recognition of leaks), including simulated airship equipment malfunctions; and
  - (k) Radiotelephony procedures and phraseology.
- (3) The requirements for the skill test for the PPL—Airship are included in Fifth Schedule.

**Specific requirements for experience, flight instruction and skill test for the PPL – balloon category rating**

- 42B.**
- (1) *Experience.* The applicant for a PPL- balloon shall have completed not less than 16 hours of flight time as pilot of balloons including at least 8 launches and accents, at least one of which must be solo.
  - (2) *Flight Instruction.* The applicant shall have received dual instruction in free balloons from an authorised instructor in at least the following areas:
    - (a) Pre-flight operations, including balloon assembly, rigging, inflation, mooring, and inspection;
    - (b) Aerodrome operations, transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology;
    - (c) Techniques and procedures for the launching and ascent, including appropriate limitations, emergency procedures and signals used;
    - (d) Collision avoidance precautions;
    - (e) Control of a free balloon by external visual references;
    - (f) Recognition of and recovery from rapid descents;
    - (g) Cross-country flying using visual reference and dead

reckoning;

(g) Approaches and landings, including ground handling; and

(h) Emergency procedures.

(3) The requirements for the skill test for the PPL-Balloon category are included in Fifth Schedule.

**Specific  
requirements for  
experience, flight  
instruction and  
skill test for the  
PPL – glider  
category rating**

**42C.** (a) *Experience.* The applicant shall have completed not less than 6 hours of flight time as a pilot of gliders including 2 hours' solo flight time during which not less than 20 launches and landings have been performed.

(b) *Flight instruction.* The applicant shall have received dual instruction in gliders from an authorised instructor in at least the following areas;

(a) Pre-flight operations, including glider assembly and inspection;

(b) Techniques and procedures for the launching method used, including appropriate airspeed limitations, emergency procedures and signals used;

(c) Traffic pattern operations, collision avoidance precautions and procedures;

(d) Control of the glider by external visual reference;

(e) Flight throughout the flight envelope;

(f) Recognition of, and recovery from, incipient and full stalls and spiral dives;

(g) Normal and cross-wind launches, approaches and landings;

(h) Cross-country flying using visual reference and dead reckoning; and

(i) Emergency procedures.



- (c) *Crediting of time in other aircraft categories.* The holder of a pilot licence in the aeroplane category may be credited with 3 hours towards the 6 hours of flight time required for the glider licence.
- (d) The requirements for the skill test for the PPL—glider category are included in the Fifth Schedule.

**General  
privileges and  
limitations**

- 43.** (1) Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of a PPL shall be to act, but not for remuneration, as PIC or co-pilot of an aeroplane aircraft within the appropriate aircraft category engaged in non-revenue flights.
- (2) Before exercising the privileges at night, the licence holder shall have received dual instruction in aircraft within the appropriate category of aircraft in night flying, including take-off, landing and navigation.

**General  
requirements for  
validity, renewal  
or reissued**

- 44.** (1) Subject to compliance with the requirements specified in these Regulations, the validity period of a private pilot licence shall be 2 years.
- (2) A private pilot licence that has not expired may be renewed for an additional 2 years if the holder presents to the RCAA satisfactory evidence that the licence, medical certificate, and recency of experience are current.
- (3) If the private pilot licence has expired, the applicant shall have received refresher training acceptable to the RCAA and passed the private pilot skill test.

## Commercial Pilot Licence

### General eligibility requirements

45. (1) *Age.* The applicant for a CPL shall be not less than 18 years of age.
- (2) *Medical fitness.* The applicant for a CPL shall hold a current Class 1 Medical Certificate issued under these Regulations.
- (3) *Knowledge areas.* The applicant for a CPL shall receive and log ground training from an authorised instructor on the following subjects appropriate to the privileges granted to the holder of a commercial pilot licence and appropriate to the category of aircraft to be included on the licence:
- (a) *Air law:*
- (i) Rules and regulations relevant to the holder of a CPL;
  - (ii) Rules of the air; appropriate air traffic services practices and procedures.
  - (iii) Aircraft general knowledge:
  - (iv) Principles of operation and functioning of power plants, systems and instruments;
  - (v) Operating limitations of the appropriate category of aircraft and power plants; relevant operational information from the flight manual or other appropriate document;
  - (vi) Use and serviceability checks of equipment and systems of appropriate aircraft;
  - (vii) Maintenance procedures for airframes, systems and power plants of appropriate aircraft;
  - (viii) For helicopters and powered-lift, transmission (power-trains) where applicable; and
  - (ix) For airships and balloons, physical properties and

practical application of gases.

(b) *Flight performance, planning and loading:*

- (i) Effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;
- (ii) Use and practical application of take-off or launching, landing and other performance data;
- (iii) Pre-flight and en-route flight planning appropriate to commercial operations under VFR; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; and
- (iv) In the case of helicopter and powered-lift, effects of external loading.

(c) *Human performance:*

- (i) Human performance relevant to the appropriate aircraft type; and
- (ii) Principles of threat and error management.

(d) *Meteorology:*

- (i) Interpretation and application of aeronautical meteorological reports, charts and forecasts; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
- (ii) Aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the moment of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions; and
- (iii) Causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance.

(e) *Navigation:*

- (i) Air navigation, including the use of aeronautical charts, instruments and navigation aids;
- (ii) Understanding of the principles and characteristics of appropriate navigation systems; and
- (iii) Operation of air borne equipment.
- (iv) In the case of airships:
  - (A) Use, limitation and serviceability of avionics and instruments necessary for the control and navigation;
  - (B) Use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight, identification of radio navigation aids; and
  - (C) Principles and characteristics of self-contained and external referenced navigation systems, operations of airborne equipment.
- (f) *Operation procedures:*
  - (i) Application of threat and error management to operational performance;
  - (ii) Use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
  - (iii) Altimeter setting procedures;
  - (iv) Appropriate precautionary and emergency procedures;
  - (v) Operational procedures for carriage of freight; potential hazards associated with dangerous goods;
  - (vi) Requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft; and
  - (vii) In the case of the helicopter, and if applicable powered-

lift, settling with power, ground resonance; retreating blade stall; dynamic roll-over and other operational hazards; safety procedures, associated with flight under VFR.

(g) *Principles of flight:*

- (i) Principles of flight relating to the appropriate category of aircraft.

(h) *Radiotelephony:*

- (i) Communication procedures and phraseology as applied to VFR operations; action to be taken in case of communication failure; and
- (ii) As further specified in Sixth Schedule.

(4) *Knowledge testing.* The applicant for the CPL shall:

- (a) Have received an endorsement for the knowledge test from an authorised instructor who:
  - (i) Conducted the training on the knowledge subjects; and
  - (ii) Certifies that the person is prepared for the required knowledge test.
- (b) Pass the required knowledge test on the knowledge subjects listed in Sixth Schedule.

(5) *Experience and flight instruction.* An applicant for a CPL shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in these Regulations.

(6) *Skill.* The applicant for a CPL shall:

- (a) Have received an endorsement from an authorised instructor who certifies that the person is prepared for the required skill test.
- (b) Have demonstrated by passing a skill test the ability to perform as PIC of an aeroplane, the areas of operation

described in Sixth Schedule with a degree of competency appropriate to the privileges granted to the holder of a CPL, and to

- (i) Operate the aeroplane within its limitations;
- (ii) Complete all manoeuvres with smoothness and accuracy;
- (iii) Exercise good judgment and airmanship;
- (iv) Apply aeronautical knowledge; and
- (v) Maintain control of the aeroplane at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

**Specific  
requirements for  
experience, flight  
instruction and  
skill test for the  
issue of the CPL  
– aeroplane  
category rating**

**46. (1) *Experience.***

- (a) The applicant for a CPL(A) shall have completed not less than 200 hours of flight time, or 150 hours if completed during a CAA approved training course provided for in an Approved Training Organisation under Part 3, as a pilot of aeroplanes, of which 10 hours may have been completed in a flight simulation training device.
- (b) The applicant shall have completed in aeroplanes not less than:
  - (i) 100 hours as PIC or, in the case of a course of approved training, 70 hours as PIC;
  - (ii) 20 hours of cross-country flight time as PIC including a cross-country flight totaling not less than 540 km (300 NM) in the course of which full-stop landings at two different aerodromes shall be made;
  - (iii) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time;
  - (iv) If the privileges of the licence are to be exercised at night, 5 hours of night flight time including 5 take-

offs and 5 landings as PIC.

- (c) The holder of a pilot licence in another category may be credited towards the 200 hours of flight time as follows:
  - (i) 10 hours as PIC in a category other than helicopters; or
  - (ii) 30 hours as PIC holding a PPL(H) on helicopters; or
  - (iii) 100 hours as PIC holding a CPL(H) on helicopters.
- (d) The applicant for a CPL(A) shall hold a PPL(A) issued under these Regulations.

(2) *Flight instruction.*

- (a) The applicant for a CPL(A) shall have received and logged not less than 25 hours of dual instruction from an authorised instructor. These 25 hours may include 5 hours completed in a flight simulation training device.
- (b) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:
  - (i) Recognise and manage threats and errors;
  - (ii) Pre-flight operations, including mass and balance determination, aeroplane inspection and servicing;
  - (iii) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) Control of the aeroplane by external visual reference;
  - (v) Flight at critically slow airspeeds; recognition of, and recovery from, incipient and full stalls;
  - (vi) Flight with asymmetrical power for multi-engine class or type ratings;
  - (vii) Flight at critically high airspeeds; recognition of, and recovery from, spiral dives;

- (viii) Normal and cross-wind take-offs and landings;
  - (ix) Maximum performance (short field and obstacle clearance take-offs, short-field landings;
  - (x) Basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - (xi) Cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures
  - (xii) Abnormal and emergency procedures and manoeuvres including simulated aeroplane equipment malfunctions;
  - (xiii) Operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures; and
  - (xiv) Communication procedures and phraseology; and.
  - (xv) Upset prevention and recovery training in actual flight.
- (c) If the privileges of the CPL(A) are to be exercised at night, the applicant shall have received 4 hours dual instruction in aeroplanes in night flying, including take-offs, landings and 1 hour of navigation.
- (3) *Skill test.* The requirement for the skill test for the commercial pilot licence—aeroplane category are included in Sixth Schedule.

**Specific requirements for experience, flight instruction and skill test for the issue of the CPL**

**47. (1) *Experience.***

- (a) The applicant for a CPL(H) licence shall have completed not less than 150 hours of flight time, or 100 hours if completed during an integrated course of approved training provided for in an Approved Training Organisation under Part 3, as a pilot of helicopters, of which 10 hours may



– **helicopter  
category rating**

have been completed in a flight simulation training device.

- (b) The applicant shall have completed in helicopters not less than:
  - (i) 35 hours as PIC;
  - (ii) 10 hours of cross-country flight time as PIC including a cross-country flight in the course of which full-stop landings at two different points shall be made;
  - (iii) 10 hours of instrument instruction time of which not more than 5 hours may be instrument ground time;
  - (iv) If the privileges of the licence are to be exercised at night, 5 hours of night flight time including 5 take-offs and 5 landings as PIC.
- (c) The holder of a pilot licence in another category may be credited towards the 150 hours of flight time as follows:
  - (i) 20 hours as PIC holding a PPL(A) in aeroplanes; or
  - (ii) 50 hours as PIC holding a CPL(A) in aeroplanes.
- (d) The applicant for a CPL(H) shall hold a PPL(H) under these Regulations.

(2) *Flight instruction.*

- (a) The applicant for a CPL(H) shall have received and log not less than 30 hours of dual instruction in helicopters from an authorised flight instructor on the subjects listed in Sixth Schedule.
- (b) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the commercial pilot:
  - (i) Recognise and manage threats and errors;
  - (ii) Pre-flight operations, including mass and balance determination, helicopter inspection and servicing;

- (iii) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (iv) Control of the helicopter by external visual reference;
  - (v) Recovery at the incipient stage from settling with power; recovery techniques from low-rotor rpm within the normal range of engine rpm;
  - (vi) Ground manoeuvring and run-ups; hovering; take-offs and landings – normal, out of wind and sloping ground; steep approaches;
  - (vii) Take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - (viii) Hovering out of ground effect; operations with external load, if applicable; flight at high altitude;
  - (ix) Basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - (x) Cross-country flying using visual reference, dead reckoning and radio navigation aids; diversion procedures
  - (xi) Abnormal and emergency procedures, including simulated helicopter equipment malfunctions, autorotative approach and landing; and
  - (xii) Operations to, from and transmitting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology
  - (xiii) As further specified in Sixth Schedule.
- (c) If the privileges of the licence are to be exercised at night, the applicant shall have received dual instruction in helicopters in night flying, including take-offs, landings

and navigation.

- (3) *Skill test.* The requirement for the skill test for the commercial pilot licence—helicopter category are included in Sixth Schedule.

**Specific  
requirements for  
experience, flight  
instruction and  
skill test for the  
issue of the CPL  
— powered-lift  
category rating**

**48. (1) *Experience.***

- (a) The applicant for a CPL powered-lift category shall have completed not less than 200 hours of flight time, or 150 hours if completed during a course of approved training provided for in an Aviation Training Organisation under Part 3, as a pilot of aircraft. The RCAA may determine whether experience as a pilot under instruction in a flight simulation training device is acceptable as part of the total flight time of 200 hours or 150 hours, as the case may be.
  - (b) The applicant shall have completed in a powered-lift aircraft not less than:
    - (i) 50 hours as pilot in command;
    - (ii) 10 hours in cross-country flying as pilot-in command including a cross-country flight totaling not less than 540 km (300 NM) in the course of which full stop landing at two different aerodromes shall be made;
    - (iii) 10 hours of instrument instruction of which not more than 5 hours may be instrument ground time; and
    - (iv) If the privileges are to be exercised at night, 5 hours of night flight including 5 take-offs and landings as PIC.
  - (c) When the applicant has flight time as pilot of aircraft in other categories, the RCAA may determine whether such experience is acceptable and if so, the extent to which the flight time requirements in (a) may be reduced.
- (2) *Flight instruction.* The applicant shall have received dual instruction in powered-lift from an authorised instructor in at least the following areas to the level of performance required for the

commercial pilot:

- (a) Recognise and manage threats and errors to minimise their negative effects;
  - (b) Pre-flight operations, including mass and balance determination, powered-lift inspection and servicing;
  - (c) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (d) Control of the powered-lift by external visual reference;
  - (e) Ground manoeuvring and run-ups; hover and rolling take-offs and climb out; hover and rolling approach and landings – normal, out of wind and slopping ground; steep approaches;
  - (f) Take-offs and landings with minimum necessary power; maximum performance take-off and landing techniques; restricted site operations; quick stops;
  - (g) Hovering out of ground effect; operations with external load, if applicable; flight at high altitude;
  - (h) Basic flight manoeuvres and recovery from unusual attitudes by reference solely to basic flight instruments;
  - (i) Cross-country flying using visual reference, dead reckoning and, where available, radio navigation aids, including a flight of at least one hour;
  - (j) Emergency operations, including simulated powered-lift equipment malfunctions, where applicable; power of reconversion to autorotation; autorotative approach; transmission and interconnect driveshaft failure; and
  - (k) Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.
- (3) *Skill test.* The requirement for the skill test for the commercial pilot licence—powered-lift category are included in Sixth

Schedule.

**Specific  
requirements for  
experience, flight  
instruction and  
skill test for the  
issue of the CPL  
– airship  
category rating**

- 48A.** (1) *Experience.*
- (a) The applicant shall have completed not less than 200 hours of flight time as a pilot.
  - (b) The applicant shall have completed not less than:
    - (i) 50 hours as a pilot in airships;
    - (ii) 30 hours as PIC or PIC under supervision in airships, to include not less than:
      - (A) 10 hours of cross-country flight time; and
      - (B) 10 hours of night flight;
    - (iii) 40 hours of instrument time, of which 20 hours shall be in flight and 10 hours in flight in airships; and
    - (iv) 20 hours of flight training in airships on the areas of operation listed in sub-regulation (2) below.
- (2) Flight instruction. The applicant shall have received dual instruction in airships from an authorised instructor in at least the following areas to the level of performance required for the commercial pilot:
- (a) Recognise and manage threats and errors;
  - (b) Pre-flight operations, including mass and balance determination, airships inspection and servicing;
  - (c) Aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
  - (d) Techniques and procedures for the take-off, including appropriate limitations, emergency procedures and signals used;
  - (e) Control of the airships by external visual reference;

- (f) Recognition of leak;
  - (g) Normal take-offs and landings;
  - (h) Maximum performance (short field and obstacle clearance) take-offs; short-field landings;
  - (i) Flight under IFR;
  - (j) Cross-country flying using visual reference, dead reckoning and, where applicable, radio navigation aids;
  - (k) Emergency operations, including simulated airship equipment malfunctions;
  - (l) Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures; and
  - (m) Communications procedures and phraseology.
- (3) *Skill test.* The requirement for the skill test for the commercial pilot licence—airship category are included in Sixth Schedule.

**Specific requirements for experience, flight instruction and skill test for the issue of the CPL – balloon category rating**

- 48B.**
- (1) Experience. The applicant shall have completed at least:
    - (a) 35 hours flight time as a pilot, including at least:
      - (i) 20 hours as a pilot of free balloons;
      - (ii) 10 flights in a free balloon; and
      - (iii) 2 flights in a free balloon as the pilot in command.
    - (b) 10 hours of flight training that includes at least 10 training flights in a free balloon on the areas of operation listed in sub-regulation (2) below, including at least:
      - (i) For a gas balloon rating:
        - (A) 2 training flights of 2 hours each in a gas balloon on the areas of operations appropriate to a gas balloon within 60 days prior to

application for the rating;

- (B) 2 flights performing the functions of PIC in a gas balloon on the appropriate areas of operation; and
- (C) 1 flight involving a controlled ascent to 5,000 feet above the launch site.

(ii) For a hot air balloon rating:

- (A) 3 training flights of 1 hour each in a balloon with an airborne heater on the areas of operation appropriate to a balloon with an airborne heater within 60 days prior to application for the rating;
- (B) 2 solo flights in a balloon with an airborne heater on the appropriate areas of operations; and
- (C) 1 flight involving a controlled ascent to 3,000 feet above the launch site.

(2) *Flight instruction.* The applicant shall have received dual instruction in balloons from an authorised instructor in at least the following areas to the level of performance required for the commercial pilot:

- (a) Recognise and manage threats and errors;
- (b) Technical subjects;
- (c) Pre-flight operations, including balloon assembly, rigging, inflation, mooring, and inspection;
- (d) Pre-flight lesson on a manoeuvre to be performed in flight;
- (e) Aerodrome operations, transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology;
- (f) Techniques and procedures for the launching and ascent, including appropriate limitations, emergency procedures

- and signals used;
  - (g) Collision avoidance precautions;
  - (h) Control of a free balloon by external visual references;
  - (i) Recognition of and recovery from rapid descents;
  - (j) Navigation and cross-country flying using visual reference and dead reckoning;
  - (k) Approaches and landings, including ground handling;
  - (l) Emergency procedures; and
  - (m) Post-flight procedures.
- (3) *Skill test.* The requirement for the skill test for the commercial pilot licence—balloon category are included in Sixth Schedule.

**Specific requirements for experience, flight instruction and skill test for the issue of the CPL – glider category rating**

- 48C.** (1) *Experience.* The applicant shall have completed at least:
- (a) 25 hours flight time as a pilot in a glider and that flight time must include at least 100 flights in a glider as pilot in command, including at least
    - (i) 3 hours of flight training or 10 training flight in gliders on the areas of operation listed in sub-regulation (2) below, and
    - (ii) 2 hours of solo flight that includes not less than 10 solo flights in gliders on the areas of operations listed in sub-regulation (2) below; or
  - (b) 200 hours of flight time as a pilot in either aeroplane, helicopter or powered-lift aircraft, and 20 flights in gliders as pilot in command, including at least
    - (i) 3 hours of flight training or 10 training flights in gliders on the areas of operation listed in sub-regulation (2) below, and



- (ii) 5 solo flights in a glider on the areas of operation listed in sub-regulation (2) below.
- (2) *Flight instruction.* The applicant shall have received dual instruction in a glider from an authorised instructor in at least the following areas of operation to the level of performance required for a commercial pilot:
  - (a) Recognise and manage threats and errors;
  - (b) Pre-flight preparation;
  - (c) Pre-flight procedures
  - (d) Aerodrome and gliderport operations;
  - (e) Launches and landings;
  - (f) Performance speeds;
  - (g) Soaring techniques;
  - (h) Performance manoeuvres;
  - (i) Navigation
  - (k) Slow flight and stalls
  - (l) Emergency procedures; and
  - (m) Post-flight procedures.
- (3) *Skill test.* The requirement for the skill test for the commercial pilot licence—glider category are included in Sixth Schedule.

**General  
privileges and  
limitations**

- 49.** (1) Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of a CPL shall be:
- (a) To exercise all the privileges of the holder of a PPL in an aircraft within the appropriate aircraft category;
  - (b) To act as PIC in an aircraft within the appropriate aircraft

category engaged in operations other than commercial air transportation;

- (c) To act as PIC in commercial air transportation in an aircraft within the appropriate aircraft category certificated for single-pilot operation;
  - (d) To act as co-pilot in aircraft within the appropriate aircraft category required to be operated with a co-pilot; and
  - (e) For the airship category, to pilot an airship under IFR.
- (2) Before exercising the privileges at night, the licence holder shall have received dual instruction in aircraft within the appropriate category of aircraft in night flying, including take-off, landing and navigation.

**Validity, renewal  
or reissued  
requirements**

- 50.** (1) Subject to compliance with the requirements specified in these Regulations, the validity period of a commercial pilot licence shall be 1 year.
- (2) A commercial pilot licence that has not expired may be renewed for an additional 1 year if the holder presents to the RCAA satisfactory evidence that the licence, medical certificate, and recency of experience are current.
- (3) If the commercial pilot licence has expired, the applicant shall have received refresher training acceptable to the RCAA and passed the private pilot skill test.

**Multi-crew Pilot Licence**

**General  
requirements for  
the multi-crew  
pilot licence**

- 51.** (1) *Age.* The applicant for the MPL shall be not less than 18 years of age.
- (2) *Medical fitness.* The applicant for the MPL shall hold a current Class 1 Medical Certificate issued under these Regulations.

- (3) *Knowledge.* The applicant for the MPL shall meet the requirements specified in Regulation 56 (3) for the ATPL appropriate to the aeroplane category.
- (4) *Knowledge testing.* The applicant for an MPL shall
  - (a) Have received an endorsement for the knowledge test from an authorised instructor who:
    - (i) Conducted the training on the knowledge subjects; and
    - (ii) Certifies that the person is prepared for the required knowledge test.
  - (b) Pass the required written knowledge test on the knowledge areas specified in Regulation 56 (3).
- (5) *Experience and flight instruction.* The applicant shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in these Regulations.
- (6) *Skill.* The applicant for an MPL shall demonstrate the skills required for fulfilling all the required competency units in Seventh Schedule as pilot flying and pilot not flying, to the level required to perform as a co-pilot of turbine-powered aeroplanes certificated for operation with a minimum crew of at least two pilots under VFR and IFR, and have been continuously assessed in the training progress of acquiring the following skills:
  - (a) recognize and manage threats and errors
  - (b) smoothly and accurately, manually control the aeroplane within its limitations at all times, such that the successful outcome of a procedure or manoeuvre is assured;
  - (c) operate the aeroplane in the mode of automation appropriate to the phase of flight and to maintain awareness of the active mode of automation;
  - (d) perform, in an accurate manner, normal, abnormal and emergency procedures in all phases of flight; and

- (e) communicate effectively with other flight crew members and demonstrate the ability to effectively perform procedures for crew incapacitation, crew coordination, including allocation of pilot tasks, crew cooperation, adherence to standard operating procedures (SOPs) and use of checklists.
- (7) *Validity.* Subject to compliance with the requirements specified in these Regulations, the validity period of a multi-crew pilot licence shall be 1 year.
- (8) *Renewal.* A multi-crew pilot licence that has not expired may be renewed for an additional 1 year if the holder presents to the RCAA satisfactory evidence that the licence, medical certificate, and recency of experience are current.
- (9) *Reissue.* If the multi-crew pilot licence has expired, the applicant shall have received refresher training acceptable to the RCAA and passed the multi-crew pilot skill test.

**Flight  
instruction  
requirements for  
the multi-crew  
pilot licence—  
aeroplane  
category rating**

- 52.** *Flight instruction.* The applicant shall have received dual flight instruction in all the competency units specified in Seventh Schedule to the level required for the issue of the multi-crew pilot licence, to include the competency units required to pilot under instrument flight rules.

**Skill test  
requirements for  
the multi-crew  
pilot licence—  
aeroplane  
category rating**

- 53.** *Skill test.* The requirement for the skill test for the multi-crew pilot licence—aeroplane category are included in Seventh Schedule.

**Experience requirements for the multi-crew pilot licence—  
aeroplane category rating**

- 54.**
- (1) The applicant shall have completed in an approved training course not less than 240 hours as pilot flying and pilot not flying of actual and simulated flight.
  - (2) The flight experience in actual flight shall include at least the experience for a PPL(A) in Regulation 40, upset prevention and recovery training, night flying and flight by reference solely to instruments.
  - (3) In addition to meeting the provisions of sub-regulation (2), the applicant shall have gained, in a turbine-powered aeroplane certificated for operations with a minimum crew of at least two pilots, or in a flight simulation training device approved for that purpose by the RCAA, the experience necessary to achieve the advance level of competency defined in Seventh Schedule.

**Privileges and limitations.**

- 55.** The privileges of the holder of a multi-crew pilot licence shall be as follows:
- (a) Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of a multi-crew pilot licence shall be:
    - (i) to exercise all the privileges of the holder of a private pilot licence in the aeroplane category provided the private pilot experience requirements of Regulation 40 have been met;
    - (ii) to exercise the privileges of the instrument rating in a multi-crew operation; and
    - (iii) to act as co-pilot of an aeroplane required to be operated with a co-pilot.
  - (b) Before exercising the privileges of the instrument rating in a single-pilot operation in aeroplanes, the licence holder shall have demonstrated an ability to act as pilot-in-command in a single-pilot operation exercised by reference solely to instruments and shall have met the instrument rating skill requirement specified in Regulations 84 and 85 appropriate to the aeroplane category.

- (c) Before exercising the privileges of a commercial pilot licence in a single-pilot operation in aeroplanes, the licence holder shall have:
  - (i) completed in aeroplanes 70 hours, either as pilot-in-command, or made up of not less than 10 hours as pilot-in-command and the necessary additional flight time as pilot-in-command under supervision;
  - (ii) completed 20 hours of cross-country flight time as pilot-in-command, or made up of not less than 10 hours as pilot-in-command and 10 hours as pilot-in-command under supervision, including a cross-country flight totaling not less than 540 km (300 NM) in the course of which full-stop landings at two different aerodromes shall be made; and
  - (iii) met the requirements for the commercial pilot licence specified in Regulation 45 (3) and (6) and Regulation 46 (1) (b) (with the exception of (i)) appropriate to the aeroplane category.

## Airline Transport Pilot Licence

### General eligibility requirements

- 56.** (a) *Age.* The applicant for an ATPL shall be not less than 21 years of age.
- (2) *Medical fitness.* The applicant for an ATPL shall hold a current Class 1 Medical Certificate issued under these Regulations.
- (3) *Knowledge.* The applicant for an ATPL shall receive and log ground training from an authorised instructor on the following subjects appropriate to the privileges of the ATPL and to the category of aircraft intended to be included on the licence:
- (a) Air law:
    - (i) Rules and regulations relevant to the holder of an ATPL; rules of the air; appropriate air traffic services practices and procedures

- (b) Aircraft general knowledge:
  - (i) General characteristics and limitations of electrical, hydraulic, pressurisation and other aircraft systems; flight control systems, including autopilot and stability augmentation;
  - (ii) Principles of operation, handling procedures and operating limitations of aircraft powerplants; effects of atmospheric conditions on engine performance; relevant operational information from the flight manual or other appropriate document;
  - (iii) Operating procedures and limitations of appropriate aircraft; effects of atmospheric conditions on aircraft performance in accordance to the relevant operational information from the flight manual;
  - (iv) Use and serviceability checks of equipment and systems of the relevant category of aircraft;
  - (v) Flight instruments; compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of various flight instruments and electronic display units;
  - (vi) Maintenance procedures for airframes, systems and powerplants of appropriate aircraft
  - (vii) For helicopter, and if applicable, powered-lift transmission (power-trains);
- (c) Flight performance, planning and loading:
  - (i) Effects of loading and mass distribution on aircraft handling, flight characteristics and performance; mass and balance calculations;

- (ii) Use and practical application of take-off, landing and other performance data, including procedures for cruise control;
  - (iii) Pre-flight and en-route operational flight planning; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures
  - (iv) In the case of helicopter or powered-lift, effects of external loading on handling;
- (d) Human performance:
  - (i) Human performance including principles of threat error management
- (e) Meteorology:
  - (i) Interpretation and application of aeronautical meteorological reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information, pre-flight and in-flight; altimetry;
  - (ii) Aeronautical meteorology; climatology of relevant areas in respect of the elements having an effect upon aviation; the moment of pressure systems; the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions;
  - (iii) Causes, recognition and effects of icing; frontal zone penetration procedures; hazardous weather avoidance;
  - (iv) In the case of aeroplane and powered-lift, practical high altitude meteorology, including interpretation and use of weather reports, charts and forecasts; jetstreams;



- (f) Navigation:
  - (i) Air navigation, including the use of aeronautical charts, radio navigation aids and area navigation systems; specific navigation requirements for long-range flights;
  - (ii) Use, limitation and serviceability of avionics and instruments necessary for the control and navigation of aircraft;
  - (iii) Use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;
  - (iv) Principles and characteristics of self-contained and external-referenced navigation systems; operation of airborne equipment;
- (g) Operational procedures:
  - (i) Application of threat and error management to operational performance;
  - (ii) Interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
  - (iii) Precautionary and emergency procedures; safety practices;
  - (iv) Operational procedures for carriage of freight and dangerous goods;
  - (v) Requirements and practices for safety briefing to passengers, including precautions to be observed when embarking and disembarking from aircraft;
  - (vi) In the case of helicopter, and if applicable, powered-lift, settling with power; ground resonance; retreating blade stall; dynamic roll-over

and other operational hazards; safety procedures, associated with flight under VFR;

- (h) Principles of flight:
  - (i) Principles of flight relating to the appropriate aircraft category;
  - (i) Radiotelephony
    - (i) Communication procedures and phraseology; action to be taken in case of communication failure;
- (4) Knowledge testing. The applicant for the ATPL shall:
  - (a) Have received an endorsement for the knowledge test from an authorised instructor who:
    - (i) Conducted the training on the knowledge subjects; and
    - (ii) Certifies that the person is prepared for the required knowledge test; and
  - (b) Pass the required written knowledge test on the knowledge subjects listed in sub-regulation (2).
- (5) Experience and flight instruction. An applicant for an ATPL shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in these Regulations.
- (6) *Skill*. The applicant for an ATPL shall:
  - (a) Have received an endorsement from an authorised instructor who certifies that the person is prepared for the required skill test; and
  - (b) Have demonstrated by passing a skill test the ability to perform, as PIC of an aircraft of the appropriate category required to be operated with a co-pilot, the following procedures and manoeuvres:

- (i) Pre-flight procedures, including the preparation of the operational flight plan and filing of the air traffic services flight plan;
  - (ii) Normal flight procedures and manoeuvres during all phases of flight;
  - (iii) Abnormal and emergency procedures and manoeuvres related to failures and malfunctions of equipment, such as powerplant, systems and airframe;
  - (iv) Procedures for crew incapacitation and crew coordination, including allocation of pilot tasks, crew cooperation and use of checklists; and
  - (v) In the case of the aeroplane and powered-lift, procedures and manoeuvres for instrument flight for ATPL, including simulated engine failure.
  - (vi) In the case of aeroplane, the applicant shall have demonstrated the ability to perform the procedures and manoeuvres described in this paragraph as PIC in a multi-engine aircraft.
- (c) Have demonstrated by passing a skill test, the ability to perform the areas of operation described in Eighth Schedule, with a degree of competency appropriate to the privileges granted to the holder of an ATPL, and to:
- (i) Operate the aeroplane within its limitations recognise and manage threats and errors;
  - (ii) Complete all manoeuvres with smoothness and accuracy smoothly and accurately manually control the aircraft within its limitations at all times, such that the successful outcome of a procedure or manoeuvre is assured;
  - (iii) Operate the aircraft in the mode of automation appropriate to the phase of flight and to maintain awareness of the active mode of automation;

- (iv) Perform, in an accurate manner, normal, abnormal and emergency procedures in all phases of flight;
- (v) Exercise good judgment and airmanship, to include structured decision making and the maintenance of situational awareness; and
- (vi) Communicate effectively with the other flight crewmembers and demonstrate the ability to effectively perform procedures for crew incapacitation, crew coordination, including allocation of pilot tasks, crew cooperation, adherence to standard operating procedures and use of checklists.

**Specific requirements for experience, flight instruction and skill test for the issue of the ATPL – aeroplane category rating**

**57. (1) *Experience.***

- (a) The applicant for an ATPL (A) shall have completed not less than 1500 hours of flight time as a pilot of aeroplanes of which a maximum of 100 hours may have been completed in a flight simulation training device. The applicant shall have completed in aeroplanes not less than:
- (b) 250 hours, either as PIC, or made up by not less than 100 hours as PIC and the necessary additional flight time as co-pilot performing, under the supervision of the PIC, the duties and functions of a PIC; provided that the method of supervision employed is acceptable to the RCAA;
- (c) 200 hours of cross-country flight time, of which not less than 100 hours shall be as PIC or as co-pilot performing, under the supervision of the PIC, the duties and functions of a PIC, provided that the method of supervision employed is acceptable to the RCAA;
- (d) 75 hours of instrument time, of which not more than 30 hours may be instrument ground time; and
- (e) 100 hours of night flight as PIC or as co-pilot.

- (f) Holders of a CPL(H) will be credited with 50% of their helicopter flight time as PIC towards the flight time required in (a).
  - (g) The applicant shall have completed a CRM course on the subjects listed in Eighth Schedule.
  - (h) The applicant for an ATPL(A) shall be the holder of a CPL(A) with instrument and multi-engine rating issued under these Regulations.
- (2) *Flight instruction.* The applicant for an ATPL(A) shall have received the dual flight instruction required for the issue of the CPL and the IR.
  - (3) *Skill test.* The requirement for the skill test for the ATPL—  
aeroplane category are included in Eighth Schedule.

**Specific  
requirements for  
experience, flight  
instruction and  
skill test for the  
issue of the  
ATPL –  
helicopter  
category rating**

- 58.** (1) *Experience.*
- (a) The applicant for an ATPL (H) shall have completed not less than 1000 hours of flight time as a pilot of helicopters of which a maximum of 100 hours may have been completed in a flight simulator. The applicant shall have completed in helicopters not less than:
    - (i) 250 hours, either as PIC, or made up by not less than 100 hours as PIC and the necessary additional flight time as co-pilot performing, under the supervision of the PIC, the duties and functions of a PIC; provided that the method of supervision employed is acceptable to the RCAA;
    - (ii) 200 hours of cross-country flight time, of which not less than 100 hours shall be as PIC or as co-pilot performing, under the supervision of the PIC, the duties and functions of a PIC, provided that the method of supervision employed is acceptable to the RCAA;

- (iii) 30 hours of instrument time, of which not more than 10 hours may be instrument ground time; and
  - (iv) 50 hours of night flight as PIC or as co-pilot.
- (b) Holders of a CPL(A) will be credited with 50 percent of their aeroplane flight time as PIC towards the flight time required in (a).
  - (c) The applicant shall have completed a CRM course on the subjects listed in Eighth Schedule.
  - (d) The applicant for an ATPL(H) shall be the holder of a CPL(H) issued under these Regulations.
- (2) *Flight instruction.* The applicant for an ATPL(H) shall have received the dual flight instruction required for the issue of the CPL.
  - (3) *Skill test.* The requirement for the skill test for the ATPL—helicopter category are included in Eighth Schedule.

**Specific requirements for experience, flight instruction and skill test for the issue of the ATPL – powered-lift category rating**

**59. (1) *Experience.***

- (a) The applicant for an ATPL- powered-lift category shall have completed not less than 1500 hours of flight time as a pilot of powered-lift. The RCAA may determine whether experience completed under instruction in a flight simulator is acceptable as part of the total time of 1500 hours. The applicant shall have completed in powered-lift not less than:
  - (i) 250 hours, either as PIC, or made up by not less than 100 hours as PIC and the necessary additional flight time as co-pilot performing, under the supervision of the PIC, the duties and functions of PIC, in a method acceptable to the RCAA.
  - (ii) 100 hours of cross-country flight time, of which not less than 50 hours shall be as PIC or as co-pilot

performing under supervision of the PIC in a method acceptable to the RCAA.

- (iii) 75 hours of instrument time, of which not more than 30 hours may be instrument ground time.
- (iv) 25 hours of night time as PIC or co-pilot.
- (b) The RCAA may determine if pilot flight time in other aircraft categories may be credited toward meeting the 1500-hour flight time in (a) above.
- (c) The applicant for an ATPL powered-lift shall be the holder of a CPL powered-lift issued under these Regulations.
- (2) Flight instruction. The applicant for an ATPL powered-lift category shall have received the dual flight instruction required for the issue of the CPL powered lift category and for the issue of the instrument rating.
- (3) *Skill test.* The requirements for the skill test for the ATPL—powered lift category are included in Eighth Schedule.

**Additional  
aircraft  
category, class  
and type ratings**

- 60.** An applicant who holds a valid Airline Transport Pilot Licence and seeks additional aircraft category, class and type rating shall:
- (a) meet the applicable eligibility requirements;
  - (b) pass a knowledge test on the applicable aeronautical knowledge areas;
  - (c) meet the applicable aeronautical experience requirements; and:
  - (d) pass the practical test on the areas of operation.

**Privileges and  
limitations**

- 61.** (1) Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of an ATPL shall be:
- (a) To exercise all the privileges of the holder of a PPL and CPL

of an aircraft within the appropriate aircraft category and class, if applicable

- (b) In the case of the aeroplane and powered-lift categories, to exercise the privileges of the holder of an IR; and
- (c) To act as PIC and co-pilot in commercial air transportation in an aircraft of the appropriate category, and class if applicable.

- (2) When the holder of an airline transport pilot licence in the aeroplane category has previously held only a multi-crew pilot licence, the privileges of the licence shall be limited to multi-crew operations unless the holder has met the requirements established in Regulation 55 (a)(i), (b) and (c) as appropriate. Any limitation of privileges shall be endorsed on the licence.

**Validity, renewal  
or reissued  
requirements**

- 62. (1) Subject to compliance with the requirements specified in these Regulations, the validity period of an airline transport pilot licence shall be 1 year.
- (2) An airline transport pilot licence that has not expired may be renewed for an additional five years if the holder presents to the RCAA satisfactory evidence that the licence, medical certificate, and recency of experience and proficiency are current.
- (3) If the airline transport pilot licence has expired, the applicant shall have received refresher training acceptable to the RCAA and passed the airline transport pilot skill test.

**Glider Pilot Licence**

**Eligibility  
requirements**

- 63. An applicant for a Glider Pilot Licence shall
  - (a) be at least sixteen years of age;
  - (b) be in possession of a Class 2 Medical Certificate issued under these regulations



**Aeronautical  
knowledge  
requirements**

- 64.** (1) An applicant for a Glider Pilot Licence shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Glider Pilot Licence, in at least the following subjects:
- (a) air law: rules and regulations relevant to the holder of a Glider Pilot Licence, rules of the air, appropriate air traffic services practices and procedures;
  - (b) aircraft general knowledge:
    - (i) principles of operation of glider, systems and instruments;
    - (ii) operating limitations of glider; relevant operational information from the flight manual or other appropriate document;
  - (c) flight performance, planning and loading:
    - (i) effects of loading and mass distribution on flight characteristics; mass and balance calculations;
    - (ii) use and practical application of launching, landing and other performance data;
    - (iii) pre-flight and en-route flight planning appropriate to private operations under VFR; appropriate air traffic services procedures; altimeter setting procedures; operations in areas of high-density traffic;
  - (d) human performance: human performance relevant to the glider pilot including principles of threat and error management;
  - (e) meteorology: application of elementary aeronautical meteorology, use of, and procedures for obtaining, meteorological information, altimetry; hazardous weather conditions;
  - (f) navigation: practical aspects of air navigation and dead-

reckoning techniques; use of aeronautical charts;

(g) operational procedures:

(i) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;

(ii) different launch methods and associated procedures;

(iii) appropriate precautions and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operation hazards;

(h) principles of flight: principles of flight relating to gliders;

(i) radiotelephony: communication procedures and phraseology as appropriate to VFR operations and action to be taken in case of communication failure.

**Flight skill  
requirements**

**65.** (1) An applicant for a Glider Pilot Licence shall have demonstrated the ability to perform as pilot-in-command of a glider, the procedures and manoeuvres described in regulation 66 (c) with a degree of competency appropriate to the privileges granted to the holder of a Glider Pilot Licence and to:

(a) recognize and manage threats and errors;

(b) operate the glider within its limitations;

(c) complete all manoeuvres with smoothness and accuracy;

(d) exercise good judgment and airmanship;

(e) apply aeronautical knowledge; and

(f) maintain control of the glider at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured;

(2) The RCAA shall continuously assess the progress in acquiring the

skills specified in sub-regulation (1).

**Aeronautical  
experience  
requirements**

- 66.** Before exercising the privileges of a Glider Pilot Licence, the licence holder shall have:
- (a) completed not less than 6 hours of flight time as a pilot of gliders, and if passengers are to be carried, completed not less than ten hours of flight time as pilot of gliders, including, in both cases, two hours of solo flight time during which not less than 20 launches and landings have been performed;
  - (b) when the applicant for a Glider Pilot Licence has flight time as a pilot of aeroplanes, the applicant shall be credited with 33% of the flight time as pilot towards the flight time as required in sub-paragraph (a).
  - (c) gained, under appropriate supervision, operational experience in gliders in at least the following areas:
    - (i) pre-flight operations, including glider assembly and inspection;
    - (ii) techniques and procedures for the launching method used, including appropriate airspeed limitations, emergency procedures and signal used;
    - (iii) traffic pattern operations, collision avoidance precautions and procedures;
    - (iv) control of glider by external visual reference;
    - (v) flight throughout the flight envelope;
    - (vi) recognition of, and recovery from, incipient and full stalls and spiral dives;
    - (vii) normal and crosswind launches, approaches and landings;
    - (viii) cross-country flying using visual reference and dead reckoning;

(ix) emergency procedures.

**Privileges and limitations**

- 67.** The privileges of the holder of a Glider Pilot Licence shall be to act as pilot-in-command of any glider provided the licence holder has operational experience in the launching method used, and be subject to the provisions of regulation 43(9) in cases of self launching motor glider.

**Free Balloon Pilot Licence**

**Eligibility requirements**

- 68.** An applicant for a Free Balloon Pilot Licence shall
- (a) be at least sixteen years of age;
  - (b) be in possession of a Class 2 Medical Certificate issued under these regulations

**Aeronautical knowledge requirements**

- 69.** (1) An applicant for a Free Balloon Pilot Licence shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a Free Balloon Pilot Licence, in at least the following subjects:
- (a) air law: rules and regulations relevant to the holder of a Free Balloon Pilot Licence, rules of the air, appropriate air traffic services practices and procedures;
  - (b) aircraft general knowledge:
    - (i) principles of operation of free balloon, systems and instruments;
    - (ii) operating limitations of free balloons; relevant operational information from the flight manual or other appropriate document;

- (iii) physical properties and practical application of gases used in free balloons;
- (c) flight performance, planning and loading:
  - (i) effects of loading on flight characteristics; mass calculations;
  - (ii) use and practical application of launching, landing and other performance data, including effect of temperature;
  - (iii) pre-flight and en-route flight planning appropriate to private operations under VFR; appropriate air traffic services procedures; altimeter setting procedures; operations in areas of high-density traffic;
- (d) human performance: human performance relevant to the free balloon pilot including principles of threat and error management;
- (e) meteorology: application of elementary aeronautical meteorology, use of, and procedures for obtaining, meteorological information, altimetry; hazardous weather conditions;
- (f) navigation: practical aspects of air navigation and dead-reckoning techniques; use of aeronautical charts;
- (g) operational procedures:
  - (i) use of aeronautical documentation such as AIP, NOTAM, aeronautical codes and abbreviations;
  - (ii) appropriate precautions and emergency procedures, including action to be taken to avoid hazardous weather, wake turbulence and other operation hazards;
- (h) principles of flight: principles of flight relating to free balloons;
- (i) radiotelephony: communication procedures and

phraseology as appropriate to VFR operations and action to be taken in case of communication failure.

**Flight skill requirements**

- 70.** (1) An applicant for a Free Balloon Pilot Licence shall have demonstrated the ability to perform as pilot-in-command of a free balloon, the procedures and manoeuvres described in regulation 71(d) with a degree of competency appropriate to the privileges granted to the holder of a Free Balloon Pilot Licence and to:
- (a) recognize and manage threats and errors;
  - (b) operate the free balloon within its limitations;
  - (c) complete all manoeuvres with smoothness and accuracy;
  - (d) exercise good judgement and airmanship;
  - (e) apply aeronautical knowledge; and
  - (f) maintain control of the free balloon at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured;
- (2) The RCAA shall continuously assess the progress in acquiring the skills specified in sub-regulation (1).

**Aeronautical experience requirements**

- 71.** Before exercising the privileges of a Free Balloon Pilot Licence, the licence holder shall have:
- (a) completed not less than 16 hours of flight time as a pilot of free balloons, and including, at least 8 launches and ascents of which one shall be solo;
  - (b) if passengers are carried for remuneration or hire, completed the flight not less than 35 hours of flight time including 20 hours as a pilot of a free balloon;
  - (c) if the privileges of the licence are to be exercised at night, two flights at night under supervision involving a controlled ascent to 1,500 m (5,000 ft) above the launch site.

- (d ) gained, under appropriate supervision, operational experience in free balloons in at least the following areas:
  - (i) pre-flight operations, including balloon assembly and inspection;
  - (ii) techniques and procedures for the launching and ascent, including appropriate limitations, emergency procedures and signal used;
  - (iii) collision avoidance precautions;
  - (iv) control of free balloon by external visual reference;
  - (v) recognition of, and recovery from, rapid descents;
  - (vi) cross-country flying using visual reference and dead reckoning;
  - (vii) approaches and landings, including ground handling;
  - (ix) emergency procedures.

**Privileges and limitations**

- 72.** The privileges of the holder of a Free Balloon Pilot Licence shall be to act as pilot-in-command of any free balloon provided the licence holder has operational experience in hot air or gas balloons as appropriate.

**PART VII: PILOT RATINGS AND AUTHORIZATIONS**

**General requirements**

- 73.** (1 The holder of a pilot licence shall not be permitted to act as pilot-in-command or as co-pilot of an aircraft unless the holder has received the applicable ratings, authorisations and/or endorsements as follows:
- (a) the appropriate aircraft category rating specified in these Regulations;

- (b) the appropriate class rating when required in accordance with in these Regulations;
  - (c) A type rating when required in accordance with these Regulations;
  - (d) An authorisation when required in accordance with these Regulations; or
  - (e) an endorsement when required in accordance with these Regulations.
- (2) The applicant shall meet the appropriate requirements of these Regulations for the aircraft rating, authorisation or endorsement sought.
  - (3) When an applicant demonstrates skill and knowledge for the initial issue or re-issue of a pilot licence, the category and ratings appropriate to the class or type of aircraft used in the demonstration will be entered on the licence.
  - (4) For the purpose of training, testing or specific special purpose non-revenue, non-passenger carrying flights, special authorisation may be provided in writing to the licence holder by the RCAA in place of issuing the class or type rating in accordance with sub-regulation (1). This authorisation shall be limited in validity to the time needed to complete the specific flight.

## Category ratings

### 73A.

- (1) The category of aircraft shall be endorsed on the licence as a rating.

- (2) *Initial category rating.*

An applicant for a pilot's licence, after successfully meeting all requirements for the issuance of the licence as contained in these Regulations, shall receive the appropriate licence with the aircraft category, and if applicable, class or type rating endorsed on the licence.

- (3) *Additional category ratings.*

- (a) Any additional category rating endorsed on a pilot licence



shall indicate the level of licensing privileges at which the category rating is granted.

- (b) The holder of a pilot licence seeking an additional category rating shall:
  - (i) meet the requirements of these Regulations appropriate to the privileges for which the category rating is sought;
  - (ii) have an endorsement in his/her logbook or training record from an authorised instructor that the applicant has been found competent in the required aeronautical knowledge and flight instruction areas;
  - (iii) pass the required knowledge test; and
  - (iv) pass the required skill test for the aircraft category, and if applicable, class rating being sought.
- (4) *Privileges.* Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of a class rating are to act as a pilot on the class of aircraft specified in the rating.
- (5) The validity, renewal or reissue of the category rating will coincide with the requirements for validity, renewal or reissue of the licence, and if applicable class or type rating contained in these Regulations.

## **Class ratings**

- 74.** (1) The class of aircraft, if applicable, shall be endorsed on the licence as a rating.
- (2) *Initial class rating.*

An applicant for a pilot's licence, after successfully meeting all requirements for the issuance of the licence as contained in these Regulations, shall receive the appropriate licence with the aircraft category, class, and if applicable, type rating endorsed on the licence.
- (3) *Additional class ratings.*

- (a) Any additional class rating endorsed on a pilot licence shall indicate the level of licensing privileges at which the class rating is granted.
- (b) The holder of a pilot licence seeking an additional class rating shall:
  - (i) meet the requirements of these Regulations appropriate to the privileges for which the class rating is sought;
  - (ii) have an endorsement in his/her logbook or training record from an authorised instructor that the applicant has been found competent in the required aeronautical knowledge and flight instruction areas;
  - (iii) pass the required knowledge test unless the applicant holds a class rating within the same category of aircraft, at the same level of pilot licence at either the private or commercial levels; and
  - (iv) pass the required skill test for the aircraft class rating being sought.
- (4) *Privileges.* Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of a class rating are to act as a pilot on the class of aircraft specified in the rating.
- (5) *Validity.* Subject to compliance with the requirements specified in these Regulations, the validity period of:
  - (a) a multi-engine class rating is 1 calendar year.
  - (b) a single-engine class rating; balloon gas or balloon hot air rating is 2 calendar years.
- (6) *Renewal Timeframe*
  - (a) For the renewal of a single-engine class rating, a balloon gas rating or a balloon hot air rating, the pilot shall:
    - (i) within the preceding 24 calendar months, complete a proficiency check on areas of operation listed in the skill test that is applicable to the level of licence,

category and class rating; and

- (ii) have completed 12 hours flight time within the 12 months preceding the expiry date.
  - (b) For the renewal of a multi-engine class rating the pilot shall:
    - (i) Within the preceding 12 calendar months, complete a proficiency check on the subjects listed in the skill test that is applicable to the level of licence, category and class rating; and
    - (ii) Have completed 10 route sectors within the 3 months preceding the expiry date.
  - (c) Where applicable the proficiency check shall include instrument procedures, including instrument approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure.
  - (d) If a pilot takes the proficiency check required in this section in the calendar month before or the calendar month after the month in which it is due, the pilot is considered to have taken it in the month in which it was due for the purpose of computing when the next proficiency check is due.
- (7) *Re-issue.* If the class rating has expired the applicant shall:
- (a) have received refresher training from an authorised instructor with an endorsement that the person is prepared for the required skill test; and
  - (b) pass the required skill test for the applicable aircraft category and/or class.
  - (c) where applicable the skill test shall include instrument procedures, including instrument approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure.

## Type ratings

- 75.** (1) The type rating shall be endorsed on the licence as a rating, including any limitations.
- (2) A pilot seeking an aircraft type rating to be added on a pilot licence shall:
- (a) have received training from an authorised instructor in the applicable type of aircraft and/or approved flight simulation training device, the following:
    - (i) normal flight procedures and manoeuvres during all phases of flight;
    - (ii) abnormal and emergency procedures and manoeuvres in the event of failures and malfunctions of equipment, such as engine, systems and airframe
    - (iii) where applicable, instrument procedures, including instrument approach, missed approach and landing procedures under normal, abnormal and emergency conditions, including simulated engine failure;
    - (iv) procedures for crew incapacitation and crew coordination including allocation of pilot tasks; crew cooperation and use of checklists; and
    - (v) for the issue of an aeroplane category type rating, upset prevention and recovery training.
  - (b) hold or concurrently obtain an instrument rating that is appropriate to the aircraft category, class or type rating sought;
  - (c) have an endorsement in his or her logbook or training record from an authorised instructor that the applicant has been found competent in the required aeronautical knowledge and flight instruction areas;
  - (d) pass the required skill test at the ATPL level, applying crew resource management concepts, applicable to the aircraft category, class and type rating being sought;

- (e) perform the skill test under instrument flight rules unless the aircraft used for the skill test is not capable of the instrument manoeuvres and procedures required for the skill test in which case the applicant may:
    - (i) obtain a type rating limited to “VFR only,” and
    - (ii) remove the “VFR only” limitation for each aircraft type in which the applicant demonstrates compliance with the ATPL skill test under instrument conditions.
- (3) Applicants seeking a private or commercial licence in an aircraft that requires a type rating shall also complete the applicable portions of either the PPL or CPL skill test in conjunction with the ATPL skill test.
- (4) *Privileges.* Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of a type rating are to act as a pilot on the type of aircraft specified in the rating. When a type rating is issued limiting the privileges to act as co-pilot or limiting the privileges to act as pilot only during the cruise phase of flight, such limitation shall be endorsed on the rating.
- (5) *Validity.* Subject to compliance with the requirements in these Regulations, the validity period of a type rating is 1 calendar year.
- (6) *Renewal.* For the renewal of a type rating the pilot shall:
  - (a) within the preceding 12 calendar months, complete a proficiency check: in the areas of operation listed in the skill test for the appropriate category, type and if applicable class of aircraft.
  - (b) have completed 10 route sectors within the 3 months preceding the expiry date.
  - (c) if a pilot takes the proficiency check required in this section in the calendar month before or the calendar month after the month in which it is due, the pilot is considered to have taken it in the month in which it was due for the purpose of computing when the next proficiency check is due.

- (7) *Re-issue.* If the type rating has been expired the applicant shall:
  - (a) have received refresher training from an authorised instructor with an endorsement that the person is prepared for the required skill test; and
  - (b) pass the required skill test for the appropriate category, type and if applicable class of aircraft.

**Category II and  
III operations  
pilot  
authorization  
requirements**

- 76. (1) The RCAA shall issue a Category II or Category III pilot authorisation by letter, to accompany the pilot's licence, when the pilot meets the requirements contained in this regulation and Ninth Schedule.
- (2) *General.*
  - (a) A person, not flying for an AOC holder under Civil Aviation (Air Operator Certification and Administration) Regulations, shall not act as pilot of an aircraft during Category II or III operations unless that person holds a Category II or III pilot authorisation for that category, class or type of aircraft.
  - (b) The applicant for a Category II or III pilot authorisation shall:
    - (i) hold a pilot licence with an instrument rating or an ATPL; and
    - (ii) hold a category and class or type rating for the aircraft for which the authorisation is sought.
- (3) *Knowledge.* The applicant for a Category II or III pilot authorisation shall have completed the theoretical knowledge instruction on the subjects as listed in Ninth Schedule.
- (4) *Experience.* The applicant for a Category II or III pilot authorisation shall have at least:
  - (a) 50 hours of night flight time as PIC;
  - (b) 75 hours of instrument time under actual or simulated instrument conditions; and

- (c) 250 hours of cross-country flight time as PIC.
- (5) *Flight instruction.* The applicant for a Category II or III pilot authorisation shall have completed the flight instruction on the areas of operation listed in Ninth Schedule.
- (6) *Skill.* The applicant for a Category II or III pilot authorisation shall pass a skill test including the areas of operation listed in Ninth Schedule.
- (7) *Validity.* Subject to compliance with the requirements specified in these Regulations, the validity period of a Category II and III authorisation shall be 6 months.
- (8) *Renewal.* For the renewal of a Category II or III pilot authorisation the pilot shall have completed a proficiency check including the areas of operation listed in Ninth Schedule.
- (9) *Re-issue.* If the Category II or the Category III have been expired the applicant shall:
  - (a) have received refresher training from an authorised instructor with an endorsement that the person is prepared for the required skill test; and
  - (b) pass the required skill test on the subjects listed in Ninth Schedule.

## **Balloon ratings**

- 77.** Where an applicant for a Private Pilot Licence or Commercial Pilot Licence balloon successful takes a practical test in:
- (a) a balloon with an airborne heater, the RCAA shall place upon the pilot licence a limitation restricting the exercise of the privileges of that licence to a balloon with an airborne heater; or
  - (b) a gas balloon, the RCAA shall place upon the pilot licence a limitation restricting the exercise of the privilege of that licence to a gas balloon.

## Night Rating

### General eligibility requirements

78. A Private Pilot Licence holder shall not act as a pilot in command by night in the aircraft unless a night rating or an instrument rating is included in his or her licence.

### Flight instruction requirements

79. An applicant for a night rating shall have received five hours dual instruction under a qualified instructor in night flying, five flights as pilot in command including five take offs and landings in an aircraft.

### Privileges and limitations

80. A night rating shall entitle a Private Pilot Licence holder to act as a pilot in command of an aircraft at night but does not entitle the holder to pilot an aircraft under IFR conditions.

### Renewal requirements

81. An applicant for a night rating renewal shall have within the immediately preceding six months carried out as pilot in command not less than five takeoffs and five landings at night.

## Instrument Rating

### General eligibility requirements

82. (1) A holder of a pilot licence shall not act either as pilot-in-command or as co-pilot of an aircraft under instrument flight rules unless such holder has received an instrument rating appropriate to the aircraft category.
- (2) *Age.* The applicant for an IR shall be not less than 17 year of age.
- (3) *Medical fitness.* The applicant for an IR shall hold either a Class 1 or 2 medical certificate issued under these Regulations as



appropriate the level of licence held.

- (4) *Knowledge testing.* An applicant for an IR shall:
- (a) Have received an endorsement for the knowledge test from an authorised instructor who:
    - (i) Conducted the training on the knowledge subjects.
    - (ii) Certifies that the person is prepared for the required knowledge test.
  - (b) Pass the required knowledge test on the knowledge subjects listed in (c) above.
- (5) *Experience and flight instruction.* An applicant for an IR shall have completed the experience and flight instruction requirements appropriate to the aircraft category as specified in these Regulations.

**Aeronautical  
knowledge  
requirements**

- 83.** An applicant for an instrument rating (aeroplanes, airships, helicopters and powered-lifts) shall have received and logged ground training from an authorized instructor and have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an instrument rating, in at least the following subjects:
- (a) air law: rules and regulations relevant to flight under Instrument Flight Rules (IFR); related air traffic services practices and procedures;
  - (b) aircraft general knowledge for the aircraft category being sought
    - (i) use, limitation and serviceability of avionics, electronic devices and instruments necessary for the control and navigation of aircraft under IFR and in instrument meteorological conditions; use and limitations of autopilot;
    - (ii) compasses, turning and acceleration errors; gyroscopic instruments, operational limits and precession effects; practices and procedures in the event of malfunctions of

various flight instruments;

- (c) flight performance and planning for the aircraft category being sought
  - (i) pre-flight preparations and checks appropriate to flight under IFR;
  - (ii) operational flight planning; preparation and filing of air traffic services flight plans under IFR; altimeter setting procedures;
- (d) human performance for the aircraft category being sought: human performance relevant to instrument flight in aircraft including principles of threat and error management;
- (e) meteorology for the aircraft category being sought
  - (i) application of aeronautical meteorology; interpretation and use of reports, charts and forecasts; codes and abbreviations; use of, and procedures for obtaining, meteorological information; altimetry;
  - (ii) causes, recognition and effects of engine and airframe icing; frontal zone penetration procedures; hazardous weather avoidance;
  - (iii) in the case of helicopters and powered-lifts, effects of rotor icing;
- (f) navigation
  - (i) practical air navigation using radio navigation aids;
  - (ii) use, accuracy and reliability of navigation systems used in departure, en-route, approach and landing phases of flight; identification of radio navigation aids;
- (g) operational procedures for the aircraft category being sought
  - (i) application of threat and error management to operational performance;
  - (ii) interpretation and use of aeronautical documentation such as

AIP, NOTAM, aeronautical codes and abbreviations, and instrument procedure charts for departure, en-route, descent and approach;

- (iii) precautionary and emergency procedures; safety practices associated with flight under IFR;
- (h) radiotelephony: communication procedures and phraseology as applied to aircraft operations under IFR; action to be taken in case of communication failure.

**Flight  
instruction  
requirements**

- 84.**
- (1) The applicant for an IR shall have not less than 10 hours of the instrument flight time required in Regulation 85(1)(b)(ii) while receiving and logging dual instruction in aircraft from an authorised flight instructor.
  - (2) The instructor shall ensure that the applicant has operational experience in at least the following areas to the level of performance required for the holder of an instrument rating:
    - (a) Pre-flight procedures, including the use of the flight manual or equivalent document, and appropriate air traffic services documents in the preparation of an IFR flight plan.
    - (b) Pre-flight inspection, use of checklists, taxiing and pre-take-off checks.
    - (c) Procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
      - (i) Transition to instrument flight on take-off;
      - (ii) Standard instrument departures and arrivals;
      - (iii) En-route IFR procedures and navigation;
      - (iv) Holding procedures;
      - (v) Instrument approaches to specified minima;
      - (vi) Missed approach procedures; and

- (vii) Landings from instrument approaches;
  - (iv) In flight manoeuvres and particular flight characteristics.
- (3) If the privileges of the instrument rating are to be exercised on multi-engine aircraft, the applicant shall have received dual instrument flight instruction in such an aircraft from an authorised flight instructor. The instructor shall ensure that the applicant has operational experience in the operation of the aircraft solely by reference to instruments with one engine inoperative or simulated inoperative.

**Aeronautical  
experience, skill  
test and  
proficiency  
check  
requirements**

**85. (1) *Experience.***

- (a) The applicant for an IR shall hold a pilot licence with an aircraft category, and class rating if applicable, for the instrument rating sought.
- (b) The applicant shall have completed not less than:
  - (i) 50 hours of cross-country flight time as PIC of aircraft in categories acceptable to the RCAA, of which not less than 10 hours shall be in the aircraft category being sought; and
  - (ii) 40 hours of instrument time in aircraft of which not more than 20 hours, or 30 hours where a flight simulator is used, may be instrument ground time. The ground time shall be under the supervision of an authorised instructor.

(2) *Skill.* The applicant for an IR shall:

- (a) Have received an endorsement from an authorised instructor who certifies that the person is prepared for the required skill test.
- (b) Have demonstrated by passing a skill test the ability to perform the areas of operation described in Fourth Schedule

with a degree of competency appropriate to the privileges granted to the holder of an IR, and to:

- (i) Recognise and manage threats and errors;
  - (ii) Operate the aircraft within its limitations;
  - (iii) Complete all manoeuvres with smoothness and accuracy;
  - (iv) Exercise good judgment and airmanship;
  - (v) Apply aeronautical knowledge;
  - (vi) Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is assured;
  - (vii) Understand and apply crew coordination and incapacitation procedures; and
  - (viii) Communicate effectively with the other flight crewmembers.
- (c) Have demonstrated by passing a skill test the ability to operate multi-engine aircraft solely by reference to instruments with one engine inoperative, or simulated inoperative, described in Fourth Schedule, if the privileges of the instrument rating are to be exercised on such aircraft.
- (3) The skill test and proficiency check for the instrument rating is included in Fourth Schedule.

**Privileges and limitations**

- 86.**
- (1) Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of an IR shall be to pilot an aircraft of the appropriate category under IFR.
  - (2) Before exercising the privileges on multi-engine aircraft, the holder of the rating shall have complied with the requirements of regulation 85 (2)(c).

**Validity, renewal  
or reissued  
requirements**

- 87.** (1) *Validity.* Subject to compliance with the requirements specified in these Regulations, the validity period of an instrument rating shall be 1 year.
- (2) *Renewal.*
- (i) For the renewal of a single-engine instrument rating the applicant shall within the preceding 12 calendar months, complete a proficiency check on the subjects listed in Fourth Schedule.
  - (ii) For the renewal of a multi-engine instrument rating the applicant shall within the preceding 12 calendar months, complete a proficiency check on the subjects listed in Fourth Schedule.
  - (iii) If a pilot takes the proficiency check required in this regulation in the calendar month before or the calendar month after the month in which it is due, the pilot is considered to have taken it in the month in which it was due for the purpose of computing when the next proficiency check is due.
  - (iv) Applicants who fail to pass the relevant section of an instrument rating proficiency check before the expiry date of the instrument rating shall not exercise the instrument rating privileges until they have passed the proficiency check.
- (3) *Re-issue.* If the instrument rating has been expired within 12 months, the applicant shall:
- (a) have received refresher training from an authorised instructor with an endorsement that the person is prepared for the required skill test; and
  - (b) pass the required skill test on the subjects listed in Fourth Schedule, in the relevant aircraft category.
- (4) If the instrument rating has not been renewed for more than 12 months, an applicant for renewal shall be required to pass the instrument rating theoretical knowledge examination and skill test.

## Flight Instructor Rating

### Eligibility requirements

- 88.** (1) *Age.* The applicant for a flight instructor licence shall be of the appropriate age for the underlying licence to be held.
- (2) *Medical fitness.* The applicant for a flight instructor licence shall have a Class 1 medical certificate.

### Aeronautical knowledge requirements

- 89.** The applicant shall have:
- (a) completed a course of theoretical knowledge and flight instruction at an approved training organisation and pass a test on:
- (i) areas for a student pilot authorisation, private, commercial and airline transport pilot licences applicable to the aircraft category for which flight instructor privileges are sought; and
- (ii) areas for the instrument rating applicable to the category for which instrument flight instructor privileges are sought.
- (b) met the requirements for fundamentals of knowledge instruction as listed in Regulation 28.

### Aeronautical experience

- 90.** The applicant shall hold a licence with the aircraft category, and if applicable class and/or type rating, that is appropriate to the flight instructor rating sought as follows:
- (a) For an instructor licence in the aeroplane category – hold either a CPL or ATPL aeroplane category with instrument rating and appropriate class and/ or type ratings;
- (b) For an instructor licence in the powered-lift category – hold either a CPL or ATPL powered-lift category with instrument rating and as applicable, class or type rating;
- (c) For an instructor licence in the helicopter category – hold either a CPL or ATPL helicopter category and any applicable class or type

rating;

- (d) For an instructor licence in the balloon category – hold a CPL balloon category with applicable class rating;
- (e) For an instructor licence in the airship category – hold a CPL airship category and any applicable ratings;
- (f) For an instructor licence in the glider category – hold a CPL glider category and any applicable ratings; and
- (g) For an instructor instrument rating licence – hold an IR in the appropriate category of aircraft.

**Instruction and  
skill  
requirements**

**91. (1) *Flight Instruction.*** An applicant shall:

- (a) have received flight instruction from an authorised instructor in the area of flight instructional techniques including demonstration, student practices, recognition and correction of common student errors; and
- (b) under the supervision of an authorized flight instructor, have practised instructional techniques in those flight manoeuvres and procedures in which it is intended to provide flight instruction.

**(2) *Skill.*** An applicant for a flight instructor rating shall:

- (a) receive a logbook endorsement from an authorised instructor to indicate that the applicant is proficient on the areas of operation listed in (b), appropriate to the flight instructor rating sought.
- (b) pass the required skill test that is appropriate to the flight instructor licence sought on the areas of operation in Tenth Schedule in an:
  - (i) aircraft that is representative of the category of aircraft, and if applicable class and/or type, for the aircraft rating sought; or
  - (ii) approved flight simulation training device that is



representative of the category, and if applicable class and/or type of aircraft for the licence and rating sought, and used in accordance with an approved course at an approved training organisation.

**Trainee's  
records**

- 92.** A holder of a flight instructor rating shall:
- (a) sign the logbook or any other approved record keeping document of each person to whom that instructor has given flight training or ground training;
  - (b) maintain a record in a logbook or a separate document that contains the following:
    - (i) the name of each person whose logbook that instructor has endorsed for solo flight privileges, and the date of the endorsement; and
    - (ii) the name of each person that instructor has endorsed for a knowledge test or practical test and a record of the kind of test, the date, and the results; and
  - (c) retain the records required by this regulation for 3 years from the date of giving the flight training or ground training.

**Additional flight  
instructor  
category**

- 93.** An applicant for an additional flight instructor licence shall meet the requirements listed in Regulation 89 that apply to the flight instructor rating sought.

**Privileges**

- 94.** (1) A flight instructor shall be authorised within the limitations of that person's pilot licence and ratings, to give training and endorsements that are required for, and relate to:
- (a) A student pilot authorisation;
  - (b) A pilot licence;
  - (c) A flight instructor licence;

- (d) A ground instructor licence;
  - (e) An aircraft category rating;
  - (f) An aircraft class rating;
  - (g) An instrument rating;
  - (h) A proficiency check or recency of experience requirement;
  - (i) A knowledge test; and
  - (j) A skill test.
- (2) The applicant, in order to carry out instruction for the multi-crew pilot licence, shall have also met all the instructor qualification requirements.

**Limitations and qualifications**

- 95.** (1) A holder of a flight instructor rating shall observe the following limitations and qualifications:
- (a) *Hours of training.* In any 24-consecutive-hour period, a flight instructor shall not conduct more than 8 hours of flight training.
  - (b) *Required licence and ratings.* A flight instructor shall not conduct flight training in any aircraft for which the flight instructor does not hold a pilot licence and flight instructor licence with the applicable category and if applicable class or type rating.
  - (c) For instrument flight training or for training for a type rating not limited to VFR, an appropriate instrument rating on his or her flight instructor rating and pilot licence.
  - (d) *Limitations on endorsements.* A flight instructor shall not endorse the following:
    - (i) Student pilot's licence or logbook for solo flight privileges, unless that flight instructor has:

- (A) Given that student the flight training required for solo flight privileges required by these Regulations;
  - (B) Determined that the student is prepared to conduct the flight safely under known circumstances, subject to any limitations listed in the student's logbook that the instructor considers necessary for the safety of the flight;
  - (C) Given that student pilot training in the make and model of aircraft or a similar make and model of aircraft in which the solo flight is to be flown; and
  - (D) Endorsed the student pilot's logbook for the specific make and model aircraft to be flown.
- (ii) Student pilot's licence and logbook for a solo cross country flight, unless that flight instructor has determined that:
- (A) The student's flight preparation, planning, equipment, and proposed procedures are adequate for the proposed flight under the existing conditions and within any limitations listed in the logbook that the instructor considers necessary for the safety of the flight; and
  - (B) The student has the appropriate solo cross country endorsement for the make and model of aircraft to be flown.
- (iii) Student pilot's licence and logbook for solo flight in a Class B airspace area or at an airport within Class B airspace unless that flight instructor has:
- (A) Given that student ground and flight training in that Class B airspace or at that airport; and
  - (B) Determined that the student is proficient to operate the aircraft safely.

- (iv) Logbook of a pilot for a flight review, unless that instructor has conducted a review of that pilot in accordance with the requirements Civil Aviation (Operations of Aircraft) Regulations, Regulation 54 (1)(c); or
  - (v) Logbook of a pilot for an instrument proficiency check, unless that instructor has tested that pilot in accordance with the requirements of Civil Aviation (Operations of Aircraft) Regulations, Regulation 55 (2).
- (e) *Training in a multiengine aeroplane or a helicopter.* A flight instructor shall not give training required for the issuance of a licence or rating in a multiengine aeroplane or a helicopter, unless that flight instructor has at least 5 flight hours of PIC time in the specific make and model of multiengine aeroplane or helicopter, as appropriate.
- (f) *Qualifications of the flight instructor for training first-time flight instructor applicants.*
- (i) No flight instructor shall provide instruction to another pilot who has never held a flight instructor licence unless that flight instructor:
    - (A) Holds a current ground or flight instructor licence with the appropriate rating, has held that licence for at least 24 months, and has given at least 40 hours of ground training; or
  - (ii) Holds a current ground or flight instructor licence with the appropriate rating, and has given at least 100 hours of ground training in a course which has been approved by the RCAA.
  - (iii) Meets the eligibility requirements prescribed in Regulation 28.
  - (iv) For training in preparation for an aeroplane or helicopter rating, has given at least 200 hours of flight training as a flight instructor.

- (v) For training in preparation for a glider rating, has given at least 80 hours of flight training as a flight instructor.
  - (g) *Prohibition against self-endorsements.* A flight instructor shall not make any self-endorsement for a licence, rating, flight review, authorisation, operating privilege, skill test, or knowledge test that is required by Part 2.
  - (h) *Category II and Category III instructions.* A flight instructor shall not give training in Category II or Category III operations unless the flight instructor has been trained and tested in Category II or Category III operations as applicable.
- (2) The skill test and proficiency check for flight instructor ratings in the categories of aeroplane, helicopter, powered-lift, airship, balloon, and glider, as well as instrument ratings (aeroplane, helicopter, and powered-lift) and additional type ratings are included in Tenth Schedule.

**Validity and  
renewal  
requirements**

- 96.** (1) *Validity.* Subject to compliance with the requirements specified in these Regulations, the validity period of instructor rating shall be 2 years.
- (2) *Renewal.* For renewal of a flight instructor rating, the holder shall fulfil 2 of the following 3 requirements:
- (a) complete
    - (i) in the case of a flight instructor - aeroplane and helicopter, at least 50 hours of flight instruction in the appropriate aircraft category during the period of validity of the rating as a flight instructor or examiner. If the privileges to instruct for the IR are to be renewed, 10 of these hours shall be flight instruction for an IR and shall have been completed within the last 12 months preceding the expiry date of the flight instructor rating; and
    - (ii) in the case of a flight instructor - balloon, at least 6 hours of flight instruction in balloons as, a flight

instructor or as examiner during the period of validity of the flight instructor rating;

- (b) attend an instructor refresher seminar or training, within the validity period of the flight instructor rating;
- (c) pass a skill test in accordance with regulation 91 (2), within the validity period of the flight instructor rating.

**Reissue of an expired flight instructor rating**

- 97.** (1) Where a flight instructor rating is or has been valid within the preceding 12 months, an applicant for renewal shall successfully complete a flight test for the appropriate flight instructor rating.
- (2) Where a flight instructor rating has been invalid for more than 12 months but less than 24 months, an applicant for renewal shall:
- (a) provide a recommendation from an authorised instructor in the appropriate category indicating that the applicant is considered competent to undertake an instructor flight test; and
  - (b) successfully complete a flight test for the appropriate flight instructor rating.
- (3) Where a flight instructor rating has been invalid for more than 24 months, an applicant for renewal shall:
- (a) provide a recommendation from an authorised instructor in the appropriate category indicating that the applicant is considered competent to complete the written examination(s) and undertake an instructor flight test;
  - (b) successfully complete the examination requirement set forth under knowledge for the appropriate flight instructor rating; and
  - (c) successfully complete a flight test for the appropriate flight instructor rating.
- (4) The skill test and proficiency check for flight instructor ratings in the categories of aeroplane, helicopter, powered-lift, airship, balloon, and glider, as well as instrument ratings (aeroplane, helicopter, and

powered-lift) and additional type ratings are prescribed in the Tenth Schedule.

**Instructor  
Authorisation  
for Flight  
Simulation  
Training**

- 97A.** Current and former holders of professional pilot licences, having instructional experience can apply for an authorisation to provide flight instruction in a flight simulation training device, provided the applicant has at least 1 year experience as instructor in flight simulation training devices.
- (a) *Skill.* The applicant shall have demonstrated in a skill test, in the category and in the class or type of aircraft for which instructor authorisation privileges are sought, the ability to instruct in those areas in which ground instruction is to be given.
  - (b) *Privileges.* Subject to compliance with the requirements specified in these Regulations, the privileges of the holder of an authorisation are to carry out instruction in a flight simulation training device for the issue of a class or type rating in the appropriate category of aircraft.
  - (c) *Validity.* Subject to compliance with the requirements specified in these Regulation, the validity period of an instructor authorisation for flight simulation training is 1 year.
  - (d) *Renewal.* Renewal of the authorisation requires the successful completion of a proficiency check.
  - (e) *Reissue.* If the authorisation has expired, the applicant must complete refresher training and successfully pass a skill test in the category and class or type of aircraft for which instructor authorisation privileges are sought.

**Flight Examiner Authorization**

**General  
requirements for  
Flight examiner**

- 98.** (1) *Eligibility:* An applicant for a designated pilot examiner or check pilot shall:
- (a) be at least 21 years of age;

- (b) have a Class 1 medical certificate;
  - (c) hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them;
  - (d) be qualified to act as pilot-in-command (PIC) on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft;
  - (e) hold at least the flight instructor ratings for which examining RCAA is sought or be serving in a comparable position as an air operator check airman or check pilot or comparable position in an Approved Training Organisation;
  - (f) have a reputation for integrity and dependability in the industry and the community;
  - (g) have a good record as a pilot and flight instructor in regard to accidents, incidents, and violations; and
  - (h) have pilot and instructor licence or ratings that have never been revoked for falsification or forgery.
- (2) *Knowledge:* The applicant for a designated pilot examiner shall pass a pre-designation knowledge test in the areas appropriate to the category of aircraft for which designation is sought.
- (3) *Skill test.* The applicant for a designated pilot examiner shall pass a skill test conducted by an inspector of the RCAA who holds a current and valid licence with appropriate category, and if applicable class and type ratings, in the areas of operation contained in Eleventh Schedule.
- (4) *Maintaining currency.* After designation, a designated pilot examiner shall maintain currency by:
- (a) attending initial and recurrent training provided by the RCAA, and
  - (b) maintain a current and valid:



- (i) pilot licence, and if applicable, class or type ratings appropriate to the designation;
  - (ii) flight instructor licence and ratings applicable to the designation; and
  - (iii) class 1 medical certificate.
- (5) *Privileges.* Subject to compliance with the requirements specified in these Regulations, the privileges of the examiner's designation are to conduct skill tests and proficiency checks for a licence and rating(s) as listed on the designated pilot examiner's certificate of designation and identification card.
- (6) *Conduct of skill tests, proficiency checks and assessments of competence.*
  - (a) When conducting skill tests, proficiency checks and assessments of competence, designated pilot examiner shall:
    - (i) ensure that communication with the applicant can be established without language barriers;
    - (ii) verify that the applicant complies with all the qualification, training and experience requirements in these Regulations for the issue, renew or reissuel of the licence, rating or certificate for which the skill test, proficiency check or assessment of competence is taken;
    - (iii) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.
  - (b) After completion of the skill test or proficiency check, the designated pilot examiner shall:
    - (i) inform the applicant of the result of the test. In the event of a partial pass or fail, the designated pilot examiner shall inform the applicant that he or she may not exercise the privileges of the rating until a full pass has been obtained. The designated pilot examiner shall detail any further training requirement and explain the applicant's right of

appeal;

- (ii) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the RCAA. The report shall include:
    - (A) a declaration that the designated pilot examiner has received information from the applicant regarding his or her experience and instruction, and found that experience and instruction complying with the applicable requirements in these Regulations;
    - (B) confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
    - (C) the result of the test, check or assessment of competence;
  - (c) Examiners shall maintain records for 5 years with details of all skill tests, proficiency checks and assessments of competence performed and their results.
  - (d) Upon request by the RCAA, designated pilot examiner shall submit all records and reports, and any other information, as required for oversight activities.
- (7) *Validity.* Subject to compliance with the requirements specified in these Regulations, the validity period of an examiner's designation shall 2 years.
- (8) *Renewal.*
- (a) Renewal shall be at the discretion of the RCAA;
  - (b) An examiner authorization shall be renewed when the holder has, during the validity period of the certificate:
    - (i) conducted at least 2 skill tests, proficiency checks or assessments of competence every year;

- (ii) attended an examiner refresher seminar provided by the RCAA or by an approved training organisation and approved by the RCAA, during the last year of the validity period.
  - (iii) one of the skill tests or proficiency checks completed during the last year of the validity period in accordance with (i) shall have been assessed by an inspector from the RCAA or by a senior examiner specifically authorised to do so by the RCAA responsible for the examiner's certificate.
- (9) *Reissue.* If the authorization has expired, applicants shall comply with the requirements of sub-regulation (8)(b) (i) and Regulation 99 (3) before they can resume the exercise of the privileges.
- (10) An examiner authorisation shall only be renewed or reissued if the applicant demonstrates continued compliance with the requirements in sub-regulations (1) and (6).
- (11) *Additional designations.* When the RCAA deems it necessary for a designated pilot examiner to receive additional designations, the designated pilot examiner:
  - (a) Shall meet all the requirements in these Regulations for the designation;
  - (b) Need not take an additional knowledge test provided the designation is within the same aircraft category.
- (12) *Flight examination outside Rwanda:*
  - (a) Notwithstanding sub-regulation (1), in the case of skill tests and proficiency checks provided in an approved training organisation located outside Rwanda, the RCAA may issue an examiner authorisation to an applicant holding a pilot licence issued by a Contracting State in accordance with ICAO Annex 1, provided that the applicant:
    - (i) holds at least an equivalent licence, rating, or certificate to the one for which they are authorised to conduct skill tests, proficiency checks or assessments of competence;

- (ii) complies with the requirements established in these Regulations for the issue of the relevant examiner authorisation; and
  - (iii) demonstrates to the RCAA an adequate level of knowledge to exercise examiner privileges in accordance with these Regulations.
- (13) The authorisation referred to in sub-regulation (1) shall be limited to providing skill tests and proficiency tests or checks:
- (a) outside Rwanda; and
  - (b) to pilots who have sufficient knowledge of the language in which the test or check is given.
- (14) The specific requirements for the designation of a pilot examiner are prescribed in Twelfth Schedule.

**Flight examiner  
training  
requirements**

- 99.** (1) Applicants for designated pilot examiner authorisation shall undertake a designated flight examiner course provided by the RCAA or by an approved training organisation and approved by the RCAA.
- (2) The designated pilot examiner course shall consist of theoretical and practical instruction and shall include, at least:
- (a) the conduct of 2 skill tests, proficiency checks or assessments of competences for the licences, ratings or certificates for which the applicant seeks the privilege to conduct tests and checks;
  - (b) instruction on the applicable requirements in these Regulations and the applicable air operations requirements, the conduct of skill tests, proficiency checks and assessments of competence, and their documentation and reporting;
  - (c) a briefing on the RCAA administrative procedures, requirements for protection of personal data, liability, accident insurance and fees.

- (d) a briefing on the need to review and apply the items in (c) when conducting skill tests, proficiency checks or assessments of competence of an applicant for which the RCAA is not the same that issued the examiner's certificate; and
  - (e) an instruction on how to get access to these RCAA procedures and requirements of other competent authorities when need
- (3) Applicants for a designated pilot examiner authorization shall demonstrate their competence to an inspector from the RCAA or a senior designated pilot examiner specifically authorised to do so by the RCAA through the conduct of a skill test, proficiency check or assessment of competence in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.
  - (4) The skill test requirements for designation of a pilot examiner are prescribed in the Eleventh Schedule.

## **PART VIII – LICENCES FOR FLIGHT CREW MEMBERS OTHER THAN LICENCES FOR PILOTS**

### **Flight Engineer Licence**

#### **Licences and ratings required**

- 100.** A person shall not act as a flight engineer of an aircraft registered in Rwanda unless that person holds a flight engineer licence with appropriate ratings.

#### **General eligibility requirements**

- 101.** An applicant for a flight engineer licence shall:
  - (a) be at least eighteen years of age;

- (b) demonstrate the ability to read, speak, write and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations;
- (c) comply with the requirements of these regulations that apply to the rating sought; and
- (d) possess a valid Class 2 Medical Certificate issued under these regulations.

**Additional  
aircraft ratings**

**102.** An applicant for an additional aircraft class, category or type rating flight engineer licence, shall:

- (a) pass the knowledge test and practical test that is appropriate to the class category or type of aircraft for which an additional rating is sought; and
- (b) satisfactorily complete an approved flight engineer training program that is appropriate to the additional class rating sought.

**Knowledge  
requirements**

**103. (1)** An applicant for a flight engineer licence shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight engineer licence, in at least the following subjects:

- (a) air law: rules and regulations relevant to the holder of a flight engineer licence, rules and regulations governing the operation of civil aircraft pertinent to the duties of a flight engineer;
- (b) aircraft general knowledge:
  - (i) basic principles of powerplants, gas turbines and/or piston engines, characteristics of fuels, fuel systems including fuel control, lubricants and lubrication systems, afterburners and injection systems, function and operation of engine ignition and starter systems;
  - (ii) principles of operation, handling procedures and

- operating limitations of aircraft powerplants, effects of atmospheric conditions on engine performance;
- (iii) airframes, flight controls, structures, wheel assemblies, brakes and anti-skid units, corrosion and fatigue life, identification of structural damage and defects;
- (iv) ice and rain protection systems;
- (v) pressurization and air-conditioning systems, oxygen systems;
- (vi) hydraulic and pneumatic systems;
- (vii) basic electrical theory, electric systems (AC and DC), aircraft wiring systems, bonding and screening;
- (viii) principles of operation of instruments, compasses, autopilots, radio communication equipment, radio and radar navigation aids, flight management systems, displays and avionics;
- (ix) limitations of appropriate aircraft;
- (x) fire protection, detection, suppression and extinguishing systems; and
- (xi) use and serviceability checks of equipment and systems of appropriate aircraft;
- (c) flight performance, planning and loading:
  - (i) effects of loading and mass distribution on aircraft handling, flight characteristics and performance, mass and balance calculations; and
  - (ii) use and practical application of performance data including procedures for cruise control;
- (d) human performance: human performance relevant to the flight engineer including principles of threat and error management;
- (e) operational procedures:

- (i) principles of maintenance, procedures for the maintenance of airworthiness, defect reporting, pre-flight inspections, precautionary procedures for fuelling and use of external power, installed equipment and cabin systems;
- (ii) normal, abnormal and emergency procedures; and
- (iii) operational procedures for carriage of freight and dangerous goods;
- (f) principles of flight: fundamentals of aerodynamics; and
- (g) radiotelephony: communication procedures and phraseology;
- (h) fundamentals of navigation: principles and operation of self-contained systems; and
- (i) operational aspects of meteorology.
- (2) The validity of the knowledge test results for an applicant for a flight engineer licence shall be eighteen months after passing the examination.

**Aeronautical  
experience  
requirements**

- 104.** (1) An applicant for a flight engineer licence shall obtain and log the flight time used to satisfy the aeronautical experience requirements of sub-regulation (2) on an aeroplane on which a flight engineer is required by these regulations.
- (2) An applicant for a flight engineer licence with a type rating shall present, for the type rating sought, satisfactory evidence of one of the following, including the practical experience with the aircraft described in sub-regulation (1):
- (a) not less than 100 hours of flight time as a flight engineer under the supervision of a person accepted by the RCAA, the applicant being entitled to be credited for flight time as a flight engineer in a flight simulator to a maximum of 50 hours; or



- (b) at least a Commercial Pilot Licence with an instrument rating and at least 5 hours of flight training in the duties of a flight engineer; or
  - (c) at least 200 hours of flight time in a transport category aeroplane as pilot-in-command or a co-pilot performing the functions of a pilot-in-command under the supervision of a pilot-in-command and at least 5 hours of flight training in the duties of a flight engineer; or
  - (d) within the ninety-day period before the application, successful completion of an approved flight engineer ground and flight course of instruction.
- (3) An applicant for a flight engineer licence shall have operational experience in the performance of the duties of a flight engineer, under the supervision of a flight engineer accepted by the RCAA for that purpose, in at least the following areas:
- (a) normal procedures:
    - (i) pre-flight inspections;
    - (ii) fuelling procedures, fuel management;
    - (iii) inspection of maintenance documents;
    - (iv) normal flight deck procedures during all phases of flight;
    - (v) crew coordination and procedures in case of crew incapacitation;
    - (vi) defect reporting;
  - (b) abnormal and alternate (standby) procedures:
    - (i) recognition of abnormal functioning of aircraft systems;
    - (ii) use of abnormal and alternate (standby) procedures;
  - (c) emergency procedures:

- (i) recognition of emergency conditions;
- (ii) use of appropriate emergency procedures.

**Skill  
requirements**

- 105.** (1) An applicant for a flight engineer licence shall have demonstrated the ability to perform as flight engineer of an aircraft the duties and procedures described in regulation 103(1) with a degree of competency appropriate to the privileges granted to the holder of a flight engineer licence, and to:
- (a) recognize and manage threats and errors;
  - (b) use aircraft systems within the aircraft's capabilities and limitations;
  - (c) exercise good judgement and airmanship;
  - (d) apply aeronautical knowledge;
  - (e) perform all duties as part of an integrated crew with the successful outcome assured; and
  - (f) communicate effectively with the other flight crew members.
- (2) An applicant for a flight engineer licence with a type rating shall:
- (a) pass a practical test on the duties of a flight engineer in the type of aircraft for which a rating is sought or an approved flight simulation training device replicating such an aircraft.;
  - (b) show satisfactorily performance in pre-flight inspection, servicing, starting, pre-takeoff and post-landing procedures;
  - (c) while in-flight, show satisfactorily performance of the normal duties and procedures relating to the aeroplane, aeroplane engines, propellers, if appropriate, systems and appliances; and
  - (d) while in-flight, in a flight simulation training device or in an

approved training device, show satisfactorily performance on emergency duties and procedures and recognise and take appropriate action for malfunctions of the aeroplane, engines, propellers, if appropriate, systems and appliances.

## **Privileges**

**106.** A holder of a flight engineer licence may:

- (a) act as flight engineer of any type of aircraft on which the holder is rated;
- (b) be authorized to act as a flight engineer instructor for issue or renewal of flight engineer licences or ratings; and
- (c) exercise all the privileges of the holder of a flight radiotelephone operator licence as stipulated in regulation 117

## **Validity and renewal or reissue**

**107.** (1) Subject to compliance with the requirements specified in these Regulations, the validity period of the flight engineer licence and class rating shall be 2 years.

## **Requirements**

- (2) The Flight Engineer Licence may be renewed by presenting to the RCAA evidence of successfully passing a proficiency check on the areas of operation listed in Thirteenth Schedule.
- (3) If the Flight Engineer Licence has expired, the applicant shall have received refresher training acceptable to the RCAA and pass the skill test on the areas of operation contained in Thirteenth Schedule.

## **Flight Navigator Licence**

## **Licences and ratings required**

**108.** A person shall not act as a flight navigator of an aircraft registered in Rwanda unless that person holds a flight navigator licence with appropriate ratings.

**General  
eligibility  
requirements**

- 109.** An applicant for a flight navigator licence shall:
- (a) be at least eighteen years of age;
  - (b) demonstrate the ability to read, speak, write and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations;
  - (c) comply with the requirements of these regulations that apply to the rating sought; and
  - (d) possess a valid Class 2 Medical Certificate issued under these regulations.

**Knowledge  
requirements**

- 110.** (1) An applicant for a flight navigator licence shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a flight navigator licence, in at least the following subjects:
- (a) air law: rules and regulations relevant to the holder of a flight navigator licence, appropriate air traffic services practices and procedures;
  - (b) flight performance, planning and holding:
    - (i) effects of loading and mass distribution on aircraft performance;
    - (ii) use of take-off, landing and other performance data including procedures for cruise control;
    - (iii) pre-flight and en-route operational flight planning; preparation and filing of air traffic services flight plans; appropriate air traffic services procedures; altimeter setting procedures;
  - (c) human performance: human performance relevant to the flight navigator including principles of threat and error management;

- (d) navigation
    - (i) dead-reckoning, pressure-pattern and celestial navigation procedures; the use of aeronautical charts, radio navigation aids and area navigation systems; specific navigation requirements for long-range flights;
    - (ii) use, limitation and serviceability of avionics and instrument necessary for the navigation of the aircraft;
    - (iii) use, accuracy and reliability of navigation systems used in departure, en-route and approach phases of flight; identification of radio navigation aids;
    - (iv) principles, characteristics and use of self-contained and external-referenced navigation systems; operation of airborne equipment;
    - (v) the celestial sphere including the movement of heavenly bodies and their selection and identification for the purpose of observation and reduction sights; calibration of sextants; the completion of navigation documentation;
    - (vi) definitions, units and formulae used in air navigation;
  - (e) operational procedures: interpretation and use of aeronautical documentation such as AIP, NOTAM, aeronautical codes, abbreviations, and instrument procedure charts for departure, en-route, descent and approach;
  - (f) principles of flight; and
  - (g) radiotelephony: communication procedures and phraseology;
- (2) The validity of the knowledge test results for an applicant for a flight navigator licence shall be eighteen months after passing the examination.

**experience  
requirements**

flight time in the performance of the duties of a flight navigator,

- (a) not less than two hundred hours of flight time acceptable by the RCAA; or
  - (b) at least a Commercial Pilot Licence with an instrument rating and at least five hours of flight training in the duties of a flight navigator; or
  - (c) at least two hundred hours of flight time in a transport category aeroplane as pilot-in-command or a co-pilot performing the functions of a pilot-in-command under the supervision of a pilot-in-command and at least five hours of flight training in the duties of a flight navigator; or
- (2) An applicant for a flight navigator licence shall produce evidence of having satisfactorily determined the aircraft's position in flight, and used that information to navigate the aircraft, as follows:
- (a) by night – not less than 25 times by celestial observations; and
  - (b) by day – not less than 25 times by celestial observations in conjunction with self-contained or external-referenced navigation systems;

**Skill  
requirements**

- 112.** An applicant for a flight navigation licence shall have demonstrated the ability to perform as flight navigator of an aircraft with a degree of competency appropriate to the privileges granted to the holder of a flight navigator licence, and to:
- (a) recognize and manage threats and errors;
  - (b) exercise good judgement and airmanship;
  - (c) apply aeronautical knowledge;
  - (e) perform all duties as part of an integrated crew with the successful outcome assured; and
  - (f) communicate effectively with the other flight crew members.

## **Privileges**

**113.** A holder of a flight navigator licence may:

- (a) act as flight navigator of any aircraft;
- (b) exercise all the privileges of the holder of a flight radiotelephony operator licence as stipulated in regulation 117.

## **Validity and renewal or reissue Requirements**

- 114.** (1) Subject to compliance with the requirements specified in these Regulations, the validity period of the licence shall be 2 years.
- (2) No person holding a flight navigator licence shall exercise the privileges of the flight navigator licence unless he/she has completed within the past 6 calendar months:
- (a) at least 30 hours of flight time as a flight navigator, or
  - (b) completed a proficiency check.
- (3) For renewal of the licence, the applicant shall pass a proficiency check on the areas of operation in Fourteenth Schedule
- (4) If the Flight Navigator Licence has expired, the applicant shall have received refresher training acceptable to the RCAA, and pass a skill test on the areas of operation contained in Fourteenth Schedule.

## **Flight Radiotelephony Operator Licence**

### **General eligibility requirements**

- 115.** (1) Except for a holder of a pilot licence, a person required to use radiotelephone apparatus aboard an aircraft shall hold a flight radiotelephony operator licence.
- (2) An applicant for a flight radiotelephony operator licence shall:
- (a) be at least seventeen years of age;

- (b) demonstrate the ability to read, speak, write and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations;
- (c) comply with the knowledge and skill requirements, for flight radiotelephony operator as contained in regulation 117; and
- (d) demonstrate a level of knowledge appropriate to the privileges granted to a holder of a flight radiotelephone operator licence.

**Skill and  
knowledge  
requirements**

- 116.** (1) An applicant for a flight radiotelephony operator licence shall pass a practical and knowledge test covering the following areas:
- (a) the ICAO spelling alphabet;
  - (b) departure and position reporting;
  - (c) obtaining meteorological information;
  - (d) transmission and procedures of distress and urgency signals;
  - (e) communication techniques and procedures;
  - (f) the necessity for brevity in radiotelephony communication and priorities;
  - (g) pre-flight briefing;
  - (h) classification of directional finding bearings;
  - (i) radiotelephony facilities and frequencies available in the Flight Information Region (FIR);
  - (j) elementary knowledge of the relationship between wavelength and frequency;
  - (k) radiotelephony procedures and phraseology; and



- (1) ability to use the radio equipment of the type installed in the aircraft and including the ability to carry out emergency procedures.
- (2) The knowledge test results for a radio telephony operator licence shall be valid for six months after passing the examination.

## **Privileges**

**117.** A holder of a flight radiotelephony operator licence shall have the privilege to use the radiotelephone on board an aircraft.

## **Validity and renewal or reissue requirements**

- 118.** (1) The validity period of a flight radiotelephony operator licence shall be 2 years.
- (2) A licence shall become invalid when an aeronautical station operator has ceased to exercise the privileges of the licence for a period of 6 months.
- (3) A licence shall remain invalid until the aeronautical station operator's ability to exercise the privileges of the licence has been re-established.
- (4) An aeronautical station operator licence that has not expired may be renewed for an additional five years if the holder presents to the RCAA evidence that he/she has within the past 6 months preceding the expiry date:
- (a) be actively engaged in the duties of an aeronautical station operator, or
  - (b) received refresher training acceptable to the RCAA.
- (5) If the Aeronautical Station Operator licence has expired, the applicant shall have received refresher training acceptable to the RCAA.

## **PART IX – LICENCES, CERTIFICATES, RATINGS AND AUTHORIZATIONS FOR PERSONNEL OTHER THAN FLIGHT CREW MEMBERS**

### **General rules**

**119.** An applicant shall, before being issued with any licence or rating for personnel other than flight crew members, meet such requirements in respect of age, knowledge, experience and, where appropriate, medical fitness and skill, as are specified for the licence or rating.

### **Renewal requirements**

**120.** An applicant, for any licence or rating, for personnel other than flight crew members, shall demonstrate, in a manner determined by the RCAA, such requirements in respect of knowledge and skill as re specified for that licence or rating.

### **Air Traffic Controller Licence**

#### **Required licences and ratings or qualifications**

- 121.** (1) Air traffic services providers shall ensure that student air traffic controllers do not constitute a hazard to air navigation.
- (2) A student air traffic controller shall not be permitted to receive instruction in an operational environment unless that student air traffic controller holds a current Class 3 Medical Assessment.
- (3) A person shall not act as an air traffic controller unless that person holds an air traffic controller licence issued under these regulations.
- (4) A licence to act as an air traffic controller shall include:
- (a) one or more ratings as specified in regulation 4(8) specifying the type of air traffic control service which the holder of the licence is competent to provide; and
  - (b) a list of the places at which, and the type of radar equipment, if any, with the aid of which the licence holder may provide the service;

- (5) Where during a continuous period of six months the holder of an air traffic controller licence has not at any time provided at a particular place the type of air traffic control service specified in the rating, the rating shall cease to be valid for that place at the end of the six months period.
- (6) Upon a rating ceasing to be valid as specified for a place, in sub-regulation (3) the holder of the air traffic controller licence shall forthwith inform the RCAA to that effect and shall forward the licence to the RCAA to enable the licence to be endorsed accordingly.

**General  
eligibility  
requirements**

**122.** An applicant for an air traffic controller licence shall:

- (a) be at least 21 years of age;
- (b) demonstrate the ability to read, speak, write and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations without impediment of speech that would interfere with two way radio conversation; and
- (c) comply with the knowledge requirements of regulations 123 and 124.

**Knowledge  
requirements for  
issue of air  
traffic controller  
licence**

**123. (1)** An applicant for an air traffic controller licence shall have received and passed an approved training in air traffic control conducted at an approved training organization in at least the following subjects,:

- (a) air law - rules and regulations relevant to the air traffic controller;
- (b) air traffic control equipment - principles, use and limitations of equipment used in air traffic control;
- (c) general knowledge - principles of flight; principles of operation and functioning of aircraft, powerplants and systems; aircraft performances relevant to air traffic control

operations;

- (d) human performance - human performance relevant to air traffic control;
  - (e) language - the language or languages nationally designated for use in air traffic control and ability to speak such language or languages without accent or impediment which would adversely affect radio communication;
  - (f) meteorology - aeronautical meteorology; use and appreciation of meteorological documentation and information; origin and characteristics of weather phenomena affecting flight operations and safety; altimetry;
  - (h) navigation - principles of air navigation; principle, limitation and accuracy of navigation systems and visual aids; and
  - (i) operational procedures - air traffic control, communication, radiotelephony and phraseology procedures (routine, non routine and emergency); use of the relevant aeronautical documentation; safety practices associated with flight.
- (2) The applicant shall have undergone the actual control of air traffic under the supervision of an appropriately rated air traffic controller and acquired experience for the rating sought as specified in regulation 124.
  - (3) The applicant shall hold a current Class 3 Medical Certificate.
  - (4) The validity of the knowledge test results for an applicant for a air traffic controller licence shall be eighteen months after passing the test.

**Knowledge  
requirements for  
air traffic  
controller  
ratings**

- 124.** (1) An applicant for air traffic controller rating shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least the following subjects in so far as they affect the area of responsibility and not less than three months of satisfactory service engaged in the actual control of air traffic under the supervision of an appropriately rated air traffic controller:

- (a) aerodrome control rating:
  - (i) aerodrome layout, physical characteristics and visual aids;
  - (ii) airspace structure;
  - (iii) applicable rules, procedures and source of information;
  - (iv) air navigation facilities;
  - (v) air traffic control equipment and its use;
  - (vi) terrain and prominent landmarks;
  - (vii) characteristics of air traffic;
  - (viii) weather phenomena; and
  - (ix) emergency and search and rescue plans;
- (b) approach control and area control ratings:
  - (i) airspace structure;
  - (ii) applicable rules, procedures and source of information;
  - (iii) air navigation facilities;
  - (iv) air traffic control equipment and its use;
  - (v) terrain and prominent landmarks;
  - (vi) characteristics of air traffic and traffic flow;
  - (vii) weather phenomena; and
  - (vii) emergency and search and rescue plans; and
- (c) approach radar, approach precision radar and area radar control ratings: an applicant shall meet the requirements specified in paragraph (b) in so far as they affect the area of responsibility, and shall have demonstrated a level of knowledge appropriate to the privileges granted, in at least

the following additional subjects:

- (i) principles, use and limitations of radar, other surveillance systems and associated equipment; and
  - (ii) procedures for the provision of approach, precision approach or area radar control services, as appropriate, including procedures to ensure appropriate terrain clearance;
- (2) The validity of the knowledge test results for an applicant for an air traffic controller rating shall be twelve months after passing the test.
- (3) An applicant for air traffic controller rating shall undergo the actual control of air traffic under the supervision of an appropriately rated air traffic controller and acquire experience for the rating sought as follows:
  - (a) aerodrome control rating: an aerodrome control service, for a period of not less than 90 hours or one month, whichever is greater, at the unit for which the rating is sought;
  - (b) approach, approach radar, area or area control rating: the control service for which the rating is sought, for a period of not less than 180 hours or three months, whichever is greater, at the unit for which the rating is sought;
  - (c) approach precision radar control rating: not less than 200 precision approaches of which not more than 100 shall have been carried out on a radar simulator approved for that purpose by the RCAA, not less than 50 of those precision approaches shall have been carried out at the unit and on the equipment for which the rating is sought;

provided that:

- (i) the experience specified in this sub-regulation may be credited as part of the three month experience specified in sub-regulation (1);
  - (ii) the experience specified in this sub-regulation shall have been completed within the 6-month period

immediately preceding application;

- (iii) where the applicant already holds an air traffic controller rating in another category, or the same rating for another unit, the RCAA shall determine whether the experience requirement can be reduced, and if so, to what extent; and
  - (iv) if the privileges of the approach radar control rating include surveillance radar approach duties, the experience shall include not less than 25 plan position indicator approaches on the surveillance equipment of the type in use at the unit for which the rating is sought and under the supervision of an appropriately rated approach radar controller.
- (4) When two air traffic controller ratings are sought concurrently, the RCAA shall determine the applicable requirements on the basis of the requirements for each rating; these requirements shall not be less than those of the more demanding rating.

**Skill  
requirements**

- 125.** (1) An applicant for air traffic controller rating shall have demonstrated, at a level appropriate to the privileges being granted, the skill, judgement and performance required to provide a safe, orderly and expeditious control services, including the recognition and management of threats and errors.
- (2) An applicant for a unit rating at an air traffic control unit shall be required to pass a practical test on each area listed in regulation 124 that is applicable to each operating position at the control unit at which the rating is sought.

**Privileges and  
limitations**

- 126.** (1) Subject to sub-regulation (2) a holder of an air traffic controller licence which includes ratings of two or more of the classes specified in sub-regulation (2) shall not at any one time perform the function specified in respect of more than one of these ratings.
- (2) The functions of any one of the following groups of ratings may be exercised at the same time –

- (a) the aerodrome control rating and the approach control rating;
- (b) approach control rating and the approach radar control rating; except that the functions of the approach radar control rating shall not be exercised at the same time as the functions of the approach radar control rating if the service being provided under the approach radar control is a surveillance radar approach terminating at a point less than two nautical miles from the point of intersection of the glide path with the runway, the two functions shall not be exercised at the same time;
- (c) the area control rating and the area radar control rating; or
- (d) by an aerodrome control tower or area control centre when it is necessary or desirable to combine under the responsibility of one unit of the functions of the approach control service with those of the aerodrome control service or area control service.

**Privileges of air traffic controller ratings**

- 127.** (1) The privileges of the holder of an air traffic controller licence endorsed with one or more of the under mentioned ratings shall be:
- (a) aerodrome control rating: to provide or to supervise the provision of aerodrome control service for the aerodrome for which the licence holder is rated;
  - (b) approach control rating: to provide or to supervise the provision of approach control service for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion of the airspace, under the jurisdiction of the unit providing approach control service;
  - (c) approach radar control rating: to provide and/or supervise the provision of approach control service with the use of radar or other surveillance systems for the aerodrome or aerodromes for which the licence holder is rated, within the airspace or portion thereof, under the jurisdiction of the unit providing approach control service; and in case the holder complies



with the rating the privileges shall include the provision of surveillance radar approaches;

- (d) approach precision radar control rating: to provide and/or supervise the provision of precision approach radar service at the aerodrome for which the licence holder is rated;
  - (e) area control rating: to provide and/or supervise the provision of area control service within the control area or portion thereof, for which the licence holder is rated;
  - (f) area radar control rating: to provide and/or supervise the provision of area control service with the use of radar, within the control area or portion thereof, for which the licence holder is rated.
- (2) Before exercising the privileges indicated in sub-regulation (1), the air traffic controller licence holder shall be familiar with all pertinent and current information.
  - (3) The holder of an air traffic controller Licence shall not provide instruction in an operational environment except as authorized in writing by the RCAA.

**Validity of air  
traffic controller  
ratings**

- 128.** An air traffic controller rating becomes invalid when an air traffic controller has ceased to exercise the privileges of the rating for a period of six months and shall remain invalid until the controller's ability to exercise the privileges of the rating has been re-established.

**Maximum  
working hours**

- 129.** (1) Except in an emergency, a Licenced air traffic controller shall not perform any duties for twenty four consecutive hours during each seven consecutive days.
- (2) An air traffic controller may not serve or be required to serve –
- (a) for more than ten consecutive hours; or
  - (b) for more than ten hours during a period of twenty four consecutive hours, unless the air traffic controller has had a

rest period of at least eight hours at or before the end of the ten hours of duty.

**Responsibilities  
over fatigue**

- 130.** A person holding an air traffic controller licence shall not act as an air traffic controller nor shall an employer allow a Licenced controller, if the controller or the employer knows or suspects that the controller is suffering from or, having regard to the circumstances of the period of duty to be undertaken, is likely to suffer from, such fatigue as may endanger the safety of any aircraft to which an air traffic control service may be provided.

**Prohibition of  
unlicenced air  
traffic  
controllers**

- 131.** (1) An air traffic controller shall not provide any type of air traffic service at any aerodrome at which air traffic control service is required to be provided under the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations or at any other place, not being an aerodrome, at which air traffic control service is provided, whether or not under the direction of the RCAA, unless he does so in accordance with the terms of:
- (a) a valid air traffic controller licence so granted authorising air traffic controller to provide that type of service at that aerodrome or other places;
  - (b) a valid air traffic controller licence so granted which does not authorise air traffic controller to provide that type of service at the aerodrome or other place, but he is supervised by a person who is present at the time and who is the holder of a valid air traffic controller licence so granted which authorises him to provide at that aerodrome or other place the type of air traffic control service which is being provided; or
  - (c) the air traffic controller's appointment as an air traffic controller trainee and he is supervised by a person who is present at the time and who is the holder of a valid air traffic controller's licence so granted which authorises him to provide that type of service at any aerodrome or at a place at which air traffic control service is provided:

provided that the air traffic controller licence shall not be required by any person who acts in the course of his duty as a member of the Rwanda military or a visiting force.

- (2) A holder of an air traffic controller licence shall not perform any of the functions specified in regulation 127 in respect of a rating at any of the places referred to in sub-regulation (1) unless:
  - (a) his licence includes that rating and the rating is valid for the place at which, and the type of radar equipment, if any, with the aid of which functions are performed; or
  - (b) he is supervised by a person who is present at the time and who is the holder of a valid air traffic controller's licence granted under these regulations which authorises him to provide at that aerodrome or other place the type of air traffic control service which is being provided.
- (3) Nothing in this regulation shall prohibit a holder of a valid air traffic controller licence from providing at any place for which the licence includes a valid rating, information to aircraft in flight in the interests of safety.

#### **Renewal requirements**

- 132.** An air traffic controller licence may be renewed if the holder demonstrates, at a level appropriate to the privileges being renewed, the skill, judgement and performance required to provide a safe, orderly and expeditious control service within the six months preceding the date of application for renewal.

#### **Ground Instructor Licence**

#### **Eligibility requirements**

- 133.** An applicant for a ground instructor licence shall:
  - (a) be at least eighteen years of age;
  - (b) demonstrate the ability to read, speak, write, and understand the English language in accordance with the language proficiency

requirements contained in the Second Schedule to these regulations;

## **Knowledge**

### **134.** An applicant for a ground instructor licence shall:

- (a) have received and logged training from an authorised instructor and passed a knowledge test on the aeronautical knowledge areas appropriate to the aircraft category, for the licence and ratings below as applicable:
  - (i) For a basic rating, the knowledge for a student and private pilot licence as listed in these Regulations;
  - (ii) For an advanced rating, the student, private, commercial and airline transport pilot knowledge areas as listed in these Regulations.
  - (iii) For an instrument rating, the knowledge for the instrument rating as listed in these regulations.
- (b) have met the requirements of for fundamentals of knowledge instructing as listed in Regulation 28.

## **Privileges**

### **135.** (1) The holder of a ground instructor licence shall exercise the privileges appropriate to the licence and rating held.

- (2) A person who holds a ground instructor licence with a basic rating is authorised to provide:
  - (i) Ground training in the aeronautical knowledge areas required for the issuance of a student pilot authorisation or private pilot licence or associated ratings;
  - (ii) Ground training required for a private pilot flight review; and
  - (iii) A recommendation for a knowledge test required for the issuance of a private pilot licence.
- (3) A person who holds a ground instructor licence with an advanced rating is authorised to provide:

- (i) Ground training in the aeronautical knowledge areas required for the issuance of any licence or rating;
  - (ii) Ground training required for any flight review; and
  - (iii) A recommendation for a knowledge test required for the issuance of any licence.
- (4) A person who holds an instrument ground instructor rating is authorised to provide:
- (i) Ground training in the aeronautical knowledge areas required for the issuance of an instrument rating;
  - (ii) Ground training required for an instrument proficiency check; and
  - (iii) A recommendation for a knowledge test required for the issuance of an instrument rating.
- (5) A person who holds a ground instructor licence is authorised, within the limitations of the licence and ratings on the ground instructor licence, to endorse the logbook or other training record of a person to whom the holder has provided the training or recommendation specified in sub-regulations (2) through (4).

**Validity and  
renewal or  
reissue  
Requirements**

- 136.** (1) *Validity.* The validity period for a ground instructor licence shall be 1 year.
- (2) *Renewal.* The applicant for renewal of a ground instructor licence shall provide to the RCAA satisfactory evidence of at least 3 months service as a ground instructor within the past 12 months.
- (3) *Reissue.* If the ground instructor licence has expired, the applicant for reissuance must complete refresher training acceptable to the RCAA and receive an endorsement from a licensed ground or flight instructor certifying that the person has demonstrated satisfactory proficiency with the standards prescribed in these Regulations for the licence and rating

## Flight Operations Officer Licence

### General eligibility requirements

- 137.** An applicant for a flight operations officer licence shall—
- (a) be at least twenty one years of age;
  - (b) demonstrate the ability to read, speak, write, and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations; and
  - (c) comply with the knowledge requirements, experience or training requirements and skill requirements for flight operations officer as contained in these regulations.

### Knowledge requirements

- 138.** (1) The applicant for a flight operations officer licence shall receive and log training from an authorised instructor on following subjects appropriate to the privileges of the flight operations officer:
- :
- (a) air law: rules and regulations relevant to the holder of a flight operations officer licence and appropriate air traffic services practices and procedures;
  - (b) aircraft general knowledge:
    - (i) principles of operation of aeroplane powerplants, systems and instruments;
    - (ii) operating limitations of aeroplanes and powerplants; and
    - (iii) minimum equipment list;
  - (c) flight performance calculation, planning procedures and loading:
    - (i) effects of loading and mass distribution on aircraft

- performance and flight characteristics; mass and balance calculations;
- (ii) operational flight planning, fuel consumption and endurance calculations, alternate airport selection procedures, en-route cruise control and extended range operation;
- (iii) preparation and filing of air traffic services flight plans; and
- (iv) basic principles of computer-assisted planning systems;
- (d) human performance: human performance relevant to dispatch duties including principles of threat and error management;
- (e) meteorology:
  - (i) aeronautical meteorology, the movement of pressure systems, the structure of fronts, and the origin and characteristics of significant weather phenomena which affect take-off, en-route and landing conditions; and
  - (ii) interpretation and application of aeronautical meteorological reports, charts and forecasts, codes and abbreviations, use of, and procedures for obtaining, and meteorological information;
- (f) navigation: principles of air navigation with particular reference to instrument flight;
- (g) operational procedures:
  - (i) use of aeronautical documentation;
  - (ii) operational procedures for the carriage of freight and dangerous goods;
  - (iii) procedures relating to aircraft accidents and incidents and emergency flight procedures; and

- (iv) procedures relating to unlawful interference and sabotage of aircraft;
  - (h) principles of flight: principles of flight relating to the appropriate category of aircraft; and
  - (i) radio communication: procedures for communicating with aircraft and relevant ground stations.
- (2) The applicant for the Fight Operations Officer licence shall:
  - (a) have received an endorsement for the knowledge test from an authorised instructor who:
    - (i) conducted the training on the knowledge areas; and
    - (ii) certifies that the person is prepared for the required knowledge test.
  - (b) pass the required knowledge test.
- (3) The knowledge test results for a flight operations officer licence shall be valid for eighteen months after passing the examination.

**Experience or training requirements**

- 139.** (1) An applicant for a flight operations officer licence shall present documentary evidence satisfactory to the RCAA that the applicant has the experience or training as follows:
- (a) a total of two years of service in any one or in any combination of the capacities specified in sub-paragraphs (i), (ii), (iii) inclusive, provided that in any combination of experience the period serviced in any capacity shall be at least one year:
    - (i) a flight crew member in air transportation; or
    - (ii) a meteorologist in an organization dispatching aircraft in air transportation; or
    - (iii) an air traffic controller or technical supervisor of flight operations officers or air transportation flight operations systems; or



- (b) at least one year as an assistant in the dispatching of aircraft used in air transport; or
  - (c) has satisfactorily completed an approved course training.
- (2) An applicant shall have served under the supervision of a flight operations officer for at least ninety days within the six months immediately preceding the application.

**Skill  
requirements**

- 140.** An applicant for a flight operations officer licence shall demonstrate the ability, by passing a skill test on the subjects listed in Fifteenth Schedule to:
- (a) make an accurate and operationally acceptable weather analysis from a series of daily weather maps and weather reports;
  - (b) provide an operationally valid briefing on weather conditions prevailing in the general neighbourhood of a specific air route;
  - (c) forecast weather trends pertinent to air transportation with particular reference to destination and alternates;
  - (d) determine the optimum flight path for a given segment and create accurate manual and/or computer generated flight plans;
  - (e) provide operating supervision and all other assistance to a flight in actual or simulated adverse weather conditions, as appropriate to the duties of the holder of a flight operations officer licence; and
  - (f) recognize and manage threats and errors.

**Privileges**

- 141.** Subject to compliance with the requirements set forth in these regulations, the privileges of a holder of a flight operations officer licence shall be to serve in that capacity with responsibility for each area for which the applicant meets the requirements specified in the Civil Aviation (Operation of Aircraft) Regulations and the Civil Aviation (Air Operator Certification and Administration) Regulations.

**Validity and  
renewal or  
reissue  
requirements**

- 142.** (1) The validity period of a flight operations officer licence shall be 2 years.
- (2) A licence shall become invalid when a flight operations officer has ceased to exercise the privileges of the licence for a period of 6 months.
- (3) A licence shall remain invalid until the flight operations officer's ability to exercise the privileges of the licence has been re-established.
- (4) The Flight Operations Officer Licence may be renewed by presenting to the RCAA evidence of successfully passing a competency check on the areas of operation listed in Fifteenth Schedule.
- (5) If the Flight Operations Officer Licence has expired, the applicant shall have received refresher training acceptable to the RCAA, and passed a skill test on the areas of operation contained in Fifteenth Schedule.

**Aircraft Maintenance Engineer**

**General  
eligibility  
requirements,  
application and  
issue**

- 143.** (1) An applicant for a grant of an Aircraft Maintenance Engineer licence shall:
- (a) be at least 21 years of age;
- (b) be able to read, speak, write, and understand the English or the language in which technical documentation and procedures necessary to support the issue of certificate of release to service are written;;
- (c) comply with the knowledge, experience and competency requirements prescribed for the licence or rating sought; and
- (d) have passed all of the prescribed examinations for the licence or rating sought, within twelve months preceding the date of filing the application.

- (2) A licensed aircraft maintenance engineer who applies for an additional rating shall meet the requirements of regulation 145.
- (3) An application for an Aircraft Maintenance Engineer licence or amendment to such licence shall be made on a form and in a manner prescribed by the RCAA.
- (4) An applicant who meets the appropriate requirements of these Regulations and has paid all charges prescribed by the RCAA shall be granted an Aircraft Maintenance Engineer licence.
- (5) The procedure for issuance of an Aircraft Maintenance Engineer licence shall be in accordance with Sixteenth Schedule

**Aeronautical  
knowledge and  
skill  
requirements**

- 144.** (1) An applicant for an aircraft maintenance engineer licence or the addition of a category or subcategory to such a licence, shall demonstrate by examination a level of knowledge in the appropriate subject modules in accordance with the Part G of Sixteenth Schedule relevant to the privileges to be granted and appropriate to the responsibilities of an aircraft maintenance holder, in at least the following subjects:
- (a) *air law and airworthiness requirements*: rules and regulations relevant to an aircraft maintenance licence holder including applicable airworthiness requirements governing certification and continuing airworthiness of aircraft and approved aircraft maintenance organization and procedures;
  - (b) *natural science and aircraft general knowledge*: basic mathematic; units of measurement; fundamental principles and theory of physics and chemistry applicable to aircraft maintenance;
  - (c) *aircraft engineering*: characteristics and application of the materials of aircraft construction including principles of construction and functioning of aircraft structures, fastening techniques; power plants and their associated systems; mechanical, fluid, electrical and electronic power sources; aircraft instrument and display systems; aircraft control systems; and airborne navigation and communication

systems;

- (d) *aircraft maintenance*: tasks required to ensure the continuing airworthiness of an aircraft including methods and procedures for the overhaul, repair, inspection, replacement, modification or defect rectification of aircraft structures, components and systems in accordance with the methods prescribed in the relevant Maintenance Manuals and the applicable Standards of Airworthiness; and
  - (e) *human performance*: human performance, including principles of threat and error management, relevant to aircraft maintenance.
- (2) The examination shall be conducted either by a training organisation appropriately approved by the RCAA or by the RCAA.(3) The training courses and examinations shall be passed within 5 years prior to the application for an aircraft maintenance licence or the addition of a category or subcategory to such aircraft maintenance licence. Should this not be the case, examination credits may however be obtained in accordance with sub-regulation (4).
- (4) The applicant may apply to the RCAA for full or partial examination credit to the basic knowledge requirements for:
- (a) basic knowledge examinations that do not meet the requirement described in sub-regulation (3); and
  - (b) any other technical qualification considered by the RCAA to be equivalent to the knowledge standard of these Regulations.

Credits shall be granted in accordance with Part E of Sixteenth Schedule.

- (d) Credits expire 5 years after they were granted to the applicant by the RCAA. The applicant may apply for new credits after expiration.
- (5) The knowledge test results for an aircraft maintenance engineer licence shall be valid for twelve months after passing the examination.

**Experience  
requirements**

- 145.** (1) An applicant for an aircraft maintenance licence shall have acquired:
- (a) for category A and subcategories B1.2 and B1.4 and category B3:
    - (i) 3 years of practical maintenance experience on operating aircraft, if the applicant has no previous relevant technical training; or
    - (ii) 2 years of practical maintenance experience on operating aircraft and completion of training considered relevant by the RCAA as a skilled worker, in a technical trade; or
    - (iii) 1 year of practical maintenance experience on operating aircraft and completion of a basic training course approved by the RCAA;
  - (b) for category B2 and subcategories B1.1 and B1.3:
    - (i) 5 years of practical maintenance experience on operating aircraft if the applicant has no previous relevant technical training; or
    - (ii) 3 years of practical maintenance experience on operating aircraft and satisfactorily completed an approved basic training course;
    - (iii) 2 years of practical maintenance experience on operating aircraft and completion of a basic training course approved by the RCAA
  - (c) for category C with respect to large aircraft:
    - (i) 3 years of experience exercising category B1.1, B1.3 or B2 privileges on large aircraft; or
    - (ii) 5 years of experience exercising category B1.2 or B1.4 privileges on large aircraft; or
  - (d) for category C with respect to non-large aircraft:
    - 3 years of experience exercising category B1 or B2 privileges on non-large aircraft

- (e) for category C obtained through the academic route:

an applicant holding an academic degree in a technical discipline, from a university or other higher educational institution recognised by the RCAA, 3 years of experience working in a civil aircraft maintenance environment on a representative selection of tasks directly associated with aircraft maintenance including 6 months of observation of base maintenance tasks.

- (2) An applicant for an addition category to an aircraft maintenance licence shall have a minimum civil aircraft maintenance experience requirement appropriate to the additional category or subcategory of licence applied for as defined in Part J of the Sixteenth Schedule.
- (3) For category A, B1 and B2 the experience must be practical and involve a representative cross section of maintenance tasks on aircraft
- (4) For all applicants, at least 1 year of the required experience shall be recent maintenance experience on aircraft of the category/subcategory for which the initial aircraft maintenance licence is sought. For subsequent category/subcategory additions to an existing aircraft maintenance licence, the additional recent maintenance experience required may be less than 1 year, but must be at least 6 months. The required experience must be dependent upon the difference between the licence category/subcategory held and applied for. Such additional experience must be typical of the new licence category/subcategory sought.
- (5) Notwithstanding sub-regulation (1), aircraft maintenance experience gained outside a civil aircraft maintenance environment shall be accepted when such maintenance is equivalent to that required by this regulation as established by the RCAA. Additional experience of civil aircraft maintenance shall, however, be required to ensure understanding of the civil aircraft maintenance environment.
- (6) Experience shall have been acquired within the 5 years preceding the application for an aircraft maintenance licence or the addition of a category or subcategory to such a licence.

**Type training 145A  
and endorsement  
with aircraft  
ratings**

- (1) The holder of a category A aircraft maintenance licence shall only exercise certification privileges on a specific aircraft type following the satisfactory completion of the relevant category A aircraft type training carried out by an appropriately approved training organisation approved by the RCAA. The training shall include theoretical training and practical hands-on training as appropriate for each task authorised. Satisfactory completion of training shall be demonstrated by an examination and/or by workplace assessment carried out by an appropriately approved maintenance or training organisation approved by the RCAA.
- (2) Except as otherwise specified in sub-regulation (7), the holder of a category B1, B2 or C aircraft maintenance licence shall only exercise certification privileges on a specific aircraft type when the aircraft maintenance licence is endorsed with the appropriate aircraft type rating.
- (3) Except as otherwise specified in sub-regulation (8), ratings shall be granted following satisfactory completion of the relevant category B1, B2 or C aircraft type training accepted by the RCAA, or conducted by an appropriately approved maintenance training organisation.
- (4) Category B1 and B2 approved type training shall include theoretical and practical elements and consist of the appropriate course in relation to the Regulation 146 (3) privileges. Theoretical and practical training shall comply with Part I of the Sixteenth Schedule.
- (5) The first type training for a holder of an academic degree seeking a category C licence as specified in Regulation 145 (1)(e) shall include both theoretical and practical training at either category B1 or B2 level.
- (6) Completion of approved aircraft type training, as required by sub-regulations (2) to (5), shall be demonstrated by an examination. The examination shall comply with Part I of the Sixteenth Schedule. The examinations in respect of category B1 or B2 or C aircraft type ratings shall be conducted by training organisations appropriately approved by the RCAA.

- (7) Notwithstanding sub-regulation (2), for aircraft other than large aircraft, the holder of a category B1, B2 or C aircraft maintenance licence may also exercise certification privileges, when the aircraft maintenance licence is endorsed with the appropriate group ratings, or manufacturer group ratings, unless the RCAA has determined that the complexity of the aircraft in question requires a type rating.
- (a) Manufacturer group ratings may be granted after complying with the type rating requirements of 2 aircraft types representative of the group from the same manufacturer.
  - (b) Full group ratings may be granted after complying with the type rating requirements of 3 aircraft types representative of the group from different manufacturers. However, no full group rating may be granted to B1 multiple turbine engine aeroplanes, where only manufacturer group rating applies.
  - (c) The groups shall consist the following:
    - (i) for category B1 or C:
      - helicopter piston engine
      - helicopter turbine engine
      - aeroplane single piston engine - metal structure
      - aeroplane multiple piston engines - metal structure
      - aeroplane single piston engine - wooden structure
      - aeroplane multiple piston engines - wooden structure
      - aeroplane single piston engine - composite structure
      - aeroplane multiple piston engines - composite structure



- aeroplane turbine - single engine
- aeroplane turbine - multiple engine
- (ii) for category B2 or C:
  - aeroplane
  - helicopter
- (8) Notwithstanding sub-regulation (3), ratings on aircraft other than large aircraft may also be granted, subject to satisfactory completion of the relevant category B1, B2 or C aircraft type examination and demonstration of practical experience on the aircraft type, unless the RCAA has determined that the aircraft is complex, where sub-regulation (3) approved type training is required. In the case of category C ratings on aircraft other than large aircraft, for a person qualified by holding an academic degree as specified in Regulation 145(1)(e), the first relevant aircraft type examination shall be at the category B1 or B2 level.
  - (1) Category B1, B2 and C approved type examinations must consist of a mechanical examination for category B1 and an avionics examination for category B2 and both mechanical and avionics examination for category C.
  - (2) The examination shall comply with Part I of the Sixteenth Schedule. The examination may be conducted by the RCAA, approved training organisations, or organisations accepted by the RCAA.
  - (3) Aircraft type practical experience shall include a representative cross section of maintenance activities relevant to the category.
- (9) For the B3 licence:
  - (a) the endorsement of the rating ‘piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below’ shall require demonstration of practical experience which shall include a representative cross-section of maintenance activities relevant to the licence category.

- (b) unless the applicant provides evidence of appropriate experience, the rating referred to in (a) shall be subject to the following limitations, which shall be endorsed on the licence:

- wooden structure aeroplanes
- aeroplanes with metal tubing structure covered with fabric
- metal structure aeroplanes
- composite structure aeroplanes.

**Privileges and limitations**

- 146.** (1) Subject to compliance with the requirements specified in paragraphs (2) and (3), the privileges of the holder of an aircraft maintenance licence shall be to certify the aircraft or parts of the aircraft as airworthy after an authorized repair, modification or installation of an engine, accessory, instrument, and/or item of equipment, and to sign a maintenance release following inspection, maintenance operations and/or routine servicing.
- (2) The privileges of the holder of an aircraft maintenance licence specified in sub-regulation (1) shall be exercised only:
- (a) in respect of such:
- (i) aircraft as are entered on the licence in their entirety either specifically or under broad categories; or
  - (ii) airframes and engines and aircraft systems or components as are entered on the licence either specifically or under broad categories; and/or
  - (iii) aircraft avionic systems or components as are entered on the licence either specifically or under broad categories;
- (b) provided that the licence holder is familiar with all the relevant information relating to the maintenance and airworthiness of the particular aircraft for which the licence holder is signing a Maintenance Release, or such airframe, engine, aircraft system or component and aircraft avionic system or component which the licence holder is certifying

as being airworthy; and

- (c) on condition that, within the preceding 24 months, the licence holder has either had experience in the inspection, servicing or maintenance of an aircraft or components in accordance with the privileges granted by the licence held for not less than six months, or has met the provision for the issue of a licence with the appropriate privileges, to the satisfaction of the RCAA.
  - (d) when the licence holder is able to read, write and communicate to an understandable level in the language(s) in which the technical documentation and procedures necessary to support the issue of the certificate of release to service are written.
- (3) The following scope of the privileges of the licence holders shall apply:
- (a) **A category A** aircraft maintenance licence permits the holder to issue certificates of release to service following minor scheduled line maintenance and simple defect rectification within the limits of tasks specifically endorsed on the authorisation. The certification privileges shall be restricted to work that the licence holder has personally performed in an approved maintenance organisation.
  - (b) **A category B1** aircraft maintenance licence shall permit the holder to issue certificates of release to service following:
    - (i) maintenance performed on aircraft structure, power plant and mechanical and electrical systems.
    - (ii) replacement of avionic line replaceable units, requiring simple tests to prove their serviceability, shall also be included in the privileges.Category B1 shall automatically include the appropriate A subcategory.
  - (c) **A category B2** aircraft maintenance licence shall permit the holder:
    - (i) to issue certificates of release to service and to act as B2 support staff for following:
      - maintenance performed on avionic and electrical

systems, and

— electrical and avionics tasks within power plant and mechanical systems, requiring only simple tests to prove their serviceability; and

- (ii) to issue certificates of release to service following minor scheduled line maintenance and simple defect rectification within the limits of tasks specifically endorsed on the certification authorisation. This certification privilege shall be restricted to work that the licence holder has personally performed in the maintenance organisation which issued the certification authorisation and limited to the ratings already endorsed in the B2 licence.

The category B2 licence does not include any A subcategory.

- (d) **A category B3** aircraft maintenance licence shall permit the holder to issue certificates of release to service and to act as B3 support staff for:

- maintenance performed on aeroplane structure, power plant and mechanical and electrical systems,
- work on avionic systems requiring only simple tests to prove their serviceability and not requiring troubleshooting.

- (e) **A category C** aircraft maintenance licence shall permit the holder to issue certificates of release to service following base maintenance on aircraft. The privileges apply to the aircraft in its entirety.

- (4) Limitations introduced on an aircraft maintenance licence shall be exclusions from the certification privileges and affect the aircraft in its entirety.

- (5) For limitations referred to in Regulation 145A, limitations shall be removed upon:

- (a) demonstration of appropriate experience; or
- (b) after a satisfactory practical assessment performed by the RCAA.

**Recency, validity  
and renewal or  
reissue  
requirement**

- 147.** (1) A licensed aircraft maintenance engineer shall not exercise the privileges of his/her licence or rating unless:
- (a) in the preceding 2-year period, the holder has, either had at least 6 months of experience in accordance with the privileges granted by the aircraft maintenance licence or, met the provision for the issue of the appropriate privileges; and:
  - (b) the holder has the adequate competence to certify maintenance on the corresponding aircraft.
- (2) Personnel exercising certification privileges as well as support staff shall produce their licence, as evidence of qualification, within 24 hours upon request by an authorised person.
- (3) The validity of an aircraft maintenance engineer licence shall be 2 years from the date of issue or renewal unless suspended or revoked by the RCAA.
- (4) An aircraft maintenance engineer licence that has not expired may be renewed for an additional 2 years if the holder presents evidence to the RCAA that he/she has within the past 24 months has exercised the privileges of the licence.
- (5) If the aircraft maintenance engineer licence has expired, the applicant shall have received refresher training acceptable to the RCAA, and passed a skill test on the areas of operation contained in Part G of Sixteenth Schedule for the aircraft maintenance engineer General, and any associated ratings.

**Aviation Repair Specialist Authorization**

**Eligibility  
requirements**

- 148.** An applicant for an aviation repair specialist authorization shall:
- (1) be at least eighteen years of age;

- (2) demonstrate the ability to read, speak, write, and understand the English language in accordance with the language proficiency requirements contained in the Second Schedule to these regulations and interpret technical reports and maintenance publications and carry out technical discussions in the English language;
- (3) be specially qualified to perform maintenance on aircraft or aircraft components appropriate to the job for which the aviation repair specialist was employed;
- (4) be employed for a specific job requiring special qualifications by an approved maintenance organisation certificated under the Civil Aviation (Approved Maintenance Organisation) Regulations;
- (5) be recommended for certification by the aviation repair specialist's employer, to the satisfaction of the RCAA, as able to satisfactorily maintain aircraft or components, appropriate to the job for which the aviation repair specialist is employed; and
- (6) either:
  - (i) have at least eighteen months of practical experience in the procedures, practices, inspection methods, materials, tools, machine tools, and equipment generally used in the maintenance duties of the specific job for which the person is to be employed and certificated; or
  - (ii) have completed formal training acceptable to the RCAA and specifically designed to qualify the applicant for the job on which the applicant is to be employed.

**Privileges and limitations**

- 149.** (1) An applicant for aviation repair specialist authorization who is employed by an approved maintenance organization shall be concurrent with the rating issued to the approved maintenance organisation limited to the specific job for which the aviation repair specialist is employed to perform, supervise or approve for return

to service.

- (2) An applicant for an aviation repair specialist authorization in respect of airframe, engine, avionics or other systems shall not be issued with that authorization for purposes of circumventing the process of obtaining an aircraft maintenance engineer licence (AMEL).
- (3) An aviation repair specialist may perform or supervise the maintenance, preventive maintenance or alteration of aircraft, airframes, engines, propellers, appliances, components and parts appropriate to the designated speciality area for which the aviation repair specialist is or authorized and rated, but only in connection with employment by a maintenance organisation approved under the Civil Aviation (Approved Maintenance Organization) Regulations.
- (4) An aviation repair specialist shall not perform or supervise duties unless the aviation repair specialist understands the current instructions of the employing approved maintenance organisation and the instructions for continued airworthiness, which relate to the specific operations concerned.

**Display of  
authorization**

- 150.** A person who holds an aviation repair specialist authorization shall keep that authorization within the immediate area where the person normally exercises the privileges of the authorization and shall present it for inspection upon the request of the RCAA or any other person authorized by the RCAA.

**Surrender of  
authorization**

- 151.** A holder of an aviation repair specialist authorization shall surrender the authorization to the RCAA when it is suspended, revoked or at the time the holder leaves the employment of the approved maintenance organisation.

## **Aeronautical Station Operator Licence**

### **Eligibility requirements**

- 152.** An applicant for an Aeronautical Station Operator Licence shall be at least 18 years of age;

### **Aeronautical knowledge requirements**

- 153.** An applicant for an Aeronautical Station Operator Licence shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of an Aeronautical Station Operator Licence, in at least the following subjects:
- (a) general knowledge: air traffic services provided within Rwanda
  - (b) language: comprehensive knowledge of the English language for use in air-ground communications and ability to speak such language or languages without accent or impediment which would adversely affect radio communication;
  - (c) operational procedures: radiotelephony procedures; phraseology; telecommunication network;
  - (d) rules and regulations: rules and regulations applicable to the aeronautical station operator; and
  - (e) telecommunication equipment: principles, use and limitations of telecommunication equipment in an aeronautical station.

### **Skill requirements**

- 154.** An applicant for an Aeronautical Station Operator Licence shall demonstrate, or have demonstrated, competency in:
- (a) the manipulation and operation of typical transmit / receive equipment and controls, including ancillary facilities, and radio direction finding apparatus in use;
  - (b) the visual inspection and daily operational check of the radio equipment he uses in such detail as is necessary to detect faults which should be revealed in such inspection, and to correct such faults that do not require the use of special tools or instruments;



- (c) the transmission of radiotelephony messages with efficiency and accuracy, including correct microphone technique, enunciation, and speech quality;
- (d) the reception of radiotelephony messages with efficiency and accuracy and, where relevant, the ability to copy radio signals and messages directly on to a typewriter, and

if an extension of privileges to include operation of radiotelegraphy equipment is sought, the applicant shall demonstrate, or have demonstrated competency in:

- (e) the transmission and aural reception of International Morse Code in groups (letters, figures and signs of punctuation) at a speed of not less than 16 groups per minute and plain language at a speed of not less than 20 words per minute. Code groups shall average five characters, each figure or punctuation mark counting as two characters, and plain language shall average five characters to the word. Each test shall be of not less than five minutes' duration; and
- (f) the manipulation and adjustment of the operating controls of a typical aeronautical station's radiotelegraph apparatus.

#### **Experience requirements**

**155.** Before exercising the privileges of an Aeronautical Station Operator Licence, the licence holder shall have:

- (a) satisfactorily completed an approved training course within the 12-month period immediately preceding application, and have served satisfactorily under a qualified aeronautical station operator for not less than two months; or
- (b) satisfactorily served under a qualified aeronautical station operator for not less than six months during the 12 months immediately preceding application.

#### **Privileges, limitations and**

**156. (1)** The privileges of the holder of an Aeronautical Station Operator Licence shall be to act as an operator in an aeronautical station

**renewal  
requirements**

provided that he has familiarized himself with all pertinent and current information regarding the types of equipment and operating procedures used at that aeronautical station.

- (2) Where the knowledge and skill of the applicant has also been established in respect of radiotelegraphy, the RCAA shall endorse the licence for the operation of radiotelegraphy equipment.
- (3) The holder of a licence with the endorsement referred to in sub-regulation (3) may operate radiotelegraphy as well as radiotelephony equipment in an aeronautical station.
- (4) Aeronautical station operator licences issued by the RCAA may be, in principle, renewed for periods not longer than 24 months; if the licence holder applies for renewal, the RCAA has to be satisfied that the holder has exercised the appropriate privileges of the licence for not less than 6 months and has at least performed 70 hours of service as an aeronautical station operator officer in the last 12 months preceding the expiry date of the licence, as a minimum requirement.

**Cabin Crew Licence**

**Required  
certificate,  
ratings and  
qualifications**

- 157.** (1) A person shall not act as a cabin crew member unless that person holds:
- (a) a cabin crew licence;
  - (b) a rating for the specific aircraft type or is operating under the supervision of a rated cabin crew for the purpose of qualifying for the rating;
  - (c) the required knowledge for the type of aircraft and operating position;
  - (d) the current Medical Certificate Class 2;
- (2) A person undergoing training to qualify for a cabin crew licence

or rating shall not:

- (a) form a part of the required minimum number of cabin crew member for that aircraft;
  - (b) be assigned to an operating position that requires a cabin crew member.
- (3) In this regulation, operating position means a duty station assigned to the cabin crew member for execution of emergency duties.

**Eligibility  
requirements.**

**158.** An applicant for cabin crew licence shall-

- (a) be at least eighteen years of age;
- (b) be able to read, speak and understand the English language sufficiently to adequately carry out the responsibilities of a cabin crew member;
- (c) have completed a course of training approved by the RCAA; and
- (d) have passed a knowledge test.

**Knowledge  
requirements.**

**159. (1)** An applicant for a cabin crew licence shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of a cabin crew licence, in the following subjects:

- (a) fire and smoke training to include:
  - (i) emphasis on the responsibility of cabin crew to deal promptly with emergencies involving fire and smoke and, in particular, emphasis on the importance of identifying the actual source of the fire;
  - (ii) the importance of informing the flight crew immediately, as well as the specific actions necessary for co-ordination and assistance, when fire or smoke is discovered;

- (iii) the necessity for frequent checking of potential fire-risk areas including toilets and the associated smoke detectors;
  - (iv) the classification of fires and the appropriate type of extinguishing agents and procedures for particular fire situations, the techniques of application of extinguishing agents, the consequences of misapplication, and of use in a confined space; and
  - (v) the general procedures of ground based emergency services at aerodromes.
- (b) water survival training to include the actual donning and use of personal flotation equipment in water by each cabin crew member; before first operating on an aeroplane fitted with life-rafts or other similar equipment, training must be given on the use of this equipment, as well as actual practice in water;
- (c) survival training appropriate to the areas of operation such as polar, desert, jungle or sea;
- (d) medical aspects and first aid to include –
  - (i) instruction on first aid and the use of first-aid kits;
  - (ii) first aid associated with survival training and appropriate hygiene; and
  - (iii) the physiological effects of flying and with particular emphasis on hypoxia;
- (e) passenger handling to include the following-
  - (i) advice on the recognition and management of passengers who are, or become, intoxicated with alcohol or are under the influence of drugs or are aggressive;
  - (ii) methods used to motivate passengers and the crowd control necessary to expedite an aeroplane

evacuation;

- (iii) regulations covering the safe stowage of cabin baggage including cabin service items and the risk of the baggage becoming a hazard to occupants of the cabin or otherwise obstructing or damaging safety equipment or aeroplane exits;
  - (iv) the importance of correct seat allocation with reference to aeroplane mass and balance with particular emphasis given on the seating of disabled passengers and the necessity of seating able-bodied passengers adjacent to unsupervised exits;
  - (v) duties to be undertaken in the event of encountering turbulence including securing the cabin;
  - (vi) precautions to be taken when live animals are carried in the cabin;
  - (vii) dangerous goods training as prescribed in Civil Aviation (Operation of Aircraft) Regulations and Civil Aviation (Air Operator Certification and Administration) Regulations; and
  - (viii) security procedures, including the provisions of Civil Aviation (Operation of Aircraft) Regulations and Civil Aviation (Air Operator Certification and Administration) Regulations;
- (f) communication - emphasis shall be placed on the importance of effective communication between cabin crew and flight crew including technique, common language and terminology;
- (g) discipline and responsibilities:
- (i) the importance of cabin crew performing their duties in accordance with the Operations Manual;
  - (ii) continuing competence and fitness to operate as a cabin crew member with special regard to flight and duty time limitations and rest requirements;

- (iii) an awareness of the aviation regulations relating to cabin crew member and the role of the RCAA;
  - (iv) general knowledge of relevant aviation terminology, theory of flight, passenger distribution, meteorology and areas of operation;
  - (v) pre-flight briefing of the cabin crew member and the provision of necessary safety information with regard to their specific duties;
  - (vi) the importance of ensuring that relevant documents and manuals are kept up-to-date with amendments provided by the operator;
  - (vii) the importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures;
  - (viii) the importance of safety duties and responsibilities and the need to respond promptly and effectively to emergency situations; and
  - (h) Crew Resource Management (CRM) to include appropriate provisions of the Civil Aviation (Operation of Aircraft) Regulations in relation to cabin crew member.
- (2) The knowledge test results for a cabin crew member certificate shall be valid for twelve months after passing the examination.

**Skill  
requirements**

- 160.** An applicant for a cabin crew licence shall have demonstrated the ability to perform as cabin crew member of an aircraft in the following procedures:
- (a) to execute those safety duties and functions which the cabin crew member is assigned to perform in the event of an emergency or in a situation requiring emergency evacuation;
  - (b) drilled and capable in the use of emergency and life saving

equipment required to be carried such as life jackets, life rafts, evacuation slides, emergency exits, portable fire extinguishers, oxygen equipment and first-aid kits;

- (c) when serving on aeroplanes operated above 10,000 feet, knowledge as regards the effect of lack of oxygen and, in the case of pressurized aeroplanes, as regards physiological phenomena accompanying a loss of pressurisation;
- (d) aware of other crew members' assignments and functions in the event of an emergency so far as is necessary for the fulfilment of the cabin crew member's own duties;
- (e) aware of the types of dangerous goods which may, and may not, be carried in a passenger cabin and has completed the dangerous goods training programme required by Civil Aviation (Operation of Aircraft ) Regulations;
- (f) knowledge about human performance as related to passenger cabin safety duties including flight crew-cabin crew co-ordination.

## **Privileges**

**161.** A holder of a cabin crew licence may:

- (a) act as a cabin crew member in aircraft of types specified in the certificate when such aircraft are engaged in commercial transport operations; and
- (b) be authorized to act as a cabin crew member instructor  
  
for issue or renewal of cabin crew certificate and aircraft type ratings.

## **Renewal requirements**

**162.** A holder of a cabin crew licence may apply for renewal if the holder has successfully completed the annual safety and emergency procedure training approved by the RCAA every twelve months.

## PART X – AVIATION MEDICAL STANDARDS AND CERTIFICATION

### General

#### Medical Certificates issued by the RCAA

- 163.** (1) An applicant for a Licence shall, when applicable, hold a Medical Certificate issued in accordance with these regulations.
- (2) The RCAA shall issue classes of Medical Certificate that are intended to indicate the minimum medical standards as follows:
- (a) **Class 1 Medical Certificate:** applies to applicants for, or holders of:
    - (i) Commercial Pilot Licences: aeroplane, airship, helicopter and powered-lift;
    - (ii) Multi-crew Pilot Licences - aeroplane
    - (iii) Airline transport Pilot Licences: aeroplane, helicopter and powered-lift;
  - (b) **Class 2 Medical Certificate:** applies to applicants for or holders of:
    - (i) Flight Engineer Licences;
    - (ii) Flight Navigator Licences;
    - (iii) Private Pilot Licences: aeroplane, airship, helicopter, and powered-lifts;
    - (iv) Glider Pilot Licences;
    - (v) Free Balloon Pilot Licences;
    - (vi) Student Pilot Licence: for all aircraft;
  - (c) **Class 3 Medical Certificate:** applies to applicants for, or holders of air traffic controller licences.



**Aviation medical  
examiner,  
designation and  
qualifications**

- 164.** (1) The RCAA shall designate a medical doctor who meets the qualifications specified in sub-regulation (2) as an aviation medical examiner to conduct medical examinations for fitness of applicants for the issue or renewal of licences, ratings or certificates.
- (2) For a medical doctor to be designated as an aviation medical examiner, he shall:
- (a) be qualified and licenced in the practice of medicine;
  - (b) have obtained aviation medicine training at an institution recognised by the RCAA;
  - (c) demonstrate adequate competence in aviation medicine; and
  - (d) have practical knowledge and experience of the conditions in which the holders of licences and ratings carry out their duties.
- (3) The designated medical examiner shall receive refresher training at regular intervals as prescribed by the RCAA.

**Medical Assessor**

- 165.** (1) The RCAA shall use the services of medical assessors to evaluate reports submitted to it by medical examiners and making final assessments for issue, renew or deny medical certificates.
- (2) The medical assessors shall be qualified and experienced in the practice of aviation medicine and competent in evaluating and assessing medical conditions of flight safety significance.
- (3) Medical assessors shall maintain the currency of their professional knowledge.
- (4) The medical assessors shall periodically evaluate the competence of medical examiners to ensure that they meet applicable standards for good medical practice and aeromedical risk assessment.

- (5) The medical assessors shall normally be in charge of Accredited Medical Conclusions.
- (6) Subject to conditions and limitations as may be prescribed by the RCAA, functions of the medical assessor may be delegated a qualified medical examiners.

## **Medical Certification Procedures**

### **Statement and Medical records**

- 166.** (1) An applicant for a Medical Certificate shall produce proof of identification and sign and furnish the medical examiner with a personally certified statement:
- (a) of medical facts concerning personal, familiar and hereditary history that is as complete and accurate as the applicant's knowledge permits; and
  - (b) indicating whether he has previously undergone such an examination and, if so, the date, place and result of the last examination, indicating to the examiner whether a Medical Certificate has previously been refused, revoked or suspended and, if so, the reason for such refusal, revocation or suspension;
  - (c) the RCAA may prescribe a form and manner to that effect.
- (2) Any false declaration to a medical examiner made by an applicant for a licence or rating shall be reported to the RCAA for such action as may be considered appropriate and shall be a basis for:
- (a) denying the application for medical certification;
  - (b) suspending or revoking the licences, ratings, authorisations and medical certificate held by that person;
- (3) Where the aviation medical examiner finds that additional medical information or history is needed, the aviation medical examiner shall request that the applicant to furnish that information, or authorize any clinic, hospital, physician, or other

person to release to the aviation medical examiner all available information or records concerning that history.

- (4) Where an applicant for a Medical Certificate fails within a reasonable period to provide the requested medical information or history, or fails to authorise the release so requested, the RCAA may deny the application as well as suspend, modify or revoke all Medical Certificates held by the applicant.
- (5) Where a Medical Certificate is suspended or modified under sub-regulation (3), the suspension or modification remains in effect until:
  - (a) the holder provides the requested information, history, or authorization to the RCAA; and
  - (b) the RCAA determines that the holder meets the medical standards.

**Designated  
aviation medical  
examiner  
submission of  
signed medical  
evaluation report**

- 167.** (1) The designated aviation medical examiner who is authorized to conduct a medical examination under regulation 164 shall:
- (a) coordinate the results of the examination and submit a signed report, to the RCAA, in the form and manner that may be prescribed by the RCAA, detailing the results of the examination and evaluating the findings with regard to medical fitness;
  - (b) report to the RCAA any individual case where in the aviation medical examiner's judgement, an applicant has failed to meet any requirement that is likely to jeopardize flight safety; and
  - (c) having commenced a medical evaluation of an applicant, submit to the RCAA the report, whether the evaluation is terminated prior to completion, yielded sub-standard results, or was completed satisfactorily.
- (2) If the medical report is submitted to the RCAA in electronic format, adequate identification of the examiner shall be established.

- (3) If the medical examination is carried out by two or more medical examiners, the RCAA shall appoint one of these to be responsible for coordinating the results of the examination, evaluating the findings with regard to medical fitness, and signing the report.
- (4) The designated aviation medical examiner shall submit sufficient medical information to the RCAA.

**Issue of Medical Certificate**

- 168.** (1) The designated medical examiner shall issue the applicable Medical Certificate to any person who meets the medical standards prescribed in these regulations, based on medical examination and evaluation of the applicant's history and condition.
- (2) A person to be issued with a Medical Certificate shall undergo a medical examination based on the physical and mental, visual and colour perception and hearing standards contained in these regulations.
- (3) An aviation medical examiner shall use the criteria applicable for Class 1, Class 2 and Class 3 of Medical Certificate detailed in these regulations.
- (4) Cases of falsification, negligent or wrongful certification made by the designated medical examiner shall be subject to criminal prosecution.

**Denial of Medical Certificate**

- 169.** (1) An applicant for a Medical Certificate may be denied a certificate if, upon medical examination, the applicant does not meet the physical and mental standards specified in these regulations.
- (2) The denial of the Medical Certificate is effective:
- (a) the date of the medical evaluation that determined the applicant did not meet the physical and mental standards specified in these regulations; and
  - (b) until such time that the applicant is again determined by the RCAA to be fit to exercise the privileges through:

- (i) an accredited medical conclusion;
  - (ii) a special flight test; or
  - (iii) with respect to a transient condition, until a subsequent satisfactory report is acceptable to the RCAA.
- (2) An applicant who is denied a Medical Certificate by an aviation medical examiner may, within thirty days after the date of the denial, apply in writing to the RCAA for reconsideration of the denial.
- (3) Upon receiving an application for reconsideration, the RCAA shall forward the appeal request to the medical assessor for review.
- (4) The medical assessor shall convene a medical review board (consisting of relevant specialists) to provide expert advice.
- (5) The responsibility for the final aeromedical decision rests with the medical assessor.
- (6) Where the applicant does not apply for reconsideration during the thirty day period after the date of the denial, the RCAA shall consider that applicant has withdrawn the application for a Medical Certificate.

**Medical  
confidentiality**

- 170.** (1) Medical confidentiality shall be respected at all times and all medical reports and records shall be securely held with accessibility restricted to authorized personnel.
- (2) When justified by operational considerations, a medical assessor shall determine to what extent pertinent medical information, in addition to the information contained in the medical report submitted under regulation 167, is presented to relevant officials of the RCAA.

**Issue of Medical Certificate with a limitation**

**171.** The RCAA may issue or renew a Medical Certificate with a limitation to an applicant who does not meet the applicable standards for a Medical Certificate if the following conditions are fulfilled to the satisfaction of the RCAA that:

- (a) an accredited medical conclusion indicates that in special circumstances the applicant's failure to meet any requirement, whether numerical or otherwise, is such that exercise of the privileges of the licence applied for is not likely to jeopardize flight safety;
- (b) relevant ability, skill, and experience of the applicant and operational conditions have been given due consideration; and
- (c) the licence is endorsed with any special limitation or limitations when the safe performance of the licence holder's duties is dependent on compliance with such limitation or limitations.

**Duration of Medical Certificate**

**172.** Except where otherwise stated, Class 1, Class 2 and Class 3 shall be renewed at intervals not exceeding those specified in regulation 8.

**Validity and Renewal of Medical Certificate**

**173. (1)** *Validity*

- (a) A medical certificate shall be valid from the date of the medical examination and for:
  - (i) Class 1 medical certificates, 12 months except, that for applicants who:
    - (A) are engaged in single-pilot commercial air transport operations carrying passengers and have passed their 40<sup>th</sup> birthday, or
    - (B) have passed their 60<sup>th</sup> birthday,the period of validity shall be reduced to 6 months.
  - (ii) Class 2 medical certificates, except for flight

Engineers and Flight Navigators, 60 months until age 40, then 24 months until age 50 and 12 months thereafter. For Flight Engineers and Flight Navigators, 12 months.

- (b) The expiry date of the medical certificate is calculated on the basis of the information contained in (a). The validity period of a medical certificate including any associated extended examination or special investigation shall be determined by the age at which the medical examination of the applicant takes place.
- (c) Despite (a) (ii) above, a medical certificate issued prior to the holder's 40<sup>th</sup> birthday will not be valid for Class 2 privileges after his 42<sup>nd</sup> birthday.

(2) *Renewal.*

- (a) The requirements for the renewal of a Medical Certificate are the same as those for the initial assessment except where otherwise specifically stated.
- (b) If the medical renewal is taken within 45 days prior to the expiry date calculated in accordance with sub-regulation (1), the expiry of the new certificate shall be calculated by adding the period stated in sub-regulation (1), as applicable, to the expiry date of the previous medical certificate.
- (c) A medical certificate renewed prior to its expiry becomes invalid once a new certificate has been issued.

(3) *Re-issue.* If the medical examination is not taken within the 45 day period referred to in sub-regulation (2) above, the expiry date will be calculated in accordance with sub-regulation (1) with effect from the date of medical examination.

(4) *Requirements for renewal or re-issue.*

The requirements to be met for the renewal or re-issue of medical certificates are the same as those for the initial issue of the certificate, except where specifically stated otherwise.

- (5) *Reduction in the period of validity.* The period of validity of a medical certificate may be reduced by a designated medical examiner in consultation with the medical assessor when clinically indicated.
- (6) *Additional examination.* Where the RCAA has reasonable doubt about the continuing fitness of the holder of a medical certificate, the medical assessor may require the holder to submit to further examination, investigation or tests. The reports shall be forwarded to the medical assessor.
- (7) When required to obtain or renew correcting lenses, the applicant for medical examination shall advise the aviation medical examiner conducting the medical examination of the new prescription, including revised reading distances:
  - (a) for a Class 1 Medical Certificate, for the visual cockpit tasks relevant to the types of aircraft in which the applicant is likely to function;
  - (b) for a Class 2 Medical Certificate, for the visual cockpit and cabin tasks relevant to the types of aircraft in which the applicant is likely to function; and
  - (c) for a Class 3 Medical Certificate, for the air traffic control duties the applicant is to perform.

**Prohibition of  
Medical  
certification**

- 174.** A person shall not hold or be issued with a Medical Certificate if that person suffers from any disease or disability that could render that person likely to become suddenly unable to either perform assigned duties safely or operate an aircraft safely.



## *General Requirements for Medical Certificates*

### **Physical and mental requirements**

**175.** An applicant for any class of Medical Certificate shall be required to be free from:

- (a) any abnormality, congenital or acquired; or
- (b) any active, latent, acute or chronic disability; or
- (c) any wound, injury or squeal from operation; or
- (d) any effect or side-effect of any prescribed or non-prescribed therapeutic, diagnostic or preventive medication taken;

such as would entail a degree of functional incapacity which is likely to interfere with the safe operation of an aircraft or with the safe performance of duties.

### **Visual acuity test requirements**

**176.** (1) Visual acuity tests should be conducted in an environment with a level of illumination that corresponds to ordinary office illumination (30-60 cd/m<sup>2</sup>).

- (2) Visual acuity should be measured by means of a series of Sandlot rings or similar optotypes, placed at a distance from the applicant appropriate to the method of testing adopted.

### **Colour perception requirements**

**177.** (1) Medical examiners shall use such methods of examination as will guarantee reliable testing of colour perception.

- (2) The applicant shall be required to demonstrate the ability to perceive readily those colours the perception of which is necessary for the safe performance of duties.
- (3) The applicant shall be tested for the ability to correctly identify a series of pseudo isochromatic plates in daylight or in artificial light of the same colour temperature such as that provided by CIE standard illuminants C or D65 as specified by the International

Commission on Illumination (CIE).

- (4) An applicant obtaining a satisfactory result as prescribed by the RCAA shall be assessed as fit.
- (5) An applicant failing to obtain a satisfactory result in such a test shall be assessed as unfit unless able to readily distinguish the colours used in air navigation and correctly identify aviation coloured lights.
- (6) Applicants who fail to meet these criteria shall be assessed as unfit except for Class 2 assessment with the following restriction: valid daytime only.

**Hearing test  
requirements**

- 178.** (1) Medical examiners shall use such methods of examination as will guarantee reliable testing of hearing.
- (2) Applicants shall be required to demonstrate a hearing performance sufficient for the safe exercise of their licence and rating privileges.
  - (3) Applicants for Class 1 Medical Certificates shall be tested by pure-tone audiometry at first issue of the Assessment, not less than once every five years up to the age of 40 years, and thereafter not less than once every two years.
  - (4) Applicants for Class 2 Medical Certificate should be tested by pure-tone audiometry at first issue of the Assessment and, after the age of 50 years, not less than once every two years.
  - (5) Applicants for Class 3 Medical Certificates shall be tested by pure-tone audiometry at first issue of the Assessment, not less than once every four years up to the age of 40 years, and thereafter not less than once every two years.
  - (6) For a pure tone audiometer test, the reference zero for calibration is that of the International Organization for Standardization (ISO) Recommendation R389, 1964.
  - (7) For hearing tests where audiometry is not performed, the applicant shall be tested in a quiet room by whispered and spoken

voice tests.

## **Class 1 Medical Certificate**

### **Physical requirements**

- 179.** The applicant shall not suffer from any disease or disability which could render that applicant likely to become suddenly unable either to operate an aircraft safely or to perform assigned duties safely.

### **Mental fitness**

- 180.** (1) The applicant shall have no established medical history or clinical diagnosis of:
- (a) an organic mental disorder;
  - (b) a mental or behavioural disorder due to use of psychoactive substances; this includes dependence syndrome induced by alcohol or other psychoactive substances;
  - (c) schizophrenia or a schizotypal or delusional disorder;
  - (d) a mood (affective) disorder;
  - (e) a neurotic, stress-related or somatoform disorder;
  - (f) a behavioural syndrome associated with physiological disturbances or physical factors;
  - (g) a disorder of adult personality or behaviour, particularly if manifested by repeated overt acts;
  - (h) mental retardation;
  - (i) a disorder of psychological development;
  - (j) a behavioural or emotional disorder, with onset in childhood or adolescence;
  - (k) a mental disorder not otherwise specified;

such as might render the applicant unable to safely exercise the privileges of the licence applied for or held.

- (2) An applicant with depression, being treated with antidepressant medication, should be assessed as unfit unless the medical assessor, having access to the details of the case concerned, considers the applicant's condition as unlikely to interfere with the safe exercise of the applicant's licence and rating privilege

## **Nervous System**

- 181.** (1) The applicant shall have no established medical history or clinical diagnosis of any of the following:
  - (a) a progressive or non-progressive disease of the nervous system;
  - (b) epilepsy; or
  - (c) any disturbance of consciousness without satisfactory medical explanation of cause;
- (2) The applicant shall not have suffered any head injury, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges.

## **Cardiovascular system**

- 182.** (1) The applicant shall not possess any abnormality of the heart, congenital or acquired, which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) An applicant who has undergone coronary bypass grafting or angioplasty (with or without stenting) or other cardiac intervention or who has a history of myocardial infarction or who suffers from any other potentially incapacitating cardiac condition shall be assessed as unfit unless the applicant's cardiac condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (3) An applicant with an abnormal cardiac rhythm shall be assessed

as unfit unless the cardiac arrhythmia has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

- (4) Electrocardiography (ECG) shall form part of the heart examination for the first issue of a Medical Certificate
- (5) Electrocardiography shall be included in re-examinations of applicants over the age of 50 no less frequently than annually.
- (6) Electrocardiography should be included in re-examinations of applicants between the ages of 30 and 50 no less frequently than every two years.
- (7) The systolic and diastolic blood pressures shall be within normal limits.
- (8) The use of drugs for control of high blood pressure shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.
- (9) There shall be no significant functional nor structural abnormality of the circulatory system.

**Respiratory  
system**

- 183.** (1) There shall be no acute disability of the lungs nor any active disease of the structures of the lungs, mediastinum or pleurae likely to result in incapacitating symptoms during normal or emergency operations.
- (2) Chest radiography should form part of the initial examination.
  - (3) Applicants with chronic obstructive pulmonary disease shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
  - (4) Applicants with asthma causing significant symptoms or likely to cause incapacitating symptoms during normal or emergency

operations shall be assessed as unfit.

- (5) The use of drugs for control of asthma shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.
- (6) Applicants with active pulmonary tuberculosis shall be assessed as unfit.
- (7) Applicants with quiescent or healed lesions which are known to be tuberculous, or are presumably tuberculous in origin, may be assessed as fit.

**Digestive system**

- 184.** (2) Applicants with significant impairment of function of the gastrointestinal tract or its adnexa shall be assessed as unfit.
- (3) Applicants shall be completely free from those hernias that might give rise to incapacitating symptoms.
  - (4) Applicants with sequelae of disease of, or surgical intervention on, any part of the digestive tract or its adnexa, likely to cause incapacitation in flight, in particular any obstruction due to stricture or compression, shall be assessed as unfit.
  - (5) An applicant who has undergone a major surgical operation on the biliary passages or the digestive tract or its adnexa with a total or partial excision or a diversion of any of these organs should be assessed as unfit until such time as the medical assessor, having access to the details of the operation concerned, considers that the effects of the operation are not likely to cause incapacitation in flight.

**Metabolic,  
nutritional and  
endocrine  
systems**

- 185.** (1) Applicants with metabolic, nutritional or endocrine disorders that are likely to interfere with the safe exercise of their licence and rating privileges shall be assessed as unfit.
- (2) Applicants with insulin-treated diabetes mellitus shall be assessed as unfit.

- (3) Applicants with non-insulin-treated diabetes mellitus shall be assessed as unfit unless the condition is shown to be satisfactorily controlled by diet alone or by diet combined with oral anti-diabetic medication, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

## **Haematology**

- 186.** (1) An applicant shall not possess any haematological disease which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Haemoglobin shall be tested at every medical examination and applicants with abnormal haemoglobin shall be investigated.
- (3) Applicants with a haematocrit below 32% shall be assessed as unfit.
- (4) Applicants with sickle cell disease shall be assessed as unfit.
- (5) Applicants with significant localised and generalised enlargement of the lymphatic glands and diseases of the blood shall be assessed as unfit.
- (6) Applicants with acute leukaemia shall be assessed as unfit.
- (7) Applicants with significant enlargement of the spleen shall be assessed as unfit.
- (8) Applicants with significant polycythaemia shall be assessed as unfit.
- (9) Applicants with a coagulation defect shall be assessed as unfit.
- (10) Applicants with diseases of the blood and/or the lymphatic system shall be assessed as unfit unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

## **Urinary system**

- 187.** (1) Applicants with renal or genitourinary disease shall be assessed as unfit, unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

- (2) Urine examination shall form part of the medical examination and abnormalities shall be adequately investigated.
- (3) Applicants with sequelae of disease of or surgical procedures on the kidneys or the genito-urinary tract, in particular obstructions due to stricture or compression, shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (4) Applicants who have undergone nephrectomy shall be assessed as unfit unless the condition is well compensated.

**Sexually  
transmitted  
diseases and  
other infections**

- 188.** (1) An applicant shall have no established medical history or clinical diagnosis of any sexually transmitted disease or other infection which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Applicants who are seropositive for human immunodeficiency virus (HIV) shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed as not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

**Gynaecology and  
obstetrics**

- 189.** (1) An applicant shall not possess any functional or structural obstetric or gynaecological condition which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Applicants who are pregnant shall be assessed as unfit unless obstetrical evaluation and continued medical supervision indicate a low-risk uncomplicated pregnancy.
- (3) For applicants with a low-risk uncomplicated pregnancy, evaluated and supervised in accordance with sub-regulation (2), the fit assessment should be limited to the period from the end of the 12th week until the end of the 26th week of gestation.



- (4) Following confinement or termination of pregnancy, the applicant shall not be permitted to exercise the privileges of her licence until she has undergone re-evaluation in accordance with best medical practice and it has been determined that she is able to safely exercise the privileges of her licence and ratings.
- (5) An applicant with a history of severe menstrual disturbances unamenable to treatment shall be assessed as unfit.
- (6) An applicant who has undergone a major gynaecological operation shall be assessed as unfit for a [ ] period of three months or until such time as the effects of the operation are not likely to interfere with the safe exercise of the privileges of the licence(s).

**Musculoskeletal requirements**

- 190.** (1) The applicant shall not possess any abnormality of the bones, joints, muscles, tendons or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) An applicant shall have sufficient sitting height, arm and leg length and muscular strength for the safe exercise of the privileges of the applicable licence.

**Ear, nose and throat**

- 191.** (1) The applicant shall not possess any abnormality or disease of the ear or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) There shall be:
- (a) no disturbance of vestibular function;
  - (b) no significant dysfunction of the Eustachian tubes; and
  - (c) no unhealed perforation of the tympanic membranes.
- (3) A single dry perforation of the tympanic membrane need not render the applicant unfit.
- (4) There shall be:

- (a) no nasal obstruction; and
- (b) no malformation nor any disease of the buccal cavity or upper respiratory tract

which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

- (5) Applicants with stuttering or other speech defects sufficiently severe to cause impairment of speech communication shall be assessed as unfit

## **Visual requirements**

- 192.** (1) The function of the eyes and their adnexa shall be normal. There shall be no active pathological condition, acute or chronic, nor any sequelae of surgery or trauma of the eyes or their adnexa likely to reduce proper visual function to an extent that would interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) Distant visual acuity with or without correction shall be 6/9 or better in each eye separately, and binocular visual acuity shall be 6/6 or better.
  - (3) No limits apply to uncorrected visual acuity.
  - (4) Where visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that:
    - (a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and
    - (b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.
  - (5) Applicants may use contact lenses to meet distant visual acuity requirement provided that:
    - (a) the lenses are monofocal and non-tinted;
    - (b) the lenses are well tolerated; and

- (c) a pair of suitable correcting spectacles is kept readily available during the exercise of the licence privileges.
- (6) Applicants with a large refractive error shall use contact lenses or high-index spectacle lenses.
- (7) Applicants whose uncorrected distant visual acuity in either eye is worse than 6/60 shall be required to provide full ophthalmic report prior to initial Medical Assessment and every five years thereafter.
- (8) Applicants who have undergone surgery affecting the refractive status of the eye shall be assessed as unfit unless they are free from those sequelae which are likely to interfere with the safe exercise of their licence and rating privileges.
- (9) The applicant shall have the ability to read, while wearing the correcting lenses, if any, required by sub-regulation (4), the N5 chart or its equivalent at a distance selected by that applicant in the range of 30 to 50 cm and the ability to read the N14 chart or its equivalent at a distance of 100 cm.
- (10) If requirement of sub-regulation (4) is met only by the use of near correction, the applicant may be assessed as fit provided that this near correction is added to the spectacle correction already prescribed in accordance with sub-regulation (6); if no such correction is prescribed, a pair of spectacles for near use shall be kept readily available during the exercise of the privileges of the licence.
- (11) When near correction is required, the applicant shall demonstrate that one pair of spectacles is sufficient to meet both distant and near visual requirements.
- (12) When near correction is required in accordance with this paragraph, a second pair of near-correction spectacles shall be kept available for immediate use.
- (13) The applicant shall be required to have normal fields of vision.
- (14) The applicant shall be required to have normal binocular function.

- (15) Reduced stereopsis, abnormal convergence not interfering with near vision, and ocular misalignment where the fusional reserves are sufficient to prevent asthenopia and diplopia need not be disqualifying

**Hearing  
requirements**

- 193.** (1) The applicant, when tested on a pure-tone audiometer, shall not have a hearing loss, in either ear separately, of more than 35 dB at any of the frequencies 500, 1 000 or 2 000 Hz, or more than 50 dB at 3 000 Hz.
- (2) An applicant with a hearing loss greater than the a hearing loss prescribed in accordance with sub-regulation (1) may be declared fit provided that the applicant has normal hearing performance against a background noise that reproduces or simulates the masking properties of flight deck noise upon speech and beacon signals.

**Class 2 Medical Certificate**

**Physical  
requirements**

- 194.** The applicant shall not suffer from any disease or disability which could render that applicant likely to become suddenly unable either to operate an aircraft safely or to perform assigned duties safely.

**Mental fitness**

- 195.** (1) The applicant shall have no established medical history or clinical diagnosis of:
- (a) an organic mental disorder;
  - (b) a mental or behavioural disorder due to use of psychoactive substances; this includes dependence syndrome induced by alcohol or other psychoactive substances;

- (c) schizophrenia or a schizotypal or delusional disorder;
- (d) a mood (affective) disorder;
- (e) a neurotic, stress-related or somatoform disorder;
- (f) a behavioural syndrome associated with physiological disturbances or physical factors;
- (g) a disorder of adult personality or behaviour, particularly if manifested by repeated overt acts;
- (h) mental retardation;
- (i) a disorder of psychological development;
- (j) a behavioural or emotional disorder, with onset in childhood or adolescence;
- (k) a mental disorder not otherwise specified;

such as might render the applicant unable to safely exercise the privileges of the licence applied for or held.

- (2) An applicant with depression, being treated with antidepressant medication, should be assessed as unfit unless the medical assessor, having access to the details of the case concerned, considers the applicant's condition as unlikely to interfere with the safe exercise of the applicant's licence and rating privilege

## **Nervous System**

- 196.** (1) The applicant shall have no established medical history or clinical diagnosis of any of the following:
- (d) a progressive or non-progressive disease of the nervous system;
  - (e) epilepsy; or
  - (f) any disturbance of consciousness without satisfactory medical explanation of cause;

- (2) The applicant shall not have suffered any head injury, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges.

**Cardiovascular  
system**

- 197.** (1) The applicant shall not possess any abnormality of the heart, congenital or acquired, which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) An applicant who has undergone coronary bypass grafting or angioplasty (with or without stenting) or other cardiac intervention or who has a history of myocardial infarction or who suffers from any other potentially incapacitating cardiac condition shall be assessed as unfit unless the applicant's cardiac condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
  - (3) An applicant with an abnormal cardiac rhythm shall be assessed as unfit unless the cardiac arrhythmia has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
  - (4) Electrocardiography (ECG) shall form part of the heart examination for the first issue of a Medical Certificate.
  - (5) Electrocardiography shall be included in re-examinations of applicants over the age of 50 no less than every 2 years.
  - (6) The systolic and diastolic blood pressures shall be within normal limits.
  - (7) The use of drugs for control of high blood pressure shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.
  - (8) There shall be no significant functional nor structural abnormality of the circulatory system.

**Respiratory  
system**

- 198.** (1) There shall be no acute disability of the lungs nor any active disease of the structures of the lungs, mediastinum or pleurae likely to result in incapacitating symptoms during normal or emergency operations.
- (2) Chest radiography should form part of the initial and periodic examinations in cases where asymptomatic pulmonary disease can be expected.
- (3) Applicants with chronic obstructive pulmonary disease shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (4) Applicants with asthma causing significant symptoms or likely to cause incapacitating symptoms during normal or emergency operations shall be assessed as unfit.
- (5) The use of drugs for control of asthma shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.
- (6) Applicants with active pulmonary tuberculosis shall be assessed as unfit.
- (7) Applicants with quiescent or healed lesions which are known to be tuberculous, or are presumably tuberculous in origin, may be assessed as fit.

**Digestive system**

- 199.** (1) Applicants with significant impairment of function of the gastrointestinal tract or its adnexa shall be assessed as unfit.
- (2) Applicants shall be completely free from those hernias that might give rise to incapacitating symptoms.
- (3) Applicants with sequelae of disease of, or surgical intervention on, any part of the digestive tract or its adnexa, likely to cause

incapacitation in flight, in particular any obstruction due to stricture or compression, shall be assessed as unfit.

- (4) An applicant who has undergone a major surgical operation on the biliary passages or the digestive tract or its adnexa with a total or partial excision or a diversion of any of these organs should be assessed as unfit until such time as the medical assessor, having access to the details of the operation concerned, considers that the effects of the operation are not likely to cause incapacitation in flight.

**Metabolic,  
nutritional and  
endocrine  
systems**

- 200.** (1) Applicants with metabolic, nutritional or endocrine disorders that are likely to interfere with the safe exercise of their licence and rating privileges shall be assessed as unfit.
- (2) Applicants with insulin-treated diabetes mellitus shall be assessed as unfit.
- (3) Applicants with non-insulin-treated diabetes mellitus shall be assessed as unfit unless the condition is shown to be satisfactorily controlled by diet alone or by diet combined with oral anti-diabetic medication, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

**Haematology**

- 201.** (1) An applicant shall not possess any haematological disease which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Haemoglobin shall be tested at every medical examination and applicants with abnormal haemoglobin shall be investigated.
- (3) Applicants with a haematocrit below 32% shall be assessed as unfit.
- (4) Applicants with sickle cell disease shall be assessed as unfit.
- (5) Applicants with significant localised and generalised enlargement of the lymphatic glands and diseases of the blood shall be assessed as unfit.
- (6) Applicants with acute leukaemia shall be assessed as unfit.



- (7) Applicants with significant enlargement of the spleen shall be assessed as unfit.
- (8) Applicants with significant polycythaemia shall be assessed as unfit.
- (9) Applicants with a coagulation defect shall be assessed as unfit.
- (10) Applicants with diseases of the blood and/or the lymphatic system shall be assessed as unfit unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

#### **Urinary system**

- 202.** (1) Applicants with renal or genitourinary disease shall be assessed as unfit, unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.
- (2) Urine examination shall form part of the medical examination and abnormalities shall be adequately investigated.
- (3) Applicants with sequel of disease of or surgical procedures on the kidneys or the genito-urinary tract, in particular obstructions due to stricture or compression, shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (4) Applicants who have undergone nephrectomy shall be assessed as unfit unless the condition is well compensated.

#### **Sexually transmitted diseases and other infections**

- 203.** (1) An applicant shall have no established medical history or clinical diagnosis of any sexually transmitted disease or other infection which is likely to interfere with the safe exercise of the privileges of the applicable licence (s).
- (2) Applicants who are seropositive for human immunodeficiency

virus (HIV) shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed as not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

**Gynaecology and  
obstetrics**

- 204.** (1) An applicant shall not possess any functional or structural obstetric or gynaecological condition which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Applicants who are pregnant shall be assessed as unfit unless obstetrical evaluation and continued medical supervision indicate a low-risk uncomplicated pregnancy.
- (3) For applicants with a low-risk uncomplicated pregnancy, evaluated and supervised in accordance with sub-regulation (2), the fit assessment should be limited to the period from the end of the 12th week until the end of the 26th week of gestation.
- (4) Following confinement or termination of pregnancy, the applicant shall not be permitted to exercise the privileges of her licence until she has undergone re-evaluation in accordance with best medical practice and it has been determined that she is able to safely exercise the privileges of her licence and ratings.
- (5) An applicant with a history of severe menstrual disturbances unamenable to treatment shall be assessed as unfit.
- (6) An applicant who has undergone a major gynaecological operation shall be assessed as unfit for a period of three months or until such time as the effects of the operation are not likely to interfere with the safe exercise of the privileges of the licence(s).

**Musculoskeletal  
requirements**

- 205.** (1) The applicant shall not possess any abnormality of the bones, joints, muscles, tendons or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.

- (2) An applicant shall have sufficient sitting height, arm and leg length and muscular strength for the safe exercise of the privileges of the applicable licence.

**Ear, nose and throat**

- 206.** (1) The applicant shall not possess any abnormality or disease of the ear or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) There shall be:
- (a) no disturbance of vestibular function;
  - (b) no significant dysfunction of the Eustachian tubes; and
  - (c) no unhealed perforation of the tympanic membranes.
- (3) A single dry perforation of the tympanic membrane need not render the applicant unfit.
- (4) There shall be:
- (a) no nasal obstruction; and
  - (b) no malformation nor any disease of the buccal cavity or upper respiratory tract
- which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (5) Applicants with stuttering or other speech defects sufficiently severe to cause impairment of speech communication shall be assessed as unfit

**Visual requirements**

- 207.** (1) The function of the eyes and their adnexa shall be normal. There shall be no active pathological condition, acute or chronic, nor any sequelae of surgery or trauma of the eyes or their adnexa likely to reduce proper visual function to an extent that would interfere with the safe exercise of the applicant's licence and rating privileges.

- (2) Distant visual acuity with or without correction shall be 6/12 or better in each eye separately, and binocular visual acuity shall be 6/9 or better.
- (3) No limits apply to uncorrected visual acuity.
- (4) Where visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that:
  - (a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and
  - (b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.
- (5) Applicants may use contact lenses to meet distant visual acuity requirement provided that:
  - (a) the lenses are monofocal and non-tinted;
  - (b) the lenses are well tolerated; and
  - (c) a pair of suitable correcting spectacles is kept readily available during the exercise of the licence privileges.
- (6) Applicants with a large refractive error shall use contact lenses or high-index spectacle lenses.
- (7) Applicants whose uncorrected distant visual acuity in either eye is worse than 6/60 shall be required to provide full ophthalmic report prior to initial Medical Assessment and every five years thereafter.
- (8) Applicants who have undergone surgery affecting the refractive status of the eye shall be assessed as unfit unless they are free from those sequelae which are likely to interfere with the safe exercise of their licence and rating privileges.
- (9) The applicant shall have the ability to read, while wearing the correcting lenses, if any, required by sub-regulation (4), the N5 chart or its equivalent at a distance selected by that applicant in the range of 30 to 50 cm.

- (10) If requirement of sub-regulation (4) is met only by the use of near correction, the applicant may be assessed as fit provided that this near correction is added to the spectacle correction already prescribed in accordance with sub-regulation (6); if no such correction is prescribed, a pair of spectacles for near use shall be kept readily available during the exercise of the privileges of the licence.
- (11) When near correction is required, the applicant shall demonstrate that one pair of spectacles is sufficient to meet both distant and near visual requirements.
- (12) When near correction is required in accordance with this paragraph, a second pair of near-correction spectacles shall be kept available for immediate use.
- (13) The applicant shall be required to have normal fields of vision.
- (14) The applicant shall be required to have normal binocular function.
- (15) Reduced stereopsis, abnormal convergence not interfering with near vision, and ocular misalignment where the fusional reserves are sufficient to prevent asthenopia and diplopia need not be disqualifying.

## **Hearing requirements**

- 208.** (1) Applicants who are unable to hear an average conversational voice in a quiet room, using both ears, at a distance of 2 m from the examiner and with the back turned to the examiner, shall be assessed as unfit.
- (2) The applicant, when tested on a pure-tone audiometer, shall not have a hearing loss, in either ear separately, of more than 35 dB at any of the frequencies 500, 1 000 or 2 000 Hz, or more than 50 dB at 3 000 Hz.
- (3) An applicant who does not meet the requirements in sub-regulation (1) or sub-regulation (2) should undergo further testing in accordance with regulation 203 (2).

## Class 3 Medical Certificate

### Physical requirements

- 209.** The applicant shall not suffer from any disease or disability which could render that applicant likely to become suddenly unable either to operate an aircraft safely or to perform assigned duties safely.

### Mental fitness

- 210.** (1) The applicant shall have no established medical history or clinical diagnosis of:

- (a) an organic mental disorder;
- (b) a mental or behavioural disorder due to use of psychoactive substances; this includes dependence syndrome induced by alcohol or other psychoactive substances;
- (c) schizophrenia or a schizotypal or delusional disorder;
- (d) a mood (affective) disorder;
- (e) a neurotic, stress-related or somatoform disorder;
- (f) a behavioural syndrome associated with physiological disturbances or physical factors;
- (g) a disorder of adult personality or behaviour, particularly if manifested by repeated overt acts;
- (h) mental retardation;
- (i) a disorder of psychological development;
- (j) a behavioural or emotional disorder, with onset in childhood or adolescence;
- (k) a mental disorder not otherwise specified;

such as might render the applicant unable to safely exercise the privileges of the licence applied for or held.

- (2) An applicant with depression, being treated with antidepressant medication, should be assessed as unfit unless the medical assessor, having access to the details of the case concerned, considers the applicant's condition as unlikely to interfere with the safe exercise of the applicant's licence and rating privilege

**Nervous System**

- 211.** (1) The applicant shall have no established medical history or clinical diagnosis of any of the following:
- (a) a progressive or non-progressive disease of the nervous system;
  - (b) epilepsy; or
  - (c) any disturbance of consciousness without satisfactory medical explanation of cause;
- (2) The applicant shall not have suffered any head injury, the effects of which are likely to interfere with the safe exercise of the applicant's licence and rating privileges.

**Cardiovascular system**

- 212.** (1) The applicant shall not possess any abnormality of the heart, congenital or acquired, which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) An applicant who has undergone coronary bypass grafting or angioplasty (with or without stenting) or other cardiac intervention or who has a history of myocardial infarction or who suffers from any other potentially incapacitating cardiac condition shall be assessed as unfit unless the applicant's cardiac condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (3) An applicant with an abnormal cardiac rhythm shall be assessed as unfit unless the cardiac arrhythmia has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (4) Electrocardiography (ECG) shall form part of the heart examination for the first issue of a Medical Certificate.
- (5) Electrocardiography shall be included in re-examinations of applicants over the age of 50 no less frequently than every 2 years.

- (6) The systolic and diastolic blood pressures shall be within normal limits.
- (7) The use of drugs for control of high blood pressure shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.
- (8) There shall be no significant functional nor structural abnormality of the circulatory system.

**Respiratory  
system**

- 213.** (1) There shall be no acute disability of the lungs nor any active disease of the structures of the lungs, mediastinum or pleurae likely to result in incapacitating symptoms.
- (2) Applicants with chronic obstructive pulmonary disease shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
  - (3) Applicants with asthma causing significant symptoms or likely to cause incapacitating symptoms during normal or emergency operations shall be assessed as unfit.
  - (4) The use of drugs for control of asthma shall be disqualifying except for those drugs, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.
  - (5) Applicants with active pulmonary tuberculosis shall be assessed as unfit.
  - (6) Applicants with quiescent or healed lesions which are known to be tuberculous, or are presumably tuberculous in origin, may be assessed as fit.



**Digestive system**

- 214.** (1) Applicants with significant impairment of function of the gastrointestinal tract or its adnexa shall be assessed as unfit.
- (2) Applicants with sequel of disease of, or surgical intervention on, any part of the digestive tract or its adnexa, likely to cause incapacitation in flight, in particular any obstruction due to stricture or compression, shall be assessed as unfit.
- (3) An applicant who has undergone a major surgical operation on the biliary passages or the digestive tract or its adnexa with a total or partial excision or a diversion of any of these organs should be assessed as unfit until such time as the medical assessor, having access to the details of the operation concerned, considers that the effects of the operation are not likely to cause incapacitation in flight.

**Metabolic, nutritional and endocrine systems**

- 215.** (1) Applicants with metabolic, nutritional or endocrine disorders that are likely to interfere with the safe exercise of their licence and rating privileges shall be assessed as unfit.
- (2) Applicants with insulin-treated diabetes mellitus shall be assessed as unfit.
- (3) Applicants with non-insulin-treated diabetes mellitus shall be assessed as unfit unless the condition is shown to be satisfactorily controlled by diet alone or by diet combined with oral anti-diabetic medication, the use of which is compatible with the safe exercise of the applicant's licence and rating privileges.

**Blood or the lymphatic system disease**

- 216.** (1) Applicants with diseases of the blood and/or the lymphatic system shall be assessed as unfit unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

**Urinary system**

- 217.** (1) Applicants with renal or genitourinary disease shall be assessed as unfit, unless adequately investigated and their condition found unlikely to interfere with the safe exercise of their licence and rating privileges.

- (2) Urine examination shall form part of the medical examination and abnormalities shall be adequately investigated.
- (3) Applicants with sequelae of disease of or surgical procedures on the kidneys or the genito-urinary tract, in particular obstructions due to stricture or compression, shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed not likely to interfere with the safe exercise of the applicant's licence or rating privileges.
- (4) Applicants who have undergone nephrectomy shall be assessed as unfit unless the condition is well compensated.

**Sexually  
transmitted  
diseases and  
other infections**

- 218.** (1) An applicant shall have no established medical history or clinical diagnosis of any sexually transmitted disease or other infection which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Applicants who are seropositive for human immunodeficiency virus (HIV) shall be assessed as unfit unless the applicant's condition has been investigated and evaluated in accordance with best medical practice and is assessed as not likely to interfere with the safe exercise of the applicant's licence or rating privileges.

**Gynaecology and  
obstetrics**

- 219.** (1) An applicant shall not possess any functional or structural obstetric or gynaecological condition which is likely to interfere with the safe exercise of the privileges of the applicable licence(s).
- (2) Applicants who are pregnant shall be assessed as unfit unless obstetrical evaluation and continued medical supervision indicate a low-risk uncomplicated pregnancy.
- (3) For applicants with a low-risk uncomplicated pregnancy, evaluated and supervised in accordance with sub-regulation (2), the fit assessment should be limited to the period until the end of the 34th week of gestation.

- (4) Following confinement or termination of pregnancy, the applicant shall not be permitted to exercise the privileges of her licence until she has undergone re-evaluation in accordance with best medical practice and it has been determined that she is able to safely exercise the privileges of her licence and ratings.

**Musculoskeletal  
requirements**

- 220.** (1) The applicant shall not possess any abnormality of the bones, joints, muscles, tendons or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) An applicant shall have sufficient sitting height, arm and leg length and muscular strength for the safe exercise of the privileges of the applicable licence.

**Ear, nose and  
throat**

- 221.** (1) The applicant shall not possess any abnormality or disease of the ear or related structures which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) There shall be no malformation nor any disease of the nose, buccal cavity or upper respiratory tract which is likely to interfere with the safe exercise of the applicant's licence and rating privileges.
- (3) Applicants with stuttering or other speech defects sufficiently severe to cause impairment of speech communication shall be assessed as unfit

**Visual  
requirements**

- 222.** (1) The function of the eyes and their adnexa shall be normal. There shall be no active pathological condition, acute or chronic, nor any sequel of surgery or trauma of the eyes or their adnexa likely to reduce proper visual function to an extent that would interfere with the safe exercise of the applicant's licence and rating privileges.
- (2) Distant visual acuity with or without correction shall be 6/9 or

better in each eye separately, and binocular visual acuity shall be 6/6 or better.

- (3) No limits apply to uncorrected visual acuity.
- (4) Where visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that:
  - (a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and
  - (b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.
- (5) Applicants may use contact lenses to meet distant visual acuity requirement provided that:
  - (a) the lenses are monofocal and non-tinted;
  - (b) the lenses are well tolerated; and
  - (c) a pair of suitable correcting spectacles is kept readily available during the exercise of the licence privileges.
- (6) Applicants with a large refractive error shall use contact lenses or high-index spectacle lenses.
- (7) Applicants whose uncorrected distant visual acuity in either eye is worse than 6/60 shall be required to provide full ophthalmic report prior to initial Medical Assessment and every five years thereafter.
- (8) Applicants who have undergone surgery affecting the refractive status of the eye shall be assessed as unfit unless they are free from those sequelae which are likely to interfere with the safe exercise of their licence and rating privileges.
- (9) The applicant shall have the ability to read, while wearing the correcting lenses, if any, required by sub-regulation (4), the N5 chart or its equivalent at a distance selected by that applicant in the range of 30 to 50 cm and the ability to read the N14 chart or its equivalent at a distance of 100 cm.

- (10) If requirement of sub-regulation (4) is met only by the use of near correction, the applicant may be assessed as fit provided that this near correction is added to the spectacle correction already prescribed in accordance with sub-regulation (6); if no such correction is prescribed, a pair of spectacles for near use shall be kept readily available during the exercise of the privileges of the licence.
- (11) When near correction is required, the applicant shall demonstrate that one pair of spectacles is sufficient to meet both distant and near visual requirements.
- (12) When near correction is required in accordance with this regulation, a second pair of near-correction spectacles shall be kept available for immediate use.
- (13) The applicant shall be required to have normal fields of vision.
- (14) The applicant shall be required to have normal binocular function.
- (15) Reduced stereopsis, abnormal convergence not interfering with near vision, and ocular misalignment where the fusional reserves are sufficient to prevent asthenopia and diplopia need not be disqualifying

## **Hearing requirements**

- 223.** (1) The applicant, when tested on a pure-tone audiometer, shall not have a hearing loss, in either ear separately, of more than 35 dB at any of the frequencies 500, 1 000 or 2 000 Hz, or more than 50 dB at 3 000 Hz.
- (2) An applicant with a hearing loss greater than a hearing loss in accordance with sub-regulation (1) may be declared fit provided that the applicant has normal hearing performance against a background noise that reproduces or simulates that experienced in a typical air traffic control working environment.

## **PART XI – ADMINISTRATIVE SANCTIONS**

### **Administrative fines**

- 224.** Any person who contravenes the provisions set out in column I of Seventeenth Schedule shall be liable to fixed administrative fine set out in column II of that Schedule.

## **FIRST SCHEDULE**

### **SPECIFICATIONS FOR PERSONNEL LICENCES**

- (1) Personnel licences issued by the RCAA in accordance with the relevant provisions of these regulations shall conform to the following specifications:
  - (a) The RCAA shall ensure that other States are able to easily determine the licence privileges and validity of ratings.
  - (b) The following details shall appear on the licence:
    - I) State of issue (in bold type);
    - II) Title of licence (in very bold type);  
Date of initial issue;
    - III) Serial number of the licence, in Arabic numerals, given by the RCAA;
    - IV) Name of holder in full (in Roman alphabet)
    - IVa) Date of birth;
    - V) Address of holder;
    - VI) Nationality of holder;
    - VII) Signature of holder;
    - VIII) RCAA and, where necessary, conditions under which the licence is issued;
    - IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence;
    - X) Signature of officer issuing the licence and the date of such issue;
    - XI) Seal or stamp of RCAA;
    - XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.;
    - XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including an endorsement of language

proficiency, and other information required in pursuance to Article 39 of the Chicago Convention;

XIV) Any other details desired by the RCAA.

- (2) First quality paper or other suitable material, including plastic cards, shall be used and the items mentioned in paragraph 1 (b) shown clearly thereon.
- (3) When licences are issued in a language other than English, the licence shall include an English translation of at least items I), II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, validations issued in accordance with regulation 20 shall include an English translation, the limit of validity of the validation and any restriction or limitation that may be established.
- (4) Item headings on the licence shall be uniformly numbered in roman numerals as indicated in paragraph 1 (b), so that on any licence the number will, under any arrangement, refer to the same item heading.



## **SECOND SCHEDULE**

### **REQUIREMENTS FOR PROFICIENCY LANGUAGES USED FOR RADIOTELEPHONY COMMUNICATIONS**

- (1) To meet the language proficiency requirements contained in regulation 16, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the RCAA, compliance with the holistic descriptors at paragraph (2) and with the Operational Level (Level 4) of the Language Proficiency Rating Scale in paragraph (3).
- (2) Holistic descriptors - proficient speakers shall:
  - (a) communicate effectively in voice-only (telephone/radiotelephone) and in face-to-face situations;
  - (b) communicate on common, concrete and work-related topics with accuracy and clarity;
  - (c) use appropriate communicative strategies to exchange messages and to recognize and resolve misunderstandings (e.g. to check, confirm, or clarify information) in a general or work-related context;
  - (d) handle successfully and with relative ease the linguistic challenges presented by a complication or unexpected turn of events that occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and
  - (e) use a dialect or accent which is intelligible to the aeronautical community.
- (3) Rating scales:
  - (a) Pre-elementary Level (Level 1):
    - (i) Pronunciation: Performs at a level below the Elementary Level.
    - (ii) Structure: Performs at a level below the Elementary Level.
    - (iii) Vocabulary: Performs at a level below the Elementary Level.
    - (iv) Fluency: Performs at a level below the Elementary Level.
    - (v) Comprehension: Performs at a level below the Elementary Level.
    - (vi) Interactions: Performs at a level below the Elementary Level.

(b) Elementary Level (Level 2):

- (i) Pronunciation: Pronunciation, stress, rhythm, and intonation are heavily influenced by the first language or regional variation and usually interfere with ease of understanding.
- (ii) Structure: Shows only limited control of a few simple memorised grammatical structures and sentence patterns.
- (iii) Vocabulary: Limited vocabulary range consisting only of isolated words and memorised phrases.
- (iv) Fluency: Can produce very short, isolated, memorised utterances with frequent pausing and a distracting use of fillers to search for expressions and to articulate less familiar words.
- (v) Comprehension: Comprehension is limited to isolated, memorised phrases when they are carefully and slowly articulated.
- (vi) Interactions: Response time is slow and often inappropriate. Interaction is limited to simple routine exchanges.

(c) Pre-operational Level (Level 3):

- (i) Pronunciation: Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation and frequently interfere with ease of understanding.
- (ii) Structure: Basic grammatical structures and sentence patterns associated with predictable situations are not always well controlled. Errors frequently interfere with meaning.
- (iii) Vocabulary: Vocabulary range and accuracy are often sufficient to communicate on common, concrete, or work-related topics, but range is limited and the word choice often inappropriate. Is often unable to paraphrase successfully when lacking vocabulary.
- (iv) Fluency: Produces stretches of language, but phrasing and pausing are often inappropriate. Hesitations or slowness in language processing may prevent effective communication. Fillers are sometimes distracting.
- (v) Comprehension: Comprehension is often accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently

intelligible for an international community of users. May fail to understand a linguistic or situational complication or an unexpected turn of events.

- (vi) Interaction: Responses are sometimes immediate, appropriate, and informative. Can initiate and maintain exchanges with reasonable ease on familiar topics and in predictable situations. Generally inadequate when dealing with an unexpected turn of events.

(d) Operational Level (Level 4):

- (i) Pronunciation: Pronunciation, stress, rhythm and intonation are influenced by the first language or regional variation but only sometimes interfere with understanding.
- (ii) Structure: Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.
- (iii) Vocabulary: Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.
- (iv) Fluency: Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.
- (v) Comprehension: Comprehension is mostly accurate on common, concrete, and work- related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.
- (vi) Interactions: Responses are usually immediate, appropriate and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming or clarifying.

(e) (Extended Level (Level 5))

- (i) Pronunciation: Pronunciation, stress, rhythm, and intonation, though influenced by the first language or regional variation, rarely interfere with ease of understanding.
  - (ii) Structure: Basic grammatical structures and sentence patterns are consistently well controlled. Complex structures are attempted but with errors which sometimes interfere with meaning.
  - (iii) Vocabulary: Vocabulary range and accuracy are sufficient to communicate effectively on common, concrete, and work related topics. Paraphrases consistently and successfully. Vocabulary is sometimes idiomatic.
  - (iv) Fluency: Able to speak at length with relative ease on familiar topics, but may not vary speech flow as a stylistic device. Can make use of appropriate discourse markers or connectors.
  - (v) Comprehension: Comprehension is accurate on common, concrete, and work related topics and mostly accurate when the speaker is confronted with a linguistic or situational complication or an unexpected turn of events. Is able to comprehend a range of speech varieties (dialect and/or accent) or registers.
  - (vi) Interactions: Responses are immediate, appropriate, and informative. Manages the speaker/listener relationship effectively.
- (f) Expert Level (Level 6)
- (i) Pronunciation: Pronunciation, stress, rhythm, and intonation, though possibly influenced by the first language or regional variation, almost never interfere with ease of understanding.
  - (ii) Structure: Both basic and complex grammatical structures and sentence patterns are consistently well controlled.
  - (iii) Vocabulary: Vocabulary range and accuracy are sufficient to communicate effectively on a wide variety of familiar and unfamiliar topics. Vocabulary is idiomatic, nuanced, and sensitive to register.
  - (iv) Fluency: Able to speak at length with a natural, effortless flow. Varies speech flow for stylistic effect, e.g. to emphasize a point. Uses appropriate discourse markers and connectors spontaneously.

- (v) Comprehension: Comprehension is consistently accurate in nearly all contexts and includes comprehension of linguistic and cultural subtleties.
- (vi) Interactions: Interacts with ease in nearly all situations. Is sensitive to verbal and non-verbal cues, and responds to them appropriately.

**THIRD SCHEDULE**  
**EXPERIENCE REQUIREMENTS FOR VALIDATION OF FOREIGN FLIGHT CREW**  
**LICENCES**

<b>Licence</b>	<b>Experience</b>	<b>Validation Privileges</b>
ATPL(A)	> 1 500 hours as PIC in multi-pilot certificated aeroplanes	Commercial air transport in multi-pilot aeroplanes as PIC
ATPL(PL)	>1500 hours as PIC in multi-pilot certificated powered-lift or 1500 hours in multi-pilot operations in a combination of powered-lift; aeroplane and helicopter aircraft as acceptable to the RCAA	Commercial air transport in multi-pilot powered-lift as PIC
ATPL(H)	>1 000 hours as PIC on multi-pilot helicopters	Commercial air transport multi-pilot helicopters as PIC
ATPL(A) or CPL(A)/IR	> 500 hours as PIC or co-pilot on multi-pilot aeroplanes	Commercial air transport in multi-pilot aeroplanes as co-pilot
ATPL(PL) or CPL(PL)/IR	> 500 hours as PIC or co-pilot on multi-pilot powered-lift	Commercial air transport in multi-pilot powered-lift as co-pilot
ATPL(H) or CPL(H)/IR	> 500 hours as PIC or co-pilot on multi-pilot helicopters	Commercial air transport in multi-pilot helicopters as co-pilot
CPL(A)/IR	> 1 000 hours as PIC in commercial air transport since gaining an IR	Commercial air transport in single-pilot aeroplanes as PIC
CPL(H)/IR	> 1 000 hours as PIC in commercial air transport since gaining an IR	Commercial air transport in single-pilot helicopters as PIC
CPL(A)	> 700 hours in aeroplanes other than gliders, including 200 hours in the activity role for which validation is sought, and 50 hours in that role in the last 12 months	Activities in aeroplanes other than commercial air transport
CPL(H)	> 700 hours in helicopters including 200 hours in the activity role for which validation is sought, and 50 hours in that role in the last 12 months	Activities in helicopters other than commercial air transport
CPL(PL)	>700 hours in powered-lift (or combination of powered-lift, aeroplane and helicopter as acceptable to the RCAA) including 200 hours in the activity role for which validation is sought, and 50 hours in that role in the last 12 months	Activities in powered-lift other than commercial air transport
CPL(AS)	> 250 hours as PIC in commercial air transport	Commercial air transport in

<b>Licence</b>	<b>Experience</b>	<b>Validation Privileges</b>
	including 50 hours in AS within the last 12 months	airships as PIC under IR and VFR conditions
CPL(B)	>50 hours as PIC in commercial air transport of which 35 hours in B within the last 12 months	Commercial air transport in balloons as PIC
CPL(G)	>250 hours as PIC in commercial air transport, including of which 50 must be in G within the past 12 months	Commercial air transport in gliders as PIC
MPL(A)	>250 as co-pilot of turbine-powered air transport aeroplanes certificated for operations with a minimum crew of at least two pilots operated in commercial air transport within the past 12 months	Commercial air transport in turbine -powered air transport aeroplanes certificated for operations with a minimum crew of at least two pilots as co-pilot
PPL(A)/IR	> 100 hours PIC instrument flight time	Private flights under IFR
PPL(H)/IR	> 100 hours PIC instrument flight time	Private flights under IFR
PPL(PL)/IR	> 100 hours PIC instrument flight time	Private flights under IFR
Flight engineer	> 1 500 hours as flight engineer on aeroplanes in commercial air transport	Commercial air transport in aeroplanes as flight engineer
Flight engineer	> 1 000 hours as flight engineer on aeroplanes in other than commercial air transport	Other than commercial air transport in aeroplanes as flight engineer

*Note 1: The term multi-pilot is used to indicate experience in an aircraft required to be operated with a co-pilot.*

*Note 2: > Means “greater than”*

*Note 3: Abbreviations are used:*

- (a) **A** – Aeroplane.
- (b) **AS** – Airship.
- (c) **ATPL(A)** – Airline Transport Pilot Licence – Aeroplane.
- (d) **ATPL(H)**: Airline Transport Pilot Licence – Helicopter.
- (e) **B** – Balloon.
- (f) **CPL(A)**: Commercial Pilot Licence – Aeroplane.
- (g) **CPL(H)**: Commercial Pilot Licence – Helicopter.
- (h) **CPL(PL)**: Commercial Pilot Licence – Powered-lift.
- (i) **CPL(AS)**: Commercial Pilot Licence – Airship.
- (j) **CPL(B)**: Commercial Pilot Licence – Balloon.
- (k) **CPL(G)**: Commercial Pilot Licence – Glider.

- (l) **G** – *Glider.*
- (m) **IFR:** *Instrument Flight Rules*
- (n) **IR** – *Instrument Rating.*
- (o) **MPL** – *Multi-pilot Licence.*
- (p) **MPL(A):** *Multi-pilot Licence – Aeroplane*
- (q) **MPL** – *Multi-crew Pilot Licence*
- (r) **PIC** – *pilot-in-command.*
- (s) **ATPL(PL):** *Airline Transport Pilot Licence – Powered-lift*
- (t) **PPL** – *Private Pilot Licence.*
- (u) **PPL(A)/IR:** *Private Pilot Licence – Aeroplane with Instrument Rating*
- (v) **PPL(H)/IR:** *Private Pilot Licence – Helicopter with Instrument Rating*
- (w) **PPL(PL)/IR:** *Private Pilot Licence – Power-lift with Instrument Rating*
- (x) **PL** – *Powered-lift*
- (y) **VFR:** *Visual Flight Rules*



## FOURTH SCHEDULE

### INSTRUMENT RATING SKILL TEST AND PROFICIENCY CHECK

The skill test and proficiency check for the instrument rating shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:

*Note: When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.*

- (1) Preflight preparation; including the applicant's knowledge and performance of the following tasks:
  - (a) weather information.
  - (b) cross-country flight planning.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks:
  - (a) aircraft systems related to IFR operations.
  - (b) aircraft flight instruments and navigation equipment.
  - (c) instrument cockpit check.
- (3) Air traffic control clearances and procedures; including the applicant's knowledge and performance of the following tasks—
  - (a) air traffic control clearances.
  - (b) compliance with departure, en route and arrival procedures and clearances.
  - (c) holding procedures.
- (4) Flight by reference to instruments; including the applicant's knowledge and performance of the following tasks—
  - (a) straight-and-level flight.
  - (b) change of airspeed.
  - (c) constant airspeed climbs and descents.
  - (d) rate climbs and descents.
  - (e) timed turns to magnetic compass headings.
  - (f) steep turns.

- (g) recovery from unusual flight attitudes.
- (5) Navigation systems; including the applicant's knowledge and performance of the following tasks—
  - (a) Intercepting and tracking navigational systems and DME Arcs.
  - (b) Instrument approach procedures; including the applicant's knowledge and performance of the following tasks:
    - (i) non-precision instrument approach.
    - (ii) precision ILS instrument approach.
    - (iii) missed approach.
    - (iv) circling approach.
    - (v) landing from a straight-in or circling approach.
- (6) Emergency operations; including the applicant's knowledge and performance of the following tasks:
  - (a) loss of communications.
  - (b) one engine inoperative during straight-and-level flight and turns (ME).
  - (c) one engine inoperative – instrument approach (ME).
  - (d) loss of gyro attitude and/or heading indicators.
  - (e) Post-flight procedures; including the applicant's knowledge and performance of the tasks of checking instruments and equipment.

## FIFTH SCHEDULE

### PRIVATE PILOT LICENCE SKILL TEST

#### 1. PPL SKILL TEST—AEROPLANE CATEGORY

The skill test for the single-engine and multi-engine private pilot licence – aeroplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

*Note 1: When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraph is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.*

*Note 2: When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for land and seaplanes.*

- (1) Preflight preparation; including the applicant's knowledge and performance of the following tasks:
  - (i) Licences and documents.
  - (ii) Airworthiness requirements
  - (iii) Weather information.
  - (iv) Cross-country flight planning.
  - (v) National airspace system.
  - (vi) Performance and limitations.
  - (vii) Operation of system.
  - (viii) Principles of flight.
  - (ix) Water and Seaplane Characteristics (S).
  - (x) Seaplane bases, maritime rules and aids to marine navigation (S).
  - (xi) Aeromedical factors.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks:
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine Starting
  - (iv) Taxiing (L).
  - (v) Taxiing and Sailing (S).
  - (vi) Before takeoff check.

- (3) Aerodrome and seaplane operations; including the applicant's knowledge and performance of the following tasks:
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome/Seaplane Base, runway and taxiway signs, markings and lighting.
- (4) Takeoffs, landings and go-arounds; including the applicant's knowledge and performance of the following tasks:
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Normal and crosswind approach and landing.
  - (iii) Soft-field takeoff and climb (SE) (L).
  - (iv) Soft-field approach and landing (SE) (L).
  - (v) Short-field (Confined area (S)) takeoff and maximum performance climb.
  - (vi) Short-field approach (Confined area (S)) and landing.
  - (vii) Glassy Water takeoff and climb (S).
  - (viii) Glassy water approach and landing (S).
  - (ix) Rough water takeoff and climb (S).
  - (x) Rough water approach and landing (S).
  - (xi) Forward slip to a landing (SE).
  - (xii) Go-around /rejected landing.
- (5) Performance manoeuvre; including the applicant's knowledge and performance of the following tasks:
  - (i) Steep turns.
- (6) Ground reference manoeuvres; including the applicant's knowledge and performance of the following tasks:
  - (i) Rectangular course.
  - (ii) S-turns.
  - (iii) Turns around a point.
- (7) Navigation; including the applicant's knowledge and performance of the following tasks:
  - (i) Pilotage and dead reckoning.
  - (ii) Navigation systems and radar services.

- (iii) Diversion.
- (iv) Lost procedures.
- (8) Slow flight and stalls; including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring during slow flight.
  - (ii) Power-off stalls.
  - (iii) Power-on stalls
  - (iv) Spin awareness
- (9) Basic instrument manoeuvres; including the applicant's knowledge and performance of the following tasks:
  - (i) Straight-and-level flight.
  - (ii) Constant airspeed climbs.
  - (iii) Constant airspeed descents.
  - (iv) Turns to headings.
  - (v) Recovery from unusual flight.
  - (vi) Radio Communications, navigation systems/facilities and radar services; including the applicant's knowledge and performance of the following tasks:
- (10) Emergency operations; including the applicant's knowledge and performance of the following tasks:
  - (i) Emergency approach and landing.
  - (ii) Emergency descent (ME).
  - (iii) Engine failure during takeoff before minimum controllable airspeed (VMC) (simulated) (ME).
  - (iv) Engine failure after lift-off (simulated) (ME).
  - (v) Approach and landing with an inoperative engine (simulated) (ME).
  - (vi) Systems and equipment malfunctions.
  - (vii) Emergency equipment and survival gear.
- (11) Multi-engine operations (ME); including the applicant's knowledge and performance of the following tasks:
  - (i) Manoeuvring with one engine inoperative.
  - (ii) VMC demonstration.

- (iii) Engine failure during flight (by reference to instruments).
  - (iv) Instrument approach – one engine inoperative (by reference to instruments).
- (12) Night operation; including the applicant's knowledge and performance of the following tasks:
  - (i) Night preparation.
- (13) Post-flight procedures; including the applicant's knowledge and performance of the following tasks:
  - (i) After landing, parking and securing.
  - (ii) Anchoring (S).
  - (iii) Docking and mooring (S).
  - (iv) Ramping/Beaching (S).

## **2. PPL SKILL TEST—HELICOPTER CATEGORY**

The skill test for the private pilot licence - helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation; including the applicant's knowledge and performance of the following tasks:
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Cross-country flight planning.
  - (iv) National airspace system.
  - (v) Performance and limitations.
  - (vi) Operation of system.
  - (vii) Minimum equipment list.
  - (viii) Aeromedical factors.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks:
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine Starting and rotor engagement.
  - (iv) Before takeoff check.

- (3) Aerodrome and heliport operations; including the applicant's knowledge and performance of the following tasks:
    - (i) Radio communications and ATC light signals.
    - (ii) Traffic patterns.
    - (iii) Aerodrome and heliport markings and lighting.
  - (4) Hovering manoeuvres; including the applicant's knowledge and performance of the following tasks:
    - (i) Vertical takeoff and landing.
    - (ii) Slope operations.
    - (iii) Surface taxi.
    - (iv) Hover taxi.
    - (v) Air taxi.
  - (5) Takeoffs, landings and go-arounds; including the applicant's knowledge and performance of the following tasks:
    - (i) Normal and crosswind takeoff and climb.
    - (ii) Normal and crosswind approach.
    - (iii) Maximum performance takeoff and climb.
    - (iv) Steep approach.
    - (v) Rolling takeoff.
    - (vi) Shallow approach and running/roll-on landing.
    - (vii) Go-around.
  - (6) Performance manoeuvre; including the applicant's knowledge and performance of the following tasks:
    - (i) Rapid deceleration.
    - (ii) Straight in autorotation.
  - (7) Navigation; including the applicant's knowledge and performance of the following tasks—
    - (i) Pilotage and dead reckoning.
    - (ii) Radio navigation and radar services.
    - (iii) Diversion.
    - (iv) Lost procedures.
  - (8) Emergency operations; including the applicant's knowledge and performance of the following tasks:
-

- (i) Power failure at a hover.
- (ii) Power failure at altitude.
- (iii) Systems and equipment malfunctions.
- (iv) Settling-with-power.
- (v) Low rotor RPM recovery.
- (vi) Dynamic rollover.
- (vii) Ground resonance.
- (viii) Low G conditions.
- (ix) Emergency equipment and survival gear.
- (9) Night operation; including the applicant's knowledge and performance of the following tasks—
  - (i) Physiological aspects of night flying.
  - (ii) Lighting and equipment for night flying.
- (10) Post-flight procedures; including the applicant's knowledge and performance of the following tasks:
  - (i) After landing and securing.

### **3. PPL SKILL TEST—POWERED-LIFT CATEGORY**

Reserved.

### **4. PPL SKILL TEST—AIRSHIP CATEGORY**

The skill test for the private pilot licence- airship category shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation, including the applicant's knowledge and performance of the following tasks:
  - (i) Certificates and documents.
  - (ii) Weather information.
  - (iii) Cross-country flight planning.
  - (iv) National airspace system.
  - (v) Performance and limitations
  - (vi) Operation of systems.
  - (vii) Aeromedical factors.



- (2) Preflight procedures, including the applicant's knowledge and performance of the following tasks:
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine starting.
  - (iv) Unmasting and positioning for takeoff.
  - (v) Ground handling.
  - (vi) Before takeoff check.
- (3) Aerodrome operations, including the applicant's knowledge and performance of the following tasks:
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Airport and runway markings and lighting.
- (4) Takeoffs, landings and go-arounds, including the applicant's knowledge and performance of the following tasks:
  - (i) Ground weigh-off.
  - (ii) Up-ship takeoff.
  - (iii) Wheel takeoff.
  - (iv) Approach and landing.
  - (v) Go-around.
- (5) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks:
  - (i) Straight-and-level flight.
  - (ii) Ascents and descents.
  - (iii) Level turns.
  - (iv) In-flight weigh-off.
  - (v) Manual pressure control.
  - (vi) Static and dynamic trim.
- (6) Ground reference manoeuvres, including the applicant's knowledge and performance of the following tasks:
  - (i) Rectangular course.
  - (ii) Turns around a point.
- (7) Navigation, including the applicant's knowledge and performance of the following tasks:
  - (i) Pilotage and dead reckoning.
  - (ii) Navigation systems and radar services.
  - (iii) Diversion.
  - (iv) Lost procedures.
- (8) Emergency operations, including the applicant's knowledge and performance of the following tasks:
  - (i) Engine fire during flight.

- (ii) Envelope emergencies.
- (iii) Free ballooning.
- (iv) Ditching and emergency landing.
- (v) Systems and equipment malfunctions.
- (9) Post-flight procedures, including the applicant's knowledge and performance of the following tasks:
  - (i) Mastings.
  - (ii) Post-masting.

## **5. PPL SKILL TEST—BALLOON CATEGORY**

The skill test for the private pilot licence – balloon category shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation, including the applicant's knowledge and performance of the following tasks:
  - (i) Certificates and documents.
  - (ii) Weather information.
  - (iii) Flight planning.
  - (iv) National airspace system.
  - (v) Performance and limitations.
  - (vi) Operation of systems.
  - (vii) Aeromedical factors.
- (2) Preflight procedures, including the applicant's knowledge and performance of the following tasks:
  - (i) Launch site selection.
  - (ii) Crew briefing and preparation.
  - (iii) Layout and assembly.
  - (iv) Preflight inspection.
  - (v) Inflation.
  - (vi) Basket/gondola management.
  - (vii) Pre-launch check.
- (3) Aerodrome operations, including the applicant's knowledge and performance of the following tasks:
  - (i) Radio communications and ATC light signals.

- (4) Launches and landing, including the applicant's knowledge and performance of the following tasks:
  - (i) Normal launch.
  - (ii) Launch over obstacle.
  - (iii) Approach to landing.
  - (iv) Normal landing.
  - (v) High-wind landing.
- (5) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks:
  - (i) Ascents.
  - (ii) Altitude control (level flight).
  - (iii) Descents, to include recognition of, and recovery from, rapid descents
  - (iv) Contour flying.
  - (v) Obstacle clearance.
  - (vi) Tethering.
  - (vii) Winter flying.
  - (viii) Collision and avoidance pre-cautions
  - (ix) Mountain flying.
- (6) Navigation, including the applicant's knowledge and performance of the following tasks:
  - (i) Navigation, to include cross country flying and dead reckoning, etc.
- (7) Emergency operations, including the applicant's knowledge and performance of the following tasks:
  - (i) Systems and equipment malfunctions.
  - (ii) Emergency equipment and survival gear.
  - (iii) Water landing.
  - (iv) Thermal flight.
- (8) Post-flight procedures, including the applicant's knowledge and performance of the following tasks:
  - (i) Recovery.
  - (ii) Deflation and packing.

- (iii) Refuelling.

## **6. PPL SKILL TEST—GLIDER CATEGORY**

The skill test for the private pilot licence—glider category shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation, including the applicant's knowledge and performance of the following tasks:
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Operation of systems.
  - (iv) Performance and limitations.
  - (v) Aeromedical factors.
- (2) Preflight procedures, including the applicant's knowledge and performance of the following tasks:
  - (i) Assembly.
  - (ii) Ground handling.
  - (iii) Preflight inspection.
  - (iv) Cockpit management.
  - (v) Visual signals.
- (3) Aerodrome and gliderport operations, including the applicant's knowledge and performance of the following tasks:
  - (i) Radio communications.
  - (ii) Traffic patterns.
  - (iii) Aerodrome, runway, and taxiway signs, markings, and lighting.
- (4) Launches— aero tow, including the applicant's knowledge and performance of the following tasks:
  - (i) Before takeoff checks.
  - (ii) Normal and crosswind takeoff.
  - (iii) Maintaining tow positions.
  - (iv) Slack line.
  - (v) Boxing the wake.

- (vi) Tow release.
- (vii) Abnormal occurrences.
- (5) Launches– ground tow, including the applicant’s knowledge and performance of the following tasks:
  - (i) Before takeoff check.
  - (ii) Normal and crosswind takeoff.
  - (iii) Abnormal occurrences.
- (6) Launches– self-launch, including the applicant’s knowledge and performance of the following tasks:
  - (i) Engine starting.
  - (ii) Taxiing.
  - (iii) Before takeoff check.
  - (iv) Normal and crosswind takeoff and climb.
  - (v) Engine shutdown in flight.
  - (vi) Abnormal occurrences.
- (7) Landings, including the applicant’s knowledge and performance of the following tasks:
  - (i) Normal and cross wind landing.
  - (ii) Slips to landing.
  - (iii) Downwind landing.
- (8) Performance airspeeds, including the applicant’s knowledge and performance of the following tasks:
  - (i) Minimum sink airspeed.
  - (ii) Speed-to-fly.
- (9) Soaring techniques, including the applicant’s knowledge and performance of the following tasks:
  - (i) Thermal soaring.
  - (ii) Ridge and slope soaring.
  - (iii) Wave soaring.
- (10) Performance manoeuvres, including the applicant’s knowledge and performance of the following tasks:
  - (i) Straight glides.
  - (ii) Turns to headings.

- (iii) Steep turns.
- (11) Navigation, including the applicant's knowledge and performance of the following tasks—
  - (i) Flight preparation and planning.
  - (ii) National airspace system.
- (12) Slow flight and stalls, including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring at minimum control airspeed.
  - (ii) Stall recognition and recovery.
- (13) Emergency operations, including the applicant's knowledge and performance of the following tasks:
  - (i) Simulated off-airport landing.
  - (ii) Emergency equipment and survival gear.
- (14) Post-flight procedures, including the applicant's knowledge and performance of the following tasks:
  - (i) After-landing and securing

**SIXTH SCHEDULE**  
**COMMERCIAL PILOT LICENCE SKILL TEST**

**1. CPL SKILL TEST—AEROPLANE CATEGORY**

The skill test for the single-engine and multi-engine commercial pilot licence - aeroplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

*Note 1: When (SE) is indicated, the item or paragraph is only for single-engine; when (ME) is indicated, the item or paragraph is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.*

*Note 2: When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for land and seaplanes.*

- (1) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Airworthiness requirements.
  - (iii) Weather information.
  - (iv) Cross-country flight planning.
  - (v) National airspace system.
  - (vi) Performance and limitations.
  - (vii) Operation of system.
  - (viii) Principles of flight (ME).
  - (ix) Water and Seaplane characteristics (S).
  - (x) Seaplane bases, maritime rules and aids to marine navigation (S).
  - (xi) Aeromedical factors.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine Starting.
  - (iv) Taxiing (L).
  - (v) Taxiing and sailing (S).
  - (vi) Before takeoff check.

- (3) Aerodrome and seaplane base operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome/Seaplane base, runway and taxiway signs, markings and lighting.
- (4) Takeoffs, landings and go-arounds; including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Normal and crosswind approach and landing.
  - (iii) Soft-field takeoff and climb (SE).
  - (iv) Soft-field approach and landing (SE).
  - (v) Short-field (Confined area (S)) takeoff and maximum performance climb.
  - (vi) Short-field (Confined area (S)) approach and landing.
  - (vii) Glassy water takeoff and climb (S).
  - (viii) Glassy water approach and landing (S).
  - (ix) Rough water takeoff and climb (S).
  - (x) Rough water approach and landing (S).
  - (xi) Power-off 180 degrees accuracy approach and landing (SE).
  - (xii) Go-around /rejected landing.
- (5) Performance manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Steep turns.
  - (ii) Steep spiral (SE).
  - (iii) Chandelles (SE).
  - (iv) Lazy eights (SE).
- (6) Ground reference manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Eights on pylons (SE).
- (7) Navigation; including the applicant's knowledge and performance of the following tasks—
  - (i) Pilotage and dead reckoning.
  - (ii) Navigation systems and radar services.
  - (iii) Diversion.



- (iv) Lost procedures
- (8) Slow flight and stalls; including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring during slow flight.
  - (ii) Power-off stalls.
  - (iii) Power-on stalls.
  - (iv) Spin awareness.
- (9) Emergency operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Emergency approach and landing.
  - (ii) Emergency descent (ME).
  - (iii) Engine failure during takeoff before VMC (simulated) (ME).
  - (iv) Engine failure after lift-off (simulated) (ME).
  - (v) Approach and landing with an inoperative engine (simulated) (ME).
  - (vi) Systems and equipment malfunctions.
  - (vii) Emergency equipment and survival gear.
- (10) High altitude operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Supplemental oxygen.
  - (ii) Pressurisation.
- (11) Multi-engine operations (ME); including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring with one engine inoperative.
  - (ii) VMC demonstration.
  - (iii) Engine failure during flight (by reference to instruments).
  - (iv) Instrument approach – one engine inoperative (by reference to instruments).
- (12) Post-flight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) After landing, parking and securing.
  - (ii) Anchoring (S).
  - (iii) Docking and mooring (S).
  - (iv) Ramping/beaching (S).

## **2. CPL SKILL TEST—HELICOPTER CATEGORY**

The skill test for the commercial pilot licence – helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Cross-country flight planning.
  - (iv) National airspace system.
  - (v) Performance and limitations.
  - (vi) Operation of system.
  - (vii) Minimum equipment list.
  - (viii) Aeromedical factors.
  - (ix) Physiological aspects of night flying.
  - (x) Lighting and equipment for night flying.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine Starting and rotor engagement.
  - (iv) Before takeoff check.
- (3) Aerodrome and heliport operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome and heliport markings and lighting.
- (4) Hovering manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Vertical takeoff and landing.
  - (ii) Slope operations.
  - (iii) Surface taxi.
  - (iv) Hover taxi.

- (v) Air taxi.
  - (5) Takeoffs, landings and go-arounds; including the applicant's knowledge and performance of the following tasks—
    - (i) Normal and crosswind takeoff and climb.
    - (ii) Normal and crosswind approach and landing.
    - (iii) Maximum performance takeoff and climb.
    - (iv) Steep approach.
    - (v) Rolling takeoff.
    - (vi) Shallow approach and running/roll-on landing.
    - (vii) Go-around.
  - (6) Performance manoeuvre; including the applicant's knowledge and performance of the following tasks—
    - (i) Rapid deceleration.
    - (ii) 180 Degrees autorotation.
  - (7) Navigation; including the applicant's knowledge and performance of the following tasks—
    - (i) Pilotage and dead reckoning.
    - (ii) Radio navigation and radar services.
    - (iii) Diversion.
    - (iv) Lost procedures.
  - (8) Emergency operations; including the applicant's knowledge and performance of the following tasks—
    - (i) Power failure at a hover.
    - (ii) Power failure at altitude.
    - (iii) Systems and equipment malfunctions.
    - (iv) Settling-with-power.
    - (v) Low rotor RPM recovery.
    - (vi) Dynamic rollover.
    - (vii) Ground resonance.
    - (viii) Low G conditions.
    - (ix) Emergency equipment and survival gear.
  - (9) Special operations; including the applicant's knowledge and performance of the following tasks—
    - (i) Confined area operation.
-

- (ii) Pinnacle/platform operations.
- (10) Post-flight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) After landing, parking and securing.

### **3. CPL SKILL TEST—POWERED-LIFT CATEGORY**

Reserved.

### **4. CPL SKILL TEST—AIRSHIP CATEGORY**

The skill test for the commercial pilot licence – airship shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Technical subjects, including the applicant's knowledge and performance of the following tasks—
  - (i) Aeromedical factors.
  - (ii) Visual scanning and collision avoidance.
  - (iii) Use of distractions during flight training.
  - (iv) Principles of flight.
  - (v) Airship weight-off, ballast, and trim.
  - (vi) Night operations.
  - (vii) Regulations and publications.
  - (viii) National airspace system.
  - (ix) Logbook entries and licence endorsement.
- (2) Preflight preparation, including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Cross-country flight planning.
  - (iv) Performance and limitations.
  - (v) Operations of systems.
- (3) Preflight lesson on a manoeuvre to be performed in flight, including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvre lesson.
- (4) Preflight procedures, including the applicant's knowledge and performance of the following tasks—

- (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine starting.
  - (iv) Unmasting and positioning for takeoff.
  - (v) Ground handling.
  - (vi) Before takeoff check.
- (5) Aerodrome operations, including the applicant's knowledge and performance of the following tasks—
- (i) Radio communications.
  - (ii) Traffic pattern operations.
  - (iii) Aerodrome, runway, and taxiway markings and lighting.
- (6) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks—
- (i) Flight to, from, and at pressure height.
  - (ii) In-flight weigh-off.
  - (iii) Manual pressure control.
  - (iv) Static and dynamic trim.
- (7) Navigation, including the applicant's knowledge and performance of the following tasks—
- (i) Pilotage and dead reckoning.
  - (ii) Diversion.
  - (iii) Lost procedures.
  - (iv) Navigation systems and air traffic control radar services.
- (8) Emergency operations, including the applicant's knowledge and performance of the following tasks—
- (i) Aborted takeoff.
  - (ii) Engine failure during takeoff.
  - (iii) Engine failure during flight.
  - (iv) Engine fire during flight.
  - (v) Envelope emergencies.
  - (vi) Free ballooning.
  - (vii) Ditching and emergency landing.
  - (viii) Systems and equipment malfunctions.

- (9) Post-flight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Mastings.
  - (ii) Post-mastings.

## **5. CPL SKILL TEST—BALLOON CATEGORY**

The skill test for the commercial pilot licence – balloon shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

*Note: When (BH) is indicated, the item is for hot air balloons only. When (BG) is indicated, the item is for gas balloons.*

- (1) Technical subjects, including the applicant's knowledge and performance of the following tasks—
  - (i) Aeromedical factors.
  - (ii) Visual scanning and collision avoidance.
  - (iii) Principles of flight.
  - (iv) Regulations and publications.
  - (v) National airspace system.
  - (vi) Logbook entries and licence endorsement.
- (2) Preflight preparation, including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Flight planning.
  - (iv) Performance and limitations.
  - (v) Operations of systems.
- (3) Preflight lesson on a manoeuvre to be performed in flight, including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvre lesson.
- (4) Preflight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Launch site selection.
  - (ii) Crew briefing and preparation.
  - (iii) Layout and assembly.
  - (iv) Preflight inspection.

- (v) Inflation.
- (vi) Basket/gondola management.
- (vii) Pre-launch check.
- (5) Aerodrome operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications.
- (6) Launches and landings, including the applicant's knowledge and performance of the following tasks—
  - (i) Normal launch.
  - (ii) Launch over obstacle.
  - (iii) Approach to landing.
  - (iv) Steep approach to landing.
  - (v) Normal landing.
  - (vi) High-wind landing.
- (7) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks—
  - (i) Ascents.
  - (ii) Altitude control (level flight).
  - (iii) Descents.
  - (iv) Rapid ascent and descent.
  - (v) Contour flying (BH).
  - (vi) High altitude flight. (BG)
  - (vii) Obstacle avoidance (BH).
  - (viii) Tethering (BH).
  - (ix) Winter flying.
  - (x) Mountain flying.
- (8) Navigation, including the applicant's knowledge and performance of the following tasks—
  - (i) Navigation.
- (9) Emergency operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Systems and equipment malfunctions.
  - (ii) Emergency equipment and survival gear.
  - (iii) Water landing.

- (iv) Thermal flight.
- (10) Post-flight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Recovery.
  - (ii) Deflation and pack-up.
  - (iii) Refueling (BH).

## **6. CPL SKILL TEST—GLIDER CATEGORY**

The skill test for the commercial pilot licence – glider category shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation, including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Operation of systems.
  - (iv) Performance and limitations.
  - (v) Aeromedical factors.
- (2) Preflight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Assembly.
  - (ii) Ground handling.
  - (iii) Preflight inspection.
  - (iv) Cockpit management.
  - (v) Visual signals.
- (3) Aerodrome and gliderport operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications.
  - (ii) Traffic patterns.
  - (iii) Aerodrome, runway, and taxiway signs, markings, and lighting.
- (4) Launches— aero tow, including the applicant's knowledge and performance of the following tasks—
  - (i) Before takeoff checks.



- (ii) Normal and crosswind takeoff.
  - (iii) Maintaining tow positions.
  - (iv) Slack line.
  - (v) Boxing the wake.
  - (vi) Tow release.
  - (vii) Abnormal occurrences.
- (5) Launches— ground tow, including the applicant's knowledge and performance of the following tasks—
- (i) Before takeoff check.
  - (ii) Normal and crosswind takeoff.
  - (iii) Abnormal occurrences.
- (6) Launches— self-launch, including the applicant's knowledge and performance of the following tasks—
- (i) Engine starting.
  - (ii) Taxiing.
  - (iii) Before takeoff check.
  - (iv) Normal and crosswind takeoff and climb.
  - (v) Engine shutdown in flight.
  - (vi) Abnormal occurrences.
- (7) Landings, including the applicant's knowledge and performance of the following tasks—
- (i) Normal and cross wind landing.
  - (ii) Slips to landing.
  - (iii) Downwind landing.
- (8) Performance airspeeds, including the applicant's knowledge and performance of the following tasks—
- (i) Minimum sink airspeed.
  - (ii) Speed-to-fly.
- (9) Soaring techniques, including the applicant's knowledge and performance of the following tasks—
- (i) Thermal soaring.
  - (ii) Ridge and slope soaring.
  - (iii) Wave soaring.

- (10) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks—
  - (i) Straight glides.
  - (ii) Turns to headings.
  - (iii) Steep turns.
- (11) Navigation, including the applicant's knowledge and performance of the following tasks—
  - (i) Flight preparation and planning.
  - (ii) National airspace system.
- (12) Slow flight and stalls, including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring at minimum control airspeed.
  - (ii) Stall recognition and recovery.
- (13) Emergency operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Simulated off-aerodrome landing.
  - (ii) Emergency equipment and survival gear.
- (14) Post-flight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) After-landing and securing.

## **SEVENTH SCHEDULE**

### **REQUIREMENTS FOR THE ISSUE OF THE MULTI-CREW PILOT LICENCE — AEROPLANE**

#### **1. Training**

- (1) In order to meet the requirements of the multi-crew pilot licence in the aeroplane category, the applicant shall have completed an approved training course. The training shall be competency-based and conducted in a multi-crew operational environment
- (2) During the training, the applicant shall have acquired the knowledge, skills and attitudes required as the underpinning attributes for performing as a co-pilot of a turbine-powered air transport aeroplane certificated for operation with a minimum crew of at least two pilots

#### **2. Assessment level**

The applicant for the multi-crew pilot licence in the aeroplane category shall have satisfactorily demonstrated performance in all the nine competency units specified in 3, at the advanced level of competency as defined in the Level of Competency

#### **3. Competency units**

The nine competency units that an applicant has to demonstrate in accordance regulation 54 (3), are as follows:

- (1) apply threat and error management (TEM) principles;
- (2) perform aeroplane ground operations;
- (3) perform take-off;
- (4) perform climb;
- (5) perform cruise;
- (6) perform descent;
- (7) perform approach;
- (8) perform landing; and
- (9) perform after-landing and aeroplane post-flight operations.

#### **4. Simulated flight**

- (1) The flight simulation training devices used to gain the experience specified in 54(5), shall have been approved by the RCAA.
- (2) Flight simulation training devices shall be categorized as follows:
  - (a) *Type I*. E-training and part tasking devices approved by the RCAA that have the following characteristics:

- (i) involve accessories beyond those normally associated with desktop computers, such as functional replicas of a throttle quadrant, a sidestick controller, or an FMS keypad; and
  - (ii) involve psychomotor activity with appropriate application of force and timing of responses.
- (b) *Type II.* A flight simulation training device that represents a generic turbine-powered aeroplane.
  - (c) *Type III.* A flight simulation training device that represents a multi-engined turbine-powered aeroplane certificated for a crew of two pilots with enhanced daylight visual system and equipped with an autopilot.
  - (d) *Type IV.* Fully equivalent to a Level D flight simulator or to a Level C flight simulator with an enhanced daylight visual system.

## **MULTI-CREW PILOT LICENCE — AEROPLANE LEVELS OF COMPETENCY**

### **1. Core flying skills**

The level of competency at which the applicant shall have complied with the requirements for the private pilot licence specified in regulations 39 to 44, including night flight requirements, and, in addition, have completed, smoothly and with accuracy, all procedures and manoeuvres related to upset training and flight with reference solely to instruments. From the outset, all training is conducted in an integrated multi-crew, competency-based and threat and error management (TEM) environment. Initial training and instructional input levels are high as core skills are being embedded in the ab initio application. Assessment at this level confirms that control of the aeroplane is maintained at all times in a manner such that the successful outcome of a procedure or a manoeuvre is assured.

### **2. Level 1 (Basic)**

The level of competency at which assessment confirms that control of the aeroplane or situation is maintained at all times and in such a manner that if the successful outcome of a procedure or manoeuvre is in doubt, corrective action is taken. Performance in the generic cockpit environment does not yet consistently meet the Standards of knowledge, operational skills and level of achievement required in the core competencies. Continual training input is required to meet an acceptable initial operating standard. Specific performance improvement/personal development plans will be agreed and the details recorded. Applicants will be continuously assessed as to their suitability to progress to further training and assessment in successive phases.

### **3. Level 2 (Intermediate)**

The level of competency at which assessment confirms that control of the aeroplane or situation is maintained at all times and in such a manner that the successful outcome of a procedure or manoeuvre is assured. The training received at Level 2 shall be conducted under the instrument flight rules, but need not be specific to any one type of aeroplane. On completion of Level 2, the applicant shall demonstrate levels of knowledge and operational skills that are adequate in the environment and achieves the basic standard in the core capability. Training support may be

required with a specific development plan to maintain or improve aircraft handling, behavioural performance in leadership or team management. Improvement and development to attain the Standard is the key performance objective. Any core competency assessed as less than satisfactory should include supporting evidence and a remedial plan.

#### **4. Level 3 (Advanced)**

The level of competency required to operate and interact as a co-pilot in a turbine-powered aeroplane certificated for operation with a minimum crew of at least two pilots, under visual and instrument conditions. Assessment confirms that control of the aeroplane or situation is maintained at all times in such a manner that the successful outcome of a procedure or manoeuvre is assured. The applicant shall consistently demonstrate the knowledge, skills and attitudes required for the safe operation of an applicable aeroplane type as specified in the performance criteria.

## **EIGHTH SCHEDULE**

### **AIRLINE TRANSPORT PILOT LICENCE SKILL TEST**

#### **1. ATPL AND AIRCRAFT TYPE RATING SKILL TEST—AEROPLANE CATEGORY**

The skill test for the airline transport pilot licence - aeroplanes shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
  - (i) Equipment examination.
  - (ii) Performance and limitations.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Powerplant start.
  - (iii) Taxiing.
  - (iv) Before takeoff checks.
- (3) Takeoffs and departure phase; including the applicant's knowledge and performance of the following tasks—
  - (i) Normal takeoffs with different flap settings, including expedited takeoff.
  - (ii) Instrument takeoff.
  - (iii) Powerplant failure during takeoff.
  - (iv) Rejected takeoff.
  - (v) Departure procedures.
- (4) In-flight manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Steep turns.
  - (ii) Approach to stalls.
  - (iii) Powerplant failure.
  - (iv) Specific flight characteristics.
  - (v) Recovery from unusual altitudes.

- (5) Instrument procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Standard terminal arrival/flight management system procedures.
  - (ii) Holding procedures.
  - (iii) Precision instrument approaches.
  - (iv) Non-precision instrument approaches.
  - (v) Circling approach.
  - (vi) Missed approach.
- (6) Landings and approaches to landings; including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind approaches and landings.
  - (ii) Landing from a precision approach.
  - (iii) Approach and landing with (simulated) powerplant failure.
  - (iv) Landing from a circling approach.
  - (v) Rejected landing.
  - (vi) Landing from a no-flap or a non-standard flap approach.
  - (vii) Normal and abnormal procedures.
  - (viii) Emergency procedures.
- (7) Post-flight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) After landing procedures.
  - (ii) Parking and securing.

## **2. ATPL AND AIRCRAFT TYPE RATING SKILL TEST—HELICOPTER CATEGORY**

The skill test for the airline transport pilot licence for helicopters shall include at least the following areas of operation with CRM competencies applied and evident in all tasks:

- (1) Preflight preparations and checks; including the applicant's knowledge and performance of the following tasks—
  - (i) Equipment examination.
  - (ii) Performance and limitations.
- (2) Preflight procedures; including the applicant's knowledge and performance of the following tasks—

- (i) Preflight inspection.
    - (ii) Powerplant start.
    - (iii) Taxiing.
    - (iv) Pre-takeoff checks.
  - (3) Takeoff and departure phase; including the applicant's knowledge and performance of the following tasks—
    - (i) Normal and crosswind takeoff.
    - (ii) Instrument takeoff.
    - (iii) Powerplant failure during takeoff.
    - (iv) Rejected takeoff.
    - (v) Instrument departure.
  - (4) In-flight manoeuvres; including the applicant's knowledge and performance of the following tasks—
    - (i) Steep turns.
    - (ii) Powerplant failure-multi-engine helicopter.
    - (iii) Powerplant failure-single-engine helicopter.
    - (iv) Recovery from unusual altitudes.
    - (v) Settling with power.
  - (5) Instrument procedures; including the applicant's knowledge and performance of the following tasks—
    - (i) Instrument arrival.
    - (ii) Holding.
    - (iii) Precision instrument approaches.
    - (iv) Non-precision instrument approaches.
    - (v) Missed approach.
  - (6) Landings and approaches to landings; including the applicant's knowledge and performance of the following tasks—
    - (i) Normal and crosswind approaches and landings.
    - (ii) Approach and landing with simulated powerplant failure-multiengine helicopter.
    - (iii) Rejected landing.
  - (7) Normal and abnormal procedures; including the applicant's knowledge and performance of the tasks.
  - (8) Emergency procedures; including the applicant's knowledge and performance.
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- (9) Postflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) After landing procedures.
  - (ii) Parking and securing.

### **3. ATPL AND AIRCRAFT TYPE RATING SKILL TEST—POWERED-LIFT CATEGORY**

Reserved.

**NINTH SCHEDULE**  
**CATEGORY II AND III AUTHORISATION**

- (1) The RCAA shall issue a Category II or Category III pilot authorisation by letter, as a part of an applicant's instrument rating or airline transport pilot certificate.
- (2) Upon original issue the authorisation will contain the following limitations:
  - (a) for Category II operations, 1,600 feet RVR and a 150-foot decision height; and
  - (b) for Category III operations, as specified in the authorisation document.
- (3) To remove the limitations on a Category II or Category III pilot authorization:
  - (a) a Category II limitation holder may remove the limitation by showing that, since the beginning of the sixth preceding month, the holder has made three Category II ILS approaches with a 150-foot decision height to a landing under actual or simulated instrument conditions; or
  - (b) a Category III limitation holder may remove the limitation by showing experience as specified in the authorisation.
- (4) An authorisation holder or an applicant for an authorisation may use a flight simulator or flight training device if it is approved by the RCAA for such use, to meet the experience requirement of paragraph (5), or for the practical test required by these Regulations for a Category II or a Category III pilot authorisation, as applicable.
- (5) *Category II*: skill test requirements.
  - (a) An applicant for the following authorisations shall pass a skill test for:
    - (i) issuance or renewal of a Category II pilot authorisation.
    - (ii) the addition of another type aircraft to a Category II pilot authorisation.
  - (b) To be eligible for the skill test for an authorisation under this subsection, an applicant shall—
    - (i) meet the requirements of Regulation 76; and
    - (ii) if the applicant has not passed a skill test for this authorisation during the 12 calendar months preceding the month of the test:

- (A) meet the requirements of Civil Aviation (Operations of Aircraft) Regulations, Regulation 54; and
  - (B) have performed at least six ILS approaches during the 6 calendar months preceding the month of the test, of which at least three of the approaches shall have been conducted without the use of an approach coupler.
- (c) An applicant shall accomplish the approaches specified in (b)(ii)(B) above:
  - (i) under actual or simulated instrument flight conditions;
  - (ii) to the minimum decision height for the ILS approach in the type aircraft in which the practical test is to be conducted, except that the approaches need not be conducted to the decision height authorised for Category II operations;
  - (iii) to the decision height authorised for Category II operations only if conducted in an approved flight simulator or an approved flight training device; and
  - (iv) in an aircraft of the same category and class, and type, as applicable, as the aircraft in which the practical test is to be conducted or in an approved flight simulator that:
    - (A) represents an aircraft of the same category and class, and type, as applicable, as the aircraft in which the authorisation is sought; and
    - (B) is used in accordance with an approved course conducted by an ATO certified under Civil Aviation (Approved Training Organisation) Regulations.
- (d) The flight time acquired in meeting the requirements of (b)(ii)(B) above may be used to meet the requirements of (b)(ii)(A).
- (6) *Category II: skill test procedures.* The skill test consists of an oral increment and a flight increment.
  - (a) *Oral increment.* In the oral increment of the practical test an applicant shall demonstrate knowledge of the following:
    - (i) required landing distance;
    - (ii) recognition of the decision height;
    - (iii) missed approach procedures and techniques using computed or fixed attitude guidance displays;
    - (iv) use and limitations of RVR;
    - (v) use of visual clues, their availability or limitations, and altitude at which they are normally discernible at reduced RVR readings;

- (vi) procedures and techniques related to transition from nonvisual to visual flight during a final approach under reduced RVR;
  - (vii) effects of vertical and horizontal windshear;
  - (viii) characteristics and limitations of the ILS and runway lighting system;
  - (ix) characteristics and limitations of the flight director system, auto approach coupler (including split axis type if equipped), auto throttle system (if equipped), and other required Category II equipment;
  - (x) assigned duties of the SIC during Category II approaches, unless the aircraft for which authorisation is sought does not require an SIC; and
  - (xi) instrument and equipment failure warning systems.
- (b) *Flight increment.* The following requirements apply to the flight increment of the practical test:
- (i) The flight increment shall be conducted in an aircraft of the same category, class, and type, as applicable, as the aircraft in which the authorisation is sought or in an approved flight simulator that:
    - (A) represents an aircraft of the same category and class, and type, as applicable, as the aircraft in which the authorisation is sought; and
    - (B) is used in accordance with an approved course conducted by an ATO certified under Civil Aviation (Approved Training Organisation) Regulations.
  - (ii) The flight increment shall consist of at least two ILS approaches to 100 feet AGL including at least one landing and one missed approach.
  - (iii) All approaches performed during the flight increment shall be made with the use of an approved flight control guidance system, except if an approved auto approach coupler is installed, at least one approach shall be hand flown using flight director commands.
  - (iv) If a multiengine aeroplane with the performance capability to execute a missed approach with one engine inoperative is used for the practical test, the flight increment shall include the performance of one missed approach with an engine, which shall be the most critical engine, if applicable, set at idle or zero thrust before reaching the middle marker.
  - (v) If an approved multiengine flight simulator or approved multiengine flight training device is used for the practical test, the applicant shall execute a missed approach with the most critical engine, if applicable, failed.

- (vi) For an authorisation for an aircraft that requires a type rating, the applicant shall pass a practical test in co-ordination with a SIC who holds a type rating in the aircraft in which the authorisation is sought.
  - (vii) An inspector or evaluator may conduct oral questioning at any time during a practical test.
- (7) *Category III: Skill test requirements.*
- (a) The RCAA will require that an applicant pass a skill test for:
    - (i) issuance or renewal of a Category III pilot authorisation.
    - (ii) the addition of another type of aircraft to a Category III pilot authorisation.
  - (b) To be eligible for the skill test an applicant shall:
    - (i) meet the requirements of Regulation 7 of these Regulations; and
    - (ii) if the applicant has not passed a practical test for this authorisation during the 12 calendar months preceding the month of the test—
      - (A) meet the requirements of Civil Aviation (Operations of Aircraft) Regulations, Regulations 54 and 221, 218; and
      - (B) have performed at least six ILS approaches during the 6 calendar months preceding the month of the test, of which at least three of the approaches shall have been conducted without the use of an approach coupler.
  - (c) An applicant shall conduct the approaches specified in (b)(ii)(B) above:
    - (i) under actual or simulated instrument flight conditions;
    - (ii) to the alert height or decision height for the ILS approach in the type aircraft in which the practical test is to be conducted;
    - (iii) not necessarily to the decision height authorised for Category III operations;
    - (iv) to the alert height or decision height, as applicable, authorised for Category III operations only if conducted in an approved flight simulator or approved flight training device; and
    - (v) in an aircraft of the same category and class, and type, as applicable, as the aircraft in which the practical test is to be conducted or in an approved flight simulator that:
      - (A) represents an aircraft of the same category and class, and type, as applicable, as the aircraft for which the authorisation is sought; and
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- (B) is used in accordance with an approved course conducted by an ATO certified under Civil Aviation (Approved Training Organisation) Regulations.
  - (d) *Knowledge requirements:* An applicant shall demonstrate knowledge of the following:
    - (i) Required landing distance.
    - (ii) Determination and recognition of the alert height or decision height, as applicable, including use of a radar altimeter.
    - (iii) Recognition of and proper reaction to significant failures encountered prior to and after reaching the alert height or decision height, as applicable.
    - (iv) Missed approach procedures and techniques using computed or fixed attitude guidance displays and expected height loss as they relate to manual go around or automatic go around, and initiation altitude, as applicable.
    - (v) Use and limitations of RVR, including determination of controlling RVR and required transmissometers.
    - (vi) Use, availability, or limitations of visual cues and the altitude at which they are normally discernible at reduced RVR readings including:
      - (A) Unexpected deterioration of conditions to less than minimum RVR during approach, flare, and rollout;
      - (B) Demonstration of expected visual references with weather at minimum conditions;
      - (C) The expected sequence of visual cues during an approach in which visibility is at or above landing minima; and
      - (D) Procedures and techniques for making a transition from instrument reference flight to visual flight during a final approach under reduced RVR.
    - (vii) Effects of vertical and horizontal windshear.
    - (viii) Characteristics and limitations of the ILS and runway lighting system.
    - (ix) Characteristics and limitations of the flight director system auto approach coupler (including split axis type if equipped), auto throttle system (if equipped), and other Category III equipment.
    - (x) Assigned duties of the SIC during Category III operations, unless the aircraft for which authorisation is sought does not require a SIC.
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- (xi) Recognition of the limits of acceptable aircraft position and flight path tracking during approach, flare, and, if applicable, rollout.
  - (xii) Recognition of, and reaction to, airborne or ground system faults or abnormalities, particularly after passing alert height or decision height, as applicable.
- (e) Flight skill requirements:
- (i) An applicant may conduct the practical test in an aircraft of the same category and class, and type, as applicable, as the aircraft for which the authorisation is sought, or in an approved flight simulator that:
    - (A) Represents an aircraft of the same category and class, and type, as applicable, as the aircraft in which the authorisation is sought; and
    - (B) Is used in accordance with an approved course conducted by an ATO certified under Civil Aviation (Approved Training Organisation) Regulations.
  - (ii) The practical test shall consist of at least two ILS approaches to 100 feet AGL, including one landing and one missed approach initiated from a very low altitude that may result in a touchdown during the go around manoeuvre;
  - (iii) The applicant shall perform all approaches during the practical test with the approved automatic landing system or an equivalent landing system approved by the RCAA;
  - (iv) If a multiengine aircraft with the performance capability to execute a missed approach with one engine inoperative is used for the practical test, the practical test shall include the performance of one missed approach with the most critical engine, if applicable, set at idle or zero thrust before reaching the middle or outer marker;
  - (v) If an approved multiengine flight simulator or approved multiengine flight training device is used, the applicant shall execute a missed approach with an engine, which shall be the most critical engine, if applicable, failed;
  - (vi) For an authorisation for an aircraft that requires a type rating, the applicant shall pass a practical test in co-ordination with a SIC who holds a type rating in the aircraft in which the authorisation is sought; and
  - (vii) Subject to the limitations of this paragraph, for Category IIIB operations predicated on the use of a fail passive rollout control system, the applicant shall execute at least one manual rollout using visual reference or a combination of visual and instrument references. The applicant shall initiate this manoeuvre by a fail passive disconnect of the rollout control system:
    - (A) After main gear touchdown;

- (B) Prior to nose gear touchdown;
  - (C) In conditions representative of the most adverse lateral touchdown displacement allowing a safe landing on the runway; and
  - (D) In weather conditions anticipated in Category IIIb operations.
- (f) An inspector or evaluator may conduct oral questioning at any time during the practical test.



## TENTH SCHEDULE

### FLIGHT INSTRUCTOR SKILL TEST AND PROFICIENCY CHECK

- (a) **Aeroplane Category.** The skill test and proficiency check for the flight instructor rating - aeroplane shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category and class of aircraft:

*Note 1: When (SE) is indicated the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item or paragraph is for single-engine and multi-engine.*

*Note 2: When (S) is indicated, the item is only for seaplanes, when (L) is indicated, the item is only for landplanes. When nothing is indicated, the item is for land and seaplanes.*

- (1) Fundamentals of instruction; including the applicant's knowledge and performance of the following tasks—
  - (i) The learning process.
  - (ii) The teaching process.
  - (iii) Teaching methods.
  - (iv) Evaluation.
  - (v) Flight instructor characteristics and responsibilities.
  - (vi) Human factors.
  - (vii) Planning instructional activity.
- (2) Technical subject areas; including the applicant's knowledge and performance of the following tasks—
  - (i) Aeromedical factors.
  - (ii) Visual Scanning and collision avoidance.
  - (iii) Principles of flight.
  - (iv) Aeroplane flight controls.
  - (v) Aeroplane weight and balance.
  - (vi) Navigation and flight planning.
  - (vii) Night operations.
  - (viii) High altitude operations.
  - (ix) Regulations and publications.
  - (x) Use of minimum equipment list.
  - (xi) National airspace system.

- (xii) Navigation aids and radar services.
- (xiii) Logbook entries and licence endorsements.
- (xiv) Water and seaplane characteristics (S).
- (xv) Seaplane bases, rules and aids to marine navigation (S).
- (3) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Operation of systems (SE).
  - (iv) Performance and limitations (SE).
  - (v) Airworthiness requirements.
- (4) Preflight lesson on a manoeuvre to be performed in flight; including the applicant's knowledge and performance of the following task—
  - (i) Manoeuvre lesson
- (5) Preflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine starting.
  - (iv) Taxiing (L).
  - (v) Taxiing (S).
  - (vi) Sailing (S).
  - (vii) Before takeoff check.
- (6) Aerodrome and seaplane base operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome and runway markings and lighting.
- (7) Takeoffs, landings and go-arounds; including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Short field (Confined area (S)) takeoff and maximum performance climb.
  - (iii) Soft field takeoff and climb (SE).

- (iv) Glossy water takeoff and climb (S).
- (v) Rough water takeoff and climb (S).
- (vi) Normal and crosswind approach and landing.
- (vii) Slip to a landing (SE).
- (viii) Go-around/rejected landing.
- (ix) Short field (Confined area (S)) approach and landing.
- (x) Soft field approach and landing (SEL).
- (xi) Power-off 180 degrees accuracy approach and landing (SEL).
- (xii) Glassy water approach and landing (S).
- (xiii) Rough water approach and landing (S).
- (8) Fundamentals of flight; including the applicant's knowledge and performance of the following tasks—
  - (i) Straight-and-level flight.
  - (ii) Level turns.
  - (iii) Straight climbs and climbing turns.
  - (iv) Straight descents and descending turns.
- (9) Performance manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Steep turns.
  - (ii) Steep spirals (SE).
  - (iii) Chandelles (SE).
  - (iv) Lazy eights (SE).
- (10) Ground reference manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Rectangular course.
  - (ii) S-turns across a road.
  - (iii) Turns around a point.
  - (iv) Eights on pylons (SE).
- (11) Slow flight, stalls and spins; including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring during slow flight.
  - (ii) Power-on stalls (proficiency).
  - (iii) Power-off stalls (proficiency).
  - (iv) Crossed-control stalls (demonstration) (SE).

- (v) Elevator trim stalls (demonstration) (SE).
  - (vi) Secondary stalls (demonstration) (SE).
  - (vii) Spins (SEL).
- (12) Basic instrument manoeuvres; including the applicant's knowledge and performance of the following tasks—
- (i) Straight-and-level flight.
  - (ii) Constant airspeed climbs.
  - (iii) Constant airspeed descents.
  - (iv) Turns to headings.
  - (v) Recovery from unusual flight attitudes.
- (13) Emergency operations (SE); including the applicant's knowledge and performance of the following tasks—
- (i) Emergency approach and landing (simulated).
  - (ii) Systems and equipment malfunctions.
  - (iii) Emergency equipment and survival gear.
- (14) Emergency operations (ME); including the applicant's knowledge and performance of the following tasks—
- (i) Systems and equipment malfunctions.
  - (ii) Engine failure during takeoff before VMC.
  - (iii) Engine failure after lift-off.
  - (iv) Approach and landing with an inoperative engine.
  - (v) Emergency descent.
  - (vi) Emergency equipment and survival gear.
- (15) Multi-engine operations (ME); including the applicant's knowledge and performance of the following tasks—
- (i) Operation of systems.
  - (ii) Performance and limitations.
  - (iii) Flight principles – engine inoperative.
  - (iv) Manoeuvring with one engine inoperative.
  - (v) VMC demonstration.
  - (vi) Demonstrating the effects of various airspeeds and configurations during engine inoperative performance.
- (16) Post-flight procedures; including the applicant's knowledge and performance of the following tasks—

- (i) Post-flight procedures.
  - (ii) Anchoring (S).
  - (iii) Docking and mooring (S).
  - (iv) Beaching (S).
  - (v) Ramping (S).
- (b) **Helicopter Category.** The skill test and proficiency check for the flight instructor rating - helicopter shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category, and if applicable, class or type, of aircraft:
  - (1) Fundamentals of instruction; including the applicant's knowledge and performance of the following tasks—
    - (i) The learning process.
    - (ii) The teaching process.
    - (iii) Teaching methods.
    - (iv) Evaluation.
    - (v) Flight instructor characteristics and responsibilities.
    - (vi) Human factors.
    - (vii) Planning instructional activity.
  - (2) Technical subject areas; including the applicant's knowledge and performance of the following tasks—
    - (i) Aeromedical factors.
    - (ii) Visual Scanning and collision avoidance.
    - (iii) Use of distractions during flight training.
    - (iv) Principles of flight.
    - (v) Helicopter flight controls.
    - (vi) Helicopter weight and balance.
    - (vii) Navigation and flight planning.
    - (viii) Night operations.
    - (ix) Regulations and publications.
    - (x) Use of minimum equipment list.
    - (xi) National airspace system.
    - (xii) Logbook entries and licence endorsements.

- (3) Preflight preparation including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Operation of systems.
  - (iv) Performance and limitations.
  - (v) Airworthiness requirements.
- (4) Preflight lesson on a manoeuvre to be performed in flight, including the applicant's knowledge and performance of the following task—
  - (i) Manoeuvre lesson.
- (5) Preflight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine starting and rotor engagement.
  - (iv) Before takeoff check.
- (6) Aerodrome operations and Heliport operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications and ATC light signals.
  - (ii) Traffic patterns.
  - (iii) Aerodrome and Heliport Markings and lighting.
- (7) Hovering Manoeuvres, including the applicant's knowledge and performance of the following tasks—
  - (i) Vertical takeoff and landing.
  - (ii) Surface taxi.
  - (iii) Hover taxi.
  - (iv) Air taxi.
  - (v) Slope operation.

- (8) Takeoffs, landings and go-arounds, including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and crosswind takeoff and climb.
  - (ii) Maximum performance takeoff and climb.
  - (iii) Rolling takeoff.
  - (iv) Normal and crosswind approach.
  - (v) Steep approach.
  - (vi) Shallow approach and running/roll-on landing.
  - (vii) Go-around.
  
- (9) Fundamentals of flight; including the applicant's knowledge and performance of the following tasks—
  - (i) Straight-and-level flight.
  - (ii) Level turns.
  - (iii) Straight climbs and climbing turns.
  - (iv) Straight descents and descending turns.
  
- (10) Performance manoeuvres; including the applicant's knowledge and performance of the following tasks—
  - (i) Rapid deceleration.
  - (ii) Straight-in autorotation.
  - (iii) 180 degrees autorotation.
  
- (11) Emergency operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Power failure at a hover.
  - (ii) Power failure at altitude.
  - (iii) Settling-with-power.
  - (iv) Low rotor RPM recovery.
  - (v) Antitorque system failure.
  - (vi) Dynamic rollover.
  - (vii) Ground resonance.
  - (viii) Low "G" conditions.
  - (ix) Systems and equipment malfunctions.

- (x) Emergency equipment and survival gear.
- (12) Special operations; including the applicant's knowledge and performance of the following tasks—
    - (i) Confined area operation.
    - (ii) Pinnacle/platform operation.
  - (13) Post-flight procedures; including the applicant's knowledge and performance of the following tasks—
    - (i) After-landing and securing.
  - (c) **Powered-lift Category.**
    - (1) Reserved.
  - (d) **Airship Category.** The skill test and proficiency check for the flight instructor rating - airship shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:
    - (1) Fundamentals of instruction; including the applicant's knowledge and performance of the following tasks—
      - (i) The learning process.
      - (ii) The teaching process.
      - (iii) Teaching methods.
      - (iv) Evaluation.
      - (v) Flight instructor characteristics and responsibilities.
      - (vi) Human factors.
      - (vii) Planning instructional activity.
    - (2) Technical subject areas; including the applicant's knowledge and performance of the following tasks—
      - (i) Aeromedical factors.
      - (ii) Visual Scanning and collision avoidance.
      - (iii) Use of distractions during flight training.
      - (iv) Principles of flight.
      - (v) Airship weight-off, ballast, and trim.
      - (vi) Night operations.
      - (vii) Regulations and publications.
      - (viii) National airspace system.



- (ix) Logbook entries and licence endorsement.
- (3) Preflight preparation, including the applicant's knowledge and performance of the following tasks—
  - (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Cross-country flight planning.
  - (iv) Performance and limitations.
  - (v) Operations of systems.
- (4) Preflight lesson on a manoeuvre to be performed in flight, including the applicant's and performance of the following tasks—
  - (i) Manoeuvre lesson.
- (5) Preflight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection.
  - (ii) Cockpit management.
  - (iii) Engine starting.
  - (iv) Unmasting and positioning for takeoff.
  - (v) Ground handling.
  - (vi) Before takeoff check.
- (6) Aerodrome operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications.
  - (ii) Traffic pattern operations.
  - (iii) Aerodrome, runway and taxiway markings and lighting.
- (7) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks—
  - (i) Flight to, from, and at pressure height.
  - (ii) In-flight weigh-off.
  - (iii) Manual pressure control.
  - (iv) Static and dynamic trim.
- (8) Navigation, including the applicant's knowledge and performance of the following tasks—
  - (i) Pilotage and dead reckoning.
  - (ii) Diversion.

- (iii) Lost procedures.
  - (iv) Navigation systems and air traffic control radar services.
- (9) Basic instrument manoeuvres, including the applicant's knowledge and performance of the following tasks—
  - (i) Straight-and level flight.
  - (ii) Constant airspeed climbs.
  - (iii) Constant airspeed descents.
  - (iv) Turns to headings.
  - (v) Recovery from unusual flight attitudes.
- (10) Emergency operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Aborted takeoff.
  - (ii) Engine failure during takeoff.
  - (iii) Engine failure during flight.
  - (iv) Engine fire during flight.
  - (v) Envelope emergencies.
  - (vi) Free ballooning.
  - (vii) Ditching and emergency landing.
  - (viii) Systems and equipment malfunctions.
- (11) Post-flight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) Mastings.
  - (ii) Post-masting.

- (e) **Balloon Category.** The skill test and proficiency check for the flight instructor licence with balloon instructor rating shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category and class of aircraft:

*Note: When (BH) is indicated, the item is for hot air balloons only. When (BG) is indicated, the item is for gas balloons.*

- (1) Fundamentals of instruction; including the applicant's knowledge and performance of the following tasks—
  - (i) The learning process.
  - (ii) The teaching process.
  - (iii) Teaching methods.
  - (iv) Evaluation.

- (v) Flight instructor characteristics and responsibilities.
  - (vi) Human factors.
  - (vii) Planning instructional activity.
- (2) Technical subject areas; including the applicant's knowledge and performance of the following tasks—
- (i) Aeromedical factors.
  - (ii) Visual Scanning and collision avoidance.
  - (iii) Use of distractions during flight training.
  - (iv) Principles of flight.
  - (v) Regulations and publications.
  - (vi) National airspace system.
  - (vii) Logbook entries and licence endorsement.
- (3) Preflight preparation, including the applicant's knowledge and performance of the following tasks—
- (i) Licences and documents.
  - (ii) Weather information.
  - (iii) Cross-country flight planning.
  - (iv) Performance and limitations.
  - (v) Operations of systems.
- (4) Preflight lesson on a manoeuvre to be performed in flight, including the applicant's and performance of the following tasks—
- (i) Manoeuvre lesson.
- (5) Preflight procedures, including the applicant's knowledge and performance of the following tasks—
- (i) Launch site selection.
  - (ii) Crew briefing and preparation.
  - (iii) Layout and assembly.
  - (iv) Preflight inspection.
  - (v) Inflation.
  - (vi) Basket/gondola management.
  - (vii) Pre-launch check.
- (6) Aerodrome operations, including the applicant's knowledge and performance of the following tasks—
- (i) Radio communications.

- (7) Launches and landings, including the applicant's knowledge and performance of the following tasks—
    - (i) Normal launch.
    - (ii) Launch over obstacle.
    - (iii) Approach to landing.
    - (iv) Steep approach to landing.
    - (v) Normal landing.
    - (vi) High-wind landing.
  - (8) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks—
    - (i) Ascents.
    - (ii) Altitude control (level flight).
    - (iii) Descents.
    - (iv) Rapid ascent and descent.
    - (v) Contour flying (BH).
    - (vi) High altitude flight (BG).
    - (vii) Obstacle avoidance (BH).
    - (viii) Tethering (BH).
    - (ix) Winter flying.
    - (x) Mountain flying.
    - (xi) Navigation, including the applicant's knowledge and performance of the following tasks—
    - (xii) Navigation.
  - (9) Emergency operations, including the applicant's knowledge and performance of the following tasks—
    - (i) Systems and equipment malfunctions.
    - (ii) Emergency equipment and survival gear.
    - (iii) Water landing.
    - (iv) Thermal flight.
  - (10) Post-flight procedures, including the applicant's knowledge and performance of the following tasks—
    - (i) Recovery.
  - (11) Deflation and pack-up.
    - (i) Refueling (BH).
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- (f) **Glider Category.** The skill test and proficiency check for the flight instructor rating - glider shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:
- (1) Fundamentals of instruction; including the applicant's knowledge and performance of the following tasks—
    - (i) The learning process.
    - (ii) The teaching process.
    - (iii) Teaching methods.
    - (iv) Evaluation.
    - (v) Flight instructor characteristics and responsibilities.
    - (vi) Human factors.
    - (vii) Planning instructional activity.
  - (2) Technical subject areas; including the applicant's knowledge and performance of the following tasks—
    - (i) Aeromedical factors.
    - (ii) Visual Scanning and collision avoidance.
    - (iii) Use of distractions during flight training.
    - (iv) Principles of flight.
    - (v) Elevators, ailerons, and rudder.
    - (vi) Trim, lift and drag devices.
    - (vii) Glider weight and balance.
    - (viii) Navigation and flight planning.
    - (ix) Regulations and publications.
    - (x) National airspace system.
    - (xi) Logbook entries and licence endorsements.
  - (3) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
    - (i) Licences and documents.
    - (ii) Weather information.
    - (iii) Operation of systems.
    - (iv) Performance and limitations.
  - (4) Preflight lesson on a manoeuvre to be performed in flight; including the applicant's knowledge and performance of the following task—
    - (i) Manoeuvre lesson.
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- (5) Preflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Assembly.
  - (ii) Ground handling.
  - (iii) Preflight inspection.
  - (iv) Cockpit management.
  - (v) Visual signals.
- (6) Aerodrome operations and gliderport operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Radio communications.
  - (ii) Traffic patterns.
  - (iii) Aerodrome, runway, and taxiway signs, markings and lighting.
- (7) Launches— aero tow, including the applicant's knowledge and performance of the following tasks—
  - (i) Before takeoff checks.
  - (ii) Normal and crosswind takeoff.
  - (iii) Maintaining tow positions.
  - (iv) Slack line.
  - (v) Boxing the wake.
  - (vi) Tow release.
  - (vii) Abnormal occurrences.
- (8) Launches— ground tow (auto or winch), including the applicant's knowledge and performance of the following tasks—
  - (i) Before takeoff check.
  - (ii) Normal and crosswind takeoff.
  - (iii) Abnormal occurrences.
- (9) Launches— self-launch, including the applicant's knowledge and performance of the following tasks—
  - (i) Engine starting.
  - (ii) Taxiing.
  - (iii) Before takeoff check.
  - (iv) Normal and crosswind takeoff and climb.
  - (v) Engine shutdown in flight.
  - (vi) Abnormal occurrences.

- (10) Landings, including the applicant's knowledge and performance of the following tasks—
  - (i) Normal and cross wind landing.
  - (ii) Slips to landing.
  - (iii) Downwind landing.
- (11) Fundamentals of flight, including the applicant's knowledge and performance of the following tasks—
  - (i) Straight glides.
  - (ii) Turns to headings.
- (12) Performance airspeeds, including the applicant's knowledge and performance of the following tasks—
  - (i) Minimum sink airspeed.
  - (ii) Speed-to-fly.
- (13) Soaring techniques, including the applicant's knowledge and performance of the following tasks—
  - (i) Thermal soaring.
  - (ii) Ridge and slope soaring.
  - (iii) Wave soaring.
- (14) Performance manoeuvres, including the applicant's knowledge and performance of the following tasks—
  - (i) Steep turns
  - (ii) Recovery from a spiral dive.
- (15) Slow flight and stalls, including the applicant's knowledge and performance of the following tasks—
  - (i) Manoeuvring at minimum control airspeed.
  - (ii) Stall recognition and recovery.
  - (iii) Spins.
- (16) Emergency operations, including the applicant's knowledge and performance of the following tasks—
  - (i) Simulated off-aerodrome landing.
  - (ii) Emergency equipment and survival gear.
- (17) Post-flight procedures, including the applicant's knowledge and performance of the following tasks—
  - (i) After-landing and securing.

- (g) **Flight Instructor for Instrument Ratings (A, H, and PL).** The skill test and proficiency for the flight instructor for instrument ratings – aeroplane, helicopter and powered-lift shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category, and if applicable class, of aircraft:

*Note 1: When (SE) is indicated, the item or paragraph is only for single-engine, when (ME) is indicated the item or paragraphs is only for multi-engine. When nothing is indicated, the item and paragraph are for single-engine and multi-engine.*

*Note 2: When (A) is indicated, the item or paragraph is only for Aeroplane. When (H) is indicated, the item or paragraph is only for Helicopter. When nothing is indicated, the item and the paragraph are for all categories.*

- (1) Fundamentals of instructing; including the applicant's knowledge and performance of the following tasks—
  - (i) The learning process.
  - (ii) Human behaviour and effective communication.
  - (iii) The teaching process.
  - (iv) Teaching methods.
  - (v) Critique and evaluation.
  - (vi) Flight instructor characteristics and responsibilities.
  - (vii) Planning instructional activity.
- (2) Technical subject areas; including the applicant's knowledge and performance of the following tasks—
  - (i) Aircraft flight instruments and navigation equipment.
  - (ii) Aeromedical factors.
  - (iii) Regulations and publications related to IFR operations.
  - (iv) Logbook entries related to instrument instruction.
- (3) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
  - (i) Weather information.
  - (ii) Cross-country flight planning.
  - (iii) Instrument cockpit check.
- (4) Preflight lesson on a manoeuvre to be performed in flight; including the applicant's knowledge and performance of the following task—
  - (i) Manoeuvre lesson.
- (5) Air traffic control clearances and procedures; including the applicant's knowledge and performance of the following tasks—



- (i) Air traffic control clearances.
  - (ii) Compliance with departure, en-route and arrival procedures and clearances.
- (6) Flight by reference to instruments; including the applicant's knowledge and performance of the following tasks—
  - (i) Straight-and-level flight.
  - (ii) Turns.
  - (iii) Change of airspeed in straight-and-level and turning flight.
  - (iv) Constant airspeed climbs and descents.
  - (v) Constant rate climbs and descents.
  - (vi) Timed turns to magnetic compass headings.
  - (vii) Steep turns.
  - (viii) Recovery from unusual flight altitudes.
- (7) Navigation systems; including the applicant's knowledge and performance of the following tasks—
  - (i) Intercepting and tracking navigational systems and DME Arcs.
  - (ii) Holding procedures.
- (8) Instrument approach procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Non-precision instrument approach.
  - (ii) Precision instrument approach.
  - (iii) Missed approach.
  - (iv) Circling approach (A).
  - (v) Landing from a straight-in approach.
- (9) Emergency operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Loss of communications.
  - (ii) Loss of gyro attitude and heading indicators.
  - (iii) Engine failure during straight-and-level flight and turns.
  - (iv) Instrument approach – one engine inoperative.
- (10) Post-flight procedures; including the applicant's knowledge and performance of the following task—
  - (i) Checking instruments and equipment.

- (h) **Flight Instructor for Additional Type Ratings.** The skill test and proficiency checks for instructors for additional type ratings - aeroplane and helicopter shall include at least the following areas of operation:

*Note: When (A) is indicated, the item or paragraph is only for Aeroplane. When (H) is indicated, the item or paragraph is only for Helicopter. When nothing is indicated, the item and the paragraph are for A and H.*

(1) Technical subject areas

- (i) The content of the technical subject areas shall cover the areas as applicable to the aircraft class or type.
- (ii) Flight simulator; including the applicant's knowledge and performance of the following tasks—
  - (A) Use of checklist, setting of radios/navigation aids.
  - (B) Starting engines.
  - (C) Takeoff checks.
  - (D) Instrument takeoff, transition to instruments after liftoff.
  - (E) Engine failure during take-off between V1 and V2 (Aeroplane).
  - (F) Aborted takeoff prior to reaching V1 (A).
  - (G) High mach buffeting, specific flight characteristics (if necessary) (A).
  - (H) Takeoff with engine failure prior to TDP or DPATO or shortly after TDP or DPATO (Helicopter).
  - (I) Steep turns.
  - (J) Recovery from approach to stall/takeoff, clean landing configuration (Aeroplane).
  - (K) Instrument approach to required minimum decision height or minimum descent height/altitude, manual one engine simulated inoperative during approach and landing or go-around (Aeroplane).
  - (L) Instrument approach to required minimum decision height or minimum descent height/altitude, autopilot one engine simulated inoperative during approach and landing or go-around (Helicopter).
  - (M) Rejected landing and go-around.
  - (N) Crosswind landing.
- (iii) Category II and II operations, if applicable; including the applicant's knowledge and performance of the following tasks—

- (A) Precision approaches, automatic with auto-throttle and flight director go-around caused by aircraft or ground equipment deficiencies.
  - (B) Go-around caused by weather conditions.
  - (C) Go-around at DH caused by offset position from centreline.
  - (D) One of the CAT II/CAT III approaches must lead to a landing.
- (iv) Aircraft; including the applicant's knowledge and performance of the following tasks—
- (A) Familiarisation with controls during outside checks.
  - (B) Use of checklist, setting of radios and navigation aids, starting engines.
  - (C) Taxiing.
  - (D) Takeoff.
  - (E) Engine failure during takeoff short after V<sub>2</sub>, after reaching climb out attitude (Aeroplane).
  - (F) Engine failure during takeoff short after TDP or DPATO after reaching climb out attitude (Helicopter).
  - (G) Other emergency procedures (if necessary).
  - (H) Instrument approaches to required minimum decision height, manual one engine out during approach and landing or go-around.
  - (I) One engine simulated inoperative go-around from required minimum decision height.
  - (J) One engine (critical) simulated inoperative landing.

## **ELEVENTH SCHEDULE**

### **SKILL TEST FOR DESIGNATED PILOT EXAMINERS**

- (1) The skill test for initial designation of a pilot examiner, issuance of additional designations, and renewal of examiner designations shall contain both the appropriate oral questioning and aircraft or flight simulation training device performance in accordance with the applicable skill test for the aircraft category, and or class/type ratings as applicable.
- (2) Methods of skill testing. The RCAA inspector will choose one of the following methods to test an examiner pilot applicant. The methods are listed in order of preference but scheduling difficulties may preclude use of the preferred method of testing.
  - (a) RCAA inspector evaluates the pilot examiner applicant testing an actual pilot applicant for a licence or rating.
    - (i) The RCAA will arrange for the pilot examiner applicant to conduct a skill test for an actual pilot applicant for a licence or rating appropriate to the examiner designation sought, and the RCAA inspector will observe the test from within the aircraft.
    - (ii) The RCAA inspector will evaluate the pilot examiner applicant's performance while the pilot examiner applicant evaluates the pilot applicant.
    - (iii) Any discussion between the pilot examiner applicant and the RCAA inspector concerning the pilot examiner applicant's performance with the pilot applicant will be held in private.
    - (iv) At the conclusion of the skill test for the actual pilot licence or rating:
      - (A) If the applicant has passed the skill test, the pilot examiner applicant will fill out the appropriate documentation for the pilot applicant while the RCAA inspector observes. The RCAA inspector will sign any documentation needed.
      - (B) If the pilot applicant does not pass the skill test, the RCAA inspector will complete and sign the appropriate document needed.
  - (b) RCAA inspector playing the role of pilot applicant for a skill test.
    - (i) The RCAA inspector will play the role of a pilot applicant for a skill test appropriate to the type of designation the pilot examiner applicant is seeking.

- (ii) If the RCAA inspector answers a question incorrectly to test whether the pilot examiner applicant recognises an incorrect answer, the incorrect response must be obviously wrong.
- (c) RCAA inspector gives a flight skill test to the pilot examiner applicant.
  - (i) The RCAA inspector will test the pilot examiner applicant on selected manoeuvres in order to assess the pilot examiner applicant's flight proficiency and ability to evaluate a pilot applicant in accordance with the appropriate skill test.
  - (ii) The RCAA inspector will evaluate the pilot examiner applicant's plan of action for completeness and efficiency.

## **TWELFTH SCHEDULE**

### **SPECIFIC EXPERIENCE REQUIREMENTS FOR THE DESIGNATION OF A PILOT EXAMINER (DESIGNATED CHECK PILOT)**

#### **Experience requirements for Private Pilot Examiner (PPE)**

- (1) Experience: PPE— Aeroplane Category. The applicant shall have at least:
    - (b) A CPL(A), appropriate class rating(s) and in IR(A);
    - (c) A valid flight instructor licence with an aeroplane category and appropriate class rating(s).
    - (d) 2,000 hours as PIC which includes at least:
      - (i) 1,000 hours in aeroplanes, of which 300 hours were accrued within the past year;
      - (ii) 300 hours in the class of airplane for which the designation is sought; and
      - (iii) 100 hours in aeroplanes at night.
    - (e) 500 hours as a flight instructor in aeroplane which includes at least 100 hours of flight instruction given in the class of aeroplane appropriate to the designation sought.
  - (2) Experience: PPE—Helicopter Category. The applicant shall have at least:
    - (a) A CPL (H), appropriate class rating(s).
    - (b) A valid flight instructor licence with a helicopter category and appropriate class rating(s).
    - (c) 1,000 hours as PIC which includes at least:
      - (i) 500 hours in helicopters, of which 100 hours were accrued within the past year; and
      - (ii) 250 hours in helicopters as appropriate for the designation sought.
    - (d) 200 hours as a flight instructor in helicopters, as appropriate for the designation sought.
  - (3) Experience: PPE—Powered-Lift Category. The applicant shall have at least:
    - (a) A CPL powered-lift category with an instrument powered-lift rating.
    - (b) A valid flight instructor licence with a powered-lift category.
    - (c) 2,000 hours as PIC which includes at least:
      - (i) 1,000 hours in powered-lift, of which 300 hours were accrued within the past year; and
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- (ii) 100 hours in powered-lift at night.
- (d) 500 hours as a flight instructor in powered-lift.
- (4) Experience: PPE—Airship Category. The applicant shall have at least:
  - (a) A CPL airship category and any applicable class rating(s).
  - (b) A valid flight instructor licence with an airship category and any applicable class rating(s).
  - (c) 1,000 hours as PIC which includes at least:
    - (i) 500 hours in airships, of which 200 hours were accrued within the past year; and
    - (ii) 50 hours in airships at night.
  - (d) 100 hours as a flight instructor in airships.
- (5) Experience: PPE—Balloon Category. The applicant shall have at least:
  - (a) A CPL balloon category and applicable class rating(s).
  - (b) A valid flight instructor licence with a balloon category and appropriate class rating(s).
  - (c) 200 hours as PIC which includes at least:
    - (i) 100 hours in balloons; and
    - (ii) 20 hours in balloons in the class for which the designation is sought within the past year, including 10 flights in balloons of at least 30 minutes duration each.
  - (d) 50 hours as a flight instructor in balloons in the class for which the designation is sought, of which 10 hours were accrued within the past year.
- (6) Experience: PPE—Glider Category. The applicant shall have at least:
  - (a) A CPL glider category rating.
  - (b) A valid flight instructor licence with a glider category rating.
  - (c) 500 hours as PIC which includes at least:
    - (i) 200 hours in gliders; and
    - (ii) 10 hours in gliders within the past year that includes at least 10 flights in gliders.
  - (d) 100 hours as a flight instructor in gliders.

### **Experience requirements for Commercial and Instrument Rating Pilot Examiner (CIRE)**

- (1) Experience: CIRE—Aeroplane Category. The examiner applicant shall have at least:

- (a) A commercial pilot licence with an aeroplane category rating, appropriate class rating(s) and an Instrument –Aeroplane rating.
  - (b) A valid flight instructor certificate with an aeroplane category rating, the appropriate class rating(s) and an Instrument-Aeroplane rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 1,000 hours in aeroplanes, of which 300 hours were accrued within the past year;
    - (ii) 500 hours in the class of aeroplane for which the designation is sought;
    - (iii) 100 hours at night in aeroplanes;
    - (iv) 100 hours of instrument flight time in actual or simulated conditions; and
    - (v) For authority to conduct skill tests in large or turbine-powered aeroplanes:
      - (A) 300 hours in large or turbine-powered aeroplanes, of which 50 hours are in the type of aeroplane for which designation is sought, and
      - (B) 25 hours for each additional type of large aeroplane for which designation is sought;
  - (d) 500 hours as a flight instructor in aeroplanes which include at least:
    - (i) 100 hours of flight instruction given in the class of aeroplane applicable to the designation sought; and
    - (ii) 250 hours of instrument flight instruction, of which 200 hours were given in aeroplanes.
- (2) Experience: CIRE—Helicopter Category. The examiner applicant shall have at least:
- (a) A commercial pilot licence with a helicopter category rating, appropriate class rating(s) and an Instrument –Helicopter rating.
  - (b) A valid flight instructor certificate with a helicopter category rating, the appropriate class rating(s) and an Instrument-Helicopter rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 500 hours in helicopters, of which 100 hours were accrued within the past year.
    - (ii) 100 hours of instrument flight time in actual or simulated conditions.
    - (iii) For authority to conduct skill tests in large or turbine-powered aeroplanes:
      - (A) 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought; and
      - (B) 25 hours for each additional type of large helicopter for which designation is sought.
  - (d) 250 hours as a flight instructor in helicopters, which include at least:



- (i) 100 hours of flight instruction given in the helicopters; and
  - (ii) 50 hours of instrument flight instruction in helicopters.
- (3) Experience: CIRE—Powered-Lift Category. The examiner applicant shall have at least:
  - (a) A commercial pilot licence with a powered-lift category rating, any applicable class rating(s) and an Instrument –Powered-lift rating.
  - (b) A valid flight instructor certificate with a powered-lift category rating, any applicable class rating(s) and an Instrument-Powered-lift rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 1,000 hours in powered-lifts, of which 300 hours were accrued within the past year;
    - (ii) 100 hours at night in powered-lifts;
    - (iii) 100 hours of instrument flight time in actual or simulated conditions; and
    - (iv) For authority to conduct skill tests in large or turbine-engine powered-lifts:
      - (A) 300 hours in large or turbine-engine powered-lifts, of which 50 hours are in the type of powered-lift for which designation is sought, and
      - (B) 25 hours for each additional type of large aeroplane for which designation is sought.
  - (d) 500 hours as a flight instructor in powered-lifts, which include at least:
    - (i) 250 hours of instrument flight instruction, of which 200 hours were given in powered-lifts.

### **Experience requirements for Commercial Pilot Examiners (CE)**

- (1) Experience: CE—Helicopter Category. The examiner applicant shall have at least:
  - (a) A commercial pilot licence with a helicopter category rating.
  - (b) A valid flight instructor certificate with a helicopter category rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 500 hours in helicopters, of which 100 hours were accrued within the past year;
    - (ii) For authority to conduct skill tests in large helicopters:
      - (A) 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought; and
      - (B) 25 hours for each additional type of large helicopter for which designation is sought.
  - (d) 250 hours as a flight instructor in helicopters, which include at least:

- (i) 50 hours of instrument flight instruction in helicopters.
- (2) Experience: CE—Airship Category. The applicant shall have at least:
  - (a) A CPL with airship category rating and any applicable class rating(s);
  - (b) A valid flight instructor licence with an airship category and any applicable class rating(s).
  - (c) 1,000 hours as PIC which includes at least:
    - (i) 500 hours in airships, of which 200 hours were accrued within the past year; and
    - (ii) 50 hours in airships at night.
  - (d) 100 hours as a flight instructor in airships.
- (3) Experience: CE—Balloon Category. The applicant shall have at least:
  - (a) A CPL balloon category and applicable class rating(s).
  - (b) A valid flight instructor licence with a balloon category and applicable class rating(s).
  - (c) 200 hours as PIC which includes at least:
    - (i) 100 hours in balloons; and
    - (ii) 20 hours in balloons in the class for which the designation is sought within the past year, including 10 flights in balloons of at least 30 minutes duration each.
  - (d) Held a commercial pilot licence with balloon category rating and applicable class rating for at least 1 year prior to designation.
  - (e) 50 hours as a flight instructor in balloons in the class for which the designation is sought, of which 10 hours were accrued within the past year.
- (4) Experience: CE—Glider Category. The applicant shall have at least:
  - (a) A CPL with glider category rating.
  - (b) A valid flight instructor licence with a glider category rating.
  - (c) 500 hours as PIC which includes at least:
    - (i) 250 hours in gliders; and
    - (ii) 20 hours in gliders within the past year that includes at least 50 flights in gliders.
  - (d) 200 hours as a flight instructor, including 100 hours of flight instruction given in gliders.

## **Experience requirements for Airline Transport Pilot (ATPL) Examiners (ATPE)**

- (1) Experience: ATPE—Aeroplane Category. The examiner applicant shall have at least:
  - (a) An ATPL with an aeroplane category rating, appropriate class rating(s) and an Instrument—Aeroplane rating.
  - (b) A valid flight instructor certificate with an aeroplane category rating, the appropriate class rating(s) and an Instrument-Aeroplane rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 1,500 hours in aeroplanes, of which 300 hours were accrued within the past year.
    - (ii) 500 hours in the class of aeroplane for which the designation is sought.
    - (iii) 100 hours at night in aeroplanes.
    - (iv) 200 hours in complex aeroplanes.
    - (v) 100 hours of instrument flight time in actual or simulated conditions.
    - (vi) For authority to conduct skill tests in large or turbine-powered aeroplanes:
      - (A) 300 hours in large or turbine-powered aeroplanes, of which 50 hours are in the type of aeroplane for which designation is sought; and
      - (B) 25 hours for each additional type of large aeroplane for which designation is sought.
  - (d) 500 hours as a flight instructor in aeroplanes which include at least:
    - (i) 100 hours of flight instruction given in the class of aeroplane applicable to the designation sought;
    - (ii) 250 hours of instrument flight instruction, of which 200 hours were given in aeroplanes; and
    - (iii) 150 hours flight instruction given for either a CPL(A) or ATPL(A) or an IR(A).
- (2) Experience: ATPE—Helicopter Category. The examiner applicant shall have at least:
  - (a) An ATPL with a helicopter category rating, appropriate class rating(s) and an Instrument –Helicopter rating.
  - (b) A valid flight instructor certificate with a helicopter category rating, the appropriate class rating(s) and an Instrument-Helicopter rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 1,200 hours in helicopters, of which 100 hours were accrued within the past year;
    - (ii) 100 hours of instrument flight time in actual or simulated conditions; and
    - (iii) For authority to conduct skill tests in large helicopters –

- (A) 100 hours in large helicopters, of which 50 hours are in the type of helicopter for which designation is sought, and
    - (B) 25 hours for each additional type of large helicopter for which designation is sought.
  - (d) 250 hours as a flight instructor in helicopters, which include at least:
    - (i) 100 hours of flight instruction given in the helicopters; and
    - (ii) 50 hours of instrument flight instruction in helicopters.
- (3) Experience: ATPE—Powered-Lift Category. The examiner applicant shall have at least:
  - (a) An ATPL with a powered-lift category rating, any applicable class rating(s) and an Instrument –Powered-lift rating.
  - (b) A valid flight instructor certificate with a powered-lift category rating, any applicable class rating(s) and an Instrument-Powered-lift rating.
  - (c) 2,000 hours as PIC, which includes at least:
    - (i) 1,500 hours in powered-lifts, of which 300 hours were accrued within the past year;
    - (ii) 100 hours at night in powered-lifts;
    - (iii) 100 hours of instrument flight time in actual or simulated conditions; and
    - (iv) For authority to conduct skill tests in large or turbine-engine powered-lifts—
      - (A) 300 hours in large or turbine-engine powered-lifts, of which 50 hours are in the type of powered-lift for which designation is sought; and
      - (B) 25 hours for each additional type of large aeroplane for which designation is sought.
  - (d) 500 hours as a flight instructor in powered-lifts, which include at least:
    - (i) 250 hours of instrument flight instruction, of which 200 hours were given in powered-lifts; and
    - (ii) 150 hours flight instruction given for either a CPL- powered-lift, ATPL – powered-lift or IR-powered-lift.

### **Experience requirements for Flight Instructor Examiner (FIE)**

The examiner applicant shall have at least:

- (a) The requirements for a commercial examiner or a commercial instrument rating examiner designation, as appropriate for the category and class of aircraft pertinent to the FIE designation sought; and.

- (b) Have held a Commercial Examiner or Commercial and Instrument Rating Examiner designation for at least a year prior to designation as a FIE.

## **THIRTEENTH SCHEDULE**

### **FLIGHT ENGINEER: SKILL TEST AND PROFICIENCY CHECK**

The skill test and proficiency check for the flight engineer licence shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft:

- (a) Preflight preparation; including the applicant's knowledge and performance of the following tasks—
  - (i) Equipment examination-systems knowledge.
  - (ii) Aircraft handbooks, manuals, minimum equipment list (MEL), configuration deviation list (CDL) and operations specifications.
  - (iii) Performance and limitations.
- (b) Preflight procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Preflight inspection and cockpit setup.
  - (ii) Preflight inspection-exterior.
- (c) Ground operations; including the applicant's knowledge and performance of the following tasks—
  - (i) Powerplant start.
  - (ii) Taxi and pre-takeoff checks.
- (d) Normal procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Takeoff.
  - (ii) In-flight.
  - (iii) During approach and landing.
  - (iv) Engine systems monitoring.
- (e) Abnormal and emergency procedures; including the applicant's knowledge and performance of the following tasks—
  - (i) Takeoff.
  - (ii) In-flight.
  - (iii) During approach and landing.
  - (iv) Engine systems monitoring.
  - (v) Postflight procedures.
  - (vi) After landing.

(vii) Parking and securing.

## **FOURTEENTH SCHEDULE**

### **FLIGHT NAVIGATOR LICENCE: SKILL TEST AND PROFICIENCY CHECK**

- (a) The skill test and proficiency check for the flight navigator licence shall include at least the following areas of operation with CRM competencies applied and evident in all tasks appropriate to the category of aircraft.
- (1) Star identification (pointer system);
  - (2) Use of star finder;
  - (3) Shots against pre-computed curve;
  - (4) 3-star fix or LOP of sun;
  - (5) Compensation and swinging of compass;
  - (6) Alignment of drift meter;
  - (7) Alignment of astro-compass or periscopic sextant;
  - (8) Interpretation of weather data;
  - (9) Preparation of flight plan;
  - (10) Computation of fuel load;
  - (11) Determination of PNR and equitime point;
  - (12) Preparation of cruise control chart;
  - (13) Use and interpretation of cruise control chart;
  - (14) Equipment check;
  - (15) Location of emergency equipment;
  - (16) Knowledge of emergency equipment;
  - (17) Use of flux-gate and gyrosyn compasses;
  - (18) Setting and altering course;
  - (19) Chart knowledge – sectional or WAC chart;
  - (20) Pilotage;
  - (21) Computer computation ability;
  - (22) Determine of track, ground speed, and wind by double drift;
  - (23) Determine of ground speed and wind by drift meter timing;
  - (24) Air plots;
  - (25) ETA's;
  - (26) Knowledge and use of radio facilities;



- (27) Care in turning;
- (28) Station identification;
- (29) Use of manual loop;
- (30) Evaluation of radio bearings;
- (31) Correction and plotting of radio bearings;
- (32) Diversion to alternate – computer compass heading, ETA, fuel remaining;
- (33) Basic adjustments of Loran Receiver;
- (34) Knowledge and use of Loran;
- (35) Knowledge and use of consol method;
- (36) Use of absolute altimeter;
- (37) Determination of “:D” factor;
- (38) Determination of drift by altimetry;
- (39) Interpretation and application of altimeter data;
- (40) Single LOP interpretation (radio, press)
- (41) Single LOP approach;
- (42) Use of astro-compass;
- (43) Determination of compass deviation;
- (44) Accuracy of celestial fixes;
- (45) Selection of bodies for observation;
- (46) Handling of routine reports;
- (47) Log entries;
- (48) Weather observations and interpretation in flight;
- (49) Determination of wind from fixes;
- (50) Estimates for letdown;
- (51) Over-all speed;
- (52) Over-all accuracy;
- (53) Alertness;
- (54) Co-ordination of navigation methods;
- (55) Co-ordination of duties with time.

(b) The areas of operation may be accomplished as follows:

- (1) Items 1 through 7 above may be accomplished on the ground.
- (2) Items 8 through 54 may be accomplished in flight.
- (3) Items 17, 22, 23, 33, 34, 35, 36, 37, 38, 39 may be completed by oral questioning when a lack of ground facilities or navigation equipment makes such procedures necessary.

## **FIFTEENTH SCHEDULE**

### **SKILL TEST FOR THE FLIGHT OPERATIONS OFFICER LICENCE**

The skill test for the flight operations officer licence shall test the applicant's knowledge and performance in at least the following areas of operation:

- (a) Flight planning/dispatch release, including the applicants' knowledge and performance of the following tasks—
  - (i) Regulatory requirements.
  - (ii) Meteorology.
  - (iii) Weather observations, analysis, and forecasts.
  - (iv) Weather related hazards.
  - (v) Aircraft systems, performance, and limitations.
  - (vi) Navigation and aircraft navigation systems.
  - (vii) Practical dispatch applications.
  - (viii) Manuals, handbooks and other written guidance.
- (b) Preflight, takeoff, and departure, including the applicants' knowledge and performance of the following tasks—
  - (i) Air traffic control procedures.
  - (ii) Aerodrome, crew, and company procedures.
- (c) In-flight procedures, including the applicants' knowledge and performance of the following tasks—
  - (i) Routing, re-routing, and flight plan filing.
  - (ii) En route communication procedures and requirements.
- (d) Arrival, approach, and landing procedures, including the applicants' knowledge and performance of the following tasks—
  - (i) Air traffic control and air navigation procedures.
- (e) Post flight procedures, including the applicants' knowledge and performance of the following tasks—
  - (i) Communication procedures and requirements.
  - (ii) Trip records.
- (f) Abnormal and emergency procedures, including the applicants' knowledge and performance of the following tasks—
  - (i) Abnormal and emergency procedures.

## **SIXTEENTH SCHEDULE**

### **PROCEDURE FOR ISSUANCE OF AN AIRCRAFT MAINTENANCE ENGINEER LICENCE**

#### **Part A**

#### **GENERAL**

##### **A1. Scope**

This Schedule establishes the procedures including the administrative requirements to be followed by the RCAA in issuance of an aircraft maintenance engineer licence.

##### **A2. Procedures**

The RCAA shall establish documented procedures detailing how compliance with these Regulations is accomplished. These procedures shall be reviewed and amended to ensure continued compliance.

##### **A3. Record-keeping**

- (a) The RCAA shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, change, suspend or revoke each aircraft maintenance licence.
- (b) The records referred to in (a) shall include for each licence:
  - (i) the application for an aircraft maintenance licence or change to that licence, including all supporting documentation;
  - (ii) a copy of the aircraft maintenance licence including any changes;
  - (iii) copies of all relevant correspondence;
  - (iv) details of any exemption and enforcement actions;
  - (v) any report from other competent authorities relating to the aircraft maintenance licence holder;
  - (vi) the records of examinations conducted by the RCAA;
  - (vii) the applicable conversion report used for conversion;

- (viii) the applicable credit report used for crediting.
- (c) Records referred to in points (i) to (v) of paragraph (b) shall be kept at least 5 years after the end of the licence validity.
- (d) Records referred to in points (vi), (vi) and (viii) of paragraph (b) shall be kept for an unlimited period.

## **PART B**

### **ISSUE OF AN AIRCRAFT MAINTENANCE LICENCE**

#### **B1. Objective**

This Part provides the procedures to be followed by the RCAA to issue, change or continue an aircraft maintenance licence.

#### **B2. Procedure for the issue of an aircraft maintenance licence by the RCAA**

- (a) On receipt of application and any supporting documentation, the RCAA shall verify application for completeness and ensure that the experience claimed meets the requirement of these Regulations.
- (b) The RCAA shall verify an applicant's examination status and/or confirm the validity of any credits to ensure that all required modules of Part G have been met as required by these Regulations.
- (c) When having verified the identity and date of birth of the applicant and being satisfied that the applicant meets the standards of knowledge and experience required by these Regulations, the RCAA shall issue the relevant aircraft maintenance licence to the applicant. The same information shall be kept on RCAA records.
- (d) In the case where aircraft types or groups are endorsed at the time of the issuance of the first aircraft maintenance licence, the RCAA shall verify compliance with paragraph B5.

#### **B3. Procedure for the issue of an aircraft maintenance licence via a maintenance organisation approved approved by the RCAA.**

- (a) A maintenance organisation approved by the RCAA, may make recommendations to the RCAA regarding the application from an individual for an aircraft maintenance licence so that the RCAA may prepare and issue such licence.

- (b) Maintenance organisations referred to in (a) shall ensure compliance with paragraphs B2 (a) and (b).

**B4. Procedure for the change of an aircraft maintenance licence to include an additional basic category or subcategory**

- (a) At the completion of the procedures specified in paragraph B2 or B3, the Authority shall endorse the additional basic category or subcategory on the aircraft maintenance licence by stamp and signature or reissue the licence.
- (b) The RCAA record system shall be changed accordingly.

**B5. Procedure for the change of an aircraft maintenance licence to include an aircraft rating or to remove limitations**

- (a) On receipt of an application and any supporting documentation demonstrating compliance with the requirements of the applicable rating together with the accompanying aircraft maintenance licence, the RCAA shall either:
  - 1. endorse the applicant's aircraft maintenance licence with the applicable aircraft rating; or
  - 2. reissue the said licence to include the applicable aircraft rating; or
  - 3. remove the applicable limitations in accordance with Regulation 146.

The RCAA record system shall be changed accordingly.

- (b) In the case where the complete type training is not conducted by maintenance training organisation appropriately approved by the RCAA, the RCAA shall be satisfied that all type training requirements are complied with before the type rating is issued.
- (c) In the case where the On the Job Training is not required, the aircraft type rating shall be endorsed based on a Certificate of Recognition issued by a maintenance training organisation approved by the RCAA.
- (d) In the case where the aircraft type training is not covered by a single course, the RCAA shall be satisfied prior to the type rating endorsement that the content and length of the courses fully satisfy the scope of the licence category and that the interface areas have been appropriately addressed.
- (e) In the case of differences training, the RCAA shall be satisfied that the applicant's previous qualification, supplemented by either a course provided by a maintenance training organisation approved by the RCAA or a course directly approved by the RCAA, are acceptable for type rating endorsement.

- (f) Compliance with the practical elements shall be demonstrated by the provision of detailed practical training records or a logbook provided by a maintenance organisation appropriately approved by the RCAA or, where available, by a training certificate covering the practical training element issued by a maintenance training organisation appropriately approved by the RCAA.

**B6. Procedure for the renewal of an aircraft maintenance licence validity**

- (a) The RCAA shall compare the holder's aircraft maintenance licence with the RCAA records and verify any pending revocation, suspension or change action pursuant to paragraph F1. If the documents are identical and no action is pending pursuant to paragraph F1, the holder's copy shall be renewed for 2 years and the file endorsed accordingly.
- (b) If the RCAA records are different from the aircraft maintenance licence held by the licence holder:
  - 1. the RCAA shall investigate the reasons for such differences and may choose not to renew the aircraft maintenance licence.
  - 2. the RCAA shall inform the licence holder and any known maintenance organisation approved by the RCAA that may be directly affected of such fact.
  - 3. the RCAA shall, if necessary, take action in accordance with paragraph F1 to revoke, suspend or change the licence in question.

**PART C**

**EXAMINATIONS**

This Part provides the procedures to be followed for the examinations conducted by the RCAA.

**C1. Examination by the RCAA**

- (a) All examination questions shall be kept in a secure manner prior to an examination, to ensure that candidates will not know which particular questions will form the basis of the examination.
- (b) The RCAA shall nominate:
  - 1. persons who control the questions to be used for each examination;
  - 2. examiners who shall be present during all examinations to ensure the integrity of the examination.

- (c) Basic examinations shall follow the standard specified in Parts G and H of this Schedule.
- (d) Type training examinations and type examinations shall follow the standard specified in Part I of this Schedule.
- (e) New essay questions shall be raised at least every 6 months and questions already used withdrawn or rested from use. A record of the questions used shall be retained in the records for reference.
- (f) All examination papers shall be handed out at the start of the examination to the candidate and handed back to the examiner at the end of the allotted examination time period. No examination paper may be removed from the examination room during the allotted examination time period.
- (g) Apart from specific documentation needed for type examinations, only the examination paper may be available to the candidate during the examination.
- (h) Examination candidates shall be separated from each other so that they cannot read each other's examination papers. They shall not speak to any person other than the examiner.
- (i) Candidates who are proven to be cheating shall be banned from taking any further examination within 12 months of the date of the examination in which they were found cheating.

## **PART E**

### **EXAMINATION CREDITS**

This Part provides the procedures for granting examination credits referred to in Regulation 144 (4).

#### **E1. General**

- (a) The RCAA may only grant credit on the basis of a credit report prepared in accordance with paragraph E2.
- (b) The credit report shall be either developed by the RCAA or approved by the RCAA to ensure compliance with these Regulations.
- (c) Credit reports together with any change of these shall be dated and kept on record by the RCAA in accordance with paragraph A3.

#### **E2 Examination credit report**

- (a) The credit report shall include a comparison between:



- (i) the modules, sub-modules, subjects and knowledge levels contained in Part G of this Schedule, as applicable; and
- (ii) the syllabus of the technical qualification concerned relevant to the particular category being sought.

This comparison shall state if compliance is demonstrated and contain the justifications for each statement.

- (b) No credit shall be granted unless there is a statement of compliance against each module and sub-module, stating where, in the technical qualification, the equivalent standard can be found.
- (c) The RCAA shall check on a regular basis whether the qualification standard or Part G of this Schedule have changed and assess if changes to the credit report are consequently required. Such changes shall be documented, dated and recorded.

### **E3. Examination credit validity**

- (a) The RCAA shall notify to the applicant in writing any credits granted together with the reference to the credit report used.
- (b) Credits shall expire 5 years after they are granted.
- (c) Upon expiration of the credits, the applicant shall apply for new credits. The RCAA shall continue the validity of the credits for an additional period of 5 years without further consideration if basic knowledge requirements defined in Part G of this Schedule have not been changed.

## **PART F**

### **CONTINUING OVERSIGHT**

This Part describes the procedures for the continuing oversight of the aircraft maintenance licence and in particular for the revocation, suspension or limitation of the aircraft maintenance licence.

### **F1. Revocation, suspension or limitation of the aircraft maintenance licence**

The RCAA shall suspend, limit or revoke the aircraft maintenance licence where it has identified a safety issue or if it has clear evidence that the person has carried out or been involved in one or more of the following activities:

1. obtaining the aircraft maintenance licence and/or the certification privileges by falsification of documentary evidence;
2. failing to carry out requested maintenance combined with failure to report such fact to the organisation or person who requested the maintenance;

3. failing to carry out required maintenance resulting from own inspection combined with failure to report such fact to the organisation or person for whom the maintenance was intended to be carried out;
4. negligent maintenance;
5. falsification of the maintenance record;
6. issuing a certificate of release to service knowing that the maintenance specified on the certificate of release to service has not been carried out or without verifying that such maintenance has been carried out;
7. carrying out maintenance or issuing a certificate of release to service when adversely affected by alcohol or drugs;
8. issuing certificate of release to service while not in compliance with these Regulations.

## **PART G**

### **BASIC KNOWLEDGE REQUIREMENTS**

#### **1. Knowledge levels for Category A, B1, B2, B3 and C Aircraft Maintenance Licence**

Basic knowledge for categories A, B1, B2 and B3 are indicated by knowledge levels (1, 2 or 3) against each applicable subject. Category C applicants shall meet either the category B1 or the category B2 basic knowledge levels.

The knowledge level indicators are defined on 3 levels as follows:

— *LEVEL 1: A familiarisation with the principal elements of the subject.*

Objectives:

- (a) The applicant should be familiar with the basic elements of the subject.
- (b) The applicant should be able to give a simple description of the whole subject, using common words and examples.
- (c) The applicant should be able to use typical terms.

— *LEVEL 2: A general knowledge of the theoretical and practical aspects of the subject and an ability to apply that knowledge.*

Objectives:

- (a) The applicant should be able to understand the theoretical fundamentals of the subject.
- (b) The applicant should be able to give a general description of the subject using, as appropriate, typical examples.
- (c) The applicant should be able to use mathematical formulae in conjunction with physical laws describing the subject.
- (d) The applicant should be able to read and understand sketches, drawings and schematics describing the subject.
- (e) The applicant should be able to apply his knowledge in a practical manner using detailed procedures.

— *LEVEL 3: A detailed knowledge of the theoretical and practical aspects of the subject and a capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner.*

Objectives:

- (a) The applicant should know the theory of the subject and interrelationships with other subjects.
- (b) The applicant should be able to give a detailed description of the subject using theoretical fundamentals and specific examples.
- (c) The applicant should understand and be able to use mathematical formulae related to the subject.
- (d) The applicant should be able to read, understand and prepare sketches, simple drawings and schematics describing the subject.
- (e) The applicant should be able to apply his knowledge in a practical manner using manufacturer's instructions.
- (f) The applicant should be able to interpret results from various sources and measurements and apply corrective action where appropriate.

## 2. Modularisation

Qualification on basic subjects for each aircraft maintenance licence category or subcategory shall be in accordance with the following matrix, where applicable subjects are indicated by an 'X':

Subject module	A or B1 aeroplane with:		A or B1 helicopter with:		B2	B3
	Turbine engine(s)	Piston engine(s)	Turbine engine(s)	Piston engine(s)	Avionics	Piston-engine non-pressurised aeroplanes 2 000 kg MTOM and below
1	X	X	X	X	X	X
2	X	X	X	X	X	X
3	X	X	X	X	X	X
4	X	X	X	X	X	X

5	X	X	X	X	X	X
6	X	X	X	X	X	X
7A	X	X	X	X	X	
7B						X
8	X	X	X	X	X	X
9A	X	X	X	X	X	
9B						X
10	X	X	X	X	X	X
11A	X					
11B		X				
11C						X
12			X	X		
13					X	
14					X	
15	X		X			
16		X		X		X
17A	X	X				
17B						X

### MODULE 1. MATHEMATICS

		LEVEL			
		A	B1	B2	B3
1.1	<i>Arithmetic</i> Arithmetical terms and signs, methods of multiplication and division, fractions and decimals, factors and multiples, weights, measures and	1	2	2	2

	conversion factors, ratio and proportion, averages and percentages, areas and volumes, squares, cubes, square and cube roots.				
1.2	<i>Algebra</i> (a) Evaluating simple algebraic expressions, addition, subtraction, multiplication and division, use of brackets, simple algebraic fractions;	1	2	2	2
	(b) Linear equations and their solutions; Indices and powers, negative and fractional indices; Binary and other applicable numbering systems; Simultaneous equations and second degree equations with one unknown; Logarithms.	—	1	1	1
1.3	<i>Geometry</i> (a) Simple geometrical constructions;	—	1	1	1
	(b) Graphical representation; nature and uses of graphs, graphs of equations/functions;	2	2	2	2
	(c) Simple trigonometry; trigonometrical relationships, use of tables and rectangular and polar coordinates.	—	2	2	2

## MODULE 2. PHYSICS

		LEVEL			
		A	B1	B2	B3
2.1	<i>Matter</i> Nature of matter: the chemical elements, structure of atoms, molecules; Chemical compounds; States: solid, liquid and gaseous; Changes between states.	1	1	1	1
2.2	<i>Mechanics</i>				
2.2.1	<i>Statics</i> Forces, moments and couples, representation as vectors; Centre of gravity; Elements of theory of stress, strain and elasticity: tension, compression, shear and torsion; Nature and properties of solid, fluid and gas; Pressure and buoyancy in liquids (barometers).	1	2	1	1

2.2.2	<p><i>Kinetics</i></p> <p>Linear movement: uniform motion in a straight line, motion under constant acceleration (motion under gravity);</p> <p>Rotational movement: uniform circular motion (centrifugal/centripetal forces); Periodic motion: pendular movement;</p> <p>Simple theory of vibration, harmonics and resonance; Velocity ratio, mechanical advantage and efficiency.</p>	1	2	1	1
2.2.3	<p><i>Dynamics</i></p> <p>(a) Mass; Force, inertia, work, power, energy (potential, kinetic and total energy), heat, efficiency;</p>	1	2	1	1
	<p>(b) Momentum, conservation of momentum; Impulse; Gyroscopic principles; Friction: nature and effects, coefficient of friction (rolling resistance).</p>	1	2	2	1
2.2.4	<p><i>Fluid dynamics</i></p> <p>(a) Specific gravity and density;</p>	2	2	2	2
	<p>(b) Viscosity, fluid resistance, effects of streamlining; Effects of compressibility on fluids; Static, dynamic and total pressure: Bernoulli's Theorem, venturi.</p>	1	2	1	1
2.3	<p><i>Thermodynamics</i></p> <p>(a) Temperature: thermometers and temperature scales: Celsius, Fahrenheit and Kelvin; Heat definition;</p>	2	2	2	2
	<p>(b) Heat capacity, specific heat; Heat transfer: convection, radiation and conduction; Volumetric expansion; First and second law of thermodynamics; Gases: ideal gases laws; specific heat at constant volume and constant pressure, work done by expanding gas; Isothermal, adiabatic expansion and compression, engine cycles, constant volume and constant pressure, refrigerators and heat pumps; Latent heats of fusion and evaporation, thermal energy, heat of combustion.</p>	—	2	2	1
2.4	<p><i>Optics (Light)</i></p> <p>Nature of light; speed of light;</p> <p>Laws of reflection and refraction: reflection at plane surfaces, reflection by spherical mirrors, refraction, lenses; Fibre optics.</p>	—	2	2	—

2.5	<i>Wave Motion and Sound</i> Wave motion: mechanical waves, sinusoidal wave motion, interference phenomena, standing waves; Sound: speed of sound, production of sound, intensity, pitch and quality, Doppler effect.	—	2	2	—
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### MODULE 3. ELECTRICAL FUNDAMENTALS

		LEVEL			
		A	B1	B2	B3
3.1	<i>Electron Theory</i> Structure and distribution of electrical charges within: atoms, molecules, ions, compounds; Molecular structure of conductors, semiconductors and insulators.	1	1	1	1
3.2	<i>Static Electricity and Conduction</i> Static electricity and distribution of electrostatic charges; Electrostatic laws of attraction and repulsion; Units of charge, Coulomb's Law; Conduction of electricity in solids, liquids, gases and a vacuum.	1	2	2	1
3.3	<i>Electrical Terminology</i> The following terms, their units and factors affecting them: potential difference, electromotive force, voltage, current, resistance, conductance, charge, conventional current flow, electron flow.	1	2	2	1
3.4	<i>Generation of Electricity</i> Production of electricity by the following methods: light, heat, friction, pressure, chemical action, magnetism and motion.	1	1	1	1
3.5	<i>DC Sources of Electricity</i> Construction and basic chemical action of: primary cells, secondary cells, lead acid cells, nickel cadmium cells, other alkaline cells; Cells connected in series and parallel; Internal resistance and its effect on a battery; Construction, materials and operation of thermocouples; Operation of photo-cells.	1	2	2	2



3.6	<i>DC Circuits</i> Ohms Law, Kirchoff's Voltage and Current Laws; Calculations using the above laws to find resistance, voltage and current; Significance of the internal resistance of a supply.	—	2	2	1
3.7	<i>Resistance/Resistor</i> (a) Resistance and affecting factors; Specific resistance; Resistor colour code, values and tolerances, preferred values, wattage ratings; Resistors in series and parallel; Calculation of total resistance using series, parallel and series parallel combinations; Operation and use of potentiometers and rheostats; Operation of Wheatstone Bridge;	—	2	2	1
	(b) Positive and negative temperature coefficient conductance; Fixed resistors, stability, tolerance and limitations, methods of construction; Variable resistors, thermistors, voltage dependent resistors; Construction of potentiometers and rheostats; Construction of Wheatstone Bridge.	—	1	1	—
3.8	<i>Power</i> Power, work and energy (kinetic and potential); Dissipation of power by a resistor; Power formula; Calculations involving power, work and energy.	—	2	2	1
3.9	<i>Capacitance/Capacitor</i> Operation and function of a capacitor; Factors affecting capacitance area of plates, distance between plates, number of plates, dielectric and dielectric constant, working voltage, voltage rating; Capacitor types, construction and function; Capacitor colour coding; Calculations of capacitance and voltage in series and parallel circuits; Exponential charge and discharge of a capacitor, time constants; Testing of capacitors.	—	2	2	1

3.10	<p><i>Magnetism</i></p> <p>(a) Theory of magnetism; Properties of a magnet; Action of a magnet suspended in the Earth's magnetic field; Magnetisation and demagnetisation; Magnetic shielding; Various types of magnetic material; Electromagnets construction and principles of operation; Hand clasp rules to determine: magnetic field around current carrying conductor;</p>	—	2	2	1
	<p>(b) Magnetomotive force, field strength, magnetic flux density, permeability, hysteresis loop, retentivity, coercive force reluctance, saturation point, eddy currents; Precautions for care and storage of magnets.</p>	—	2	2	1
3.11	<p><i>Inductance/Inductor</i></p> <p>Faraday's Law; Action of inducing a voltage in a conductor moving in a magnetic field; Induction principles; Effects of the following on the magnitude of an induced voltage: magnetic field strength, rate of change of flux, number of conductor turns; Mutual induction; The effect the rate of change of primary current and mutual inductance has on induced voltage; Factors affecting mutual inductance: number of turns in coil, physical size of coil, permeability of coil, position of coils with respect to each other; Lenz's Law and polarity determining rules; Back emf, self induction; Saturation point; Principle uses of inductors.</p>	—	2	2	1

3.12	<p><i>DC Motor/Generator Theory</i></p> <p>Basic motor and generator theory;</p> <p>Construction and purpose of components in DC generator;</p> <p>Operation of, and factors affecting output and direction of current flow in DC generators;</p> <p>Operation of, and factors affecting output power, torque, speed and direction of rotation of DC motors;</p> <p>Series wound, shunt wound and compound motors;</p> <p>Starter Generator construction.</p>	—	2	2	1
3.13	<p><i>AC Theory</i></p> <p>Sinusoidal waveform: phase, period, frequency, cycle;</p> <p>Instantaneous, average, root mean square, peak, peak to peak current values and calculations of these values, in relation to voltage, current and power;</p> <p>Triangular/Square waves;</p> <p>Single/3 phase principles.</p>	1	2	2	1
3.14	<p><i>Resistive (R), Capacitive (C) and Inductive (L) Circuits</i></p> <p>Phase relationship of voltage and current in L, C and R circuits, parallel, series and series parallel;</p> <p>Power dissipation in L, C and R circuits;</p> <p>Impedance, phase angle, power factor and current calculations; True power, apparent power and reactive power calculations.</p>	—	2	2	1
3.15	<p><i>Transformers</i></p> <p>Transformer construction principles and operation;</p> <p>Transformer losses and methods for overcoming them;</p> <p>Transformer action under load and no-load conditions;</p> <p>Power transfer, efficiency, polarity markings;</p> <p>Calculation of line and phase voltages and currents;</p> <p>Calculation of power in a three phase system;</p> <p>Primary and Secondary current, voltage, turns ratio, power, efficiency; Auto transformers.</p>	—	2	2	1
3.16	<p><i>Filters</i></p> <p>Operation, application and uses of the following filters: low pass, high pass, band pass, band stop.</p>	—	1	1	—

3.17	<p><i>AC Generators</i></p> <p>Rotation of loop in a magnetic field and waveform produced;</p> <p>Operation and construction of revolving armature and revolving field type AC generators;</p> <p>Single phase, two phase and three phase alternators;</p> <p>Three phase star and delta connections advantages and uses; Permanent Magnet Generators.</p>	—	2	2	1
3.18	<p><i>AC Motors</i></p> <p>Construction, principles of operation and characteristics of: AC synchronous and induction motors both single and polyphase;</p> <p>Methods of speed control and direction of rotation;</p> <p>Methods of producing a rotating field: capacitor, inductor, shaded or split pole.</p>	—	2	2	1

#### MODULE 4. ELECTRONIC FUNDAMENTALS

		LEVEL			
		A	B1	B2	B3
4.1	<i>Semiconductors</i>				
4.1.1	<p><i>Diodes</i></p> <p>(a) Diode symbols;</p> <p>Diode characteristics and properties;</p> <p>Diodes in series and parallel;</p> <p>Main characteristics and use of silicon controlled rectifiers (thyristors), light emitting diode, photo conductive diode, varistor, rectifier diodes;</p> <p>Functional testing of diodes.</p>	—	2	2	1
	<p>(b) Materials, electron configuration, electrical properties;</p> <p>P and N type materials: effects of impurities on conduction, majority and minority characters;</p> <p>PN junction in a semiconductor, development of a potential across a PN junction in unbiased, forward biased and reverse biased conditions;</p> <p>Diode parameters: peak inverse voltage, maximum forward current, temperature, frequency, leakage current, power dissipation;</p> <p>Operation and function of diodes in the following circuits: clippers, clampers, full and half wave rectifiers, bridge rectifiers, voltage doublers and triplers;</p> <p>Detailed operation and characteristics of the following devices: silicon controlled rectifier (thyristor), light emitting diode, Schottky diode, photo</p>	—	—	2	—

	conductive diode, varactor diode, varistor, rectifier diodes, Zener diode.				
4.1.2	<i>Transistors</i> (a) Transistor symbols; Component description and orientation; Transistor characteristics and properties.	—	1	2	1
	(b) Construction and operation of PNP and NPN transistors; Base, collector and emitter configurations; Testing of transistors; Basic appreciation of other transistor types and their uses; Application of transistors: classes of amplifier (A, B, C); Simple circuits including: bias, decoupling, feedback and stabilisation; Multistage circuit principles: cascades, push-pull, oscillators, multivibrators, flip-flop circuits.	—	—	2	—
4.1.3	<i>Integrated Circuits</i> (a) Description and operation of logic circuits and linear circuits/operational amplifiers;	—	1	—	1
	(b) Description and operation of logic circuits and linear circuits; Introduction to operation and function of an operational amplifier used as: integrator, differentiator, voltage follower, comparator; Operation and amplifier stages connecting methods: resistive capacitive, inductive (transformer), inductive resistive (IR), direct; Advantages and disadvantages of positive and negative feedback.	—	—	2	—
4.2	<i>Printed Circuit Boards</i> Description and use of printed circuit boards.	—	1	2	—

4.3	<i>Servomechanisms</i>  (a) Understanding of the following terms: Open and closed loop systems, feedback, follow up, analogue transducers; Principles of operation and use of the following synchro system components/features: resolvers, differential, control and torque, transformers, inductance and capacitance transmitters;	—	1	—	—
	(b) Understanding of the following terms: Open and closed loop, follow up, servomechanism, analogue, transducer, null, damping, feedback, deadband; Construction operation and use of the following synchro system components: resolvers, differential, control and torque, E and I transformers, inductance transmitters, capacitance transmitters, synchronous transmitters; Servomechanism defects, reversal of synchro leads, hunting.	—	—	2	—

#### MODULE 5. DIGITAL TECHNIQUES/ELECTRONIC INSTRUMENT SYSTEMS

		LEVEL				
		A	B1-1 B1-3	B1-2 B1-4	B2	B3
5.1	<i>Electronic Instrument Systems</i>  Typical systems arrangements and cockpit layout of electronic instrument systems.	1	2	2	3	1
5.2	<i>Numbering Systems</i>  Numbering systems: binary, octal and hexadecimal;  Demonstration of conversions between the decimal and binary, octal and hexadecimal systems and vice versa.	—	1	—	2	—
5.3	<i>Data Conversion</i>  Analogue Data, Digital Data;  Operation and application of analogue to digital, and digital to analogue converters, inputs and outputs, limitations of various types.	—	1	—	2	—
5.4	<i>Data Buses</i>  Operation of data buses in aircraft systems, including knowledge of ARINC and other specifications.  Aircraft Network/Ethernet.	—	2	—	2	—

5.5	<i>Logic Circuits</i> (a) Identification of common logic gate symbols, tables and equivalent circuits; Applications used for aircraft systems, schematic diagrams.	—	2	—	2	1
	(b) Interpretation of logic diagrams.	—	—	—	2	—
5.6	<i>Basic Computer Structure</i> (a) Computer terminology (including bit, byte, software, hardware, CPU, IC, and various memory devices such as RAM, ROM, PROM); Computer technology (as applied in aircraft systems).	1	2	—	—	—
	(b) Computer related terminology; Operation, layout and interface of the major components in a micro computer including their associated bus systems; Information contained in single and multiaddress instruction words; Memory associated terms; Operation of typical memory devices; Operation, advantages and disadvantages of the various data storage systems.	—	—	—	2	—
5.7	<i>Microprocessors</i> Functions performed and overall operation of a microprocessor; Basic operation of each of the following microprocessor elements: control and processing unit, clock, register, arithmetic logic unit.	—	—	—	2	—
5.8	<i>Integrated Circuits</i> Operation and use of encoders and decoders; Function of encoder types; Uses of medium, large and very large scale integration.	—	—	—	2	—
5.9	<i>Multiplexing</i> Operation, application and identification in logic diagrams of multiplexers and demultiplexers.	—	—	—	2	—

5.10	<p><i>Fibre Optics</i></p> <p>Advantages and disadvantages of fibre optic data transmission over electrical wire propagation;</p> <p>Fibre optic data bus;</p> <p>Fibre optic related terms;</p> <p>Terminations;</p> <p>Couplers, control terminals, remote terminals;</p> <p>Application of fibre optics in aircraft systems.</p>	—	1	1	2	—
5.11	<p><i>Electronic Displays</i></p> <p>Principles of operation of common types of displays used in modern aircraft, including Cathode Ray Tubes, Light Emitting Diodes and Liquid Crystal Display.</p>	—	2	1	2	1
5.12	<p><i>Electrostatic Sensitive Devices</i></p> <p>Special handling of components sensitive to electrostatic discharges;</p> <p>Awareness of risks and possible damage, component and personnel anti-static protection devices.</p>	1	2	2	2	1
5.13	<p><i>Software Management Control</i></p> <p>Awareness of restrictions, airworthiness requirements and possible catastrophic effects of unapproved changes to software programmes.</p>	—	2	1	2	1
5.14	<p><i>Electromagnetic Environment</i></p> <p>Influence of the following phenomena on maintenance practices for electronic system:</p> <p>EMC-Electromagnetic Compatibility</p> <p>EMI-Electromagnetic Interference</p> <p>HIRF-High Intensity Radiated Field</p> <p>Lightning/lightning protection.</p>	—	2	2	2	1



5.15	<p><i>Typical Electronic/Digital Aircraft Systems</i></p> <p>General arrangement of typical electronic/digital aircraft systems and associated BITE (Built In Test Equipment) such as:</p> <p>(a) For B1 and B2 only:</p> <p>ACARS-ARINC Communication and Addressing and Reporting System</p> <p>EICAS-Engine Indication and Crew Alerting System</p> <p>FBW-Fly-by-Wire</p> <p>FMS-Flight Management System</p> <p>IRS-Inertial Reference System; (b) For B1, B2 and B3:</p> <p>ECAM-Electronic Centralised Aircraft Monitoring</p> <p>EFIS-Electronic Flight Instrument System</p> <p>GPS-Global Positioning System</p> <p>TCAS-Traffic Alert Collision Avoidance System</p> <p>Integrated Modular Avionics</p> <p>Cabin Systems</p> <p>Information Systems.</p>	—	2	2	2	1
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## MODULE 6. MATERIALS AND HARDWARE

		LEVEL			
		A	B1	B2	B3
6.1	<p><i>Aircraft Materials — Ferrous</i></p> <p>(a) Characteristics, properties and identification of common alloy steels used in aircraft; Heat treatment and application of alloy steels.</p>	1	2	1	2
	(b) Testing of ferrous materials for hardness, tensile strength, fatigue strength and impact resistance.	—	1	1	1
6.2	<p><i>Aircraft Materials — Non-Ferrous</i></p> <p>(a) Characteristics, properties and identification of common non-ferrous materials used in aircraft; Heat treatment and application of non-ferrous materials;</p>	1	2	1	2
	(b) Testing of non-ferrous material for hardness, tensile strength, fatigue strength and impact resistance.	—	1	1	1
6.3	<i>Aircraft Materials — Composite and Non-Metallic</i>				

6.3.1	<i>Composite and non-metallic other than wood and fabric</i> (a) Characteristics, properties and identification of common composite and non-metallic materials, other than wood, used in aircraft; Sealant and bonding agents;	1	2	2	2
	(b) The detection of defects/deterioration in composite and non-metallic material; Repair of composite and non-metallic material.	1	2	—	2
6.3.2	<i>Wooden structures</i> Construction methods of wooden airframe structures; Characteristics, properties and types of wood and glue used in aeroplanes; Preservation and maintenance of wooden structure; Types of defects in wood material and wooden structures; The detection of defects in wooden structure; Repair of wooden structure.	1	2	—	2
6.3.3	<i>Fabric covering</i> Characteristics, properties and types of fabrics used in aeroplanes; Inspections methods for fabric; Types of defects in fabric; Repair of fabric covering.	1	2	—	2
6.4	<i>Corrosion</i> (a) Chemical fundamentals; Formation by, galvanic action process, microbiological, stress;	1	1	1	1
	(b) Types of corrosion and their identification; Causes of corrosion; Material types, susceptibility to corrosion.	2	3	2	2
6.5	<i>Fasteners</i>				
6.5.1	<i>Screw threads</i> Screw nomenclature; Thread forms, dimensions and tolerances for standard threads used in aircraft; Measuring screw threads.	2	2	2	2
6.5.2	<i>Bolts, studs and screws</i> Bolt types: specification, identification and marking of aircraft bolts, international standards; Nuts: self-locking, anchor, standard types;	2	2	2	2
	Machine screws: aircraft specifications; Studs: types and uses, insertion and removal; Self tapping screws, dowels.				

6.5.3	<i>Locking devices</i> Tab and spring washers, locking plates, split pins, pal-nuts, wire locking, quick release fasteners, keys, circlips, cotter pins.	2	2	2	2
6.5.4	<i>Aircraft rivets</i> Types of solid and blind rivets: specifications and identification, heat treatment.	1	2	1	2
6.6	<i>Pipes and Unions</i> (a) Identification of, and types of rigid and flexible pipes and their connectors used in aircraft;	2	2	2	2
	(b) Standard unions for aircraft hydraulic, fuel, oil, pneumatic and air system pipes.	2	2	1	2
6.7	<i>Springs</i> Types of springs, materials, characteristics and applications.	—	2	1	1
6.8	<i>Bearings</i> Purpose of bearings, loads, material, construction; Types of bearings and their application.	1	2	2	1
6.9	<i>Transmissions</i> Gear types and their application; Gear ratios, reduction and multiplication gear systems, driven and driving gears, idler gears, mesh patterns; Belts and pulleys, chains and sprockets.	1	2	2	1
6.10	<i>Control Cables</i> Types of cables; End fittings, turnbuckles and compensation devices; Pulleys and cable system components; Bowden cables; Aircraft flexible control systems.	1	2	1	2
6.11	<i>Electrical Cables and Connectors</i> Cable types, construction and characteristics; High tension and co-axial cables; Crimping; Connector types, pins, plugs, sockets, insulators, current and voltage rating, coupling, identification codes.	1	2	2	2

## MODULE 7A. MAINTENANCE PRACTICES

*Note:* This module does not apply to category B3. Relevant subject matters for category B3 are defined in module 7B.

		LEVEL		
		A	B1	B2
7.1	<i>Safety Precautions-Aircraft and Workshop</i> Aspects of safe working practices including precautions to take when working with electricity, gases especially oxygen, oils and chemicals.	3	3	3
	Also, instruction in the remedial action to be taken in the event of a fire or another accident with one or more of these hazards including knowledge on extinguishing agents.			
7.2	<i>Workshop Practices</i> Care of tools, control of tools, use of workshop materials; Dimensions, allowances and tolerances, standards of workmanship; Calibration of tools and equipment, calibration standards.	3	3	3
7.3	<i>Tools</i> Common hand tool types; Common power tool types; Operation and use of precision measuring tools; Lubrication equipment and methods. Operation, function and use of electrical general test equipment.	3	3	3
7.4	<i>Avionic General Test Equipment</i> Operation, function and use of avionic general test equipment.	—	2	3
7.5	<i>Engineering Drawings, Diagrams and Standards</i> Drawing types and diagrams, their symbols, dimensions, tolerances and projections; Identifying title block information; Microfilm, microfiche and computerised presentations; Specification 100 of the Air Transport Association (ATA) of America; Aeronautical and other applicable standards including ISO, AN, MS, NAS and MIL; Wiring diagrams and schematic diagrams.	1	2	2

7.6	<i>Fits and Clearances</i> Drill sizes for bolt holes, classes of fits; Common system of fits and clearances; Schedule of fits and clearances for aircraft and engines; Limits for bow, twist and wear; Standard methods for checking shafts, bearings and other parts.	1	2	1
7.7	<i>Electrical Wiring Interconnection System (EWIS)</i> Continuity, insulation and bonding techniques and testing; Use of crimp tools: hand and hydraulic operated; Testing of crimp joints; Connector pin removal and insertion; Co-axial cables: testing and installation precautions; Identification of wire types, their inspection criteria and damage tolerance. Wiring protection techniques: Cable looming and loom support, cable clamps, protective sleeving techniques including heat shrink wrapping, shielding; EWIS installations, inspection, repair, maintenance and cleanliness standards.	1	3	3
7.8	<i>Riveting</i> Riveted joints, rivet spacing and pitch; Tools used for riveting and dimpling; Inspection of riveted joints.	1	2	—
7.9	<i>Pipes and Hoses</i> Bending and belling/flaring aircraft pipes; Inspection and testing of aircraft pipes and hoses; Installation and clamping of pipes.	1	2	—
7.10	<i>Springs</i> Inspection and testing of springs.	1	2	—
7.11	<i>Bearings</i> Testing, cleaning and inspection of bearings; Lubrication requirements of bearings; Defects in bearings and their causes.	1	2	—

7.12	<i>Transmissions</i> Inspection of gears, backlash; Inspection of belts and pulleys, chains and sprockets; Inspection of screw jacks, lever devices, push-pull rod systems.	1	2	—
7.13	<i>Control Cables</i> Swaging of end fittings; Inspection and testing of control cables; Bowden cables; aircraft flexible control systems.	1	2	—
7.14	<i>Material handling</i>			
7.14.1	<i>Sheet Metal</i> Marking out and calculation of bend allowance; Sheet metal working, including bending and forming; Inspection of sheet metal work.	—	2	—
7.14.2	<i>Composite and non-metallic</i> Bonding practices; Environmental conditions; Inspection methods.	—	2	—
7.15	<i>Welding, Brazing, Soldering and Bonding</i>			
	(a) Soldering methods; inspection of soldered joints.	—	2	2
	(b) Welding and brazing methods; Inspection of welded and brazed joints; Bonding methods and inspection of bonded joints.	—	2	—
7.16	<i>Aircraft Weight and Balance</i>			
	(a) Centre of Gravity/Balance limits calculation: use of relevant documents;	—	2	2
	(b) Preparation of aircraft for weighing; Aircraft weighing.	—	2	—
7.17	<i>Aircraft Handling and Storage</i> Aircraft taxiing/towing and associated safety precautions; Aircraft jacking, chocking, securing and associated safety precautions; Aircraft storage methods; Refuelling/defuelling procedures; De-icing/anti-icing procedures;	2	2	2
	Electrical, hydraulic and pneumatic ground supplies. Effects of environmental conditions on aircraft handling and operation.			

7.18	<i>Disassembly, Inspection, Repair and Assembly Techniques</i>			
	(a) Types of defects and visual inspection techniques; Corrosion removal, assessment and reprotection;	2	3	3
	(b) General repair methods, Structural Repair Manual; Ageing, fatigue and corrosion control programmes;	—	2	—
	(c) Non-destructive inspection techniques including, penetrant, radiographic, eddy current, ultrasonic and boroscope methods;	—	2	1
	(d) Disassembly and re-assembly techniques;	2	2	2
	(e) Trouble shooting techniques.	—	2	2
7.19	<i>Abnormal Events</i>			
	(a) Inspections following lightning strikes and HIRF penetration;	2	2	2
	(b) Inspections following abnormal events such as heavy landings and flight through turbulence.	2	2	—
7.20	<i>Maintenance Procedures</i>	1	2	2
	Maintenance planning; Modification procedures; Stores procedures; Certification/release procedures; Interface with aircraft operation; Maintenance Inspection/Quality Control/Quality Assurance; Additional maintenance procedures; Control of life limited components.			

## MODULE 7B. MAINTENANCE PRACTICES

*Note:* The scope of this module shall reflect the technology of aeroplanes relevant to the B3 category.

		LEVEL
		B3
7.1	<i>Safety Precautions-Aircraft and Workshop</i> Aspects of safe working practices including precautions to take when working with electricity, gases especially oxygen, oils and chemicals.  Also, instruction in the remedial action to be taken in the event of a fire or another accident with one or more of these hazards including knowledge on extinguishing	3

	agents.	
7.2	<p><i>Workshop Practices</i></p> <p>Care of tools, control of tools, use of workshop materials;  Dimensions, allowances and tolerances, standards of workmanship; Calibration of tools and equipment, calibration standards.</p>	3
7.3	<p><i>Tools</i></p> <p>Common hand tool types;  Common power tool types;</p>	3
	<p>Operation and use of precision measuring tools;  Lubrication equipment and methods;  Operation, function and use of electrical general test equipment.</p>	
7.4	<p><i>Avionic General Test Equipment</i></p> <p>Operation, function and use of avionic general test equipment.</p>	—
7.5	<p><i>Engineering Drawings, Diagrams and Standards</i></p> <p>Drawing types and diagrams, their symbols, dimensions, tolerances and projections;  Identifying title block information;  Microfilm, microfiche and computerised presentations;  Specification 100 of the Air Transport Association (ATA) of America;  Aeronautical and other applicable standards including ISO, AN, MS, NAS and MIL;  Wiring diagrams and schematic diagrams.</p>	2
7.6	<p><i>Fits and Clearances</i></p> <p>Drill sizes for bolt holes, classes of fits;  Common system of fits and clearances;  Schedule of fits and clearances for aircraft and engines;  Limits for bow, twist and wear;  Standard methods for checking shafts, bearings and other parts.</p>	2



7.7	<i>Electrical Cables and Connectors</i> Continuity, insulation and bonding techniques and testing; Use of crimp tools: hand and hydraulic operated; Testing of crimp joints; Connector pin removal and insertion; Co-axial cables: testing and installation precautions; Wiring protection techniques: Cable looming and loom support, cable clamps, protective sleeving techniques including heat shrink wrapping, shielding.	2
7.8	<i>Riveting</i> Riveted joints, rivet spacing and pitch; Tools used for riveting and dimpling; Inspection of riveted joints.	2
7.9	<i>Pipes and Hoses</i> Bending and belling/flaring aircraft pipes; Inspection and testing of aircraft pipes and hoses; Installation and clamping of pipes.	2
7.10	<i>Springs</i> Inspection and testing of springs.	1
7.11	<i>Bearings</i> Testing, cleaning and inspection of bearings; Lubrication requirements of bearings; Defects in bearings and their causes.	2
7.12	<i>Transmissions</i> Inspection of gears, backlash; Inspection of belts and pulleys, chains and sprockets; Inspection of screw jacks, lever devices, push-pull rod systems.	2
7.13	<i>Control Cables</i> Swaging of end fittings; Inspection and testing of control cables; Bowden cables; aircraft flexible control systems.	2
7.14	<i>Material handling</i>	

7.14.1	<i>Sheet Metal</i> Marking out and calculation of bend allowance; Sheet metal working, including bending and forming; Inspection of sheet metal work.	2
7.14.2	<i>Composite and non-metallic</i> Bonding practices; Environmental conditions; Inspection methods.	2
7.15	<i>Welding, Brazing, Soldering and Bonding</i>	
	(a) Soldering methods; inspection of soldered joints;	2
	(b) Welding and brazing methods; Inspection of welded and brazed joints; Bonding methods and inspection of bonded joints.	2
7.16	<i>Aircraft Weight and Balance</i>	
	(a) Centre of Gravity/Balance limits calculation: use of relevant documents;	2
	(b) Preparation of aircraft for weighing; Aircraft weighing.	2
7.17	<i>Aircraft Handling and Storage</i> Aircraft taxiing/towing and associated safety precautions; Aircraft jacking, chocking, securing and associated safety precautions; Aircraft storage methods; Refuelling/defuelling procedures; De-icing/anti-icing procedures; Electrical, hydraulic and pneumatic ground supplies; Effects of environmental conditions on aircraft handling and operation.	2
7.18	<i>Disassembly, Inspection, Repair and Assembly Techniques</i>	
	(a) Types of defects and visual inspection techniques; Corrosion removal, assessment and re-protection;	3
	(b) General repair methods, Structural Repair Manual; Ageing, fatigue and corrosion control programmes;	2
	(c) Non-destructive inspection techniques including, penetrant, radiographic, eddy current, ultrasonic and boroscope methods;	2
	(d) Disassembly and re-assembly techniques;	2
	(e) Trouble shooting techniques.	2

7.19	<i>Abnormal Events</i> (a) Inspections following lightning strikes and HIRF penetration.	2
	(b) Inspections following abnormal events such as heavy landings and flight through turbulence.	2
7.20	<i>Maintenance Procedures</i> Maintenance planning; Modification procedures; Stores procedures; Certification/release procedures; Interface with aircraft operation; Maintenance Inspection/Quality Control/Quality Assurance; Additional maintenance procedures; Control of life limited components.	2

#### MODULE 8. BASIC AERODYNAMICS

		LEVEL			
		A	B1	B2	B3
8.1	<i>Physics of the Atmosphere</i> International Standard Atmosphere (ISA), application to aerodynamics.	1	2	2	1
8.2	<i>Aerodynamics</i> Airflow around a body; Boundary layer, laminar and turbulent flow, free stream flow, relative airflow, upwash and downwash, vortices, stagnation; The terms: camber, chord, mean aerodynamic chord, profile (parasite) drag, induced drag, centre of pressure, angle of attack, wash in and wash out, fineness ratio, wing shape and aspect ratio; Thrust, Weight, Aerodynamic Resultant; Generation of Lift and Drag: Angle of Attack, Lift coefficient, Drag coefficient, polar curve, stall; Aerofoil contamination including ice, snow, frost.	1	2	2	1

8.3	<i>Theory of Flight</i> Relationship between lift, weight, thrust and drag; Glide ratio; Steady state flights, performance; Theory of the turn; Influence of load factor: stall, flight envelope and structural limitations; Lift augmentation.	1	2	2	1
8.4	<i>Flight Stability and Dynamics</i> Longitudinal, lateral and directional stability (active and passive).	1	2	2	1

#### MODULE 9A. HUMAN FACTORS

*Note:* This module does not apply to category B3. Relevant subject matters for category B3 are defined in module 9B.

		LEVEL		
		A	B1	B2
9.1	<i>General</i> The need to take human factors into account; Incidents attributable to human factors/human error; ‘Murphy’s’ law.	1	2	2
9.2	<i>Human Performance and Limitations</i> Vision; Hearing; Information processing; Attention and perception; Memory; Claustrophobia and physical access.	1	2	2
9.3	<i>Social Psychology</i> Responsibility: individual and group; Motivation and de-motivation; Peer pressure; ‘Culture’ issues; Team working; Management, supervision and leadership.	1	1	1

9.4	<i>Factors Affecting Performance</i> Fitness/health; Stress: domestic and work related; Time pressure and deadlines; Workload: overload and underload; Sleep and fatigue, shiftwork; Alcohol, medication, drug abuse.	2	2	2
9.5	<i>Physical Environment</i> Noise and fumes; Illumination; Climate and temperature; Motion and vibration; Working environment.	1	1	1
9.6	<i>Tasks</i> Physical work; Repetitive tasks; Visual inspection; Complex systems.	1	1	1
9.7	<i>Communication</i> Within and between teams; Work logging and recording;	2	2	2
	Keeping up to date, currency; Dissemination of information.			
9.8	<i>Human Error</i> Error models and theories; Types of error in maintenance tasks; Implications of errors (i.e. accidents); Avoiding and managing errors.	1	2	2
9.9	<i>Hazards in the Workplace</i> Recognising and avoiding hazards; Dealing with emergencies.	1	2	2

## MODULE 9B. HUMAN FACTORS

*Note:* The scope of this module shall reflect the less demanding environment of maintenance for B3 licence holders.

		LEVEL
		B3
9.1	<i>General</i>	2
	The need to take human factors into account; Incidents attributable to human factors/human error; 'Murphy's' law.	
9.2	<i>Human Performance and Limitations</i>	2
	Vision; Hearing; Information processing; Attention and perception; Memory; Claustrophobia and physical access.	
9.3	<i>Social Psychology</i>	1
	Responsibility: individual and group; Motivation and de-motivation; Peer pressure; 'Culture' issues; Team working; Management, supervision and leadership.	
9.4	<i>Factors Affecting Performance</i>	2
	Fitness/health; Stress: domestic and work related; Time pressure and deadlines; Workload: overload and underload; Sleep and fatigue, shiftwork; Alcohol, medication, drug abuse.	
9.5	<i>Physical Environment</i>	1

	Noise and fumes; Illumination; Climate and temperature; Motion and vibration; Working environment.	
9.6	<i>Tasks</i> Physical work; Repetitive tasks; Visual inspection; Complex systems.	1
9.7	<i>Communication</i> Within and between teams; Work logging and recording; Keeping up to date, currency; Dissemination of information.	2
9.8	<i>Human Error</i> Error models and theories; Types of error in maintenance tasks; Implications of errors (i.e. accidents); Avoiding and managing errors.	2
9.9	<i>Hazards in the Workplace</i> Recognising and avoiding hazards; Dealing with emergencies.	2

#### MODULE 10. AVIATION LEGISLATION

		LEVEL			
		A	B1	B2	B3
10.1	<i>Regulatory Framework</i> Role of the International Civil Aviation Organisation; Role and responsibilities contracting states Civil Aviation Law Role of Rwanda Civil Aviation Authority; Rwanda civil Aviation Regulations	1	1	1	1

10.2	<i>Certifying Staff — Maintenance</i> Detailed understanding of aircraft maintenance engineer licensing requirements of these Regulations.	2	2	2	2
10.3	<i>Approved Maintenance/Training Organisations</i> Detailed understanding of approved maintenance/training organisations.	2	2	2	2
10.4	<i>Air operations</i>	1	1	1	1
	Air Operators Certificates; Operator's responsibilities, in particular regarding continuing airworthiness and maintenance; Aircraft Maintenance Programme; MEL//CDL; Documents to be carried on board; Aircraft placarding (markings).				
10.5	<i>Certification of aircraft, parts and appliances</i> (a) General	—	1	1	1
	General understanding of Certification of Products and Design and Production Organisations (b) Documents Certificate of Airworthiness; restricted certificates of airworthiness and permit to fly; Certificate of Registration; Noise Certificate; Weight Schedule; Radio Station Licence and Approval.	—	2	2	2
10.6	<i>Continuing airworthiness</i> Detailed understanding of Part-21 provisions related to continuing airworthiness. Detailed understanding of Part-M.	2	2	2	2
10.7	<i>Applicable National and International Requirements for:</i> (a) Maintenance Programmes, Maintenance checks and inspections; Airworthiness Directives; Service Bulletins, manufacturers service information; Modifications and repairs; Maintenance documentation: maintenance manuals, structural repair manual, illustrated parts catalogue, etc.;	1	2	2	2



Only for A to B2 licences: Master Minimum Equipment Lists, Minimum Equipment List, Dispatch Deviation Lists; (b) Continuing airworthiness; Minimum equipment requirements — Test flights; Only for B1 and B2 licences: ETOPS, maintenance and dispatch requirements; All Weather Operations, Category 2/3 operations.	—	1	1	1
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## MODULE 11A. TURBINE AEROPLANE AERODYNAMICS, STRUCTURES AND SYSTEMS

		LEVEL	
		A1	B1.1
11.1	<i>Theory of Flight</i>		
11.1.1.	<i>Aeroplane Aerodynamics and Flight Controls</i>	1	2
	Operation and effect of: — roll control: ailerons and spoilers, — pitch control: elevators, stabilators, variable incidence stabilisers and canards, — yaw control, rudder limiters;	—	—
	Control using elevons, ruddervators; High lift devices, slots, slats, flaps, flaperons; Drag inducing devices, spoilers, lift dumpers, speed brakes; Effects of wing fences, saw tooth leading edges; Boundary layer control using, vortex generators, stall wedges or leading edge devices; Operation and effect of trim tabs, balance and anti-balance (leading) tabs, servo tabs, spring tabs, mass balance, control surface bias, aerodynamic balance panels.		
11.1.2.	<i>High Speed Flight</i>  Speed of sound, subsonic flight, transonic flight, supersonic flight; Mach number, critical Mach number, compressibility buffet, shock wave, aerodynamic heating, area rule;  Factors affecting airflow in engine intakes of high speed aircraft; Effects of sweepback on critical Mach number.	1	2

11.2	<i>Airframe Structures — General Concepts</i> (a) Airworthiness requirements for structural strength; Structural classification, primary, secondary and tertiary; Fail safe, safe life, damage tolerance concepts; Zonal and station identification systems; Stress, strain, bending, compression, shear, torsion, tension, hoop stress, fatigue; Drains and ventilation provisions; System installation provisions; Lightning strike protection provision; Aircraft bonding.	2	2
	(b) Construction methods of: Stressed skin fuselage, formers, stringers, longerons, bulkheads, frames, doublers, struts, ties, beams, floor structures, reinforcement, methods of skinning, anti-corrosive protection, wing, empennage and engine attachments; Structure assembly techniques: riveting, bolting, bonding; Methods of surface protection, such as chromating, anodising, painting; Surface cleaning; Airframe symmetry: methods of alignment and symmetry checks.	1	2
11.3	<i>Airframe Structures — Aeroplanes</i>		
11.3.1	<i>Fuselage (ATA 52/53/56)</i> Construction and pressurisation sealing; Wing, stabiliser, pylon and undercarriage attachments; Seat installation and cargo loading system; Doors and emergency exits: construction, mechanisms, operation and safety devices; Windows and windscreen construction and mechanisms.	1	2
11.3.2	<i>Wings (ATA 57)</i> Construction; Fuel storage; Landing gear, pylon, control surface and high lift/drag attachments.	1	2
11.3.3	<i>Stabilisers (ATA 55)</i> Construction; Control surface attachment.	1	2
11.3.4	<i>Flight Control Surfaces (ATA 55/57)</i> Construction and attachment; Balancing — mass and aerodynamic.	1	2

11.3.5	<i>Nacelles/Pylons (ATA 54)</i>	1	2
	Nacelles/Pylons: — Construction, — Firewalls, — Engine mounts.	—	—
11.4	<i>Air Conditioning and Cabin Pressurisation (ATA 21)</i>		
11.4.1	<i>Air supply</i> Sources of air supply including engine bleed, APU and ground cart.	1	2
11.4.2	<i>Air Conditioning</i> Air conditioning systems; Air cycle and vapour cycle machines; Distribution systems; Flow, temperature and humidity control system.	1	3
11.4.3	<i>Pressurisation</i> Pressurisation systems; Control and indication including control and safety valves; Cabin pressure controllers.	1	3
11.4.4	<i>Safety and warning devices</i> Protection and warning devices.	1	3
11.5	<i>Instruments/Avionic Systems</i>		
11.5.1	<i>Instrument Systems (ATA 31)</i> Pitot static: altimeter, air speed indicator, vertical speed indicator; Gyroscopic: artificial horizon, attitude director, direction indicator, horizontal situation indicator, turn and slip indicator, turn coordinator; Compasses: direct reading, remote reading; Angle of attack indication, stall warning systems; Glass cockpit; Other aircraft system indication.	1	2
11.5.2	<i>Avionic Systems</i>	1	1

	Fundamentals of system lay-outs and operation of: — Auto Flight (ATA 22), — Communications (ATA 23), — Navigation Systems (ATA 34).	—	—
11.6	<i>Electrical Power (ATA 24)</i> Batteries Installation and Operation; DC power generation;	1	3
	AC power generation; Emergency power generation; Voltage regulation; Power distribution; Inverters, transformers, rectifiers; Circuit protection; External/Ground power.		
11.7	<i>Equipment and Furnishings (ATA 25)</i> (a) Emergency equipment requirements; Seats, harnesses and belts.	2	2
	(b) Cabin lay-out; Equipment lay-out; Cabin Furnishing installation; Cabin entertainment equipment; Galley installation; Cargo handling and retention equipment; Airstairs.	1	1
11.8	<i>Fire Protection (ATA 26)</i>	1	3
	(a) Fire and smoke detection and warning systems; Fire extinguishing systems; System tests; (b) Portable fire extinguisher.	1	1

11.9	<i>Flight Controls (ATA 27)</i> Primary controls: aileron, elevator, rudder, spoiler; Trim control; Active load control; High lift devices; Lift dump, speed brakes; System operation: manual, hydraulic, pneumatic, electrical, fly-by-wire; Artificial feel, Yaw damper, Mach trim, rudder limiter, gust lock systems; Balancing and rigging; Stall protection/warning system.	1	3
11.10	<i>Fuel Systems (ATA 28)</i> System lay-out; Fuel tanks; Supply systems; Dumping, venting and draining; Cross-feed and transfer; Indications and warnings; Refuelling and defuelling; Longitudinal balance fuel systems.	1	3
11.11	<i>Hydraulic Power (ATA 29)</i> System lay-out; Hydraulic fluids; Hydraulic reservoirs and accumulators; Pressure generation: electric, mechanical, pneumatic; Emergency pressure generation; Filters; Pressure Control; Power distribution; Indication and warning systems; Interface with other systems.	1	3

11.12	<i>Ice and Rain Protection (ATA 30)</i> Ice formation, classification and detection; Anti-icing systems: electrical, hot air and chemical; De-icing systems: electrical, hot air, pneumatic and chemical; Rain repellent; Probe and drain heating; Wiper systems.	1	3
11.13	<i>Landing Gear (ATA 32)</i> Construction, shock absorbing; Extension and retraction systems: normal and emergency; Indications and warning; Wheels, brakes, antiskid and autobraking; Tyres; Steering; Air-ground sensing.	2	3
11.14	<i>Lights (ATA 33)</i> External: navigation, anti-collision, landing, taxiing, ice; Internal: cabin, cockpit, cargo; Emergency.	2	3
11.15	<i>Oxygen (ATA 35)</i> System lay-out: cockpit, cabin; Sources, storage, charging and distribution; Supply regulation; Indications and warnings.	1	3
11.16	<i>Pneumatic/Vacuum (ATA 36)</i> System lay-out; Sources: engine/APU, compressors, reservoirs, ground supply; Pressure control; Distribution;	1	3
	Indications and warnings; Interfaces with other systems.		

11.17	<p><i>Water/Waste (ATA 38)</i></p> <p>Water system lay-out, supply, distribution, servicing and draining; Toilet system lay-out, flushing and servicing; Corrosion aspects.</p>	2	3
11.18	<p><i>On Board Maintenance Systems (ATA 45)</i></p> <p>Central maintenance computers; Data loading system; Electronic library system; Printing; Structure monitoring (damage tolerance monitoring).</p>	1	2
11.19	<p><i>Integrated Modular Avionics (ATA42)</i></p> <p>Functions that may be typically integrated in the Integrated Modular Avionic (IMA) modules are, among others: Bleed Management, Air Pressure Control, Air Ventilation and Control, Avionics and Cockpit Ventilation Control, Temperature Control, Air Traffic Communication, Avionics Communication Router, Electrical Load Management, Circuit Breaker Monitoring, Electrical System BITE, Fuel Management, Braking Control, Steering Control, Landing Gear Extension and Retraction, Tyre Pressure Indication, Oleo Pressure Indication, Brake Temperature Monitoring, etc. Core System; Network Components.</p>	1	2
11.20	<p><i>Cabin Systems (ATA44)</i></p>	1	2
	<p>The units and components which furnish a means of entertaining the passengers and providing communication within the aircraft (Cabin Intercommunication Data System) and between the aircraft cabin and ground stations (Cabin Network Service). Includes voice, data, music and video transmissions.</p> <p>The Cabin Intercommunication Data System provides an interface between cockpit/cabin crew and cabin systems. These systems support data exchange of the different related LRU's and they are typically operated via Flight Attendant Panels.</p> <p>The Cabin Network Service typically consists on a server, typically interfacing with, among others, the following systems: — Data/Radio Communication, In-Flight Entertainment System.</p>	—	—

	<p>The Cabin Network Service may host functions such as:</p> <ul style="list-style-type: none"> <li>— Access to pre-departure/departure reports,</li> <li>— E-mail/intranet/Internet access,</li> <li>— Passenger database;</li> </ul> <p>Cabin Core System;</p> <p>In-flight Entertainment System;</p> <p>External Communication System;</p> <p>Cabin Mass Memory System;</p> <p>Cabin Monitoring System;</p> <p>Miscellaneous Cabin System.</p>	—	—
11.21	<p><i>Information Systems (ATA46)</i></p> <p>The units and components which furnish a means of storing, updating and retrieving digital information traditionally provided on paper, microfilm or microfiche. Includes units that are dedicated to the information storage and retrieval function such as the electronic library mass storage and controller. Does not include units or components installed for other uses and shared with other systems, such as flight deck printer or general use display.</p> <p>Typical examples include Air Traffic and Information Management Systems and Network Server Systems</p> <p>Aircraft General Information System; Flight Deck Information System;</p> <p>Maintenance Information System;</p> <p>Passenger Cabin Information System; Miscellaneous Information System.</p>	1	2

## MODULE 11B. PISTON AEROPLANE AERODYNAMICS, STRUCTURES AND SYSTEMS

*Note 1:* This module does not apply to category B3. Relevant subject matters for category B3 are defined in module 11C.

*Note 2:* The scope of this Module shall reflect the technology of aeroplanes pertinent to the A2 and B1.2 subcategory.

		LEVEL	
		A2	B1.2



11.1	<i>Theory of Flight</i>		
11.1.1.	<i>Aeroplane Aerodynamics and Flight Controls</i>	1	2
	<p>Operation and effect of:</p> <p>— roll control: ailerons and spoilers,</p> <p>— pitch control: elevators, stabilators, variable incidence stabilisers and canards, — yaw control, rudder limiters;</p> <p>Control using elevons, ruddervators;</p> <p>High lift devices, slots, slats, flaps, flaperons;</p> <p>Drag inducing devices, spoilers, lift dumpers, speed brakes;</p> <p>Effects of wing fences, saw tooth leading edges;</p> <p>Boundary layer control using, vortex generators, stall wedges or leading edge devices;</p> <p>Operation and effect of trim tabs, balance and antibalance (leading) tabs, servo tabs, spring tabs, mass balance, control surface bias, aerodynamic balance panels.</p>	—	—
11.1.2.	<i>High Speed Flight — N/A</i>	—	—
11.2	<p><i>Airframe Structures — General Concepts</i></p> <p>(a) Airworthiness requirements for structural strength;</p> <p>Structural classification, primary, secondary and tertiary;</p> <p>Fail safe, safe life, damage tolerance concepts;</p> <p>Zonal and station identification systems;</p> <p>Stress, strain, bending, compression, shear, torsion, tension, hoop stress, fatigue;</p> <p>Drains and ventilation provisions;</p> <p>System installation provisions;</p> <p>Lightning strike protection provision; Aircraft bonding.</p>	2	2
	<p>(b) Construction methods of: stressed skin fuselage, formers, stringers, longerons, bulkheads, frames, doublers, struts, ties, beams, floor structures, reinforcement, methods of skinning, anti-corrosive protection, wing, empennage and engine attachments;</p> <p>Structure assembly techniques: riveting, bolting, bonding;</p> <p>Methods of surface protection, such as chromating, anodising, painting; Surface cleaning;</p> <p>Airframe symmetry: methods of alignment and symmetry checks.</p>	1	2
11.3	<i>Airframe Structures — Aeroplanes</i>		

11.3.1	<i>Fuselage (ATA 52/53/56)</i> Construction and pressurisation sealing; Wing, tail-plane, pylon and undercarriage attachments; Seat installation; Doors and emergency exits: construction and operation; Windows and windscreen attachment.	1	2
11.3.2	<i>Wings (ATA 57)</i> Construction; Fuel storage; Landing gear, pylon, control surface and high lift/drag attachments.	1	2
11.3.3	<i>Stabilisers (ATA 55)</i> Construction; Control surface attachment.	1	2
11.3.4	<i>Flight Control Surfaces (ATA 55/57)</i> Construction and attachment; Balancing — mass and aerodynamic.	1	2
11.3.5	<i>Nacelles/Pylons (ATA 54)</i>	1	2
	Nacelles/Pylons: — Construction, — Firewalls, — Engine mounts.	—	—
11.4	<i>Air Conditioning and Cabin Pressurisation (ATA 21)</i> Pressurisation and air conditioning systems; Cabin pressure controllers, protection and warning devices; Heating systems.	1	3
11.5	<i>Instruments/Avionic Systems</i>		

11.5.1	<i>Instrument Systems (ATA 31)</i> Pitot static: altimeter, air speed indicator, vertical speed indicator; Gyroscopic: artificial horizon, attitude director, direction indicator, horizontal situation indicator, turn and slip indicator, turn coordinator; Compasses: direct reading, remote reading; Angle of attack indication, stall warning systems; Glass cockpit; Other aircraft system indication.	1	2
11.5.2	<i>Avionic Systems</i>	1	1
	Fundamentals of system lay-outs and operation of: — Auto Flight (ATA 22), — Communications (ATA 23), — Navigation Systems (ATA 34).	—	—
11.6	<i>Electrical Power (ATA 24)</i> Batteries Installation and Operation; DC power generation; Voltage regulation; Power distribution; Circuit protection; Inverters, transformers.	1	3
11.7	<i>Equipment and Furnishings (ATA 25)</i> (a) Emergency equipment requirements; Seats, harnesses and belts;	2	2
	(b) Cabin lay-out; Equipment lay-out; Cabin Furnishing installation; Cabin entertainment equipment; Galley installation; Cargo handling and retention equipment; Airstairs.	1	1
11.8	<i>Fire Protection (ATA 26)</i> (a) Fire and smoke detection and warning systems; Fire extinguishing systems; System tests;	1	3

	(b) Portable fire extinguisher.	1	3
11.9	<i>Flight Controls (ATA 27)</i> Primary controls: aileron, elevator, rudder; Trim tabs; High lift devices; System operation: manual; Gust locks; Balancing and rigging; Stall warning system.	1	3
11.10	<i>Fuel Systems (ATA 28)</i> System lay-out; Fuel tanks; Supply systems; Cross-feed and transfer; Indications and warnings; Refuelling and defuelling.	1	3
11.11	<i>Hydraulic Power (ATA 29)</i> System lay-out; Hydraulic fluids; Hydraulic reservoirs and accumulators; Pressure generation: electric, mechanical; Filters; Pressure Control; Power distribution; Indication and warning systems.	1	3
11.12	<i>Ice and Rain Protection (ATA 30)</i> Ice formation, classification and detection; De-icing systems: electrical, hot air, pneumatic and chemical; Probe and drain heating; Wiper systems.	1	3

11.13	<i>Landing Gear (ATA 32)</i> Construction, shock absorbing; Extension and retraction systems: normal and emergency; Indications and warning; Wheels, brakes, antiskid and autobraking; Tyres; Steering; Air-ground sensing.	2	3
11.14	<i>Lights (ATA 33)</i> External: navigation, anti collision, landing, taxiing, ice; Internal: cabin, cockpit, cargo; Emergency.	2	3
11.15	<i>Oxygen (ATA 35)</i> System lay-out: cockpit, cabin; Sources, storage, charging and distribution; Supply regulation; Indications and warnings.	1	3
11.16	<i>Pneumatic/Vacuum (ATA 36)</i> System lay-out; Sources: engine/APU, compressors, reservoirs, ground supply; Pressure control; Distribution; Indications and warnings; Interfaces with other systems.	1	3
11.17	<i>Water/Waste (ATA 38)</i> Water system lay-out, supply, distribution, servicing and draining; Toilet system lay-out, flushing and servicing; Corrosion aspects.	2	3

### MODULE 11C. PISTON AEROPLANE AERODYNAMICS, STRUCTURES AND SYSTEMS

*Note:* The scope of this module shall reflect the technology of aeroplanes pertinent to the B3 category.

		LEVEL
		B3

11.1	<i>Theory of Flight</i> <i>Aeroplane Aerodynamics and Flight Controls</i>	1
	<p>Operation and effect of:</p> <ul style="list-style-type: none"> <li>— roll control: ailerons,</li> <li>— pitch control: elevators, stabilators, variable incidence stabilisers and canards, — yaw control, rudder limiters;</li> </ul> <p>Control using elevons, ruddervators;</p> <p>High lift devices, slots, slats, flaps, flaperons;</p> <p>Drag inducing devices, lift dumpers, speed brakes;</p> <p>Effects of wing fences, saw tooth leading edges;</p> <p>Boundary layer control using, vortex generators, stall wedges or leading edge devices;</p> <p>Operation and effect of trim tabs, balance and anti-balance (leading) tabs, servo tabs, spring tabs, mass balance, control surface bias, aerodynamic balance panels.</p>	—
11.2	<i>Airframe Structures — General Concepts</i> (a) Airworthiness requirements for structural strength; Structural classification, primary, secondary and tertiary; Fail safe, safe life, damage tolerance concepts; Zonal and station identification systems; Stress, strain, bending, compression, shear, torsion, tension, hoop stress, fatigue; Drains and ventilation provisions; System installation provisions; Lightning strike protection provision; Aircraft bonding;	2
	(b) Construction methods of: stressed skin fuselage, formers, stringers, longerons, bulkheads, frames, doublers, struts, ties, beams, floor structures, reinforcement, methods of skinning, anti-corrosive protection, wing, empennage and engine attachments; Structure assembly techniques: riveting, bolting, bonding; Methods of surface protection, such as chromating, anodising, painting; Surface cleaning; Airframe symmetry: methods of alignment and symmetry checks.	2
11.3	<i>Airframe Structures — Aeroplanes</i>	
11.3.1	<i>Fuselage (ATA 52/53/56)</i> Construction; Wing, tail-plane, pylon and undercarriage attachments; Seat installation; Doors and emergency exits: construction and	1

	operation; Window and windscreen attachment.	
11.3.2	<i>Wings (ATA 57)</i> Construction; Fuel storage; Landing gear, pylon, control surface and high lift/drag attachments.	1
11.3.3	<i>Stabilisers (ATA 55)</i> Construction; Control surface attachment.	1
11.3.4	<i>Flight Control Surfaces (ATA 55/57)</i> Construction and attachment; Balancing — mass and aerodynamic.	1
11.3.5	<i>Nacelles/Pylons (ATA 54)</i> Nacelles/Pylons: — Construction, — Firewalls, — Engine mounts.	1
11.4	<i>Air Conditioning (ATA 21)</i> Heating and ventilation systems.	1
11.5	<i>Instruments/Avionic Systems</i>	
11.5.1	<i>Instrument Systems (ATA 31)</i> Pitot static: altimeter, air speed indicator, vertical speed indicator; Gyroscopic: artificial horizon, attitude director, direction indicator, horizontal situation indicator, turn and slip indicator, turn coordinator; Compasses: direct reading, remote reading; Angle of attack indication, stall warning systems; Glass cockpit; Other aircraft system indication.	1
11.5.2	<i>Avionic Systems</i>	1

	Fundamentals of system lay-outs and operation of: — Auto Flight (ATA 22), — Communications (ATA 23), — Navigation Systems (ATA 34).	—
11.6	<i>Electrical Power (ATA 24)</i> Batteries Installation and Operation; DC power generation; Voltage regulation; Power distribution; Circuit protection; Inverters, transformers.	2
11.7	<i>Equipment and Furnishings (ATA 25)</i> Emergency equipment requirements; Seats, harnesses and belts.	2
11.8	<i>Fire Protection (ATA 26)</i> Portable fire extinguisher.	2
11.9	<i>Flight Controls (ATA 27)</i> Primary controls: aileron, elevator, rudder; Trim tabs; High lift devices; System operation: manual; Gust locks;	3
	Balancing and rigging; Stall warning system.	
11.10	<i>Fuel Systems (ATA 28)</i> System lay-out; Fuel tanks; Supply systems; Cross-feed and transfer; Indications and warnings; Refuelling and defuelling.	2



11.11	<i>Hydraulic Power (ATA 29)</i> System lay-out; Hydraulic fluids; Hydraulic reservoirs and accumulators; Pressure generation: electric, mechanical; Filters; Pressure Control; Power distribution; Indication and warning systems.	2
11.12	<i>Ice and Rain Protection (ATA 30)</i> Ice formation, classification and detection; De-icing systems: electrical, hot air, pneumatic and chemical; Probe and drain heating; Wiper systems.	1
11.13	<i>Landing Gear (ATA 32)</i> Construction, shock absorbing; Extension and retraction systems: normal and emergency; Indications and warning; Wheels, brakes, antiskid and autobraking; Tyres; Steering.	2
11.14	<i>Lights (ATA 33)</i> External: navigation, anti-collision, landing, taxiing, ice; Internal: cabin, cockpit, cargo; Emergency.	2
11.15	<i>Oxygen (ATA 35)</i> System lay-out: cockpit, cabin; Sources, storage, charging and distribution; Supply regulation; Indications and warnings.	2

11.16	<i>Pneumatic/Vacuum (ATA 36)</i> System lay-out; Sources: engine/APU, compressors, reservoirs, ground supply; Pressure and vacuum pumps Pressure control; Distribution; Indications and warnings; Interfaces with other systems.	2
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## MODULE 12. HELICOPTER AERODYNAMICS, STRUCTURES AND SYSTEMS

		LEVEL	
		A3 A4	B1.3 B1.4
12.1	<i>Theory of Flight — Rotary Wing Aerodynamics</i> Terminology; Effects of gyroscopic precession; Torque reaction and directional control; Dissymmetry of lift, Blade tip stall; Translating tendency and its correction; Coriolis effect and compensation; Vortex ring state, power settling, overpitching; Auto-rotation; Ground effect.	1	2

12.2	<i>Flight Control Systems</i> Cyclic control; Collective control; Swashplate; Yaw control: Anti-Torque Control, Tail rotor, bleed air; Main Rotor Head: Design and Operation features; Blade Dampers: Function and construction; Rotor Blades: Main and tail rotor blade construction and attachment; Trim control, fixed and adjustable stabilisers; System operation: manual, hydraulic, electrical and fly-by-wire; Artificial feel; Balancing and rigging.	2	3
12.3	<i>Blade Tracking and Vibration Analysis</i> Rotor alignment; Main and tail rotor tracking; Static and dynamic balancing; Vibration types, vibration reduction methods; Ground resonance.	1	3

12.4	<i>Transmission</i> Gear boxes, main and tail rotors; Clutches, free wheel units and rotor brake; Tail rotor drive shafts, flexible couplings, bearings, vibration dampers and bearing hangers.	1	3
12.5	<i>Airframe Structures</i> (a) Airworthiness requirements for structural strength; Structural classification, primary, secondary and tertiary; Fail safe, safe life, damage tolerance concepts; Zonal and station identification systems; Stress, strain, bending, compression, shear, torsion, tension, hoop stress, fatigue; Drains and ventilation provisions; System installation provisions; Lightning strike protection provision;	2	2
	(b) Construction methods of: stressed skin fuselage, formers, stringers, longerons, bulkheads, frames, doublers, struts, ties, beams, floor structures, reinforcement, and methods of skinning and anti-corrosive protection. Pylon, stabiliser and undercarriage attachments; Seat installation; Doors: construction, mechanisms, operation and safety devices; Windows and windscreen construction; Fuel storage; Firewalls; Engine mounts; Structure assembly techniques: riveting, bolting, bonding; Methods of surface protection, such as chromating, anodising, painting; Surface cleaning. Airframe symmetry: methods of alignment and symmetry checks.	1	2
12.6	<i>Air Conditioning (ATA 21)</i>		
12.6.1	<i>Air supply</i> Sources of air supply including engine bleed and ground cart.	1	2
12.6.2	<i>Air conditioning</i> Air conditioning systems; Distribution systems;	1	3
	Flow and temperature control systems; Protection and warning devices.		

12.7	<i>Instruments/Avionic Systems</i>		
12.7.1	<i>Instrument Systems (ATA 31)</i> Pitot static: altimeter, air speed indicator, vertical speed indicator; Gyroscopic: artificial horizon, attitude director, direction indicator, horizontal situation indicator, turn and slip indicator, turn coordinator;	1	2
	Compasses: direct reading, remote reading; Vibration indicating systems — HUMS; Glass cockpit; Other aircraft system indication.		
12.7.2	<i>Avionic Systems</i> Fundamentals of system layouts and operation of: Auto Flight (ATA 22); Communications (ATA 23); Navigation Systems (ATA 34).	1	1
12.8	<i>Electrical Power (ATA 24)</i> Batteries Installation and Operation; DC power generation, AC power generation; Emergency power generation; Voltage regulation, Circuit protection. Power distribution; Inverters, transformers, rectifiers; External/Ground power.	1	3
12.9	<i>Equipment and Furnishings (ATA 25)</i> (a) Emergency equipment requirements; Seats, harnesses and belts; Lifting systems;	2	2
	(b) Emergency flotation systems; Cabin lay-out, cargo retention; Equipment lay-out; Cabin Furnishing Installation.	1	1
12.10	<i>Fire Protection (ATA 26)</i> Fire and smoke detection and warning systems; Fire extinguishing systems; System tests.	1	3

12.11	<i>Fuel Systems (ATA 28)</i> System lay-out; Fuel tanks; Supply systems; Dumping, venting and draining; Cross-feed and transfer; Indications and warnings; Refuelling and defuelling.	1	3
12.12	<i>Hydraulic Power (ATA 29)</i> System lay-out; Hydraulic fluids; Hydraulic reservoirs and accumulators; Pressure generation: electric, mechanical, pneumatic; Emergency pressure generation; Filters; Pressure Control; Power distribution; Indication and warning systems; Interface with other systems.	1	3
12.13	<i>Ice and Rain Protection (ATA 30)</i> Ice formation, classification and detection; Anti-icing and De-icing systems: electrical, hot air and chemical; Rain repellent and removal; Probe and drain heating; Wiper system.	1	3
12.14	<i>Landing Gear (ATA 32)</i> Construction, shock absorbing; Extension and retraction systems: normal and emergency; Indications and warning; Wheels, Tyres, brakes; Steering; Air-ground sensing; Skids, floats.	2	3

12.15	<i>Lights (ATA 33)</i> External: navigation, landing, taxiing, ice; Internal: cabin, cockpit, cargo; Emergency.	2	3
12.16	<i>Pneumatic/Vacuum (ATA 36)</i> System lay-out; Sources: engine/APU, compressors, reservoirs, ground supply; Pressure control; Distribution; Indications and warnings; Interfaces with other systems.	1	3
12.17	<i>Integrated Modular Avionics (ATA42)</i> Functions that may be typically integrated in the Integrated Modular Avionic (IMA) modules are, among others: Bleed Management, Air Pressure Control, Air Ventilation and Control, Avionics and Cockpit Ventilation Control, Temperature Control, Air Traffic Communication, Avionics Communication Router, Electrical Load Management, Circuit Breaker Monitoring, Electrical System BITE, Fuel Management, Braking Control, Steering Control, Landing Gear Extension and Retraction, Tyre Pressure Indication, Oleo Pressure Indication, Brake Temperature Monitoring, etc. Core System; Network Components.	1	2
12.18	<i>On Board Maintenance Systems (ATA45)</i> Central maintenance computers; Data loading system; Electronic library system; Printing; Structure monitoring (damage tolerance monitoring).	1	2

12.19	<p><i>Information Systems (ATA46)</i></p> <p>The units and components which furnish a means of storing, updating and retrieving digital information traditionally provided on paper, microfilm or microfiche. Includes units that are dedicated to the information storage and retrieval function such as the electronic library mass storage and controller. Does not include units or components installed for other uses and shared with other systems, such as flight deck printer or general use display.</p> <p>Typical examples include Air Traffic and Information Management Systems and Network Server Systems.</p> <p>Aircraft General Information System; Flight Deck Information System; Maintenance Information System; Passenger Cabin Information System; Miscellaneous Information System.</p>	1	2
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### MODULE 13. AIRCRAFT AERODYNAMICS, STRUCTURES AND SYSTEMS

		LEVEL
		B2
13.1	<i>Theory of Flight</i>	
	(a) Aeroplane Aerodynamics and Flight Controls	1
	Operation and effect of: — roll control: ailerons and spoilers, — pitch control: elevators, stabilators, variable incidence stabilisers and canards, — yaw control, rudder limiters;	—
	Control using elevons, ruddervators; High lift devices: slots, slats, flaps; Drag inducing devices: spoilers, lift dumpers, speed brakes; Operation and effect of trim tabs, servo tabs, control surface bias; (b) High Speed Flight	1



	Speed of sound, subsonic flight, transonic flight, supersonic flight; Mach number, critical Mach number; (c) Rotary Wing Aerodynamics Terminology; Operation and effect of cyclic, collective and anti-torque controls.	1
13.2	<i>Structures — General Concepts</i> (a) Fundamentals of structural systems;	1
	(b) Zonal and station identification systems; Electrical bonding; Lightning strike protection provision.	2
13.3	<i>Autoflight (ATA 22)</i> Fundamentals of automatic flight control including working principles and current terminology; Command signal processing; Modes of operation: roll, pitch and yaw channels; Yaw dampers; Stability Augmentation System in helicopters; Automatic trim control; Autopilot navigation aids interface; Autothrottle systems; Automatic Landing Systems: principles and categories, modes of operation, approach, glideslope, land, go-around, system monitors and failure conditions.	3
13.4	<i>Communication/Navigation (ATA 23/34)</i>	3

	<p>Fundamentals of radio wave propagation, antennas, transmission lines, communication, receiver and transmitter;</p> <p>Working principles of following systems:</p> <ul style="list-style-type: none"> <li>— Very High Frequency (VHF) communication,</li> <li>— High Frequency (HF) communication,</li> <li>— Audio,</li> <li>— Emergency Locator Transmitters,</li> <li>— Cockpit Voice Recorder,</li> <li>— Very High Frequency omnidirectional range (VOR),</li> <li>— Automatic Direction Finding (ADF),</li> <li>— Instrument Landing System (ILS),</li> <li>— Microwave Landing System (MLS),</li> <li>— Flight Director systems, Distance Measuring Equipment (DME),</li> <li>— Very Low Frequency and hyperbolic navigation (VLF/Omega),</li> <li>— Doppler navigation,</li> <li>— Area navigation, RNAV systems,</li> <li>— Flight Management Systems,</li> <li>— Global Positioning System (GPS), Global Navigation Satellite Systems (GNSS),</li> <li>— Inertial Navigation System,</li> <li>— Air Traffic Control transponder, secondary surveillance radar,</li> <li>— Traffic Alert and Collision Avoidance System (TCAS),</li> <li>— Weather avoidance radar,</li> <li>— Radio altimeter,</li> <li>— ARINC communication and reporting.</li> </ul>	—
13.5	<p><i>Electrical Power (ATA 24)</i></p> <p>Batteries Installation and Operation;</p> <p>DC power generation;</p> <p>AC power generation;</p> <p>Emergency power generation;</p> <p>Voltage regulation;</p> <p>Power distribution;</p> <p>Inverters, transformers, rectifiers;</p> <p>Circuit protection;</p> <p>External/Ground power.</p>	3
13.6	<p><i>Equipment and Furnishings (ATA 25)</i></p> <p>Electronic emergency equipment requirements;</p> <p>Cabin entertainment equipment.</p>	3

13.7	<i>Flight Controls (ATA 27)</i> (a) Primary controls: aileron, elevator, rudder, spoiler; Trim control; Active load control; High lift devices; Lift dump, speed brakes; System operation: manual, hydraulic, pneumatic; Artificial feel, Yaw damper, Mach trim, rudder limiter, gust locks. Stall protection systems;	2
	(b) System operation: electrical, fly-by-wire.	3

13.8	<i>Instruments (ATA 31)</i> Classification; Atmosphere; Terminology; Pressure measuring devices and systems; Pitot static systems; Altimeters; Vertical speed indicators; Airspeed indicators; Machmeters; Altitude reporting/alerting systems; Air data computers; Instrument pneumatic systems; Direct reading pressure and temperature gauges; Temperature indicating systems; Fuel quantity indicating systems; Gyroscopic principles; Artificial horizons; Slip indicators; Directional gyros; Ground Proximity Warning Systems; Compass systems; Flight Data Recording systems; Electronic Flight Instrument Systems; Instrument warning systems including master warning systems and centralised warning panels; Stall warning systems and angle of attack indicating systems; Vibration measurement and indication; Glass cockpit.	3
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13.9	<i>Lights (ATA 33)</i> External: navigation, landing, taxiing, ice; Internal: cabin, cockpit, cargo; Emergency.	3
13.10	<i>On Board Maintenance Systems (ATA 45)</i> Central maintenance computers; Data loading system; Electronic library system; Printing; Structure monitoring (damage tolerance monitoring).	3
13.11	<i>Air Conditioning and Cabin Pressurisation (ATA21)</i>	
13.11.1	<i>Air supply</i> Sources of air supply including engine bleed, APU and ground cart;	2
13.11.2	<i>Air Conditioning</i> Air conditioning systems;	2
	Air cycle and vapour cycle machines;	3
	Distribution systems;	1
	Flow, temperature and humidity control system.	3
13.11.3	<i>Pressurisation</i> Pressurisation systems; Control and indication including control and safety valves; Cabin pressure controllers.	3
13.11.4	<i>Safety and warning devices</i> Protection and warning devices.	3
13.12	<i>Fire Protection (ATA 26)</i> (a) Fire and smoke detection and warning systems; Fire extinguishing systems; System tests;	3
	(b) Portable fire extinguisher.	1
13.13	<i>Fuel Systems (ATA 28)</i> System lay-out;	1

	Fuel tanks;	1
	Supply systems;	1
	Dumping, venting and draining;	1
	Cross-feed and transfer;	2
	Indications and warnings;	3
	Refuelling and defuelling;	2
	Longitudinal balance fuel systems.	3
13.14	<i>Hydraulic Power (ATA 29)</i>	
	System lay-out;	1
	Hydraulic fluids;	1
	Hydraulic reservoirs and accumulators;	1
	Pressure generation: electrical, mechanical, pneumatic;	3
	Emergency pressure generation;	3
	Filters;	1
	Pressure control;	3
	Power distribution;	1
	Indication and warning systems;	3
	Interface with other systems.	3
13.15	<i>Ice and Rain Protection (ATA 30)</i>	
	Ice formation, classification and detection;	2
	Anti-icing systems: electrical, hot air and chemical;	2
	De-icing systems: electrical, hot air, pneumatic, chemical;	3
	Rain repellent;	1
	Probe and drain heating;	3
	Wiper Systems.	1

13.16	<i>Landing Gear (ATA 32)</i>	
	Construction, shock absorbing;	1
	Extension and retraction systems: normal and emergency;	3
	Indications and warnings;	3
	Wheels, brakes, antiskid and autobraking;	3
	Tyres;	1
	Steering;	3
	Air-ground sensing.	3
13.17	<i>Oxygen (ATA 35)</i>	
	System lay-out: cockpit, cabin;	3
	Sources, storage, charging and distribution;	3
	Supply regulation;	3
	Indications and warnings.	3
13.18	<i>Pneumatic/Vacuum (ATA 36)</i>	
	System lay-out;	2
	Sources: engine/APU, compressors, reservoirs, ground supply;	2
	Pressure control;	3
	Distribution;	1
	Indications and warnings;	3
	Interfaces with other systems.	3
13.19	<i>Water/Waste (ATA 38)</i>	2
	Water system lay-out, supply, distribution, servicing and draining;	
	Toilet system lay-out, flushing and servicing.	

13.20	<p><i>Integrated Modular Avionics (ATA42)</i></p> <p>Functions that may be typically integrated in the Integrated Modular Avionics (IMA) modules are, among others:  Bleed Management, Air Pressure Control, Air Ventilation and Control, Avionics and Cockpit Ventilation Control, Temperature Control, Air Traffic Communication, Avionics Communication Router, Electrical Load Management, Circuit Breaker Monitoring, Electrical System BITE, Fuel Management, Braking Control, Steering Control, Landing Gear Extension and Retraction, Tyre Pressure Indication, Oleo Pressure Indication, Brake Temperature Monitoring, etc.;</p> <p>Core System;</p> <p>Network Components.</p>	3
13.21	<p><i>Cabin Systems (ATA44)</i></p> <p>The units and components which furnish a means of entertaining the passengers and providing communication within the aircraft (Cabin Intercommunication Data System) and between the aircraft cabin and ground stations (Cabin Network Service). Includes voice, data, music and video transmissions.</p> <p>The Cabin Intercommunication Data System provides an interface between cockpit/cabin crew and cabin systems. These systems support data exchange of the different related LRU's and they are typically operated via Flight Attendant Panels.</p> <p>The Cabin Network Service typically consists on a server, typically interfacing with, among others, the following systems:</p> <ul style="list-style-type: none"> <li>— Data/Radio Communication, In-Flight Entertainment System.</li> </ul>	3
	<p>The Cabin Network Service may host functions such as:</p> <ul style="list-style-type: none"> <li>— Access to pre-departure/departure reports,</li> <li>— E-mail/intranet/Internet access,</li> <li>— Passenger database;</li> </ul> <p>Cabin Core System;</p> <p>In-flight Entertainment System;</p> <p>External Communication System;</p> <p>Cabin Mass Memory System;</p> <p>Cabin Monitoring System;</p> <p>Miscellaneous Cabin System.</p>	—



13.22	<p><i>Information Systems (ATA46)</i></p> <p>The units and components which furnish a means of storing, updating and retrieving digital information traditionally provided on paper, microfilm or microfiche. Includes units that are dedicated to the information storage and retrieval function such as the electronic library mass storage and controller. Does not include units or components installed for other uses and shared with other systems, such as flight deck printer or general use display.</p> <p>Typical examples include Air Traffic and Information Management Systems and Network Server Systems.</p> <p>Aircraft General Information System;</p> <p>Flight Deck Information System;</p> <p>Maintenance Information System;</p> <p>Passenger Cabin Information System; Miscellaneous Information System.</p>	3
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#### MODULE 14. PROPULSION

		LEVEL
		B2
14.1	<p><i>Turbine Engines</i></p> <p>(a) Constructional arrangement and operation of turbojet, turbofan, turboshaft and turbopropeller engines;</p>	1
	(b) Electronic Engine control and fuel metering systems (FADEC).	2
14.2	<p><i>Engine Indicating Systems</i></p> <p>Exhaust gas temperature/Interstage turbine temperature systems;</p> <p>Engine speed;</p> <p>Engine Thrust Indication: Engine Pressure Ratio, engine turbine discharge pressure or jet pipe pressure systems;</p> <p>Oil pressure and temperature;</p> <p>Fuel pressure, temperature and flow;</p> <p>Manifold pressure;</p> <p>Engine torque;</p> <p>Propeller speed.</p>	2

14.3	<i>Starting and Ignition Systems</i> Operation of engine start systems and components; Ignition systems and components; Maintenance safety requirements.	2
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## MODULE 15. GAS TURBINE ENGINE

		LEVEL	
		A	B1
15.1	<i>Fundamentals</i> Potential energy, kinetic energy, Newton's laws of motion, Brayton cycle; The relationship between force, work, power, energy, velocity, acceleration; Constructional arrangement and operation of turbojet, turbofan, turboshaft, turboprop.	1	2
15.2	<i>Engine Performance</i> Gross thrust, net thrust, choked nozzle thrust, thrust distribution, resultant thrust, thrust horsepower, equivalent shaft horsepower, specific fuel consumption; Engine efficiencies; By-pass ratio and engine pressure ratio; Pressure, temperature and velocity of the gas flow; Engine ratings, static thrust, influence of speed, altitude and hot climate, flat rating, limitations.	—	2
15.3	<i>Inlet</i> Compressor inlet ducts Effects of various inlet configurations; Ice protection.	2	2
15.4	<i>Compressors</i> Axial and centrifugal types; Constructional features and operating principles and applications;	1	2
	Fan balancing; Operation: Causes and effects of compressor stall and surge; Methods of air flow control: bleed valves, variable inlet guide vanes, variable stator vanes, rotating stator blades; Compressor ratio.		

15.5	<i>Combustion Section</i> Constructional features and principles of operation.	1	2
15.6	<i>Turbine Section</i> Operation and characteristics of different turbine blade types; Blade to disk attachment; Nozzle guide vanes; Causes and effects of turbine blade stress and creep.	2	2
15.7	<i>Exhaust</i> Constructional features and principles of operation; Convergent, divergent and variable area nozzles; Engine noise reduction; Thrust reversers.	1	2
15.8	<i>Bearings and Seals</i> Constructional features and principles of operation.	—	2
15.9	<i>Lubricants and Fuels</i> Properties and specifications; Fuel additives; Safety precautions.	1	2
15.10	<i>Lubrication Systems</i> System operation/lay-out and components.	1	2
15.11	<i>Fuel Systems</i> Operation of engine control and fuel metering systems including electronic engine control (FADEC); Systems lay-out and components.	1	2
15.12	<i>Air Systems</i> Operation of engine air distribution and anti-ice control systems, including internal cooling, sealing and external air services.	1	2
15.13	<i>Starting and Ignition Systems</i> Operation of engine start systems and components; Ignition systems and components; Maintenance safety requirements.	1	2

15.14	<i>Engine Indication Systems</i> Exhaust Gas Temperature/Interstage Turbine Temperature; Engine Thrust Indication: Engine Pressure Ratio, engine turbine discharge pressure or jet pipe pressure systems; Oil pressure and temperature; Fuel pressure and flow; Engine speed; Vibration measurement and indication; Torque; Power.	1	2
15.15	<i>Power Augmentation Systems</i> Operation and applications; Water injection, water methanol; Afterburner systems.	—	1
15.16	<i>Turbo-prop Engines</i> Gas coupled/free turbine and gear coupled turbines; Reduction gears; Integrated engine and propeller controls; Overspeed safety devices.	1	2
15.17	<i>Turbo-shaft Engines</i> Arrangements, drive systems, reduction gearing, couplings, control systems.	1	2
15.18	<i>Auxiliary Power Units (APUs)</i> Purpose, operation, protective systems.	1	2
15.19	<i>Powerplant Installation</i> Configuration of firewalls, cowlings, acoustic panels, engine mounts, anti-vibration mounts, hoses, pipes, feeders, connectors, wiring looms, control cables and rods, lifting points and drains.	1	2
15.20	<i>Fire Protection Systems</i> Operation of detection and extinguishing systems.	1	2

15.21	<i>Engine Monitoring and Ground Operation</i> Procedures for starting and ground run-up; Interpretation of engine power output and parameters; Trend (including oil analysis, vibration and boroscope) monitoring; Inspection of engine and components to criteria, tolerances and data specified by engine manufacturer; Compressor washing/cleaning; Foreign Object Damage.	1	3
15.22	<i>Engine Storage and Preservation</i> Preservation and depreservation for the engine and accessories/systems.	—	2

## MODULE 16. PISTON ENGINE

		LEVEL		
		A	B1	B3
16.1	<i>Fundamentals</i> Mechanical, thermal and volumetric efficiencies; Operating principles — 2 stroke, 4 stroke, Otto and Diesel; Piston displacement and compression ratio; Engine configuration and firing order.	1	2	2
16.2	<i>Engine Performance</i> Power calculation and measurement; Factors affecting engine power; Mixtures/leaning, pre-ignition.	1	2	2
16.3	<i>Engine Construction</i> Crank case, crank shaft, cam shafts, sumps; Accessory gearbox; Cylinder and piston assemblies; Connecting rods, inlet and exhaust manifolds; Valve mechanisms; Propeller reduction gearboxes.	1	2	2
16.4	<i>Engine Fuel Systems</i>			
16.4.1	<i>Carburettors</i> Types, construction and principles of operation; Icing and heating.	1	2	2

16.4.2	<i>Fuel injection systems</i> Types, construction and principles of operation.	1	2	2
16.4.3	<i>Electronic engine control</i> Operation of engine control and fuel metering systems including electronic engine control (FADEC); Systems lay-out and components.	1	2	2
16.5	<i>Starting and Ignition Systems</i> Starting systems, pre-heat systems; Magneto types, construction and principles of operation; Ignition harnesses, spark plugs; Low and high tension systems.	1	2	2
16.6	<i>Induction, Exhaust and Cooling Systems</i> Construction and operation of: induction systems including alternate air systems; Exhaust systems, engine cooling systems — air and liquid.	1	2	2
16.7	<i>Supercharging/Turbocharging</i> Principles and purpose of supercharging and its effects on engine parameters; Construction and operation of supercharging/turbocharging systems; System terminology; Control systems; System protection.	1	2	2
16.8	<i>Lubricants and Fuels</i> Properties and specifications; Fuel additives; Safety precautions.	1	2	2
16.9	<i>Lubrication Systems</i> System operation/lay-out and components.	1	2	2

16.10	<i>Engine Indication Systems</i> Engine speed; Cylinder head temperature; Coolant temperature; Oil pressure and temperature; Exhaust Gas Temperature; Fuel pressure and flow; Manifold pressure.	1	2	2
16.11	<i>Powerplant Installation</i> Configuration of firewalls, cowlings, acoustic panels, engine mounts, anti-vibration mounts, hoses, pipes, feeders, connectors, wiring looms, control cables and rods, lifting points and drains.	1	2	2
16.12	<i>Engine Monitoring and Ground Operation</i> Procedures for starting and ground run-up; Interpretation of engine power output and parameters; Inspection of engine and components: criteria, tolerances, and data specified by engine manufacturer.	1	3	2
16.13	<i>Engine Storage and Preservation</i> Preservation and depreservation for the engine and accessories/systems.	—	2	1

#### MODULE 17A. PROPELLER

*Note:* This module does not apply to category B3. Relevant subject matters for category B3 are defined in module 17B.

		LEVEL	
		A	B1
17.1	<i>Fundamentals</i> Blade element theory; High/low blade angle, reverse angle, angle of attack, rotational speed; Propeller slip; Aerodynamic, centrifugal, and thrust forces; Torque; Relative airflow on blade angle of attack; Vibration and resonance.	1	2

17.2	<i>Propeller Construction</i> Construction methods and materials used in wooden, composite and metal propellers; Blade station, blade face, blade shank, blade back and hub assembly; Fixed pitch, controllable pitch, constant speeding propeller; Propeller/spinner installation.	1	2
17.3	<i>Propeller Pitch Control</i> Speed control and pitch change methods, mechanical and electrical/electronic; Feathering and reverse pitch; Overspeed protection.	1	2
17.4	<i>Propeller Synchronising</i> Synchronising and synchrophasing equipment.	—	2
17.5	<i>Propeller Ice Protection</i> Fluid and electrical de-icing equipment.	1	2
17.6	<i>Propeller Maintenance</i> Static and dynamic balancing; Blade tracking; Assessment of blade damage, erosion, corrosion, impact damage, delamination; Propeller treatment/repair schemes; Propeller engine running.	1	3
17.7	<i>Propeller Storage and Preservation</i> Propeller preservation and depreservation.	1	2

#### MODULE 17B. PROPELLER

*Note:* The scope of this Module shall reflect the propeller technology of aeroplanes pertinent to the B3 category.

		LEVEL
		B3
17.1	<i>Fundamentals</i> Blade element theory; High/low blade angle, reverse angle, angle of attack, rotational speed; Propeller slip; Aerodynamic, centrifugal, and thrust forces; Torque; Relative airflow on blade angle of attack; Vibration and resonance.	2



17.2	<i>Propeller Construction</i> Construction methods and material used in wooden, composite and metal propellers; Blade station, blade face, blade shank, blade back and hub assembly; Fixed pitch, controllable pitch, constant speeding propeller; Propeller/spinner installation.	2
17.3	<i>Propeller Pitch Control</i> Speed control and pitch change methods, mechanical and electrical/electronic; Feathering and reverse pitch; Overspeed protection.	2
17.4	<i>Propeller Synchronising</i> Synchronising and synchrophasing equipment.	2
17.5	<i>Propeller Ice Protection</i> Fluid and electrical de-icing equipment.	2
17.6	<i>Propeller Maintenance</i> Static and dynamic balancing; Blade tracking; Assessment of blade damage, erosion, corrosion, impact damage, delamination; Propeller treatment/repair schemes; Propeller engine running.	2
17.7	<i>Propeller Storage and Preservation</i> Propeller preservation and depreservation.	2

## **PART H**

### **BASIC EXAMINATION STANDARD**

#### **1. General**

- 1.1. All basic examinations shall be carried out using the multi-choice question format and essay questions as specified below. The incorrect alternatives shall seem equally plausible to anyone ignorant of the subject. All of the alternatives shall be clearly related to the question and of similar vocabulary, grammatical construction and length. In numerical questions, the incorrect answers shall correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions: they shall not be mere random numbers.
- 1.2. Each multi-choice question shall have three alternative answers of which only one shall be the correct answer and the candidate shall be allowed a time per module which is based upon a nominal average of 75 seconds per question.
- 1.3. Each essay question requires the preparation of a written answer and the candidate shall be allowed 20 minutes to answer each such question.
- 1.4. Suitable essay questions shall be drafted and evaluated using the knowledge syllabus in Sixteenth Schedule Part G Modules 7A, 7B, 9A, 9B and 10.
- 1.5. Each question will have a model answer drafted for it, which will also include any known alternative answers that may be relevant for other subdivisions.
- 1.6. The model answer will also be broken down into a list of the important points known as Key Points.
- 1.7. The pass mark for each module and sub-module multi-choice part of the examination is 75 %.
- 1.8. The pass mark for each essay question is 75 % in that the candidates answer shall contain 75 % of the required key points addressed by the question and no significant error related to any required key point.
- 1.9. If either the multi-choice part only or the essay part only is failed, then it is only necessary to retake the multi- choice or essay part, as appropriate.
- 1.10. Penalty marking systems shall not be used to determine whether a candidate has passed.
- 1.11. A failed module may not be retaken for at least 90 days following the date of the failed module examination, except in the case of a maintenance training organisation approved by the RCAA which conducts a course of retraining tailored to the failed subjects in the particular module when the failed module may be retaken after 30 days.

1.12. The time periods required by Regulation 144 shall apply to each individual module examination, with the exception of those module examinations which were passed as part of another category licence, where the licence has already been issued.

1.13. The maximum number of consecutive attempts for each module is three. Further sets of three attempts are allowed with a 1 year waiting period between sets.

The applicant shall confirm in writing to the approved maintenance training organisation or the RCAA, the number and dates of attempts during the last year and the organisation or where these attempts took place. The maintenance training organisation shall be responsible for checking the number of attempts within the applicable timeframes.

## **2. Number of questions per module**

### **2.1. MODULE 1 — MATHEMATICS**

Category A: 16 multi-choice and 0 essay questions. Time allowed 20 minutes.

Category B1: 32 multi-choice and 0 essay questions. Time allowed 40 minutes.

Category B2: 32 multi-choice and 0 essay questions. Time allowed 40 minutes.

Category B3: 28 multi-choice and 0 essay questions. Time allowed 35 minutes.

### **2.2. MODULE 2 — PHYSICS**

Category A: 32 multi-choice and 0 essay questions. Time allowed 40 minutes.

Category B1: 52 multi-choice and 0 essay questions. Time allowed 65 minutes.

Category B2: 52 multi-choice and 0 essay questions. Time allowed 65 minutes.

Category B3: 28 multi-choice and 0 essay questions. Time allowed 35 minutes.

### **2.3. MODULE 3 — ELECTRICAL FUNDAMENTALS**

Category A: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B1: 52 multi-choice and 0 essay questions. Time allowed 65 minutes.

Category B2: 52 multi-choice and 0 essay questions. Time allowed 65 minutes.

Category B3: 24 multi-choice and 0 essay questions. Time allowed 30 minutes.

#### 2.4. MODULE 4 — ELECTRONIC FUNDAMENTALS

Category B1: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B2: 40 multi-choice and 0 essay questions. Time allowed 50 minutes.

Category B3: 8 multi-choice and 0 essay questions. Time allowed 10 minutes.

#### 2.5. MODULE 5 — DIGITAL TECHNIQUES/ELECTRONIC INSTRUMENT SYSTEMS

Category A: 16 multi-choice and 0 essay questions. Time allowed 20 minutes.

Category B1.1 and B1.3: 40 multi-choice and 0 essay questions. Time allowed 50 minutes.

Category B1.2 and B1.4: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B2: 72 multi-choice and 0 essay questions. Time allowed 90 minutes.

Category B3: 16 multi-choice and 0 essay questions. Time allowed 20 minutes.

#### 2.6. MODULE 6 — MATERIALS AND HARDWARE

Category A: 52 multi-choice and 0 essay questions. Time allowed 65 minutes.

Category B1: 72 multi-choice and 0 essay questions. Time allowed 90 minutes.

Category B2: 60 multi-choice and 0 essay questions. Time allowed 75 minutes.

Category B3: 60 multi-choice and 0 essay questions. Time allowed 75 minutes.

#### 2.7. MODULE 7A — MAINTENANCE PRACTICES

Category A: 72 multi-choice and 2 essay questions. Time allowed 90 minutes plus 40 minutes.

Category B1: 80 multi-choice and 2 essay questions. Time allowed 100 minutes plus 40 minutes.

Category B2: 60 multi-choice and 2 essay questions. Time allowed 75 minutes plus 40 minutes.

#### MODULE 7B — MAINTENANCE PRACTICES

Category B3: 60 multi-choice and 2 essay questions. Time allowed 75 minutes plus 40 minutes.

#### 2.8. MODULE 8 — BASIC AERODYNAMICS

Category A: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B1: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B2: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B3: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

## 2.9. MODULE 9A — HUMAN FACTORS

Category A: 20 multi-choice and 1 essay question. Time allowed 25 minutes plus 20 minutes.

Category B1: 20 multi-choice and 1 essay question. Time allowed 25 minutes plus 20 minutes.

Category B2: 20 multi-choice and 1 essay question. Time allowed 25 minutes plus 20 minutes.

## MODULE 9B — HUMAN FACTORS

Category B3: 16 multi-choice and 1 essay questions. Time allowed 20 minutes plus 20 minutes.

## 2.10. MODULE 10 — AVIATION LEGISLATION

Category A: 32 multi-choice and 1 essay question. Time allowed 40 minutes plus 20 minutes.

Category B1: 40 multi-choice and 1 essay question. Time allowed 50 minutes plus 20 minutes.

Category B2: 40 multi-choice and 1 essay question. Time allowed 50 minutes plus 20 minutes.

Category B3: 32 multi-choice and 1 essay questions. Time allowed 40 minutes plus 20 minutes.

## 2.11. MODULE 11A — TURBINE AEROPLANE AERODYNAMICS, STRUCTURES AND SYSTEMS

Category A: 108 multi-choice and 0 essay questions. Time allowed 135 minutes.

Category B1: 140 multi-choice and 0 essay questions. Time allowed 175 minutes.

## MODULE 11B — PISTON AEROPLANE AERODYNAMICS, STRUCTURES AND

SYSTEMS Category A: 72 multi-choice and 0 essay questions. Time allowed 90 minutes.

Category B1: 100 multi-choice and 0 essay questions. Time allowed 125 minutes.

## MODULE 11C — PISTON AEROPLANE AERODYNAMICS, STRUCTURES AND

SYSTEMS Category B3: 60 multi-choice and 0 essay questions. Time allowed 75 minutes.

2.12. MODULE 12 — HELICOPTER AERODYNAMICS, STRUCTURES AND SYSTEMS:

Category A: 100 multi-choice and 0 essay questions. Time allowed 125 minutes.

Category B1: 128 multi-choice and 0 essay questions. Time allowed 160 minutes.

2.13. MODULE 13 — AIRCRAFT AERODYNAMICS, STRUCTURES AND SYSTEMS

Category B2: 180 multi-choice and 0 essay questions. Time allowed 225 minutes. Questions and time allowed may be split into two examinations as appropriate.

2.14. MODULE 14 — PROPULSION

Category B2: 24 multi-choice and 0 essay questions. Time allowed 30 minutes.

2.15. MODULE 15 — GAS TURBINE ENGINE

Category A: 60 multi-choice and 0 essay questions. Time allowed 75 minutes.

Category B1: 92 multi-choice and 0 essay questions. Time allowed 115 minutes.

2.16. MODULE 16 — PISTON ENGINE

Category A: 52 multi-choice and 0 essay questions. Time allowed 65 minutes.

Category B1: 72 multi-choice and 0 essay questions. Time allowed 90 minutes.

Category B3: 68 multi-choice and 0 essay questions. Time allowed 85 minutes.

2.17. MODULE 17A — PROPELLER

Category A: 20 multi-choice and 0 essay questions. Time allowed 25 minutes.

Category B1: 32 multi-choice and 0 essay questions. Time allowed 40 minutes.

MODULE 17B — PROPELLER

Category B3: 28 multi-choice and 0 essay questions. Time allowed 35 minutes.

## PART I

### AIRCRAFT TYPE TRAINING AND EXAMINATION STANDARD

#### *On the job training*

#### 1. General

Aircraft type training shall consist of theoretical training and examination, and, except for the category C ratings, practical training and assessment.

(a) Theoretical training and examination shall comply with the following requirements:

- (i) Shall be conducted by a maintenance training organisation appropriately approved by the RCAA.
- (ii) Shall comply, except as permitted by the differences training described in point (c), with:  
  
the relevant elements defined in the mandatory part of the operational suitability data established in accordance with Civil Aviation (Airworthiness) Regulations or, if such elements are not available, the standard described in point 3.1 of this Part, and the type training examination standard described in point 4.1 of this Part.
- (iii) In the case of a category C person qualified by holding an academic degree as specified in Regulation 145 (1) (e), the first relevant aircraft type theoretical training shall be at the category B1 or B2 level.
- (iv) Shall have been started and completed within the 3 years preceding the application for a type rating endorsement.

(b) Practical training and assessment shall comply with the following requirements:

- (i) Shall be conducted by a maintenance training organisation appropriately approved by the RCAA.
- (ii) Shall comply, except as permitted by the differences training described in point (c), with:

the relevant elements defined in the mandatory part of the operational suitability data established in accordance with Civil Aviation (Airworthiness) Regulations or, if such

elements are not available, the standard described in point 3.2 of this Part, and the type training assessment standard described in point 4.2 of this Part.

- (iii) Shall include a representative cross section of maintenance activities relevant to the aircraft type.
- (iv) Shall include demonstrations using equipment, components, simulators, other training devices or aircraft.
- (v) Shall have been started and completed within the 3 years preceding the application for a type rating endorsement.

(c) Differences training

- (i) Differences training is the training required in order to cover the differences between two different aircraft type ratings of the same manufacturer as determined by the Agency.
- (ii) Differences training has to be defined on a case-to-case basis taking into account the requirements contained in this Part in respect of both theoretical and practical elements of type rating training.
- (iii) A type rating shall only be endorsed on a licence after differences training when the applicant also complies with one of the following conditions:
  - having already endorsed on the licence the aircraft type rating from which the differences are being identified, or
  - having completed the type training requirements for the aircraft from which the differences are being identified.

## 2. Aircraft type training levels

The three levels listed below define the objectives, the depth of training and the level of knowledge that the training is intended to achieve.

— *Level 1: A brief overview of the airframe, systems and powerplant as outlined in the Systems Description Section of the Aircraft Maintenance Manual/Instructions for Continued Airworthiness.*

Course objectives: Upon completion of Level 1 training, the student will be able to:

- (a) provide a simple description of the whole subject, using common words and examples, using typical terms and identify safety precautions related to the airframe, its systems and powerplant;



- (b) identify aircraft manuals, maintenance practices important to the airframe, its systems and powerplant;
- (c) define the general layout of the aircraft's major systems;
- (d) define the general layout and characteristics of the powerplant;
- (e) identify special tooling and test equipment used with the aircraft.

— *Level 2: Basic system overview of controls, indicators, principal components, including their location and purpose, servicing and minor troubleshooting. General knowledge of the theoretical and practical aspects of the subject.*

Course objectives: In addition to the information contained in the Level 1 training, at the completion of Level 2 training, the student will be able to:

- (a) understand the theoretical fundamentals; apply knowledge in a practical manner using detailed procedures;
- (b) recall the safety precautions to be observed when working on or near the aircraft, powerplant and systems;
- (c) describe systems and aircraft handling particularly access, power availability and sources;
- (d) identify the locations of the principal components;
- (e) explain the normal functioning of each major system, including terminology and nomenclature;
- (f) perform the procedures for servicing associated with the aircraft for the following systems: Fuel, Power Plants, Hydraulics, Landing Gear, Water/Waste, and Oxygen;
- (g) demonstrate proficiency in use of crew reports and on-board reporting systems (minor troubleshooting) and determine aircraft airworthiness per the MEL/CDL;
- (h) demonstrate the use, interpretation and application of appropriate documentation including instructions for continued airworthiness, maintenance manual, illustrated parts catalogue, etc.

— *Level 3: Detailed description, operation, component location, removal/installation and bite and troubleshooting procedures to maintenance manual level.*

Course objectives: In addition to the information contained in Level 1 and Level 2 training, at the completion of Level 3 training, the student will be able to:

- (a) demonstrate a theoretical knowledge of aircraft systems and structures and interrelationships with other systems, provide a detailed description of the subject using

theoretical fundamentals and specific examples and to interpret results from various sources and measurements and apply corrective action where appropriate;

- (b) perform system, powerplant, component and functional checks as specified in the aircraft maintenance manual;
- (c) demonstrate the use, interpret and apply appropriate documentation including structural repair manual, troubleshooting manual, etc.;
- (d) correlate information for the purpose of making decisions in respect of fault diagnosis and rectification to maintenance manual level;
- (e) describe procedures for replacement of components unique to aircraft type.

### 3. Aircraft type training standard

Although aircraft type training includes both theoretical and practical elements, courses can be approved for the theoretical element, the practical element or for a combination of both.

#### 3.1. Theoretical element

(a) Objective:

On completion of a theoretical training course the student shall be able to demonstrate, to the levels identified in these Regulations syllabus, the detailed theoretical knowledge of the aircraft's applicable systems, structure, operations, maintenance, repair, and troubleshooting according to approved maintenance data. The student shall be able to demonstrate the use of manuals and approved procedures, including the knowledge of relevant inspections and limitations.

(b) Level of training:

Training levels are those levels defined in point 2 above.

After the first type course for category C certifying staff all subsequent courses need only be to level 1.

During a level 3 theoretical training, level 1 and 2 training material may be used to teach the full scope of the chapter if required. However, during the training the majority of the course material and training time shall be at the higher level.

(c) Duration:

The theoretical training minimum tuition hours are contained in the following table:

Category	Hours
<i>Aeroplanes with a maximum take-off mass above 30 000 kg:</i>	

B1.1		150
B1.2		120
B2		100
C		30
<i>Aeroplanes with a maximum take-off mass equal or less than 30 000 kg and above 5 700 kg:</i>		
B1.1		120
B1.2		100
B2		100
C		25
	Category	Hours
	<i>Aeroplanes with a maximum take-off mass of 5 700 kg and below<sup>1</sup></i>	
B1.1		80
B1.2		60
B2		60
C		15
	<i>Helicopters<sup>2</sup></i>	
B1.3		120

<sup>1</sup> For non-pressurised piston engine aeroplanes below 2 000 kg MTOM the minimum duration can be reduced by 50 %.

<sup>2</sup> For helicopters in group 2 the minimum duration can be reduced by 30 %.

B1.4		100
B2		100
C		25

For the purpose of the table above, a tuition hour means 60 minutes of teaching and exclude any breaks, examination, revision, preparation and aircraft visit.

These hours apply only to theoretical courses for complete aircraft/engine combinations according to the type rating as defined by the Agency.

(d) Justification of course duration:

Training courses carried out in a maintenance training organisation approved by the RCAA and courses directly approved by the RCAA shall justify their hour duration and the coverage of the full syllabus by a training needs analysis based on:

- the design of the aircraft type, its maintenance needs and the types of operation,
- detailed analysis of applicable chapters — see contents table in point (e) below,
- detailed competency analysis showing that the objectives as stated in point (a) above are fully met.

Where the training needs analysis shows that more hours are needed, course lengths shall be longer than the minimum specified in the table.

Similarly, tuition hours of differences courses or other training course combinations (such as combined B1/B2 courses), and in cases of theoretical type training courses below the figures given in point (c) above, these shall be justified to the RCAA by the training needs analysis as described above.

In addition, the course must describe and justify the following:

- The minimum attendance required to the trainee, in order to meet the objectives of the course.
- The maximum number of hours of training per day, taking into account pedagogical and human factors principles.

If the minimum attendance required is not met, the certificate of recognition shall not be issued. Additional training may be provided by the training organisation in order to meet the minimum attendance time.

(e) Content:

As a minimum, the elements in the Syllabus below that are specific to the aircraft type shall be covered. Additional elements introduced due to type variations, technological changes, etc. shall also be included.

The training syllabus shall be focused on mechanical and electrical aspects for B1 personnel, and electrical and avionic aspects for B2.

Level Chapters	Aeroplanes turbine		Aeroplanes piston		Helicopters turbine		Helicopters piston		Avionics
Licence category.	B1	C	B1	C	B1	C	B1	C	B2
Introduction module:									
05 Time limits/maintenance checks	1	1	1	1	1	1	1	1	1
06 Dimensions/Areas (MTOM, etc.)	1	1	1	1	1	1	1	1	1
07 Lifting and Shoring	1	1	1	1	1	1	1	1	1
08 Levelling and weighing	1	1	1	1	1	1	1	1	1
09 Towing and taxiing	1	1	1	1	1	1	1	1	1
10 Parking/mooring, Storing and Return to Service	1	1	1	1	1	1	1	1	1
11 Placards and Markings	1	1	1	1	1	1	1	1	1
12 Servicing	1	1	1	1	1	1	1	1	1
20 Standard practices — only type particular	1	1	1	1	1	1	1	1	1
Helicopters									
18 Vibration and Noise Analysis (Blade tracking)	—	—	—	—	3	1	3	1	—

60 Standard Practices Rotor	—	—	—	—	3	1	3	1	—
62 Rotors	—	—	—	—	3	1	3	1	1
62A Rotors — Monitoring and indicating	—	—	—	—	3	1	3	1	3
63 Rotor Drives	—	—	—	—	3	1	3	1	1
63A Rotor Drives — Monitoring and indicating	—	—	—	—	3	1	3	1	3
64 Tail Rotor	—	—	—	—	3	1	3	1	1
64A Tail rotor — Monitoring and indicating	—	—	—	—	3	1	3	1	3
65 Tail Rotor Drive	—	—	—	—	3	1	3	1	1
65A Tail Rotor Drive — Monitoring and indicating	—	—	—	—	3	1	3	1	3
66 Folding Blades/Pylon	—	—	—	—	3	1	3	1	—
67 Rotors Flight Control	—	—	—	—	3	1	3	1	—
53 Airframe Structure (Helicopter)	—	—	—	—	3	1	3	1	—
25 Emergency Flotation Equipment	—	—	—	—	3	1	3	1	1
Airframe structures									
51 Standard practices and structures (damage classification, assessment and repair)	3	1	3	1	—	—	—	—	1
53 Fuselage	3	1	3	1	—	—	—	—	1

54 Nacelles/Pylons	3	1	3	1	—	—	—	—	1
55 Stabilisers	3	1	3	1	—	—	—	—	1
56 Windows	3	1	3	1	—	—	—	—	1
57 Wings	3	1	3	1	—	—	—	—	1
27A Flight Control Surfaces (All)	3	1	3	1	—	—	—	—	1
52 Doors	3	1	3	1	—	—	—	—	1
Zonal and Station Identification Systems.	1	1	1	1	1	1	1	1	1
Airframe systems:									
21 Air Conditioning	3	1	3	1	3	1	3	1	3
21A Air Supply	3	1	3	1	1	3	3	1	2
21B Pressurisation	3	1	3	1	3	1	3	1	3
21C Safety and Warning Devices	3	1	3	1	3	1	3	1	3
22 Autoflight	2	1	2	1	2	1	2	1	3
23 Communications	2	1	2	1	2	1	2	1	3
24 Electrical Power	3	1	3	1	3	1	3	1	3
25 Equipment and Furnishings	3	1	3	1	3	1	3	1	1
25A Electronic Equipment including emergency equipment	1	1	1	1	1	1	1	1	3

26 Fire Protection				3	1	3	1	3	1	3	1	3
27 Flight Controls				3	1	3	1	3	1	3	1	2
27A Sys. Operation: Electrical/Fly-by- Wire				3	1	—	—	—	—	—	—	3
28 Fuel Systems				3	1	3	1	3	1	3	1	2
28A Fuel Systems — Monitoring and indicating				3	1	3	1	3	1	3	1	3
29 Hydraulic Power				3	1	3	1	3	1	3	1	2
29A Hydraulic Power — Monitoring and indicating				3	1	3	1	3	1	3	1	3
30 Ice and Rain Protection				3	1	3	1	3	1	3	1	3
31 Indicating/Recording Systems				3	1	3	1	3	1	3	1	3
31A Instrument Systems				3	1	3	1	3	1	1	3	3
32 Landing Gear				3	1	3	1	3	1	3	1	2
32A Landing Gear — Monitoring and indicating				3	1	3	1	3	1	3	1	3
33 Lights				3	1	3	1	3	1	3	1	3
34 Navigation				2	1	2	1	2	1	2	1	3
35 Oxygen				3	1	3	1	—	—	—	—	2
36 Pneumatic				3	1	3	1	3	1	3	1	2



36A Pneumatic—Monitoring and Indicating			3	1	3	1	3	1	3	1	3
37 Vacuum			3	1	3	1	3	1	3	1	2
38 Water/Waste			3	1	3	1	—	—	—	—	2
41 Water Ballast			3	1	3	1	—	—	—	—	1
42 Integrated modular avionics			2	1	2	1	2	1	2	1	3
44 Cabin Systems			2	1	2	1	2	1	2	1	3
45 On-Board Maintenance System (or covered in 31)			3	1	3	1	3	1	—	—	3
46 Information Systems			2	1	2	1	2	1	2	1	3
50 Cargo and Accessory Compartments			3	1	3	1	3	1	3	1	1
Turbine Engine											
70 Standard Practices — Engines,			3	1	—	—	3	1	—	—	1
70A constructional arrangement and operation (Installation Inlet, Compressors, Combustion Section, Turbine Section, Bearings and Seals, Lubrication Systems).			3	1	—	—	3	1	—	—	1
70B Engine Performance			3	1	—	—	3	1	—	—	1
71 Powerplant			3	1	—	—	3	1	—	—	1
72 Engine Turbine/Turbo Prop/Ducted Fan/Unducted fan			3	1	—	—	3	1	—	—	1

73 Engine Fuel and Control	3	1	—	—	3	1	—	—	1
75 Air	3	1	—	—	3	1	—	—	1
76 Engine controls	3	1	—	—	3	1	—	—	1
78 Exhaust	3	1	—	—	3	1	—	—	1
79 Oil	3	1	—	—	3	1	—	—	1
80 Starting	3	1	—	—	3	1	—	—	1
82 Water Injections	3	1	—	—	3	1	—	—	1
83 Accessory Gear Boxes	3	1	—	—	3	1	—	—	1
84 Propulsion Augmentation	3	1	—	—	3	1	—	—	1
73A FADEC	3	1	—	—	3	1	—	—	3
74 Ignition	3	1	—	—	3	1	—	—	3
77 Engine Indicating Systems	3	1	—	—	3	1	—	—	3
49 Auxiliary Power Units (APUs)	3	1	—	—	—	—	—	—	2
Piston Engine									
70 Standard Practices — Engines	—	—	3	1	—	—	3	1	1
70A Constructional arrangement and operation (Installation, Carburettors, Fuel injection systems, Induction, Exhaust and Cooling Systems, Supercharging/Turbocharging, Lubrication Systems).	—	—	3	1	—	—	3	1	1

70B Engine Performance	—	—	3	1	—	—	3	1	1
71 Powerplant	—	—	3	1	—	—	3	1	1
73 Engine Fuel and Control	—	—	3	1	—	—	3	1	1
76 Engine Control	—	—	3	1	—	—	3	1	1
79 Oil	—	—	3	1	—	—	3	1	1
80 Starting	—	—	3	1	—	—	3	1	1
81 Turbines	—	—	3	1	—	—	3	1	1
82 Water Injections	—	—	3	1	—	—	3	1	1
83 Accessory Gear Boxes	—	—	3	1	—	—	3	1	1
84 Propulsion Augmentation	—	—	3	1	—	—	3	1	1
73A FADEC	—	—	3	1	—	—	3	1	3
74 Ignition	—	—	3	1	—	—	3	1	3
77 Engine Indication Systems	—	—	3	1	—	—	3	1	3
Propellers									
60A Standard Practices — Propeller	3	1	3	1	—	—	—	—	1
61 Propellers/Propulsion	3	1	3	1	—	—	—	—	1
61A Propeller Construction	3	1	3	1	—	—	—	—	—
61B Propeller Pitch Control	3	1	3	1	—	—	—	—	—

61C Propeller Synchronising	3	1	3	1	—	—	—	—	1
61D Propeller Electronic control	2	1	2	1	—	—	—	—	3
61E Propeller Ice Protection	3	1	3	1	—	—	—	—	—
61F Propeller Maintenance	3	1	3	1	—	—	—	—	1

(f) Multimedia Based Training (MBT) methods may be used to satisfy the theoretical training element either in the classroom or in a virtual controlled environment subject to the acceptance by the Authority approving the training course.

### 3.2. Practical element

#### (a) Objective:

The objective of practical training is to gain the required competence in performing safe maintenance, inspections and routine work according to the maintenance manual and other relevant instructions and tasks as appropriate for the type of aircraft, for example troubleshooting, repairs, adjustments, replacements, rigging and functional checks. It includes the awareness of the use of all technical literature and documentation for the aircraft, the use of specialist/special tooling and test equipment for performing removal and replacement of components and modules unique to type, including any on-wing maintenance activity.

#### (b) Content:

At least 50 % of the crossed items in the table below, which are relevant to the particular aircraft type, shall be completed as part of the practical training.

Tasks crossed represent subjects that are important for practical training purposes to ensure that the operation, function, installation and safety significance of key maintenance tasks is adequately addressed; particularly where these cannot be fully explained by theoretical training alone. Although the list details the minimum practical training subjects, other items may be added where applicable to the particular aircraft type.

Tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

*Glossary of the table: LOC: Location; FOT: Functional/Operational Test; SGH: Service and Ground Handling; R/I: Removal/Installation; MEL: Minimum Equipment List; TS: TroubleShooting.*

Chapters	B1/B2	B1							B2			
	LOC	FOT	SGH	R/I	MEL	TS	FOT	SGH	R/I	MEL	TS	
Introduction module:												
5 Time limits/maintenance checks	X/X	—	—	—	—	—	—	—	—	—	—	—
6 Dimensions/Areas (MTOM, etc.)	X/X	—	—	—	—	—	—	—	—	—	—	—
7 Lifting and Shoring	X/X	—	—	—	—	—	—	—	—	—	—	—
8 Levelling and weighing	X/X	—	X	—	—	—	—	X	—	—	—	—
9 Towing and taxiing	X/X	—	X	—	—	—	—	X	—	—	—	—
10 Parking/mooring, Storing and Return to Service	X/X	—	X	—	—	—	—	X	—	—	—	—
11 Placards and Markings	X/X	—	—	—	—	—	—	—	—	—	—	—
12 Servicing	X/X	—	X	—	—	—	—	X	—	—	—	—
20 Standard practices — only type particular	X/X	—	X	—	—	—	—	X	—	—	—	—
Helicopters:												
18 Vibration and Noise Analysis (Blade tracking)	X/—	—	—	—	—	X	—	—	—	—	—	—
60 Standard Practices Rotor — only type specific	X/X	—	X	—	—	—	—	X	—	—	—	—

62 Rotors	X/—	—	X	X	—	X	—	—	—	—	—
62A Rotors — Monitoring and indicating	X/X	X	X	X	X	X	—	—	X	—	X
63 Rotor Drives	X/—	X	—	—	—	X	—	—	—	—	—
63A Rotor Drives — Monitoring and indicating	X/X	X	—	X	X	X	—	—	X	—	X
64 Tail Rotor	X/—	—	X	—	—	X	—	—	—	—	—
64A Tail rotor -Monitoring and indicating	X/X	X	—	X	X	X	—	—	X	—	X
65 Tail Rotor Drive	X/—	X	—	—	—	X	—	—	—	—	—
65A Tail Rotor Drive — Monitoring and indicating	X/X	X	—	X	X	X	—	—	X	—	X
66 Folding Blades/Pylon	X/—	X	X	—	—	X	—	—	—	—	—
67 Rotors Flight Control	X/—	X	X	—	X	X	—	—	—	—	—
53 Airframe Structure (Helicopter) Note: covered under Airframe structures											
25 Emergency Flotation Equipment	X/X	X	X	X	X	X	X	X	—	—	—
Airframe structures:											
51 Standard Practices and Structures (damage classification, assessment and repair)											

53 Fuselage	X/—	—	—	—	—	X	—	—	—	—	—
54 Nacelles/Pylons	X/—	—	—	—	—	—	—	—	—	—	—
55 Stabilisers	X/—	—	—	—	—	—	—	—	—	—	—
56 Windows	X/—	—	—	—	—	X	—	—	—	—	—
57 Wings	X/—	—	—	—	—	—	—	—	—	—	—
27A Flight Control Surfaces	X/—	—	—	—	—	X	—	—	—	—	—
52 Doors	X/X	X	X	—	—	—	—	X	—	—	—
Airframe systems:											
21 Air Conditioning	X/X	X	X	—	X	X	X	X	—	X	X
21A Air Supply	X/X	X	—	—	—	—	X	—	—	—	—
21B Pressurisation	X/X	X	—	—	X	X	X	—	—	X	X
21C Safety and warning Devices	X/X	—	X	—	—	—	—	X	—	—	—
22 Autoflight	X/X	—	—	—	X	—	X	X	X	X	X
23 Communications	X/X	—	X	—	X	—	X	X	X	X	X
24 Electrical Power	X/X	X	X	X	X	X	X	X	X	X	X
25 Equipment and Furnishings	X/X	X	X	X	—	—	X	X	X	—	—
25A Electronic Equipment including emergency equipment	X/X	X	X	X	—	—	X	X	X	—	—
26 Fire Protection	X/X	X	X	X	X	X	X	X	X	X	X

27 Flight Controls		X/X	X	X	X	X	X	X	—	—	—	—
27A Sys. Operation: Electrical/Fly-by-Wire		X/X	X	X	X	X	—	X	—	X	—	X
28 Fuel Systems		X/X	X	X	X	X	X	X	X	—	X	—
28A Fuel Systems — Monitoring and indicating		X/X	X	—	—	—	—	X	—	X	—	X
29 Hydraulic Power		X/X	X	X	X	X	X	X	X	—	X	—
29A Hydraulic Power — Monitoring and indicating		X/X	X	—	X	X	X	X	—	X	X	X
30 Ice and Rain Protection		X/X	X	X	—	X	X	X	X	—	X	X
31 Indicating/Recording Systems		X/X	X	X	X	X	X	X	X	X	X	X
31A Instrument Systems		X/X	X	X	X	X	X	X	X	X	X	X
32 Landing Gear		X/X	X	X	X	X	X	X	X	X	X	—
32A Landing Gear — Monitoring and indicating		X/X	X	—	X	X	X	X	—	X	X	X
33 Lights		X/X	X	X	—	X	—	X	X	X	X	—
34 Navigation		X/X	—	X	—	X	—	X	X	X	X	X
35 Oxygen		X/—	X	X	X	—	—	X	X	—	—	—
36 Pneumatic		X/—	X	—	X	X	X	X	—	X	X	X
36A Pneumatic — Monitoring and indicating		X/X	X	X	X	X	X	X	X	X	X	X



37 Vacuum		X/—	X	—	X	X	X	—	—	—	—	—
38 Water/Waste		X/—	X	X	—	—	—	X	X	—	—	—
41 Water Ballast		X/—	—	—	—	—	—	—	—	—	—	—
42 Integrated modular avionics		X/X	—	—	—	—	—	X	X	X	X	X
44 Cabin Systems		X/X	—	—	—	—	—	X	X	X	X	X
45 On-Board Maintenance System (or covered in 31)		X/X	X	X	X	X	X	X	X	X	X	X
46 Information Systems		X/X	—	—	—	—	—	X	—	X	X	X
50 Cargo and Accessory Compartments		X/X	—	X	—	—	—	—	—	—	—	—
Turbine/Piston Engine Module:												
70 Standard Practices — Engines — only type particular		—	—	X	—	—	—	—	X	—	—	—
70A Constructional arrangement and operation (Installation Inlet, Compressors, Combustion Section, Turbine Section, Bearings and Seals, Lubrication Systems)		X/X	—	—	—	—	—	—	—	—	—	—
Turbine engines:												
70B Engine Performance		—	—	—	—	—	X	—	—	—	—	—

71 Power Plant	X/—	X	X	—	—	—	—	X	—	—	—
72 Engine Turbine/Turbo Prop/Ducted Fan/ Unducted fan	X/—	—	—	—	—	—	—	—	—	—	—
73 Engine Fuel and Control	X/X	X	—	—	—	—	—	—	—	—	—
73A FADEC Systems	X/X	X	—	X	X	X	X	—	X	X	X
74 Ignition	X/X	X	—	—	—	—	X	—	—	—	—
75 Air	X/—	—	—	X	—	X	—	—	—	—	—
76 Engine Controls	X/—	X	—	—	—	X	—	—	—	—	—
77 Engine Indicating	X/X	X	—	—	X	X	X	—	—	X	X
78 Exhaust	X/—	X	—	—	X	—	—	—	—	—	—
79 Oil	X/—	—	X	X	—	—	—	—	—	—	—
80 Starting	X/—	X	—	—	X	X	—	—	—	—	—
82 Water Injection	X/—	X	—	—	—	—	—	—	—	—	—
83 Accessory Gearboxes	X/—	—	X	—	—	—	—	—	—	—	—
84 Propulsion Augmentation	X/—	X	—	—	—	—	—	—	—	—	—
Auxiliary Power Units (APUs):											
49 Auxiliary Power Units (APUs)	X/—	X	X	—	—	X	—	—	—	—	—
Piston Engines:											

70 Standard Practices — Engines — only type particular	—	—	X	—	—	—	—	X	—	—	—
70A Constructional arrangement and operation (Installation Inlet, Compressors, Combustion Section, Turbine Section, Bearings and Seals, Lubrication Systems)	X/X	—	—	—	—	—	—	—	—	—	—
70B Engine Performance	—	—	—	—	—	X	—	—	—	—	—
71 Power Plant	X/—	X	X	—	—	—	—	X	—	—	—
73 Engine Fuel and Control	X/X	X	—	—	—	—	—	—	—	—	—
73A FADEC Systems	X/X	X	—	X	X	X	X	X	X	X	X
74 Ignition	X/X	X	—	—	—	—	X	—	—	—	—
76 Engine Controls	X/—	X	—	—	—	X	—	—	—	—	—
77 Engine Indicating	X/X	X	—	—	X	X	X	—	—	X	X
78 Exhaust	X/—	X	—	—	X	X	—	—	—	—	—
79 Oil	X/—	—	X	X	—	—	—	—	—	—	—
80 Starting	X/—	X	—	—	X	X	—	—	—	—	—
81 Turbines	X/—	X	X	X	—	X	—	—	—	—	—
82 Water Injection	X/—	X	—	—	—	—	—	—	—	—	—
83 Accessory Gearboxes	X/—	—	X	X	—	—	—	—	—	—	—

84 Propulsion Augmentation	X/—	X	—	—	—	—	—	—	—	—	—
Propellers:											
60A Standard Practices — Propeller	—	—	—	X	—	—	—	—	—	—	—
61 Propellers/Propulsion	X/X	X	X	—	X	X	—	—	—	—	—
61A Propeller Construction	X/X	—	X	—	—	—	—	—	—	—	—
61B Propeller Pitch Control	X/—	X	—	X	X	X	—	—	—	—	—
61C Propeller Synchronising	X/—	X	—	—	—	X	—	—	—	X	—
61D Propeller Electronic control	X/X	X	X	X	X	X	X	X	X	X	X
61E Propeller Ice Protection	X/—	X	—	X	X	X	—	—	—	—	—
61F Propeller Maintenance	X/X	X	X	X	X	X	X	X	X	X	X

#### 4. Type training examination and assessment standard

##### 4.1. Theoretical element examination standard

After the theoretical portion of the aircraft type training has been completed, a written examination shall be performed, which shall comply with the following:

- (a) Format of the examination is of the multi-choice type. Each multi-choice question shall have 3 alternative answers of which only one shall be the correct answer. The total time is based on the total number of questions and the time for answering is based upon a nominal average of 90 seconds per question.
- (b) The incorrect alternatives shall seem equally plausible to anyone ignorant of the subject. All the alternatives shall be clearly related to the question and of similar vocabulary, grammatical construction and length.

- (c) In numerical questions, the incorrect answers shall correspond to procedural errors such as the use of incorrect sense (+ versus -) or incorrect measurement units. They shall not be mere random numbers.
  - (d) The level of examination for each chapter<sup>3</sup> shall be the one defined in point 2 ‘Aircraft type training levels’. However, the use of a limited number of questions at a lower level is acceptable.
  - (e) The examination shall be of the closed book type. No reference material is permitted. An exception will be made for the case of examining a B1 or B2 candidate's ability to interpret technical documents.
  - (f) The number of questions shall be at least 1 question per hour of instruction. The number of questions for each chapter and level shall be proportionate to:
    - the effective training hours spent teaching at that chapter and level,
    - the learning objectives as given by the training needs analysis.
- The RCAA shall assess the number and the level of the questions when approving the course.
- (g) The minimum examination pass mark is 75 %. When the type training examination is split in several examinations, each examination shall be passed with at least a 75 % mark. In order to be possible to achieve exactly a 75 % pass mark, the number of questions in the examination shall be a multiple of 4.
  - (h) Penalty marking (negative points for failed questions) is not to be used.
  - (i) End of module phase examinations cannot be used as part of the final examination unless they contain the correct number and level of questions required.

#### 4.2. Practical element assessment standard

After the practical element of the aircraft type training has been completed, an assessment must be performed, which must comply with the following:

- (a) The assessment shall be performed by designated assessors appropriately qualified.
- (b) The assessment shall evaluate the knowledge and skills of the trainee.

### 5. Type examination standard

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<sup>3</sup> For the purpose of this point 4, a ‘chapter’ means each one of the rows preceded by a number in the table contained in point 3.1(e).

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Type examination shall be conducted by training organisations appropriately approved by the RCAA.

The examination shall be oral, written or practical assessment based, or a combination thereof and it shall comply with the following requirements:

- (a) Oral examination questions shall be open.
- (b) Written examination questions shall be essay type or multi-choice questions.
- (c) Practical assessment shall determine a person's competence to perform a task.
- (d) Examinations shall be on a sample of chapters<sup>4</sup> drawn from point 3 type training/examination syllabus, at the indicated level.
- (e) The incorrect alternatives shall seem equally plausible to anyone ignorant of the subject. All of the alternatives shall be clearly related to the question and of similar vocabulary, grammatical construction and length.
- (f) In numerical questions, the incorrect answers shall correspond to procedural errors such as corrections applied in the wrong sense or incorrect unit conversions: they shall not be mere random numbers.
- (g) The examination shall ensure that the following objectives are met:
  - 1. Properly discuss with confidence the aircraft and its systems.
  - 2. Ensure safe performance of maintenance, inspections and routine work according to the maintenance manual and other relevant instructions and tasks as appropriate for the type of aircraft, for example troubleshooting, repairs, adjustments, replacements, rigging and functional checks such as engine run, etc., if required.
  - 3. Correctly use all technical literature and documentation for the aircraft.
  - 4. Correctly use specialist/special tooling and test equipment, perform removal and replacement of components and modules unique to type, including any on-wing maintenance activity
- (h) The following conditions apply to the examination:

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<sup>4</sup> For the purpose of this point 5, a 'chapter' means each one of the rows preceded by a number in the tables contained in points 3.1(e) and 3.2(b).

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1. The maximum number of consecutive attempts is three. Further sets of three attempts are allowed with a 1 year waiting period between sets. A waiting period of 30 days is required after the first failed attempt within one set, and a waiting period of 60 days is required after the second failed attempt.

The applicant shall confirm in writing to the maintenance training organisation or the RCAA, the number and dates of attempts during the last year and the maintenance training organisation or where these attempts took place. The maintenance training organisation or the RCAA shall be responsible for checking the number of attempts within the applicable timeframes.

2. The type examination shall be passed and the required practical experience shall be completed within the 3 years preceding the application for the rating endorsement on the aircraft maintenance licence.
  3. Type examination shall be performed with at least one examiner present. The examiner(s) shall not have been involved in the applicant's training.
- (i) A written and signed report shall be made by the examiner(s) to explain why the candidate has passed or failed.

## **6. On the Job Training**

On the Job Training (OJT) shall be approved by the RCAA.

It shall be conducted at and under the control of a maintenance organisation appropriately approved for the maintenance of the particular aircraft type and shall be assessed by designated assessors appropriately qualified.

It shall have been started and completed within the 3 years preceding the application for a type rating endorsement.

### **(a) Objective:**

The objective of OJT is to gain the required competence and experience in performing safe maintenance.

### **(b) Content:**

OJT shall cover a cross section of tasks acceptable to the RCAA. The OJT tasks to be completed shall be representative of the aircraft and systems both in complexity and in the technical input required to complete that task. While relatively simple tasks may be included, other more complex maintenance tasks shall also be incorporated and undertaken as appropriate to the aircraft type.

Each task shall be signed off by the student and countersigned by a designated supervisor. The tasks listed shall refer to an actual job card/work sheet, etc.

The final assessment of the completed OJT is mandatory and shall be performed by a designated assessor appropriately qualified.

The following data shall be addressed on the OJT worksheets/logbook:

1. Name of Trainee;
2. Date of Birth;
3. Approved Maintenance Organisation;
4. Location;
5. Name of supervisor(s) and assessor, (including licence number if applicable);
6. Date of task completion;
7. Description of task and job card/work order/tech log, etc.;
8. Aircraft type and aircraft registration;
9. Aircraft rating applied for.

Demonstration of the OJT shall consist of (i) detailed worksheets/logbook and (ii) a compliance report demonstrating how the OJT meets the requirement of these Regulations.

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## PART J

### EXPERIENCE REQUIREMENTS FOR EXTENDING AN AIRCRAFT MAINTENANCE LICENCE

The table below shows the experience requirements for adding a new category or subcategory to an existing aircraft maintenance licence.

The experience shall be practical maintenance experience on operating aircraft in the subcategory relevant to the application.

The experience requirement will be reduced by 50 % if the applicant has completed an approved aircraft maintenance course relevant to the subcategory.

To From	A1	A2	A3	A4	B1.1	B1.2	B1.3	B1.4	B2	B3
A1	—	6 months	6 months	6 months	2 years	6 months	2 years	1 year	2 years	6 months
A2	6 months	—	6 months	6 months	2 years	6 months	2 years	1 year	2 years	6 months
A3	6 months	6 months	—	6 months	2 years	1 year	2 years	6 months	2 years	1 year
A4	6 months	6 months	6 months	—	2 years	1 year	2 years	6 months	2 years	1 year
B1.1	None	6 months	6 months	6 months	—	6 months	6 months	6 months	1 year	6 months
B1.2	6 months	None	6 months	6 months	2 years	—	2 years	6 months	2 years	None
B1.3	6 months	6 months	None	6 months	6 months	6 months	—	6 months	1 year	6 months
B1.4	6 months	6 months	6 months	None	2 years	6 months	2 years	—	2 years	6 months
B2	6 months	6 months	6 months	6 months	1 year	1 year	1 year	1 year	—	1 year
B3	6 months	None	6 months	6 months	2 years	6 months	2 years	1 year	2 years	—

## SEVENTEENTH SCHEDULE

### Administrative Fines

[Regulation 224]

Column I		Column II	
		Fines (in Rwandan Francs)	
		Individual	Corporate
Provisions			
8	Validity of Licences	300,000	
9	Decrease in medical fitness	600,000	
12	Curtailment of privileges of pilots	600,000	
	29(3),(4),(6),(7) General requirements for pilot licences, ratings and authorizations	600,000	
31	(1) Solo flight requirements	600,000	
32	Privileges and Limitations	1,000,000	
39	(1), Private Pilot Licence: Privileges and limitations.	1,000,000	
45	Commercial Pilot Licence: Privileges and limitations	1,000,000	5,000,000
51	Multi-crew Pilot Licence: Privileges and limitations	1,000,000	5,000,000
57	Air Transport Pilot Licence: Privileges and limitations..	1,000,000	5,000,000
63	Glider Pilot Licence: Privileges and limitations	1,000,000	
68	Free Balloon Pilot Licence: Privileges and limitations	600,000	
71	(2) Type ratings	600,000	
74	Night rating: general eligibility requirements.	600,000	
78	(1) Instrument rating: general eligibility requirements.	600,000	
88	Trainee Records	300,000	
91	(2)(3),(4),(5), (6)Flight instructor: limitations and qualifications.	300,000	
96	Flight engineer: licences and ratings required.	300,000	
104	Flight navigator: licences and ratings required	300,000	

111	Flight radiotelephony operator: 1 licences and ratings required	300,000	
117	Air traffic controller: Required licences and ratings or qualifications.	300,000	
122	Air traffic controller : Privileges and limitations.	300,000	
123	Privileges of air traffic controller ratings.	300,000	
125	Air traffic controller: Maximum working hours.	600,000	3,000,000
126	Responsibilities over fatigue	600,000	3,000,000
127(1),(3)	Prohibition of unlicensed air traffic controllers.	300,000	
129 to 131	Ground Instructor Licence: requirements and privileges	300,000	
133 to 137	Flight Operations Officer Licence: requirements and privileges	300,000	1,500,000
139 to 142	Aircraft Maintenance Engineer Licence: requirements and privileges	300,000	1,500,000
145	ARS: Privileges and limitations.	300,000	
146	ARS: Display of authorization.	300,000	1,500,000
147	ARS: Surrender of authorization.	300,000	
148 to 152	ASO: Requirements and privileges	300,000	
153	CCMC; Required certificate, ratings and qualifications.	300,000	
154	General eligibility requirements.	300,000	
163	Aviation medical examiner submission of signed medical evaluation report.	300,000	
164	Issue of Medical Certificate.	300,000	
166	Medical confidentiality.	300,000	
170	Prohibition of medical certification.	600,000	3,000,000
171	Medical requirements.	600,000	3,000,000
177	Use of psychoactive substances.	1,000,000	5,000,000
178(2),(3)	Drug and alcohol testing and reporting.	1,000,000	5,000,000

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/ Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA	WA	VI	ANNEX	VI	TO	THE	ANNEXE	VI	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHU		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA	AMABWIRIZA	MU	REGULATION	GOVERNING			REGLEMENTATION		DE	
BY'INDEGE	ZA	GISIVIRI	CIVIL	AVIATION			L'AVIATION	CIVILE		

IMIKORESHEREZE Y'IKIRERE NO KUGENZURA IMIGENDERE Y' INDEGE MU KIRERE	RULES OF THE AIR AND AIR TRAFFIC CONTROL	REGLES DE L'AIR ET CONTROLE DE LA CIRCULATION AERIENNE
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# CIVIL AVIATION (RULES OF THE AIR AND AIR TRAFFIC CONTROL)

## ARRANGEMENT OF REGULATIONS

### PART I – PRELIMINARY

#### Regulation

1. Citation and definitions.

### PART II - GENERAL RULES

#### *Protection of persons and property*

2. Compliance with the rules of the air and air traffic control.
3. Negligent or reckless operation of aircraft.
4. Low flying.
5. Formation flights.
6. Unmanned free balloons.
- 6A Remotely piloted aircraft
7. Acrobatic flight.
8. Right-hand traffic rule.
9. Prohibited areas and restricted areas
10. Flights over game parks, game reserves and national parks.
11. Cruising levels.
12. Dropping, spraying, towing and parachute descents.
13. Proximity to other aircraft.
14. Right-of-way rules: air operations.
15. Right of way rules: ground operations.
16. Right-of-way rules: water operations.
17. Lights to be displayed by aircraft.
18. Failure of lights by night
19. Conditions for lights to be displayed by an aircraft.
20. Balloons, kites, airships, gliders and parascending parachutes.
21. Captive balloons and kites.
22. Airships.
23. Anti Collision Light.
24. Simulated instrument flight conditions.
25. Practice instrument approaches.
26. Aerodromes not having air traffic control units.
27. Aerodromes having Air Traffic Control Units.
28. Operations on or in the vicinity of a controlled aerodrome.
29. Access to and Movement in the Manoeuvring Area.

### ***Flight plans***

- 30. Pre-flight action.
- 31. Flight plan.
- 32. Submission of a flight plan.
- 33. Contents of a flight plan.
- 34. Changes to a flight plan.
- 35. Closing a flight plan.

### ***Signals***

- 36. Universal aviation signals.
- 37. Distress signals.
- 38. Urgency signals.
- 39. Aircraft interception and interception signals.
- 40. Visual signals to warn an unauthorized aircraft entering notified airspace.
- 41. Signals for aerodrome traffic.
- 42. Marshalling signals: signalman to a pilot.
- 43. Marshalling signals: pilot to a signalman.
- 44. Time.

### ***Air traffic control service***

- 45. Air traffic control clearances.
- 46. Potential re-clearance in flight.
- 47. Adherence to current flight plan.
- 48. Route to be flown.
- 49. Deviations from the current flight plan.
- 50. Requests for current flight plan changes.
- 51. Position reports.
- 52. Air traffic control clearances for VFR flights.
- 53. VFR flight within designated areas.
- 54. Weather deterioration below VMC.
- 55. Operation under IFR in controlled airspace malfunction reports.
- 56. Communications.
- 57. Communication failure: air-to- ground.
- 58. Communication failure: ground-to-air.

### ***Unlawful interference and interception of aircraft***

- 59. Unlawful interference.
- 60. Interception of civil aircraft.

### **GENERAL RULES – Miscellaneous**

- 61. Reporting of hazardous conditions.
- 62. Altimeter settings.
- 63. Classification of airspace.

- 64. Authority of pilot-in-command of an aircraft.
- 65. Weather limitations for VFR flights.
- 66. Flight in Class A airspace.
- 67. Co-ordination of activities potentially hazardous to civil aircraft.

### **PART III - VISUAL FLIGHT RULES**

- 68. Visual meteorological conditions.
- 69. VFR within a control zone.
- 70. Minimum safe VFR altitudes and flight above 900 m.
- 71. Choice of VFR or IFR.
- 72. VFR outside and within controlled airspace.
- 73. Changing from VFR to IFR.

### **PART IV - INSTRUMENT FLIGHT RULES**

- 74. Aircraft equipment.
- 75. IFR flights in controlled airspace.
- 76. IFR flights outside controlled airspace.
- 77. Minimum flight altitudes for IFR operations.
- 78. Change from IFR flight to VFR flight.

### **PART V – ADMINISTRATIVE SANCTIONS**

- 79. Administrative fines

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#### **FIRST SCHEDULE**

Remotely piloted aircraft systems

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#### **FOURTH SCHEDULE**

Administrative fines



# THE CIVIL AVIATION (RULES OF THE AIR AND AIR TRAFFIC CONTROL) REGULATIONS, 2017

## PART I – PRELIMINARY

- Citation**      1. These Regulations may be cited as the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, 2017.

When the following terms are used in these regulations, they have the following meanings:

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

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

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

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

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

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

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

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

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

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

**Aeronautical station (RR S1.81).** A land station in the aeronautical mobile service. In certain instances, an aeronautical station may be located, for example,

on board ship or on a platform at sea.

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

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

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

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

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

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

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

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

**Air traffic control service.** A service provided for the purpose of:

a) preventing collisions:

1) between aircraft, and

2) on the manoeuvring area between aircraft and obstructions, and

b) expediting and maintaining an orderly flow of air traffic.

**Air traffic control unit.** A generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

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

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

traffic services and rules of operation are specified.

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

**Air traffic services unit.** A generic term meaning variously, air traffic control unit, flight information centre or air traffic services reporting office.

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

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

**Alternate aerodrome.** An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use. Alternate aerodromes include the following:

**Take-off alternate.** An alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.

**En-route alternate.** An alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en route.

**Destination alternate.** An alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing.

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

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

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

**Appropriate ATS authority.** The relevant authority designated by the State responsible for providing air traffic services in the airspace concerned.

**Appropriate authority.**

a) *Regarding flight over the high seas:* The relevant authority of the State of Registry.

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

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

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

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

**Area navigation (RNAV).** A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

**ATS route.** A specified route designed for channelling the flow of traffic as necessary for the provision of air traffic services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Non-precision approach (NPA) procedure.** An instrument approach procedure

designed for 2D instrument approach operations Type A.

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

**Precision approach (PA) procedure.** An instrument approach procedure operationbased on navigation systems (ILS, MLS, GLS and SBAS Cat I) designed for 3D instrument approach operations Type A or B.

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

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

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

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

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

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

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

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

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

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

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

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics,

cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded.

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

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

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

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

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

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

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

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

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

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

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

**Safety-sensitive personnel.** Persons who might endanger aviation safety if they perform their duties and functions improperly including, but not limited to, crew members, aircraft maintenance personnel and air traffic controllers.

**Signal area.** An area on an aerodrome used for the display of ground signals.



**Special VFR flight.** A VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC.

**Taxiing.** Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

**Taxiway.** A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including:

- a) *Aircraft stand taxilane.* A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- b) *Apron taxiway.* A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.
- c) *Rapid exit taxiway.* A taxiway connected to a runway at an acute angle and designed to allow landing aeroplanes to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

**Terminal control area.** A control area normally established at the confluence of ATS routes in the vicinity of one or more major aerodromes.

**Total estimated elapsed time.** For IFR flights, the estimated time required from take-off to arrive over that designated point, defined by reference to navigation aids, from which it is intended that an instrument approach procedure will be commenced, or, if no navigation aid is associated with the destination aerodrome, to arrive over the destination aerodrome. For VFR flights, the estimated time required from take-off to arrive over the destination aerodrome.

**Track.** The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (true, magnetic or grid).

**Traffic avoidance advice.** Advice provided by an air traffic services unit specifying manoeuvres to assist a pilot to avoid a collision.

**Traffic information.** Information issued by an air traffic services unit to alert a pilot to other known or observed air traffic which may be in proximity to the position or intended route of flight and to help the pilot avoid a collision.

**Transition altitude.** The altitude at or below which the vertical position of an aircraft is controlled by reference to altitudes.

**Unmanned free balloon.** A non-power-driven, unmanned, lighter-than-air aircraft in free flight.

**VFR.** The symbol used to designate the visual flight rules.

**VFR flight.** A flight conducted in accordance with the visual flight rules.

**Visibility.** Visibility for aeronautical purposes is the greater of:

- a) the greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognized when observed against a bright background;
- b) the greatest distance at which lights in the vicinity of 1 000 candelas can be seen and identified against an unlit background.

**Visual line-of-sight (VLOS) operation.** An operation in which the remote pilot or RPA observer maintains direct unaided visual contact with the remotely piloted aircraft.

**Visual meteorological conditions.** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

**VMC.** The symbol used to designate visual meteorological conditions.

## **PART II - GENERAL RULES**

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| <b>Compliance with the rules of the air and air traffic control</b> | <b>2.</b> | <ul style="list-style-type: none"><li>(1) Every person and every aircraft including State Aircraft shall comply with these Regulations.</li><li>(2) Every aircraft bearing nationality and registration marks of Rwanda shall comply with these Regulations when outside of Rwanda, to the extent that they do not conflict with the rules published by the State having jurisdiction over the territory overflown</li><li>(3) Subject to the provisions of sub-regulation (4), it shall be an offence to contravene, to permit the contravention of, or to fail to comply with, these Regulations.</li><li>(4) The pilot-in-command, whether manipulating the controls or not, shall be responsible for the operation of the aircraft in accordance with these Regulations, except that he may depart from them in the interest of safety to the extent necessary:<ul style="list-style-type: none"><li>(a) to avoid immediate danger or in an emergency situation;</li><li>(b) to comply with the law of any State other than Rwanda within which the aircraft then is;</li></ul></li><li>(5) If any departure from these Regulations is made for the purpose of avoiding immediate danger or in an emergency situation, the pilot-in-command shall cause written particulars of the departure, and of the circumstances giving rise to it, to be given without delay, and in any case within ten days thereafter, to the competent authority of the State in whose territory the</li></ul> |
|---|-----------|---|

departure was made with a copy of it to the Authority and the State of the Operator, and in the case of Rwandan aircraft the departure was made over the high seas, to the Authority.

- (6) Nothing in these Regulations shall exonerate any person from the consequences of any neglect in the use of lights or signals or of the neglect of any precautions required by ordinary aviation practice or by the special circumstances of the case.
- (7) The Authority may, for the purpose of promoting the safety of aircraft make rules as to special signals and other communications to be made by or on an aircraft, as to the course on which and the height at which an aircraft shall fly and as to any other precautions to be observed in relation to the navigation and control of aircraft which the Authority may consider expedient for the purpose aforesaid and no aircraft shall fly in contravention of any such rules.
- (8) For the purposes of flight over those parts of the high seas where a Contracting State has accepted, pursuant to a regional air navigation agreement, the responsibility of providing air traffic services (ATS), the “appropriate ATS authority” referred to in these Regulations is the relevant authority designated by the State responsible for providing those services.

### *Protection of persons and property*

#### **Negligent or reckless operation of aircraft**

- 3. A person shall not operate an aircraft willfully, negligently or recklessly in a manner so as to endanger life or property of others.

#### **Low flying**

- 4. (1) Subject to the provisions of sub-regulations (2) and (3):
  - (a) an aircraft, other than a helicopter, shall not fly over any congested area of a city, town or settlement below:
    - (i) such height as would enable the aircraft to alight clear of the area and without danger to persons or property on the surface, in the event of failure of a power unit; or
    - (ii) a height of 300 m (1,000 ft) above the highest fixed object within 600 metres of the aircraft;whichever is the higher;
  - (b) a helicopter shall not fly below such height as would enable it to alight without danger to persons or property on the surface, in the event of failure of a power unit;
  - (c) except with the permission in writing of the Authority and in accordance with any condition therein specified, a helicopter shall not fly over a congested area of a city, town or settlement below a

height of 300 m (1,000 ft) above the highest fixed object within 600 metres of the helicopter;

- (d) an aircraft shall not fly:
  - (i) over, or within 1,000 metres of any assembly in the open air of more than 1,000 persons assembled for the purpose of witnessing or participating in any organised event, except with the permission in writing of the Authority and in accordance with any conditions therein specified and with the consent in writing of the organizers of the event; or
  - (ii) below such height as would enable it to land clear of the assembly in the event of the failure of a power unit or if such an aircraft is towing a banner the height shall be calculated on the basis that the banner shall not be dropped within 1000 metres of the assembly;

provided that where a person is charged with an offence under these Regulations by reason of a contravention of this sub-regulation, it shall be a good defence to prove that the flight of the aircraft over, or within 1,000 metres of the assembly was made at a reasonable height and for a reason not connected with the assembly or with the event which was the occasion for the assembly; and

- (e) an aircraft shall not fly less than 150 m (500 ft) above ground or water.
- (2)
    - (a) The provisions of sub-regulations 1(d) and (e) shall not apply to an aircraft which is being used for police purposes;
    - (b) the provisions of sub-regulation 1(e) shall not apply to an aircraft which is being used for aerial work operations related to agriculture, horticulture, or forest preservation in accordance with the operating provisions of the (Aerial Work) Regulations;
    - (c) the provisions of sub-regulations 1(d) and (e) shall not apply to the flight of an aircraft over or within 1,000 metres of an assembly of persons gathered for the purpose of witnessing an event which consists wholly or principally of an aircraft race contest or an exhibition of flying, if the aircraft is taking part in such a race, contest or exhibition or is engaged in a flight arranged by, or made with the consent in writing of, the organizers of the event, and the races, contest, exhibition or flight is approved by the Authority;
    - (d) the provisions of sub-regulation 1(a) shall not apply to:
      - (i) aircraft while it is landing or taking-off in accordance with normal aviation practice;

(ii) glider while it is hill-soaring.

(3) Nothing in this regulation shall prohibit any aircraft from:

- (a) taking off, landing or practising approaches to landing; or
- (b) flying for the purpose of checking navigational aids or procedures in accordance with normal aviation practice at a licenced or certificated aerodrome in Rwanda or at any aerodrome in any other State; or
- (c) flying in such a manner as may be necessary for the purpose of saving life:

provided that in the case of practising approaches to landing, such practising is confined to the airspace customarily used by aircraft when landing or taking off in accordance with normal aviation practice at the aerodrome concerned.

(4) The provisions of this regulation shall not apply to any captive balloon or kite.

**Formation flights**

5. A person shall not fly an aircraft in a formation flight except by pre-arrangement among the pilots-in-command of the aircraft taking part in the flight and, for formation flight in controlled airspace, in accordance with the conditions prescribed by the appropriate air traffic services authority, which conditions shall include:
- (a) the formation operates as a single aircraft with regard to navigation and position reporting;
  - (b) separation between aircraft in the flight shall be the responsibility of the flight leader and the pilots-in-command of the other aircraft in the flight and shall include periods of transition when aircraft are manoeuvring to attain their own separation within the formation flight and during join-up and break-away; and
  - (c) a distance not exceeding 1 km (0.5 nm) laterally and longitudinally and 30 m (100 ft) vertically from the flight leader shall be maintained by each aircraft.

**Unmanned free balloons**

6. An unmanned free balloon shall be operated in such a manner as to minimize hazards to persons, property or other aircraft and in accordance with the conditions specified in First Schedule

<b>Remotely piloted aircraft</b>	<b>6A.</b>	A remotely piloted aircraft shall be operated in such a manner as to minimize hazards to persons, property or other aircraft and in accordance with the conditions specified in First Schedule.
<b>Acrobatic flight</b>	<b>7.</b>	A person shall not operate an aircraft in acrobatic flight except under conditions prescribed by the Authority and as indicated by relevant information, advice or clearance from the appropriate air traffic services unit.
<b>Right-hand traffic rule</b>	<b>8.</b>	A person flying an aircraft within Rwanda in sight of the ground and following a road, railway, canal or coastline, or any other line of landmarks, shall keep such line of landmarks on his left.
<b>Prohibited and restricted areas</b>	<b>9.</b>	A person shall not operate an aircraft in a prohibited area or a restricted area, the particulars of which have been duly published, except in accordance with the conditions of the restrictions or by permission of the Government of Rwanda and the States over whose territory the areas are established.
<b>Flights over game parks, game reserves and national parks</b>	<b>10.</b>	A person shall not operate an aircraft except for the purpose of take-off or landing below 455 m (1,500 ft), above ground level when operating the aircraft over game parks, game reserves and national parks.
<b>Cruising levels</b>	<b>11.</b>	<p>(1) Cruising levels at which a flight or a portion of a flight is to be conducted shall be in terms of:</p> <p>(a) flight levels, for flights at or above the lowest usable flight level or, where applicable, above the transition altitude;</p> <p>(b) altitudes, for flights below the lowest usable flight level or, where applicable, at or below the transition altitude.</p> <p>(2) Subject to sub-regulation (5), in order to comply with instrument flight rules (IFR), an aircraft when in level flight at or above 300 m (1,000 ft) over land or water within controlled airspace shall be flown at a level appropriate to its magnetic track as specified in regulation 75.</p>

- (3) Subject to sub-regulation (5), in order to comply with IFR, an aircraft when in level flight at or above 300 m (1,000 ft) over land or water outside controlled airspace shall be flown at a level appropriate to its magnetic track, in accordance with Table 1.
- (4) Except where otherwise indicated in air traffic control clearances or specified by the Authority, visual flight rules (VFR) flights in level cruising flight when operated at or above 300 m (1000 ft) from the ground or water shall be conducted at a flight level appropriate to its magnetic track in accordance with Table 1.
- (5) The level of flight shall be measured by an altimeter set according to the system notified, or in the case of flight over a state other than Rwanda, otherwise published by the competent authority, in relation to the area over which the aircraft is flying.
- (6) An aircraft may be flown in conformity with instructions given by an air traffic control unit or in accordance with notified en-route holding patterns or in accordance with holding procedures notified in relation to an aerodrome.

**TABLE 1 –TABLE OF CRUISING LEVELS -NON RVSM AIRSPACE**

b) in other areas:

TRACK*											
From 000 degrees to 179 degrees**						From 180 degrees to 359 degrees**					
IFR Flights Altitude			VFR Flights Altitude			IFR Flights Altitude			VFR Flights Altitude		
FL	Metres	Feet	FL	Metres	Feet	FL	Metres	Feet	FL	Metres	Feet
-90			-	-	-	0			-	-	-
10	300	1 000	-	-	-	20	600	2 000	-	-	-
30	900	3 000	35	1 050	3 500	40	1 200	4 000	45	1 350	4 500
50	1 500	5 000	55	1 700	5 500	60	1 850	6 000	65	2 000	6 500
70	2 150	7 000	75	2 300	7 500	80	2 450	8 000	85	2 600	8 500
90	2 750	9 000	95	2 900	9 500	100	3 050	10 000	105	3 200	10 500
110	3 350	11 000	115	3 500	11 500	120	3 650	12 000	125	3 800	12 500
130	3 950	13 000	135	4 100	13 500	140	4 250	14 000	145	4 400	14 500
150	4 550	15 000	155	4 700	15 500	160	4 900	16 000	165	5 050	16 500
170	5 200	17 000	175	5 350	17 500	180	5 500	18 000	185	5 650	18 500
190	5 800	19 000	195	5 950	19 500	200	6 100	20 000	205	6 250	20 500
210	6 400	21 000	215	6 550	21 500	220	6 700	22 000	225	6 850	22 500
230	7 000	23 000	235	7 150	23 500	240	7 300	24 000	245	7 450	24 500
250	7 600	25 000	255	7 750	25 500	260	7 900	26 000	265	8 100	26 500
270	8 250	27 000	275	8 400	27 500	280	8 550	28 000	285	8 700	28 500
290	8 850	29 000	300	9 150	30 000	310	9 450	31 000	320	9 750	32 000
330	10 050	33 000	340	10 350	34 000	350	10 650	35 000	360	10 950	36 000
370	11 300	37 000	380	11 600	38 000	390	11 900	39 000	400	12 200	40 000
410	12 500	41 000	420	12 800	42 000	430	13 100	43 000	440	13 400	44 000
450	13 700	45 000	460	14 000	46 000	470	14 350	47 000	480	14 650	48 000
490	14 950	49 000	500	15 250	50 000	510	15 550	51 000	520	15 850	52 000
etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.	etc.

\* Magnetic track, or in polar areas at latitudes higher than 70 degrees and within such extensions to those areas as may be prescribed by the appropriate ATS authorities, grid tracks as determined by a network of lines parallel to the Greenwich Meridian superimposed on a polar stereographic chart in which the direction towards the North Pole is employed as the Grid North.

\*\* Except where, on the basis of regional air navigation agreements, from 090 to 269 degrees and from 270 to 089 degrees is prescribed to accommodate predominant traffic directions and appropriate transition procedures to be associated therewith are specified.



**Dropping,  
spraying,  
towing and  
parachute  
descents**

- 12.** A person shall not:
- (a) drop any article, substance or spray any substance from an aircraft in flight;
  - (b) tow an aircraft or other object; or
  - (c) make a parachute descent other than an emergency descent,
- except in accordance with conditions prescribed by the Authority and as indicated by relevant information, advice and clearance from the appropriate air traffic services unit.

**Proximity to  
other  
aircraft**

- 13.** A person shall not operate an aircraft in such proximity to other aircraft as to create a collision hazard.

**Right-of-  
way rules:  
air  
operations**

- 14.**
- (1) The pilot-in-command of an aircraft that has the right-of-way shall maintain the aircraft's heading and speed, but nothing in these Regulations shall relieve the pilot-in-command from the responsibility of taking such action, including collision avoidance manoeuvres based on resolution advisories provided by airborne collision avoidance system (ACAS) equipment, as will best avert collision.
  - (2) A pilot operating an aircraft shall maintain vigilance so as to see and avoid other aircraft, and where this regulation gives another aircraft the right-of-way, the pilot shall give way to that aircraft and shall not pass over, under, or ahead of it unless well clear and taking into account the effect of aircraft wake turbulence.
  - (3) An aircraft in distress has the right-of-way over all other air traffic.
  - (4) When two aircraft are converging at approximately the same level, the aircraft that has the other on its right shall give way, except as follows:
    - (a) power-driven heavier-than-air aircraft shall give way to airships, gliders and balloons;
    - (b) airships shall give way to gliders and balloons;
    - (c) gliders shall give way to balloons;
    - (d) power-driven aircraft shall give way to aircraft which are seen to be towing other aircraft or objects.

- (5) An aircraft towing or refueling other aircraft has the right-of-way over all other engine-driven aircraft, except aircraft in distress.
- (6) Where two aircraft are approaching head-on or nearly so, and there is danger of collision, each pilot shall alter course to the right.
- (7) An aircraft that is being overtaken has the right-of-way and the overtaking aircraft, whether climbing, descending or in horizontal flight, shall keep out of the way of the other aircraft by altering its heading to the right, and no subsequent change in the relative positions of the two aircraft shall absolve the overtaking aircraft from this obligation until it is entirely past and clear.
- (8) In sub-regulations 14(7) and 15(5), “overtaking aircraft” means an aircraft that approaches another from the rear on a line forming an angle of less than 70 degrees with the plane of symmetry of the latter, i.e. is in such a position with reference to the other aircraft that at night it should be unable to see either of the aircraft’s left (port) or right (starboard) navigation lights.
- (9) An aircraft in flight, or operating on the ground or water, shall give way to aircraft landing or in the final stages of an approach to land.
- (10) When two or more heavier-than-air aircraft are approaching an aerodrome for the purpose of landing, aircraft at the higher level shall give way to aircraft at the lower level, but the latter shall not take advantage of this rule to cut in front of another which is in the final stages of an approach to land, or to overtake that aircraft,

provided that:

- (a) when an air traffic control unit has communicated to any aircraft an order of priority for landing, the aircraft shall approach to land in that order; and
- (b) when the pilot-in-command of an aircraft is aware that another aircraft is making an emergency landing, the pilot-in-command shall give way to that aircraft, and notwithstanding that he may have received permission to land, shall not attempt to land until he has received further permission to do so;

and provided further that power-driven heavier-than-air aircraft shall give way to gliders.

**Right of way  
rules:  
ground**

- 15. (1) This regulation shall apply to aircraft and vehicles on the movement area of a land aerodrome.

## operations

- (2) Notwithstanding any air traffic control clearances, it shall remain the duty of the pilot-in-command of an aircraft to take all possible measures to ensure that his aircraft does not collide with any other aircraft or with any vehicle.
- (3) Emergency vehicles proceeding to the assistance of aircraft in distress shall be afforded priority over all other surface movement traffic.
- (4)
  - (a) Aircraft and vehicles shall give way to aircraft which are taking off or about to take off or landing or about to land;
  - (b) aircraft taxiing on the manoeuvring area shall stop and hold at all runway-holding positions unless otherwise authorized by the aerodrome control tower;
  - (c) aircraft taxiing on the manoeuvring area shall stop and hold at all lighted stop bars and may proceed further when the lights are switched off;
  - (d) vehicles towing aircraft shall give way to aircraft which are landing, taking off or taxiing;
  - (e) vehicles which are not towing aircraft shall give way to aircraft; and
  - (f) vehicles shall give way to other vehicles towing aircraft.
- (5) Subject to the provisions of sub-regulation (4) and of regulation 19(4), in case of danger of collision between two aircraft taxiing on the movement area:
  - (a) when two aircraft are approaching head-on or approximately so, each aircraft shall stop or where practicable alter its course to the right so as to keep well clear;
  - (b) when the two aircraft are on converging course, the one which has the other on its right shall give way to the other and shall avoid crossing ahead of the other unless passing well clear of it;
  - (c) an aircraft which is being overtaken shall have the right-of-way, and the overtaking aircraft shall keep out of the way of the other aircraft by altering its course to the left until that other aircraft has been passed and is clear, notwithstanding any change in the relative position of the two aircraft.
- (6) Subject to the provisions of sub-regulation (4)(d) a vehicle shall:
  - (a) overtake another vehicle so that the other vehicle is on the left of the overtaking vehicle;

- (b) keep to the left when passing another vehicle which is approaching head-on or approximately so.

**Right-of-way rules:  
water  
operations**

- 16. (1) A person operating an aircraft on the water shall, in so far as possible, keep clear of all vessels and avoid impeding their navigation, and shall give way to any vessel or other aircraft that is given the right-of-way by this regulation.
- (2) Where aircraft, or an aircraft and a vessel, are on crossing courses, the aircraft or vessel to the other's right has the right-of-way.
- (3) Where aircraft, or an aircraft and a vessel, are approaching head-on, or nearly so, each shall alter its heading to the right to keep well clear.
- (4) An aircraft or vessel that is being overtaken has the right-of-way, and the one overtaking shall alter its heading to keep well clear.
- (5) When aircraft, or an aircraft and a vessel, approach so as to involve risk of collision, each aircraft or vessel shall proceed with careful regard to existing circumstances, including the limitations of the respective craft.

**Lights to be  
displayed by  
aircraft**

- 17. An aircraft shall be equipped with lights which meet the following requirements:
  - (a) aeroplanes in flight or operating on the movement area of an aerodrome shall have intensities, colours, fields of coverage and other characteristics such that they furnish the pilot of another aircraft or personnel on the ground with as much time as possible for interpretation and for subsequent manoeuvre necessary to avoid a collision;
  - (b) for aeroplanes, the specifications detailed in re contained in Third Schedule.

**Failure of  
lights by  
night**

- 18. In the event of the failure of any light which is required by these Regulations to be displayed at night, if the light cannot be immediately repaired or replaced the pilot-in-command shall not depart from the aerodrome and, if in flight, shall land as soon as in his opinion he can safely do so, unless authorized by the appropriate air traffic control unit to continue the flight.

**Conditions  
for lights to  
be displayed  
by an  
aircraft.**

- 19.**
- (1) Except as provided by sub-regulation (5), a pilot-in-command when operating an aircraft during the period from sunset to sunrise or any other period which may be prescribed by the appropriate authority shall display:
    - (a) anti-collision lights intended to attract attention to the aircraft; and
    - (b) navigation lights intended to indicate the relative path of the aircraft to an observer and other lights shall not be displayed if they are likely to be mistaken for these lights.
  - (2) Except as provided by sub-regulation (5), from sunset to sunrise or during any other period prescribed by the appropriate authority:
    - (a) all aircraft moving on the movement area of an aerodrome shall display navigation lights intended to indicate the relative path of the aircraft to an observer and other lights shall not be displayed if they are likely to be mistaken for these lights;
    - (b) unless stationary and otherwise adequately illuminated, all aircraft on the movement area of an aerodrome shall display lights intended to indicate the extremities of their structure;
    - (c) all aircraft operating on the movement area of an aerodrome shall display lights intended to attract attention to the aircraft; and
    - (d) all aircraft on the movement area of an aerodrome whose engines are running shall display lights which indicate that fact.
  - (3) Except as provided by sub-regulation (5), all aircraft in flight and fitted with anti-collision lights to meet the requirement of sub-regulation(1)(a) shall display such lights also outside the period specified in sub-regulation (1)
  - (4) Except as provided by sub-regulation (5), all aircraft:
    - (a) operating on the movement area of an aerodrome and fitted with anti-collision lights to meet the requirement of sub-regulation (2)(c); or
    - (b) on the movement area of an aerodrome and fitted with lights to meet the requirement of sub-regulation (2)(d);shall display such lights also outside the period specified in sub-regulation (2).
  - (5) A pilot-in-command shall be permitted to switch off or reduce the intensity of any flashing lights fitted to meet the requirements of sub-regulations (1), (2), (3) and (4) if they do or are likely to:

- (a) adversely affect the satisfactory performance of duties; or
  - (b) subject an outside observer to harmful dazzle.
- (6) Between sunset and sunrise or such other period between sunset and sunrise as may be prescribed by the appropriate authority, all aircraft on the water shall display lights as required by the International Regulations for Preventing Collisions at Sea (revised 1972) unless it is impractical for them to do so, in which case they shall display lights as closely similar as possible in characteristics and position to those required by the International Regulations.

**Balloons,  
kites,  
airships,  
gliders and  
parascending  
parachutes**

- 20.** (1) A person shall not, within Rwanda:
- (a) fly a captive balloon or kite at a height of more than 60 m (200 ft) above the ground level or within 60 m (200 ft) of any vessel, vehicle or structure;
  - (b) fly a captive balloon within 3 nautical miles of an aerodrome;
  - (c) fly a balloon exceeding 1,83 m (6 ft) in any linear dimension at any stage of its flight, including any basket or other equipment attached to the balloon, in controlled airspace;
  - (d) fly a kite within 3 nautical miles of an aerodrome;
  - (e) moor an airship;
  - (f) fly a free balloon at night; or
  - (g) launch a glider or parascending parachute by winch and cable or by ground tow to a height of more than 60 metres above ground level;
- without the permission in writing of the Authority, and in accordance with any conditions subject to which the permission may be granted.
- (2) A captive balloon when in flight shall not be left unattended unless it is fitted with a device which ensures automatic deflation if it breaks.

**Captive  
balloons and  
kites**

- 21.** (1) A captive balloon or kite while flying at night at a height exceeding 60 m (200 ft) above the surface shall display lights as follows:
- (a) a group of two steady lights consisting of a white light placed 3,65

m (12 ft) above a red light, both being of at least five candelas and showing in all directions, the white light being placed not less than 4,55 m (15 ft) or more than 9 m (30 ft) below the basket, or, if there is no basket, below the lowest part of the balloon or kite;

- (b) on the mooring cable, at intervals of not more than 300 m (1,000 ft) measured from the group of lights referred to in sub-paragraph (a), groups of two lights of the colour and power and in the relative positions specified in that paragraph, and, if the lowest group of lights is obscured by cloud, an additional group below the cloud base;
  - (c) on the surface, a group of three flashing lights arranged in a horizontal plane at the apexes of a triangle, approximately equilateral, each side of which measured at least 24,5 m (80 ft), one side of the triangle shall be approximately at right angles to the horizontal projection of the cable and shall be delimited by two red lights, the third light shall be a green light so placed that the triangle encloses the object on the surface to which the balloon or kite is moored.
- (2) A captive balloon while flying by day at a height exceeding 60 m (200 ft) above the surface shall have attached to its mooring cable at intervals of not more than 185 m (600 ft) measured from the basket, or, if there is no basket, from the lowest part of the balloon, tubular streamers not less than 40 cm (16 inches) in diameter and 1.83 m (6 ft) in length, and marked with alternate bands of red and white 50 cm (20 inches) wide.
  - (3) A kite flown in the circumstances referred to in sub-regulation (2) shall have attached to its mooring cable either-
    - (a) tubular streamers as specified in sub-regulation (2); or
    - (b) at intervals of not more than 90 m (300 ft) measured from the lowest part of the kite, not less than thirty streamers of 80 cm (32 inches) long and 30 cm (1 ft) wide at their widest part and marked with alternate bands of red and white 10 cm (4 inches) wide.

## **Airships**

- 22.** (1) Except as provided in sub-regulation (2), an airship while flying at night shall display the following steady lights-
  - (a) a white light of at least five candelas showing through angles of 110 degrees from dead ahead to each side in the horizontal plane;
  - (b) a green light of at least five candelas showing to the starboard side through an angle of 110 degrees from dead ahead in the horizontal plane;
  - (c) a red light of at least five candelas showing to the port side through

an angle of 110 degrees from dead ahead in the horizontal plane;  
and

- (d) a white light of at least five candelas showing through angles of 70 degrees from dead ahead astern to each side in the horizontal plane.
- (2) An airship while flying at night shall display, if it is not under command, or has its engines voluntarily stopped, or is being towed, the following steady lights:
- (a) the white lights referred to in sub-regulations (1)(a) and (1)(d) of sub-regulation (1);
  - (b) two red lights, each of at least five candles and showing in all directions suspended below the control car so that one is at least 3,65 m (12 ft) above the other and at least 7,6 m (25 ft) below the control car; and
  - (c) if an airship is making way but not otherwise, the green and red lights referred to in sub-regulations (1)(b) and (10)(c):

provided that an airship while picking up its moorings, notwithstanding that it is not under command, shall display only the lights specified in sub-regulation (1).

- (3) An airship, while moored within Rwanda by night, shall display the following lights:
- (a) when moored to a mooring mast, at or near the rear, a white light of at least five candelas showing in all directions; and
  - (b) a white light of at least five candelas showing through angles of 70 degrees from dead astern to each side in the horizontal plane.
- (4) An airship while flying by day, if it is not under command, or has its engines voluntarily stopped, or is being towed, shall display two black balls suspended below the control car so that one is at least 3,65 m (12 ft) above the other and at least 7,6 m (25 ft) below the control car.
- (5) For the purpose of this regulation:
- (a) an airship shall be deemed not to be under command when it is unable to execute a manoeuvre which it may be required to execute by or under these Regulations;
  - (b) an airship shall be deemed to be making way when it is not moored and is in motion relative to the air.



**Anti  
Collision  
Light**

- 23.** (1) When operating by day, an aircraft fitted with an anti-collision light shall display such light in flight.
- (2) An aircraft shall display, when stationary on the apron by day or night with engines running, a red anti-collision light when fitted.
- (3) When operating by night all aircraft shall display anti-collision lights, intended to attract attention to the aircraft.
- (4) When operating an anti-collision light, the light shall be a flashing or rotating red light which shall show in all directions within 30 degrees above and 30 degrees below the horizontal plane of the aircraft.
- (5) In the event of a failure of anti-collision light when flying by day, an aircraft may continue to fly provided that the light is repaired at the earliest practicable opportunity.

**Simulated  
instrument  
flight  
conditions**

- 24.** (1) A person shall not operate an aircraft in simulated instrument flight conditions unless:
- (a) that aircraft has fully functioning dual controls;
- (b) a qualified pilot occupies a control seat to act as safety pilot for the person who is flying under simulated instrument conditions;
- (c) the safety pilot has adequate vision forward and to each side of the aircraft, or a competent observer in communication with the safety pilot shall occupy a position in the aircraft from which the observer's field of vision adequately supplements the vision of the safety pilot.
- (2) A person shall not engage in simulated instrument flight conditions during commercial air transport operations.

**Practice  
instrument  
approaches**

- 25.** Within Rwanda, an aircraft shall not carry out instrument approach practices when flying in visual meteorological conditions (VMC) unless:
- (a) the appropriate air traffic control unit has previously been informed that the flight is to be made for the purpose of instrument approach

practice; and

- (b) if the flight is not being carried out in simulated instrument flight conditions, an observer approved by the Authority is carried in such a position in the aircraft that he has an adequate field of vision and can readily communicate with the pilot flying the aircraft.

**Aerodromes  
not having  
air traffic  
control units**

- 26.**
- (1) A person shall not fly within a zone which the pilot-in-command knows or ought reasonably to know to be the aerodrome traffic zone of an aerodrome which does not have an air traffic control unit, except for the purpose of taking off, landing or observing the signals in the signals area with a view to landing, and an aircraft flying within such a zone for the purpose of observing the signals shall remain clear of cloud and at least 150 m (500 ft) above the level of the aerodrome.
  - (2) The pilot-in-command flying in the zone referred to in sub-regulations 26(1) or 27(1) or moving on such an aerodrome shall:
    - (a) observe other aerodrome traffic for the purpose of avoiding collision;
    - (b) conform with or avoid the pattern of traffic formed by other aircraft in operation;
    - (c) make all turns to the left, when approaching for a landing and after taking off, unless otherwise instructed; and
    - (d) take off and land into the wind, unless safety, the runway configuration, or air traffic considerations determine that a different direction is preferable..
  - (3) A person shall not land an aircraft on a runway at such an aerodrome unless the runway is clear of other aircraft.
  - (4) Where takeoffs and landings are not confined to a runway:
    - (a) an aircraft when landing shall leave clear on its left any aircraft which has already landed or is already landing or is about to take off, and if such aircraft is obliged to turn, it shall turn to the left after the pilot-in-command of the aircraft has satisfied himself that such action will not interfere with other traffic movements; and
    - (b) an aircraft about to take off shall take up position and manoeuvre in such a way as to leave clear on its left any aircraft which is already taking off or is about to take off.

- (5) An aircraft after landing shall move clear of the landing area in use as soon as it is possible to do so.

**Aerodromes  
having Air  
Traffic  
Control  
Units**

- 27. (1) A pilot-in-command shall not fly the aircraft within a zone which the pilot-in-command knows or ought reasonably to know to be the aerodrome having an air traffic control unit except for the purpose of taking off, landing or observing the signals area with a view to landing, unless the pilot-in-command has the permission of the appropriate air traffic control unit.
- (2) The pilot-in-command flying in the aerodrome traffic zone of an aerodrome having an air traffic control unit or moving on the manoeuvring area of such an aerodrome shall, in addition to the requirements of sub-regulation 26(2):
  - (a) cause a continuous watch to be maintained on the appropriate radio frequency notified for air traffic control communications at the aerodrome, or if this is not possible, cause a watch to be kept for such instructions as may be issued by visual means; and
  - (b) not taxi, take off or land except with the permission of the air traffic control unit.

**Operations  
on or in the  
vicinity of a  
controlled  
aerodrome.**

- 28. (1) A person shall not operate an aircraft to, from, through, or on an aerodrome having an operational control tower unless two-way communications are maintained between that person and the control tower.
- (2) When arriving at an aerodrome, a pilot-in-command shall establish communications required by sub-regulation (1) on prior to four nautical miles from the aerodrome when operating from the surface up to and including 76,5 m (2,500 ft).
- (3) When departing from an aerodrome, a pilot-in-command shall establish communications with the control tower prior to taxi.
- (4) A person shall not, at any aerodrome with an operating control tower, operate an aircraft on a runway or taxiway or takeoff or land an aircraft, unless an appropriate clearance has been received from the air traffic control unit.
- (5) A clearance to taxi to –

- (a) the takeoff runway:
    - (i) is not a clearance to cross or taxi on to that runway; and
    - (ii) authorizes the pilot-in-command to cross other runways during the taxi to the assigned runway;
  - (b) any other point on the aerodrome is a clearance to cross all runways that intersect the taxi route to the assigned point.
- (6) If the radio fails or two-way communication is lost, a pilot-in-command may continue a VFR flight operation and land if:
- (a) the weather conditions are at or above basic VFR minimums; and
  - (b) clearance to land is received by light signals.
- (7) During IFR operations, the two-way communications failure procedures prescribed in regulation 57 shall apply.

**Access to  
and  
Movement  
in the  
Manoeuvring  
Area**

- 29.**
- (1) A person shall not enter or drive a vehicle on the manoeuvring area of an aerodrome without the permission of the aerodrome control tower in the case of a controlled aerodrome, or in the case of an uncontrolled aerodrome, the person in charge of the aerodrome, and in accordance with any conditions subject to which that permission may have been granted.
  - (2) A person shall not move, or move a vehicle on the manoeuvring area of an aerodrome having an air traffic control unit without the permission of that unit and in accordance with any conditions subject to which that permission may have been granted.
  - (3) Any permission granted for the purpose of this regulation may be granted either in respect of persons or vehicles generally or in respect of any particular person or vehicle or any class of persons or vehicles.

***Flight plans***

**Pre-flight  
action**

- 30.**
- (1) A pilot-in-command shall, before commencing a flight, be familiar with all available information appropriate to the intended operation.
  - (2) Pre-flight action by a pilot-in-command, for a flight away from the vicinity of the place of departure, and for every flight under the IFR, shall include:

- (a) a careful study of available current weather reports and forecasts taking into consideration fuel requirements; and
  - (b) an alternative course of action if the flight cannot be completed as planned.
- (3) A pilot-in-command who is unable to communicate by radio with an air traffic control unit at the aerodrome of destination shall not begin a flight to an aerodrome within a control zone if the information which it is reasonably practicable for the pilot-in-command to obtain indicates that he will arrive at that aerodrome when the ground visibility is less than eight kilometres or the cloud ceiling is less than 450 m (1,500 ft), unless the pilot-in-command has obtained from an air traffic control unit at that aerodrome permission to enter the aerodrome traffic zone.

**Flight plan**      **31.**      Except as authorized by the Authority a person shall not commence a flight if he has not filed a flight plan.

**Submission of a flight plan.**      **32.**      (1) Information relating to an intended flight or portion of a flight, to be provided to air traffic services (ATS) units, shall be in the form of a flight plan.

(2) A pilot-in-command shall, prior to operating one of the following, file a flight plan for:

- (a) any flight, or portion thereof, to be provided with air traffic control service;
- (b) any instrument flight rules (IFR) flight within advisory airspace;
- (c) any flight within or into designated areas, or along designated routes, when so required by the appropriate air traffic services (ATS) authority to facilitate the provision of flight information, alerting and search and rescue services;
- (d) any flight within or into designated areas, or along designated routes, when so required by the appropriate ATS authority to facilitate coordination with appropriate military units or with ATS units in adjacent States in order to avoid the possible need for interception for the purpose of identification;
- (e) any flight across international borders; and

- (f) any flight departing from an aerodrome manned by the Authority.
- (3) A pilot-in-command shall submit a flight plan before departure to the appropriate ATS reporting office or, during flight, transmit to the appropriate ATS unit or air-ground control radio station, unless arrangements have been made for submission of a repetitive flight plan.
- (4) Unless otherwise prescribed by the appropriate ATS authority, a pilot-in-command shall submit a flight plan to the appropriate air traffic services or air traffic advisory service:
  - (a) at least sixty minutes before departure and shall be valid for sixty minutes for instrument flight rules (IFR) flights or one hundred and twenty minutes for visual flight rules (VFR) flights; or
  - (b) if submitted during flight, at a time which shall ensure its receipt by the appropriate ATS unit at least ten minutes before the aircraft is estimated to reach the:
    - (i) intended point of entry into a control area or advisory area; or
    - (ii) point of crossing an airway or advisory route.
- (5) Where a Through Flight Plan, containing such particulars as may be notified is submitted to and accepted by an ATS unit in respect of a flight through a number of intermediate aerodromes, this regulation shall be deemed to have been satisfied in respect of each sector of the flight.
- (6) An air traffic control unit may exempt the pilot-in-command from the requirements of this regulation in respect of an intended flight which is to be made in a notified local flying area and in which the aircraft will return to the aerodrome of departure without making an intermediate landing.
- (7) In order to comply with instrument flight rules (IFR), before an aircraft either takes off from a point within any controlled airspace, or enters any controlled airspace, or in other circumstances prescribed for this purpose, the pilot-in-command shall cause a flight plan to be communicated to the appropriate air traffic control unit and shall obtain an air traffic control clearance based on such flight plan.
- (8) The pilot-in-command after he has flown in controlled airspace shall, unless he has requested the appropriate air traffic control unit to cancel his flight plan, forthwith inform that unit when the aircraft lands within or leaves that controlled airspace.

**Contents of  
a flight plan**

- 33.** (1) A person filing an instrument flight rules (IFR) or visual flight rules (VFR) flight plan shall include in it the following information:
- (a) aircraft identification;

- (b) flight rules and type of flight;
  - (c) number and type(s) of aircraft and wake turbulence category;
  - (d) equipment;
  - (e) departure aerodrome
  - (f) estimated off-block time;
  - (g) cruising speed(s);
  - (h) cruising level(s);
  - (i) route to be followed;
  - (j) destination aerodrome and total estimated elapsed time;
  - (k) alternate aerodrome(s);
  - (l) fuel endurance;
  - (m) total number of persons on board;
  - (n) emergency and survival equipment; and
  - (o) other information referred to in sub-regulation (2)..
- (2) A flight plan, for whatever purpose it is submitted, shall contain information, as applicable:
- (a) on relevant items up to and including an alternate aerodrome(s) regarding the whole route or the portion thereof for which the flight plan is submitted; and
  - (b) on all other items when so prescribed by the appropriate air traffic services authority or when otherwise deemed necessary by the person submitting the flight plan.

**Changes to a 34.  
flight plan**

- (1) Subject to regulation 49, where a change occurs to a flight plan submitted for an instrument flight rules (IFR) flight or a visual flight rules (VFR) flight operated as a controlled flight, the pilot-in-command shall report that change as soon as practicable to the appropriate air traffic services (ATS) unit.
- (2) Subject to regulation 49, in the case of a VFR flight other than that operated as a controlled flight, the pilot-in-command shall report significant changes to a flight plan as soon as practicable to the appropriate ATS unit.

- (3) Any information submitted prior to departure regarding fuel endurance or total number of persons carried on board, if incorrect at the time of departure, constitutes a significant change to the flight plan and as such shall be reported.

**Closing a  
flight plan**

- 35. (1) Unless otherwise prescribed by the appropriate air traffic services (ATS) authority, a pilot-in-command shall make a report of arrival in person or by radio or via data link at the earliest possible moment after landing, to the appropriate ATS unit at the arrival aerodrome, by any flight for which a flight plan has been submitted covering the entire flight or the remaining portion of a flight to the destination aerodrome.
- (2) When a flight plan has been submitted only in respect of a portion of a flight, other than the remaining portion of a flight to destination, the pilot-in-command shall, when required, close it by an appropriate report to the relevant ATS unit.
- (3) When no air traffic services unit exists at the arrival aerodrome, the pilot-in-command shall contact the nearest ATS unit to close the flight plan immediately after landing and by the quickest means available.
- (4) When communication facilities at the arrival aerodrome are known to be inadequate and alternate arrangements for the handling of arrival reports on the ground are not available, the pilot-in-command shall immediately prior to landing, if practicable, transmit to the appropriate ATS unit, a message comparable to an arrival report, where such a report is required.
- (5) The transmission referred to in sub-regulation (4) shall normally be made to the aeronautical station serving the ATS unit in charge of the flight information region in which the aircraft is operated.
- (6) A pilot-in-command shall include the following elements of information in his arrival reports:
  - (a) aircraft identification;
  - (b) departure aerodrome;
  - (c) destination aerodrome, only in the case of a diversionary landing;
  - (d) arrival aerodrome; and
  - (e) time of arrival.
- (7) The pilot-in-command of an aircraft who has caused notice of the aircraft's



intended arrival at any aerodrome to be given to the ATS unit or other authority at that aerodrome shall ensure that the ATS unit or other authority at that aerodrome is informed as quickly as possible of any change of intended destination and any estimated delay in arrival of forty five minutes or more.

### *Signals*

#### **Universal aviation signals**

- 36.** (1) Where a signal is given or displayed, or whenever any marking specified in regulations 41 up to and including 43 is displayed by any person in an aircraft, or at an aerodrome, or at any other place which is being used by aircraft for landing or take-off, the signal shall, when given or displayed in Rwanda, have the meaning assigned to it, and no other signals likely to be confused with them shall be used.
- (2) Upon observing or receiving any of the signals specified in sub-regulation (1), a pilot-in-command shall take such action as may be required by the interpretation of the signal specified in these Regulations.
- (3) A signalman shall be responsible for providing standard marshalling signals to aircraft in a clear and precise manner using the signals shown in these Regulations.
- (4) A person shall not guide an aircraft unless trained, qualified and approved by the relevant appropriate authority to carry out the functions of a signalman.
- (5) The signalman shall wear a distinctive fluorescent identification vest to allow the flight crew to identify that he is the person responsible for the marshalling operation.
- (6) Daylight-fluorescent wands, table-tennis bats or gloves shall be used for all signalling by all participating ground staff during daylight hours, while illuminated wands shall be used at night or in low visibility.
- (7) None of the provisions in these Regulations shall prevent the use by an aircraft in distress of any means at its disposal to attract attention and make known its position.

#### **Distress signals**

- 37.** The following signals, used either together or separately, mean that grave and imminent danger threatens, and immediate assistance is requested:
- (a) a signal made by radiotelegraphy or by any other signalling method consisting of the group SOS ( • • • — — — • • • in the Morse Code);

- (b) a radiotelephony distress signal consisting of the spoken word MAYDAY;
- (c) a distress message sent via data link which transmits the intent of the word MAYDAY;
- (d) rockets or shells throwing red lights, fired one at a time at short intervals;
- (e) a parachute flare showing a red light.

**Urgency signals**

- 38.** (1) The following signals, used either together or separately, mean that an aircraft wishes to give notice of difficulties which compel it to land without requiring immediate assistance:
- (a) the repeated switching on and off of the landing lights; or
  - (b) the repeated switching on and off of the navigation lights in such manner as to be distinct from flashing navigation lights.
- (2) The following signals, used either together or separately, mean that an aircraft has a very urgent message to transmit concerning the safety of a ship, aircraft or other vehicle, or of some person on board or within sight:
- (a) a signal made by radiotelegraphy or by any other signalling method consisting of the group XXX;
  - (b) a signal sent by radiotelephony consisting of the spoken words PAN, PAN;
  - (c) an urgency message sent via data link which transmits the intent of the words PAN, PAN.

**Aircraft interception and interception signals**

- 39.** (1) The pilot-in-command of every aircraft flying over or maneuvering within Rwanda territory, when intercepted, shall comply with standards set out in regulation 60 (2), by interpreting and responding to visual signals as set out in Table 2.
- (2) The intercepting aircraft shall interpret visual signals from an intercepted aircraft as set out in Table 3.
- (3) Pilots of intercepting aircraft equipped with an SSR transponder shall suppress the transmission of pressure-altitude information (in Mode C

replies or in the AC field of Mode S replies) within a range of at least 37 km (20 NM) of the aircraft being intercepted in order to prevent the airborne collision avoidance system (ACAS) in the intercepted aircraft from using resolution advisories in respect of the interceptor, while the ACAS traffic advisory information will remain available.

- (4) The pilot-in-command of every aircraft carrying Rwanda nationality mark or operated by Rwanda operators, wherever such aircraft may be, outside Rwanda territory, shall comply with the rules and regulations relating to the flight and maneuver of aircraft there in force.
- (5) The pilot-in-command of every aircraft carrying Rwanda nationality mark or operated by Rwanda operators, wherever such aircraft may be outside Rwanda territory, when intercepted by a military or government aircraft, shall comply with the international standards when interpreting and responding to visual signals and communication as specified in regulation 60.
- (6) No pilot of every aircraft carrying Rwanda nationality mark or operated by Rwanda operators shall conduct an international flight unless the procedures and signals relating to interception of aircraft, as specified in regulation 60, are readily available on the flight deck.

**Table 2 - SIGNALS INITIATED BY INTERCEPTING AIRCRAFT AND RESPONSES BY INTERCEPTED AIRCRAFT**

Seri es	INTERCEPTING Aircraft Signals	Meaning	INTERCEPTED Aircraft Responds	Meaning
1	DAY or NIGHT — Rocking aircraft and flashing navigational lights at irregular intervals (and landing lights in the case of a helicopter) from a position slightly above and ahead of, and normally to the left of, the intercepted aircraft (or to the right if the intercepted aircraft is a helicopter) and, after acknowledgement, a slow level turn, normally to the left, (or	You have been intercepted . Follow me.	DAY or NIGHT - Rocking aircraft. Flashing navigational lights at irregular intervals and following.	Understood,  will comply.

	<p>to the right in the case of a helicopter) on the desired heading.</p> <p>Note 1. — Meteorological conditions or terrain may require the intercepting aircraft to reverse the positions and direction of turn given above in Series 1.</p> <p>Note 2. — If the intercepted aircraft is not able to keep pace with the intercepting aircraft, the latter is expected to fly a series of race-track patterns and to rock the aircraft each time it passes the intercepted aircraft.</p>			
2	<p>DAY or NIGHT — An abrupt break-away manoeuvre from the intercepted aircraft consisting of a climbing turn of 90 degrees or more without crossing the line of flight of the intercepted aircraft.</p>	<p>You may proceed.</p>	<p>DAY or NIGHT - Rocking the aircraft.</p>	<p>Understood, will comply.</p>
3	<p>DAY or NIGHT — Lowering landing gear (if fitted), showing steady landing lights and overflying runway in use or, if the intercepted aircraft is a helicopter, overflying the helicopter landing area. In the case of helicopters, the</p>	<p>Land at this aerodrome.</p>	<p>DAY or NIGHT - Lowering landing gear (if fitted), showing steady landing lights and following the intercepting aircraft and, if, after overflying the runway in use or helicopter landing</p>	<p>Understood, will comply.</p>

	intercepting helicopter makes a landing approach, coming to hover near to the landing area.		area, landing is considered safe, proceeding to land.	
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Table 3 - SIGNALS INITIATED BY INTERCEPTED AIRCRAFT AND RESPONSES BY INTERCEPTING AIRCRAFT

Seri es	INTERCEPTED Aircraft Signals	Meaning	INTERCEPTIN G Aircraft Responds	Meaning
4	DAY or NIGHT — Raising landing gear (if fitted) and flashing landing lights while passing over runway in use or helicopter landing area at a height exceeding 300 m (1,000 ft) but not exceeding 600 m (2,000 ft) (in the case of a helicopter, at a height exceeding 50 m (170 ft) but not exceeding 100 m (330 ft) above the aerodrome level, and continuing to circle runway in use or helicopter landing area. If unable to flash landing lights, flash any other lights available.	Aerodrome you have designated is inadequate.	DAY or NIGHT — If it is desired that the intercepted aircraft follow the intercepting aircraft to an alternate aerodrome, the intercepting aircraft raises its landing gear (if fitted) and uses he Series 1 signals prescribed for intercepting aircraft.  If it is decided to release the incepted aircraft. the intercepting aircraft uses the Series 2 signals prescribed for intercepting aircraft.	Understood, follow me.  Understood, you may proceed.

5	DAY or NIGHT — Regular switching on and off of all available lights but in such a manner as to be distinct from flashing lights.	Cannot comply.	DAY or NIGHT — Use Series 2 signals prescribed for intercepting aircraft.	Understood.
6	DAY or NIGHT — Irregular flashing of all available lights.	In distress.	DAY or NIGHT — Use Series 2 signals prescribed for intercepting aircraft.	Understood.

**Visual signals to warn unauthorized aircraft entering notified airspaces**

- 40.** The pilot-in-command shall take such remedial action as may be necessary, when by day or night, a series of projectiles is discharged from the ground at intervals of 10 seconds, each showing, on bursting, red and green lights or stars indicating to an unauthorized aircraft that it is flying in or about to enter a restricted, prohibited or danger area.

**Signals for aerodrome traffic.**

- 41.** (1) Aerodrome controllers shall use and pilots shall obey the following lights and pyrotechnic signals shown in Table 4 herebelow and illustrated in Figure 10.
- (2) Pilots shall acknowledge aerodrome controller signals as follows:
- (a) when in flight:
- (i) during the hours of daylight by rocking the aircraft's wings, except that this signal shall not be expected on the base and final legs of the approach;
- (ii) during the hours of darkness by flashing on and off twice the aircraft's landing lights or, if not so equipped, by switching on and off twice its navigation lights.

- (b) when on the ground:
- (i) during the hours of daylight by moving the aircraft's ailerons or rudder;
  - (ii) during the hours of darkness by flashing on and off twice the aircraft's landing lights or, if not so equipped, by switching on and off twice its navigation lights.
- (3) Aerodrome authorities shall use the visual ground signals as shown in figures 11 to 20 during the situations indicated therein.

TABLE 4 - LIGHT AND PYROTECHNIC SIGNALS FROM AERODROME CONTROL

Light		From Aerodrome control to:	
		Aircraft in flight	Aircraft on the ground
Directed towards aircraft concerned	Steady green	<ul style="list-style-type: none"> <li>Cleared to land</li> </ul>	Cleared for take-off
	Steady red`	<ul style="list-style-type: none"> <li>Give way to other aircraft and continue circling</li> </ul>	Stop
	Series of green flashes	<ul style="list-style-type: none"> <li>Return for landing*</li> </ul>	Cleared to taxi
	Series of red flashes	<ul style="list-style-type: none"> <li>Aerodrome unsafe, do not land</li> </ul>	Taxi clear of landing area in use
	Series of white flashes	<ul style="list-style-type: none"> <li>Land at this aerodrome and proceed to apron*</li> </ul>	Return to starting point on the aerodrome
Red pyrotechnic		Notwithstanding any previous instructions, do not land for the time being	
* Clearances to land and to taxi will be given in due course.			

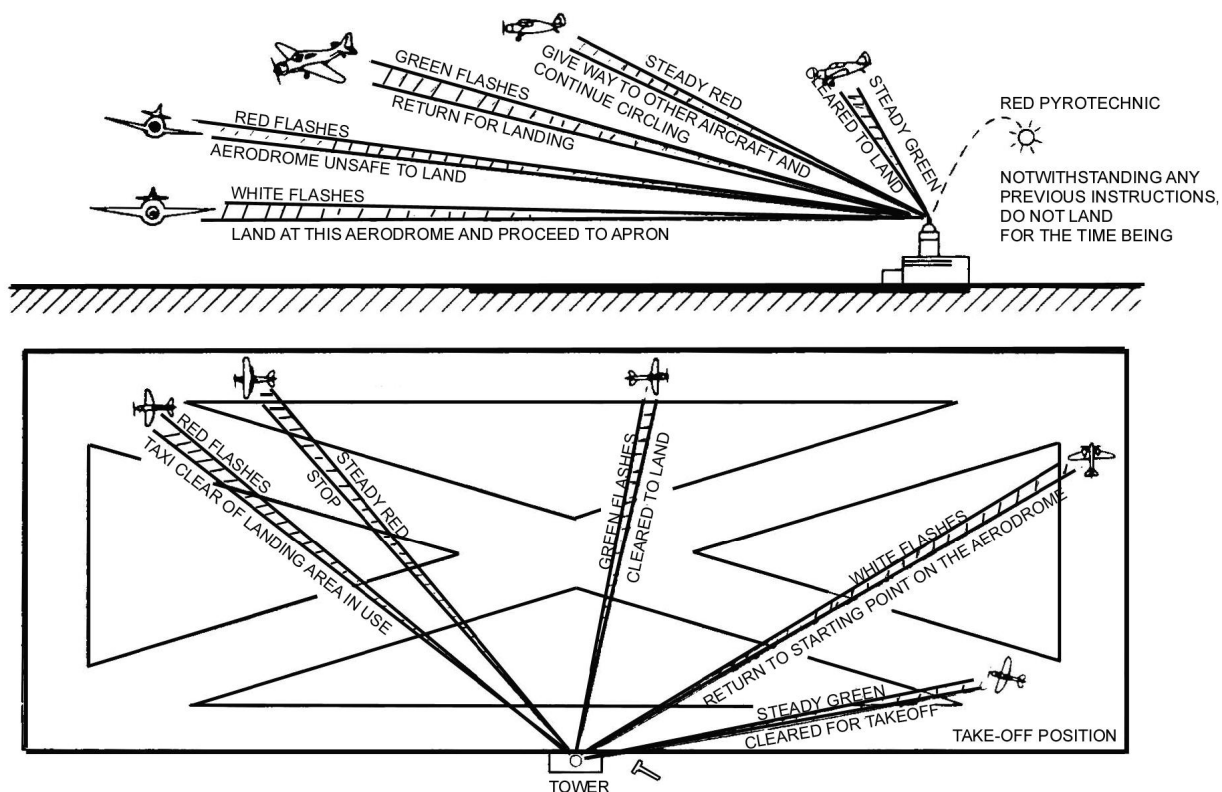


Figure 10: Light and Pyrotechnic Signals from Aerodrome Control

- (a) prohibition of landing - a horizontal red square panel with yellow diagonals, as shown in Figure 11 when displayed in a signal area indicates that landings are prohibited and that the prohibition is liable to be prolonged;

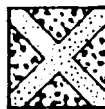


Figure 11

- (b) need for special precautions while approaching or landing - a horizontal red square panel with one yellow diagonal, as shown in Figure 12 when displayed in a signal area indicates that owing to the bad state of the manoeuvring area, or for any other reason, special precautions shall be observed in approaching to land or in landing;





Figure 12

- (c) use of runways and taxiways:
- (i) a horizontal white dumb-bell, as shown in Figure 13 when displayed in a signal area indicates that aircraft are required to land, take off and taxi on runways and taxiways only;



Figure 13

- (ii) the same horizontal white dumb-bell as in Figure 13 but with a black bar placed perpendicular to the shaft across each circular portion of the dumb-bell, as shown in Figure 14 when displayed in a signal area indicates that aircraft are required to land and take off on runways only, but other manoeuvres need not be confined to runways and taxiways;

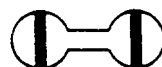


Figure 14

- (d) closed runways or taxiways - crosses of a single contrasting colour, yellow or white, as shown in Figure 15, displayed horizontally on runways and taxiways or parts thereof indicate an area unfit for movement of aircraft;



Figure 15

- (e) directions for landing or take-off:
- (i) a horizontal white or orange landing T, as shown in Figure 16, indicates the direction to be used by aircraft for landing and take-off, which shall be in a direction parallel to the shaft of the T towards the cross arm and when used at night, the landing T is either illuminated or outlined in white coloured lights.

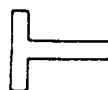


Figure 16

- (ii) a set of two digits , as shown in Figure 17, displayed vertically at or near the aerodrome control tower indicates to aircraft on the manoeuvring area the direction for take-off, expressed in units of 10 degrees to the nearest 10 degrees of the magnetic compass;



Figure 17

- (f) right-hand traffic - when displayed in a signal area, or horizontally at the end of the runway or strip in use, a right-hand arrow of conspicuous colour , as shown in Figure 18 indicates that turns are to be made to the right before landing and after take-off;

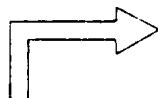


Figure 18

- (g) air traffic services reporting office - the letter C displayed vertically in black against a yellow background , as shown in Figure 19 indicates the location of the ATS reporting office;

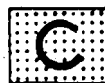


Figure 19

- (h) glider flights in operation- a double white cross displayed horizontally , as shown in Figure 20 in the signal area indicates that the aerodrome is being used by gliders and that glider flights are being performed;



Figure 20

- (i) helicopter operations – a white letter H displayed horizontally as shown in figure 21 indicates that helicopters shall take off and land within the designated area;

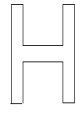


Figure 21

**Marshalling signals: signalman to a pilot**

- 42.**
- (1) The marshalling signals shown in figures 22 to 56 below shall be used from a signalman to a pilot of an aircraft.
  - (2) The signals are designed for use by the signalman, with hands illuminated as necessary to facilitate observation by the pilot, and facing the aircraft in a position:
    - (a) for fixed-wing aircraft, the signalman shall be positioned forward of the left-wing tip within view of the pilot and,
    - (b) for helicopters, where the signalman can best be seen by the pilot.
  - (3) The meaning of the relevant signals remains the same if bats, illuminated wands or torchlights are held.
  - (4) The aircraft engines are numbered, for the signalman facing the aircraft, from right to left (i.e.No. 1 engine being the port outer engine).
  - (5) Signals marked with an asterisk are designed for use to hovering helicopters.
  - (6) Prior to using the signals, as shown in Figures 22 to 56 the signalman shall ascertain that the area within which an aircraft is to be guided is clear of objects which the aircraft might otherwise strike.



Figure 22

**1. Wingwalker/guide**

Raise right hand above head level with wand pointing up; move left-hand wand pointing down toward body.

*Note.— This signal provides an indication by a person positioned at the aircraft wing tip, to the pilot/ marshaller/ push-back operator, that the aircraft movement on/off a parking position would be unobstructed.*

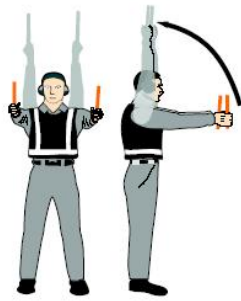


Figure 23

## 2. Identify gate

Raise fully extended arms straight above head with wands pointing up.



Figure 24

## 3. Proceed to next signalman or as directed by tower/ground control

Point both arms upward; move and extend arms outward to sides of body and point with wands to direction of next signalman or taxi area.



Figure 25

## 4. Straight ahead

Bend extended arms at elbows and move wands up and down from chest height to head.



Figure 26

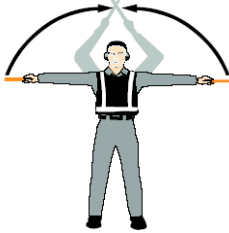




## 5 a). Turn left (from pilot's point of view)






With right arm and wand extended at a 90-degree angle to body, make "come ahead" signal with left hand. The rate of signal motion indicates to pilot the rate of aircraft turn.




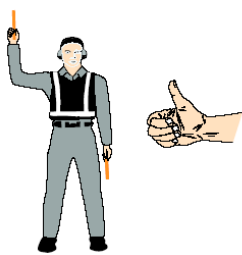


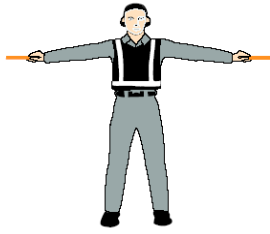
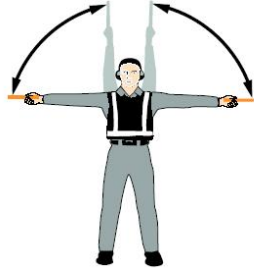
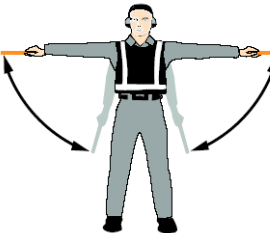

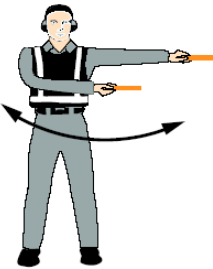
## 5 b). Turn right (from pilot's point of view)

With left arm and wand extended at a 90-degree angle to body, make "come ahead" signal with right hand.


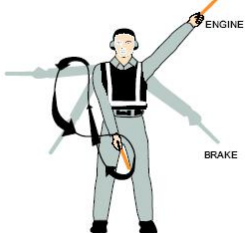
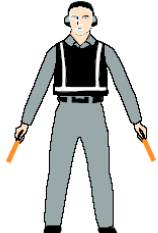


Figure 27	The rate of signal motion indicates to pilot the rate of aircraft turn.
 <p>Figure 28</p>	<p><b>6 a). Normal stop</b></p> <p>Fully extend arms and wands at a 90-degree angle to sides and slowly move to above head until wands cross.</p>
 <p>Figure 29</p>	<p><b>6 b). Emergency stop</b></p> <p>Abruptly extend arms and wands to top of head, crossing wands.</p>
 <p>Figure 30</p>	<p><b>7 a). Set brakes</b></p> <p>Raise hand just above shoulder height with open palm. Ensuring eye contact with flight crew, close hand into a fist. <b>Do not</b> move until receipt of “thumbs up” acknowledgement from flight crew.</p>
 <p>Figure 31</p>	<p><b>7 b). Release brakes</b></p> <p>Raise hand just above shoulder height with hand closed in a fist. Ensuring eye contact with flight crew, open palm. <b>Do not</b> move until receipt of “thumbs up” acknowledgement from flight crew.</p>
 <p>Figure 32</p>	<p><b>8 a). Chocks inserted</b></p> <p>With arms and wands fully extended above head, move wands inward in a “jabbing” motion until wands touch. <b>Ensure</b> acknowledgement is received from flight crew.</p>

 <p>Figure 33</p>	<p><b>8 b). Chocks removed</b></p> <p>With arms and wands fully extended above head, move wands outward in a “jabbing” motion. <b>Do not</b> remove chocks until authorized by flight crew.</p>
 <p>Figure 34</p>	<p><b>9. Start engine(s)</b></p> <p>Raise right arm to head level with wand pointing up and start a circular motion with hand; at the same time, with left arm raised above head level, point to engine to be started.</p>
 <p>Figure 35</p>	<p><b>10. Cut engines</b></p> <p>Extend arm with wand forward of body at shoulder level; move hand and wand to top of left shoulder and draw wand to top of right shoulder in a slicing motion across throat.</p>
 <p>Figure 36</p>	<p><b>11. Slow down</b></p> <p>Move extended arms downwards in a “patting” gesture, moving wands up and down from waist to knees.</p>
 <p>Figure 37</p>	<p><b>12. Slow down engine(s) on indicated side</b></p> <p>With arms down and wands toward ground, wave either <i>right</i> or <i>left</i> wand up and down indicating engine(s) on <i>left</i> or <i>right</i> side respectively should be slowed down.</p>

 <p>Figure 38</p>	<p><b>13. Move back</b></p> <p>With arms in front of body at waist height, rotate arms in a forward motion. To stop rearward movement, use signal 6 a) or 6 b).</p>
 <p>Figure 39</p>	<p><b>14 a). Turns while backing (for tail to starboard)</b></p> <p>Point left arm with wand down and bring right arm from overhead vertical position to horizontal forward position, repeating right-arm movement.</p>
 <p>Figure 40</p>	<p><b>14 b). Turns while backing (for tail to port)</b></p> <p>Point right arm with wand down and bring left arm from overhead vertical position to horizontal forward position, repeating left-arm movement.</p>
 <p>Figure 41</p>	<p><b>15. Affirmative/all clear</b></p> <p>Raise right arm to head level with wand pointing up or display hand with “thumbs up”; left arm remains at side by knee.</p> <p><i>Note.— This signal is also used as a technical/servicing communication signal.</i></p>

 <p>Figure 42</p>	<p><b>*16. Hover</b></p> <p>Fully extend arms and wands at a 90-degree angle to sides.</p>
 <p>Figure 43</p>	<p><b>*17. Move upwards</b></p> <p>Fully extend arms and wands at a 90-degree angle to sides and, with palms turned up, move hands upwards. Speed of movement indicates rate of ascent.</p>
 <p>Figure 44</p>	<p><b>*18. Move downwards</b></p> <p>Fully extend arms and wands at a 90-degree angle to sides and, with palms turned down, move hands downwards. Speed of movement indicates rate of descent.</p>
 <p>Figure 45</p>	<p><b>*19 a). Move horizontally left (from pilot's point of view)</b></p> <p>Extend arm horizontally at a 90-degree angle to right side of body. Move other arm in same direction in a sweeping motion.</p>
 <p>Figure 46</p>	<p><b>*19 b). Move horizontally right (from pilot's point of view)</b></p> <p>Extend arm horizontally at a 90-degree angle to left side of body. Move other arm in same direction in a sweeping motion.</p>



 <p>Figure 47</p>	<p><b>*20. Land</b></p> <p>Cross arms with wands downwards and in front of body.</p>
 <p>Figure 48</p>	<p><b>21. Fire</b></p> <p>Move right-hand wand in a “fanning” motion from shoulder to knee, while at the same time pointing with left-hand wand to area of fire.</p>
 <p>Figure 49</p>	<p><b>22. Hold position/stand by</b></p> <p>Fully extend arms and wands downwards at a 45-degree angle to sides. Hold position until aircraft is clear for next manoeuvre.</p>
 <p>Figure 50</p>	<p><b>23. Dispatch aircraft</b></p> <p>Perform a standard salute with right hand and/or wand to dispatch the aircraft. Maintain eye contact with flight crew until aircraft has begun to taxi.</p>
 <p>Figure 51</p>	<p><b>24. Do not touch controls (technical/servicing communication signal)</b></p> <p>Extend right arm fully above head and close fist or hold wand in horizontal position; left arm remains at side by knee.</p>

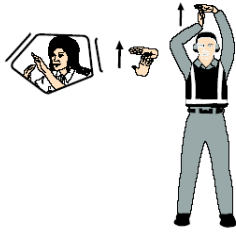
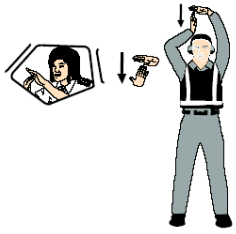
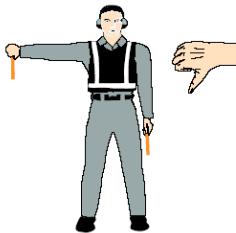

 <p>Figure 52</p>	<p><b>25. Connect ground power (technical/servicing communication signal)</b></p> <p>Hold arms fully extended above head; open left hand horizontally and move finger tips of right hand into and touch open palm of left hand (forming a “T”). At night, illuminated wands can also be used to form the “T” above head.</p>
 <p>Figure 53</p>	<p><b>26. Disconnect power (technical/servicing communication signal)</b></p> <p>Hold arms fully extended above head with finger tips of right hand touching open horizontal palm of left hand (forming a “T”); then move right hand away from the left. <b>Do not</b> disconnect power until authorized by flight crew. At night, illuminated wands can also be used to form the “T” above head.</p>
 <p>Figure 54</p>	<p><b>27. Negative (technical/servicing communication signal)</b></p> <p>Hold right arm straight out at 90 degrees from shoulder and point wand down to ground or display hand with “thumbs down”; left hand remains at side by knee.</p>
 <p>Figure 55</p>	<p><b>28. Establish communication via interphone (technical/servicing communication signal)</b></p> <p>Extend both arms at 90 degrees from body and move hands to cup both ears.</p>



Figure 56

**29. Open/close stairs (technical/servicing communication signal)**

With right arm at side and left arm raised above head at a 45-degree angle, move right arm in a sweeping motion towards top of left shoulder.

*Note.— This signal is intended mainly for aircraft with the set of integral stairs at the front.*

**Marshalling signals: pilot to a signalman**

- 43.** A pilot shall use the signals shown in Table 5 when communicating with a signalman on the ground:

**TABLE 5 – MARSHALLING SIGNALS PILOT TO GROUND SIGNALMAN**

Description of Signal	Meaning of Signal
(a) Raise arm and hand with fingers extended horizontal in front of face, then clench fist	Brakes engaged.
(b) Raise arm with fist clenched horizontally in front of face, then extend fingers.	Brakes released.

(c) Arms extended palms facing outwards, move hands inwards to cross in front of face.	Insert chocks.
(d) Hands crossed in front of face, palms facing outwards, move arms outwards.	Remove chocks
(e) Raise the number of fingers on the hand indicating the number of the engine to be started. For this purpose the aircraft engines shall be numbered in relation to the marshaller facing the aircraft, from his right to his left, for example No. 1 engine shall be the port outer engine, number 2 engine shall be the port inner engine, number 3 engine shall be the starboard inner engine and number 4 engine shall be the starboard outer engine.	Ready to start engine.

### *Time*

- Time**      **44.**    (1) A pilot-in-command flying an aircraft shall use Co-ordinated Universal Time which shall be expressed in hours and minutes and, when required, seconds of the twenty four hour day beginning at midnight.
- (2) A pilot-in-command shall obtain a time check prior to operating a controlled flight and at such other times during the flight as may be necessary, such time check shall be obtained from an air traffic services unit unless other arrangements have been made by the operator or by the Authority.
- (3) Wherever time is utilized in the application of data link communications, it shall be accurate to within one second of Co-ordinated Universal Time.

### *Air traffic control service*

- Air Traffic Control**    **45.**    (1) A pilot-in-command shall not commence a flight in an aircraft unless he has obtained an air traffic control clearance prior to operating a controlled flight,

## **clearances**

or a portion of a flight as a controlled flight.

- (2) A pilot-in-command shall request air traffic control clearance referred to in sub-regulation (1) through the submission of a flight plan to an air traffic control unit.
- (3) Where a pilot-in-command has requested a clearance involving priority, that pilot-in-command shall submit a report explaining the necessity for such priority, if requested by the appropriate air traffic control unit.
- (4) A person operating an aircraft on a controlled aerodrome shall not taxi on the manoeuvring area without clearance from the aerodrome control tower and shall comply with any instructions given by that unit.
- (5) The pilot-in-command of an aircraft shall fly in conformity with the air traffic control clearance issued for the flight as amended by any further instructions given by an air traffic control unit, and with the holding and instrument approach procedures, notified in relation to the aerodrome of destination, unless the pilot-in-command:
  - (a) is able to fly in uninterrupted visual meteorological conditions (VMC) for so long as he remains in controlled airspace; and
  - (b) has informed the appropriate air traffic control unit of his intention to continue the flight in compliance with visual flight rules (VFR) and has requested that unit to cancel his instrument flight rules (IFR) flight plan:

provided that if an emergency arises which requires an immediate deviation from an air traffic control clearance, the pilot-in-command of the aircraft shall, as soon as possible, inform the appropriate air traffic control unit of the deviation.

## **Potential re-clearance in flight**

- 46.** If prior to departure, a pilot-in-command anticipates that depending on fuel endurance and subject to re-clearance in flight, a decision may be taken to proceed to a revised destination aerodrome, he shall notify the appropriate air traffic control units by the insertion in the flight plan of information concerning the revised route (where known) and the revised destination.

## **Adherence to current flight plan**

- 47.** (1) Except as provided for in regulation 54, an aircraft shall adhere to the current flight plan or the applicable portion of a current flight plan for a controlled flight within the tolerances defined in sub-regulations (2) to (3) unless a request for a change has been made and clearance obtained from

the appropriate air traffic control unit, or unless an emergency situation arises which necessitates immediate action by the aircraft, in which event as soon as circumstances permit, after such emergency authority is exercised, the appropriate air traffic services unit shall be notified of the action taken and that this action has been taken under emergency authority.

- (2) Unless otherwise authorized by the appropriate ATS authority, or directed by the appropriate air traffic control unit, controlled flights shall, in so far as practicable:
  - (a) when on an established ATS route, operate along the defined centre line of that route; or
  - (b) when on any other route, operate directly between the navigation facilities and/or points defining that route.
- (3) Subject to the overriding requirement in sub-regulation (2), an aircraft operating along an ATS route segment defined by reference to very high frequency omnidirectional radio ranges shall change over for its primary navigation guidance from the facility behind the aircraft to that ahead of it at, or as close as operationally feasible to, the changeover point, where established.
- (4) Deviation from the requirements in sub-regulation (2) shall be notified to the appropriate air traffic services unit.

**Route to be  
flown**

**48.**

- (1) Unless otherwise authorized or directed by the appropriate air traffic control unit, a pilot-in-command of a controlled flight shall, in so far as practicable:
  - (a) when on an established air traffic services (ATS) route, operate along the defined centre line of that route; or
  - (b) when on any other route, operate directly between the navigation facilities and/or points defining that route.
- (2) A pilot-in-command shall notify the appropriate air traffic control unit of any deviation from the requirements in sub-regulation (1).
- (3) A pilot-in-command of a controlled flight operating along an ATS route segment defined by reference to very high frequency omnidirectional range shall change over for its primary navigation guidance from the facility behind the aircraft to that ahead of it at, or as close as operationally feasible to, the change-over point, where established.

**Deviations from the current flight plan**

- 49.** (1) In the event that a controlled flight deviates from its current flight plan, the following action shall be taken::
- (a) *Deviation from track:* if the aircraft is off track, action shall be taken forthwith to adjust the heading of the aircraft to regain track as soon as practicable.
  - (b) *Deviation from ATC assigned Mach number/indicated airspeed:* the appropriate air traffic services unit shall be informed immediately.
  - (c) *Deviation from Mach number/true airspeed:* if the sustained Mach number/true airspeed at cruising level varies by plus or minus Mach 0.02 or more, or plus or minus 19 km/h (10 kt) true airspeed or more from the current flight plan, the appropriate air traffic services unit shall be so informed.
  - (d) *Change in time estimate:* except where ADS-C is activated and serviceable in airspace where ADS-C services are provided, if the time estimate for the next applicable reporting point, flight information region boundary or destination aerodrome, whichever comes first, changes in excess of 2 minutes from that previously notified to air traffic services, or such other period of time as is prescribed by the appropriate ATS authority or on the basis of regional air navigation agreements, the flight crew shall notify the appropriate air traffic services unit as soon as possible.
- (2) When ADS-C services are provided and ADS-C is activated, the air traffic services unit shall be informed automatically via data link whenever changes occur beyond the threshold values stipulated by the ADS event contract.

**Requests for current flight plan changes**

- 50.** Requests for current flight plan changes shall include information as indicated hereunder:
- (a) *Change of cruising level:* aircraft identification; requested new cruising level and cruising Mach number/true airspeed at this level; revised time estimates (when applicable) at subsequent reporting points or flight information region boundaries.
  - (b) *Change of Mach number/true airspeed:* aircraft identification; requested Mach number/true airspeed.
  - (c) *Change of route:*

- (i) *Destination unchanged:* aircraft identification; flight rules; description of new route of flight including related flight plan data beginning with the position from which requested change of route is to commence; revised time estimates; any other pertinent information.
- (ii) *Destination changed:* aircraft identification; flight rules; description of revised route of flight to revised destination aerodrome including related flight plan data, beginning with the position from which requested change of route is to commence; revised time estimates; alternate aerodrome(s); any other pertinent information.

**Position  
reports**

- 51.**
- (1) Unless exempted by the appropriate air traffic services authority, or by the appropriate air traffic services unit under conditions specified by the said authority, a pilot of a controlled flight shall report to the appropriate air traffic services unit, as soon as possible:
    - (a) the time and level of passing each designated compulsory reporting point, except that while the aircraft is under radar control, only the passing of those reporting points specifically requested by air traffic control need be reported, together with any other required information, unless exempted from this requirement by the appropriate air traffic control unit under conditions specified by the Authority;
    - (b) any unforecasted weather conditions encountered; and
    - (c) any other information relating to the safety of flight, such as hazardous weather or abnormal radio station indications.
  - (2) A pilot of a controlled flight shall make position reports in relation to additional points when requested by the appropriate air traffic control unit.
  - (3) In the absence of designated reporting points, a pilot of a controlled flight shall make position reports at intervals prescribed by the Authority or specified by the appropriate air traffic control unit.
  - (4) A pilot-in-command of a controlled flight providing position information to the appropriate air traffic control unit via data link communications shall only provide voice position reports when requested.
  - (5) A pilot of a controlled flight shall, except when landing at a controlled aerodrome, advise the appropriate air traffic control unit as soon as the flight ceases to be subject to air traffic control service.



<b>Air traffic control clearances for VFR flights</b>	<p><b>52.</b> A pilot of a visual flight rules (VFR) flight shall comply with the provisions of regulations 45, 46, 47, 48, 49, 50, 51 54, 56 and 57 when:</p> <ul style="list-style-type: none"> <li>(a) operated within Classes C and D airspace, and, when used in a Flight Information Region, Class B;</li> <li>(b) forming part of aerodrome traffic at controlled aerodromes; or</li> <li>(c) operated as special VFR.</li> </ul>
<b>VFR flight within designated areas</b>	<p><b>53.</b> A pilot-in-command operating a VFR flight within or into areas, or along routes, designated by the Authority in accordance with sub-regulation 32 (2)(c) or (d) shall maintain continuous air-ground voice communication watch on the appropriate communication channel of, and report its position as necessary to, the air traffic services unit providing flight information service.</p>
<b>Weather deterioration below VMC</b>	<p><b>54.</b> A pilot-in-command of a visual flight rules (VFR) flight operated as a controlled flight shall, when it becomes evident that flight in visual meteorological conditions (VMC) in accordance with its current control flight plan will not be practicable:</p> <ul style="list-style-type: none"> <li>(a) request an amended clearance enabling the aircraft to continue in VMC to its destination or to an alternative aerodrome, or to leave the airspace within which an air traffic control clearance is required;</li> <li>(b) if no clearance can be obtained in accordance with sub-paragraph (a), continue to operate in VMC and notify the appropriate air traffic control unit of the action being taken either to leave the airspace concerned or to land at the nearest suitable aerodrome;</li> <li>(c) if operating within a control zone, request authorization to operate as a special VFR; or</li> <li>(d) request clearance to operate in instrument flight rules (IFR), if currently rated for IFR operations.</li> </ul>
<b>Operation under IFR in controlled</b>	<p><b>55.</b> (1) A pilot-in-command of an aircraft operated in controlled airspace under instrument flight rules (IFR) shall report as soon as practical to air traffic control unit any malfunctions of navigational, approach, or communication equipment occurring in flight.</p>

**airspace  
malfunction  
reports**

- (2) In each report specified in sub-regulation (1), the pilot-in-command shall include:
  - (a) the aircraft identification;
  - (b) the equipment affected;
  - (c) the degree to which the capability of the pilot to operate under IFR in the air traffic control system is impaired; and
  - (d) the nature and extent of assistance desired from air traffic control unit.

**Communications**

56. (1) A person operating an aircraft as a controlled flight shall maintain a continuous air-ground voice communication watch on the appropriate radio frequency of, and establish two-way communication as required, with, the appropriate air traffic control unit, except as may be prescribed by the appropriate air traffic services authority in respect of an aircraft forming part of aerodrome traffic at a controlled aerodrome.
- (2) Automatic signalling devices may be used to satisfy the requirement to maintain a continuous listening watch, if authorized by the Authority.

**Communication failure:  
air-to-ground**

57. (1) Where a pilot-in-command has been unable to establish contact with an aeronautical ground station in order to comply with regulation 56, the pilot-in-command shall comply with the voice communication failure procedures contained in Volume II of the latest effective edition of Annex 10 – *Aeronautical Telecommunications* of the Chicago Convention and with such of the procedures contained in this regulation as are appropriate, and shall attempt to establish communications with the appropriate air traffic control unit using all other available means.
- (2) Where an aircraft forms part of the aerodrome traffic at a controlled aerodrome, the pilot-in-command shall keep a watch for such instructions as may be issued by visual signals.
- (3) If a pilot-in-command is unable to establish communication and is in visual meteorological conditions, he shall:
  - (a) continue to fly in visual meteorological conditions, land at the nearest suitable aerodrome and report his arrival by the most expeditious means to the appropriate air traffic control unit;

- (b) if considered advisable, complete an instrument flight rules (IFR) flight in accordance with sub-regulation (4).
- (4) If a pilot-in-command is unable to establish communication and is in instrument meteorological conditions or when the pilot-in-command of an IFR flight considers it inadvisable to complete the flight in accordance with sub-regulation (3)(a), the pilot-in-command shall:
  - (a) unless otherwise prescribed on the basis of regional air navigation agreement, in airspace where radar is not used in the provision of air traffic control, maintain the last assigned speed and level, or minimum flight altitude if higher, for a period of 20 minutes following the aircraft's failure to report its position over a compulsory reporting point and thereafter adjust level and speed in accordance with the filed flight plan;
  - (b) in airspace where radar is used in the provision of air traffic control, maintain the last assigned speed and level, or minimum flight altitude if higher, for a period of 7 minutes following:
    - (i) the time the last assigned level or minimum flight altitude is reached; or
    - (ii) the time the transponder is set to Code 7600; or
    - (iii) the aircraft's failure to report its position over a compulsory reporting point;whichever is later, and thereafter adjust level and speed in accordance with the filed flight plan;
  - (c) when being radar vectored or having been directed by air traffic control to proceed offset using area navigation (RNAV) without a specified limit, rejoin the current flight plan route no later than the next significant point, taking into consideration the applicable minimum flight altitude;
  - (d) proceed according to the current flight plan route to the appropriate designated navigation aid or fix serving the destination aerodrome and, when required to ensure compliance with (e) below, hold over this aid or fix until commencement of descent;
  - (e) commence descent from the navigation aid or fix specified in (d) at, or as close as possible to the expected approach time last received and acknowledged or, if no expected approach time has been

received and acknowledged, at, or as close as possible to the estimated time of arrival resulting from the current flight plan;

- (f) complete a normal instrument approach procedure as specified for the designated navigation aid or fix; and
- (g) land, if possible, within 30 minutes after the estimated time of arrival specified in (e) or the last acknowledged expected approach time, whichever is later or, if unable to land as specified, the pilot-in-command shall not approach and land visually and shall leave the vicinity of the aerodrome and any associated controlled airspace at the specified altitude and on the specified route, and if no altitude or route is specified the pilot-in-command shall fly at the last assigned altitude or minimum sector altitude, whichever is the higher, and avoid areas of dense traffic, then he shall either:
  - (i) fly to an area in which flight may be continued in visual meteorological conditions (VMC) and land at a suitable aerodrome there; or (if this is not possible),
  - (ii) select a suitable area in which to descend through cloud, fly visually to a suitable aerodrome and land as soon as practicable.

**Communication failure:  
ground-to-air**

- 58.**
- (1) Where an aeronautical station has been unable to establish contact with a pilot-in-command after calls on the frequencies on which the pilot-in-command is believed to be listening, the station shall:
    - (a) request other aeronautical stations to render assistance by calling the pilot-in-command and relaying traffic information, if necessary;
    - (b) request pilots-in-command of other aircraft on the route to attempt to establish communication with the aircraft and relay traffic information, if necessary.
  - (2) The provisions of sub-regulation (1) shall also be applied:
    - (a) on request of the air traffic services unit concerned;
    - (b) when an expected communication from a pilot-in-command has not been received within a time period such that the occurrence of a communication failure is suspected.
  - (3) The time period referred to in sub-regulation (2)(b) shall be prescribed by the Authority.

- (4) Where the attempts specified in sub-regulation (1) fail, the aeronautical station shall transmit messages addressed to the pilot-in-command, other than messages containing air traffic control clearances, by blind transmission on the frequency on which the pilot-in-command is believed to be listening.

***Unlawful interference and interception of aircraft***

**Unlawful  
interference**

- 59.** (1) A pilot-in-command of an aircraft which is being subjected to unlawful interference shall endeavour to notify the appropriate air traffic services (ATS) unit of this fact, any significant circumstances associated therewith and any deviation from the current flight plan necessitated by the circumstances, in order to enable the ATS unit to give priority to the aircraft and to minimize conflict with other aircraft.
- (2) A pilot-in-command shall, when and if possible, operate the SSR code 7500 to indicate that the aircraft is being subjected to unlawful interference or SSR code 7700 to indicate that it is threatened by grave and imminent danger and requires urgent assistance.
- (3) When an air traffic services unit knows or believes that an aircraft is being subjected to unlawful interference, no reference shall be made in ATS air-ground communications to the nature of the emergency unless it has first been referred to in communications from the aircraft involved and it is certain that such reference will not aggravate the situation.

**Interception  
of civil  
aircraft**

- 60.** (1) A pilot-in-command of every aircraft carrying Rwanda nationality mark or operated by Rwanda operators, wherever such aircraft may be outside Rwanda territory, when intercepted shall immediately:
- (a) follow the instructions given by the intercepting aircraft, interpreting and responding to visual signals in accordance with the specifications in regulation 39;
- (b) notify, if possible, the appropriate air traffic services unit;
- (c) attempt to establish radio communication with the intercepting aircraft or with the appropriate intercept control unit, by making a general call on the emergency frequency 121.5 MHz, giving the identity of the intercepted aircraft and the nature of the flight, and if no contact has been established and if practicable, repeating this call on the emergency frequency 243 MHz;
- (d) if equipped with SSR transponder, select Mode A, Code 7700, unless otherwise instructed by the appropriate air traffic services

unit;

- (e) if equipped with ADS-B or ADS-C, select the appropriate emergency functionality, if available, unless otherwise instructed by the appropriate air traffic services unit.
- (2) If any instructions received by radio from any sources conflict with those given by the intercepting aircraft by visual signals, the pilot-in-command of the intercepted aircraft shall request immediate clarification while continuing to comply with the visual instructions given by the intercepting aircraft.
- (3) If any instructions received by radio from any sources conflict with those given by the intercepting aircraft by radio, the pilot-in-command of the intercepted aircraft shall request immediate clarification while continuing to comply with the radio instructions given by the intercepting aircraft.
- (4) In intercepting a civil aircraft, the intercepting aircraft shall take due account of the performance limitations of civil aircraft, the need to avoid flying in such proximity to the intercepted aircraft that a collision hazard may be created and the need to avoid crossing the intercepted aircraft's flight path or to perform any other manoeuvre in such a manner that the wake turbulence may be hazardous, particularly if the intercepted aircraft is a light aircraft.
- (5) If radio contact is established during interception but communication in a common language is not possible, attempts shall be made to convey instructions, acknowledgement of instructions and essential information by using the phrases and pronunciations in Table 6 and transmitting each phrase twice:

**Table 6 - PHRASES AND PRONUNCIATIONS USED DURING INTERCEPTION**

Phrases for use by INTERCEPTING aircraft			Phrases for use by INTERCEPTED aircraft		
Phrase	Pronunciation <sup>1</sup>	Meaning	Phrase	Pronunciation <sup>1</sup>	Meaning
CALL SIGN	KOL SA-IN	What is your call sign?	CALL SIGN (call sign) <sup>2</sup>	KOL SA-IN (call sign)	My call sign is (call sign)
FOLLO W	FOL-LO	Follow me	WILCO  Will comply	VILL-KO	Understood
DESCEN D	DEE-SEND	Descend for landing	CAN NOT	KANN NOTT	Unable to comply
YOU LAND	YOU LAAND	Land at this aerodro me	REPEAT	REE-PEET	Repeat your instruction
PROCEE D	PRO-SEED	You may proceed	AM LOST	AM LOSST	Position unknown
			MAYDA Y	MAYDAY	I am in distress
			HIJACK <sup>3</sup>	HI-JACK	I have been hijacked
			LAND (place name)	LAAND (place name)	I request to land at (place name)
			DESCEN D	DEE-SEND	I require descent
		667			

1. In the second column, syllables to be emphasized are underlined

### *Miscellaneous*

- |  |            |   |
|--|------------|---|
| <b>Reporting of hazardous conditions</b> | <b>61.</b> | A pilot-in-command shall, on meeting with hazardous conditions in the course of a flight, or as soon as possible thereafter, send to the appropriate air traffic services unit by the quickest means available information containing such particulars of the hazardous conditions as may be pertinent to the safety of other aircraft.                   |
| <b>Altimeter settings</b>                | <b>62.</b> | <p>A person operating an aircraft registered in Rwanda shall set the aircraft altimeters to maintain the cruising altitude for flight level reference in accordance with the procedure notified by:</p> <ul style="list-style-type: none"><li>(a) the State where the aircraft may be; or</li><li>(b) the Aeronautical Information Publication.</li></ul> |
| <b>Classification of airspace</b>        | <b>63.</b> | ATS airspaces classification in Rwanda is shown in the AIP and classified and designated in accordance with Table 7.  |

**TABLE 7 CLASSIFICATION OF ATS AIRSPACES**



<b>Class</b>	<b>Type of flight</b>	<b>Separation provided</b>	<b>Service provided</b>	<b>VMC visibility and distance from cloud minima*</b>	<b>Speed limitation*</b>	<b>Radio communication requirement</b>	<b>Subject to an ATC clearance</b>
<b>A</b>	IFR only	All aircraft	Air traffic control service	Not applicable	Not applicable	Continuous two-way	Yes
<b>B**</b>	IFR	All aircraft	Air traffic control service	Not applicable	Not applicable	Continuous two-way	Yes
	VFR	All aircraft	Air traffic control service	8 KM at and above 3 050 M (10 000 FT) AMSL 5 KM below 3 050 M (10 000 FT) AMSL Clear of clouds	Not applicable	Continuous two-way	Yes
<b>C**</b>	IFR	IFR from IFR IFR from VFR	Air traffic control service	Not applicable	Not applicable	Continuous two-way	Yes
	VFR	VFR from IFR	1) Air traffic control service for separation from IFR; 2) VFR/VFR traffic information (and traffic avoidance advice on request)	8 KM at and above 3 050 M (10 000 FT) AMSL 5 KM below 3 050 M (10 000 FT) AMSL 1 500 M horizontal; 300 M vertical distance from cloud	250 KT IAS below 3 050 M (10 000 FT) AMSL	Continuous two-way	Yes
<b>D</b>	IFR	IFR from IFR	Air traffic control service including traffic information about VFR flights (and traffic avoidance advice on request)	Not applicable	250 KT IAS below 3 050 M (10 000 FT) AMSL	Continuous two-way	Yes
	VFR	Nil	Traffic information between VFR and IFR flights (and traffic avoidance advice on request)	8 KM at and above 3 050 M (10 000 FT) AMSL 5 KM below 3 050 M (10 000 FT) AMSL 1 500 M horizontal; 300 M vertical distance from cloud	250 KT IAS below 3 050 M (10 000 FT) AMSL	Continuous two-way	Yes
<b>E**</b>	IFR	IFR from IFR	Air traffic control service and traffic information about VFR flights as far as practical	Not applicable	250 KT IAS below 3 050 M (10 000 FT) AMSL	Continuous two-way	Yes
	VFR	Nil	Traffic information as far as practical	8 KM at and above 3 050 M (10 000 FT) AMSL 5 KM below 3 050 M (10 000 FT) AMSL 1 500 M horizontal; 300 M vertical distance from cloud	250 KT IAS below 3 050 M (10 000 FT) AMSL	No	No
<b>F**</b>	IFR	IFR from IFR as far as practical	Air traffic advisory service; flight information service	Not applicable	250 KT IAS below 3 050 M (10 000 FT) AMSL	Continuous two-way	No
	VFR	Nil	Flight information service	8 KM at and above 3 050 M (10 000 FT) AMSL 5 KM below 3 050 M (10 000 FT) AMSL 1 500 M horizontal; 300 M vertical distance from cloud  At and below 900 M AMSL or 300 M above terrain whichever is higher - 5 KM, clear of cloud and in sight of ground or water	250 KT IAS below 3 050 M (10 000 FT) AMSL	No	No
<b>G</b>	IFR	Nil	Flight information service	Not applicable	250 KT IAS below 3 050 M (10 000 FT) AMSL	Continuous two-way	No
	VFR	Nil	Flight information service	8 KM at and above 3 050 M (10 000 FT) AMSL 5 KM below 3 050 M (10 000 FT) AMSL 1 500 M horizontal; 300 M vertical distance from cloud  At and below 900 M AMSL or 300 M above terrain whichever is higher - 5 KM, clear of cloud and in sight of ground or water	250 KT IAS below 3 050 M (10 000 FT) AMSL	No	No

\*\* Classes of airspace B<sub>1</sub>, E and F are not used in Kigali FIR.

\* When the height of the transition altitude is lower than 3050 m (10 000 FT) AMSL, FL100 should be used in lieu of 10 000 FT.

<b>Authority of the pilot-in-command of an aircraft</b>	<b>64.</b>	The pilot-in-command shall have final authority as to the disposition of the aircraft while in command.
<b>Weather limitations for VFR flights</b>	<b>65.</b>	A person shall not commence a flight to be conducted in accordance with visual flight rules (VFR) unless available current meteorological reports, or a combination of current reports and forecasts, indicate that the meteorological conditions along the route, or that part of the route to be flown under VFR, shall, at the appropriate time, allow VFR operations.
<b>Flight in Class A airspace</b>	<b>66.</b>	In relation to flights in visual meteorological conditions (VMC) in Class A airspace the pilot-in-command shall comply with regulations 32 and 51 as if the flights were IFR flights but shall not elect to continue the flight in compliance with the VFR for the purposes of regulation 32(7).
<b>Co-ordination of activities potentially hazardous to aircraft</b>	<b>67.</b>	<p>(1) A person shall not carry out activities potentially hazardous to aircraft whether flying over Rwanda or over the territorial waters of Rwanda without approval from the Authority.</p> <p>(2) Notwithstanding the generalities of sub-regulation (1):</p> <ul style="list-style-type: none"> <li>(a) a person shall not intentionally project, or cause to be projected, a laser beam or other directed high intensity light at an aircraft in such a manner as to create a hazard to aviation safety, damage to the aircraft or injury to its crew or passengers;</li> <li>(b) a person using or planning to use lasers or other directed high-intensity lights outdoors in such a manner that the laser beam or other light beam may enter navigable airspace with sufficient power to cause an aviation hazard shall provide written notification to the competent authority;</li> <li>(c) a pilot-in-command shall not deliberately operate an aircraft into a laser beam or other directed high-intensity light unless flight safety is ensured, provided there is a agreement between operator of the laser emitter or light source, the pilot-in-command and the competent authority.</li> </ul> <p>(3) A person shall not release into the atmosphere any radio active material or toxic chemicals which could affect the safety of aircraft operating within the Rwandan airspace.</p>

## PART III - VISUAL FLIGHT RULES

### Visual meteorological conditions

68. Except when operating a special VFR flight, a person shall conduct a VFR flight so that the aircraft is flown in conditions of visibility and distance from clouds equal to or greater than those specified in Table 8.

TABLE 8 - VMC VISIBILITY AND DISTANCE FROM CLOUD MINIMA

Altitude band	Airspace class	Flight visibility	Distance from cloud
At and above 3 050 m (10 000 ft) AMSL	A* B ***C D E*** F*** G	8 km	1,500 m horizontally 300 m (1,000 ft) vertically
Below 3050 m (10000 ft) AMSL and above 900 m (3 000 ft) AMSL, or above 300 m (1 000 ft) above terrain, whichever is the higher	A*B*** C D E*** F*** G	5 km	1,500 m horizontally 300 m (1,000 ft) vertically
At and below 900 m (3 000 ft) AMSL, or 300 m (1 000 ft) above terrain, whichever is the higher	A*B*** C D E ***	5 km	1,500 m horizontally 300 m (1,000 ft) vertically
	F*** G	5 km**	Clear of cloud and with the surface in sight

\* The VMC minima in Class A airspace are included for guidance to pilots and do not imply acceptance of VFR flights in Class A airspace.

\*\* When so prescribed by the appropriate air traffic services authority:

a) flight visibilities reduced to not less than 1,500 m may be permitted for flights operating:

- 1) at speeds that, in the prevailing visibility, will give adequate opportunity to observe other traffic or any obstacles in time to avoid collision; or

2) in circumstances in which the probability of encounters with other traffic would normally be low, e.g. in areas of low volume traffic and for aerial work at low levels;

b) helicopters may be permitted to operate in less than 1,500 m flight visibility, if manoeuvred at a speed that will give adequate opportunity to observe other traffic or any obstacles in time to avoid collision.

\*\*\*Classes of airspace B, E and F are not used in Kigali Flight Information Region.

**VFR within a control zone**      **69.**      (1) A pilot-in-command of a VFR flight shall not take off or land at an aerodrome within a control zone, or enter the aerodrome traffic zone or traffic pattern when:

(a) the ceiling is less than 450 m (1,500 ft); or

(b) the ground visibility is less than 5 km;

except when a clearance is obtained from an air traffic control unit.

(2) Authorization for VFR flights to operate above FL 290 shall not be granted in areas where a vertical separation minimum of 300 m (1 000 ft) is applied above FL 290.

**Minimum safe VFR altitudes and flight above 900 m**      **70.**      (1) Except when necessary for take-off or landing, or except by permission from the appropriate air traffic services authority, a VFR flight shall not be flown:

(a) over congested areas of cities, towns or settlements or over an open-air assembly of persons at a height less than 300 m (1,000 ft) above the highest obstacle within a radius of 600 m from the aircraft;

(b) elsewhere than specified in paragraph (a), at a height less than 150 m (500 ft) above the ground or water.

(2) Except where otherwise indicated in air traffic control clearances or specified by the appropriate air traffic services authority, VFR flights in level cruising flight when operated above 900 m (3,000 ft) from the ground or water, or a higher datum as specified by the appropriate air traffic services authority, shall be conducted at a flight level appropriate to the track specified in the table of cruising levels in Table 9.

**Choice of  
VFR or IFR**

- 71.** (1) Subject to regulation 66, a person shall fly an aircraft in accordance with VFR or IFR, provided that:
- (a) in Rwanda, an aircraft flying at night shall be flown in accordance with the IFR, or, in a control zone, in accordance with the IFR or the provisions of the proviso to paragraph (b) of regulation 72;
  - (b) irrespective of meteorological conditions, the pilot-in-command shall, when operating within the Kigali Flight Information Region at or above flight level 170 and within airways irrespective of flight level, fly in accordance with IFR.
- (2) Unless authorized by an appropriate air traffic services authority, a person shall not operate an aircraft in VFR:
- (a) above flight level 170; or
  - (b) at supersonic or transonic speeds or
  - (c) except as may be prescribed by the Authority and operated in accordance with the conditions prescribed by the Authority, between sunset and sunrise,

**VFR outside  
and within  
controlled  
airspace**

- 72.** A pilot-in-command flying an aircraft:
- (a) outside controlled airspace shall remain at least 1,500 m horizontally and 300 m (1,000 ft) vertically away from cloud and in a flight visibility of at least 8 km:  
  
provided that below 300 m (1,000 ft) above ground or water this sub-regulation shall be deemed to be complied with if the aircraft is flown clear of cloud and in sight of the surface in a flight visibility of not less than 1.5 km;
  - (b) within controlled airspace shall remain at least 1,500 m horizontally and 300 m (1,000 ft) vertically away from cloud and in a flight visibility of at least 8 km :  
  
provided that in a control zone, in the case of a special VFR flight, the aircraft shall remain clear of cloud and in sight of the ground or water and shall be flown in accordance with any instructions given by the appropriate air traffic control unit.

**Changing  
from VFR to  
IFR**

- 73.** A pilot-in-command operating in VFR who wishes to change to IFR shall:
- (a) if a flight plan was submitted, communicate the necessary changes to be effected to the current flight plan; or
  - (b) when so required by provisions of regulation 32 submit a flight plan to the appropriate air traffic control unit and obtain a clearance prior to proceeding IFR when in controlled airspace.

**PART IV - INSTRUMENT FLIGHT RULES**

**Aircraft  
equipment**

- 74.** A pilot-in-command shall ensure an aircraft is equipped with suitable instruments and with navigation equipment appropriate to the route to be flown.

**IFR flights in  
controlled  
airspace.**

- 75.** A pilot-in-command of an aircraft operating an IFR flight in controlled airspace shall:
- (a) be flown at a cruising level, or, if authorized to employ cruise climb techniques between two levels or above a level, selected from:
    - (i) the tables of cruising levels in Table 9; or
    - (ii) a modified table of cruising levels, when so prescribed in accordance with Table 9 for flight above FL410;except that the correlation of levels to track prescribed therein shall not apply whenever otherwise indicated in air traffic control clearances or specified by the Authority in the Aeronautical Information Publication.
  - (b) comply with the provisions of regulations 45, 46, 47, 48, 49, 50, 51, 56 and 57.

**TABLE 9 - TABLES OF CRUISING LEVELS –RVSM AIRSPACE**

a) in areas where, on the basis of regional air navigation agreements and in accordance with conditions specified therein, a vertical separation minimum (VSM) of 300 m (1 000 ft) is applied between FL 290 and FL 410 inclusive:\*

TRACK**											
From 000 degrees to 179 degrees***						From 180 degrees to 359 degrees***					
IFR Flights Altitude			VFR Flights Altitude			IFR Flights Altitude			VFR Flights Altitude		
FL	Metres	Feet	FL	Metres	Feet	FL	Metres	Feet	FL	Metres	Feet
-90			—	—	—	0			—	—	—
10	300	1 000	—	—	—	20	600	2 000	—	—	—
30	900	3 000	35	1 050	3 500	40	1 200	4 000	45	1 350	4 500
50	1 500	5 000	55	1 700	5 500	60	1 850	6 000	65	2 000	6 500
70	2 150	7 000	75	2 300	7 500	80	2 450	8 000	85	2 600	8 500
90	2 750	9 000	95	2 900	9 500	100	3 050	10 000	105	3 200	10 500
110	3 350	11 000	115	3 500	11 500	120	3 650	12 000	125	3 800	12 500
130	3 950	13 000	135	4 100	13 500	140	4 250	14 000	145	4 400	14 500
150	4 550	15 000	155	4 700	15 500	160	4 900	16 000	165	5 050	16 500
170	5 200	17 000	175	5 350	17 500	180	5 500	18 000	185	5 650	18 500
190	5 800	19 000	195	5 950	19 500	200	6 100	20 000	205	6 250	20 500
210	6 400	21 000	215	6 550	21 500	220	6 700	22 000	225	6 850	22 500
230	7 000	23 000	235	7 150	23 500	240	7 300	24 000	245	7 450	24 500
250	7 600	25 000	255	7 750	25 500	260	7 900	26 000	265	8 100	26 500
270	8 250	27 000	275	8 400	27 500	280	8 550	28 000	285	8 700	28 500
290	8 850	29 000				300	9 150	30 000			
310	9 450	31 000				320	9 750	32 000			
330	10 050	33 000				340	10 350	34 000			
350	10 650	35 000				360	10 950	36 000			
370	11 300	37 000				380	11 600	38 000			
390	11 900	39 000				400	12 200	40 000			
410	12 500	41 000				430	13 100	43 000			
450	13 700	45 000				470	14 350	47 000			
490	14 950	49 000				510	15 550	51 000			
etc.	etc.	etc.				etc.	etc.	etc.			

\* Except when, on the basis of regional air navigation agreements, a modified table of cruising levels based on a nominal vertical separation minimum of 300 m (1 000 ft) is prescribed for use, under specified conditions, by aircraft operating above FL 410 within designated portions of the airspace.

\*\* Magnetic track, or in polar areas at latitudes higher than 70 degrees and within such extensions to those areas as may be prescribed by the appropriate ATS authorities, grid tracks as determined by a network of lines parallel to the Greenwich Meridian superimposed on a polar stereographic chart in which the direction towards the North Pole is employed as the Grid North.

\*\*\* Except where, on the basis of regional air navigation agreements, from 090 to 269 degrees and from 270 to 089 degrees is prescribed to accommodate predominant traffic directions and appropriate transition procedures to be associated therewith are specified.

**IFR flights  
outside  
controlled  
airspace**

- 76.** (1) A pilot-in-command operating an IFR flight outside a controlled airspace:
- (a) shall fly at a cruising level specified in Table 9, except when otherwise specified by the appropriate air traffic services authority for flight at or below 900 m (3,000 ft) above mean sea level ; or
  - (b) a modified table of cruising levels, when so prescribed in accordance with Table 9 for flight above FL 410.
- (2) A pilot-in-command operating an IFR flight outside a controlled airspace:
- (a) but within or into areas, or along routes specified in sub-regulation 32(2)(c) or (d) shall: maintain an air-ground voice communication watch on the appropriate communication channel and establish two-way communication, as necessary with air traffic services unit providing flight information services;
  - (b) when required to submit a flight plan and to maintain an air-ground voice communication watch on the appropriate communication channel and establish two-way communication, as necessary with air traffic services unit providing flight information services, shall report position as specified in regulation 51 for controlled flights.

**Minimum  
flight altitudes  
for IFR  
operations**

- 77.** (1) Except when necessary for take off or landing, or except when specifically authorized by the appropriate authority, an IFR flight shall be flown at a level which is not below the minimum flight altitude established by the State whose territory is overflown, or, where no such minimum has been established:
- (a) for flights over high terrain or in mountainous areas, at a level which is at least 600 m (2,000 ft) above the highest obstacle located within 8 km of the estimated position of the aircraft; and
  - (b) elsewhere than as specified in subparagraph (a), at a level which is at least 300 m (1,000 ft) above the highest obstacle located within 8 kilometres of the estimated position of the aircraft.
- (2) If unable to communicate with air traffic control and there is need to climb to clear an obstacle to determine climb for obstacle clearance, a pilot shall climb to a higher minimum IFR altitude immediately after passing the point beyond which that minimum altitude applies.

- Change from** **78.** (1) A pilot electing to change from IFR flight to VFR flight shall, if a flight
-



**IFR flight to  
VFR flight**

plan was submitted, notify the appropriate air traffic services unit specifically that the IFR flight is cancelled and then communicate the changes to be made to the pilot current flight plan.

- (2) Where a pilot operating under IFR is flying in or encounters visual meteorological conditions (VMC), the pilot shall not cancel the IFR flight unless it is anticipated, and intended, that the flight shall be continued for a reasonable period of time in uninterrupted VMC.

**PART V – ADMINISTRATIVE SANCTIONS**

**Administrative  
fines**

79. Any person who contravenes the provisions set out in column I of Fourth Schedule shall be liable to fixed administrative fine set out in column II of that Schedule

**FIRST SCHEDULE**  
**REMOTELY PILOTED AIRCRAFT SYSTEMS**  
Regulation 6A

**1. General operating rules**

1.1 A remotely piloted aircraft system (RPAS) engaged in international air navigation shall not be operated without appropriate authorization from the Authority.

1.2 An RPA shall not be operated across the territory of another State without special authorization issued by each State in which the flight is to operate. This authorization may be in the form of agreements between the States involved.

1.3 An RPA shall not be operated over the high seas without prior coordination with the appropriate ATS authority.

1.4 The authorization and coordination referred to in 1.2 and 1.3 shall be obtained prior to take-off if there is reasonable expectation, when planning the operation, that the aircraft may enter the airspace concerned.

1.5 An RPAS shall be operated in accordance with conditions specified by the Authority.

1.6 Flight plans shall be submitted in accordance with these regulations or as otherwise mandated by the Authority.

1.7 RPAS shall meet the performance and equipment carriage requirements for the specific airspace in which the flight is to operate.

**2. Certificates and licensing**

2.1 An RPAS shall be approved, taking into account the interdependencies of the components, in accordance with regulations and in a manner that is consistent with the provisions of related regulations. In addition:

A) An RPA shall have a certificate of airworthiness issued in accordance with national regulations and in a manner that is consistent with the provisions of Rwanda Civil Aviation (Airworthiness) Regulations; and

B) The associated RPAS components specified in the type design shall be certificated and maintained in accordance with regulations and in a manner that is consistent with the provisions of related regulations.

2.2 An operator shall have an RPAS operator certificate issued in accordance with civil aviation regulations and in a manner that is consistent with the provisions of Rwanda Civil Aviation (Air operator Certification and Administration) Regulations.

2.3 Remote pilots shall be licensed, or have their licences rendered valid, in accordance with national regulations and in a manner that is consistent with the provisions of Rwanda Civil Aviation (Personnel Licensing) Regulations.

### **3. Request for authorization**

3.1 The request for authorization referred to in 1.2 above shall be made to the Authority not less than seven days before the date of the intended flight unless otherwise specified by the Authority.

3.2 Unless otherwise specified by the Authority, the request for authorization shall include the following:

- a) name and contact information of the operator;
- b) RPA characteristics (type of aircraft, maximum certificated take-off mass, number of engines, wing span);
- c) copy of certificate of registration;
- d) aircraft identification to be used in radiotelephony, if applicable;
- e) copy of the certificate of airworthiness;
- f) copy of the rpa operator certificate;
- g) copy of the remote pilot(s) licence;
- h) copy of the aircraft radio station licence, if applicable;
- i) description of the intended operation (to include type of operation or purpose), flight rules, visual line-of-sight (vlos) operation if applicable, date of intended flight(s), point of departure, destination, cruising speed(s), cruising level(s), route to be followed, duration/frequency of flight;
- J) take-off and landing requirements;
- k) rpa performance characteristics, including:
  - 1) operating speeds;
  - 2) typical and maximum climb rates;
  - 3) typical and maximum descent rates;
  - 4) typical and maximum turn rates;
  - 5) other relevant performance data (e.g. Limitations regarding wind, icing, precipitation);and

- 6) maximum aircraft endurance;
- l) communications, navigation and surveillance capabilities:
  - 1) aeronautical safety communications frequencies and equipment, including:
    - i) ATC communications, including any alternate means of communication;
    - ii) command and control links (c2) including performance parameters and designated operational coverage area;
    - iii) communications between remote pilot and rpa observer, if applicable;
  - 2) navigation equipment; and
  - 3) surveillance equipment (e.g. SSR transponder, ads-b out);
- m) detect and avoid capabilities;
- n) emergency procedures, including:
  - 1) communications failure with ATC;
  - 2) C2 failure; and
  - 3) remote pilot/RPA observer communications failure, if applicable;
- o) number and location of remote pilot stations as well as handover procedures between remote pilot stations, if applicable;
- p) document attesting noise certification that is consistent with the provisions of Rwanda Civil Aviation (Airworthiness) Regulations, if applicable;
- q) confirmation of compliance with national security standards in a manner that is consistent with the provisions of Rwanda Civil Aviation (Security) Regulations, to include security measures relevant to the RPAS operation, as appropriate;
- R) payload information/description; and
- S) proof of adequate insurance/liability coverage.

3.3 When certificates or other documents identified in 3.2 above are issued in a language other than English, an English translation shall be included.

3.4 After authorization has been obtained from the appropriate Authority, air traffic services notification and coordination shall be completed in accordance with the prescribed requirements.

3.5 Changes to the authorization shall be submitted for consideration to the Authority. If the changes are approved, all affected authorities shall be notified by the operator.

3.6 in the event of a flight cancellation, the operator or remote pilot shall notify all appropriate authorities as soon as possible.

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**SECOND SCHEDULE**  
**UNMANNED FREE BALLOONS**  
[Regulation 6]

**1. Classification of unmanned free balloons**

Unmanned free balloons shall be classified as:

- a) *light*: an unmanned free balloon which carries a payload of one or more packages with a combined mass of less than 4 kg, unless qualifying as a heavy balloon in accordance with c) 2), 3) or 4) below; or
- b) *medium*: an unmanned free balloon which carries a payload of two or more packages with a combined mass of 4 kg or more, but less than 6 kg, unless qualifying as a heavy balloon in accordance with c) 2), 3) or 4) below; or
- c) *heavy*: an unmanned free balloon which carries a payload which:
  - 1) has a combined mass of 6 kg or more; or
  - 2) includes a package of 3 kg or more; or
  - 3) includes a package of 2 kg or more with an area density of more than 13 g per square centimetre; or
  - 4) uses a rope or other device for suspension of the payload that requires an impact force of 230 N or more to separate the suspended payload from the balloon.

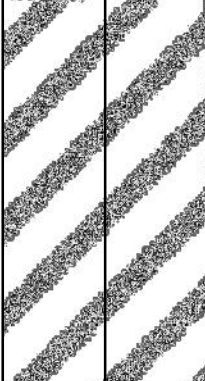
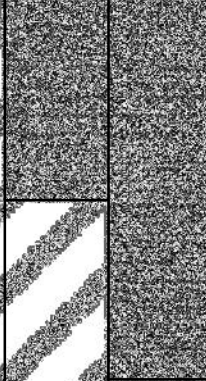
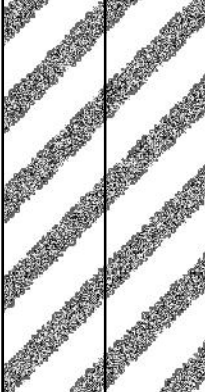
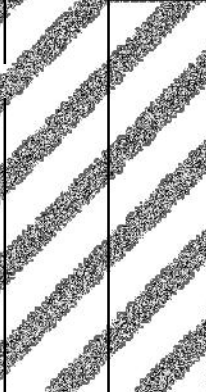
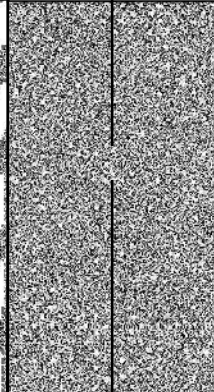
**2. General operating rules**

2.1 An unmanned free balloon shall not be operated without appropriate authorization from the State from which the launch is made.

2.2 An unmanned free balloon, other than a light balloon used exclusively for meteorological purposes and operated in the manner prescribed by the appropriate authority, shall not be operated across the territory of another State without appropriate authorization from the other State concerned.

2.3 The authorization referred to in 2.2 shall be obtained prior to the launching of the balloon if there is reasonable expectation, when planning the operation that the balloon may drift into airspace over the territory of another State. Such authorization may be obtained for a series of balloon flights or for a particular type of recurring flight, e.g. atmospheric research balloon flights.

2.4 An unmanned free balloon shall be operated in accordance with conditions specified by the State of Registry and the State(s) expected to be overflown.

CHARACTERISTICS		PAYLOAD MASS (kilogrammes)				
		1 6 or more	2	3	4	5
ROPE or OTHER SUSPENSION						
230 Newtons						
or MORE				HEAVY		
INDIVIDUAL PAYLOAD	ARE A DENSITY					
PACKAGE	more than 13 g/cm <sup>2</sup>					
AREA DENSITY CALCULATION MASS (g) Area of smallest surface (cm <sup>2</sup> )	ARE A DENSITY less than 13 g/cm <sup>2</sup>					

COMBINE  
D MASS (if  
Suspension  
OR Area  
density OR  
Mass of  
individual  
package are  
not factors)

LIGHT

MEDIUM

Classification of unmanned free balloons



2.5 An unmanned free balloon shall not be operated in such a manner that impact of the balloon, or any part thereof, including its payload, with the surface of the earth, creates a hazard to persons or property not associated with the operation.

2.6 A heavy unmanned free balloon shall not be operated over the high seas without prior coordination with the appropriate ATS authority.

### **3. Operating limitations and equipment requirements**

3.1 A heavy unmanned free balloon shall not be operated without authorization from the appropriate ATS authority at or through any level below 18 000 m (60 000 ft) pressure-altitude at which:

a) there are clouds or obscuring phenomena of more than four

oktas coverage; or b) the horizontal visibility is less than 8 km.

3.2 A heavy or medium unmanned free balloon shall not be released in a manner that will cause it to fly lower than 300 m (1 000 ft) over the congested areas of cities, towns or settlements or an open-air assembly of persons not associated with the operation.

3.3 A heavy unmanned free balloon shall not be operated unless:

a) it is equipped with at least two payload flight-termination devices or systems, whether automatic or operated by telecommand, that operate independently of each other;

b) for polyethylene zero-pressure balloons, at least two methods, systems, devices, or combinations thereof, that function independently of each other are employed for terminating the flight of the balloon envelope;

c) the balloon envelope is equipped with either a radar reflective device(s) or radar reflective material that will present an echo to surface radar operating in the 200 MHz to 2 700 MHz frequency range, and/or the balloon is equipped with such other devices as will permit continuous tracking by the operator beyond the range of ground-based radar.

3.4 A heavy unmanned free balloon shall not be operated under the following conditions:

a) in an area where ground-based SSR equipment is in use, unless it is equipped with a secondary surveillance radar transponder, with pressure-altitude reporting capability, which is continuously operating on an assigned code, or which can be turned on when necessary by the tracking station; or

- b) in an area where ground-based ADS-B equipment is in use, unless it is equipped with an ADS-B transmitter, with pressure-altitude reporting capability, which is continuously operating or which can be turned on when necessary by the tracking station.

3.5 An unmanned free balloon that is equipped with a trailing antenna that requires a force of more than 230 N to break it at any point shall not be operated unless the antenna has coloured pennants or streamers that are attached at not more than 15 m intervals.

3.6 A heavy unmanned free balloon shall not be operated below 18 000 m (60 000 ft) pressure-altitude between sunset and sunrise or such other period between sunset and sunrise (corrected to the altitude of operation) as may be prescribed by the appropriate ATS authority, unless the balloon and its attachments and payload, whether or not they become separated during the operation, are lighted.

3.7 A heavy unmanned free balloon that is equipped with a suspension device (other than a highly conspicuously coloured open parachute) more than 15 m long shall not be operated between sunrise and sunset below 18 000 m (60 000 ft) pressure-altitude unless the suspension device is coloured in alternate bands of high conspicuity colours or has coloured pennants attached.

#### **4.**

#### **Termination**

The operator of a heavy unmanned free balloon shall activate the appropriate termination devices required by 3.3 a) and b) above:

- a) when it becomes known that weather conditions are less than those prescribed for the operation;
- b) if a malfunction or any other reason makes further operation hazardous to air traffic or to persons or property on the surface; or
- c) prior to unauthorized entry into the airspace over another State's territory.

#### **5. Flight**

#### **notification**

##### **5.1 Pre-flight notification**

5.1.1 Early notification of the intended flight of an unmanned free balloon in the medium or heavy category shall be made to the appropriate air traffic services unit not less than seven days before the date of the intended flight.

5.1.2 Notification of the intended flight shall include such of the following information as may be required by the appropriate air traffic services unit:

- a) balloon flight identification or project code name;
- b) balloon classification and description;
- c) SSR code, aircraft address or NDB frequency, as applicable;
- d) operator's name and telephone number;
- e) launch site;
- f) estimated time of launch (or time of commencement and completion of multiple launches);
- g) number of balloons to be launched and the scheduled interval between launches (if multiple launches);
- h) expected direction of ascent;
- i) cruising level(s) (pressure-altitude);
- j) the estimated elapsed time to pass 18 000 m (60 000 ft) pressure-altitude or to reach cruising level if at or below  
18 000 m (60 000 ft), together with the estimated location;
- k) the estimated date and time of termination of the flight and the planned location of the impact/recovery area. In the case of balloons carrying out flights of long duration, as a result of which the date and time of termination of the flight and the location of impact cannot be forecast with accuracy, the term "long duration" shall be used.

5.1.3 Any changes in the pre-launch information notified in accordance with 5.1.2 above shall be forwarded to the air traffic services unit concerned not less than 6 hours before the estimated time of launch, or in the case of solar or cosmic disturbance investigations involving a critical time element, not less than 30 minutes before the estimated time of the commencement of the operation.

## 5.2 Notification of launch

Immediately after a medium or heavy unmanned free balloon is launched the operator shall notify the appropriate air traffic services unit of the following:

- a) balloon flight identification;
- b) launch site;
- c) actual time of launch;
- d) estimated time at which 18 000 m (60 000 ft) pressure-altitude will be passed, or the estimated time at which the cruising level will be reached if at or below 18 000 m (60 000 ft), and the estimated location; and
- e) any changes to the information previously notified in accordance with 5.1.2 g) and h).

### 5.3 Notification of cancellation

The operator shall notify the appropriate air traffic services unit immediately when it is known that the intended flight of a medium or heavy unmanned free balloon, previously notified in accordance with 5.1, has been cancelled.

## 6. Position recording and reports

6.1 The operator of a heavy unmanned free balloon operating at or below 18 000 m (60 000 ft) pressure-altitude shall monitor the flight path of the balloon and forward reports of the balloon's position as requested by air traffic services. Unless air traffic services require reports of the balloon's position at more frequent intervals, the operator shall record the position every 2 hours.

6.2 The operator of a heavy unmanned free balloon operating above 18 000 m (60 000 ft) pressure-altitude shall monitor the flight progress of the balloon and forward reports of the balloon's position as requested by air traffic services. Unless air traffic services require reports of the balloon's position at more frequent intervals, the operator shall record the position every 24 hours.

6.3 If a position cannot be recorded in accordance with 6.1 and 6.2, the operator shall immediately notify the appropriate air traffic services unit. This notification shall include the last recorded position. The appropriate air traffic services unit shall be notified immediately when tracking of the balloon is re-established.

6.4 One hour before the beginning of planned descent of a heavy unmanned free balloon, the operator shall forward to the appropriate ATS unit the following information regarding the balloon:

- a) the current geographical position;
- b) the current level (pressure-altitude);

- c) the forecast time of penetration of 18 000 m (60 000 ft) pressure-altitude, if applicable;
- d) the forecast time and location of ground impact.

6.5 The operator of a heavy or medium unmanned free balloon shall notify the appropriate air traffic services unit when the operation is ended.

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**THIRD SCHEDULE**  
**LIGHTS TO BE DISPLAYED BY AEROPLANES**

[Regulation 17]

**1.**  
**Terminology**

When the following terms are used in this Appendix, they have the following meanings:

***Angles of coverage.***

- a) Angle of coverage A is formed by two intersecting vertical planes making angles of 70 degrees to the right and 70 degrees to the left respectively, looking aft along the longitudinal axis to a vertical plane passing through the longitudinal axis.
- b) Angle of coverage F is formed by two intersecting vertical planes making angles of 110 degrees to the right and 110 degrees to the left respectively, looking forward along the longitudinal axis to a vertical plane passing through the longitudinal axis.
- c) Angle of coverage L is formed by two intersecting vertical planes, one parallel to the longitudinal axis of the aeroplane, and the other 110 degrees to the left of the first, when looking forward along the longitudinal axis.
- d) Angle of coverage R is formed by two intersecting vertical planes, one parallel to the longitudinal axis of the aeroplane, and the other 110 degrees to the right of the first, when looking forward along the longitudinal axis.

***Horizontal plane.*** The plane containing the longitudinal axis and perpendicular to the plane of symmetry of the aeroplane.

***Longitudinal axis of the aeroplane.*** A selected axis parallel to the direction of flight at a normal cruising speed, and passing through the centre of gravity of the aeroplane.

***Making way.*** An aeroplane on the surface of the water is “making way” when it is under way and has a velocity relative to the water.

***Under command.*** An aeroplane on the surface of the water is “under command” when it is able to execute manoeuvres as required by the International Regulations for Preventing Collisions at Sea for the purpose of avoiding other vessels.

***Under way.*** An aeroplane on the surface of the water is “under way” when it is not aground or moored to the ground or to any fixed object on the land or in the water.

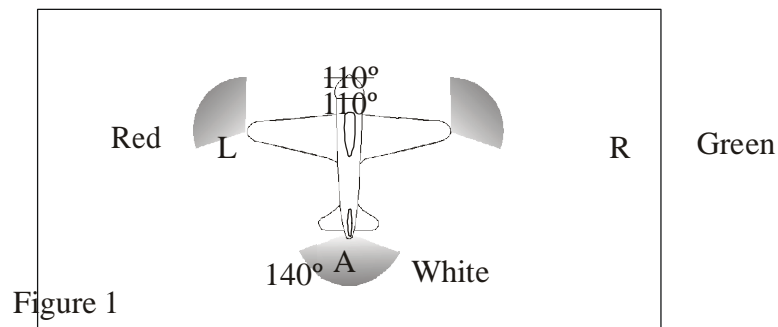
***Vertical planes.*** Planes perpendicular to the horizontal plane.

***Visible.*** Visible on a dark night with a clear atmosphere.

## **2. Navigation lights to be displayed in the air**

As illustrated in Figure 1, the following unobstructed navigation lights shall be displayed:

- a) a red light projected above and below the horizontal plane through angle of coverage L;
- b) a green light projected above and below the horizontal plane through angle of coverage R;
- c) a white light projected above and below the horizontal plane rearward through angle of coverage A.



### 3. Lights to be displayed on the water

#### 3.1 General

The International Regulations for Preventing Collisions at Sea require different lights to be displayed in each of the following circumstances:

- a) when under way;
- b) when towing another vessel or aeroplane;
- c) when being towed;
- d) when not under command and not making way;
- e) when making way but not under command;
- f) when at anchor;
- g) when aground.

The lights required by aeroplanes in each case are described below.



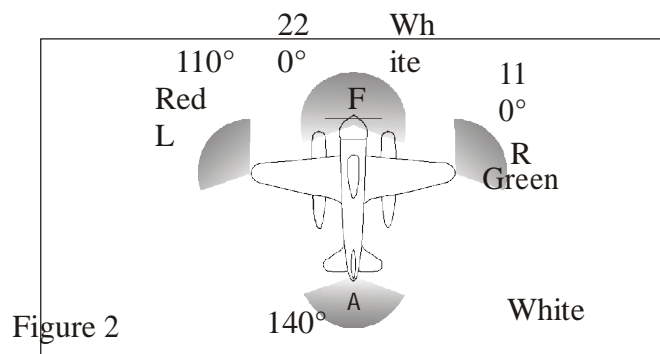
### 3.2 When under way

As illustrated in Figure 2, the following appearing as steady unobstructed lights:

- a) a red light projected above and below the horizontal through angle of coverage  $L$ ;

- b) a green light projected above and below the horizontal through angle of coverage R;
- c) a white light projected above and below the horizontal through angle of coverage A; and d) a white light projected through angle of coverage F.

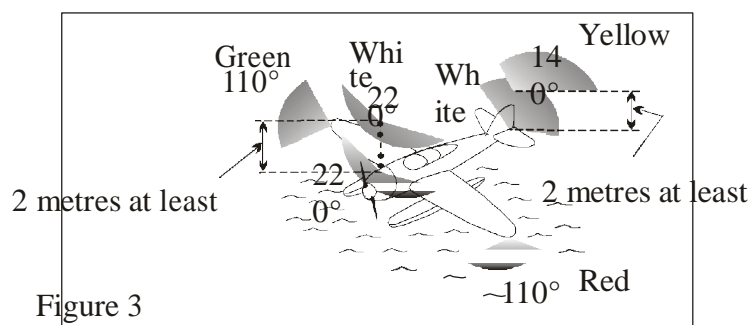
The lights described in 3.2 a), b) and c) should be visible at a distance of at least 3.7 km (2 NM). The light described in 3.2 d) should be visible at a distance of 9.3 km (5 NM) when fitted to an aeroplane of 20 m or more in length or visible at a distance of 5.6 km (3 NM) when fitted to an aeroplane of less than 20 m in length.



### 3.3 When towing another vessel or aeroplane

As illustrated in Figure 3, the following appearing as steady, unobstructed lights:

- a) the lights described in 3.2;
- b) a second light having the same characteristics as the light described in 3.2 d) and mounted in a vertical line at least 2 m above or below it; and
- c) a yellow light having otherwise the same characteristics as the light described in 3.2 c) and mounted in a vertical line at least 2 m above it.



### 3.4 When being towed

The lights described in 3.2 a), b) and c) appearing as steady, unobstructed lights.

### 3.5 When not under command and not making way

As illustrated in Figure 4, two steady red lights placed where they can best be seen, one vertically over the other and not less than 1 m apart, and of such a character as to be visible all around the horizon at a distance of at least 3.7 km (2 NM).

### 3.6 When making way but not under command

As illustrated in Figure 5, the lights described in 3.5 plus the lights described in 3.2 a), b) and c).

*Note.— The display of lights prescribed in 3.5 and 3.6 is to be taken by other aircraft as signals that the aeroplane showing them is not under command and cannot therefore get out of the way. They are not signals of aeroplanes in distress and requiring assistance.*

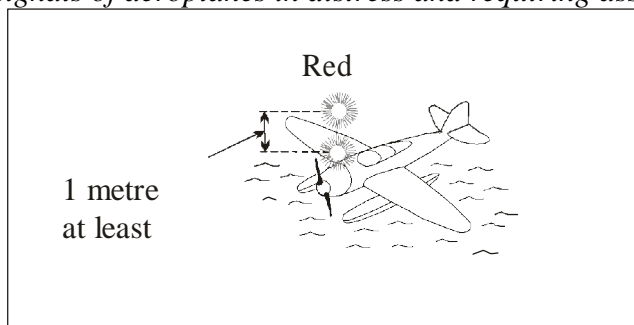


Figure 4

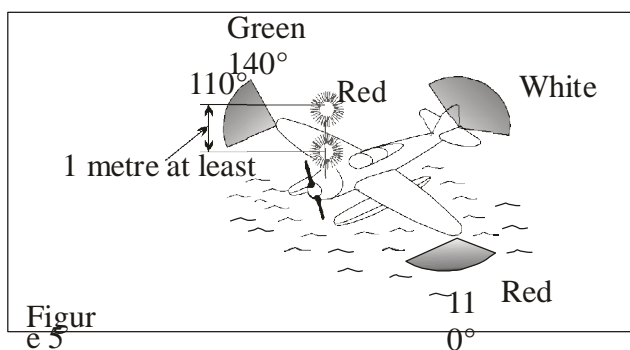
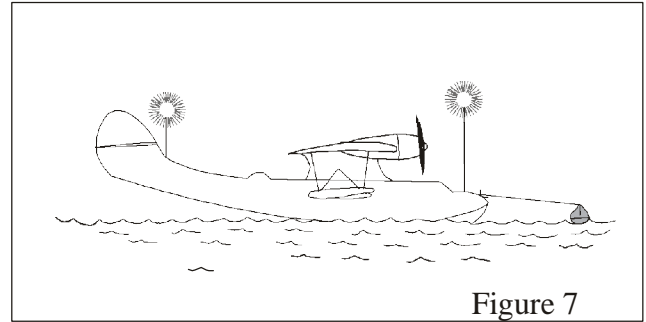
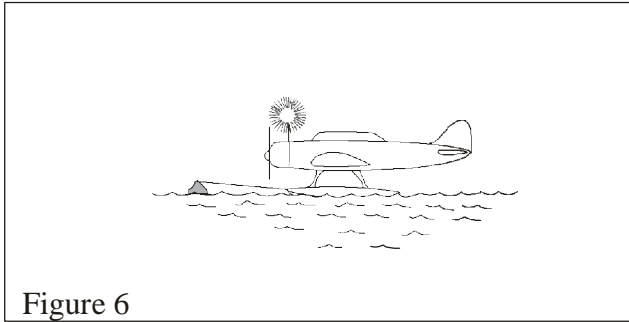


Figure 5

### 3.7 When at anchor

- If less than 50 m in length, where it can best be seen, a steady white light (Figure 6), visible all around the horizon at a distance of at least 3.7 km (2 NM).
- If 50 m or more in length, where they can best be seen, a steady white forward light and a steady white rear light (Figure 7) both visible all around the horizon at a distance of at least 5.6 km (3 NM).
- If 50 m or more in span a steady white light on each side (Figures 8 and 9) to indicate the maximum span and visible, so far as practicable, all around the horizon at a distance of at least 1.9 km (1 NM).



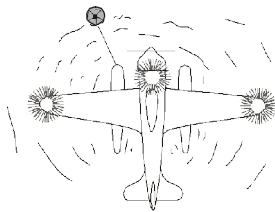


Figure 8 Less than 50 metres in length; 50 metres or more in span

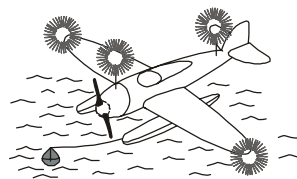


Figure 9 50 metres or more in length; 50 metres or more in span

3.8 When  
aground

The lights prescribed in 3.7 and in addition two steady red lights in vertical line, at least 1 m apart so placed as to be visible all around the horizon.

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**FOURTH SCHEDULE**  
**Administrative Fines**  
**[Regulation 79]**

<b>Column I</b>		<b>Column II</b>	
		<b>Fines (in Rwandan francs)</b>	
<b>Provisions</b>		<b>Individual</b>	<b>Corporate</b>
4	Low flying.	600,000	3,000,000
5	Formation flights.	600,000	3,000,000
6	Unmanned free balloons.	300,000	1,500,000
7	Acrobatic flight.	600,000	3,000,000
9	Prohibited areas and restricted areas.	1,000,000	5,000,000
10	Flights over game parks, game reserves and national parks.	600,000	3,000,000
12	Dropping, spraying, towing and parachute descents	300,000	1,500,000
13	Proximity to other aircraft.	600,000	3,000,000
15	Right of way: ground rules	600,000	3,000,000
16	Right-of-way rules: water operations.	600,000	3,000,000
20	Balloons, kites, airships, gliders and parascending parachutes.	300,000	1,500,000
21.	Captive balloons and kites.	300,000	1,500,000
22.	Airships.	300,000	1,500,000
23	Anti Collision Light.	300,000	1,500,000
24	Simulated instrument flight conditions.	600,000	3,000,000
25	Practice instrument approaches.	600,000	3,000,000
26	Aerodromes not having air traffic control units.	600,000	3,000,000
27	Aerodromes having Air Traffic Control Units.	600,000	3,000,000
28	Operations on or in the vicinity of a controlled aerodrome.	600,000	3,000,000
29	Access to and Movement in the Manoeuvring Area.	600,000	3,000,000
31	Flight plan.	600,000	3,000,000
35	Closing a flight plan.	600,000	3,000,000
36	Universal aviation signals.	600,000	3,000,000
39	Aircraft interception and interception signals.	600,000	3,000,000
41	Signals for aerodrome traffic.	600,000	3,000,000
45	Air Traffic Control clearances.	600,000	3,000,000
47	Adherence to air traffic control clearances.	600,000	3,000,000
48	Route to be flown.	600,000	3,000,000
55	Visual meteorological conditions.	600,000	3,000,000



59.	Communications.	600,000	3,000,000
60	Interception of civil aircraft.	600,000	3,000,000
62	Altimeter settings.	600,000	3,000,000
65	Weather limitations for VFR flights.	600,000	3,000,000
66	Flight in Class A airspace.	600,000	3,000,000
67.	Co-ordination of activities potentially hazardous to aircraft.	1,000,000	5,000,000
68.	Visual meteorological conditions.	600,000	3,000,000
69.	VFR within a control zone.	600,000	3,000,000
70.	Minimum safe VFR altitudes.	600,000	3,000,000
71	Choice of VFR or IFR.	600,000	3,000,000
74	VFR outside and within controlled airspace.	600,000	3,000,000
75	Changing from VFR to IFR.	600,000	3,000,000
76	IFR flights outside controlled airspace.	600,000	3,000,000
77	Minimum flight altitudes for IFR operations.	600,000	3,000,000
78	Change from IFR flight to VFR flight.	600,000	

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n° 01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA	WA	VII	ANNEX	VII	TO	THE	ANNEXE	VII	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHU		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA	AMABWIRIZA	MU	REGULATION	GOVERNING			REGLEMENTATION		DE	
BY'INDEGE	ZA	GISIVIRI	CIVIL	AVIATION			L'AVIATION	CIVILE		

IBYUMA	N'IBINDI	INSTRUMENT	AND	INSTRUMENTS	ET
BIKORESHO	BIREBANA	EQUIPMENT		EQUIPEMENTS	
KUYOBORA	INDEGE				

# **CIVIL AVIATION (INSTRUMENTS AND EQUIPMENT)**

## **ARRANGEMENT OF REGULATIONS**

### **PART I – PRELIMINARY**

1. Citation

### **PART II - GENERAL REQUIREMENTS FOR AIRCRAFT EQUIPMENT AND INSTRUMENTS**

2. General instrument and equipment requirements

### **PART III- FLIGHT AND NAVIGATIONAL INSTRUMENTS**

3. General requirements.
4. Navigation equipment.
5. Minimum flight and navigational instruments: VFR operations.
6. Instruments for operations requiring two pilots: VFR operations
7. Minimum flight and navigation instruments: IFR operations
8. Additional systems and equipment for single engine turbine powered aeroplanes: night and IMC operations.
9. Instruments for operations requiring two pilots: IFR operations
10. Standby attitude indicator.
11. Instrument and equipment required for Category II operations.
12. Approval and maintenance of instruments and equipment required for Category II operations.

13. Maintenance programme for instruments and equipment required for Category II operations.
14. Navigation equipment for operations in minimal navigation performance specification airspace (MNPS).
15. Equipment for operations in reduced vertical separation minimum airspace (RVSM).
16. Mach number indicator

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20. Crew member interphone system: aeroplane.
21. Crew member interphone system: helicopter.

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23. Engine instruments.

#### ***Warning Instruments and Systems***

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26. Landing gear: aural warning device.
27. Altitude alerting system.

- 28. Ground proximity warning system (GPWS).
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- 31. Cockpit voice recorders: duration - aeroplane.
- 32. Cockpit voice recorders: general requirements - aeroplane.
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- 34. Cockpit voice recorders: duration - helicopters.
- 35. Cockpit voice recorders: performance requirements.
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- 37. Flight data recorders.
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- 73. Materials for cabin interiors.
- 74. Materials for cargo and baggage compartments.
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- 76. Protective circuit fuses.
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- 78. Icing detection.
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- 83. Cosmic radiation detection equipment.
- 84. Seaplanes and amphibians – miscellaneous equipment.

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- 85. Administrative fines

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## **SCHEDULE**



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## **SCHEDULE**

Administrative fines

## **THE CIVIL AVIATION (INSTRUMENTS AND EQUIPMENT) REGULATIONS 2017**

### **PART I – PRELIMINARY**

- Citation.**
1. These Regulations may be cited as the Civil Aviation (Instruments and Equipment) Regulations 2017

### **PART II – GENERAL REQUIREMENTS FOR AIRCRAFT EQUIPMENT AND INSTRUMENTS**

- General instrument and equipment requirements**
2.
    - (1) A person shall not fly an aircraft unless its prescribed instruments and equipment, including their installation, are approved or accepted by the State of registry in conformity with the laws and regulations of that State..
    - (2) A person shall not fly an aircraft registered in Rwanda, unless the aircraft is equipped as specified under these Regulations.
    - (3) A person may fly an aircraft registered in Rwanda with such additional or special equipment as the Authority may determine.
    - (4) A person operating an aircraft in Rwanda shall ensure that all the required emergency equipment is installed on board the aircraft, is clearly marked, and is stowed or maintained so as not to be source of danger on the aircraft.
    - (5) In addition to the minimum equipment necessary for the issuance of a certificate of airworthiness, the instruments, equipment and flight documents prescribed in these Regulations shall be installed or carried,

as appropriate, in all aircraft according to the aircraft used and to the circumstances under which the flight is to be conducted.

- (6) An aircraft shall carry:
  - (a) a certified true copy of the air operator certificate specified in regulation 8 of the Civil Aviation (Air Operator Certification and Administration) Regulations and a copy of the authorizations, conditions and limitations relevant to the aircraft type, issued in conjunction with the certificate; provided that when the certificate and the associated authorizations, conditions and limitations are issued by the State of the operator in a language other than English, and English translation shall be included.
  - (b) the operations manual prescribed in regulation 34 of the Civil Aviation (Air Operator Certification and Administration) Regulations or those parts of it that pertain to flight operations;
  - (c) the flight manual for the aircraft, or other documents containing performance data required for the application of regulations 102 et seq. on Aircraft Operating and Performance Limitations of the Civil Aviation (Operation of Aircraft) Regulations and any other information necessary for the operation of the aircraft within the terms of its certificate of airworthiness, unless these data are available in the operations manual; and
  - (d) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.
- (7) For all aircraft, all required instruments and equipment shall be approved and installed in accordance with applicable airworthiness requirements.
- (8) Prior to operation in Rwanda of any foreign registered aircraft that uses an airworthiness inspection program approved or accepted by the State of registry, the owner or operator shall ensure that instruments and equipment required by these Regulations but not installed in the aircraft are properly installed and inspected in accordance with the requirements of the State of registry.
- (9) An air operator certificate holder shall ensure that a flight does not commence unless the required equipment:
  - (a) meets the minimum performance standard and the operational and airworthiness requirements;
  - (b) is installed such that the failure of any single unit required for

either communication or navigation purposes, or both, shall not result in the inability to communicate or navigate safely on the route being flown; and

- (c) is in operable condition for the kind of operation being conducted, except as provided in the minimum equipment list.
- (10) If equipment is to be used by one flight crew member at his station during flight, that equipment shall be installed so as to be readily operable from his station.
- (11) Where a single item of equipment is required to be operated by more than one flight crew member, the equipment shall be installed so as to be readily operable from any station at which it is required to be operated

### **PART III- FLIGHT AND NAVIGATIONAL INSTRUMENTS**

#### **General requirements**

- 3. (1) A person shall not fly an aircraft unless it is equipped with flight and navigational instruments which shall enable the flight crew to:
  - (a) control the flight path of the aircraft;
  - (b) carry out any required procedural manoeuvres; and
  - (c) observe the operating limitations of the aircraft in the expected operating conditions.
- (2) Where a means is provided on any aircraft for transferring an instrument from its primary operating system to an alternative system, the means shall include a positive positioning control and shall be marked to indicate clearly which system is being used.
- (3) For all aircraft, those instruments that are used by any one flight crew member shall be so arranged as to permit the flight crew member to see the indications readily from his station, with the minimum practicable deviation from the position and line of vision which the flight crew member normally assumes when looking forward along the flight path.

**Navigation  
equipment**

4. (1) A person shall not operate an aircraft unless it is equipped with navigation equipment that will enable it to proceed in accordance with:
- (a) its operational flight plan; and
  - (b) the requirements of air traffic services.
- (2) A person shall not operate flights in defined portions of airspace, including MNPS, RVSM, or any other routes where a navigation specification for performance-based navigation (PBN) has been prescribed unless it:
- (a) has received authorisation by the Authority for such operations; and
  - (b) is equipped with the navigation equipment to enable it to operate in accordance with the prescribed navigation specification(s); and
  - (c) is equipped with navigation equipment that continuously provides information to the flightcrew of adherence to or departure from track with respect to the required degree of accuracy at any point along that track
- (3) A person shall not operate an aircraft unless it has sufficient navigation equipment that will enable the aircraft to navigate in accordance with sub-regulations (1) and (2) above, such that:
- (a) In the event of the failure of any piece of navigation equipment at any stage of flight, the remaining equipment will enable the aircraft to continue to navigate; and
  - (b) The failure of any single unit required for either communications or navigation purposes or both will not result in the failure of another unit required for communications or navigation purposes.
- (4) The equipment requirements in sub-regulation (1) do not apply in instances where the Authority has authorised VFR by visual reference to landmarks.
- (5) A person shall not operate an aeroplane under IFR, or under VFR over routes that cannot be navigated by reference to visual landmarks, unless the aeroplane is equipped with navigation equipment in accordance with the requirements of air traffic services in the area(s) of operation.

**Minimum flight  
and navigational  
instruments: VFR  
operations**

5. (1) An operator shall not operate an aircraft in accordance with visual flight rules (VFR) unless it is equipped with the following flight and navigational instruments and associated equipment where applicable:
- (a) a magnetic compass;
  - (b) an accurate timepiece showing the time in hours, minutes, and seconds;
  - (c) a sensitive pressure altimeter;
  - (d) an airspeed indicator;
  - (e) a vertical speed indicator;
  - (f) a turn and slip indicator, or a turn coordinator incorporating a slip indicator;
  - (g) an attitude indicator;
  - (h) a stabilised direction indicator;
  - (i) a means of indicating in flight crew compartment the outside air temperature calibrated in degrees Celsius;
  - (j) a secondary surveillance radar (SSR) transponder with mode C (pressure-altitude reporting together with identification) for all aircraft except gliders, balloons, airships, kites and aircraft whose original certification does not include an engine powered electrical system and has not been subsequently certified for installation of such a system, provided it is operated in accordance with the latest effective edition of *Volume IV-Surveillance Radar and Collision Avoidance System* of Annex 10 – *Aeronautical Telecommunications* to the Chicago Convention..; and
  - (k) such additional instruments or equipment as may be prescribed by the Authority;

provided that for flights which do not exceed sixty minutes duration, which take off and land at the same aerodrome, and which remain within fifty nautical miles of that aerodrome, the instruments prescribed in sub-paragraphs (f), (g) and (h), and regulations 6(1)(d), (e), and (f), may all be replaced by either a turn and slip indicator, or a turn coordinator incorporating a slip indicator, or both an attitude indicator and a slip indicator;

- (2) An operator shall not operate an aircraft in accordance with VFR which is operated as controlled flight unless it is equipped with the flight and navigational instruments and associated equipment where applicable set for IFR operations in regulation 7.

**Instruments for  
operations  
requiring two  
pilots: VFR  
operations**

6. (1) An operator shall not operate an aircraft that requires two pilots to operate unless each pilot's station is equipped with separate instruments as follows:
- (a) a sensitive pressure altimeter;
  - (b) an airspeed indicator;
  - (c) a vertical speed indicator;
  - (d) a turn and slip indicator, or a turn co-ordinator incorporating a slip indicator;
  - (e) an attitude indicator; and
  - (f) a stabilised direction indicator.
- (2) Whenever two pilots are required to operate an aircraft an airspeed indicating system shall be equipped with a heated pitot tube or equivalent means for preventing malfunction due to either condensation or icing for:
- (a) aeroplanes with a maximum certificated take-off mass of over 5,700 kg or having a maximum approved passenger seating configuration of more than nine;
  - (b) helicopters with a maximum certificated take-off mass over 3,180 kg or having a maximum approved passenger seating configuration of more than nine.
- (3) Whenever duplicate instruments are required to operate an aircraft, separate displays for each pilot and separate selectors or other associated equipment where appropriate shall be provided.
- (4) Whenever two pilots are required to operate an aircraft, the aircraft shall be equipped with means for indicating when power is not adequately supplied to the required flight instruments;
- (5) Whenever two pilots are required to operate an aircraft an operator shall not conduct VFR operations unless the aeroplane is equipped with a

headset with boom microphone or equivalent for each flight crew member on cockpit duty.

**Minimum flight  
and navigational  
instruments: IFR  
operations**

7. (1) A person shall not fly an aircraft in accordance with instrument flight rules (IFR), or when the aircraft cannot be maintained to a desired altitude without reference to one or more flight instruments, unless the aircraft is equipped with:
- (a) a magnetic compass;
  - (b) an accurate timepiece showing the time in hours, minutes, and seconds;
  - (c) two sensitive pressure altimeters with counter drum-pointer or equivalent presentation and in the case of general aviation operations, a sensitive pressure ;
  - (d) an airspeed indicating system with a means of preventing malfunctioning due to either condensation or icing;
  - (e) a turn and slip indicator;
  - (f) an attitude indicator (artificial horizon);
  - (g) a heading indicator (directional gyroscope);
  - (h) a means of indicating whether the supply of power to the gyroscopic instruments is adequate;
  - (i) a means of indicating in the flight crew compartment the outside air temperature;
  - (j) vertical speed indicator;
  - (k) a rate-of climb and descent indicator;
  - (l) for aeroplanes only, two independent static pressure systems, except that for propeller driven aeroplanes with maximum certificated take off mass of 5,700 kg or less, one static pressure system and one alternate source of static pressure is allowed;
  - (m) for helicopters only, a stabilization system, unless it has been demonstrated to the satisfaction of the certificating authority that the helicopter possesses, by nature of its design, adequate stability without such system;
  - (n) a secondary surveillance radar (SSR) transponder with mode C



(pressure-altitude reporting together with identification), except gliders, airships, kites, general aviation operations and aircraft whose original certification does not include an engine powered electrical system and has not been subsequently certified for installation of such a system, provided it is operated in accordance with the latest effective edition of Volume IV-*Surveillance Radar and Collision Avoidance System* of Annex 10 – *Aeronautical Telecommunications* to the Chicago Convention; and

- (o) such additional instrument or equipment as may be prescribed by the appropriate authority..
- (2) A person shall not operate an aeroplane under IFR unless the aeroplane is equipped with navigation equipment in accordance with the requirements of air traffic services in the areas of operation, but not less than:
- (a) one VHF Omnidirectional radio range receiving system, automatic directional finder system, one distance measuring equipment, one Marker Beacon receiving system.
  - (b) one instrument landing system (ILS) or microwave landing system (MLS) where ILS or MLS is required for approach navigation purposes;
  - (c) an Area Navigation System when area navigation is required for the route being flown;
  - (d) an additional VHF omnidirectional radio range (VOR) receiving system on any route, or part thereof, where navigation is based only on VOR signals; and
  - (e) an additional automatic direction finder (ADF) system on any route, or part thereof, where navigation is based only on non-directional beacon (NDB) signals.
- (3) All aircraft intended to land in instrument meteorological conditions (IMC) or at night shall be provided with radio navigation equipment capable of receiving signals providing guidance to:
- (a) a point from which a visual landing can be effected;
  - (b) each aerodrome at which it is intended to land in IMC; and
  - (c) any designated alternate aerodromes.
- (4) An air operator certificate holder shall not conduct single pilot IFR

operations unless the aeroplane is equipped with

- (a) a serviceable autopilot that has at least altitude hold and heading select modes;
  - (b) a headset with a boom microphone or equivalent; and
  - (c) means of displaying charts that enables them to be readable in all ambient light conditions
- (5) Where aeroplanes are equipped with automatic landing systems, a HUD or equivalent displays, EVS, SVS or CVS, or any combination of those systems into a hybrid system, the use of such systems for the safe operation of an aeroplane shall be approved by the Authority.
- (6) In approving the operational use of automatic landing systems, a HUD or equivalent displays, EVS, SVS or CVS, the Authority shall ensure that:
  - (a) the equipment meets the appropriate airworthiness certification requirements;
  - (b) the operator has carried out a safety risk assessment of the operations supported by the automatic landing systems, a HUD or equivalent displays, EVS, SVS or CVS;
  - (c) the operator has established and documented the procedures for the use of, and training requirements for, automatic landing systems, a HUD or equivalent displays, EVS, SVS or CVS.
- (7) Where portable electronic flight bags (EFBs) are used on board, the operator shall ensure that they do not affect the performance of the aeroplane systems, equipment or the ability to operate the aeroplane.
- (8) Where EFBs are used on board an aeroplane the operator shall:
  - (a) assess the safety risk(s) associated with each EFB function;
  - (b) establish and document the procedures for the use of, and training requirements for, the device
  - (c) and each EFB function; and
  - (d) ensure that, in the event of an EFB failure, sufficient information is readily available to the flight crew for the flight to be conducted safely.
- (9) The Authority shall approve the operational use of EFB functions to be

used for the safe operations of aeroplanes.

(10) In approving the use of EFBs, the Authority shall ensure that:

- (a) the EFB equipment and its associated installation hardware, including interaction with aeroplane systems if applicable, meet the appropriate airworthiness certification requirements;
- (b) the operator has assessed the safety risks associated with the operations supported by the EFB function(s);
- (c) the operator has established requirements for redundancy of the information (if appropriate)
- (d) contained in and displayed by the EFB function(s);
- (e) the operator has established and documented procedures for the management of the EFB function(s) including any database it may use; and
- (f) the operator has established and documented the procedures for the use of, and training requirements for, the EFB and the EFB function(s)

(11) An aircraft shall be sufficiently provided with navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment will enable the aeroplane to navigate in accordance with these Regulations.

**Additional  
Systems and  
equipment for  
single- engine  
turbine-powered  
aeroplanes: Night  
and IMC  
operations**

8. Single-engine turbine-powered aeroplanes approved by the Authority to operate at night and/or in instrument meteorological conditions (IMC) shall be equipped with the following systems and equipment intended to ensure continued safe flight and to assist in achieving a safe forced landing after an engine failure, under all allowable operating conditions:
- (a) two separate electrical generating systems, each one capable of supplying all probable combinations of continuous in-flight electrical loads for instruments, equipment and systems required at night and/or in IMC;
  - (b) a radio altimeter;
  - (c) an emergency electrical supply system of sufficient capacity and endurance, following loss of all generated power, to as a minimum:

- (i) maintain the operation of all essential flight instruments, communication and navigation systems during a descent from the maximum certificated altitude in a glide configuration to the completion of a landing;
- (ii) lower the flaps and landing gear, if applicable;
- (iii) provide power to one pitot heater, which must serve an air speed indicator clearly visible to the pilot;
- (iv) provide for operation of the landing light specified in (j);
- (v) provide for one engine restart, if applicable; and
- (vi) provide for the operation of the radio altimeter;
- (d) two attitude indicators, powered from independent sources;
- (e) a means to provide for at least one attempt at engine re-start;
- (f) airborne weather radar;
- (g) a certified area navigation system capable of being programmed with the positions of aerodromes and safe forced landing areas, and providing instantly available track and distance information to those locations;
- (h) for passenger operations, passenger seats and mounts which meet dynamically-tested performance standards and which are fitted with a shoulder harness or a safety belt with a diagonal shoulder strap for each passenger seat;
- (i) in pressurized aeroplanes, sufficient supplemental oxygen for all occupants for descent following engine failure at the maximum glide performance from the maximum certificated altitude to an altitude at which supplemental oxygen is no longer required;
- (j) a landing light that is independent of the landing gear and is capable of adequately illuminating the touchdown area in a night forced landing; and
- (k) an engine fire warning system.

**Instruments for operations requiring two**

- 9.** An operator shall not operate an aircraft that requires two pilots to operate unless the second pilot's station has separate instruments as follows:

**pilots: IFR  
operations**

- (a) a sensitive pressure altimeter calibrated in feet with a sub-scale setting, calibrated in hectopascals or millibars, adjustable for any barometric pressure likely to be set during flight;
- (b) an airspeed indicating system with a means of preventing malfunctioning due to either condensation or icing;
- (c) a vertical speed indicator;
- (d) a turn and slip indicator, or a turn coordinator incorporating a slip indicator;
- (e) an attitude indicator; and
- (f) a stabilised direction indicator;

**Standby attitude  
indicator**

- 10.** (1) A person shall not operate an aeroplane with a maximum certificated take-off mass of over 5,700 kg, or a helicopter of performance Class 1 and 2 operated under instrument flight rules (IFR), unless it is equipped with an attitude indicator (artificial horizon) visible to the pilot-in-command, that:
- (a) operates independently of any other attitude indicating system;
  - (b) is powered continuously during normal operation;
  - (c) after a total failure of the normal electrical generating system, is automatically powered for a minimum of thirty minutes from a source independent of the normal electrical generating system; and
  - (d) is appropriately illuminated during all phases of operation.
- (2) Where the attitude indicator referred to in sub-regulation (1):
- (a) is being operated by emergency power, it shall be clearly evident to the flight crew that it is operated by emergency power; and
  - (b) has its own dedicated power supply there shall be an associated indication, either on the instrument or on the instrument panel when this supply is in use.
- (3) Where the standby attitude instrument system is installed and usable through flight attitudes of 360° of pitch and roll, the turn and slip indicators may be replaced by slip indicators.

**Instruments and  
equipment  
required for  
Category II  
operations**

- 11.** (1) A person shall not fly an aircraft in a Category II operation unless the aircraft is fitted with the following instruments and equipment:
- (a) two localizer and glide slope receiving systems;
  - (b) a communications system that does not affect the operation of at least one of the instrument landing system systems;
  - (c) a marker beacon receiver that provides distinctive aural and visual indications of the outer and the middle markers;
  - (d) two gyroscopic pitch and bank indicating systems;
  - (e) two gyroscopic direction indicating systems;
  - (f) two airspeed indicators;
  - (g) two sensitive altimeters adjustable for barometric pressure, having markings at 6 m (20 ft) intervals and each having a placarded correction for altimeter scale error and for the wheel height of the aircraft;
  - (h) two vertical speed indicators;
  - (i) the flight control guidance system may be operated from one of the receiving systems required by sub-paragraph (a) that consists of either:
    - (i) flight director system capable of displaying computed information as steering command in relation to an instrument landing system localizer and, on the same instrument, either computed information as pitch command in relation to an instrument landing system (ILS) glide slope or basic instrument landing system glide slope information;
    - (ii) an automatic approach coupler capable providing at least automatic steering in relation to an ILS localiser;
  - (j) for Category II operations with decision heights below 45.5 m (150 ft) either a marker beacon receiver providing aural and visual indications of the inner marker or a radio altimeter;
  - (k) warning systems for immediate detection by the pilot of system faults in items specified in sub-paragraphs (a), (d), (e) and (i)

and, if installed for use in Category III operations, the radio altimeter and autothrottle system;

- (l) dual controls;
  - (m) an externally vented static pressure system with an alternate static pressure source;
  - (n) a windshield wiper or equivalent means of providing adequate cockpit visibility for a safe visual transition by either pilot to touchdown and rollout; and
  - (o) a heat source for each airspeed system pitot tube installed or an equivalent means of preventing malfunctioning due to icing of the pitot system.
- (2) The instruments and equipment specified in this regulation shall be approved in accordance with the provisions of the Maintenance Programme referred under regulation 12 before being used in Category II operations.

**Approval and maintenance of instruments and equipment required for Category II operations**

- 12.**
- (1) A person shall not fly an aircraft unless the instruments and equipment required by regulation 11 have been approved as provided in this regulation for use in Category II operations.
  - (2) Before presenting an aircraft for approval of the instruments and equipment, it shall be shown that since the beginning of the 12th calendar month of the date of submission:
    - (a) the instrument landing system localizer and glide slope equipment were bench checked according to the manufacturer's instructions and found to meet the standards specified by the Authority;
    - (b) the altimeters and the static pressure systems were tested and inspected and found to meet the requirements of the manufacturers maintenance manual; and
    - (c) all other instruments and items of equipment specified in this regulation that are listed in the proposed maintenance program were bench checked and found to meet the manufacturer's maintenance manual.
  - (3) All components of the flight control guidance system shall be approved as installed by the evaluation program specified in this regulation if they have not been approved for Category III operations under

applicable type or supplemental type certification procedures.

- (4) Any subsequent changes to make, model, or design of the components shall be approved by the Authority and related systems or devices, such as the autothrottle and computed missed approach guidance system, shall be approved in the same manner if they are to be used for Category II operations.
- (5) A radio altimeter shall meet the performance criteria of this sub-regulation for original approval and after each subsequent alteration:
  - (a) it shall display to the flight crew clearly and positively the wheel height of the main landing gear above the terrain;
  - (b) it shall display wheel height above the terrain to an accuracy of  $\pm 1,5$  m (5 ft) or 5 percent, whichever is greater, under the following conditions—
    - (i) pitch angles of zero to  $\pm 5^\circ$  about the mean approach attitude;
    - (ii) roll angles of zero to  $20^\circ$  in either direction;
    - (iii) forward velocities from minimum approach speed up to 200 knot; and
    - (iv) sink rates from zero to 4,6 m (15 ft) per second at altitudes from 30 m (100 ft) to 60 m (200 ft);
  - (c) over level ground, it shall track the actual altitude of the aircraft without significant lag or oscillation;
  - (d) with the aircraft at an altitude of 60 m (200 ft) or less, any abrupt change in terrain representing no more than ten percent of the aircraft's altitude shall not cause the altimeter to unlock, and indicator response to such changes shall not exceed 0.1 seconds. If the system unlocks for greater changes, it shall reacquire the signal in less than one second;
  - (e) systems that contain a push to test feature shall test the entire system with or without an antenna at a simulated altitude of less than 150 m (500 ft); and
  - (f) the system shall provide to the flight crew a positive failure warning display any time there is a loss of power or an absence of ground return signals within the designed range of operating altitudes.



- (6) All other instruments and items of equipment required by regulation 11 shall be capable of performing as necessary for Category II operations and shall be approved by the Authority after each subsequent alteration to these instruments and items of equipment.
- (7) (a) Approval by evaluation is requested as a part of the application for approval of the Category II manual.
- (b) Unless otherwise authorized by the Authority, the evaluation program for each aircraft requires the following demonstrations:
  - (i) at least fifty instrument landing system approaches shall be flown with at least five approaches on each of three different instrument landing system facilities and no more than one half of the total approaches on any one instrument landing system facility.
  - (ii) all approaches shall be flown under simulated instrument conditions to a 30 m (100 ft) decision height and ninety percent of the total approaches made shall be successful, a successful approach is one in which:
    - (aa) at the 30 m (100 ft) decision height, the indicated airspeed and heading are satisfactory for a normal flare and landing (speed shall be  $\pm 5$  knots of programmed airspeed, but shall not be less than computed threshold speed if autothrottles are used);
    - (bb) the aircraft at the 30 m (100 ft) decision height, is positioned so that the cockpit is within, and tracking so as to remain within, the lateral confines of the extended runway;
    - (cc) deviation from glide slope after leaving the outer marker does not exceed fifty percent of full-scale deflection as displayed on the ILS indicator;
    - (dd) no unusual roughness or excessive attitude changes occur after leaving the middle marker; and
    - (ee) in the case of an aircraft equipped with an approach coupler, the aircraft is sufficiently in trim when the approach coupler is disconnected at the decision height to allow for the continuation of a normal approach and landing.

- (8) During the evaluation program the following information shall be maintained by the applicant for the aircraft with respect to each approach and made available to the Authority upon request:
- (a) each deficiency in airborne instruments and equipment that prevented the initiation of an approach;
  - (b) the reasons for discontinuing an approach, including the altitude above the runway at which it was discontinued,
  - (c) speed control at the 30 m (100 ft) decision height if auto throttles are used;
  - (d) trim condition of the aircraft upon disconnecting the auto coupler with respect to continuation to flare and landing;
  - (e) position of the aircraft at the middle marker and at the decision height indicated both on a diagram of the basic instrument landing system display and a diagram of the runway extended to the middle marker, with the estimated touchdown point indicated on the runway diagram;
  - (f) compatibility of flight director with the auto coupler, if applicable; and
  - (g) quality of overall system performance.
- (9) A final evaluation of the flight control guidance system is made upon successful completion of the demonstrations. If no hazardous tendencies have been displayed or are otherwise known to exist, the system is approved as installed.
- (10) Any bench check required by this regulation and regulation 13 shall:
- (a) be performed by an approved maintenance organization holding one of the following ratings as appropriate to the equipment checked: –
    - (i) an instrument rating;
    - (ii) a radio rating; or
    - (iii) computer rating,
  - (b) consist of removal of an instrument or item of equipment and performance of the following:
    - (i) a visual inspection for cleanliness, impending failure, and

the need for lubrication, repair, or replacement of parts;

(ii) correction of items found by that visual inspection; and

(iii) calibration to at least the manufacturer's specifications unless otherwise specified in the approved Category II manual for the aircraft in which the instrument or item of equipment is installed.

**Maintenance  
programme for  
instruments and  
equipment  
required for  
Category II  
operations**

**13.** (1) A maintenance program for Category II instruments and equipment shall contain the following:

(a) a list of each instrument and item of equipment specified in regulation 11 that is installed in the aircraft and approved for Category II operations, including the make and model of the instruments and items specified in that regulation;

(b) a schedule that provides for the performance of inspections under paragraph (e) within three months after the date of the previous inspection, subject to the following:

(i) the inspection shall be performed by a person authorized by the Civil Aviation (Airworthiness) Regulations, except that each alternate inspection may be replaced by a functional flight check; and

(ii) the functional flight check shall be performed by a pilot holding a Category II operation pilot authorization for the type aircraft checked;

(c) a schedule that provides for the performance of bench checks for each listed instrument and item of equipment that is specified in regulation 11 within twelve months after the date of the previous bench check;

(d) a schedule that provides for the performance of a test and inspection of each static pressure system within twelve months after the date of the previous test and inspection;

(e) the procedures for the performance of the periodic inspections and functional flight checks to determine the ability of each listed instrument and item of equipment specified in regulation 11 to perform as approved for Category II operations, including a procedure for recording functional flight checks;

(f) a procedure for assuring that the pilot is informed of all defects in

listed instruments and items of equipment;

- (g) a procedure for assuring that the condition of each listed instrument and item of equipment upon which maintenance is performed is at least equal to its Category II approval condition before it is returned to service for Category II operations;
  - (h) a procedure for an entry in the maintenance records that shows the date, airport, and reasons for each discontinued Category II operation because of a malfunction of a listed instrument or item of equipment; and
  - (i) A bench check required by this regulation shall comply with the requirements specified in regulation 12(10).
- (2) After the completion of one maintenance cycle of twelve months, a request to extend the period for checks, tests, and inspections may be approved if it is shown that the performance of particular equipment justifies the requested extension.

**Navigation  
equipment for  
operations in  
minimal  
navigation  
performance  
specification  
airspace (MNPS)**

- 14.** (1) An air operator certificate holder shall not operate an aeroplane minimal navigation performance specification airspace unless it is equipped with navigation equipment that-
- (a) continuously provides indications to the flight crew of adherence to or departure from track to the required degree of accuracy at any point along that track; and
  - (b) has been authorized by the State of Registry for minimal navigation performance specification operations concerned.
- (2) All equipment referred to in sub-regulation (1) shall comply with the minimal navigation performance specification prescribed in the latest effective edition of ICAO Doc. 7030 *Regional Supplementary Procedures*.
- (3) The navigation equipment required for air operator certificate holder operations in minimal navigation performance specification airspace shall be visible and usable by either pilot seated at his duty station.
- (4) For unrestricted operation in minimal navigation performance specification airspace, an aeroplane operated by an air operator certificate holder shall be equipped with two independent long-range navigational systems.
- (5) For operation in minimal navigation performance specification airspace

along notified special routes, an aeroplane operated by an air operator certificate holder shall be equipped with one long range navigational systems, unless otherwise specified.

**Equipment for operations in reduced vertical separation minimum airspace (RVSM)**

- 15.** (1) A person shall not operate an aeroplane in reduced vertical separation minimum airspace unless it is provided with equipment which is capable of:
- (a) indicating to the flight crew the flight level being flown;
  - (b) automatically maintaining a selected flight level;
  - (c) providing an alert to the flight crew when a deviation occurs from the selected flight level, with the threshold for the alert not exceeding 90 m (300 ft); and
  - (d) automatically reporting pressure-altitude.
- (2) The equipment referred to in sub-regulation (1) of this regulation shall comply with minimum requirements prescribed in the latest effective edition of ICAO Doc 9574 *Manual for the Implementation of a 300m (1000ft) Vertical Separation Minimum Between FL 290 and FL 410 inclusive*.

**Mach number indicator**

- 16.** A person shall not operate an aeroplane with speed limitations expressed in terms of Mach number, unless it is equipped with a Mach number indicator.

**PART IV- COMMUNICATION EQUIPMENT**

**Radio equipment**

- 17.** (1) No person may operate an aircraft unless it is equipped with radio communication equipment required for the kind of operation being conducted.
- (2) All aircraft operated in VFR as a controlled flight, in IFR, at night, extended flight over water, or over land designated by the Authority as especially difficult for search and rescue, shall be equipped with radio communication equipment:
- (c) capable of conducting two-way communication at any time with

air traffic services or aeronautical stations;

- (d) capable of conducting communications on those frequencies prescribed by the Authority,
  - (e) capable of receiving meteorological information at any time during the flight;
  - (f) capable of conducting communications on the aeronautical emergency frequency 121.5 MHz;
  - (g) approved and installed in accordance with the requirements applicable to them, including the minimum performance requirements;
  - (h) installed such that the failure of any single unit required for communication equipment, will not result in the failure of another unit required for communications purposes; and
  - (i) meeting any other requirements as prescribed by the Authority.
- (3) For flights in defined portions of airspace or on routes where a Required Communications Performance (RCP) type has been prescribed, the aeroplane shall, in addition to the requirements in (1) and (2) above:
- (a) be provided with communication equipment which will enable it to operate in accordance with the prescribe RCP type(s); and
  - (b) be authorised by Authority for operations in such airspace.
- (4) No person may operate an aircraft in commercial air transport operations, or as otherwise specified by the Authority, unless it is equipped with two independent radio communications systems, appropriate to the route and airspace used.
- (5) When more than one communications equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other.

**Airborne collision avoidance system**

- 18.**
- (1) Any airborne collision avoidance system installed on an aircraft in registered in Rwanda shall be approved by the Authority.
  - (2) Each person operating an aircraft equipped with an airborne collision avoidance system shall have that system on and operating.
  - (3) No person may operate a turbine engine aeroplane for which the

individual airworthiness certificate was first issued after 24 November 2005 with a maximum certificated take-off mass in excess of 15,000 kg or authorised to carry more than 30 passengers, unless it is equipped with an ACAS II.

- (4) No person may operate a turbine engine aeroplane for which the individual airworthiness certificate was first issued after 1 January 2007 with a maximum certificated take-off mass in excess of 5,700 kg but not exceeding 15,000 kg or authorised to carry more than 19 passengers, unless it is equipped with an ACAS II.
- (5) An airborne collision avoidance system shall operate in accordance with the relevant provisions of ICAO Annex 10, Volume IV.
- (6) No person may operate a turbine powered aeroplane with a maximum certificated takeoff mass in excess of 5700 kg or authorised to carry more than 19 passengers, unless it is equipped with an ACAS II.

**Altitude  
Reporting  
transponder**

- 19. (1) No person shall operate an aeroplane or helicopter unless it is equipped with an operative pressure-altitude reporting transponder that operates in accordance with the requirements of Rwanda air traffic services and the relevant provisions of ICAO Annex 10, Volume 4.
- (2) No person shall operate an aircraft in airspace that requires a pressure reporting transponder unless that equipment is operative.
- (3) No person shall operate an aeroplane unless it is equipped with a data source that provides pressure-altitude information with a resolution of 7.62 m (25 ft) or better.
- (4) No person shall operate an aeroplane that is equipped with an automatic means of detecting airborne/on-the-ground status unless it is equipped with a Mode S transponder.

**Crew member  
interphone  
system: aeroplane**

- 20. (1) An air operator certificate holder shall not operate an aeroplane on which a flight crew of more than one is required unless it is equipped with a flight crew interphone system, including headsets and microphones, not of a handheld type, for use by all members of the flight crew.
- (2) An air operator certificate holder shall not operate an aeroplane with a maximum certified take-off mass exceeding 15,000 kg or having a maximum approved passenger seating configuration of more than nineteen unless it is equipped with a crew member interphone system

that:

- (a) operates independently of the public address system except for handsets, headsets, microphones, selector switches and signalling devices;
- (b) provides a means of two-way communication between the flight crew compartment and each-
  - (i) passenger compartment;
  - (ii) galley located other than on a passenger deck level; and
  - (iii) remote crew compartment that is not on the passenger deck and is not easily accessible from a passenger compartment;
- (b) is readily accessible for use:
  - (i) from each of the required flight crew stations in the flight crew compartment; and
  - (ii) at required cabin crew member stations close to each separate or pair of floor level emergency exits;
- (c) has an alerting system incorporating aural or visual signals for use by flight crew members to alert the cabin crew and for use by cabin crew members to alert the flight crew;
- (d) has a means for the recipient of a call to determine whether it is a normal call or an emergency call; and
- (f) provides on the ground a means of two-way communication between ground personnel and at least two flight crew members.

**Crew member  
interphone  
system: helicopter**

- 21.** An air operator certificate holder shall not operate a helicopter carrying a crew member other than a flight crew member unless it is equipped with a crew member interphone system which:
- (a) operates independently of the public address system except for handsets, headsets, microphones, selector switches and signalling devices;
  - (b) provides a means of two-way communication between the flight crew compartment and each crew member station;
  - (c) has readily accessible for use from each of the required flight



- crew stations in the flight crew compartment;
- (d) is readily accessible for use at required cabin crew stations close to each separate or pair of floor level emergency exits;
- (e) has an alerting system incorporating aural or visual signals for use by flight crew members to alert the flight crew; and
- (f) has a means for the recipient of a call to determine whether it is a normal call or an emergency call.

## **PART V - INSTRUMENTS AND EQUIPMENT**

### **Aircraft lights and instrument illumination**

- 22.** A person shall not operate an aircraft unless it is equipped with:
- (a) for flight by day:
    - (i) anti-collision light system;
    - (ii) lighting supplied from the aircraft electrical system to provide adequate illumination for all instruments and equipment essential for the safe operation of the aircraft;
    - (iii) lighting supplied from the aircraft electrical system to provide adequate illumination in all passenger compartments; and
    - (iv) an electric torch for each required crew member readily accessible to crew member when seated at their designated station;
  - (b) for flight by night, in addition to the equipment specified in regulation 7:
    - (i) the lights required by the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations for aircraft in flight or operating on the movement area of an aerodrome;
    - (ii) lighting supplied from the aircraft electrical system to provide adequate illumination for all instruments and

equipment essential for the safe operation of the aircraft that are used by the flight crew;

- (iii) lights in all passenger compartments;
- (iv) an electric torch for each crew member station; and
- (v) two landing lights or a single landing light having two separately energized filaments or, in case of an general aviation operations, one single landing light.

**Engine  
instruments**

**23.** (1) A person shall not conduct any commercial air transport operations in any aircraft without the following engine instruments, where applicable:

- (a) a fuel pressure indicator for each engine;
- (b) a fuel flowmeter;
- (c) a means for indicating fuel quantity in each fuel tank to be used;
- (d) an oil pressure indicator for each engine;
- (e) an oil quantity indicator for each oil-tank when a transfer or separate oil reserve supply is used;
- (f) an oil-in temperature indicator for each engine;
- (g) a tachometer for each engine; and
- (h) an independent fuel pressure warning device for each engine or a master warning device for all engines with a means for isolating the individual warning circuits from the master warning device.

(2) In addition to the equipment listed in sub-regulation (1), a reciprocating engine aircraft shall have the following:

- (a) a carburettor air temperature indicator for each engine,
- (b) a cylinder head temperature indicator for each air-cooled engine,
- (c) a manifold pressure indicator for each engine,
- (d) a device for each reversible propeller, to indicate to the pilot when the propeller is in reverse pitch, that complies with the following-
  - (i) the device may be actuated at any point in the reversing cycle

between the normal low pitch stop position and full reverse pitch, but it shall not give an indication at or above the normal low pitch stop position; and

- (ii) the source of indication shall be actuated by the propeller blade angle or be directly responsive to it.
- (3) In addition to the equipment listed in sub-regulation (1), an air operator certificate holder operating turbine engine aircraft shall have the following:
- (a) a gas temperature indicator for each engine;
  - (b) an indication of engine thrust or gas stream pressure that can be related to thrust for each turbojet engine;
  - (c) a torque indicator for each turbo propeller engine;
  - (d) a blade position indicating means for each turbo-propeller engine propeller to provide an indication to the flight crew when the propeller blade angle is below the flight low pitch position;
  - (e) a position indicator to the flight crew to indicate thrust reverse position; and
  - (f) an indicator to indicate the functioning of the powerplant ice protection system.

### ***Warning Instruments and Systems***

#### **Machmeter and speed warning devices**

24. (1) A person shall not operate an aeroplane with compressibility limitations not otherwise indicated by the required airspeed indicator unless the aeroplane is equipped with a machmeter at each pilot station.
- (2) A person shall not operate an aeroplane requiring a speed warning device unless the device installed is capable of giving effective aural warnings differing distinctively from aural warnings used for other purposes, whenever the speeds exceeds the maximum operating limit speed  $V_{MO}$  plus 6 knots or  $M_{MO} + 0.01$

#### **Loss of pressurisation**

25. An operator shall not operate a pressurized aircraft intended to be operated at flight altitudes at which the atmospheric pressure is less than 376hPa unless

**device** the aircraft is equipped with a device to provide positive warning to the flight crew of any dangerous loss of pressurisation

**Landing gear:  
aural warning  
device** 26. (1) A person shall not operate an aeroplane equipped with a retractable landing gear unless the aeroplane has landing gear aural warning device that functions continuously under the following conditions:

- (a) for aeroplanes with an established approach wing-flap position, whenever the wing flaps are extended beyond the maximum certified approach or climb configuration position in the Aeroplane Flight Manual and the landing gear is not fully extended and locked; and
- (b) for aeroplanes without an established approach climb wingflap position, whenever the wing flaps are extended beyond the position at which landing gear extension is normally performed and the landing gear is not fully extended and locked.

(2) The warning system required under sub-regulation (1):

- (a) shall not have a manual shut off;
- (b) shall be in addition to the throttle-actuated device installed under the type certification airworthiness requirements; and
- (c) may utilise any part of the throttle-actuated system including the aural warning device.

(3) The flap position-sensing unit required under sub-regulation (1) may be installed at any suitable place in the aeroplane.

**Altitude alerting  
system** 27. (1) A person shall not operate a turbojet-powered aeroplane unless that aeroplane is equipped with an approved altitude alerting system or device that is in operable condition and meets the requirements of sub-regulation (2).

(2) An altitude alerting system or device required under sub-regulation (1) shall be able to:

- (a) alert the flight crew upon approaching a pre-selected altitude in either ascent or descent, by a sequence of-
  - (i) both aural and visual signals in sufficient time to establish level flight at that pre-selected altitude; or

- (ii) visual signals in sufficient time to establish level flight at that pre-selected altitude, and when deviating above and below that pre-selected altitude, by an aural signal;
  - (b) provide the required signals from sea level to the highest operating altitude approved for the aeroplane in which it is installed;
  - (c) pre-select altitudes in increments that are commensurate with the altitudes at which the aircraft is operated;
  - (d) be tested without special equipment to determine proper operation of the alerting signals, and
  - (e) accept necessary barometric pressure settings if the system or device operates on barometric pressure; however, for operation below 900 m (3,000 ft) above ground level (AGL), the system or device need only provide one signal, either visual or aural, to comply with this paragraph; a radio altimeter may be included to provide the signal if the operator has an approved procedure for its use to determine decision height or minimum deviation altitude, as appropriate.
- (3) An operator to which this regulation applies shall establish and assign procedures for the use of the altitude alerting system or device and each flight crew shall comply with those procedures assigned to him.

**Ground proximity  
warning system  
(GPWS)**

- 28.**
- (1) A person shall not fly a turbine-engined aeroplane of a maximum certificated take-off mass of over 5,700 kg or authorized to carry more than nine passengers unless the aeroplane is equipped with a ground proximity warning system.
  - (2) All turbine-engined aeroplanes of a maximum certificated take-off mass of over 15,000 kg or authorized to carry more than thirty passengers shall be equipped with a ground proximity warning system which has a forward looking terrain avoidance function.
  - (3) All turbine-engined aeroplanes of over 5,700 kg maximum certificated take-off mass of over 5,700 kg or authorized to carry more than nine passengers, shall be equipped with a ground proximity warning system which has a forward looking terrain avoidance function.
  - (4) All piston-engined aeroplanes of a maximum certificated take-off mass of over 5,700 kg or authorized to carry more than nine passengers, and all turbine-engined aeroplanes of a maximum certificated take-off mass of over 5,700 kg or authorized to carry more than five but less than nine

passengers, shall be equipped with a ground proximity warning system which provides the warnings in sub-regulation (6) (a) and (c), warning of unsafe terrain clearance and a forward looking terrain avoidance function.

- (5) A ground proximity warning system shall provide automatically a timely and distinctive warning to the flight crew when the aeroplane is in potentially hazardous proximity to the earth's surface.
- (6) A ground proximity warning system shall provide, unless otherwise specified herein, warnings of the following circumstances:
  - (a) excessive descent rate;
  - (b) excessive terrain closure rate;
  - (c) excessive altitude loss after take-off or go-around;
  - (d) unsafe terrain clearance while not in landing configuration—
    - (i) gear not locked down;
    - (ii) flaps not in a landing position; and
  - (e) excessive descent below the instrument glide path.

**Weather radar**

- 29.** (1) An air operator certificate holder shall not operate:
- (a) a pressurized aeroplane; or
  - (b) an unpressurized aeroplane which has a maximum certificated take-off mass of over 5,700 kg; or
  - (c) an unpressurized aeroplane aircraft having a maximum approved passenger seating configuration of more than 9 seats, or
  - (d) a helicopter when carrying passengers
- unless it is equipped with airborne weather radar equipment whenever such an aircraft is being operated at night or in instrument meteorological conditions in areas where thunderstorms or other potentially hazardous weather conditions, regarded as detectable with airborne weather radar, may be expected to exist along the route.
- (2) The airborne weather radar equipment in propeller driven pressurized aeroplanes having a maximum certificated take-off mass of over 5,700 kg with a maximum approved passenger seating configuration not

exceeding nine seats, operated by an air operator certificate holder at night and in instrument meteorological conditions referred to in sub-regulation (1) may be replaced by other equipment capable of detecting thunderstorms and other potentially hazardous weather conditions, regarded as detectable with airborne weather radar equipment, subject to approval by the Authority.

## **PART VI – FLIGHT DATA RECORDER AND COCKPIT VOICE RECORDER**

### **Cockpit voice recorders: aeroplane**

- 30.** (1) All turbine-engined aeroplanes of a maximum certificated take-off mass of over 2 250 kg, up to and including 5 700 kg, for which the application for type certification is submitted to a Contracting State on or after 1 January 2016 and required to be operated by more than one pilot shall be equipped with either a cockpit voice recorder (CVR) or a cockpit audio recording system (CARS).
- (2) All turbine-engined aeroplanes of a maximum certificated take-off mass of 5 700 kg or less for which the individual certificate of airworthiness is first issued on or after 1 January 2016 and required to be operated by more than one pilot should be equipped with either a CVR or a CARS.
- (3) The CVR and CARS shall start to record prior to the aeroplane moving under its own power and record continuously until the termination of the flight when the aeroplane is no longer capable of moving under its own power.
- (4) In addition to sub-regulation (3), depending on the availability of electrical power, the CVR and CARS shall start to record as early as possible during the cockpit checks prior to engine start at the beginning of the flight until the cockpit checks immediately following engine shutdown at the end of the flight.
- (5) An alternate power source shall automatically engage and provide ten minutes, plus or minus one minute, of operation whenever aeroplane power to the recorder ceases, either by normal shutdown or by any other loss of power. The alternate power source shall power the CVR and its associated cockpit area microphone components. The CVR shall be located as close as practicable to the alternate power source.
- (6) All aeroplanes of a maximum certificated take-off mass of over 27 000

kg for which the application for type certification is submitted to a Contracting State on or after 1 January 2018 shall be provided with an alternate power source, as defined in sub-regulation (4), that powers the forward CVR in the case of combination recorders.

- (7) All aeroplanes of a maximum certificated take-off mass of over 27 000 kg for which the individual certificate of airworthiness is first issued on or after 1 January 2018 should be provided with an alternate power source, as defined in sub-regulation (4) that powers at least one CVR.
- (8) The use of magnetic tape and wire CVRs shall be discontinued by 1 January 2016.

**Cockpit voice  
recorders:  
duration -  
aeroplane.**

- 31. (1) A person shall not fly an aeroplane unless the aeroplane is equipped with a cockpit voice recorder installed as required under regulation 30, capable of retaining the information recorded during at least the last thirty (30) minutes of its operation.
- (2) From 1 January 2016, all CVRs shall be capable of retaining the information recorded during at least the last two hours of their operation.
- (3) All aeroplanes, for which the individual certificate of airworthiness is first issued on or after 1 January 1990, and that are required to be equipped with a CVR, should have a CVR capable of retaining the information recorded during at least the last two hours of their operation.

**Cockpit voice  
recorders: general  
requirements-  
aeroplane**

- 32. (1) The CVR shall record on four separate channels, or more, at least the following:
  - (a) voice communication transmitted from or received in the aeroplane by radio;
  - (b) aural environment on the flight deck;
  - (c) voice communication of flight crew members on the flight deck using the aeroplane's interphone system, if installed
  - (d) voice or audio signals identifying navigation or approach aids introduced in the headset or speaker;
  - (e) voice communication of flight crew members using the passenger address system, if installed; and



- (f) digital communications with air traffic services (ATS), unless recorded by the flight data recorder.
- (2) The CARS shall record on two separate channels, or more, at least the following:
- (a) voice communication transmitted from or received in the aeroplane by radio;
  - (b) aural environment on the flight deck; and
  - (c) voice communication of flight crew members on the flight deck using the aeroplane's interphone system, if installed.
- (3) A cockpit voice recorder container shall:
- (a) be painted a distinctive orange or yellow colour;
  - (b) carry reflective material to facilitate its location; and
  - (c) have securely attached an automatically activated underwater locating device operating at a frequency of 37.5 kHz. At the earliest practicable date, but not later than 1 January 2018, this device shall operate for a minimum of 90 days.
- (4) To aid in voice and sound discrimination, microphones in the cockpit shall be located in the best position for recording voice communications originating at the pilot and co-pilot stations and voice communications of other crew members on the flight deck when directed to those stations by wiring suitable boom microphones to record continuously on separate channels.
- (4) A cockpit voice recorder shall be installed so that:
- (a) the probability of damage to the recording is minimized by:
    - (i) locating the recorder as far aft as practicable, and
    - (ii) in the case of pressurized aeroplanes, locating the cockpit voice recorder in the vicinity of the rear pressure bulkhead;
  - (b) it receives its electrical power from a bus that provides the maximum reliability for the operation of the cockpit voice recorder without jeopardizing service to essential or emergency loads;
  - (c) there is an aural or visual means for pre-flight checking of the

cockpit voice recorder for proper operation; and

- (d) if the cockpit voice recorder has a bulk erasure device, the installation is designed to prevent operation of the device during flight time or crash impact.
- (5) The flight recorder systems, when tested by methods approved by the appropriate certificating authority, shall be demonstrated to be suitable for the environmental extremes over which they are designed to operate.
- (6) Means shall be provided for an accurate time correlation between the flight recorder systems recordings.
- (7) The manufacturer shall provide the appropriate certificating authority with the following information in respect of the flight recording systems:
  - (a) manufacturer's operating instructions, equipment limitations and installation procedures;
  - (b) parameter origin or source and equations which relate counts to units of measurement; and
  - (c) manufacturer's test reports.

**Cockpit voice  
recorders:  
helicopters**

- 33.** (1) Subject to sub-regulation (2), a person shall not fly a helicopter for which the individual certificate of airworthiness was first issued before, on or, as the case may be, after 1 January 1987 of a maximum certificated take-off mass of 3,180 kg or above unless the helicopter is equipped with a cockpit voice recorder (CVR) the objective of which is the recording of the aural environment on the flight deck during flight time.
- (2) Where the helicopter is not equipped with an flight data recorder (FDR) the main rotor speed shall be recorded on one track of the cockpit voice recorder (CVR).

**Cockpit voice  
recorders:  
duration-  
helicopters**

- 34.** (1) Except as provided in sub-regulation (2), a person shall not fly a helicopter unless the helicopter is equipped with a cockpit voice recorder (CVR) capable of retaining the information recorded during at least the last 30 minutes of its operation.
- (2) A cockpit voice recorder (CVR) installed in a helicopter for which the individual certificate of airworthiness is first issued after 1 January 2003

shall be capable of retaining the information recorded during at least the last two hours of its operation.

**Cockpit voice  
recorders:  
performance  
requirements**

35. (1) The CVR shall be capable of recording on at least four channels simultaneously. On a tape-based CVR, to ensure accurate time correlation between channels, the CVR is to record in an in-line format.
- (2) If a bi-directional configuration is used, the in-line format and channel allocation shall be retained in both directions.
- (3) The preferred channel allocation shall be as follows:
- Channel 1 — co-pilot headphones and live boom microphone
- Channel 2 — pilot headphones and live boom microphone
- Channel 3 — area microphone
- Channel 4 — time reference plus the third and fourth crew members' headhone and live microphone, if applicable.
- (4) The cockpit voice recorder shall, when tested by methods approved by the appropriate authority, be demonstrated to be suitable for the environmental extremes, which it is designed to operate.
- (5) Where a cockpit voice recorder is installed in an aircraft, means shall be provided for an accurate correlation between the cockpit voice recorder and the flight data recorder.

**Continued  
serviceability and  
inspection of flight  
recorder systems**

36. (1) The operator shall, prior to the first flight of the day, monitor the built-in test features for the flight recorders and flight data acquisition unit (FDAU), when installed, by monitored by manual and/or automatic checks.
- (2) The operator shall carry out annual inspections as follows:
- (c) an analysis of the recorded data from the flight recorders shall ensure that the recorder operates correctly for the nominal duration of the recording;
- (d) the analysis of the FDR shall evaluate the quality of the recorded data to determine if the bit error rate (including those errors introduced by recorder, the acquisition unit, the source of the data on the aeroplane and by the tools used to extract the

data from the recorder) is within acceptable limits and to determine the nature and distribution of the errors;

- (e) a complete flight from the FDR shall be examined in engineering units to evaluate the validity of all recorded parameters. Particular attention shall be given to parameters from sensors dedicated to the FDR. Parameters taken from the aircraft's electrical bus system need not be checked if their serviceability can be detected by other aircraft systems;
  - (f) the readout facility shall have the necessary software to accurately convert the recorded values to engineering units and to determine the status of discrete signals;
  - (g) an annual examination of the recorded signal on the CVR shall be carried out by replay of the CVR recording. While installed in the aircraft, the CVR shall record test signals from each aircraft source and from relevant external sources to ensure that all required signals meet intelligibility standards;
  - (h) where practicable, during the annual examination, a sample of in-flight recordings of the CVR shall be examined for evidence that the intelligibility of the signal is acceptable; and
  - (i) an annual examination of the recorded images on the AIR shall be carried out by replay of the AIR recording. While installed in the aircraft, the AIR shall record test images from each aircraft source and from relevant external sources to ensure that all required images meet recording quality standards.
- (3) Flight recorder systems shall be considered unserviceable if there is a significant period of poor quality data, unintelligible signals, or if one or more of the mandatory parameters is not recorded correctly.
  - (4) The operator shall make available a report of the annual inspection on request to Authority for monitoring purposes.
    - (a) Calibration of the FDR system: for those parameters which have sensors dedicated only to the FDR and are not checked by other means, recalibration shall be carried out at least every five years or in accordance with the recommendations of the sensor manufacturer to determine any discrepancies in the engineering conversion routines for the mandatory parameters and to ensure that parameters are being recorded within the calibration tolerances; and
    - (b) when the parameters of altitude and airspeed are provided by sensors that are dedicated to the FDR system, there shall be a

recalibration performed as recommended by the sensor manufacturer, or at least every two years.

**Flight data  
recorders**

- 37.** (1) A person shall not operate an aeroplane or helicopter unless it is equipped with an approved flight data recording systems, in compliance Regulation 38.
- (2) Flight recorders systems shall be constructed, located and installed so as to provide maximum practical protection for the recordings in order that the recorded information may be preserved, recovered and transcribed. The flight recorder systems containers shall:
- (a) Be painted a distinctive orange or yellow colour;
  - (b) Carry reflective material to facilitate their location; and
  - (c) Have securely attached an automatically activated underwater locating device.
- (3) Flight recorder systems shall be installed so that:
- (a) The probability of damage to the recordings is minimised;
  - (b) They receive electrical power from a bus that provides the maximum reliability for operation of the flight recorder systems without jeopardising service to essential or emergency loads;
  - (c) There is an aural or visual means for pre-flight checking that the flight recorder systems are operating properly; and
  - (d) If the flight recorder systems have a bulk erasure device, the installation shall be designed to prevent operation of the device during flight time or crash impact.
  - (e) They meet the prescribed crashworthiness and fire protection specifications.
- (4) The flight recorder systems, when tested by methods approved by the appropriate certificating authority, shall be demonstrated to be suitable for the environmental extremes over which they are designed to operate.
- (5) Means shall be provided for an accurate time correlation between the flight recorder systems recordings.
- (6) The manufacturer shall provide the appropriate certificating authority with the following information in respect of the flight recording

systems:

- (a) manufacturer's operating instructions, equipment limitations and installation procedures;
- (b) manufacturer's test reports; and
- (c) for aeroplane flight recording systems, parameter origin or source and equations which relate counts to units of measurement; and

**Flight data  
recorders:  
aeroplanes**

- 38.** (1) All turbine-engined aeroplanes of a maximum certificated take-off mass of 5 700 kg or less for which the application for type certification is submitted to a Contracting State on or after 1 January 2016 shall be equipped with:
- (a) a Type II FDR; or
  - (b) a Class C AIR or AIRS capable of recording flight path and speed parameters displayed to the pilot(s).
- (2) For aeroplane FDR:
- (a) Types I and IA FDR shall record the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power, configuration and operation.
  - (b) Types II and IIA FDRs shall record the parameters required to determine accurately the aeroplane flight path, speed, attitude, engine power and configuration of lift and drag devices.
- (3) For helicopter FDR:
- (a) Type IV FDRs shall record the parameters required to determine accurately the helicopter flight path, speed, attitude, engine power and operation.
  - (b) Type IVA FDRs shall record the parameters required to determine accurately the helicopter flight path, speed, attitude, engine power, operations and configuration.
  - (c) Type V FDRs shall record the parameters required to determine accurately the helicopter flight path, speed, attitude and engine power.
- (4) All aeroplanes of a maximum certificated take-off mass of over 27 000 kg for which the individual certificate of airworthiness is first

issued on or after 1 January 1989 shall be equipped with a Type I FDR.

- (5) All aeroplanes of a maximum certificated take-off mass of over 5 700 kg, up to and including 27 000 kg, for which the individual certificate of airworthiness is first issued on or after 1 January 1989, shall be equipped with a Type II FDR.
- (6) All turbine-engined aeroplanes, for which the individual certificate of airworthiness was first issued on or after 1 January 1987 but before 1 January 1989, with a maximum certificated take-off mass of over 5 700 kg, except those in sub-regulation (7), shall be equipped with an FDR which shall record time, altitude, airspeed, normal acceleration and heading.
- (7) All turbine-engined aeroplanes, for which the individual certificate of airworthiness was first issued on or after 1 January 1987 but before 1 January 1989, with a maximum certificated take-off mass of over 27 000 kg that are of types of which the prototype was certificated by the appropriate national authority after 30 September 1969 shall be equipped with a Type II FDR.
- (8) All turbine-engined aeroplanes, for which the individual certificate of airworthiness was first issued before 1 January 1987, with a maximum certificated take-off mass of over 5 700 kg shall be equipped with an FDR which shall record time, altitude, airspeed, normal acceleration and heading.
- (9) All aeroplanes of a maximum certificated take-off mass of over 5 700 kg for which the individual certificate of airworthiness is first issued after 1 January 2005 shall be equipped with a Type IA FDR.
- (10) All aeroplanes which are required to record normal acceleration, lateral acceleration and longitudinal acceleration for which the application for type certification is submitted to a Contracting State on or after 1 January 2016 and which are required to be fitted with an FDR shall record those parameters at a maximum sampling and recording interval of 0.0625 seconds.
- (11) All aeroplanes which are required to record pilot input and/or control surface position of primary controls (pitch, roll, yaw) for which the application for type certification is submitted to a Contracting State on or after 1 January 2016 and which are required to be fitted with an FDR shall record those parameters at a maximum sampling and recording interval of 0.125 seconds.
- (12) *Discontinuation:* The following flight data recorder media shall not be accepted for use in aircraft registered in Rwanda, or operated in

commercial air transport operations in Rwanda:

- (i) engraving metal foil;
  - (ii) photographic film;
  - (iii) analogue data using frequency modulation (FM);
  - (iv) magnetic tape.
- (13) No person shall operate an aeroplane of a maximum certificated take-off mass over 5 700 required to be equipped with an FDR and a CVR unless it is equipped with—
- (a) An FDR and a CVR; or
  - (b) Two combination recorders (FDR/DVR).
- (14) No person shall operate an aeroplane of a maximum certificated take-off mass of over 5 700 kg and which is required to be equipped with both a FDR and CVR unless the aeroplane is equipped with an FDR and a CVR or alternatively equipped with two combination recorders (FDR/CVR).
- (15) No person may operate an aeroplane of a maximum certificated take-off mass of over 15 000 kg which is required to be equipped with both a CVR and an FDR, unless—
- (a) The aeroplane is equipped with two combination recorders (FDR/CVR), and
  - (b) one recorder is located as close to the cockpit as practicable and the other recorder located as far aft as practicable.
- (16) No person may operate a multi-engined turbine-powered aeroplane of a maximum certificated take-off mass of 5 700 kg or less, unless —
- (a) The aeroplane is equipped with an FDR and/or a CVR, or
  - (b) The aeroplane is equipped with one combination recorder (FDR/CVR).
- (17) Flight recorder systems shall not be switched off during flight time.
- (18) To preserve flight recorder records, flight recorders shall be deactivated upon completion of flight time following an accident or incident. The flight recorders shall not be reactivated before their disposition as determined in accordance with the Civil Aviation



(Accident and Incident Investigation) Regulations.

- (19) Operators shall provide to accident investigator the documentation of flight recording systems parameters in electronic format and in accordance with manufacturer specifications
- (20) The operator shall, accordance with regulation 26, conduct operational checks and evaluations of recordings from the flight recorder systems to ensure the continued serviceability of the recorders.
- (21) The procedures for the inspections of the flight recorder systems shall be in accordance with sub-regulation (23).
- (22) The operator shall, prior to the first flight of the day, monitor the built-in test features for the flight recorders and flight data acquisition unit (FDAU), when installed, by monitored by manual and/or automatic checks.
- (23) FDR systems or ADRS shall have recording system inspection intervals of one year; subject to the approval from the appropriate regulatory authority, this period may be extended to two years provided these systems have demonstrated a high integrity of serviceability and self-monitoring.
- (24) Recording system inspections shall be carried out as follows:
  - (a) an analysis of the recorded data from the flight recorders shall ensure that the recorder operates correctly for the nominal duration of the recording;
  - (b) the analysis of the FDR or the ADRS shall evaluate the quality of the recorded data to determine if the bit error rate (including those errors introduced by recorder, the acquisition unit, the source of the data on the aeroplane and by the tools used to extract the data from the recorder) is within acceptable limits and to determine the nature and distribution of the errors;
  - (c) a complete flight from the FDR or the ADRS shall be examined in engineering units to evaluate the validity of all recorded parameters. Particular attention shall be given to parameters from sensors dedicated to the FDR or the ADRS. Parameters taken from the aircraft's electrical bus system need not be checked if their serviceability can be detected by other aircraft systems;
  - (d) the readout facility shall have the necessary software to accurately convert the recorded values to engineering units and

to determine the status of discrete signals;

- (25) A flight recorder system shall be considered unserviceable if there is a significant period of poor quality data, unintelligible signals, or if one or more of the mandatory parameters is not recorded correctly.
- (26) A report of the recording system inspection shall be made available on request to the Authority for monitoring purposes.
- (27) Calibration of the FDR system:
  - (a) for those parameters which have sensors dedicated only to the FDR and are not checked by other means, recalibration shall be carried out at least every five years or in accordance with the recommendations of the sensor manufacturer to determine any discrepancies in the engineering conversion routines for the mandatory parameters and to ensure that parameters are being recorded within the calibration tolerances; and
  - (b) when the parameters of altitude and airspeed are provided by sensors that are dedicated to the FDR system, there shall be a recalibration performed as recommended by the sensor manufacturer, or at least every two years.

**Flight data  
recorders:  
helicopters**

- 39. A person shall not fly a helicopter of a maximum certificated take-off mass of over:
  - (a) 7,000 kg for which the individual certificate of airworthiness is first issued on or after 1 January 1989 unless it is equipped with a Type IV FDR, as defined in Annex 6 – *Operation of Aircraft*, to the Chicago Convention;
  - (b) 2,730 kg up to and including 7,000 kg for which the individual certificate of airworthiness is first issued on or after 1 January 1989 unless it is equipped with a Type V FDR, as defined in Annex 6 – *Operation of Aircraft*, to the Chicago Convention; and
  - (c) 3,180 kg for which the individual certificate of airworthiness is first issued after 1 January 2005 unless it is equipped with a Type IVA FDR, as defined in Annex 6 – *Operation of Aircraft*, to the Chicago Convention,with a recording duration of at least 10 hours.

- |   |  |
|---|--|
| <b>Flight data recorder duration</b>              | <p><b>40.</b> All FDRs shall be capable of retaining the information recorded during at least the last 25 hours of their operation, except for the Type IIA FDR which shall be capable of retaining the information recorded during at least the last 30 minutes of its operation.</p>   |
| <b>Flight data recorder: information recorded</b> | <p><b>41.</b> A person shall not fly an aircraft unless it is equipped with a flight data recorder specified in this Part shall record the information specified in the Table set out in the latest effective edition of Attachment D, Table D-1, to Part I and Attachment B, Table B-1, to Part III, to Annex 6 – <i>Operation of Aircraft</i> to the Chicago Convention.</p>   |
| <b>Recording of data link communication</b>       | <p><b>42.</b></p> <ul style="list-style-type: none"> <li>(1) The minimum recording duration of all data link communications to and from the aeroplane shall be equal to the duration of the cockpit voice recorder (CVR), and shall be correlated to the recorded cockpit audio.</li> <li>(2) The recording shall contain sufficient information to derive the content of the data link communications message and, whenever practical, the time the message was displayed to or generated by the crew shall be recorded.</li> <li>(3) An aircraft required to be equipped with a flight data recorder (FDR) and a cockpit voice recorder (CVR) may alternatively be equipped with the following number of combination (FDR/CVR) recorders-             <ul style="list-style-type: none"> <li>(a) two - for all aeroplanes of a certificated takeoff mass of over 5 700kg;</li> <li>(b) one - for all multi-engined turbine powered aeroplanes of 5 700kg or less; and</li> <li>(c) one – for all helicopters of a maximum certificated take-off mass of over 2,700kg.</li> </ul> </li> </ul> |

## PART VII - EMERGENCY, RESCUE AND SURVIVAL EQUIPMENT

**Emergency  
equipment: all  
aircraft**

- 43.** (1) A person shall not operate an aircraft unless that aircraft is equipped with emergency and flotation equipment that is:
- (a) readily accessible to the crew and, with regard to equipment located in the passenger compartment, to passengers without appreciable time for preparatory procedures;
  - (b) clearly identified and clearly marked to indicate its method of operation;
  - (c) marked to indicate the date of last inspection; and
  - (d) when carried in a compartment or container, marked to indicate the contents and the compartment or container or the item itself.
- (2) An item of emergency and flotation equipment referred to in sub-regulation (1) shall be inspected regularly in accordance with inspection periods approved by the Authority.

**Means for  
emergency  
evacuation**

- 44.** (1) An air operator certificate holder shall not operate an aeroplane with passenger emergency exit sill heights:
- (a) which are more than 1.83 m (6 ft) above the ground with the aeroplane on the ground and the landing gear extended; or
  - (b) which would be more than 1.83 m (6 ft) above the ground after the collapse of, or failure to extend of, one or more legs of the landing gear and for which a Type Certificate was first applied for on or after 1 April 2000, unless it has equipment or devices available at each exit, where sub-regulations (1) or (2) apply, to enable passengers and crew to reach the ground safely in an emergency.
- (2) The equipment or device referred to in sub-regulations (1) need not be provided at overwing exits if the designated place on the aeroplane structure at which the escape route terminates is less than 1.83 m (6 ft) from the ground with the aeroplane on the ground, the landing gear extended, and the flaps in the take off or landing position whichever flap positions is higher from the ground.
- (3) An aeroplane required to have a separate emergency exit for the flight crew and for which-
- (a) the lowest point of the emergency exit is more than 1.83 m (6 ft) above the ground with the landing gear extended; or,

- (b) a Type Certificate was first applied for on or after 1 April 2000, would be more than 1.83 m (6 ft) above the ground after the collapse of, or failure to extend of, one or more legs of the landing gear,

shall have a device to assist all members of the flight crew in descending to reach the ground safely in an emergency.

## **Emergency lighting**

- 45. (1) A person shall not operate a passenger carrying aeroplane of a maximum approved passenger seating configuration of more than nine unless the aeroplane is provided with an emergency lighting system having an independent power supply to facilitate the evacuation of the aeroplane.
- (2) The emergency lighting system must include:
  - (a) for aeroplanes which have a maximum approved passenger seating configuration of more than nineteen-
    - (i) sources of general cabin illumination;
    - (ii) internal lighting in floor level emergency exit areas;
    - (iii) illuminated emergency exit marking and locating signs;
  - (iv) for aeroplanes for which the application for the type certificate or equivalent was filed in an appropriate authority when flying by night, exterior emergency lighting at all overwing exits, passenger emergency exits and at exits where descent assist means are required; and
  - (v) for aeroplanes for which the type certificate was first issued by an appropriate authority on or after 1 January 1958, floor proximity emergency escape path marking system in the passenger compartment(s);
- (b) for aeroplanes which have a maximum approved passenger seating configuration of 19 or less:
  - (i) sources of general cabin illumination;
  - (ii) internal lighting in emergency exit areas; and
  - (iii) illuminated emergency exit marking and locating signs.

- (c) after 1 April 1998 an operator shall not, by night, operate a passenger carrying aeroplane which has a maximum approved passenger seating configuration of nine or less unless it is provided with a source of general cabin illumination to facilitate the evacuation of the aeroplane. The system may use dome lights or other sources of illumination already fitted on the aeroplane and which are capable of remaining operative after the aeroplane's battery has been switched off.

## **Exits**

- 46. (1) A person shall not fly an aircraft unless, every exit and every internal door in the aircraft is in working order, and, subject to sub-regulations (2), (3) and (4), during take-off and landing and during any emergency, every such exit and door shall be kept free of obstruction and operating handle shall not be fastened by locking or otherwise so as to prevent, hinder or delay door operation during emergency.
- (2) An exit may be obstructed by cargo if it is an exit which, in accordance with arrangements approved by the Authority, either generally or in relation to a class of aircraft or a particular aircraft, is not required for use by passengers.
- (3) Every exit from the aircraft, being an exit intended to be used by passengers in normal circumstances, shall be marked with the word "EXIT" and "SORTIE" in capital letters and every exit, being an exit intended to be used by passengers in an emergency only, shall be marked with the words "EMERGENCY EXIT" and "SORTIE DE SECOURS" in capital letters.
- (4) Every exit from the aircraft shall be marked with instructions and with diagrams, to indicate the correct method of opening the exit and the markings shall be placed on or near the inside surface of the door or other closure of the exit and, if it can be opened from the outside of the aircraft, on or near the exterior surface.
- (5) Subject to compliance with sub-regulation (5), if one, but not more than one, exit from an aircraft becomes inoperative at a place where it is not reasonably practicable for it to be repaired or replaced, nothing in this regulation shall prevent that aircraft from carrying passengers until it next lands at a place where the exit can be repaired or replaced.
- (6) On any flight pursuant to this sub-regulation:
  - (a) the number of passengers carried and the position of the seats which the passengers occupy shall be in accordance with arrangements approved by the Authority either in relation to the

particular aircraft or to a class of aircraft; and

- (b) in accordance with arrangements so approved, the exit shall be fastened by locking or otherwise, the words 'EXIT' and "SORTIE" and 'EMERGENCY EXIT' and "SORTIE DE SECOURS" shall be covered, and the exit shall be marked by a red disc at least 23 centimetres in diameter with a horizontal white bar across it bearing the words 'NO EXIT' and "SANS ISSUE" in red letters.

- (7) In sub-regulations (3) and (6)(b), "SORTIE DE SECOURS" may be substituted by "ISSUE DE SECOURS".

**Flights over  
designated land  
areas: all aircraft**

- 47. A person shall not operate an aircraft across land areas which have been designated by the State concerned as areas in which search and rescue would be especially difficult, unless equipped with such signalling devices and life saving equipment, including means of sustaining life as may be appropriate to the area overflown.

**Survival  
equipment**

- 48. An air operator certificate holder shall not operate an aircraft across areas in which search and rescue would be especially difficult unless the aircraft is equipped with the following:
  - (a) signalling equipment to make the pyrotechnical distress signals as specified in the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations;
  - (b) at least one emergency locator transmitter capable of transmitting on both the distress frequencies 406 MHz and 121.5 MHz simultaneously; and
  - (c) additional survival equipment for the route to be flown taking account of the number of persons on board, except that the equipment in the documents referred to in sub-paragraph (b) need not be carried when the aeroplane either-
    - (i) remains within a distance from an area where search and rescue is not especially difficult corresponding to:
      - (aa) one hundred and twenty minutes at the one engine inoperative cruising speed for aeroplanes capable of continuing the flight to an aerodrome with the critical power unit(s) becoming inoperative at any point along the route or planned diversions; or

(bb) thirty minutes at cruising speed for all other aeroplanes,  
or,

(ii) for large turbine powered aeroplanes, no greater distance than that corresponding to ninety minutes at cruising speed from an area suitable for making an emergency landing.

**Emergency  
locator  
transmitter:  
Aeroplanes**

- 49.** No person shall operate an aeroplane without the following emergency locator equipment:
- (a) All aeroplanes on all flights shall be equipped with an automatically activated ELT that transmits simultaneously on both 406 MHz and 121.5 MHz, and meets the technical standards specified by the Authority and the relevant portions of ICAO Annex 10, Volume 3.
  - (b) All aeroplanes authorised to carry more than 19 passengers shall be equipped with at least one automatic ELT or two ELTs of any type.
  - (c) All aeroplanes authorised to carry more than 19 passengers for which the individual certificate of airworthiness is first issued after 1 July 2008 shall be equipped with at least two ELTs, one of which shall be automatic.
  - (d) No person shall operate an aeroplane in long-range overwater operations or over designated land areas where search and rescue would be especially difficult, without having on the aeroplane at least two ELTs, one of which shall be automatic.
  - (e) At least one survival type ELT shall be located with each life-raft carried

**Emergency  
locator  
transmitter:  
helicopters**

- 50.** No person shall operate a helicopter without the following emergency locator equipment:
- (a) All helicopters on all flights shall be equipped with an automatically activated ELT that transmit simultaneously on both 406 MHz and 121.5, and meet the technical standards specified by the Authority and the relevant portions of ICAO Annex 10, Volume 3.
  - (b) All helicopters operating on flights over water or a hostile environment, designated as a land area where search and rescue would be especially difficult shall be equipped with at least one automatic ELT and one ELT(s) in each life raft carried on board.



**Portable fire  
extinguishers**

- 51.** (1) A person shall not operate an aircraft unless hand fire extinguishers are provided for use in crew, passenger, and as applicable, cargo compartments and galleys in accordance with the following:
- (a) the type and quantity of extinguishing agent is suitable for the kinds of fires likely to occur in the compartment where the extinguisher is intended to be used and, for personnel compartments, shall minimise the hazard of toxic gas concentration;
  - (b) at least one hand fire extinguisher, shall be conveniently located on the cockpit for use by the flight crew;
  - (c) at least one hand fire extinguisher shall be located in, or readily accessible for use in, each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew;
  - (d) at least one readily accessible hand fire extinguisher shall be available for use in each Class A or Class B cargo or baggage compartment and in each Class E cargo compartment that is accessible to crew members in flight; and
  - (e) at least the following number of hand fire extinguishers shall be conveniently located in the passenger compartment and, in the event that two or more extinguishers are required, they shall be evenly distributed in the passenger compartment:

<b>Maximum approved passenger seating configuration</b>	<b>Number of Extinguishers</b>
7 to 30	1
31 to 60	2
61 to 200	3
201 to 300	4
301 to 400	5
401 to 500	6

501 to 600 7

601 or more 8

**Lavatory fire  
extinguisher**

- 52.** (1) A person shall not operate an aircraft carrying passengers unless each lavatory in the aeroplane is equipped with a built-in fire extinguisher for each disposal receptacle for towels, paper, or waste located within the lavatory.
- (2) The built-in lavatory fire extinguishers referred in sub-regulation (1) shall be designed to discharge automatically into each disposal receptacle upon occurrence of a fire in the receptacle.

**Lavatory smoke  
detector**

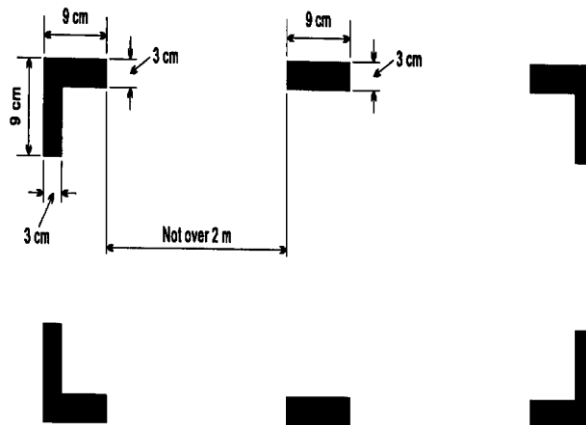
- 53.** A person shall not operate a passenger-carrying aircraft unless each lavatory in the aircraft is equipped with a smoke detector system or equivalent that provides-
- (a) warning light in the cockpit; or
- (b) a warning light or audio warning in the passenger cabin, which shall be readily detected by a cabin crew member, taking into consideration the positioning of cabin crew members throughout the passenger compartment during various phases of flight.

**Crash axe**

- 54.** (1) A person shall not operate an aircraft with a maximum certificated take-off mass of over 5,700 kg or having a maximum approved passenger seating configuration of more than nine seats unless it is equipped with at least one crash axe or crowbar located in the cockpit.
- (2) Where the maximum approved passenger-seating configuration is more than two hundred an additional crash axe or crowbar shall be carried and located in or near the most rearward galley area.
- (3) Crash axes and crowbars located in the passenger compartment shall not be visible to the passengers.

**Marking of break-in points**

- 55.** (1) A person shall not operate an aeroplane or helicopter unless the areas of the fuselage suitable for break-in by rescue crews in emergency are marked on aeroplanes and helicopters, such areas shall be marked upon the exterior surface of its fuselage with markings to show the areas, in this regulation referred to as “break-in areas”, which can, for purposes of rescue in an emergency, be most readily and effectively broken into by persons outside the aeroplane or helicopter.
- (2) The break-in areas shall be rectangular in shape and shall be marked by right-angled corner markings, each area of which shall be 9 cm in length along its outer edge and 3 cm in width.
- (3) Where the corner markings referred to in sub-regulation (2) are more than 2 m apart, intermediate lines 9 cm x 3 cm shall be inserted so that there is no more than 2 m between adjacent markings.
- (4) The words “CUT HERE IN EMERGENCY” shall be marked across the centre of each break-in area in capital letters.
- (5) The markings required under this regulation shall be:
- (a) painted, or affixed by other equally permanent means;
  - (b) red or yellow and, in any case in which the colour of the adjacent background is such as to render red or yellow markings not readily visible, be outlined in such a manner that shall be readily distinguishable from the surrounding fuselage area by contrast in colour; and
  - (c) kept clean and unobscured at all times.
- (6) Where areas of the fuselage suitable for break-in by rescue crews in emergency, are marked on an aeroplane such areas shall be marked as shown in the following diagram:



Marking of Break-In Points

**First-aid and  
emergency  
medical kit**

- 56.** (1) An air operator certificate holder shall not operate an aircraft unless the aircraft is equipped with accessible and adequate medical supplies appropriate to the number of passengers the aeroplane is authorized to carry.
- (2) The medical supplies referred to in sub-regulation (1) shall comprise:
- (a) one or more first aid kits; and
  - (b) a medical kit, for the use of medical doctors or other qualified persons in treating in-flight medical emergencies for passenger flights requiring a cabin crew.
- (3) The number of first-aid kits to be carried on an air operator certificate - operated aircraft shall be to the following scale:

Number of passenger seats installed	Number of first- aid kits required
0 to 50	1
51 to 150	2
151 to 250	3

- (4) The first-aid kits referred to in sub-regulation (2) shall be distributed as evenly as practicable throughout the passenger cabin.
- (5) The required first-aid kits referred to in sub-regulation (2) shall be readily accessible to cabin crew, and, in view of the possible use of medical supplies outside the aeroplane in an emergency situation, shall be located to the extent practicable near an exit.
- (6) The first aid kits required under this regulation shall include the following contents:
  - (a) a handbook on first aid;
  - (b) ground-air visual signal code for use by survivors as specified in the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations;
  - (c) materials for treating injuries;
  - (d) ophthalmic ointment;
  - (e) a decongestant nasal spray;
  - (f) insect repellent;
  - (g) emollient eye drops;
  - (h) sunburn cream;
  - (i) water-miscible antiseptic/skin cleanser;
  - (j) materials for treatment of extensive burns;
  - (k) oral drugs, including analgesic, antispasmodic, central nervous system stimulant, circulatory stimulant, coronary vasodilator, antidiarrhoeic and motion sickness medications; and
  - (l) an artificial plastic airway and splints.
- (7) The medical kit required under this regulation shall contain the following equipment and drugs:
  - (a) equipment:

- (i) one pair of sterile surgical gloves;
  - (ii) sphygmomanometer;
  - (iii) stethoscope;
  - (iv) sterile scissors;
  - (v) haemostatic forceps;
  - (vi) haemostatic bandages or tourniquet;
  - (vii) sterile equipment for suturing wounds;
  - (viii) disposable syringes and needles; and
  - (ix) disposable scalpel handle and blade.
- (b) drugs:
- (i) coronary vasodilators;
  - (ii) analgesics;
  - (iii) diuretics;
  - (iv) anti-allergics;
  - (v) steroids;
  - (vi) sedatives;
  - (vii) ergometrine;
  - (viii) where compatible with Regulations of the appropriate authority, a narcotic drug in injectable form; and
  - (ix) injectable bronchodilator.

**Supplemental  
oxygen:  
pressurized  
aeroplanes**

- 57.** (1) An air operator certificate holder shall not operate a pressurized aeroplane at pressure altitudes above 3,000 m (10,000 ft) unless supplemental oxygen equipment capable of storing and dispensing the oxygen supplies is provided.
- (2) The amount of supplemental oxygen shall be determined on the basis of cabin pressure altitude, flight duration and the assumption that a cabin

pressurisation failure will occur at the pressure altitude or point of flight that is most critical from the standpoint of oxygen need and the aeroplane will descend in accordance with emergency procedures specified in the Aeroplane Flight Manual to a safe altitude for the route to be flown that will allow continued safe flight and landing.

- (3) In the event of failure, the cabin pressure altitude shall be considered the same as the aeroplane pressure altitude, unless it is demonstrated to the Authority that no probable failure of the cabin or pressurisation system will result in a cabin pressure altitude equal to the aeroplane pressure altitude; under these circumstances this lower cabin pressure altitude may be used as a basis for determination of oxygen supply.

**Oxygen  
equipment and  
supply  
requirements**

- 58.
  - (1) An air operator certificate holder shall not operate an aeroplane unless the members of the flight crew on cockpit duty are supplied with supplemental oxygen in accordance with minimum requirements prescribed in Table 1.
  - (2) Where all occupants of cockpit seats are supplied from the flight crew source of oxygen supply, they shall be considered as flight crew members on flight deck duty for the purpose of oxygen supply.
  - (3) The cockpit seat occupants who are not supplied by the flight crew source of oxygen supply and flight crew members not covered under sub-regulations (1) and (2) shall be considered as passengers for the purpose of oxygen supply.
  - (4) Oxygen masks to be installed in an aeroplane shall be:
    - (a) located so as to be within the immediate reach of flight crew members while at their assigned duty station; and
    - (b) of a quick donning type for use by flight crew members in pressurized aeroplanes operating at pressure altitudes above 7,600 m (25,000 ft).
  - (5) Passengers in an aeroplane shall be supplied with supplemental oxygen in accordance with Table 1.
  - (6) An operator who operates an aeroplane intended to be operated at pressure altitudes above 7,600 m (25,000 ft) shall ensure that the aeroplane is provided with:
    - (a) sufficient spare outlets and masks or sufficient portable oxygen units with masks for use by all required cabin crew members;

- (b) spare outlets or portable oxygen units distributed evenly throughout the cabin to ensure immediate availability of oxygen to each required cabin crew member regardless of his location;
  - (c) an oxygen dispensing unit connected to oxygen supply terminals immediately available to each occupant, wherever seated; and
  - (d) total number of dispensing units and outlets which exceeds the number of seats by at least ten percent and the extra units evenly distributed throughout the cabin.
- (7) An aeroplane intended to be operated at pressure altitudes above 7,600 m (25,000 ft) or which, if operated at or below 7,600 m (25,000 ft), cannot descend safely within four minutes to 4,000 m (13,000 ft), shall be provided with automatically deployable oxygen equipment immediately available to each occupant wherever seated and the total number of dispensing units and outlets shall exceed the number of seats by at least ten percent with the extra units evenly distributed throughout the cabin.
- (8) The oxygen supply requirements specified in the Table 1 may, in the case of aeroplanes not certificated to fly above 7,600 m (25,000 ft), be reduced to the entire flight time between 3,000 m (10,000 ft) and 4,000 m (13,000 ft) cabin pressure altitudes for all required cabin crew members and for at least ten percent of the passengers if, at all points along the route to be flown, the aeroplane is able to descend safely within four minutes to a cabin pressure altitude of 4,000 m (13,000 ft).

TABLE 1 - Oxygen –Minimum Requirements for Supplemental Oxygen for Pressurized Aeroplanes (Note 1)

<b>SUPPLY FOR:</b>	<b>DURATION AND CABIN PRESSURE ALTITUDE</b>
1. All occupants of flight deck seats on flight deck duty	Entire flight time when the cabin pressure altitude exceeds 4,000 m (13,000 ft) and entire flight time when the cabin pressure altitude exceeds 3,000 m (10,000 ft) but does not exceed



	<p>4,000 m (13,000 ft) after the first 30 minutes at those altitudes, but in no case less than:</p> <p>(i) 30 minutes for aeroplanes certificated to fly at altitudes not exceeding 7,600 m (25,000 ft) (Note 2)</p> <p>(ii) 2 hours for aeroplanes certificated to fly at altitudes more than 600 m (2,000 ft) (Note 3)</p>
2. All required cabin crew members	Entire flight time when cabin pressure altitude exceeds 4,000 m (13,000 ft) but not less than 30 minutes (Note 2), and entire flight time when cabin pressure altitude is greater than 3,000 m (10,000 ft) but does not exceed 4,000 m (13,000 ft) after the first 30 minutes at these altitudes.
3. 100% of passengers (Note 5)	Entire flight time when the cabin pressure altitude exceeds 4,550 m (15,000 ft) but in no case less than 10 minutes (Note 4)
4. 30% of passengers (Note 5)	Entire flight time when the cabin pressure altitude exceeds 4,250 m (14,000 ft) but does not exceed 4,550 m (15,000 ft)
5. 10% of passengers (Note 5)	Entire flight time when the cabin pressure altitude exceeds 3,000 m (10,000 ft) but does not exceed 14,000 ft after the first 30 minutes at these altitudes.

Note 1: The supply provided must take account of the cabin pressure altitude and descent profile for the routes concerned.

Note 2: The required minimum supply is that quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certificated operating altitude to 3,000 m (10,000 ft) in 10 minutes and followed by 20 minutes at 3,000 m (10,000 ft)

Note 3: The required minimum supply is that quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certificated operating altitude to 3,000 m (10,000 ft) in 10 minutes and followed by 110 minutes at 3,000 m (10,000 ft). The oxygen required under regulation 58 (1) may be included in determining the supply required.

Note 4: The required minimum supply is that quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certificated operating altitude to 4,550 m (15,000 ft) in 10 minutes.

Note 5: For the purpose of this Table 'passengers' means passengers actually carried and includes infants.

**Supplemental oxygen: non-pressurized aircraft**

59. (1) An operator shall not operate a non-pressurized aircraft at altitudes above 3,000 m (10,000 ft) unless supplemental oxygen equipment capable of storing and dispensing the oxygen supplies is provided.
- (2) The amount of supplemental oxygen for sustenance required for a particular operation shall be determined on the basis of flight altitudes and flight duration, consistent with the operating procedures established for each operation in the Operations Manual and with the routes to be flown, and with the emergency procedures specified in the Operations Manual.

**Oxygen supply requirements: non-pressurized aircraft**

60. (1) A member of the flight crew on cockpit duty shall be supplied with supplemental oxygen in accordance with Table 2 where all occupants of cockpit seats are supplied from the flight crew source of oxygen supply then they shall be considered as flight crew members on cockpit duty for the purpose of oxygen supply.
- (2) Cabin crew members and passengers shall be supplied with oxygen in accordance with Table 2 and cabin crew members carried in addition to the minimum number of cabin crew members required, and additional crew members, shall be considered as passengers for the purpose of oxygen supply.

Table 2 - Supplemental oxygen for non-pressurized aircraft

SUPPLY FOR:	DURATION AND PRESSURE ALTITUDE
1. All occupants of flight deck seats on flight deck duty	Entire flight time at pressure altitudes above 3,000 m (10000 ft)
2. All required cabin crew members	Entire flight time at pressure altitudes above 4,000 m (13000 ft) and for any period exceeding 30 minutes at pressure altitudes above 3,000 m (10000 ft) but not exceeding 4,000 m (13000 ft)
3. 100% of passengers (See Note)	Entire flight time at pressure altitudes above 4,000 m (13000ft.)
4. 10% of passengers (See Note)	Entire flight time after 30 minutes at pressure altitudes greater than 3,000 m (10000 ft) but not exceeding 4,000 m (13000ft).
Note: For the purpose of this Table 'passengers' means passengers actually carried and includes infants under the age of 2.	

## Protective breathing equipment

- 61.** (1) Subject to sub-regulation (2), an air operator certificate holder shall not operate an aeroplane with a maximum certificated takeoff mass of over 5,700 kg having a maximum approved seating configuration of more than nineteen seats unless:
- (a) it has protective breathing equipment to protect the eyes, nose and mouth of each flight crew member while on cockpit duty and to provide oxygen for a period of not less than fifteen minutes; and
  - (b) it has sufficient protective breathing equipment to protect the eyes, nose and mouth of all required cabin crew members and to provide oxygen for a period of not less than fifteen minutes.
- (2) When the flight crew is more than one and a cabin crew member is not

carried, portable protective breathing equipment shall be carried to protect the eyes, nose and mouth of one member of the flight crew and to provide oxygen for a period of not less than fifteen minutes.

- (3) The oxygen supply for protective breathing equipment may be provided by the required supplemental oxygen system.
- (4) The protective breathing equipment intended for flight crew use shall be conveniently located on the cockpit and be easily accessible for immediate use by each required flight crew member at their assigned duty station.
- (5) The protective breathing equipment intended for cabin crew use shall be installed adjacent to each required cabin crew member duty station.
- (6) Easily accessible portable protective breathing equipment shall be provided and located at or adjacent to the required hand fire extinguishers except that, where the fire extinguisher is located inside a cargo compartment, the protective breathing equipment shall be stowed outside but adjacent to the entrance to that compartment.
- (7) The protective breathing equipment shall not while in use prevent required communication.

**First-aid oxygen  
dispensing units**

- 62.** (1) An air operator certificate holder shall not conduct a passenger carrying operation in a pressurized aeroplane with a seating capacity of more than nineteen seats at altitudes above 7,600 m (25,000 ft) unless it is equipped with:
- (a) undiluted first-aid oxygen for passengers who, for physiological reasons, may require oxygen following a cabin depressurisation; and
  - (b) a sufficient number of dispensing units, but in no case less than two, with a means for cabin crew to use the supply.
- (2) The amount of first-aid oxygen required under sub-regulation (1)(a), for a particular operation and route shall be determined on the basis of:
- (a) flight duration after cabin depressurisation at cabin altitudes of more than 2,450 m (8,000 ft);
  - (b) an average flow rate of at least three litres standard temperature pressure dry per minute per person; and
  - (c) at least two percent of the passengers carried, but in no case for

less than one person.

- (3) The amount of first-aid oxygen required for a particular operation shall be determined on the basis of cabin pressure altitudes and flight duration consistent with the operating procedures established for each operation and route.
- (4) The oxygen equipment provided shall be capable of generating a mass flow to each user of at least four litres per minute, standard temperature pressure dry, means may be provided to decrease the flow to not less than two litres per minute, standard temperature pressure dry, at any altitude.

**Megaphones:  
aeroplane**

- 63.** (1) An air operator certificate holder shall not operate a passenger-carrying aeroplane unless that aeroplane is equipped with portable battery-powered megaphones readily accessible to the crew members assigned to direct emergency evacuation.
- (2) The number and location of megaphones required by sub-regulation (1) shall be determined as follows:
  - (a) on aeroplanes with a seating capacity of more than sixty and less than one hundred passengers, one megaphone shall be located at the most rearward location in the passenger cabin where it would be readily accessible to a normal flight attendant seat; and
  - (b) on aeroplanes with a seating capacity of more than ninety nine passengers, two megaphones in the passenger cabin with one installed at the forward end and the other at the most rearward location where it would be readily accessible to a normal flight attendant seat.
- (3) For aeroplanes with more than one passenger deck in all cases where the total passenger seating configurations is more than sixty, at least one megaphone is required.

**Megaphones:  
helicopters**

- 64.** An operator shall not operate with a helicopter with a total maximum approved passenger-seating configuration of more than nineteen unless the helicopter is equipped with portable battery –powered megaphones readily available for use by crew members during emergency evacuation.

**Individual  
flotation devices**

65. (1) In a case of commercial air transport operation, an air operator certificate holder shall not operate an aircraft other than a seaplane or an amphibian operated as a seaplane:
- (a) when flying over water and at a distance of more than 93 km (50 NM) away from the shore, in the case of such an aircraft operated with regulations 125(6)(b) (*En route-one power-unit inoperative*) and (c) (*En route-two power-units inoperative*) of the Civil Aviation (Operation of Aircraft) Regulations;
  - (b) when flying over water beyond gliding distance from the shore, when sub-paragraph (a) is not applicable; the distance being specified in sub-regulation 70(7)(a) in case of a helicopter; and
  - (c) when taking off or landing at an aerodrome where, in the opinion of the Authority, the take-off or approach path is so disposed over water that in the event of mishap there would be a likelihood of a ditching,
- unless the aircraft is equipped with one life jacket or equivalent individual flotation device for each person on board the aircraft.
- (2) The life jackets or equivalent individual flotation devices referred to in sub-regulation (1), shall be stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.
- (3) An air operator certificate holder who operates an aircraft on extended overwater operations shall ensure that each individual flotation device is fitted with an approved survivor locator light.
- (4) All seaplanes and amphibians operated as seaplanes for all flights shall be equipped with:
- (a) a life jacket or equivalent individual floatation device, for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided,
  - (b) equipment for making the sound signals prescribed in the International Regulations for Preventing Collisions at Sea, where applicable; and
  - (c) one sea anchor (drogue) or, in case of general aviation operations, one anchor and, when necessary to assist in manoeuvring, on sea anchor (drogue).
- (5) In the case of general aviation operations, all single-engined landplanes, including amphibians operated as landplanes, shall be equipped with,

when flying en route over water beyond gliding distance from the shore, with one life jacket or equivalent individual floatation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.

(6) In the case of general aviation operations, all aeroplanes, when operated on extended flights over water shall be equipped with:

- (a) when the aeroplane may be over water at a distance of more than 93 km (50 NM) away from land suitable for making an emergency landing – one life jacket or equivalent individual floatation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided;
- (b) when over water away from land suitable for making an emergency landing at a distance of more than 185 km (100 NM), in the case of single-engined aeroplanes, and more than 370 km (200 NM), in the case of multi-engined aeroplanes capable of continuing flight with one engine inoperative:
  - (i) life-saving rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency, provided with such life-saving equipment including means of sustaining life as is appropriate to the flight to be undertaken; and
  - (ii) equipment for making the pyrotechnical distress signals described in the Civil Aviation (Rules of Air and Traffic Control) Regulations..

**Life rafts and  
flights over  
designated areas**

- 66.** (1) In addition to the equipment prescribed in regulation 65, an air operator certificate holder shall not operate an aeroplane in commercial air transport when used over routes on which the aeroplane may be over water and at more than a distance corresponding to:
- (a) one hundred and twenty (120) minutes at cruising speed or seven hundred forty km (740 km) or four hundred nautical miles (400 NM), whichever is the lesser, away from the land suitable for making an emergency landing in the case of aircraft operated in accordance with regulations 125(6)(b) (*En route-one power-unit inoperative*) and (c) (*En route-two power-units inoperative*) of the Civil Aviation (Operation of Aircraft) Regulations ; or
  - (b) thirty (30) minutes at cruising speed or one hundred eighty-five (185) km or one hundred (100) nautical miles, whichever is the

lesser, for all other aeroplanes,

without having on the aeroplane life-saving rafts in sufficient numbers to carry all person on board; provided with such life-saving equipment including means of sustaining life with rated capacities and buoyancy.

- (2) Unless excess rafts of enough capacity are provided, the buoyancy and seating capacity of the rafts referred in sub-regulation (1) shall accommodate all occupants of the aeroplane in the event of a loss of one raft of the largest rated capacity.
- (3) The life rafts to be provided under this regulation shall be stowed so as to facilitate readily use in emergency and be equipped with:
  - (a) a survivor locator light;
  - (b) a survival kit;
  - (c) life lines, and means of attaching one life raft with another;
  - (d) an emergency locator transmitter as specified in regulation 49;
  - (e) a sea anchor;
  - (f) means of protecting the occupants from the elements;
  - (g) paddles or other means of propulsion;
  - (h) marine-type pyrotechnic signalling distress devices in compliance with the Civil Aviation (Rules of Air and Traffic Control) Regulations;
  - (i) a waterproof torch;
  - (j) means of making sea water drinkable, unless the full quantity of fresh water is carried as specified in sub-regulation (1)(ii);
  - (k) for each 4 or proportion of 4 persons the liferaft is designed to carry:
    - (i) 100 grammes of glucose toffee tablets;
    - (ii) 1/2 litre of fresh water in durable containers or in any case in which it is not reasonably practicable to carry the 1/2 litre of water, as large a quantity of fresh water as is reasonably practicable in the circumstances:

provided that, in no case shall the quantity of water carried be less than is sufficient, when added to the amount of fresh



water capable of being produced by means of the equipment specified in paragraph (k) to provide 1/2 litre of water for each 4 or proportion of 4 persons the liferaft is designed to carry;

- (l) first aid equipment; and
  - (m) two survival beacon radio apparatus for every eight life rafts, and an additional survival beacon radio apparatus for every additional fourteen or proportion of fourteen life rafts.
- (4) The items specified in sub-regulation (3) (i) to (m) shall be contained in one pack.
- (5) The life rafts to be provided under this regulation which are not deployable by remote control and which have a mass of more than 40 kg shall be equipped with some means of mechanically assisted deployment.
- (6) All seaplanes and amphibian aircraft shall be equipped with life rafts.
- (7) On any helicopter for which the individual certificate of airworthiness is first issued on or after 1 January 1991, at least 50 per cent of the life rafts carried in accordance with this regulation shall be deployable by remote control.
- (8) An operator shall operate
- (a) a helicopter intended to be flown over water at a distance from land corresponding to more than ten minutes flying time at normal cruising speed when operating in Performance Class 1 or 2 or three minutes flying time at normal cruising speed when operating in Performance Class 3; or
  - (b) a performance Class 2 or Class 3 helicopter when taking off or landing at a heliport where, in the opinion of the Authority, the take-off or approach point is so disposed over water that in the event of a mishap there would be likelihood of a ditching;

provided it carries, in the case of a helicopter carrying:

- (i) less than twelve persons, a minimum of one life-raft with a rated capacity of not less than the maximum number of persons on board;
- (ii) more than eleven persons, a minimum of two life-rafts sufficient together to accommodate all persons capable of being carried on board, where one life-raft of the largest rated capacity may be

lost.

**Life jackets:  
helicopters**

- 67.** An operator shall not operate a helicopter for any operations on water or flight over water when operating performance:
- (a) Class 3 beyond autorotational distance from land; or
  - (b) Class 1 or 2 at a distance from land corresponding to more than 10 minutes flying time at normal cruise speed; or
  - (c) Class 2 or 3 when taking off or landing at a heliport where the take off or approach path is over water;

unless it is equipped with life jackets equipped with a survivor locator light, for each person on board stowed in an easily accessible position with safety emergency locator transmitter or harness fastened, from the seat or berth of the person for whose use it is provided and an individual infant flotation device, equipped with a survivor locator light, for use by each infant on board.

**Flotation devices  
for helicopter  
ditching**

- 68.** (1) A person shall not fly a helicopter over water at a distance from land corresponding to more than ten minutes at normal cruise speed in the case of performance Class 1 or 2 helicopters, or flying over water beyond auto-rotational or safe forced landing distance from land in the case of performance Class 3 helicopters, unless the helicopter is equipped with a permanent or rapidly deployable means of flotation so as to ensure safe ditching of the helicopter.
- (2) All helicopters on flights over water in accordance with sub-regulation (1) shall be certificated for ditching, and sea state shall be an integral part of ditching information.

## PART VIII - MISCELLANEOUS SYSTEMS AND EQUIPMENT

### **Seats, safety belts and shoulder harnesses**

- 69.** (1) A person shall not operate an aircraft in passenger operations unless it is equipped with the following seats, safety belt and shoulder harnesses that meet the airworthiness requirements for type certification of that aircraft:
- (a) a seat or berth with safety belt for each person on board over the age of two years;
  - (b) a supplementary loop belt or another restraint device for each infant;
  - (c) a berth designed to be occupied by two persons, such as a multiple lounge or divan seat, shall be equipped with an approved safety belt for use by two occupants during en route flight only;
  - (d) a safety harness, which includes shoulder straps and a safety belt which may be used independently, for each flight crew seat;
  - (e) a safety harness for each pilot seat which shall incorporate a device which shall automatically restrain the occupant's torso in the event of rapid deceleration.
  - (f) seat in the passenger compartment for each cabin crew member.
- (2) The safety harness referred to in sub-regulation (1) for each pilot seat shall incorporate a device to prevent a suddenly incapacitated pilot from interfering with the flight controls.
- (3) In the case of an aircraft carrying out erect spinning, the Authority may permit a safety belt with one diagonal shoulder harness strap to be fitted if the Authority determines that such restraint is sufficient for carrying out erect spinning in that aircraft, and that it is not reasonably practicable to fit a safety harness in that aircraft.

### **Passenger and pilot compartment doors**

- 70.** (1) An operator shall not operate an aeroplane which is equipped with a flight crew compartment door unless the door is capable of being locked and has means by which cabin crew can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.
- (2) All passenger-carrying aeroplanes of a maximum certificated take-off mass in excess of 45 500 kg or with a passenger seating capacity greater

than 60 shall be equipped with an approved flight crew compartment door which shall be capable of being locked and unlocked from either pilot's station, that is designed to resist penetration, by small firearms and grenade shrapnel, and forcible intrusions by unauthorized persons and this door shall be capable of being locked and unlocked from either pilot's station..

- (3) In all aeroplanes which are equipped with a flight crew compartment door in accordance with sub-regulation (2);
  - (a) this door shall be closed and locked from the time all external doors are closed following embarkation until any such door is opened for disembarkation, except when necessary to permit access and egress by authorized persons; and
  - (b) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.

**Passenger  
information signs**

- 71. An air operator certificate holder shall not operate a passenger-carrying aircraft unless—
  - (a) it is equipped with passenger information sign visible from passenger seats notifying:
    - (i) when smoking is prohibited;
    - (ii) when and how oxygen equipment is to be used if the carriage of oxygen is required;
  - (b) it is equipped with passenger instructions and information on
    - (i) restrictions on smoking;
    - (ii) when and how oxygen equipment is to be used if the carriage of oxygen is required;
    - (iii) location and use of jackets or equivalent individual flotation devices where their carriage is required;
    - (iv) location and method of opening emergency exits; and
    - (v) when seat belts are to be fastened.
  - (c) if the pilot-in-command cannot, from his own seat, see all the

passengers' seats in the aircraft, a means of indicating to passengers that the seat belt should be fastened; and

- (d) it is equipped with a sign or placard affixed to each forward bulkhead and each passenger seat back that reads "Fasten Seat Belt While Seated".

**Public address system**

**72.** An air operator certificate holder shall not operate a passenger carrying aeroplane with a maximum approved passenger seating configuration of more than nineteen unless a public address system is installed that:

- (a) operates independently of the interphone systems except for handsets, headsets, microphones, selector switches and signalling devices;
- (b) for each required floor level passenger emergency exit which has an adjacent cabin crew seat, has a microphone which is readily accessible to the seated cabin crew member, except that one microphone may serve more than one exit, provided the proximity of the exits allows unassisted verbal communication between seated cabin crew members;
- (c) is capable of operation within ten seconds by a cabin crew member at each of those stations in the compartment from which its use is accessible; and
- (d) is audible and intelligible at all passenger seats, toilets, and cabin crew seats and workstations.

**Materials for cabin interiors**

**73.** An operator shall not operate an aeroplane unless the seat cushions in any compartment occupied by crew or passengers other than those on flight crew member seat meet requirements pertaining to fire protection as specified by the Authority.

**Materials for cargo and baggage compartments**

**74.** (1) An air operator certificate holder shall not operate a passenger carrying aeroplane unless, each Class C cargo compartment greater than 60 cubic m (200 cubic feet) in volume in a transport category has ceiling and sidewall liner panels which are constructed of:

- (a) glass fibre reinforced resin; or
- (b) materials which meet the test requirements for flame resistance of

cargo compartment liners as prescribed for type certification.

- (2) In this regulation the term "liner" includes any design feature, such as a joint or fastener, which would affect the capability of the liner to safely contain fire.
- (3) A Class C cargo or baggage compartment is one in which:
  - (a) there is a separate approved smoke detector or fire detector system to give warning at the pilot or flight engineer station;
  - (b) there is an approved built-in fire extinguishing or suppression system controllable from the cockpit;
  - (c) there is means to exclude hazardous quantities of smoke, flames, or extinguishing agent, from any compartment occupied by the crew or passengers; and
  - (d) there are means to control ventilation and drafts within the compartment so that the extinguishing agent used can control any fire that may start within the compartment.

**Power supply,  
distribution, and  
indication system**

- 75. (1) An air operator certificate holder shall not operate an aeroplane unless it is equipped with an electrical power supply and distribution system that:
  - (a) meets the airworthiness requirements for certification of an aeroplane in the transport category, as specified by the Authority; or
  - (b) is able to produce and distribute the load for the required instruments and equipment, with use of an external power supply if any one electrical power source or component of the power distribution system fails, and a means for indicating the adequacy of the electrical power being supplied to required flight instruments.
- (2) An air operator certificate holder shall not operate an aircraft unless it is equipped with spare electrical fuses of appropriate ratings for replacement of those accessible in flight.
- (3) Engine-driven sources of energy when used shall be on separate engines.

**Protective circuit  
fuses**

- 76. An air operator certificate holder shall not operate an aeroplane in which protective circuit fuses are installed unless there are spare protective circuit fuses available for use in flight equal to at least ten percent of the number of

fuses of each rating or three of each rating whichever is the greater.

- |                                       |   |
|---------------------------------------|---|
| <b>Aeroplanes in icing conditions</b> | <b>77.</b> An air operator certificate holder shall not operate an aeroplane in circumstances in which icing conditions are reported to exist or are expected to be encountered, unless the aeroplane is certificated and equipped to cope with such conditions.  |
| <b>Icing detection</b>                | <b>78.</b> (1) An air operator certificate holder shall not operate an aircraft in expected or actual icing conditions at night unless it is equipped with a means to illuminate or detect the formation of ice.<br><br>(2) Any illumination that is used on an air operator certificate holder-operated aircraft shall be of a type that shall not cause glare or reflection that would handicap crew members in the performance of their duties.  |
| <b>Pitot indication systems</b>       | <b>79.</b> An air operator certificate holder shall not operate an aeroplane equipped with a flight instrument pitot heating system unless the aeroplane is also equipped with an operable pitot heat indication system that complies with the following requirements:<br><br>(a) the indication provided shall incorporate an amber light that is in clear view of a flight crew member; and<br><br>(b) the indication provided shall be designed to alert the flight crew if either the pitot heating system is switched "off," or the pitot heating system is switched "on" and any pitot tube heating element is inoperative. |
| <b>Static pressure system</b>         | <b>80.</b> An air operator certificate holder shall not operate an aeroplane in accordance with IFR or by night unless the aeroplane is equipped with two independent static pressure systems, except that for propeller -driven aeroplanes with maximum certificated take-off mass of 5,700 kg or less, one static pressure system and one alternate source of static pressure is allowed  |
| <b>Windshield wipers</b>              | <b>81.</b> An air operator certificate holder shall not operate an aeroplane with a maximum certificated take off mass of over 5,700 kg, unless it is equipped at each pilot station with a windshield wiper or equivalent means to maintain a clear portion of the windshield during precipitation.  |

<b>Chart holder</b>	<b>82.</b>	An air operator certificate holder shall not operate an aeroplane in accordance with IFR or by night unless the aeroplane is equipped with a chart holder installed in an easily readable position which can be illuminated for night operations.
<b>Cosmic radiation detection equipment</b>	<b>83.</b>	<p>An air operator certificate holder shall not operate an aeroplane above 15,000 m (49,000 ft) unless:</p> <ul style="list-style-type: none"> <li>(a) that aeroplane is equipped with an instrument, readily visible to a flight crew member, to measure and indicate continuously the dose rate of total cosmic radiation being received, that is the total of ionizing and neutron radiation of galactic and solar origin, and the cumulative dose on each flight;</li> <li>(b) a system of in-board quarterly radiation sampling acceptable to the Authority is established.</li> </ul>
<b>Seaplanes and amphibians: miscellaneous equipment</b>	<b>84.</b>	<p>An air operator certificate holder shall not operate a seaplane or an amphibian aircraft on water unless it is equipped with:</p> <ul style="list-style-type: none"> <li>(a) a sea anchor and other equipment necessary to facilitate mooring, anchoring or manoeuvring the aircraft on water, appropriate to its size, weight and handling characteristics; and</li> <li>(b) equipment for making the sound signals prescribed in the Convention on the International Regulation for Prevention of Collision at Sea, 1972 where applicable.</li> </ul>

## **PART IX – ADMINISTRATIVE SANCTIONS**

<b>Administrative fines</b>	<b>85.</b>	Any person who contravenes the provisions set out in column I of the Schedule to these Regulations shall be liable to fixed administrative fine set out in column II of that Schedule
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**SCHEDULE**  
**Administrative Fines**  
**[Regulation 85]**

Column I  Column II		Individual		Corporate	
		Fines (in Rwandan francs)			
Provisions					
2	General instrument and equipment requirements		1,000,000		5,000,000
3	General requirements.		600,000		3,000,000
4	Navigation Equipment		600,000		3,000,000
5	Minimum flight and navigational instruments: VFR operations.		600,000		3,000,000
6	Instruments for operations requiring two pilots:		600,000		3,000,000
7	Minimum Flight Navigation Instruments: IFR Operations		600,000		3,000,000
9	Instruments for operations requiring two pilots:		600,000		3,000,000
10	Standby attitude indicator.		600,000		3,000,000
11	Instrument and equipment required for Category II operations.		600,000		3,000,000
12	Approval and maintenance of instruments and equipment				

	required for Category II		
	Operations	600,000	3,000,000
14	Navigation equipment for operations in minimal navigation performance specification airspace (MNPS)	1,000,000	5,000,000
15	Equipment for operations in reduced vertical separation minimum airspace (RVSM).	1,000,000	5,000,000
16	Mach number indicator	600,000	3,000,000
17	Radio equipment	600,000	3,000,000
18	Airborne collision avoidance system.	600,000	3,000,000
19	Altitude Reporting transponder.	600,000	3,000,000
20	Crew member interphone system: aeroplane.	600,000	3,000,000
21	Crew member interphone system: helicopter.	600,000	3,000,000
22	Aircraft lights and instrument illumination.	600,000	3,000,000
23	Engine instruments.	600,000	3,000,000
24	Machmeter and speed warning devices.	1,000,000	5,000,000
25	Loss of pressurisation indicator.	1,000,000	5,000,000
26	Landing gear: aural warning device.	1,000,000	5,000,000
27	Altitude alerting system.	1,000,000	5,000,000
28	Ground proximity warning system.	600,000	3,000,000
29	Weather radar.	600,000	3,000,000
30	Cockpit voice recorders: aeroplane.	600,000	3,000,000
31	Cockpit voice recorders: duration – aeroplane.	600,000	3,000,000
32	Cockpit voice recorders: general requirements – aeroplane.	600,000	3,000,000
33	Cockpit voice recorders: helicopters.	600,000	3,000,000
34	Cockpit voice recorders: duration – helicopters.	600,000	3,000,000

35	Cockpit voice recorders: performance requirements.	600,000	3,000,000
36	Cockpit voice recorders: inspections.	600,000	3,000,000
37	Flight data recorders.	600,000	3,000,000
38	Flight data recorders for aeroplanes	600,000	3,000,000
39	Flight data recorders for helicopters	600,000	3,000,000
40	Flight data recorder duration	600,000	3,000,000
41	Flight data recorder: information recorded	600,000	3,000,000
42	Recording of data link communication.	600,000	3,000,000
43	Emergency equipment: all aircraft.	600,000	3,000,000
44	Means for emergency evacuation.	600,000	3,000,000
45	Emergency lighting.	600,000	3,000,000
46	Exits.	600,000	3,000,000
47	Flights over designated land areas: all aircraft.	600,000	3,000,000
48	Survival equipment.	600,000	3,000,000
49	Emergency locator transmitter: aeroplanes	600,000	3,000,000
50	Emergency locator transmitter: helicopters.	600,000	3,000,000
51	Portable fire extinguishers.	600,000	3,000,000
52	Lavatory fire extinguisher.	600,000	3,000,000
53	Lavatory smoke detector.	600,000	3,000,000
54	Crash axe.	600,000	3,000,000
55	Marking of break-in points.	600,000	3,000,000
56	First-aid and emergency medical kit.	600,000	3,000,000
57	Supplemental oxygen pressurized aeroplanes.	600,000	3,000,000
58	Oxygen equipment and supply requirements.	600,000	3,000,000
59	Supplemental oxygen – non-pressurized aeroplanes.	600,000	3,000,000

60	Oxygen supply requirements – non-pressurized aircraft.	600,000	3,000,000
61	Protective breathing equipment.	600,000	3,000,000
62	First-aid oxygen dispensing units.	600,000	3,000,000
63	Megaphones: aeroplane.	600,000	3,000,000
64	Megaphones: helicopters.	600,000	3,000,000
65	Individual flotation devices.	300,000	1,500,000
66	Life rafts.	600,000	3,000,000
67	Life jackets: helicopters.	300,000	3,000,000
68	Flotation devices for helicopters ditching.	600,000	3,000,000
69	Seats, safety belts and shoulder harnesses.	600,000	3,000,000
70	Passenger and pilot compartment doors.	600,000	3,000,000
71	Passenger information signs.	300,000	1,500,000
72	Public address system.	600,000	3,000,000
73	Materials for cabin interiors.	600,000	3,000,000
74	Materials for cargo and baggage compartments.	600,000	3,000,000
75	Power supply, distribution and indication system.	600,000	3,000,000
76	Protective circuit fuses.	600,000	3,000,000
77	Aeroplanes in icing conditions.	600,000	3,000,000
78	Icing detection.	600,000	3,000,000
79	Pitot indication systems.	600,000	3,000,000
80	Static pressure system.	600,000	3,000,000
81	Windshield wipers.	600,000	3,000,000
82	Chart holder.	600,000	3,000,000
83	Cosmic radiation detection equipment.	600,000	3,000,000
84	Seaplanes and amphibians – miscellaneous equipment.	600,000	3,000,000

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

**CIVIL AVIATION (PARACHUTE OPERATIONS)**  
**ARRANGEMENT OF REGULATIONS 2017**

**Regulation**

**PART I – PRELIMINARY**

1. Citation
2. Application

**PART II - PARACHUTING PERSONNEL**

*Parachute Jumping*

3. Eligibility requirements.
4. Authorisation types.
5. Skill requirements.

*General requirements*

6. Conditions of authorisation.
7. Descent requirements.
8. Aircraft used for parachute jumping.
9. Pilot experience and training requirements.

- 10. Validity and renewal requirements.
- 11 Visiting foreign parachuting jumpers.

### ***Parachute Rigger***

- 12. Parachute rigger authorization requirements.
- 13 Issue of Parachute Rigger Authorization
- 14. Restrictions and limitations of Parachute Rigger Authorization.
- 15. Experience, knowledge and skill requirements.
- 16. Authorisation requirements for current or former military parachute rigger.
- 17. Performance standards.
- 18. Records to be kept by Parachute Rigger..
- 19. Privileges.
- 20. Validity and renewal requirements.

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- 23. Amendment of a parachute operations certificate.
- 24. Validity of a parachute operations certificate.
- 25. Parachute operations manual.
- 26. Designation of a safety and training personnel.

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- 31. Parachute drop zone
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## **CIVIL AVIATION (PARACHUTE OPERATIONS) REGULATIONS**

### **PART 1- PRELIMINARY**

- Citation**      1.      These Regulations shall be cited as Civil Aviation (Parachute Operations) Regulations 2017.
- Application**      2.      These Regulations shall, apply to:
- (a)      parachute operations other than:
    - (i)      emergency parachute descents; and
    - (ii)      parachute descents which are not from aircraft; and
  - (b)      parachute equipment; and
  - (c)      parachute maintenance.

### **PART II - PARACHUTE PERSONNEL**

#### ***Parachute Jumping***

- Eligibility requirements**      3.      (1)      An applicant for a parachute jumping authorization shall:
- (a)      be at least eighteen years of age;
  - (b)      demonstrate a level of knowledge appropriate to the privileges granted to a holder of a Parachute Jumping Authorization; and

(c) comply with the provisions of these Regulations that apply to the Parachute Jumping Authorization sought.

(2) In addition to the requirements of sub-regulation (1), an applicant for a tandem master authorization shall hold a Class 2 Medical Certificate specified in the Civil Aviation (Personnel Licensing) Regulations.

**Authorization types**

4. The Authority may issue the following types of parachute jumping authorizations:

- (a) student jumper;
- (b) jumper;
- (c) jump master; or
- (d) tandem master

**Skill requirements**

5. An applicant for:

- (a) a jumper authorization shall have logged not less than 25 jumps and have demonstrated to the Authority his competency in the following areas:
  - (i) parachute packing;
  - (ii) obtaining meteorological information;
  - (iii) spotting the drop location from the aircraft;
  - (iv) hand signal communication techniques and procedures; and
  - (v) pre-flight briefing and “dirt diving”.
- (b) a jump master authorization shall have:
  - (i) successfully completed a jump master’s course;
  - (ii) made 500 freefall jumps; and
  - (iii) satisfactorily completed a post course of jump mastering ten students under supervision of an authorized instructor.

- (c) a tandem master authorization shall be an experienced jumper master, trained in tandem operation and is in control of the passenger and tandem parachute equipment.

### *General requirements*

#### **Conditions of authorization**

6. (1) A holder of a parachute jumping authorization shall maintain a parachuting logbook of jumps.
- (2) Parachute jumping shall be made only at locations approved by the Authority.
- (3) Prior to each descent, the jumper or event organiser shall obtain permission from the Air Traffic Control Unit responsible for the area of the operation.
- (4) In locations with no Air Traffic Control Unit, the jumper or event organiser shall obtain permission from the Area Control Centre responsible for the area of the operation

#### **Descent requirements.**

- 7 (1) A parachute jumper shall not make or attempt to make a parachute descent unless wearing two airworthy parachutes from exit to activation.
- (2) All reserve parachutes shall be inspected and packed by an authorized parachute rigger not more than four months preceding each jump.
- (3) The main parachute may be packed by either the jumper or the parachute rigger.
- (4) The minimum altitude from which descents are to be made shall be such that the main canopy is duly opened at an altitude of not less than 600 m (2,000 ft) above ground level.

#### **Aircraft used for parachute jumping.**

8. Parachute descents shall be made only from aircraft types that have been authorized by the Authority.

**Pilot  
experience and  
training  
requirements.**

9. (1) A pilot for the aircraft to be used for parachute jumping shall:
- (a) be a qualified pilot and have a minimum of 200 hours of pilot-in-command time; and
  - (b) demonstrate competence to the Authority by performing at least one drop of parachute jumpers.
- (2) The demonstration referred to in sub-regulation (1)(b) shall be conducted under supervision of an experienced parachuting pilot who is present in the aircraft during the check flight to ascertain the competence in the dropping operation.

**Validity and  
renewal  
requirements.**

10. (1) A parachute jump master and tandem master authorization shall be valid for a period of twelve months from the date of issue or renewal.
- (2) A holder of a parachute jump master and tandem master authorization may apply for renewal of the authorization if the holder has jump mastered 10 static line students and 5 free fall students within the six months preceding the date of application for renewal.
- (3) A holder of a student and jumper authorization shall not require renewal.

**Visiting  
foreign  
parachuting  
jumpers.**

11. (1) A person who holds a parachute jumping authorization issued by another Contracting State and who wishes to engage in parachute jumping in Rwanda may apply to the Authority for recognition and acceptance of his qualification.
- (2) Where the Authority recognizes an authorization tendered under subregulation (1), the holder shall be exempted from regulations 3 to 12 of these Regulations.
- (3) A holder of an authorization under this regulation shall not be engaged in instructing students in parachute jumping or tandem operations.

***Parachute Rigger***

**Parachute  
rigger**

12. An applicant for a parachute rigger authorization shall:

**authorization  
requirements**

- (a) apply to the Authority on the prescribed form;
- (b) be at least eighteen years of age;
- (c) be able to read, speak, write and understand the English language.

**Issue of  
Parachute  
Rigger  
Authorization**

- 13.** Where the Authority is satisfied that an applicant for a parachute rigger authorization under regulation 12 meets the requirements for issue of such authorization, the Authority may issue the authorization.

**Restrictions  
and limitations  
of Parachute  
Rigger  
Authorization**

- 14.** (1) A person shall not pack, maintain or modify any personnel-carrying parachute intended for emergency use in connection with an aircraft registered in Rwanda unless that person holds an appropriate authorization on the type issued under these Regulations.
- (2) Except as provided for by sub-regulation (3), a person shall not pack, maintain or modify any main parachute of a dual parachute pack to be used for intentional jumping from a civil aircraft registered in the Rwanda unless that person has an appropriate parachute rigger authorization issued under these Regulations.
- (3) A person who does not hold an appropriate parachute rigger authorization may pack the main parachute of a dual parachute pack that is to be used by him for intentional jumping

**Experience,  
knowledge and  
skill  
requirements.**

- 15.** Except as provided in regulation 17, an applicant for a parachute rigger authorization shall:
- (a) present evidence satisfactory to the Authority of having packed at least twenty parachutes of each type for which the applicant seeks authorization in accordance with the manufacturer's instructions and under the supervision of an authorized parachute rigger holding an authorization for that type or a person holding an appropriate military rating;
  - (b) provide the Authority with evidence of having passed a knowledge and practical test, to the satisfaction of the Authority by demonstrating the ability to pack and maintain one type of parachute for which he seeks authorization.

**Authorization requirements for current or former military parachute rigger.**

16. Notwithstanding regulation 12, the Authority may issue to an applicant for a parachute rigger authorization if he passes a knowledge test on the Regulations pertaining to parachute and parachute rigging and presents satisfactory documentary evidence that the applicant:
- (a) is an employee or former employee of Rwanda Military and within the twelve months preceding the date of application for an authorization has performed as a parachute rigger; and
  - (b) has the experience required by regulation 15.

**Performance standards**

17. A holder of a parachute rigger authorization shall not:
- (a) pack, maintain or modify any parachute unless he is authorized for that type;
  - (b) pack a parachute that is not safe for emergency use;
  - (c) pack a parachute that has not been thoroughly dried and aired;
  - (d) alter a parachute in a manner that is not specifically authorized by the Authority or the manufacturer;
  - (e) pack, maintain or modify a parachute in any manner that deviates from procedures approved by the Authority or the manufacturer of the parachute; or
  - (f) exercise the privileges of the authorization unless he understands the current manufacturer's instructions for the operation involved and has performed duties under the authorization for at least ninety days within the preceding twelve months or demonstrated to the Authority the ability to perform those duties.

**Records to be kept by Parachute Rigger.**

18. (1) A holder of parachute rigger authorization shall keep a record of the packing, maintenance and modifications of parachutes performed or supervised.
- (2) An authorized parachute rigger who packs a parachute shall enter on the parachute packing record attached to the parachute, the date and place of the packing, a notation of any defects found during any

inspection, and shall sign that record with name and authorization number.

- (3) The record required by sub-regulation (1) shall contain, with respect to each parachute worked on, a statement of:
  - (a) type and make;
  - (b) serial number;
  - (c) the name and address of the owner or user of the parachute;
  - (d) the kind and extent of the work performed;
  - (e) the date when, and the place where the work was performed; and
  - (f) the results of any drop tests made with it.
- (4) A person who makes a record under sub-regulation (1) shall keep that record for at least two years after the date the record is made.

**Privileges.**

19. A holder of a parachute rigger authorization may:
  - (a) pack, maintain or modify any type of parachute for which he is authorized; and
  - (b) supervise other persons in packing, maintaining or modifying any type of parachute for which the holder of authorization is authorized.

**Validity and  
renewal  
requirements**

20.
  - (1) A parachute rigger authorization shall be valid for a period of twenty four months from the date of issue or renewal.
  - (2) A holder of a parachute rigger authorization may apply for renewal of the authorization if the holder has packed at least thirty six reserves parachutes within the 12 months preceding the date of application for renewal.



## PART III - PARACHUTE OPERATIONS CERTIFICATE

### *General*

#### **Certificate requirements**

- 21.** (1) A person shall not conduct parachute operations unless that person:
- (a) holds a parachute operations certificate;
  - (b) complies with the privileges and limitations of the authorization referred to in sub-paragraph (a);
  - (c) complies with operational standards and procedures contained in the parachute Operations Manual approved by the Authority; and
  - (d) complies with the currency requirements determined by the Authority.
- (2) A person shall not conduct parachute operations unless there is available for use a parachute Operations Manual approved by the Authority.
- (3) In this Part, “person” includes an association, organization or club.

#### **Application for parachute operations certificate**

- 22.** (1) An applicant for a parachute operations certificate shall complete and submit an application form prescribed by the Authority which shall include the following information:
- (a) the radius of the drop zone around the target expressed in kilometres or nautical miles;
  - (b) the location of the centre of the drop zone in relation to the nearest airport, town or city;
  - (c) each altitude above mean sea level at which the aircraft will be operated when parachutists or objects exist the aircraft;
  - (d) the name, address, and telephone number of the person who requests the authorization or gives notice of the parachute operation;
  - (e) the name of the air traffic control facility with jurisdiction of the

airspace at the first intended exit altitude to be used for the parachute operation.

- (2) The Authority may issue a parachute operations certificate if an applicant meets the requirements of these Regulations.

**Amendment of  
a parachute  
operations  
certificate**

23. (1) A parachute operations certificate may be amended:
  - (a) on the Authority's own initiative, under applicable laws and regulations; or
  - (b) upon application by the holder of that authorization.
- (2) A holder of an authorization shall submit an application to amend an authorization by completing a form prescribed by the Authority.
- (3) An applicant for an amendment under this regulation shall file the application to amend an authorization before the date of the proposed commencement of that operation.
- (4) The Authority shall grant a request to amend an authorization if it determines that it is in interest of flight safety or in public interest.

**Validity of a  
parachute  
operations  
certificate**

24. (1) A parachute operations certificate shall be valid for a period specified in the certificate from the date of issue but in any case not more than twelve months, unless:
  - (a) a shorter period is specified by the authority;
  - (b) the Authority amends, suspends, revokes or otherwise terminates the certificate;
  - (c) the certificate holder surrenders it to the Authority; or
  - (d) the certificate holder suspends operations.
- (2) The holder of a certificate that is suspended or revoked shall return it to the Authority.

**Parachute  
operations  
manual.**

25. (1) A parachute operations certificate holder shall issue to the parachute members and persons assigned parachute operational functions, an Operations Manual which shall contain at least the following:

- (a) introduction and common abbreviations;
  - (b) basic safety requirements;
  - (c) student training syllabus;
  - (d) skills programme;
  - (e) formation parachuting rules;
  - (f) artistic events;
  - (g) canopy formation;
  - (h) camera persons;
  - (i) tandem operations;
  - (j) extra ordinary activities;
  - (k) wing suits;
  - (l) jump master certification course syllabus;
  - (m) rigging rules;
  - (n) drop zone and landing area operating procedures;
  - (o) briefings for new jumpers;
  - (p) miscellaneous forms.
- (2) The operations manual referred to in sub-regulation (1) shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date, and all such amendments or revisions shall be issued to all personnel that are required to use the Operations Manual
- (3) A parachute operations certificate holder shall submit to the Authority a copy of the authorization holder's entire Operations Manual for the time being in force or of such parts thereof as the Authority may specify.
- (4) A parachute operations certificate holder shall make such amendments or additions to the operations manual as the Authority may require for the purpose of ensuring the safety of parachute jumpers and parachute passengers carried, efficiency or regularity of air navigation.

- Designation of a safety and training personnel**      26.      A parachute operations certificate holder shall, designate for each drop zone operation, in writing, a safety and training personnel who shall be in-charge of all operations with the following minimum qualifications:
- (a)      a qualified experienced jump master with a minimum of 1000 free fall jumps and at least 2 years experience in parachute operations; and
  - (b)      must have successfully completed a training in safety and parachute operating procedures recognized by the Authority.

#### **PART IV : OPERATING RULES**

- Use of drugs or alcohol**      27.      A person shall not engage in parachute jumping, and no pilot in command of an aircraft may allow a person to engage in parachute jumping from that aircraft, if that person is or appears to be under the influence of:
- (a)      alcohol, or
  - (b)      any drug that affects that person's faculties in any way contrary to safety.

- Hazard**      28.      A person shall not make a parachute descent if such descent constitutes, or is likely to constitute, a safety hazard to air traffic, persons or property in the air or on the ground, the aircraft concerned or its occupants.

- Exit from an aircraft.**      29.      A person shall not exit from an aircraft to make a parachute descent unless authorized to do so by:
- (a)      the pilot-in-command; or
  - (b)      a person nominated by a pilot-in-command for that purpose.

- Minimum parachute activation**      30.      A person making a parachute descent shall activate the main parachute at a height not less than 760 m (2,500 ft) above ground level, except for:

**altitude**

- (a) a student parachutist, who shall activate the main parachute at not less than 900 m (3,000 ft) above ground level; or
- (b) a tandem jump master carrying out a tandem parachute descent, who shall activate the main parachute at not less than 1,500 m (5,000 ft) above ground level.

**Parachute drop zone**

- 31.** All parachute descents, except emergency and display parachute descents shall be made within a parachute drop zone designated by the parachute operations certificate holder and approved by the Authority.

**Parachute landing area**

- 32.** (1) A person making a parachute descent shall land on a parachute landing area designated by the parachute operations certificate holder and approved by the authority.
- (2) Simultaneous parachute and aircraft movements may be conducted at aerodromes if the parachute landing area is located clear of:
- (a) any movement area in use;
  - (b) the strip area of any runway in use;
  - (c) a taxiway which is in use; and
  - (d) the approach and take-off areas of any runway or heliport in use.
- (3) A person shall not make a parachute descent into water unless;
- (a) the parachute landing area has a clearly defined perimeter; and
  - (b) adequate arrangements have been made to retrieve all parachutists.

**Ground signal**

- 33.** A person shall not make a parachute descent unless a ground signal, consisting of a white circle with an attached cone pointing into the wind is displayed or a sensitive and conspicuous calibrated windsock shall be used.

<b>Controlled airspace</b>	<b>34.</b>	<p>A person shall not make a parachute descent in a controlled airspace unless he:</p> <ul style="list-style-type: none"> <li>(a) obtains an air traffic control clearance; and</li> <li>(b) descends in accordance with that clearance.</li> </ul>
<b>Descents onto manned aerodromes</b>	<b>35.</b>	<p>A person shall not make a parachute descent onto an aerodrome unless he:</p> <ul style="list-style-type: none"> <li>(a) has prior approval from the owner or operator of the aerodrome;</li> <li>(b) obtains clearance from the air traffic control unit at the aerodrome; and</li> <li>(c) lands within the parachute landing area.</li> </ul>
<b>Descents onto unmanned aerodromes</b>	<b>36.</b>	<p>A person shall not make a parachute descent onto an unmanned aerodrome unless he:</p> <ul style="list-style-type: none"> <li>(a) has prior approval from the owner or operator of the aerodrome;</li> <li>(b) observes other aerodrome traffic operating within the parachute descent zone for the purpose of avoiding collision;</li> <li>(c) conforms with or avoids the pattern of traffic formed by other aircraft operating within the parachute descent zone at the aerodrome; and</li> <li>(d) lands within the parachute landing area.</li> </ul>
<b>Descents within restricted areas</b>	<b>37.</b>	<p>A person shall not make a parachute descent within a restricted area unless he has prior approval of the controlling authority specified for that area.</p>
<b>Visibility and clearance from cloud</b>	<b>38.</b>	<ul style="list-style-type: none"> <li>(1) Except as provided in sub-regulation (2) a person shall not make a parachute descent unless he remains clear of cloud.</li> <li>(2) A person shall not make a parachute descend through cloud in a controlled airspace unless he has obtained an air traffic control</li> </ul>

clearance to do so.

**Descents from  
higher  
altitudes**

- 39.** (1) A person shall not make a parachute descent from an un-pressurized aircraft unless:
- (a) when between altitudes of 3,050 m (10,000 ft) above mean sea level and 3,950 m (13,000 ft) above mean sea level for longer than 30 minutes, use supplementary oxygen until immediately prior to exiting the aircraft; and
  - (b) when between altitudes of 3,950 m (13,000 ft) above mean sea level and 6,100 m (20,000 ft) above mean sea level, use supplementary oxygen until immediately prior to exiting the aircraft.
- (2) A person shall not make a parachute descent from a pressurized aircraft when between altitudes of 3,950 m (13,000 ft) above mean sea level and 6,100 m (20,000 ft) above mean sea level unless he uses supplementary oxygen during the period from immediately prior to depressurisation to immediately prior to exiting the aircraft.
- (3) A person shall not make a parachute descent from altitudes above 3,950 m (13,000 ft) above mean sea level unless he has satisfactorily completed a training course for high altitude descents.
- (4) A person shall not make a parachute descent from altitudes above 6,100 m (20,000 ft) above mean sea level unless he uses supplementary oxygen from immediately prior to depressurisation, or from immediately after disconnection from any aircraft mounted supplementary oxygen system, until descent below an altitude of 3,950 m (13,000 ft) above mean sea level.

**Parachute  
operations  
over or into a  
congested area  
or an open-air  
assembly of  
persons**

- 40.** A person shall not conduct a parachute jumping operation, and no pilot in command of an aircraft shall allow a parachute operation to be conducted from that aircraft, over or into a congested area of a city, town, or settlement, or an open-air assembly of persons unless an approval for that parachute jumping operation has been issued under these Regulations.

## **PART V-PARACHUTE EQUIPMENT AND FACILITIES**

- |                                     |            |   |
|-------------------------------------|------------|---|
| <b>Parachutes</b>                   | <b>41.</b> | <p>(1) A person or tandem pair shall not make a parachute descent unless equipped with a main parachute that complies with the technical standards order of the parachute manufacturer.</p> <p>(2) A person or tandem pair shall not make a parachute descent unless equipped with a reserve parachute assembly which:</p> <ul style="list-style-type: none"><li>(a) complies with the technical standards of a parachute organization; and</li><li>(b) has been inspected, re-packed and certified as airworthy within the previous six months by a parachute rigger in accordance with the technical standards of a parachute organization.</li></ul> <p>(3) A tandem rider shall not make a parachute descent unless he wears a harness which;</p> <ul style="list-style-type: none"><li>(a) complies with the technical standards of a parachute organization; and</li><li>(b) is properly secured to a marching tandem master harness.</li></ul> |
| <b>Altimeter</b>                    | <b>42.</b> | <p>A person or tandem pair shall not make a free-fall descent of more than 10 seconds unless:</p> <ul style="list-style-type: none"><li>(a) he is equipped with, and use, a serviceable altimeter of a type suitable for parachuting; and</li><li>(b) prior to take-off, zero the altimeter to the parachute landing area height.</li></ul>   |
| <b>Automatic activation devices</b> | <b>43.</b> | <p>A person or tandem pair shall not make a parachute descent unless equipped with an automatic activation device on the reserve parachute, that has been:</p> <ul style="list-style-type: none"><li>(a) certified as compatible with the reserve parachute assembly on the parachute assembly packing-record by a parachute rigger authorized by the parachute organization or institution designated by the Authority;</li></ul>  |



- (b) calibrated in accordance with the manufacturer's operating instructions;
- (c) set to operate the reserve parachute at a minimum height above the parachute landing area (PLA):
  - (i) for an individual parachute descent, 300 m (1 000 ft) above ground level or such lower altitude as predetermined and set within the automatic activation device by the manufacturer of such device for the category of use; and
  - (ii) for a tandem parachute descent, 600 m (2 000 ft) above ground level or such lower altitude as predetermined and set within the automatic activation device by the manufacturer of such device for use on tandem descents;
- (d) inspected by the parachute rigger in accordance with the manufacturer's instructions; and
- (e) check-calibrated within the previous six months.

**Safety  
equipment**

- 44.**
- (1) A person shall not make a parachute descent into water unless he wears suitable floatation equipment capable of supporting that person's head clear of the water.
  - (2) A student parachutist shall not make a parachute descent within 1 nautical mile of a water hazard unless he wears suitable floatation equipment capable of supporting that person's head clear of the water.
  - (3) A student parachutist shall not make a parachute descent unless he wears a serviceable, rigid, protective helmet of a type approved by the parachute organization.
  - (4) A tandem pair shall not make a parachute descent unless equipped with protective head gear approved by the parachute organization.

## PART VI - PARACHUTE MAINTENANCE

- |  |            |   |
|--|------------|---|
| <b>Facilities and equipment requirements</b> | <b>45.</b> | <p>A holder of a parachute rigger authorization shall not exercise the privileges of his authorization unless he has at least the following facilities and equipment available:</p> <ul style="list-style-type: none"><li>(a) a smooth surface;</li><li>(b) suitable housing that is adequately lighted and ventilated for drying and airing parachutes;</li><li>(c) enough packing tools and other equipment to pack and maintain the types of parachutes serviced; and</li><li>(d) adequate housing facilities to perform applicable duties and to protect tools and equipment.</li></ul> |
| <b>Airworthiness and safety directives</b>   | <b>46</b>  | <p>A person who intends to use a parachute for jumping shall ensure that the parachute complies with:</p> <ul style="list-style-type: none"><li>(a) applicable airworthiness directives issued by the Authority;</li><li>(b) applicable safety directive issued by the parachute operations certificate holder; and</li><li>(c) mandatory modifications or instructions issued by the manufacturer.</li></ul>   |
| <b>Parachute serviceability</b>              | <b>47.</b> | <ul style="list-style-type: none"><li>(1) Each person who finds a parachute assembly to be unserviceable or not airworthy shall have the assembly:<ul style="list-style-type: none"><li>(a) re-inspected and returned to a serviceable and airworthy condition; or</li><li>(b) withdrawn from service.</li></ul></li><li>(2) A person shall not return to service a parachute assembly that has been marked as unserviceable until it has been re-inspected and returned to serviceable and airworthy condition before use.</li></ul>   |

<b>Modification and repair</b>	<b>48.</b>	A person shall not use a parachute, or harness and container system that has been modified or repaired, in a manner that may affect the airworthiness of the parachute assembly, unless it is re-inspected and re-assessed by a parachute rigger in accordance with the technical standards order of the manufacturer
<b>Parachute assembly check</b>	<b>49.</b>	<p>(1) Except as provided by provisions of sub-regulations (2) and (3), no person shall make a parachute descent unless he has checked the state of serviceability of the parachute assembly by:</p> <ul style="list-style-type: none"> <li>(a) reference to the assembly packing record for the parachute assembly;</li> <li>(b) a comprehensive external check;</li> <li>(c) checking that all the equipment is properly set to operate;</li> <li>(d) ensuring that no item being carried will interfere with the proper functioning of the parachute assembly; and</li> <li>(e) ensuring that the seal is not broken or interfered with.</li> </ul> <p>(2) For student parachutists, the person authorized by the parachute organization to directly supervise the descent of the student shall inspect the equipment being worn by the student in accordance with sub-regulation (1).</p> <p>(3) For tandem riders, the tandem master shall inspect the equipment being worn by the tandem passenger in accordance with sub-regulation (1).</p>
<b>Seal</b>	<b>50.</b>	<p>(1) An authorized parachute rigger shall have a seal with an identifying mark and a seal press prescribed by the Authority.</p> <p>(2) After packing a parachute, the parachute rigger shall seal the pack with a seal referred to sub-regulation (1) in accordance with the manufacturer's recommendation for that type of parachute.</p>
<b>Parachute records</b>	<b>51.</b>	<p>(1) Each owner of a parachute assembly shall maintain a permanent record of which shall be kept in the assembly at all times, in:</p> <ul style="list-style-type: none"> <li>(a) a logbook; or</li> </ul>

- (b) a separable log page, approved by the parachute operations certificate holder.
- (2) The owner referred to in sub-regulation (1) shall make the record available for inspection when required by an authorized officer, inspector or authorized person.

**Access for inspection**

- 52.** A holder of a parachute operations certificate shall for the purpose of inspection to determine compliance with applicable regulations and requirements:
- (a) grant the Authority unrestricted access to any of its organization's, facilities and aircraft; and
  - (b) ensure that the Authority is granted unrestricted access to any organization or facilities that it has contracted for services associated with parachute operations and maintenance.

## **PART VII – GENERAL**

**Drug and alcohol testing and reporting**

- 53.** (1) A person who performs any function requiring a licence, rating, qualification or authorization prescribed by these Regulations directly or by contract may be tested for drug or alcohol usage.
- (2) A person who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority shall:
- (a) be denied any licence, certificate, rating, qualification, or authorization issued under these Regulations for a period of up to one year from the date of that refusal; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these Regulations suspended or revoked.

- (3) A person who refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or psychoactive substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority shall:
  - (a) be denied any licence, certificate, rating, qualification, or authorization issued under these Regulations for a period of up to one year from the date of that refusal; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these Regulations suspended or revoked.
- (4) Any person who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or psychoactive substances, shall:
  - (a) be denied any Licence, certificate, rating, qualification, or authorization issued under these Regulations for a period of up to one year after the date of conviction; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these Regulations suspended or revoked.

## PART VIII – ADMINISTRATIVE SANCTIONS

- |                             |  |
|-----------------------------|--|
| <b>Administrative fines</b> | <b>54.</b> Any person who contravenes the provisions set out in column I of the Schedule to these Regulations shall be liable to fixed administrative fine set out in column II of that Schedule |
|-----------------------------|--|

## **SCHEDULE**

### **Administrative Fines**

**[Regulation 54]**

**Column I**

**Column II**

**Fines (in Rwandan francs)**

		<b>Individual</b>	<b>Corporate</b>
<b>Provisions</b>			
6	Conditions of authorization	300,000	1,500,000
7	Descent requirements	300,000	1,500,000
8	Aircraft used for parachute jumping.	600,000	3,000,000
9	Pilot experience and training requirements.	600,000	3,000,000
11(3)	Visiting foreign parachuting jumpers.	600,000	3,000,000
14	Restrictions and limitations of Parachute Rigger		
	Authorization.	1,000,000	5,000,000
17	Performance standards.	1,000,000	5,000,000

18	Records to be kept by Parachute Rigger..	300,000	1,500,000
23	Amendment of a parachute operations certificate.	300,000	1,500,000
24	Validity of a parachute operations certificate.	300,000	1,500,000
25	Parachute operations manual	300,000	1,500,000
26	Designation of a safety and training personnel.	600,000	3,000,000
27	Use of drugs or alcohol	1,000,000	5,000,000
28	Hazard	600,000	3,000,000
29	Exit from an aircraft.	600,000	3,000,000
30	Minimum parachute activation altitude	600,000	3,000,000
31	Parachute drop zone	300,000	1,500,000
32	Parachute landing area	300,000	1,500,000
33	Ground signal.	600,000	3,000,000
34	Controlled airspace	600,000	3,000,000
35	Descents onto manned aerodromes.	600,000	3,000,000
36	Descents onto unmanned aerodromes.	600,000	3,000,000
37	Descents within restricted areas.	1,000,000	5,000,000
38	Visibility and clearance from cloud	600,000	3,000,000
39	Descents from higher altitudes	600,000	3,000,000
40	Parachute operations over or into a congested area or an open-air assembly of persons.	600,000	3,000,000
41	Parachutes	600,000	3,000,000
42	Altimeter	600,000	3,000,000
43	Automatic activation devices	600,000	3,000,000
44	Safety equipment	600,000	3,000,000
45	Facilities and equipment requirements	600,000	3,000,000

46	Airworthiness and safety directives	1,000,000	5,000,000
47	Parachute serviceability.	600,000	3,000,000
48	Modification and repair	600,000	3,000,000
49	Parachute assembly check	600,000	3,000,000
50	Seal	600,000	3,000,000
51	Parachute records	300,000	1,500,000
52	Access for inspection	300,000	1,500,000
53	Drug and alcohol testing and reporting	1,000,000	5,000,000



<b>UMUGEREKA WA VIII</b>	<b>ANNEX VIII TO THE</b>	<b>ANNEXE VIII A L'ARRETE</b>
<b>W'ITEKA RYA MINISITIRI</b>	<b>MINISTERIAL ORDER</b>	<b>MINISTERIEL</b>
<b>N°01/MoS/Trans/017 RYO KU</b>	<b>N°01/MoS/Trans/017 OF</b>	<b>N°01/MoS/Trans/017 DU</b>
<b>WA 11/05/2017 RISHYIRAHU</b>	<b>11/05/2017 DETERMINING</b>	<b>11/05/2017 PORTANT</b>
<b>AMABWIRIZA ASHYIRA MU</b>	<b>REGULATIONS IMPLEMENTING</b>	<b>REGLEMENTS D'APPLICATION</b>
<b>BIKORWA ITEGEKO N°75/2013</b>	<b>THE LAW N°75/2013 OF</b>	<b>DE LA LOI N° 75/2013 DU</b>
<b>RYO KU WA 11/09/2013</b>	<b>11/09/2013 ESTABLISHING</b>	<b>11/09/2013 PORTANT</b>
<b>RIGENA AMABWIRIZA MU</b>	<b>REGULATION GOVERNING</b>	<b>REGLEMENTATION DE</b>
<b>BY'INDEGE ZA GISIVIRI</b>	<b>CIVIL AVIATION</b>	<b>L'AVIATION CIVILE</b>

<b>KUMANUKA NO KUMANURA IBINTU MU NDEGE IRI MU KIRERE</b>	<b>PARACHUTE OPERATIONS</b>	<b>PARACHUTAGE</b>
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**CIVIL AVIATION (PARACHUTE OPERATIONS)**  
**ARRANGEMENT OF REGULATIONS 2017**

**Regulation**

**PART I – PRELIMINARY**

1. Citation
2. Application

**PART II - PARACHUTING PERSONNEL**

*Parachute Jumping*

3. Eligibility requirements.
4. Authorisation types.
5. Skill requirements.

*General requirements*

6. Conditions of authorisation.
7. Descent requirements.
8. Aircraft used for parachute jumping.
9. Pilot experience and training requirements.

- 10. Validity and renewal requirements.
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## **CIVIL AVIATION (PARACHUTE OPERATIONS) REGULATIONS**

### **PART 1- PRELIMINARY**

- Citation**            1.     These Regulations shall be cited as Civil Aviation (Parachute Operations) Regulations 2017.
- Application**        2.     These Regulations shall, apply to:
- (a)     parachute operations other than:
    - (i)    emergency parachute descents; and
    - (ii)   parachute descents which are not from aircraft; and
  - (b)     parachute equipment; and
  - (c)     parachute maintenance.

### **PART II - PARACHUTE PERSONNEL**

#### ***Parachute Jumping***

- Eligibility requirements**    3.     (1)    An applicant for a parachute jumping authorization shall:
- (a)     be at least eighteen years of age;
  - (b)     demonstrate a level of knowledge appropriate to the privileges granted to a holder of a Parachute Jumping Authorization; and

(c) comply with the provisions of these Regulations that apply to the Parachute Jumping Authorization sought.

(2) In addition to the requirements of sub-regulation (1), an applicant for a tandem master authorization shall hold a Class 2 Medical Certificate specified in the Civil Aviation (Personnel Licensing) Regulations.

**Authorization types**

4. The Authority may issue the following types of parachute jumping authorizations:

- (a) student jumper;
- (b) jumper;
- (c) jump master; or
- (d) tandem master

**Skill requirements**

5. An applicant for:

- (a) a jumper authorization shall have logged not less than 25 jumps and have demonstrated to the Authority his competency in the following areas:
  - (i) parachute packing;
  - (ii) obtaining meteorological information;
  - (iii) spotting the drop location from the aircraft;
  - (iv) hand signal communication techniques and procedures; and
  - (v) pre-flight briefing and “dirt diving”.
- (b) a jump master authorization shall have:
  - (i) successfully completed a jump master’s course;
  - (ii) made 500 freefall jumps; and
  - (iii) satisfactorily completed a post course of jump mastering ten students under supervision of an authorized instructor.

- (c) a tandem master authorization shall be an experienced jumper master, trained in tandem operation and is in control of the passenger and tandem parachute equipment.

### *General requirements*

#### **Conditions of authorization**

6. (1) A holder of a parachute jumping authorization shall maintain a parachuting logbook of jumps.
- (2) Parachute jumping shall be made only at locations approved by the Authority.
- (3) Prior to each descent, the jumper or event organiser shall obtain permission from the Air Traffic Control Unit responsible for the area of the operation.
- (4) In locations with no Air Traffic Control Unit, the jumper or event organiser shall obtain permission from the Area Control Centre responsible for the area of the operation

#### **Descent requirements.**

- 7 (1) A parachute jumper shall not make or attempt to make a parachute descent unless wearing two airworthy parachutes from exit to activation.
- (2) All reserve parachutes shall be inspected and packed by an authorized parachute rigger not more than four months preceding each jump.
- (3) The main parachute may be packed by either the jumper or the parachute rigger.
- (4) The minimum altitude from which descents are to be made shall be such that the main canopy is duly opened at an altitude of not less than 600 m (2,000 ft) above ground level.

#### **Aircraft used for parachute jumping.**

8. Parachute descents shall be made only from aircraft types that have been authorized by the Authority.



**Pilot  
experience and  
training  
requirements.**

9. (1) A pilot for the aircraft to be used for parachute jumping shall:
- (a) be a qualified pilot and have a minimum of 200 hours of pilot-in-command time; and
  - (b) demonstrate competence to the Authority by performing at least one drop of parachute jumpers.
- (2) The demonstration referred to in sub-regulation (1)(b) shall be conducted under supervision of an experienced parachuting pilot who is present in the aircraft during the check flight to ascertain the competence in the dropping operation.

**Validity and  
renewal  
requirements.**

10. (1) A parachute jump master and tandem master authorization shall be valid for a period of twelve months from the date of issue or renewal.
- (2) A holder of a parachute jump master and tandem master authorization may apply for renewal of the authorization if the holder has jump mastered 10 static line students and 5 free fall students within the six months preceding the date of application for renewal.
- (3) A holder of a student and jumper authorization shall not require renewal.

**Visiting  
foreign  
parachuting  
jumpers.**

11. (1) A person who holds a parachute jumping authorization issued by another Contracting State and who wishes to engage in parachute jumping in Rwanda may apply to the Authority for recognition and acceptance of his qualification.
- (2) Where the Authority recognizes an authorization tendered under subregulation (1), the holder shall be exempted from regulations 3 to 12 of these Regulations.
- (3) A holder of an authorization under this regulation shall not be engaged in instructing students in parachute jumping or tandem operations.

***Parachute Rigger***

**Parachute  
rigger**

12. An applicant for a parachute rigger authorization shall:

**authorization  
requirements**

- (a) apply to the Authority on the prescribed form;
- (b) be at least eighteen years of age;
- (c) be able to read, speak, write and understand the English language.

**Issue of  
Parachute  
Rigger  
Authorization**

- 13.** Where the Authority is satisfied that an applicant for a parachute rigger authorization under regulation 12 meets the requirements for issue of such authorization, the Authority may issue the authorization.

**Restrictions  
and limitations  
of Parachute  
Rigger  
Authorization**

- 14.**
- (1) A person shall not pack, maintain or modify any personnel-carrying parachute intended for emergency use in connection with an aircraft registered in Rwanda unless that person holds an appropriate authorization on the type issued under these Regulations.
  - (2) Except as provided for by sub-regulation (3), a person shall not pack, maintain or modify any main parachute of a dual parachute pack to be used for intentional jumping from a civil aircraft registered in the Rwanda unless that person has an appropriate parachute rigger authorization issued under these Regulations.
  - (3) A person who does not hold an appropriate parachute rigger authorization may pack the main parachute of a dual parachute pack that is to be used by him for intentional jumping

**Experience,  
knowledge and  
skill  
requirements.**

- 15.** Except as provided in regulation 17, an applicant for a parachute rigger authorization shall:
- (a) present evidence satisfactory to the Authority of having packed at least twenty parachutes of each type for which the applicant seeks authorization in accordance with the manufacturer's instructions and under the supervision of an authorized parachute rigger holding an authorization for that type or a person holding an appropriate military rating;
  - (b) provide the Authority with evidence of having passed a knowledge and practical test, to the satisfaction of the Authority by demonstrating the ability to pack and maintain one type of parachute for which he seeks authorization.

**Authorization requirements for current or former military parachute rigger.**

16. Notwithstanding regulation 12, the Authority may issue to an applicant for a parachute rigger authorization if he passes a knowledge test on the Regulations pertaining to parachute and parachute rigging and presents satisfactory documentary evidence that the applicant:
- (a) is an employee or former employee of Rwanda Military and within the twelve months preceding the date of application for an authorization has performed as a parachute rigger; and
  - (b) has the experience required by regulation 15.

**Performance standards**

17. A holder of a parachute rigger authorization shall not:
- (a) pack, maintain or modify any parachute unless he is authorized for that type;
  - (b) pack a parachute that is not safe for emergency use;
  - (c) pack a parachute that has not been thoroughly dried and aired;
  - (d) alter a parachute in a manner that is not specifically authorized by the Authority or the manufacturer;
  - (e) pack, maintain or modify a parachute in any manner that deviates from procedures approved by the Authority or the manufacturer of the parachute; or
  - (f) exercise the privileges of the authorization unless he understands the current manufacturer's instructions for the operation involved and has performed duties under the authorization for at least ninety days within the preceding twelve months or demonstrated to the Authority the ability to perform those duties.

**Records to be kept by Parachute Rigger.**

18. (1) A holder of parachute rigger authorization shall keep a record of the packing, maintenance and modifications of parachutes performed or supervised.
- (2) An authorized parachute rigger who packs a parachute shall enter on the parachute packing record attached to the parachute, the date and place of the packing, a notation of any defects found during any

inspection, and shall sign that record with name and authorization number.

- (3) The record required by sub-regulation (1) shall contain, with respect to each parachute worked on, a statement of:
  - (a) type and make;
  - (b) serial number;
  - (c) the name and address of the owner or user of the parachute;
  - (d) the kind and extent of the work performed;
  - (e) the date when, and the place where the work was performed; and
  - (f) the results of any drop tests made with it.
- (4) A person who makes a record under sub-regulation (1) shall keep that record for at least two years after the date the record is made.

**Privileges.**

- 19. A holder of a parachute rigger authorization may:
  - (a) pack, maintain or modify any type of parachute for which he is authorized; and
  - (b) supervise other persons in packing, maintaining or modifying any type of parachute for which the holder of authorization is authorized.

**Validity and  
renewal  
requirements**

- 20.
  - (1) A parachute rigger authorization shall be valid for a period of twenty four months from the date of issue or renewal.
  - (2) A holder of a parachute rigger authorization may apply for renewal of the authorization if the holder has packed at least thirty six reserves parachutes within the 12 months preceding the date of application for renewal.

## PART III - PARACHUTE OPERATIONS CERTIFICATE

### *General*

#### **Certificate requirements**

- 21.** (1) A person shall not conduct parachute operations unless that person:
- (a) holds a parachute operations certificate;
  - (b) complies with the privileges and limitations of the authorization referred to in sub-paragraph (a);
  - (c) complies with operational standards and procedures contained in the parachute Operations Manual approved by the Authority; and
  - (d) complies with the currency requirements determined by the Authority.
- (2) A person shall not conduct parachute operations unless there is available for use a parachute Operations Manual approved by the Authority.
- (3) In this Part, “person” includes an association, organization or club.

#### **Application for parachute operations certificate**

- 22.** (1) An applicant for a parachute operations certificate shall complete and submit an application form prescribed by the Authority which shall include the following information:
- (a) the radius of the drop zone around the target expressed in kilometres or nautical miles;
  - (b) the location of the centre of the drop zone in relation to the nearest airport, town or city;
  - (c) each altitude above mean sea level at which the aircraft will be operated when parachutists or objects exist the aircraft;
  - (d) the name, address, and telephone number of the person who requests the authorization or gives notice of the parachute operation;
  - (e) the name of the air traffic control facility with jurisdiction of the

airspace at the first intended exit altitude to be used for the parachute operation.

- (2) The Authority may issue a parachute operations certificate if an applicant meets the requirements of these Regulations.

**Amendment of  
a parachute  
operations  
certificate**

- 23. (1) A parachute operations certificate may be amended:
  - (a) on the Authority's own initiative, under applicable laws and regulations; or
  - (b) upon application by the holder of that authorization.
- (2) A holder of an authorization shall submit an application to amend an authorization by completing a form prescribed by the Authority.
- (3) An applicant for an amendment under this regulation shall file the application to amend an authorization before the date of the proposed commencement of that operation.
- (4) The Authority shall grant a request to amend an authorization if it determines that it is in interest of flight safety or in public interest.

**Validity of a  
parachute  
operations  
certificate**

- 24. (1) A parachute operations certificate shall be valid for a period specified in the certificate from the date of issue but in any case not more than twelve months, unless:
  - (a) a shorter period is specified by the authority;
  - (b) the Authority amends, suspends, revokes or otherwise terminates the certificate;
  - (c) the certificate holder surrenders it to the Authority; or
  - (d) the certificate holder suspends operations.
- (2) The holder of a certificate that is suspended or revoked shall return it to the Authority.

**Parachute  
operations  
manual.**

- 25. (1) A parachute operations certificate holder shall issue to the parachute members and persons assigned parachute operational functions, an Operations Manual which shall contain at least the following:

- (a) introduction and common abbreviations;
  - (b) basic safety requirements;
  - (c) student training syllabus;
  - (d) skills programme;
  - (e) formation parachuting rules;
  - (f) artistic events;
  - (g) canopy formation;
  - (h) camera persons;
  - (i) tandem operations;
  - (j) extra ordinary activities;
  - (k) wing suits;
  - (l) jump master certification course syllabus;
  - (m) rigging rules;
  - (n) drop zone and landing area operating procedures;
  - (o) briefings for new jumpers;
  - (p) miscellaneous forms.
- (2) The operations manual referred to in sub-regulation (1) shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date, and all such amendments or revisions shall be issued to all personnel that are required to use the Operations Manual
- (3) A parachute operations certificate holder shall submit to the Authority a copy of the authorization holder's entire Operations Manual for the time being in force or of such parts thereof as the Authority may specify.
- (4) A parachute operations certificate holder shall make such amendments or additions to the operations manual as the Authority may require for the purpose of ensuring the safety of parachute jumpers and parachute passengers carried, efficiency or regularity of air navigation.

- Designation of a safety and training personnel**      26.      A parachute operations certificate holder shall, designate for each drop zone operation, in writing, a safety and training personnel who shall be in-charge of all operations with the following minimum qualifications:
- (a)      a qualified experienced jump master with a minimum of 1000 free fall jumps and at least 2 years experience in parachute operations; and
  - (b)      must have successfully completed a training in safety and parachute operating procedures recognized by the Authority.

#### **PART IV : OPERATING RULES**

- Use of drugs or alcohol**      27.      A person shall not engage in parachute jumping, and no pilot in command of an aircraft may allow a person to engage in parachute jumping from that aircraft, if that person is or appears to be under the influence of:
- (a)      alcohol, or
  - (b)      any drug that affects that person's faculties in any way contrary to safety.

- Hazard**      28.      A person shall not make a parachute descent if such descent constitutes, or is likely to constitute, a safety hazard to air traffic, persons or property in the air or on the ground, the aircraft concerned or its occupants.

- Exit from an aircraft.**      29.      A person shall not exit from an aircraft to make a parachute descent unless authorized to do so by:
- (a)      the pilot-in-command; or
  - (b)      a person nominated by a pilot-in-command for that purpose.

- Minimum parachute activation**      30.      A person making a parachute descent shall activate the main parachute at a height not less than 760 m (2,500 ft) above ground level, except for:



**altitude**

- (a) a student parachutist, who shall activate the main parachute at not less than 900 m (3,000 ft) above ground level; or
- (b) a tandem jump master carrying out a tandem parachute descent, who shall activate the main parachute at not less than 1,500 m (5,000 ft) above ground level.

**Parachute drop zone**

- 31.** All parachute descents, except emergency and display parachute descents shall be made within a parachute drop zone designated by the parachute operations certificate holder and approved by the Authority.

**Parachute landing area**

- 32.** (1) A person making a parachute descent shall land on a parachute landing area designated by the parachute operations certificate holder and approved by the authority.
- (2) Simultaneous parachute and aircraft movements may be conducted at aerodromes if the parachute landing area is located clear of:
- (a) any movement area in use;
  - (b) the strip area of any runway in use;
  - (c) a taxiway which is in use; and
  - (d) the approach and take-off areas of any runway or heliport in use.
- (3) A person shall not make a parachute descent into water unless;
- (a) the parachute landing area has a clearly defined perimeter; and
  - (b) adequate arrangements have been made to retrieve all parachutists.

**Ground signal**

- 33.** A person shall not make a parachute descent unless a ground signal, consisting of a white circle with an attached cone pointing into the wind is displayed or a sensitive and conspicuous calibrated windsock shall be used.

<b>Controlled airspace</b>	<b>34.</b>	<p>A person shall not make a parachute descent in a controlled airspace unless he:</p> <ul style="list-style-type: none"> <li>(a) obtains an air traffic control clearance; and</li> <li>(b) descends in accordance with that clearance.</li> </ul>
<b>Descents onto manned aerodromes</b>	<b>35.</b>	<p>A person shall not make a parachute descent onto an aerodrome unless he:</p> <ul style="list-style-type: none"> <li>(a) has prior approval from the owner or operator of the aerodrome;</li> <li>(b) obtains clearance from the air traffic control unit at the aerodrome; and</li> <li>(c) lands within the parachute landing area.</li> </ul>
<b>Descents onto unmanned aerodromes</b>	<b>36.</b>	<p>A person shall not make a parachute descent onto an unmanned aerodrome unless he:</p> <ul style="list-style-type: none"> <li>(a) has prior approval from the owner or operator of the aerodrome;</li> <li>(b) observes other aerodrome traffic operating within the parachute descent zone for the purpose of avoiding collision;</li> <li>(c) conforms with or avoids the pattern of traffic formed by other aircraft operating within the parachute descent zone at the aerodrome; and</li> <li>(d) lands within the parachute landing area.</li> </ul>
<b>Descents within restricted areas</b>	<b>37.</b>	<p>A person shall not make a parachute descent within a restricted area unless he has prior approval of the controlling authority specified for that area.</p>
<b>Visibility and clearance from cloud</b>	<b>38.</b>	<ul style="list-style-type: none"> <li>(1) Except as provided in sub-regulation (2) a person shall not make a parachute descent unless he remains clear of cloud.</li> <li>(2) A person shall not make a parachute descend through cloud in a controlled airspace unless he has obtained an air traffic control</li> </ul>

clearance to do so.

**Descents from  
higher  
altitudes**

- 39.** (1) A person shall not make a parachute descent from an un-pressurized aircraft unless:
- (a) when between altitudes of 3,050 m (10,000 ft) above mean sea level and 3,950 m (13,000 ft) above mean sea level for longer than 30 minutes, use supplementary oxygen until immediately prior to exiting the aircraft; and
  - (b) when between altitudes of 3,950 m (13,000 ft) above mean sea level and 6,100 m (20,000 ft) above mean sea level, use supplementary oxygen until immediately prior to exiting the aircraft.
- (2) A person shall not make a parachute descent from a pressurized aircraft when between altitudes of 3,950 m (13,000 ft) above mean sea level and 6,100 m (20,000 ft) above mean sea level unless he uses supplementary oxygen during the period from immediately prior to depressurisation to immediately prior to exiting the aircraft.
- (3) A person shall not make a parachute descent from altitudes above 3,950 m (13,000 ft) above mean sea level unless he has satisfactorily completed a training course for high altitude descents.
- (4) A person shall not make a parachute descent from altitudes above 6,100 m (20,000 ft) above mean sea level unless he uses supplementary oxygen from immediately prior to depressurisation, or from immediately after disconnection from any aircraft mounted supplementary oxygen system, until descent below an altitude of 3,950 m (13,000 ft) above mean sea level.

**Parachute  
operations  
over or into a  
congested area  
or an open-air  
assembly of  
persons**

- 40.** A person shall not conduct a parachute jumping operation, and no pilot in command of an aircraft shall allow a parachute operation to be conducted from that aircraft, over or into a congested area of a city, town, or settlement, or an open-air assembly of persons unless an approval for that parachute jumping operation has been issued under these Regulations.

## **PART V-PARACHUTE EQUIPMENT AND FACILITIES**

- |                                     |            |   |
|-------------------------------------|------------|---|
| <b>Parachutes</b>                   | <b>41.</b> | <p>(1) A person or tandem pair shall not make a parachute descent unless equipped with a main parachute that complies with the technical standards order of the parachute manufacturer.</p> <p>(2) A person or tandem pair shall not make a parachute descent unless equipped with a reserve parachute assembly which:</p> <ul style="list-style-type: none"><li>(a) complies with the technical standards of a parachute organization; and</li><li>(b) has been inspected, re-packed and certified as airworthy within the previous six months by a parachute rigger in accordance with the technical standards of a parachute organization.</li></ul> <p>(3) A tandem rider shall not make a parachute descent unless he wears a harness which;</p> <ul style="list-style-type: none"><li>(a) complies with the technical standards of a parachute organization; and</li><li>(b) is properly secured to a marching tandem master harness.</li></ul> |
| <b>Altimeter</b>                    | <b>42.</b> | <p>A person or tandem pair shall not make a free-fall descent of more than 10 seconds unless:</p> <ul style="list-style-type: none"><li>(a) he is equipped with, and use, a serviceable altimeter of a type suitable for parachuting; and</li><li>(b) prior to take-off, zero the altimeter to the parachute landing area height.</li></ul>   |
| <b>Automatic activation devices</b> | <b>43.</b> | <p>A person or tandem pair shall not make a parachute descent unless equipped with an automatic activation device on the reserve parachute, that has been:</p> <ul style="list-style-type: none"><li>(a) certified as compatible with the reserve parachute assembly on the parachute assembly packing-record by a parachute rigger authorized by the parachute organization or institution designated by the Authority;</li></ul>  |

- (b) calibrated in accordance with the manufacturer's operating instructions;
- (c) set to operate the reserve parachute at a minimum height above the parachute landing area (PLA):
  - (i) for an individual parachute descent, 300 m (1 000 ft) above ground level or such lower altitude as predetermined and set within the automatic activation device by the manufacturer of such device for the category of use; and
  - (ii) for a tandem parachute descent, 600 m (2 000 ft) above ground level or such lower altitude as predetermined and set within the automatic activation device by the manufacturer of such device for use on tandem descents;
- (d) inspected by the parachute rigger in accordance with the manufacturer's instructions; and
- (e) check-calibrated within the previous six months.

**Safety  
equipment**

- 44.**
- (1) A person shall not make a parachute descent into water unless he wears suitable floatation equipment capable of supporting that person's head clear of the water.
  - (2) A student parachutist shall not make a parachute descent within 1 nautical mile of a water hazard unless he wears suitable floatation equipment capable of supporting that person's head clear of the water.
  - (3) A student parachutist shall not make a parachute descent unless he wears a serviceable, rigid, protective helmet of a type approved by the parachute organization.
  - (4) A tandem pair shall not make a parachute descent unless equipped with protective head gear approved by the parachute organization.

## PART VI - PARACHUTE MAINTENANCE

- |  |            |   |
|--|------------|---|
| <b>Facilities and equipment requirements</b> | <b>45.</b> | <p>A holder of a parachute rigger authorization shall not exercise the privileges of his authorization unless he has at least the following facilities and equipment available:</p> <ul style="list-style-type: none"><li>(a) a smooth surface;</li><li>(b) suitable housing that is adequately lighted and ventilated for drying and airing parachutes;</li><li>(c) enough packing tools and other equipment to pack and maintain the types of parachutes serviced; and</li><li>(d) adequate housing facilities to perform applicable duties and to protect tools and equipment.</li></ul> |
| <b>Airworthiness and safety directives</b>   | <b>46</b>  | <p>A person who intends to use a parachute for jumping shall ensure that the parachute complies with:</p> <ul style="list-style-type: none"><li>(a) applicable airworthiness directives issued by the Authority;</li><li>(b) applicable safety directive issued by the parachute operations certificate holder; and</li><li>(c) mandatory modifications or instructions issued by the manufacturer.</li></ul>   |
| <b>Parachute serviceability</b>              | <b>47.</b> | <ul style="list-style-type: none"><li>(1) Each person who finds a parachute assembly to be unserviceable or not airworthy shall have the assembly:<ul style="list-style-type: none"><li>(a) re-inspected and returned to a serviceable and airworthy condition; or</li><li>(b) withdrawn from service.</li></ul></li><li>(2) A person shall not return to service a parachute assembly that has been marked as unserviceable until it has been re-inspected and returned to serviceable and airworthy condition before use.</li></ul>   |

<b>Modification and repair</b>	<b>48.</b>	A person shall not use a parachute, or harness and container system that has been modified or repaired, in a manner that may affect the airworthiness of the parachute assembly, unless it is re-inspected and re-assessed by a parachute rigger in accordance with the technical standards order of the manufacturer
<b>Parachute assembly check</b>	<b>49.</b>	<p>(1) Except as provided by provisions of sub-regulations (2) and (3), no person shall make a parachute descent unless he has checked the state of serviceability of the parachute assembly by:</p> <ul style="list-style-type: none"> <li>(a) reference to the assembly packing record for the parachute assembly;</li> <li>(b) a comprehensive external check;</li> <li>(c) checking that all the equipment is properly set to operate;</li> <li>(d) ensuring that no item being carried will interfere with the proper functioning of the parachute assembly; and</li> <li>(e) ensuring that the seal is not broken or interfered with.</li> </ul> <p>(2) For student parachutists, the person authorized by the parachute organization to directly supervise the descent of the student shall inspect the equipment being worn by the student in accordance with sub-regulation (1).</p> <p>(3) For tandem riders, the tandem master shall inspect the equipment being worn by the tandem passenger in accordance with sub-regulation (1).</p>
<b>Seal</b>	<b>50.</b>	<p>(1) An authorized parachute rigger shall have a seal with an identifying mark and a seal press prescribed by the Authority.</p> <p>(2) After packing a parachute, the parachute rigger shall seal the pack with a seal referred to sub-regulation (1) in accordance with the manufacturer's recommendation for that type of parachute.</p>
<b>Parachute records</b>	<b>51.</b>	<p>(1) Each owner of a parachute assembly shall maintain a permanent record of which shall be kept in the assembly at all times, in:</p> <ul style="list-style-type: none"> <li>(a) a logbook; or</li> </ul>

- (b) a separable log page, approved by the parachute operations certificate holder.
- (2) The owner referred to in sub-regulation (1) shall make the record available for inspection when required by an authorized officer, inspector or authorized person.

**Access for inspection**

- 52.** A holder of a parachute operations certificate shall for the purpose of inspection to determine compliance with applicable regulations and requirements:
- (a) grant the Authority unrestricted access to any of its organization's, facilities and aircraft; and
  - (b) ensure that the Authority is granted unrestricted access to any organization or facilities that it has contracted for services associated with parachute operations and maintenance.

## **PART VII – GENERAL**

**Drug and alcohol testing and reporting**

- 53.** (1) A person who performs any function requiring a licence, rating, qualification or authorization prescribed by these Regulations directly or by contract may be tested for drug or alcohol usage.
- (2) A person who refuses to submit to a test to indicate the percentage by weight of alcohol in the blood, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority shall:
- (a) be denied any licence, certificate, rating, qualification, or authorization issued under these Regulations for a period of up to one year from the date of that refusal; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these Regulations suspended or revoked.



- (3) A person who refuses to submit to a test to indicate the presence of narcotic drugs, marijuana, or depressant or stimulant drugs or psychoactive substances in the body, when requested by a law enforcement officer or the Authority, or refuses to furnish or to authorise the release of the test results requested by the Authority shall:
  - (a) be denied any licence, certificate, rating, qualification, or authorization issued under these Regulations for a period of up to one year from the date of that refusal; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these Regulations suspended or revoked.
- (4) Any person who is convicted for the violation of any local or national statute relating to the growing, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, or depressant or stimulant drugs or psychoactive substances, shall:
  - (a) be denied any Licence, certificate, rating, qualification, or authorization issued under these Regulations for a period of up to one year after the date of conviction; or
  - (b) have their licence, certificate, rating, qualification, or authorization issued under these Regulations suspended or revoked.

## PART VIII – ADMINISTRATIVE SANCTIONS

- |                             |  |
|-----------------------------|--|
| <b>Administrative fines</b> | <b>54.</b> Any person who contravenes the provisions set out in column I of the Schedule to these Regulations shall be liable to fixed administrative fine set out in column II of that Schedule |
|-----------------------------|--|

## **SCHEDULE**

### **Administrative Fines**

**[Regulation 54]**

#### **Column I**

#### **Column II**

**Fines (in Rwandan francs)**

		<b>Individual</b>	<b>Corporate</b>
<b>Provisions</b>			
6	Conditions of authorization	300,000	1,500,000
7	Descent requirements	300,000	1,500,000
8	Aircraft used for parachute jumping.	600,000	3,000,000
9	Pilot experience and training requirements.	600,000	3,000,000
11(3)	Visiting foreign parachuting jumpers.	600,000	3,000,000
14	Restrictions and limitations of Parachute Rigger		
	Authorization.	1,000,000	5,000,000
17	Performance standards.	1,000,000	5,000,000

18	Records to be kept by Parachute Rigger..	300,000	1,500,000
23	Amendment of a parachute operations certificate.	300,000	1,500,000
24	Validity of a parachute operations certificate.	300,000	1,500,000
25	Parachute operations manual	300,000	1,500,000
26	Designation of a safety and training personnel.	600,000	3,000,000
27	Use of drugs or alcohol	1,000,000	5,000,000
28	Hazard	600,000	3,000,000
29	Exit from an aircraft.	600,000	3,000,000
30	Minimum parachute activation altitude	600,000	3,000,000
31	Parachute drop zone	300,000	1,500,000
32	Parachute landing area	300,000	1,500,000
33	Ground signal.	600,000	3,000,000
34	Controlled airspace	600,000	3,000,000
35	Descents onto manned aerodromes.	600,000	3,000,000
36	Descents onto unmanned aerodromes.	600,000	3,000,000
37	Descents within restricted areas.	1,000,000	5,000,000
38	Visibility and clearance from cloud	600,000	3,000,000
39	Descents from higher altitudes	600,000	3,000,000
40	Parachute operations over or into a congested area or an open-air assembly of persons.	600,000	3,000,000
41	Parachutes	600,000	3,000,000
42	Altimeter	600,000	3,000,000
43	Automatic activation devices	600,000	3,000,000
44	Safety equipment	600,000	3,000,000
45	Facilities and equipment requirements	600,000	3,000,000

46	Airworthiness and safety directives	1,000,000	5,000,000
47	Parachute serviceability.	600,000	3,000,000
48	Modification and repair	600,000	3,000,000
49	Parachute assembly check	600,000	3,000,000
50	Seal	600,000	3,000,000
51	Parachute records	300,000	1,500,000
52	Access for inspection	300,000	1,500,000
53	Drug and alcohol testing and reporting	1,000,000	5,000,000



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA	WA	IX	ANNEX	IX	TO	THE	ANNEXE	IX	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHU		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA			REGULATION	GOVERNING			REGLEMENTATION		DE	
			CIVIL	AVIATION			L'AVIATION	CIVILE		

IBYEMEZO N'UBUTEGETSI	AIR OPERATOR CERTIFICATION AND ADMINISTRATION	CERTIFICATS DES OPERATEURS D'AERONEFS ET ADMINISTRATION
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# **CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND ADMINISTRATION)**

## **ARRANGEMENT OF REGULATION**

### **Regulation**

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- 4. Application for an air operator certificate.
- 5. Issuance of air operator certificate.
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- 35. Cockpit checklists.
- 35A. Crew member checking and standardisation programme
- 36. Minimum equipment list and configuration deviation list.
- 37. Performance planning manual
- 38. Performance data control system.
- 39. Aircraft loading and handling manual.
- 40. Mass and balance data control system.
- 41. Cabin crew member manual
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- 43. Aeronautical data control system.
- 44. Route guide - areas, routes and aerodromes.
- 45. Weather reporting sources.
- 46. De-icing and anti-icing programme.
- 47. Flight supervision and monitoring system.
- 48. Flight following system for charter flights operations.
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Eighth Schedule – Flight Safety Document System

Ninth Schedule – Administrative fines

**THE CIVIL AVIATION (AIR OPERATOR CERTIFICATION AND ADMINISTRATION) REGULATIONS  
2016**

**PRELIMINARY**

**Citation**            1.        These Regulations may be cited as the Civil Aviation (Air Operator Certification and Administration) Regulations, 2017.

**Definitions**        1. *bis*    When the following terms are used in this Annex, they have the following meanings:  
**Accelerate-stop distance available (ASDA).** The length of the take-off run available plus the length of stopway, if provided.

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

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

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

a) take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions;

b) landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions; and

c) landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation.

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

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

**Aircraft operating manual.** A manual, acceptable to the State of the Operator, containing normal, abnormal and emergency procedures,

checklists, limitations, performance information, details of the aircraft systems and other material relevant to the operation of the aircraft

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

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

**Alternate aerodrome.** An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use. Alternate aerodromes include the following:

*Take-off alternate.* An alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.

*En-route alternate.* An alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en-route.

*Destination alternate.* An alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing.

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

**Area navigation (RNAV).** A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

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

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

**Combined vision system (CVS).** A system to display images from a

combination of an enhanced vision system (EVS) and a synthetic vision system (SVS)

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

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

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

**Continuous descent final approach (CDFA).** A technique, consistent with stabilized approach procedures, for flying the final approach segment of a non-precision instrument approach procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre should begin for the type of aircraft flown.

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

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

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

**Damp lease.** A wet-leased aircraft that includes a cockpit crew but not cabin attendants.

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

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

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

**Dry lease.** A lease where the aircraft is provided without crew.

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

**Duty period.** A period which starts when a flight or cabin crew member is required by an operator to report for or to commence a duty and ends when that person is free from all duties.

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

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

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

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

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

Automatic fixed ELT (ELT(AF)). An automatically activated ELT which is permanently attached to an aircraft.

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



Automatic deployable ELT (ELT(AD)). An ELT which is rigidly attached to an aircraft and which is automatically deployed and activated by impact, and, in some cases, also by hydrostatic sensors. Manual deployment is also provided.

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

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

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

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

**Fatigue.** A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety-related duties.

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

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

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

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

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

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

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

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

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

**Flight safety documents system.** A set of interrelated documentation established by the operator, compiling and organizing information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator's maintenance control manual.

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

A flight simulator, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

A flight procedures trainer, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

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

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

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

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

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

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

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

**Interchange.** An **aircraft interchange** or **interchange flight** is a regularly scheduled, single-plane through service linking a route of one air operator at the interchange point to a route of a second air operator, with the same aircraft being crewed by and under the operational control of the respective authorized operator on each route. An interchange provides passengers with the benefit of a single-plane service on what is essentially an interline operation and may provide additional benefits to the operators involved in terms of better aircraft utilization.

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

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

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

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

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

**Precision approach (PA) procedure.** An instrument approach procedure based on navigation systems (ILS, MLS, GLS and SBAS Cat I) designed for 3D instrument approach operations Type A or B.

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

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

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

**Large aeroplane.** An aeroplane of a maximum certificated take-off mass of over 5 700 kg.

**Lease.** A lease can be understood to be a contractual arrangement whereby a properly licensed air operator gains commercial control of an entire aircraft without transfer of ownership.

**Lessee.** The term lessee means the party to which the aircraft is leased.

**Lessor.** The term lessor means the party from which the aircraft is leased.

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

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

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

**Maintenance release.** A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system

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

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

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

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

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

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

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

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

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

**Obstacle clearance altitude (OCA) or obstacle clearance height (OCH).** The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation as applicable, used in establishing compliance with appropriate obstacle clearance criteria.

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

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

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

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

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

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

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

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

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

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

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

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded **Repair.** The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear.

**Required communication performance (RCP).** A statement of the performance requirements for operational communication in support of specific ATM functions.

**Required communication performance type (RCP type).** A label (e.g. RCP 240) that represents the values assigned to RCP parameters for communication transaction time, continuity, availability and integrity.

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

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

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

**Safety management system (SMS).** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

**Small aeroplane.** An aeroplane of a maximum certificated take-off mass of 5 700 kg or less.

**State of Destination - dangerous Goods.** The State in the territory of which the consignment is finally to be unloaded from an aircraft.

**State of Registry.** The State on whose register the aircraft is entered.

**State of the Aerodrome.** The State in whose territory the aerodrome is located.

**State of the Operator.** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

**Synthetic vision system (SVS).** A system to display data-derived synthetic images of the external scene from the perspective of the flight deck

**Target level of safety (TLS).** A generic term representing the level of risk which is considered acceptable in particular circumstances.

**Threshold time.** The range, expressed in time, established by the State of the Operator, to an en-route alternate aerodrome, whereby any time beyond requires an EDTO approval from the RCAA.

**Total vertical error (TVE).** The vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level).

**UN number.** The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals to identify an article or substance or a particular group of articles or substances.

**Visual meteorological conditions (VMC).** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling<sup>\*</sup>, equal to or better than specified minima

<b>Applicability</b>	<b>2.</b>	<ol style="list-style-type: none"><li>(1) These Regulations shall apply to the carriage of passengers, cargo or mail for remuneration or hire by persons principal place of business or permanent residence is located in Rwanda.</li><li>(2) These regulations prescribe requirements for the original certification and continued validity of air operator certificates issued by RCAA.</li><li>(3) Except where specifically noted, these Regulations applies to all commercial air transport operations by air operator certificate holders for which Rwanda is the State of the operator.</li></ol>



## **PART I - AIR OPERATOR CERTIFICATE-LARGE AIRCRAFT**

### **Requirements for an air operator certificate**

- 3.**
- (1) No operator shall operate an aircraft in commercial air transport unless that operator holds an air operator certificate (AOC) for the operations being conducted.
  - (2) No person shall operate an aircraft in commercial air transport operations which are not authorised by the terms and conditions of its AOC.
  - (3) Each AOC holder shall carry a certified true copy of the air operator certificate and a copy of the operations specifications relevant to the aircraft type, issued in conjunction with the certificate on board its aircraft. When the certificate and the associated operations specifications are issued by the RCAA.
  - (4) Each AOC holder shall, at all times, continue in compliance with the AOC terms, conditions of issuance, and maintenance requirements in order to hold that certificate.

### **Application for an air operator certificate**

- 4.**
- (1) An operator applying to the RCAA for an air operator certificate shall submit an application:
    - (a) on a form and manner prescribed by the RCAA; and
    - (b) containing any other information the RCAA requires the applicant to submit.
  - (2) Each applicant shall make the application for an initial issue of an air operator certificate at least 90 days before the date of intended operation. (3) At the time of application, the applicant shall provide all information and manuals required under these regulations, and the safety management system documentation required by Civil Aviation (safety management system) Regulations.

### **Issuance or**

- 5.**
- (1) The issue of an air operator certificate by the RCAA shall be

**denial of air  
operator  
certificate**

dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training programme as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.

- (2) The RCAA may issue an air operator certificate to an applicant if that applicant:
  - (a) has its principal place of business and it is registered in Rwanda;
  - (b) meets the requirements of sub-regulation (1) as prescribed in the applicable regulations and standards for the holder of an air operator certificate;
  - (c) is properly qualified and adequately staffed and equipped to conduct safe operations in commercial air transport in maintenance of the aircraft;
  - (d) holds a valid Air Service License issued under the a Civil Aviation (Licensing of Air Services) Regulations;
  - (e) has met any other requirements as specified by the RCAA.
- (3) The RCAA may deny application for an air operator certificate if the RCAA finds that:
  - (a) the applicant does not meet the requirements specified in sub-regulation (1);
  - (b) the applicant previously held an air operator certificate which was revoked;
  - (c) the applicant is not suitable by reason of previous conduct and experience to properly maintain an air operator certificate; or
  - (d) an individual who has previously contributed to the circumstances that caused the revocation of an air operator certificate obtains a substantial ownership in the applicant organization or is employed in a position required by this regulation..

**Contents of air  
operator  
certificate**

**6.**

- (1) An air operator certificate shall consist of :
  - (a) a certificate for public display signed by the RCAA; and
  - (b) operation specifications containing the terms and conditions applicable to the air operator certificate holder's certificate.
- (2) The certificate mentioned in sub-regulation (1)(a) shall contain:
  - (a) the State of the Operator as Rwanda and the issuing authority as Rwanda Civil Aviation Authority;
  - (b) the air operator certificate number and its expiration date;
  - (c) the operator name, trading name (if different) and address of the principal place of business;
  - (d) the date of issue and the name, signature and title of the RCAA representative; and
  - (e) the location, in a controlled document carried on board, where the contact details of operational management can be found.
- (3) Operation specifications mentioned in sub-regulation (1)(b) shall contain:
  - (a) issuing RCAA contact details,
  - (b) operator name and AOC number
  - (c) date of issue and signature of the RCAA representative,
  - (d) aircraft model, types and area of operations,
  - (f) special limitations and authorizations.
- (4) The air operator certificate layout and content shall be in accordance with the first schedule.
- (5) A certified true copy of the AOC and associated Operations Specifications shall be carried on board, where the contact details of operations management can be found.
- (6) The operations specifications associated with the air operator certificate shall contain the authorisations, conditions, limitations and approvals issued by the RCAA in accordance with the standards

which are applicable to operations and maintenance conducted by the air operator certificate holder.

- (7) The layout and content of the operations specifications shall be in accordance with the second schedule.

**Validity and  
renewal of an  
air operator  
certificate**

- 7.
- (1) An air operator certificate issued by the RCAA shall be valid for twelve months from the date of issue or renewal, unless a shorter period is specified by the RCAA or:
- (a) the RCAA amends, suspends, revokes or otherwise terminates the certificate;
- (b) an air operator certificate holder surrenders it to the RCAA;
- (c) the air operator certificate holder has suspended operations for more than 60 continuous days; or
- (2) An air operator certificate which is suspended or revoked shall be returned to the RCAA.
- (3) An application for renewal of an air operator certificate shall be made on a form prescribed by the RCAA not later than sixty days before the certificate expires.

**Amendment of  
an air operator  
certificate**

- 8.
- (1) The RCAA may amend an air operator certificate if:
- (a) the RCAA determines that the amendment is necessary for the safety in commercial air transport and in public interest; or
- (b) the air operator certificate holder applies for an amendment, and the RCAA determines that the amendment is necessary for safety in commercial air transport and in the public interest.
- (2) Where the RCAA stipulates in writing that an emergency exists requiring the immediate amendment of the air operator certificate in the public interest with respect to safety in commercial air transportation, such an amendment is effective on the date the air operator certificate holder receives notice of the amendment.

- (3) An air operator certificate holder shall operate in accordance with the amendment unless it is subsequently withdrawn.
- (4) Amendments stipulated by the RCAA, other than emergency amendments, shall become effective thirty days after notice is issued to the air operator certificate holder.
- (5) Amendments proposed by the air operator certificate holder shall be made at least thirty days prior to the intended date of any operation under that amendment.
- (6) A person shall not perform a commercial air transport operation for which an air operator certificate amendment is required, unless that person has received notice of the approval from the RCAA.

**Access for inspection**

**9.**

- (1) An air operator certificate holder shall for the purpose of inspection to determine continued compliance with the applicable regulations:
  - (a) grant the unrestricted access to and co-operation with any of its organizations, facilities and aircraft;
  - (b) ensure that the RCAA is granted unrestricted access to and co-operation with any organization or facilities that it has contracted for services associated with commercial air transport operations and maintenance for services; and
  - (c) grant the RCAA unrestricted access to the cockpit of the aircraft during flight operations.
- (2) An air operator certificate holder shall provide to the RCAA a forward observer's seat on the air operator certificate holder's aircraft from which the flight crew's actions and conversations may be easily observed.
- (3) Where the seat specified in sub-regulation (2) is not suitable for purposes of inspection, the suitability of the seat location and the ability to monitor crew member actions, conversations and radio communications shall be determined by the RCAA.

**Conducting tests and inspections**

**10.**

- (1) The RCAA shall conduct on-going surveillance on the air operator certificate holder to ensure continued eligibility to hold an air operator certificate and associated approvals.

- (2) An air operator certificate holder shall allow the RCAA to conduct tests and inspections, at any time or place, to determine whether the air operator certificate holder is complying with the applicable laws, regulations and the terms and conditions of the air operator certificate.
- (3) An air operator certificate holder shall make available at its principal base of operations the current:
  - (a) copies of its air operator certificate and its operation specifications;
  - (b) copies of its operations and maintenance manuals; and
  - (c) list that includes the location and individual positions responsible for each record, document and report required to be kept by the air operator certificate holder under the applicable Regulations or standards.
- (4) Failure by an air operator certificate holder to make available to the RCAA upon request, the air operator certificate, operations and maintenance manuals and any required record, document or report, shall be grounds for suspension of the air operator certificate or any of its operation specifications.

#### **SUB-PART I - AIR OPERATOR CERTIFICATION AND CONTINUED VALIDITY**

##### **Base of operations**

- 11.** (1) Each air operator certificate holder that is not authorised to conduct maintenance under its air operator certificate shall maintain a principal base of operations.
- (2) Each air operator certificate holder that is authorised to conduct maintenance under its air operator certificate shall maintain a principal base of operations and maintenance.
- (3) An air operator certificate holder may establish a main operations base and a main maintenance base at the same location or at separate locations.

- (4) Each air operator certificate holder shall provide written notification of intent to the RCAA at least 30 days before it proposes to establish or change the location of either base

**Management  
personnel  
required for  
commercial air  
transport  
operations**

**12.**

- (1) An air operator certificate holder shall have an Accountable Manager, acceptable to the RCAA, who has corporate authority for ensuring that all operations and maintenance activities are financed and carried out to the highest safety standards required by the RCAA.
- (2) When conducting commercial air transport operations, the air operator certificate holder shall have qualified personnel, with proven competency in civil aviation, available and serving in the following positions or their equivalent-
  - (a) Director/Manager of Operations;
  - (b) Chief Pilot;
  - (c) training manager;
  - (d) fleet manager(s);
  - (e) cabin crew manager;
  - (f) Director/Manager of Maintenance;
  - (g) Quality Manager ;
  - (h) Manager of Safety;
  - (i) ground services manager; and
  - (j) security manager;
- (3) For the purposes of sub-regulation (2) “competency in civil aviation” means that an individual shall have a technical qualification and management experience acceptable to the RCAA for the position served.
- (4) The RCAA may approve position, other than those listed, if the air

operator certificate holder is able to show that it can perform the operation safely under the direction of fewer or different categories of management personnel due to the-

- (a) kind of operations involved;
  - (b) number of aircraft used; and
  - (c) area of operation.
- (5) The individuals who serve in the positions required or approved under this regulation and anyone in a position to exercise control over operations conducted under the air operator certificate must:
- (a) be qualified through training, experience, and expertise;
  - (b) discharge their duties to meet applicable legal requirements and to maintain safe operations; and
  - (c) to the extent of their responsibilities, have a full understanding of the following materials with respect of the air operator certificate holder's operation:
    - (i) aviation safety standards and safe operating practices;
    - (ii) these Regulations;
    - (iii) the air operator certificate holder's operations specifications;
    - (iv) all appropriate maintenance and airworthiness requirements of these Regulations;
    - (v) the manuals requirements of these Regulations.
- (7) An air operator certificate holder shall-
- (a) state in the general policy provisions of the Operations Manual required by these Regulations, the duties, responsibilities, and authority of personnel required under sub-regulation (2);
  - (b) list in the manual, the names and business addresses of the individuals assigned to those positions; and



(c) notify the RCAA within ten days of any change in personnel or any vacancy in any position listed.

(8) An air operator certificate holder shall make arrangements to ensure continuity of supervision if operations are conducted in the absence of any required management personnel.

(9) Required management personnel shall be contracted to work sufficient hours, to ensure that the management functions of the air operator certificate holder are fulfilled.

(10) A person serving in a required management position for an air operator certificate holder shall not serve in a similar position for any other air operator certificate holder, unless an exemption is issued by the RCAA.

**Qualifications  
of key  
management  
personnel**

**13.**

(1) The minimum qualifications for a Director of Operations are-

(a) an airline transport pilot licence; and

(b) five years experience as pilot-in-command in commercial air transport operations:.

(i) in large aircraft if the air operator certificate holder operates large aircraft, or

(ii) in either large or small aircraft if the air operator certificate holder operates only small aircraft.

(2) The minimum qualifications for a Chief Pilot are-

(a) an airline transport pilot licence with the appropriate ratings for at least one of the aircraft used in the air operator certificate holder's operations; and

(b) five years experience as pilot-in-command in commercial air transport operations:

(i) in large aircraft if the air operator certificate holder operates large aircraft, or

(ii) in either large or small aircraft if the air operator certificate holder operates only small aircraft.

(3) The RCAA may accept a commercial pilot licence with instrument

rating in lieu of the airline transport pilot licence if the pilot-in-command requirements for the operations conducted require only a commercial licence.

- (4) The minimum qualifications for a Director of Maintenance are-
  - (a) an aircraft maintenance engineer licence with appropriate airframe and powerplant or avionics ratings;
  - (b) five years experience in maintaining the same category and class of aircraft used by the air operator certificate holder including 2 years in the capacity of returning aircraft to service; and
  - (c) two years supervisory experience maintaining the same category and class of aircraft used by the air operator certificate holder.
- (5) The minimum qualifications for Quality Manager are-
  - (a) an aircraft maintenance engineer licence with appropriate airframe and powerplant or avionics ratings;
  - (b) five years experience in maintaining the same category and class of aircraft used by the air operator certificate holder including 2 years in the capacity of returning aircraft to service; and
  - (c) must have successfully completed a training in quality management recognized by the RCAA
- (6) The minimum qualifications for Director of Safety are-
  - (a) a technically qualified person in the field of aircraft maintenance or flight operations;
  - (b) at least five years experience in the field of aircraft maintenance or flight operations; and
  - (c) must have successfully completed a training in safety management systems course recognized by the RCAA.
- (7) An AOC holder may approve the employment of a person who does not meet the appropriate qualification or experience if the RCAA issues an exemption upon finding that that person has comparable experience and can effectively perform the required management functions.

- Quality System**     **14.**
- (1) An air operator certificate holder shall establish a quality system and designate a quality manager to monitor compliance with, and adequacy of, procedures required to ensure safe operational practices and airworthy aircraft.
  - (2) Compliance monitoring in accordance with sub-regulation (1) shall include a feedback system to the Accountable Manager to ensure corrective action as necessary.
  - (3) An air operator certificate holder shall ensure that each quality system established as required by sub-regulation (1) 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.
  - (4) The quality system, and the quality manager specified in sub-regulation (1), shall be acceptable to the RCAA.
  - (5) An air operator certificate holder shall describe the quality system in all relevant documentation as outlined in the third schedule.
  - (6) Notwithstanding sub-regulation (1) of this regulation, the RCAA may accept the appointment of two quality managers, one for operations and one for maintenance; provided that the air operator certificate holder has designated one quality management unit to ensure that the quality system is applied uniformly during the entire operation.
  - (7) Where the air operator certificate holder is also an approved maintenance organisation, the air operator certificate holder's quality management system may be combined with the requirements of an approved maintenance organisation and submitted for acceptance to the RCAA, and State of Registry for aircraft not registered in Rwanda.
- Submission and revision of policy and procedure manuals**     **15.**
- (1) A person who develops and maintains a manual required by these Regulations shall ensure that the manual:
    - (a) includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety;
    - (b) is in a form that is easy to revise and contains a system

which allows personnel to determine the current revision status of each manual;

- (c) has a date of the last revision on each revised page;
  - (d) is not contrary to any applicable Laws of Rwanda and the air operator certificate holder's operations specifications; and
  - (e) includes a reference to the appropriate civil aviation regulations.
- (2) A person shall not implement any policy or procedure for flight operations or airworthiness functions prior to approval or acceptance by the RCAA as appropriate.
  - (3) An air operator certificate holder shall submit the proposed policy or procedure to the RCAA at least thirty days prior to the date of intended implementation.

**Maintenance of  
personnel and  
other records**     **16.**

- (1) The operator shall maintain fuel records to enable the RCAA to ascertain that, for each flight, the requirements of regulation 111 of Civil Aviation (Operations of Aircraft) Regulations have been complied with.
- (2) An air operator certificate holder shall maintain the following records for the period specified in the fourth schedule:
  - (a) flight and duty records;
  - (b) flight crew records;
  - (c) Other air operator certificate holder personnel for which a training programme is required;
  - (d) fuel and oil records to enable the RCAA to ascertain that trends for oil consumption are such that an aeroplane has sufficient oil to complete each flight;
  - (e) maintenance records of the aircraft;
  - (f) Operational flight plan;
  - (g) the following flight preparation forms;
    - (i) completed load manifests;

- (ii) mass and balance records;
- (iii) dispatch releases;
- (iv) flight plans;
- (v) passenger manifests;
- (vi) weather reports;
- ;
- (h) aircraft technical logbook, including the following:
  - (i) journey records section.
  - (ii) maintenance records section.
  - (iii) flight recorder records.
  - (iv) quality system records.
  - (v) dangerous goods transport document.
  - (vi) dangerous goods acceptance checklist.
  - (vii) records on cosmic and solar radiation dosage.
  - (viii) other records as may be required by the RCAA.
- (3) For the records identified in sub-regulation (2)(a),(b) and (c), the air operator certificate holder shall maintain:
  - (a) current records which detail the qualifications and training of all its employees, and contract employees, involved in the operational control, flight operations, ground operations and maintenance of the air operator.
  - (b) records for those employees performing crew member or flight operations officer duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.
- (4) Each air operator certificate holder shall maintain records in a manner acceptable to the RCAA.

**Inspection of  
personnel and  
other records**

- 17.**
- (1) An air operator certificate holder shall whenever called upon to do so by an authorized person:
    - (a) produce for the inspection of that person all records referred to in regulation 16; and
    - (b) furnish to that person all information that person may require, in connection with the records and produce, for, that person's inspection all log-books, certificates, papers and other documents which that person may reasonably require to examine for the purpose of determining whether the records are complete or of verifying the accuracy of their contents.
  - (2) The air operator certificate holder shall, at the request of any person in respect of whom that person is required to keep records as specified above, furnish to that person, or to any operator of aircraft for the purpose of commercial air transport by whom that person may subsequently be employed, particulars of any qualifications obtained by such person while in the service of the air operator certificate holder.

**Flight recorders 18.  
records**

- (1) An air operator certificate holder shall retain:
  - (a) the most recent flight data recorder calibration, including the recording medium from which this calibration is derived; and
  - (b) the flight data recorder correlation for one aircraft of any group of aircraft operated by the air operator certificate 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.
- (2) In the event of an accident or incident that requires immediate notification to the RCAA, the air operator certificate holder shall

remove and keep recorded information from the cockpit voice recorder and flight data recorder for at least sixty days or, if requested by the RCAA, for a longer period.

**Aircraft  
Technical Log**

- 19.** (1) Each air operator certificate holder shall have an aircraft technical log that is carried on the aircraft that contains a journey records section and an aircraft maintenance record section. .

**Aircraft  
operated by the  
air operator  
certificate  
holder**

- 19A.** (2) The air operator certificate holder shall list in its operations specifications the aircraft make, model and series with the following list of authorisations, conditions and limitations:
- (a) RCAA contact details;
  - (b) operator name and air operator certificate number;
  - (c) date of issue and signature of the RCAA representative;
  - (d) aircraft model;
  - (e) types and areas of operations, and
  - (f) special limitations and authorisations.
- (3) Each air operator certificate holder shall apply to the RCAA for an amendment to its operations specification in advance of any intended change of aircraft.
- (4) Aircraft of another certificate holder operated under an interchange agreement shall be incorporated to the operations specifications as required by paragraph (a) above.

**Authorized  
aircraft**

- 20.** (1) A person shall not operate an aircraft in commercial air transport unless that aircraft:
- (a) has an appropriate current airworthiness certificate;
  - (b) is in an airworthy condition; and
  - (c) meets the applicable airworthiness requirements for the intended operations, including those related to identification

		and equipment.
		(2) A person shall not operate any specific type of aircraft in commercial air transport until it has completed satisfactory initial certification, which includes the issuance of an air operator certificate listing that type of aircraft
		(3) A person shall not operate additional or replacement aircraft of a type for which it is currently authorized unless that person can show that the aircraft has been approved by the RCAA for inclusion in the air operator certificate holder's fleet.
<b>Company procedures indoctrination</b>	<b>20A.</b>	<p>(1) No person may serve nor may any air operator certificate holder use a person in its employ unless that person has completed the company indoctrination curriculum approved by the RCAA, appropriate to that person's duties and responsibilities.</p> <p>(2) The indoctrination curriculum shall include training in knowledge and skills related to human performance, including co-ordination with other air operator certificate personnel.</p>
<b>Dry leasing of foreign registered aircraft</b>	<b>21.</b>	<p>(1) An air operator certificate holder may dry-lease a foreign-registered aircraft for commercial air transport as authorized by the RCAA.</p> <p>(2) An air operator certificate holder shall not operate a foreign registered aircraft unless:</p> <p>(a) there is in existence a current agreement between the RCAA and the State of registry that, while the aircraft is operated by the Rwanda air operator certificate holder, these Regulations governing the issuance of the Rwandan air operator certificate and its operation specification shall apply;</p> <p>(b) there is in existence a current agreement between the RCAA and the State of registry that:</p> <p>(i) while the aircraft is operated by the air operator certificate holder, the Airworthiness Regulations of the State of registry are applicable; or,</p> <p>(ii) if the State of registry agrees to transfer some or all of the responsibility for airworthiness to the RCAA under Article 83<i>bis</i> of the Chicago Convention, the Civil</p>



Aviation (Airworthiness) Regulations shall apply to the extent agreed upon by the RCAA and the State of registry;

- (iii) the agreement acknowledges that the RCAA shall have unrestricted access to the aircraft at any place and any time.
- (3) A Rwanda air operator certificate holder may dry lease an aircraft registered in another contracting State for the purpose of commercial air transportation provided that the following conditions are met:
- (a) the aircraft carries an appropriate airworthiness certificate issued, in accordance with Rwanda Civil Aviation (Airworthiness) Regulations and meets the aircraft registration and marking requirements of that state;
  - (b) the aircraft is of a type design which complies with all of the requirements that would be applicable to that aircraft were it registered in Rwanda, including the requirements which shall be met for issuance of a Rwanda airworthiness certificate including type design conformity, condition for safe operation, and the noise, fuel venting, and engine emission requirements;
  - (c) the aircraft is maintained according to an approved maintenance programme; and
  - (d) the aircraft is operated by Rwanda licenced flight crew employed by the Rwanda air operator certificate holder.
- (4) The total number of dry leased aircraft shall be such that an air operator certificate holder will not be predominantly dependent on foreign registered aircraft.
- (5) A person who wishes to operate a dry leased aircraft shall provide the RCAA with a copy of the dry lease agreement to be executed containing the following information:
- (a) the names of the parties to the agreement and the duration of the agreement.
  - (b) the make, model, and series of each aircraft involved in the agreement.
  - (c) the kind of operation.

		<ul style="list-style-type: none"> <li>(d) the expiration date of the lease agreement.</li> <li>(e) a statement specifying the party deemed to have operational control.</li> <li>(f) any other item, condition, or limitation the RCAA determines necessary.</li> </ul>
		(6) An air operator certificate holder operating a dry leased aircraft shall have operational control of that aircraft.
		(7) An air operator certificate holder shall provide satisfactory evidence that the aircraft has been deleted from the lessor's air operator certificate before the RCAA lists the aircraft on the lessee's air operator certificate.
		(8) An air operator certificate holder engaged in the dry leasing of aircraft shall make the dry lease agreement explicit concerning the maintenance programme and the minimum equipment list (MEL) to be followed during the lease period.
<b>Aircraft interchange</b>	<b>22.</b>	<ul style="list-style-type: none"> <li>(1) An air operator certificate holder shall not interchange aircraft with another air operator certificate holder without the approval of the RCAA.</li> <li>(2) Prior to operating an aircraft under an interchange agreement, the air operator certificate holder shall show that: <ul style="list-style-type: none"> <li>(a) the procedures for the interchange operation conform with safe operating practices;</li> <li>(b) the required crew members and flight operations officers meet approved training requirements for the aircraft and equipment to be used and are familiar with the communications and dispatch procedures to be used;</li> <li>(c) the maintenance personnel meet the approved training requirements for the aircraft and equipment, and are familiar with the maintenance procedures to be used;</li> <li>(d) the flight crew members and flight operations officers meet approved appropriate route and airport qualifications;</li> </ul> </li> </ul>

- (e) the aircraft to be operated is essentially similar to the aircraft of the air operator certificate holder with whom the interchange is effected; and
  - (f) the arrangement of flight instruments and controls that are critical to safety are essentially similar, unless the RCAA determines that the air operator certificate holder has adequate training programmes to ensure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarisation.
- (3) An air operator certificate holder operating an aircraft under an interchange agreement shall include the pertinent provisions and procedures of the agreement in its manuals.
  - (4) An air operator certificate holder shall:
    - (a) amend its operations specifications to reflect an interchange agreement; and
    - (b) comply with the applicable regulations of the State of registry of an aircraft involved in an interchange agreement while it has operational control of that aircraft.

**Wet-leasing of aircraft**

**23.**

- (1) No person shall 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 RCAA.
- (2) No person shall allow another entity or air operator to conduct wet-lease operations on its behalf unless—
  - (a) that air operator holds an air operator certificate or its equivalent from a Contracting State that authorises those operations; and
  - (b) the air operator certificate holder advises the RCAA of such operations and provides a copy of the air operator certificate under which the operation was conducted.
- (3) A holder of an air operator certificate issued under these Regulations may enter into a wet-lease arrangement with another air operator subject to the approval of the RCAA and any terms, conditions or limitations imposed by the RCAA.

		<p>(4) The air operator certificate holder shall apply to the RCAA for approval of the wet lease. In support of its application for approval, the air operator certificate holder shall provide the RCAA with a copy of the wet lease agreement to be executed containing the following information:</p> <ul style="list-style-type: none"> <li>(a) the names of the parties to the agreement and the duration of the agreement.</li> <li>(b) the make, model, and series of each aircraft involved in the agreement.</li> <li>(c) the kind of operation.</li> <li>(d) the expiration date of the lease agreement.</li> <li>(e) a statement specifying the party deemed to have operational control.</li> <li>(f) any other item, condition, or limitation the RCAA determines necessary.</li> </ul> <p>(5) The RCAA shall determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as:</p> <ul style="list-style-type: none"> <li>(a) Initiating and terminating flights.</li> <li>(b) Maintenance and servicing of aircraft.</li> <li>(c) Scheduling crewmembers.</li> <li>(d) Paying crewmembers.</li> <li>(e) Training crewmembers.</li> </ul>
<b>Emergency evacuation demonstration</b>	<b>24.</b>	<p>(1) An air operator certificate holder shall not use an aircraft type and model with total seating capacity of 44 and above in commercial air transport passenger-carrying operations unless it has first conducted, for the RCAA, an actual full capacity emergency evacuation demonstration for the configuration in ninety seconds or less.</p> <p>(2) The full capacity actual demonstration referred to in sub-regulation</p>

(1) may not be required, if the air operator certificate holder applies to the RCAA for an exemption with evidence that:

- (a) 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
  - (b) there is an engineering analysis, which shows that an evacuation is still possible within the ninety second standard, if the air operator certificate holder's aircraft configuration differs with regard to number of exits or exit type or number of cabin crew member or location of the cabin crew member.
- (3) Where an air operator certificate holder requests for an exemption under sub-regulation (2) and the exemption is approved, the air operator certificate holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the RCAA, that demonstrates the effectiveness of the air operator certificate holder's crew members emergency training and evacuation procedures.
- (4) Where a full capacity demonstration is not required, the air operator certificate holder shall conduct a partial emergency evacuation and ditching evacuation, observed by the RCAA, that demonstrates the effectiveness of its crew member emergency training and evacuation procedures
- (5) An air operator certificate holder shall demonstrate to the RCAA that its available personnel, procedures and equipment shall provide sufficient open exits for evacuation in fifteen seconds or less, on the aircraft type and model to be used in commercial air transport passenger-carrying operations. .
- (5) An air operator certificate holder shall not use an aircraft in extended overwater operations unless the air operator certificate holder has first demonstrated to the RCAA that it has the ability and equipment to efficiently carry out its ditching procedures.
- (6) An air operator certificate holder shall apply to the RCAA for approval to conduct the emergency evaluation demonstration at least thirty days before the intended date of the emergency evacuation demonstration.
- (7) Cabin crew member to be used in the emergency evacuation demonstrations shall:
- (a) be selected at random by the RCAA;

- (b) have completed the air operator certificate holder's RCAA-approved training programme for the type and model of aircraft; and
  - (c) have passed the drills and competence check on the emergency equipment and procedures.
- (8) To conduct a partial emergency evacuation demonstration, the air operator certificate holder's assigned cabin crew members shall, using the air operator certificate holder's line operating procedures:
- (a) demonstrate the opening of fifty percent of the required floor-level emergency exits and fifty percent of the required non-floor-level emergency exits, whose opening by a cabin crew member is defined as an emergency evacuation duty and deployment of fifty percent of the exit slides, selected by the RCAA; and
  - (b) prepare for use those exits and slides within fifteen seconds.
- (10) To conduct the ditching evacuation demonstration, the air operator certificate holder's assigned cabin crew members shall:
- (a) demonstrate their knowledge and use of each item of required emergency equipment;
  - (b) prepare the cabin for ditching within six minutes after the intention to ditch is announced;
  - (c) remove each life raft from storage, one of which as selected by the RCAA shall be launched and properly inflated or one slide life raft properly inflated; and
  - (d) enter the raft, which shall include all required emergency equipment, and completely set it up for extended occupancy.

**Demonstration flights**

**25.**

- (1) An air operator certificate holder shall not operate an aircraft type, including aircraft materially altered in design, in commercial air transport unless he has conducted demonstration flights for the RCAA in that aircraft type.
- (2) No person may operate an aircraft in a designated special area, or using a specialised navigation system, unless it conducts a satisfactory demonstration flight for the RCAA.

- (3) Demonstration flights required by sub-regulation (1) shall be conducted in accordance with the regulations applicable to the type of operation and aircraft type used.
- (3) The demonstration flights shall demonstrate to the satisfaction of the RCAA that the applicant will operate in accordance with their documented processes and procedures that were provided to RCAA for assessment.
- (4) Each air operator certificate holder shall conduct demonstration flights which contain at least the following:
  - (d) For initial airplane proving tests of newly manufactured aircraft which is being introduced in service for the first time or aircraft not yet demonstrated for use in a type of operation under these Regulations:
    - (i) a minimum of 100 hours of flight time, in addition to the airplane certification tests, including a representative number of flights into en route airports.
    - (ii) the RCAA may reduce the requirement for at least 100 hours of proving tests if the RCAA determines that a satisfactory level of proficiency has been demonstrated to justify the reduction. This requirement applies to either new aircraft manufactured in Rwanda or to any foreign manufactured aircraft that has not previously operated;
    - (iii) Ten (10) hours must be flown at night and may not be reduced.
  - (e) For type of aircraft or materially altered aircraft and type of operations:
    - (i) demonstration flights shall cover at least two route sectors for the destinations intended to be serviced, with one sector preferably conducted at night, if the applicant is to be approved for night operations.
    - (ii) adequate time shall be planned at each port to allow for inspection of the applicant's ground staff, procedures and facilities, and to enable inspection of dispatch preparation, aircraft loading, passenger processing and aircraft servicing.
- (5) No person may carry passengers in an aircraft during demonstration

flights, except for those needed to make the demonstration flight and those designated by the RCAA.

- (6) For those air operator holders of aircraft of less than 5700 kg, the necessity and extent of demonstration shall be at the option of the RCAA.

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**Facilities****26.**

- (1) An air operator certificate holder shall maintain operational and airworthiness support facilities at the air operator certificate holders' principal base of operation, appropriate for the area and type of operation.
- (2) An air operator certificate holder shall arrange appropriate ground handling facilities necessary to ensure the safe servicing and loading of its aircraft at each airport used.
- (3) An air operator certificate holder shall not commence a flight unless it has been ascertained by every reasonable means available that the ground and/or water facilities available and directly required on such flight, for the safety operation of the aircraft and the protection of the passengers, are adequate for type of operation under which the flight is to be conducted and are adequately operated for this purpose.
- (4) The "reasonable means" referred to in sub-regulation (3) is intended to denote the use, at the point of departure, of information available to the operator either through official information published by the aeronautical information services or readily available from other sources.
- (5) An air operator certificate holder shall ensure that any inadequacy of facilities observed in the course of operations is reported to the authority responsible without delay.
- (6) An air operator certificate holder shall, as part of its safety management system, assess the level of rescue and firefighting service (RFFS) protection available at any aerodrome intended to be specified in the operational flight plan in order to ensure that an acceptable level of protection is available for the aircraft intended to be used.



		(7) An air operator certificate holder shall include in its operations manual information related to the level of RFFS protection that is deemed acceptable.
<b>Operations schedule</b>	<b>27.</b>	<p>(1) In establishing flight operations schedules, an air operator certificate holder shall:</p> <ul style="list-style-type: none"> <li>(a) allow enough time for the proper servicing of aircraft at intermediate stops; and</li> <li>(b) consider the prevailing winds en route and cruising speed for the type of aircraft.</li> </ul> <p>(2) The cruising speed referred to in sub-regulation (1) shall not be more than that resulting from the specified cruising output of the engines.</p>

## SUB-PART II – AIR OPERATOR CERTIFICATE FLIGHT OPERATIONS MANAGEMENT

<b>Operations manual</b>	<b>28.</b>	<p>(1) An air operator shall issue to the crewmembers and persons assigned operational control functions, an Operations Manual acceptable to the RCAA and such mandatory material as the RCAA may require.</p> <p>(2) The Operations Manual shall contain the overall (general) company policies and procedures regarding the flight operations it conducts.</p> <p>(3) An air operator certificate holder shall prepare and keep current an Operations Manual which contains the air operator certificate procedures and policies for the use and guidance of its personnel.</p> <p>(4) An air operator certificate holder shall issue the Operations Manual, or pertinent portions, together with all amendments and revisions to all personnel that are required to use it.</p> <p>(5) An air operator certificate holder shall not provide for use of its</p>

		<p>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 air operator certificate holder by the RCAA.</p> <p>(6) An air operator certificate holder shall ensure that the contents of the Operations Manual includes at least those subjects designated by the Authority that are applicable to the air operator certificate holder's operations.</p> <p>(7) The Operations Manual may be published in parts, as a single document, or as a series of volumes,</p> <p>(8) The Operations Manual shall contain the following specific areas:</p> <ul style="list-style-type: none"> <li>(a) General, as specified in Part 1 of the fifth schedule;</li> <li>(b) Aircraft Operating Information Manual, as specified in regulation 30 and Part 2 of the fifth schedule;</li> <li>(c) Route Guide - Areas, Routes and Aerodromes, as specified in regulation 44 and Part 3 of the fifth schedule; and</li> <li>(d) Training, as specified in regulation 29 and Part 4 of the fifth schedule.</li> </ul> <p>(9) An air operator certificate holder may design an Operations Manual to be more restrictive than the RCAA's requirements.</p>
<b>Training programme manual</b>	<b>29.</b>	<p>(1) An air operator certificate holder shall establish and maintain a ground and flight training programme, approved by RCAA, which ensures that all flight crew members are adequately trained to perform their assigned duties. The training programme shall:</p> <ul style="list-style-type: none"> <li>(a) include ground and flight training facilities and properly qualified instructors as determined by the RCAA;</li> <li>(b) consist of ground and flight training in the type(s) of aeroplane on which the flight crew member serves;</li> <li>(c) include proper flight crew coordination and training in all types of emergency and abnormal situations or procedures caused by engine, airframe or systems malfunctions, fire or other abnormalities;</li> <li>(d) include upset prevention and recovery training;</li> </ul>

		<ul style="list-style-type: none"> <li>(e) include training in knowledge and skills related to visual and instrument flight procedures for the intended area of operation, charting, human performance including threat and error management and in the transport of dangerous goods;</li> <li>f) ensure that all flight crew members know the functions for which they are responsible and the relation of these functions to the functions of other crew members, particularly in regard to abnormal or emergency procedures; and</li> <li>g) be given on a recurrent basis, as determined by the RCAA and shall include an assessment of competence.</li> </ul> <p>(2) The requirement for recurrent flight training in a particular type of aeroplane shall be considered fulfilled by:</p> <ul style="list-style-type: none"> <li>a) the use, to the extent deemed feasible by the RCAA, of flight simulation training devices approved by RCAA for that purpose; or</li> <li>b) the completion within the appropriate period of the proficiency check required by regulation 48 of Civil Aviation (Operations of Aircraft) Regulations) in that type of aeroplane.</li> </ul> <p>(3) An air operator certificate holder shall have approval of the RCAA prior to using a training curriculum for the purpose of qualifying a crewmember, or person performing operational control functions, for duties in commercial air transport.</p> <p>(4) An air operator certificate holder shall submit to the RCAA any revision to an approved training programme, and shall receive written approval from the RCAA before that revision can be used.</p> <p>(5) The training programme manual shall conform to the outline in Part 4 of the fifth schedule.</p>
<b>Aircraft operating manual</b>	<b>30.</b>	<p>(1) A holder or applicant for an air operator certificate shall submit a 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 RCAA.</p> <p>(2) An aircraft operating manual shall:</p>

		<ul style="list-style-type: none"> <li>(a) be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by the air operator certificate holder and shall include specific operating parameters, details of the aircraft systems and of the checklists to be used applicable to the operations of the air operator certificate holder that are approved by the RCAA;</li> <li>(b) be designed and utilized so as to observe human factors principles; and</li> <li>(c) be issued to the flight crew members and persons assigned operational control functions to each aircraft operated by the air operator certificate holder.</li> </ul>
		(3) The Aircraft Operating Information Manual shall conform to the outline contained in Part 2 of the fifth schedule.
<b>Aircraft technical log entries – journey records section</b>	<b>31.</b>	<ul style="list-style-type: none"> <li>(1) An air operator certificate holder shall maintain a journey log containing the following information for each flight: <ul style="list-style-type: none"> <li>(a) aircraft nationality and registration marks;</li> <li>(b) date of the flight;</li> <li>(c) name(s) of crew members;</li> <li>(d) duty assignments of crew members;</li> <li>(e) place of departure;</li> <li>(f) place of arrival;</li> <li>(g) time of departure;</li> <li>(h) time of arrival;</li> <li>(i) hours of flight (duration);</li> <li>(j) nature of flight (private, aerial, scheduled or non-scheduled);</li> <li>(k) incidents, observations, if any; and</li> <li>(l) signature of the pilot-in-command.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>(2) Entries in the journey logbook shall be made currently and in ink or indelible pencil.</li> <li>(3) Completed journey log books shall be retained to provide a continuous record of the last 2 years operations.</li> </ul>
<b>Designation of pilot-in-command</b>	<b>32.</b>	An air operator certificate holder shall, for each commercial air transport operation, designate, in writing, one pilot as the pilot-in-command.
<b>Required cabin crew members</b>	<b>33.</b>	<ul style="list-style-type: none"> <li>(1) An air operator certificate holder shall schedule, and the pilot-in-command shall ensure that the minimum number of required cabin crew members is on board passenger-carrying flights.</li> <li>(2) The number of cabin crew members may not be less than the minimum prescribed by the RCAA in the air operator certificate holders' operations provisions or the following, whichever is greater: <ul style="list-style-type: none"> <li>(a) in the case of an aircraft with a total seating capacity of twenty to fifty passengers, one cabin crew member;</li> <li>(b) in the case of an aircraft with a total seating capacity of not more than two hundred, the number of cabin crew members carried on such flight shall be not less than one cabin crew member for every fifty, or a fraction of fifty passengers carried;</li> <li>(c) in the case of an aircraft with a total seating capacity of more than two hundred, the number of cabin crew members carried on such flights shall be not less than half the number of the main exits in the aircraft, and in addition, when more than two hundred passengers are carried, one additional cabin crew member for every twenty-five, or a fraction of twenty-five, of such passengers above two hundred.</li> </ul> </li> <li>(3) Where the number of cabin crew members specified in sub-regulation (2), calculated in accordance with that sub-regulation exceeds the number of main exits in the aircraft, it shall be sufficient compliance with this regulation if the number of cabin crew members carried is equal to the number of main exits in the aircraft.</li> </ul>

		<p>(4) Where passengers are on board a parked aircraft, the minimum number of cabin crew members shall be half of the number required for the flight operation, but in any case a minimum of one cabin crew member or another person qualified in the emergency evacuation procedures for the aircraft.</p> <p>(5) Where one-half of the cabin crew members specified in sub-regulation (1) would result in a fractional number, the tally of requisite cabin crew members may be rounded down to the next whole number.</p> <p>(6) Notwithstanding the preceding provisions of this regulation the RCAA may give a direction to an air operator certificate holder requiring him to include among the crew thereof, whenever the aircraft is flying for the purpose of commercial air transport operations, at least one cabin crew notwithstanding that the aircraft may be carrying fewer than twenty passengers.</p>
<b>Carriage of special situation passengers</b>	<b>34.</b>	<p>An air operator certificate holder shall not allow the transportation of special situation passengers, except-</p> <p>(a) as otherwise provided in the air operator certificate holder's operations manual procedures; and</p> <p>(b) with the knowledge and concurrence of the pilot-in-command.</p>
<b>Cockpit checklists</b>	<b>35.</b>	<p>(1) Each air operator certificate holder shall develop checklists, appropriate to for the type and variant of aircraft, to be used by flight crew prior to, during and after all phases of operations, and in emergency.</p> <p>(2) The design and utilization of checklists shall observe Human Factors principles.</p> <p>(3) The checklists referred to in sub-regulation (1) shall be approved by the RCAA prior to use.</p> <p>(4) Each air operator certificate holder shall make approved checklists available in in the cockpit of each aircraft to ensure compliance with the operating procedures contained in the aircraft operating manual and the aeroplane flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations</p>

		manual.
		(5) The flight crew shall be required to follow the approved checklists when operating the aircraft.
<b>Crew member checking and standardisation programme</b>	<b>35A.</b>	<p>(a) Each air operator certificate holder shall have a programme of checking and standardisation of crew members approved by the RCAA.</p> <p>(b) An air operator certificate holder shall check pilots' proficiency on those manoeuvres and procedures that are prescribed by the RCAA for pilot proficiency checks, which shall include emergency procedures and, where applicable, instrument flight rules.</p>
<b>Minimum equipment list and configuration deviation list</b>	<b>36.</b>	<p>(1) No person shall takeoff an aircraft with inoperative instruments or equipment installed, except as authorised by the Authority.</p> <p>(2) An AOC holder shall not operate a multi-engine aircraft with inoperative instruments and equipment installed unless the following conditions are met:</p> <p>(a) an approved MEL exists for that aircraft.</p> <p>(b) the Authority has issued the AOC holder operations specifications authorising operations in accordance with an approved MEL.</p> <p>(c) the approved MEL must:</p> <p>(i) be prepared in accordance with the limitations specified in sub-regulation (3).</p> <p>(ii) provide for the operation of the aircraft with certain instruments and equipment in an inoperative condition.</p> <p>(d) Records identifying the inoperative instruments and equipment and the information required by sub-regulation (2)(c)(ii) of this regulation must be available to the pilot.</p> <p>(e) The aircraft is operated under all applicable conditions and limitations contained in the MEL and the operations specifications authorising use of the MEL.</p> <p>(3) The following instruments and equipment shall not be included in</p>

the MEL:

- (a) instruments and equipment that are either specifically or otherwise required by the airworthiness requirements under which the aircraft is type certificated and which are essential for safe operations under all operating conditions.
  - (b) instruments and equipment required by an airworthiness directive to be in operable condition unless the airworthiness directive provides otherwise.
  - (c) instruments and equipment required for specific operations under Part 7, Part 8, and/or Part 9 of these regulations.
- (4) Notwithstanding sub-regulations (3)(a) and (3)(c), an aircraft with inoperative instruments or equipment may be operated under a special flight permit under § 5.4.1.11 of these regulations
- (5) In situations where no master minimum equipment list (MMEL) is available and no MEL is required for the specific aircraft operation under these regulations, flight operations with inoperative instruments and equipment installed may commence provided the following conditions are met:
  - (a) the inoperative instruments and equipment shall not be:
    - (i) part of the VFR-day instruments and equipment prescribed in Part 7;
    - (ii) required on the aircraft's equipment list or the operations equipment list for the kind of flight operation being conducted;
    - (iii) required by Part 7 for the specific kind of flight operation being conducted; or
    - (iv) required to be operational by an airworthiness directive
  - (b) to be eligible for these provisions, the inoperative instruments and equipment shall be:
    - (i) determined by the pilot-in-command not to be a hazard to safe operation;
    - (ii) deactivated and placarded Inoperative; and
    - (iii) removed from the aircraft, the flight deck control



placarded and the maintenance recorded in accordance with Part 5.

- (6) The flight crew shall have direct access at all times before flight to all of the information contained in the approved MEL through printed or other means approved by the Authority in the AOC holder specific operating provisions.
- (7) An approved MEL, as authorised by the specific operating provisions, constitutes an approved change to the type design without requiring recertification.
- (8) An air operator certificate 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.
- (9) An air operator certificate holder's Operations Manual shall contain those procedures acceptable to the RCAA for operations in accordance with the CDL requirements

**Performance  
planning  
manual**

**37.**

- (1) An air operator certificate holder shall provide for the use of the flight crew members and persons assigned operational control functions during the performance of their duties, a performance planning manual acceptable to the RCAA.
- (2) The performance planning manual shall be specific to the aircraft type and variant and shall contain adequate performance information to accurately calculate the performance in all normal phases of flight operation.

**Performance  
data control  
system**

**38.**

- (1) An air operator certificate holder shall have a system approved by the RCAA, for obtaining, maintaining and distributing to appropriate personnel current performance data for each aircraft, route and airport that the air operator certificate holder uses.
- (2) The system specified in sub-regulation (1) approved by the RCAA shall provide current obstacle data for departure and arrival performance calculations, which shall enable the air operator certificate holder, who shall take account of charting accuracy, to comply with regulation 150 of the Civil Aviation (Operation of Aircraft) Regulations.

<b>Aircraft loading and handling manual</b>	<b>39.</b>	<ul style="list-style-type: none"> <li>(1) An air operator certificate holder shall provide for the use of the flight crew members, ground handling personnel and persons assigned operational control functions during the performance of their duties, an aircraft handling and loading manual acceptable to the RCAA.</li> <li>(2) The loading manual shall be specific to the aircraft type and variant which contains the procedures and limitations for servicing and loading of the aircraft.</li> <li>(3) Depending on the size and scope of the air operator certificate holder's operations, the aircraft loading and handling manual may be either a standalone document or contained in the Aircraft Flight Manual.</li> </ul>
<b>Mass and balance data control system</b>	<b>40.</b>	An air operator certificate holder shall have a system, approved by the RCAA for obtaining, maintaining and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated by that air operator certificate holder.
<b>Cabin crew member manual</b>	<b>41.</b>	<ul style="list-style-type: none"> <li>(1) An air operator certificate holder shall issue to the cabin crew member for use during the performance of their duties, a cabin crew member manual acceptable to the RCAA.</li> <li>(2) The cabin crew member manual shall contain the operational policies and procedures applicable to cabin crew member and the carriage of passengers.</li> <li>(3) An air operator certificate holder shall issue to the cabin crew member a manual specific to the aircraft type and variant, containing the information set out in the sixth schedule to these Regulations, as well as details of normal, abnormal and emergency procedures and the location and operation of emergency equipment.</li> <li>(4) The manuals specified in sub-regulation (3) may be combined into one manual for use by the cabin crew member.</li> </ul>
<b>Passenger briefing cards</b>	<b>42.</b>	(1) An air operator certificate holder shall carry on each passenger-carrying aircraft, in convenient locations for the use of each

passenger, printed briefing cards supplementing the oral briefing and containing:

- (a) diagrams and methods of operating the emergency exits;
  - (b) other instructions necessary for use of the emergency equipment; and
  - (c) information regarding the restrictions and requirements associated with sitting in an exit seat row.
- (2) An air operator certificate holder shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.
- (3) An air operator certificate holder shall, at each exit seat, provide passenger information cards that include the following information in English and French languages:
- (a) functions required of a passenger in the event of an emergency in which a crew member is not available to assist-
    - (i) locate the emergency exit;
    - (ii) recognise the emergency exit opening mechanism;
    - (iii) comprehend the instructions for operating the emergency exit;
    - (iv) operate the emergency exit;
    - (v) assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;
    - (vi) follow oral directions and hand signals given by a crew member;
    - (vii) stow or secure the emergency exit door so that it will not impede use of the exit;
    - (viii) assess the condition of an escape slide, activate the slide, and stabilise the slide after deployment to assist others in getting off the slide;
    - (ix) pass expeditiously through the emergency exit; and

- (x) assess, select, and follow a safe path away from the emergency exit;
- (b) a requirement that a passenger identify themselves to allow reseating if that passenger-
  - (i) cannot perform the emergency functions stated in the information card;
  - (ii) has a condition that will prevent that passenger from performing the functions;
  - (iii) may suffer bodily harm as the result of performing one or more of those functions;
  - (iv) does not wish to perform those functions; or
  - (v) lacks the ability to read, speak, or understand the language or the graphic form in which instructions are provided by the air operator certificate holder;
- (c) a statement that whenever a crew member identifies a passenger who does not meet the requirements specified in sub-paragraph (b) above, the crew member shall reseat the passenger.

**Aeronautical  
data control  
system**

**43.**

- (1) An air operator certificate holder shall have a system approved by the RCAA for obtaining, maintaining and distributing to appropriate personnel current aeronautical data for each route and airport used.
- (2) An air operator certificate holder shall provide the following aeronautical data for each airport used:
  - (a) Aerodromes/heliports-
    - (i) facilities;
    - (ii) public protection;
    - (iii) navigational and communications aids;
    - (iv) construction affecting take-off, landing, or ground operations; and
    - (v) air traffic service facilities;

- (b) runways, clearways, and stopways-
  - (i) dimensions;
  - (ii) surface;
  - (iii) marking and lighting systems; and
  - (iv) elevation and gradient;
- (c) displaced thresholds-
  - (i) location;
  - (ii) dimensions; and
  - (iii) take-off or landing or both;
- (d) obstacles-
  - (i) those affecting takeoff and landing performance computations; and
  - (ii) controlling obstacles;
- (e) instrument flight procedures-
  - (i) departure procedure;
  - (ii) approach procedure; and
  - (iii) missed approach procedure;
- (f) special information-
  - (i) runway visual range measurement equipment; and
  - (ii) prevailing winds under low visibility conditions.

**Route guide -  
areas, routes  
and aerodromes**

**44.**

- (1) An air operator certificate holder shall provide for the use of the flight crew members and persons assigned operational control function during the performance of their duties, a route guide and aeronautical charts approved by the RCAA.
- (2) The air operator certificate holder shall keep this information and aeronautical charts current and appropriate for the proposed types

and areas of operations to be conducted by the air operator certificate holder. This information may be issued as part of the operations manual or may be separate.

- (3) The guide information shall contain at least the information outlined in Part 3 of the fifth schedule.

**Weather  
reporting  
sources**

- 45.**
- (1) An air operator certificate holder shall use sources approved by the RCAA for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.
- (2) Where an air operator certificate holder carries out passenger carrying operations on a published schedule, the air operator certificate 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.
- (3) An air operator certificate holder may use the following sources of weather reports for flight planning or controlling flight movement:
- (a) a Rwanda -operated automated surface observation stations, so long as the station reports all required items for a complete surface aviation weather report;
  - (b) a Rwanda-operated supplemental aviation weather reporting station;
  - (c) observations made by aerodrome control towers;
  - (d) a Rwanda-contracted weather observatory;.
  - (e) any active meteorological office operated by a foreign State which subscribes to the standards and practices contained in the Chicago convention and the annexes thereunder;
  - (f) for flight operations which use military airports as departure, destination, alternate or diversion airports, any military weather reporting sources approved by the RCAA;
  - (g) 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 RCAA; or
  - (h) an air operator certificate holder operated and maintained weather reporting system approved by the RCAA.

(i) Rwanda Meteorological Office

**De-icing and  
anti-icing  
programme**

- 46.**
- (1) An air operator certificate holder planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to stick on to the aircraft shall:
    - (a) use only aircraft adequately equipped for such conditions;
    - (b) ensure flight crew is adequately trained for such conditions; and
    - (c) have an approved ground de-icing and anti-icing programme.
  - (2) Contents of the ground de-icing and anti-icing programme shall include a detailed description of:
    - (a) the method used to determine that conditions are such that frost, ice, or snow may reasonably be expected to stick on to the aircraft and that ground de-icing and anti-icing operational procedures shall be effected;
    - (b) the person responsible for deciding that ground de-icing and anti-icing operational procedures shall be effected;
    - (c) the procedures for implementing ground de-icing and anti-icing operational procedures; and
    - (d) 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.
  - (3) Initial and annual recurrent ground training for flight crew and all other affected personnel (e.g. dispatchers/flight operations officers, ground crews, contract personnel) concerning the specific requirements of the approved programme and each person's responsibilities and duties under the approved programme shall specifically cover the following areas:
    - (a) The use of holdover times;
    - (b) Aircraft deicing/anti-icing procedures including inspection and check procedures and responsibilities;

- (c) Communication procedures;
  - (d) Aircraft surface contamination (i.e., adherence of frost, ice or snow) and critical area identification, and how contamination adversely affects aircraft performance and flight characteristics;
  - (e) Types and characteristics of deicing/anti-icing fluids;
  - (f) Cold weather pre-flight inspection procedures; and
  - (g) Techniques for recognising contamination on the aircraft.
- (4) The air operator certificate holder's programme shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions.
- (4) The holdover time shall be supported by data acceptable to the RCAA.
- (5) Where the maximum holdover time is exceeded, take-off shall be prohibited unless at least one of the following conditions exists:
- (a) a pre-take-off 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;
  - (b) it is otherwise determined by an alternate procedure, approved by the RCAA and in accordance with the air operator certificate holder's approved programme, that the wings, control surfaces, and other critical surfaces are free of frost, ice or snow; or
  - (c) the wings, control surfaces, and other critical surfaces are de-iced again and a new holdover time is determined.
- (6) A flight to be planned or expected to operate in suspected or known ground icing conditions shall not take off unless the aeroplane has been inspected for icing and, if necessary, has been given appropriate de-icing/anti-icing treatment; accumulation of ice or other naturally occurring contaminants shall be removed so that the aeroplane is kept in an airworthy condition prior to take-off.



**Flight  
supervision and  
monitoring  
system**

- 47.**
- (1) An air operator certificate holder shall have an adequate system approved by the RCAA for proper dispatch and monitoring of the progress of the flights.
  - (2) The dispatch and monitoring system shall have enough dispatch centres, adequate for the operations to be conducted, located at points necessary to ensure adequate flight preparation, dispatch and in-flight contact with the scheduled flight operations.
  - (3) An air operator certificate holder shall provide enough qualified flight operations officers at each dispatch centre to ensure proper operational control of each flight.
  - (4) An air operator certificate holder's flight monitoring system shall contain at least the information outlined in seventh schedule.

**Flight following  
system for  
charter flights  
operations**

- 48.**
- (1) An air operator certificate holder who conducts charter flight operations shall have a system for providing flight preparation documents and determining the departure and arrival times of its flights at all airports approved by the RCAA.
  - (2) The systems specified in sub-regulation (1) shall have a means of communication by private or available public facilities to monitor the departure and arrival at all airports, including flight diversions.
  - (3) An air operator certificate holder shall have an approved flight following system established and adequate for the proper monitoring of each flight, considering the operations to be conducted
  - (4) The centres established by an air operator certificate holder for flight following shall be located at points necessary to ensure:
    - (a) the proper monitoring of the progress of each flight with respect to its departure at the point of origin and arrival at its destination, including intermediate stops and diversions; and
    - (b) that the pilot-in-command is provided with all information necessary for the safety of the flight.
  - (5) An air operator certificate holder conducting charter operations may arrange to have flight following facilities provided by persons other than the air operator certificate holder's employees, but in such a case the air operator certificate holder continues to be primarily responsible for the operational control of each flight.

- (6) An air operator certificate holder conducting charter operations using a flight following system shall ensure that the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to-
  - (a) the flight crew of each aircraft; and
  - (b) the persons designated by the air operator certificate holder to perform the function of operational control of the aircraft.
- (7) An air operator certificate holder conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

**Communication facilities 49.**

- (1) An air operator certificate holder's aircraft shall have two-way radio communications with all air traffic service facilities along the routes and alternate routes to be used.
- (2) For passenger carrying operations, each air operator certificate holder shall be able to have rapid and reliable radio communications with all flights over the air operator certificate holder's entire route structure under normal operating conditions. This radio communication system shall be independent from the ATC system.
- (3) Each air operator certificate holder engaged in international air navigation shall at all times have available for immediate communication to rescue coordination centres, information on the emergency and survival equipment carried on board any of their aeroplanes including, as applicable:
  - (a) the number, colour and types of life rafts and pyrotechnics;
  - (b) details of emergency water and medical supplies; and
  - (b) the type and frequencies of the emergency portable radio equipment.

**Routes and areas of operation 50.**

- (1) An air operator certificate holder shall conduct operations only along such routes and within such areas for which:
  - (a) ground facilities and services, including meteorological

services, provided are adequate for the planned operation;

- (b) the performance of the aircraft intended to be used is adequate to comply with minimum flight altitude requirements;
  - (c) the equipment of the aircraft intended to be used meets the minimum requirements for the planned operation;
  - (d) appropriate and current maps and charts are available;
  - (e) if a two-engine aircraft is used, adequate airports are available with the time and distance limitations; and
  - (f) if a single-engine aircraft is used, surfaces are available which permit a safe forced landing to be executed in the event of engine failure.
- (2) A person shall not conduct commercial air transport operations on any route or area of operation unless the operations are in accordance with any restrictions imposed by the RCAA.

**En-route  
navigational  
facilities**

- 51.**
- (1) An air operator certificate holder shall not operate on a proposed route or area that does not have non visual ground aids:
    - (a) available over the route for navigating aircraft within the degree of accuracy required for air traffic control; and
    - (b) located to allow navigation to any regular, provisional, refuelling, or alternate airport, within the degree of accuracy necessary for the operation involved.
  - (2) Non visual ground aids shall not be required for:
    - (a) Visual flight rules (VFR) operations; or
    - (b) operations on route segments where the use of celestial or other specialised means of navigation is approved by the RCAA

**Flight safety  
documents**

- 52.**
- (1) An operator shall establish a flight safety documents system, for the use and guidance of operational personnel, as part of its safety

**system and  
flight safety  
programme**

management system referred to in regulation 53.

- (2) Guidance on the development and organization of a flight safety documents system is provided in the eighth schedule to these Regulations.

**Safety  
management  
system**

**53.**

- (1) An air operator certificate holder shall implement a safety management system acceptable to the RCAA as outlined in Civil Aviation (Safety Management System) Regulations.
- (2) An air operator certificate holder operating aircraft with a maximum take-off mass over 20,000 kg shall establish a flight safety document system referred to in regulation 52 for the use and guidance of operational personnel, as part of its safety management system.
- (3) The air operator certificate holder's flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source(s) of data
- (4) An operator may contract the operation of a flight data analysis programme to another party while retaining overall responsibility for the maintenance of such a programme.

**SUB-PART III – AIR OPERATOR CERTIFICATE MAINTENANCE REQUIREMENTS**

**Maintenance  
responsibility**

**54.**

An air operator certificate holder shall comply with the maintenance requirements specified in the Civil Aviation (Operation of Aircraft) Regulations.

**SUB-PART IV – AIR OPERATOR CERTIFICATE SECURITY MANAGEMENT**

<b>Security requirements</b>	<b>55.</b>	An air operator certificate holder shall ensure that all appropriate personnel are familiar and comply with the relevant requirements of the national security programmes of Rwanda, for the protection of aircraft, facilities and personnel from unlawful interference.
<b>Security training programmes</b>	<b>56.</b>	<p>(1) An air operator certificate holder shall establish and maintain an approved security training programme which ensures crew members act in the most appropriate manner to minimize the consequences of acts of unlawful interference.</p> <p>(2) The security training programme specified in sub-regulation (1) shall, as a minimum, include:</p> <ul style="list-style-type: none"> <li>(a) determination of the seriousness of any occurrence;</li> <li>(b) crew communication and coordination;</li> <li>(c) appropriate self-defense responses;</li> <li>(d) use of non-lethal protective devices assigned to crew members whose use is authorized by the RCAA;</li> <li>(e) understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacker behaviour and passenger responses;</li> <li>(f) live situational training exercises regarding various threat conditions;</li> <li>(g) flight deck procedures to protect the aircraft; and</li> <li>(h) aircraft search procedures and guidance on least-risk bomb locations, including specialized means of attenuating and directing the blast, where practicable.</li> </ul> <p>(3) An air operator certificate holder shall also establish and maintain a training programme to acquaint appropriate employees with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aeroplane so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference.</p>
<b>Reporting acts</b>	<b>57.</b>	Following an act of unlawful interference, the pilot-in-command or, in the

**of unlawful  
interference**

pilot-in-command's absence, the air operator certificate holder shall submit, without delay, a report of such an act to the designated local authority and the RCAA.

**Aircraft search      58.  
procedure  
checklist**

- (1) An air operator certificate holder shall ensure that there is on board any of his aircraft, a checklist of the procedures to be followed in searching for a bomb or improvised explosive device (IED) in case of suspected sabotage and for inspecting aircraft for concealed weapons, explosives or other dangerous devices when a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference.
- (2) The checklist referred to in sub-regulation (1) shall be supported by guidance on the appropriate course of action to be taken should a bomb, an IED or suspicious object be found and information on the least-risk bomb location specific to the aircraft.

**Security of the      59.  
flight crew  
compartment**

- (1) Where an aircraft is equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which cabin crew members can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.
- (2) An air operator certificate holder shall ensure that all passengers carrying aircraft of a maximum certificated take-off mass in excess of 45,500 Kg or with a passenger seating capacity greater than sixty shall be equipped with an approved flight crew compartment door that is designed to resist penetration by small arms fire and grenade shrapnel, to resist forcible intrusions by unauthorized persons, and be capable of being locked and unlocked from either pilot's station.
- (3) Where an aircraft is equipped with a flight crew compartment door in accordance with sub-regulation (2):
  - (a) the door shall be closed and locked from the time all external doors are closed following embarkation until any such door is opened for disembarkation, except when necessary to permit access and egress by authorized persons; and
  - (b) means shall be provided for monitoring from the cockpit the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.

- (c) The pilot-in-command shall be responsible for the security of the aircraft during its operation

## SUB-PART VI – AIR OPERATOR CERTIFICATE DANGEROUS GOODS MANAGEMENT

### Approval to transport dangerous goods

- 60.**
- (1) An air operator certificate holder shall not transport dangerous goods unless approved to do so by the RCAA and in compliance with the requirements of regulation 61.
  - (2) The procedures of designated postal operators for controlling the introduction of dangerous goods in mail into air transport shall be approved by the Authority.
  - (3) In this Part, “Technical Instructions” means the latest effective edition of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air*, as amended by any supplement and any addendum, approved and published by decision of the Council of the International Civil Aviation Organization.
  - (4) The Authority shall establish inspection, surveillance and enforcement procedures for all entities performing any function prescribed under these Regulations for air transport of dangerous goods with a view to achieving compliance with these Regulations.
  - (5) The procedures referred to in sub-regulation (4) shall include provisions for:
    - (a) inspecting dangerous goods consignments prepared, offered, accepted or transported by the entities referred to in sub-regulation (4);
    - (b) inspecting the practices of the entities referred to in sub-regulation (4); and
    - (c) investigating alleged violations.

**Compliance  
with Technical  
Instructions**

- 61.**
- (1) An air operator certificate holder shall comply with the provisions contained in the Technical Instructions on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside Rwanda.
  - (2) Where dangerous goods are to be transported outside Rwanda, the air operator certificate holder shall review and comply with the appropriate variations notified by Contracting States contained in Attachment 3 to the Technical Instructions.
  - (3) Articles and substances which would otherwise be classified as dangerous goods are excluded from the provisions of this Part, to the extent specified in the Technical Instructions, provided they are:
    - (a) required to be on board the aircraft for operating reasons;
    - (b) carried as catering or cabin service supplies;
    - (c) carried for use in flight as veterinary aid or as a humane killer for an animal; or
    - (d) carried for use in flight for medical aid for a patient, provided that:-
      - (i) gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas;
      - (ii) drugs, medicines and other medical matter are under the control of trained personnel during the time when they are in use in the aircraft;
      - (iii) equipment containing wet cell batteries is kept and, when necessary, secured in an upright position to prevent spillage of the electrolyte; and
      - (iv) proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the pilot-in-command in the interests of safety; or
      - (v) they are carried by passengers or crew members.
  - (4) Articles and substances intended as replacements for those specified in sub-regulation (3)(a) may be transported on an aircraft as specified in the Technical Instructions.



- (5) The RCAA shall take such measures as it may deem appropriate to achieve compliance with these Regulations including the prescription of appropriate enforcement actions for violations.

**Limitations on  
the transport of  
dangerous  
goods**

**62.**

- (1) The transport of dangerous goods by air shall be forbidden except as established in these Regulations and the detailed specifications and procedures provided in the Technical Instructions.
- (2) The dangerous goods described hereunder shall be forbidden on aircraft unless exempted by the Authority or unless the provisions of the Technical Instructions indicate they may be transported under an approval granted by the Authority:
- (a) dangerous goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances; and
- (b) infected live animals.
- (2) Articles and substances that are specifically identified by name or by generic description in the Technical Instructions as being forbidden for transport by air under any circumstances shall not be carried on any aircraft.

**Classification of  
dangerous  
goods**

**63.**

An air operator certificate holder shall take all reasonable measures to ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.

**Packing**

**64.**

- (1) An air operator certificate holder shall take all reasonable measures to ensure that dangerous goods are packed in accordance with the provisions of this regulation and as provided for in the Technical Instructions.
- (2) Packagings used for the transport of dangerous goods by air shall be of good quality and shall be constructed and securely closed so as to prevent leakage which might be caused in normal conditions of transport, by changes in temperature, humidity or pressure, or by vibration.
- (3) Packagings shall be suitable for the contents. Packagings in direct contact with dangerous goods shall be resistant to any chemical or

other action of such goods.

- (4) Packagings shall meet the material and construction specifications in the Technical Instructions.
- (4) Packagings shall be tested in accordance with the provisions of the Technical Instructions.
- (5) Packagings for which retention of a liquid is a basic function, shall be capable of withstanding, without leaking, the pressure stated in the Technical Instructions.
- (6) Inner packagings shall be so packed, secured or cushioned as to prevent their breakage or leakage and to control their movement within the outer packaging(s) during normal conditions of air transport. Cushioning and absorbent materials shall not react dangerously with the contents of the packagings.
- (7) No packaging shall be reused until it has been inspected and found free from corrosion or other damage. Where a packaging is reused, all necessary measures shall be taken to prevent contamination of subsequent contents.
- (8) If, because of the nature of their former contents, uncleaned empty packagings may present a hazard, they shall be tightly closed and treated according to the hazard they constitute.
- (9) No harmful quantity of a dangerous substance shall adhere to the outside of packages.

**Labelling and marking**

**65.**

- (1) Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be labelled with the appropriate labels and in accordance with the provisions set forth in those Instructions.
- (2) Unless otherwise provided for in the Technical Instructions, each package of dangerous goods shall be marked with the proper shipping name of its contents and, when assigned, the UN number and such other markings as may be specified in those Instructions.
- (3) *Specification markings on packagings.* Unless otherwise provided for in the Technical Instructions, each packaging manufactured to a specification contained in those Instructions shall be so marked in accordance with the appropriate provisions of those Instructions and no packaging shall be marked with a packaging specification marking unless it meets the appropriate packaging specification

contained in those Instructions.

- (4) Where dangerous goods are carried on a flight which takes place wholly or partly outside Rwanda, the air operator certificate holder shall ensure that labelling and marking are in the English and French languages.

**Shipper's  
responsibilities**

**66.**

- (1) *General requirements.* Before a person offers any package or overpack of dangerous goods for transport by air, that person shall ensure that the dangerous goods are not forbidden for transport by air and are properly classified, packed, marked, labelled and accompanied by a properly executed dangerous goods transport document, as specified in these Regulations and the Technical Instructions.
- (2) *Dangerous goods transport document.*
  - (a) Unless otherwise provided for in the Technical Instructions, the person who offers dangerous goods for transport by air shall complete, sign and provide to the air operator a dangerous goods transport document, which shall contain the information required by those Instructions.
  - (b) The transport document shall bear a declaration signed by the person who offers dangerous goods for transport indicating that the dangerous goods are fully and accurately described by their proper shipping names and that they are classified, packed, marked, labelled, and in proper condition for transport by air in accordance with the relevant regulations.
- (3) *Languages to be used.* Where dangerous goods are carried on a flight which takes place wholly or partly outside Rwanda, an air operator certificate holder shall ensure that the English and French languages are used for the dangerous goods transport document.

**Acceptance of  
dangerous  
goods**

**67.**

- (1) An air operator shall not accept dangerous goods for transport by air:
  - (a) unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required; and
  - (b) until the package, overpack or freight container containing the

dangerous goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions.

- (2) An air operator shall develop and use an acceptance checklist as an aid to compliance with the provisions of sub-regulation (1).

**Inspection for  
damage,  
leakage or  
contamination**

**68.**

An air operator certificate holder shall ensure that:

- (a) packages and overpacks containing dangerous goods and freight containers containing radioactive materials are inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device. Leaking or damaged packages, overpacks or freight containers shall not be loaded on an aircraft;
- (b) a unit load device is not be loaded aboard an aircraft unless the device has been inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein;
- (c) where any package of dangerous goods loaded on an aircraft appears to be damaged or leaking, such package is removed from the aircraft, or arrange for its removal by an appropriate authority or organization, and thereafter shall ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated; and
- (d) packages or overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device. If evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft shall be inspected for damage or contamination.

**Removal of  
contamination**

**69.**

An air operator certificate holder shall ensure that:

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

**Loading  
restrictions**

- 70.**
- (1) Dangerous goods shall not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft, except in circumstances permitted by the provisions of the Technical Instructions.
  - (2) Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be loaded and stowed on an aircraft in accordance with the provisions of the Technical Instructions.
  - (3) Packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage.
  - (4) Packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions.
  - (5) Packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions.
  - (6) Packages of dangerous goods bearing the “Cargo aircraft only” label shall be loaded in accordance with the provisions in the Technical Instructions.
  - (7) When dangerous goods subject to the provisions contained herein are loaded in an aircraft, the operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages. For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements of sub-regulation (5) are met at all times.
  - (8) The RCAA shall establish dangerous goods security measures, applicable to shippers, operators and other individuals engaged in the transport of dangerous goods by air, to be taken to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment.

**Provision of**

- 71.**
- (1) An air operator certificate holder shall:

## information

- (a) provide such information in the Operations Manual as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.
  - (b) ensure that information is promulgated in such a manner that passengers are warned as to the types of dangerous goods which they are forbidden from transporting aboard an aircraft as provided for in the Technical Instructions.
- (2) Air operators, shippers or other organizations involved in the transport of dangerous goods by air shall provide such information to their personnel as will enable them to carry out their responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.
- (3) If an in-flight emergency occurs, the pilot-in-command shall, as soon as the situation permits, inform the appropriate air traffic services unit, for the information of aerodrome authorities, of any dangerous goods on board the aircraft, as provided for in the Technical Instructions.
- (4) In the event of:
  - (a) an aircraft accident; or
  - (b) a serious incident where dangerous goods carried as cargo may be involved,

the operator of the aircraft carrying dangerous goods as cargo shall provide information, without delay, to emergency services responding to the accident or serious incident about the dangerous goods on board, as shown on the written information to the pilot-in-command. As soon as possible, the operator shall also provide this information to the accident investigation organ in Rwanda and the State in which the accident or serious incident occurred.

- (5) In the event of an aircraft incident, the operator of an aircraft carrying dangerous goods as cargo shall, if requested to do so, provide information without delay to emergency services responding to the incident and to the appropriate authority of the State in which the incident occurred, about the dangerous goods on board, as shown on the written information to the pilot-in-command.

**Establishment  
of training  
programmes**

**72.**

- (1) An air operator certificate holder shall establish, maintain, and have approved by the RCAA, initial and recurrent dangerous goods training programmes in accordance with the Technical Instructions.
- (2) An air operator certificate holder not holding a permanent approval to carry dangerous goods shall ensure that:
  - (a) staff who are engaged in general cargo handling have received training to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column 1 of Table 1 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and what requests apply to the carriage of such goods by passengers; and
  - (b) crew members, passenger handling staff, and security staff used by an air operator certificate holder to deal with the screening of passengers and their baggage, have received training which covers as a minimum, the areas identified in Column 2 of Table 1 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers.

**TABLE 1**

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

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

- (3) An air operator certificate holder holding a permanent approval to carry dangerous goods shall ensure that:
- (a) staff who are engaged in the acceptance of dangerous goods have received training and are qualified to carry out their duties which covers as a minimum, the areas identified in Column 1 of Table 2 to a depth sufficient to ensure the staff can take decisions on the acceptance or refusal of dangerous goods offered for carriage by air;
  - (b) staff who are engaged in ground handling, storage and loading of dangerous goods have received training to enable them to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column 2 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and how to handle and load them;
  - (c) staff who are engaged in general cargo handling have received training to enable them to carry out their duties in respect of dangerous goods which covers as a minimum, the areas identified in Column 3 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify such goods and how to handle and load them;
  - (d) flight crew members have received training which covers as a minimum, the areas identified in Column 4 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and how they should be carried on an aircraft;
  - (e) passenger handling staff and security staff used by the operator who deal with the screening of passengers and their baggage and crew members, other than flight crew members, have received training which covers as a minimum, the areas identified in Column 5 of Table 2 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and the requirements that apply to the



carriage of such goods by passengers or, more generally, their carriage on an aircraft.

- (4) An air operator certificate holder shall ensure that:
  - (a) all staff who require dangerous goods training receive recurrent training at intervals of no longer than two years;
  - (b) the records of dangerous goods training are maintained for all staff trained in accordance with the provisions of this regulation; and
  - (c) his handling agent's staff are trained in accordance with the applicable column of Table 1 or Table 2.
- (5) Dangerous goods training programmes for designated postal operators shall be approved by the Authority.
- (6) Dangerous goods training programmes required for entities other than operators and designated postal operators shall also be approved as determined by the Authority.

Table 2

Areas Of Training	Column 1	Column 2	Column 3	Column 4	Column 5
General philosophy	X	X	X	X	X
Limitations on dangerous goods in the air transport	X	X		X	X
Classification and list of dangerous goods	X	X		X	
General packing requirements and packing instructions	X				
Packaging specifications marking	X				
Package marking and labelling	X	X	X	X	X
Documentation from the shipper	X				
Acceptance of dangerous goods, including the use of a checklist	X				
Loading, restrictions on loading	X	X	X	X	

and segregation					
Inspections for damage or leakage and decontamination procedures	X	X			
Provision of information to the pilot-in-command	X	X		X	
Dangerous goods in passengers' baggage	X			X	X
Emergency procedures	X	X	X	X	X
<i>Note: "X" indicates an area to be covered</i>					

**Dangerous goods incident and accident reports**

73. With the aim of preventing the recurrence of dangerous goods accidents and incidents, the RCAA shall establish procedures for investigating and compiling information concerning such accidents and incidents which occur in its territory and which involve the transport of dangerous goods originating in or destined for another State. Reports on such accidents and incidents shall be made in accordance with the detailed provisions of the Technical Instructions.

With the aim of preventing the recurrence of instances of undeclared or misdeclared dangerous goods in cargo, the RCAA shall establish procedures for investigating and compiling information concerning such occurrences which occur in its territory and which involve the transport of dangerous goods originating in or destined for another State. Reports on such instances shall be made in accordance with the detailed provisions of the Technical Instructions.

An air operator certificate holder shall report to the RCAA:

- (a) dangerous goods incidents and accidents; and
- (b) undeclared or misdeclared dangerous goods discovered in the cargo or passenger baggage within seventy two hours of the incident, accident or discovery unless exceptional circumstances prevent such reporting within the time stipulated.

## PART II - AIR OPERATOR CERTIFICATE-SMALL AEROPLANE

<b>Applicability</b>	<b>74.</b>	<p>(1) These Regulations shall apply to air operators of small aircraft carrying passengers, cargo or mail for remuneration or hire and whose principal place of business or permanent residence is located in Rwanda.</p> <p>(2) Except where specifically noted, these Regulations applies to air operations using aeroplanes having a seating configuration of 9 seats or less, excluding any required crew member seat, and a MTOW of 5700 kg or less by air operator certificate holders for which Rwanda is the State of the operator.</p>
<b>Requirement for certificate</b>	<b>75.</b>	<p>(1) A person having operational responsibility for an air operation must hold, and comply with, an air operator certificate issued under these regulations.</p> <p>(2) A person must not perform an air operation except under the authority of, and in accordance with the privileges of, an air operator certificate issued under these regulations.</p> <p>(3) For the purpose of sub-regulation (1) a person has operational responsibility for an air operation if the person has responsibility for two or more of the following functions:</p> <ul style="list-style-type: none"><li>(a) determining whether the operation may be operated safely;</li><li>(b) assigning crew members for the operation;</li><li>(c) employing, contracting, or otherwise engaging crew members for the operation; and</li><li>(d) making a decision to vary the operation, other than a decision by the pilot-in-command taken on the grounds of safety</li></ul>
<b>Application for certificate</b>	<b>76.</b>	<p>In not less than 90 days before the date of intended operation, unless a shorter period is acceptable to the RCAA each applicant for the grant of an air operator certificate shall</p> <ul style="list-style-type: none"><li>(a) complete form prescribed by the RCAA; and</li><li>(b) submit an operations manual required by regulation 24; and</li><li>(c) submit such further particulars relating to the applicant as may be required by the RCAA; and</li><li>(d) submit proof of payment of the appropriate application fee prescribed by the RCAA.</li></ul>
<b>Issue of certificate</b>	<b>77.</b>	<p>An applicant is entitled to an air operator certificate if the RCAA is</p>

satisfied that, in accordance with Article 18 of the Law—

- (a) the applicant meets the applicable requirements of Part II of these regulations; and
- (b) the applicant is a citizen or a resident of Rwanda; and
- (c) the granting of the certificate is not contrary to the interests of aviation safety and the public of Rwanda.

**Privileges of  
certificate  
holder**

**78.**

- (1) An air operator certificate shall specify the privileges that the certificate holder is authorised to perform.
- (2) An air operator certificate shall authorise the certificate holder to perform—
  - (a) air operations listed in the certificate holder’s air operator certificate; and
  - (b) ground or flight training appropriate to the aircraft operated or intended to be operated; and
  - (c) test or check flights to determine the competence of flight crew; and
  - (d) tests or checks to determine the competence of other persons providing the services or carrying out the operations listed in the certificate holder’s operations manual.

**Operations  
Specifications**

**79.**

- (1) An air operator certificate issued under the Law and in accordance with these regulations must be accompanied by the operations specifications specified in sub-regulation (2).
- (2) The operations specifications must contain—
  - (a) details of the physical location of the certificate holder’s principal base of operations;
  - (b) the certificate holder’s address for service in Rwanda;
  - (c) other business names under which the certificate holder may operate;
  - (d) the type, serial number, and registration of every aircraft that is authorised for use;
  - (e) details of the air operation types authorised;

		<ul style="list-style-type: none"> <li>(f) the authorisation and limitations for routes and areas of operations;</li> <li>(g) any exemption granted from any requirement of these regulations or any other regulations; and</li> <li>(h) any other item that the RCAA determines is necessary to cover a particular situation.</li> </ul>
		<ul style="list-style-type: none"> <li>(3) When authorising EDTO in a certificate holder's operations specifications the RCAA must specify the following: <ul style="list-style-type: none"> <li>(a) the registration of each aeroplane authorised for EDTO; and</li> <li>(b) the maximum diversion time for each aeroplane that is authorised for EDTO under (a); and</li> <li>(c) the EDTO alternate aerodromes authorised for EDTO.</li> </ul> </li> </ul>
<b>Duration of certificate</b>	<b>80.</b>	<ul style="list-style-type: none"> <li>(1) An air operator certificate shall be granted or renewed for a period of one year.</li> <li>(2) An air operator certificate remains in force until it expires or is suspended or revoked by the RCAA.</li> <li>(3) The holder of an air operator certificate that expires or is revoked shall forthwith surrender the certificate to the RCAA.</li> <li>(4) The holder of an air operator certificate that is suspended shall forthwith produce the certificate to the RCAA for appropriate endorsement.</li> </ul>
<b>Notification of termination of operations</b>	<b>81.</b>	Each holder of an air operator certificate that terminates air operations shall notify the RCAA of the termination in writing within 30 days of the date of termination.
<b>Conducting tests and inspections</b>	<b>82.</b>	<ul style="list-style-type: none"> <li>(1) The RCAA will conduct on-going validation of the air operator certificate holder's continued eligibility to hold its air operator certificate and associated approvals.</li> <li>(2) The air operator certificate holder shall allow the RCAA to conduct tests and inspections, at any time or place, to determine whether an air operator certificate holder is complying with the applicable laws, regulations and air operator certificate terms and conditions.</li> <li>(3) The air operator certificate holder shall make available at its principal base of operations— <ul style="list-style-type: none"> <li>(a) all portions of its current Air Operator Certificate;</li> <li>(b) all portions of its Operations and Maintenance Manuals; and</li> <li>(c) a current listing that includes the location and individual positions</li> </ul> </li> </ul>

responsible for each record, document and report required to be kept by the air operator certificate holder under the applicable aviation law, regulations or standards.

- (4) Failure by any air operator certificate holder to make available to the RCAA upon request, all portions of the air operator certificate, Operations and Maintenance Manuals and any required record, document or report is grounds for suspension of all or part of the air operator certificate.

**Renewal of  
certificate**

**83.**

- (1) The holder of the air operator certificate shall make an application for the renewal of an air operator certificate on form prescribed by the RCAA.
- (2) The application required by sub-regulation (1) shall be submitted to the RCAA, not less than 60 days before the certificate expires.

**Personnel  
requirements**

**84.**

**SUB-PART I - CERTIFICATION REQUIREMENTS**

- (1) An applicant for the grant of a general aviation air operator certificate must employ, contract, or otherwise engage—
- (a) a senior person identified as the Chief Executive who—
- (i) has the authority within the applicant's organisation to ensure that every activity undertaken by the organisation can be financed and carried out in accordance with the requirements and standards prescribed by these regulations; and
- (ii) is responsible for ensuring that the organisation complies with the requirements of these regulations;
- (b) senior persons—
- (i) responsible for ensuring that the applicant's organisation complies with its operations manual;
- (ii) responsible for the functions referred to in sub-regulation (2) (a); and
- (iii) ultimately responsible to the Chief Executive;
- (c) sufficient personnel to plan, perform, supervise, inspect, and certify the operations listed in the applicant's operations manual.
- (2) The senior persons required by sub-regulation (1) must—

- (a) unless otherwise acceptable to the RCAA as a consequence of the size and expected scope of the applicant's organisation, each be responsible for no more than one of the following functions—
  - (i) air operations, including the flight operations and the supporting ground operations;
  - (ii) crew training and competency assessment;
  - (iii) the control and scheduling of maintenance;
  - (iv) the organisational management system;
  - (v) conducting occurrence investigations in accordance with Civil Aviation (Aircraft Accident and Incident Investigation) Regulations; and
- (b) hold the minimum qualifications and experience listed in Schedule of these regulations as applicable to the function for which they are responsible.

- (3) Notwithstanding sub-regulation (2) (a)(ii), and if applicable to the structure of the applicant's organisation, the senior person responsibilities for competency assessment may be assumed by the senior person responsible for air operations under sub-regulation (2)(a) (i).

**Personnel  
competency  
requirements**

- 85. (1) Each applicant for the grant of a general aviation air operator certificate shall establish procedures—
  - (a) to initially assess and to maintain the competence of personnel authorised to plan, perform, supervise, inspect, or certify the air operations listed in the applicant's operations manual; and
  - (b) to ensure personnel are provided with written evidence of the scope of their authorisation.
- (2) Each applicant may contract with an organisation that is certificated under Civil Aviation (Approved Training Organisation) Regulations and appropriately authorised under that certificate to perform the functions of checking to assess, or training to maintain, the competence of the applicant's personnel in accordance with sub-regulation (1)(a).
- (3) Each applicant that contracts with an organisation under sub-regulation (1) shall include in its operations manual

details of—

- (a) the functions to be transferred to the organisation; and
- (b) the scope of the checking or training to be carried out by the organisation; and
- (c) the authority of the organisation in respect of the checking and training functions to be carried out.

(4) The applicant may, as an alternative to sub-regulation (1), utilise an external checking or training programme acceptable to the RCAA that is carried out by an appropriately qualified holder of a flight examiner rating.

**Resource requirements**

**86.**

(1) Each applicant for the grant of a general aviation air operator certificate shall provide resources, acceptable to the RCAA—

(a) that enable the satisfactory provision of the operations listed in the applicant's operations manual; and

(b) that shall, where appropriate, include—

(i) accommodation, offices, workshops, hangars, and buildings; and

(ii) equipment, tools, material, training aids, data, and documentation necessary to perform the operations listed in the applicant's operations manual.

(2) The applicant shall ensure the environment it provides—

(a) is appropriate for the tasks to be performed; and

(b) where appropriate, offers protection from weather elements.

**Proving flights or tests**

**87.**

(1) Each applicant for the grant or amendment of a general aviation air operator certificate shall, if required by the RCAA, perform proving flights or tests to satisfy the RCAA that it can meet the relevant prescribed requirements.

(2) The flights or tests shall be conducted in a manner acceptable to the RCAA.

**Maintenance procedures**

**88.**

(1) An applicant for the grant of a general aviation air operator certificate must establish procedures to ensure the continued airworthiness of—

(a) every aircraft that is operated under the authority of the



certificate; and

(b) any equipment installed in or attached to the aircraft.

(2) An applicant for the grant of a general aviation air operator certificate that contracts with another person to perform maintenance of the applicant's aircraft must include in the operations manual required under regulation 24 details of —

(a) the functions to be transferred to the other person; and

(b) the scope of the maintenance to be carried out by the other person; and

(c) the authority of the other person in respect of the functions and maintenance to be carried out.

**Maintenance  
programme**

**89.**

(1) An applicant for the grant of a general aviation air operator certificate must establish a maintenance programme for every aircraft that is operated under the authority of the certificate.

(2) The maintenance programme required under sub-regulation (1) must include—

(a) the registration, type and serial number of each aircraft that is subject to the programme; and

(b) instructions and procedures, that are at least equivalent to the requirements prescribed in Part III of Civil Aviation (Operation of Aircraft) Regulations and the manufacturer's maintenance schedule, for the performance of maintenance on the aircraft including any required inspections and tests of the airframe, aircraft engine, propellers, rotors, appliances, and emergency equipment, together with details of the parts and areas that—

(i) must be inspected; and

(ii) could result in a failure, malfunction, or defect endangering the safe operation of the aircraft if maintenance is not performed properly or if improper parts or materials are used; and

(c) a schedule for the performance of the maintenance under (b) expressed in terms of the time-in-service, cycles, calendar time, number of system operations, or any combination of these; and

(d) procedures for the induction of an aircraft onto the maintenance programme; and

- (e) procedures for maintenance trend analysis if the programme utilises condition monitored maintenance or information derived from health and usage monitoring systems; and
- (f) procedures to ensure that every inspection required by the programme is performed; and
- (g) procedures for recording defects, including examples of records; and
- (h) procedures for rectifying or deferring defects; and
- (i) procedures for varying an inspection interval because of service experience; and
- (j) procedures for retaining maintenance records in accordance with Civil Aviation (Operation of Aircraft) Regulations, regulations 38.

**Documentation 90.**

- (1) Each applicant requiring a management system in accordance with regulation 23 (3) for the grant of a general aviation air operator certificate shall establish procedures to control, amend, and distribute its operational, safety, and maintenance data.
- (2) Each applicant for the grant of a general aviation air operator certificate shall establish a procedure for the control of documentation required by any applicable regulations, including but not limited to Civil Aviation (Operation of Aircraft) Regulations and these regulations.
- (3) The procedure shall ensure that —
  - (a) all documentation is reviewed and authorised by appropriate personnel before issue; and
  - (b) current issues of all relevant documents are available to personnel at all locations where they need access to such documentation, in either hard copy, electronic, or other form acceptable to the RCAA; and
  - (c) all obsolete documentation is promptly removed from all points of issue or use; and
  - (d) changes to documentation are reviewed and approved by appropriate personnel; and

the current version of each item of documentation can be identified to preclude the use of superseded material.

**Records— 91.**

Each applicant for the grant of a general aviation air operator certificate

**personnel**

shall establish procedures to ensure that —

- a) an accurate record is maintained of —
  - (i) each employee who, in the performance of their duties, is required to hold a licence or rating; and
  - (ii) each employee who is exercising any delegation of the RCAA's functions or powers; and
  - (iii) each employee who is exercising any authorisation granted by the certificate holder; and
- b) the record includes details of—
  - (i) the relevant experience, qualifications, and training of each employee listed under (a); and
  - (ii) the scope, validity, and currency of any licence or rating referred to in (a) (i); and
  - (iii) the delegations referred to in (a) (ii); and
  - (iv) the authorisations referred to in (a) (iii); and
- c) the record is retained for one year from the date that the employee —
  - (i) ceases to perform duties requiring a licence or rating; or
  - (ii) exercises any delegation or authorisation.

**Records—  
resources**

- 92.** Each applicant for the grant of a general aviation air operator certificate shall—
- (a) establish procedures to ensure details are accurately recorded of testing, checking, and calibration of any safety-critical resources used in carrying out the operations specified on the certificate; and
  - (b) retain the record of details required by (b) for two years from the date the details are recorded.

**Flight  
authorisation  
and control**

- 93.** Each applicant for the grant of a general aviation air operator certificate shall establish procedures to ensure the initiation, continuation, and termination of a flight or series of flights is authorised by the person required by regulation 11 (2) (a) (i).

**Flight following  
service**

- 94.** (1) An applicant for the grant of a general aviation air operator certificate must establish procedures to ensure that a flight following service is provided for any air operation that is conducted without a flight plan

being submitted to an ATS unit.

- (2) The procedures required in sub-regulation (1) must ensure that for each air operation being provided with a flight following service, the person providing the flight following service—
- (a) has the information required under Civil Aviation (Rules of Air and Air Traffic Control) Regulations, regulation 33 for a VFR flight plan; and
  - (b) has a pre-arranged time for the completion of the air operation; and
  - (c) subject to sub-regulation (3), has a time for re-establishing communications if the flight will operate in an area where communications cannot be maintained; and
  - (d) has details of any other arrangements that may be appropriate for the safety of the operation for the pilot-in-command to report to the flight following service; and
  - (e) makes timely notification to —
    - (i) the national rescue co-ordination centre; or
    - (ii) an organisation capable of taking emergency activation action that is acceptable to the RCAA —

if the pilot-in-command fails to establish communications within the pre-arranged times under (b), (c), or (d).

- (3) An aircraft may be without communication under sub-regulation (2)(c) for—
- (a) no longer than 30 minutes, if it is an air transport operation; or
  - (b) any period of time that is established before the flight in accordance with the procedures under sub-regulation (1) if it is a commercial transport operation.

**Establishment  
of operations  
procedures**

**95.**

- (1) Each applicant for the grant of a general aviation air operator certificate shall establish an organisational management system to ensure compliance with, and adequacy of, the procedures required by these regulations.
- (2) The organisational management system procedures shall be of sufficient detail when considering the size and complexity of the operation to ensure that the appropriate organisational procedures are understood, implemented, and maintained at all levels of the

organisation.

- (3) Except as provided in sub-regulation (5), the organisational management system shall include—
- (a) a safety policy and safety policy procedures, including the procedure for occurrence investigations conducted in accordance with Civil Aviation (Aircraft Accident and Incident Investigation) Regulations;
  - (b) a procedure to ensure personnel and customer feedback are monitored to identify existing problems or potential causes of problems within the system;
  - (c) a procedure to ensure problems, or potential problems, that have been identified within the system are—
    - (i) corrected;
    - (ii) checked to ensure any corrections have been effective; and
  - (d) a procedure to check that the organisation's programmes and procedures achieve the stated aims of its safety policy; and
  - (e) a procedure to ensure that the management of the organisation continues to be effective in satisfying the requirements of these regulations, including—
    - (i) a regular plan of review; and
    - (ii) regular feedback to personnel including the results of the review and any actions undertaken to correct problems identified.
- (4) The senior person who has the responsibility for the organisational management system shall communicate with the Chief Executive on matters affecting safety.
- (5) Sub-regulation (3) shall not apply to an applicant for the grant of a general aviation air operator certificate that intends to conduct air operations—
- (a) with a total of three or less aircraft listed on their operations specifications; and
  - (b) from a total of two or less bases.
- (1) An applicant for the grant of a general aviation air operator certificate must provide the RCAA with an operations manual that contains—

- (a) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the operations manual and any included manuals—
    - (i) define the air operator organisation and demonstrate its means and methods for ensuring ongoing compliance with these regulations and any other applicable regulations; and
    - (ii) are required to be complied with by the organisation's personnel at all times; and
  - (b) the titles and names of the senior persons required by regulation 11 (1) (a) and (b);
  - (c) the duties and responsibilities of the senior persons identified under (b) including matters for which they have responsibility to deal directly with the RCAA on behalf of the applicant's organisation;
  - (d) if appropriate, an organisation chart showing lines of responsibility of the senior persons identified under (b);
  - (e) details of the principal place of operation and the main maintenance base;
  - (f) details of the applicant's procedures required by these Regulations; and
  - (g) details of—
    - (i) the maintenance procedures required by regulation 15;
    - (ii) the maintenance programme required by regulation 16; and
    - (iii) the maintenance organisation that performs maintenance on the applicant's aircraft; and
  - (h) details of the programmes required, as appropriate, by these regulations; and
  - (i) details of the applicant's procedures that ensures compliance with the laws of any foreign State in which the applicant's aircraft operate; and
  - (j) procedures to control, amend, and distribute the operations manual.
- (2) The operations manual must remain acceptable to the RCAA.

## SUB-PART II – OPERATING REQUIREMENTS

<b>Continued compliance</b>	<b>97.</b>	<p>(1) A holder of a general aviation air operator certificate must comply with the operations specifications required by regulation 7.</p> <p>(2) A holder of an air operator certificate must—</p> <ul style="list-style-type: none"><li>(a) continue to meet the standards and comply with the requirements of Part III of these regulation;</li><li>(b) comply with every procedure and programme detailed in the certificate holder’s operations manual; and</li><li>(c) except for the holder of a general aviation air operator certificate whose organisational management system is not required to comply with the requirements of regulation 23 (3), hold at each location specified in the certificate holder’s operations manual—<ul style="list-style-type: none"><li>(i) at least 1 current copy of the certificate holder’s operations specifications; and</li><li>(ii) in hard copy, electronic, or other form acceptable to the RCAA, at least 1 current copy of the relevant sections of the certificate holder’s operations manual that are applicable to the operations at the location.</li></ul></li></ul>
<b>Flight operation requirements</b>	<b>98.</b>	Each holder of a general aviation air operator certificate conducting an air operation shall comply with the applicable operating requirements of these Regulations.
<b>Flight crew qualifications</b>	<b>99.</b>	<p>(1) No holder of a general aviation air operator certificate shall authorise any person to act as a flight crew member, and no person may serve as a flight crew member, on an air operation, unless the person holds the licence and rating in accordance with Civil Aviation (Personnel Licensing) Regulations that includes the privileges necessary to perform the operation.</p> <p>(2) Each person authorised to perform an air operation shall have in their possession the licence required by sub-regulation (1) and that person’s current medical certificate.</p>
<b>Charter, cross-hire, and leasing of Rwanda</b>	<b>100.</b>	<p>(1) Each holder of a general aviation air operator certificate that charters, cross-hires, or leases an aircraft, with or without flight crew, from another holder of an air operator certificate shall clearly establish with that other operator, and inform the pilot-in-command, prior to the</p>

**registered  
aircraft**

aircraft's use in an air operation, under which air operator certificate the operation will be conducted.

- (2) Where the holder of a general aviation air operator certificate charters, cross-hires, or leases an aircraft, with or without flight crew, from any person who does not hold an air operator certificate, then the certificate holder shall conduct the operation under its own air operator certificate.
- (3) Each holder of a general aviation air operator certificate shall keep a copy of each written charter, cross-hire, or lease arrangement, under which it performs an air transport operation, for a period of at least one year after the date of completion of the last flight under the arrangement.
- (4) In the case of a charter, cross-hire, or lease arrangement, that is made orally, the certificate holder shall keep a memorandum stating the elements of the arrangement, and of any amendments to it, for a period of at least one year after the date of completion of the last flight under the arrangement.

**Use of non-  
Rwanda  
registered  
aircraft**

**101.**

- (1) Each holder of a general aviation air operator certificate that uses a non-Rwanda registered aircraft under a charter, lease, or similar arrangement, to perform an air operation shall, at least 30 days prior to the performance of the operation, unless a shorter period is acceptable to the RCAA, notify the RCAA of the basic terms of the charter, lease, or similar arrangement, including—
  - (a) whether the aircraft provider is authorised by an ICAO contracting State to perform air operations;
  - (b) the names of the parties to the arrangement;
  - (c) the duration of the arrangement; and
  - (d) the nationality, the registration markings, and the type of each aircraft involved in the arrangement.
  - (e) The certificate holder shall obtain approval from the RCAA prior to the use of a non-Rwanda registered aircraft on air operations.

**Business or  
trading name**

**102.**

- (a) Each holder of a general aviation air operator certificate shall conduct its air operations using the trading or business name that appears on the certificate holder's certificate.
- (b) No person shall perform an air operation unless the trading or business name of the certificate holder conducting the operation is displayed in such a manner that it is clearly identifiable, visible, and



legible to any intending passenger before they board the aircraft.

- (c) The certificate holder shall clearly identify, when it advertises any air operation conducted by it, the business or trading name that appears on the certificate.

**Changes to  
certificate  
holder's  
organisation**

**103.**

- (1) Each holder of a general aviation air operator certificate shall—
  - (a) ensure that its operations manual is amended so as to remain a current description of its organisation; and
  - (b) ensure that any amendments made to its operations manual meet the applicable requirements of these regulations or any other regulations and comply with the amendment procedures contained in its operations manual; and
  - (c) forward to the RCAA for retention a copy of each amendment to its operations manual as soon as practicable after the amendment is incorporated into its operations manual; and
  - (d) make such amendments to its operations manual as the RCAA considers necessary in the interests of aviation safety.
- (2) Where the certificate holder proposes to make a change to any of the following, prior application for and acceptance by the RCAA is required:
  - (a) the Chief Executive;
  - (b) the listed senior persons;
  - (c) the locations nominated in regulation 24 (1) (e), as appropriate, from which the certificate holder conducts air operations;
  - (d) the scope of the certificate holder's certificate;
  - (e) the overall scope or intent of the organisation's management system;
  - (f) the maintenance programme;
  - (g) any contractor carrying out the certificate holder's maintenance or training;
  - (h) the flight and duty scheme; or
  - (i) where required, the air operator security programme.
- (3) The RCAA may prescribe conditions on the air operator certificate during or following any of the changes specified in sub-regulation (2).

- (4) The certificate holder shall comply with any conditions prescribed under sub-regulation (3).
- (5) Where any of the changes referred to in sub-regulation (2) requires an amendment to the certificate, the certificate holder shall forward the certificate to the RCAA as soon as practicable.

**Changes to the  
maintenance  
programme**

**104.**

The holder of a general aviation air operator certificate shall, upon the RCAA's request, make any revisions to a maintenance programme found by the RCAA to be necessary to satisfy the continuing airworthiness requirements of that programme.

### **PART III - AIR OPERATOR CERTIFICATE- HELICOPTERS**

<b>Applicability</b>	<b>105.</b>	<p>This Part shall apply to certification of air operator certification operating-</p> <ol style="list-style-type: none"><li>1) helicopters registered in Rwanda and engaged in commercial air transport operations within Rwanda;</li><li>2) helicopters registered in Rwanda and engaged in international commercial air transport operations;</li></ol>
<b>Requirement for air operator certificate</b>	<b>106.</b>	<p>A Rwandan operator shall not operate a helicopter except under the authority of, and in accordance with the conditions of, an air operator certificate issued under this part.</p>
<b>Quality assurance system</b>	<b>107.</b>	<ol style="list-style-type: none"><li>(1) An applicant for the issuing of an air operator certificate shall establish a quality assurance system for the control and supervision of the type of operation, and the maintenance of the type of helicopter, covered by the application.</li><li>(2) The minimum standards for a quality assurance system shall be as prescribed by the RCAA.</li><li>(3) If the applicant is an aircraft maintenance organisation approved in terms of Civil Aviation (Aircraft Maintenance Organization) Regulations, the quality assurance system may be combined with the quality assurance system referred to in Civil Aviation (Aircraft Maintenance Organization) Regulations.</li></ol>
<b>Personnel requirements</b>	<b>108.</b>	<ol style="list-style-type: none"><li>(1) The applicant shall engage, employ or contract-<ol style="list-style-type: none"><li>(a) a senior person identified as the accountable manager and compliance officer of the operator concerned, to whom contractual authority has been granted to ensure that all activities undertaken by the operator are carried out in accordance with the applicable requirements prescribed in this part, and who shall in addition be vested with the following powers and duties in respect of the compliance with such requirements:<ol style="list-style-type: none"><li>(i) Unrestricted access to work performed or activities undertaken by all other persons as employees of, and other persons rendering service under contract with, the operator;</li></ol></li></ol></li></ol>

- (ii) full rights of consultation with any such person in respect of such compliance by him or her;
- (iii) powers to order cessation of any activity where such compliance is not effected;
- (iv) a duty to establish liaison mechanisms with the RCAA with a view to ascertain correct manners of compliance with the said requirements, and interpretations of such requirements by the Director, and to facilitate liaison between the Director and the operator concerned; and
- (v) powers to report directly to the management of the operator on his or her investigations and consultations generally, and in cases contemplated in subparagraph (iii), and with regard to the results of the liaison contemplated in subparagraph (iv);

(b) competent persons who are responsible for –

- (i) quality assurance, and who has direct access to the accountable manager and compliance officer referred to in paragraph (a) on matters affecting airworthiness, helicopter maintenance and aviation safety;
- (ii) flight operations;
- (iii) the maintenance system;
- (iv) crew training; and
- (v) ground operations; and

(c) adequate personnel to plan, perform, supervise and inspect the type of operation, and the maintenance of the type of helicopter, covered by the application.

(2) The applicant shall establish a procedure for initially assessing, and a procedure for maintaining, the competency of those personnel involved in planning, performing or supervising the type of operation, and the maintenance of the type of helicopter, covered by the application.

**Accommodation**    **109.**    The applicant shall ensure that –

- (a) working space available at each operating base is sufficient for personnel pertaining to the safety of flight operations, taking into account the needs of ground personnel, personnel concerned with operational control, the storage and display of essential records and flight planning by crew;
- (b) office services are capable, without delay, of distributing

operational instructions and other information to all concerned; and

(c) suitable office accommodation are available at appropriate locations for the personnel referred to in regulation 106(1 )(b)(iii) and (c).

**Application for  
air operator  
certificate or  
amendment  
thereof**

**110.**

(1) An application for the issuing of an air operator certificate, or an amendment thereof, shall be-

(a) made to the Director General in the appropriate form as prescribed by the RCAA; and

(b) accompanied by –

- (i) the appropriate fee prescribed by the RCAA;
- (ii) the operations manual;
- (iii) proof that the applicant is financially capable of conducting the type of operation, and the maintenance of the type of helicopter, covered by the application; and
- (iv) in respect of the operator's maintenance system, and for each type of helicopter to be operated –
  - (a) the maintenance management manual;
  - (b) the operator's helicopter maintenance programme;
  - (c) the helicopter technical log;
  - (d) the technical specifications of the maintenance arrangements between the applicant and an aircraft maintenance organisation approved in terms of Civil Aviation (Aircraft Maintenance Organization) Regulations, if applicable; and
  - (e) the number of helicopters.

(2) An application for the issuing of an air operator certificate, shall be submitted to the RCAA at least 90 days before the date of commencement of the intended operation.

(3) An application for the amendment of an air operator certificate, shall be submitted to the RCAA at least 30 days before the date of commencement of the intended amendment.

**Assessment of  
application and  
issuing of  
certificate**

**111.**

(1) In considering an application for the issuing of an air operator certificate, or an amendment thereof, the RCAA may conduct the investigation he or she deems necessary.

(2) The application shall be granted and the certificate issued if-

- a. the applicant complies with the requirements prescribed by the RCAA; and
- b. the RCAA is satisfied that –

- i. the applicant has the financial capability of conducting a safe operation; and
  - ii. the applicant will not conduct the operation concerned contrary to any provision of the Law governing civil aviation in Rwanda.
- (3) If the RCAA is not so satisfied, the RCAA shall notify the applicant thereof, stating the reasons in the notification, and grant the applicant the opportunity to rectify or supplement any defect within the period determined by the RCAA, after which period the RCAA shall grant or refuse the application concerned.
- (4) An air operator certificate shall be issued on the appropriate form as prescribed by the RCAA, under such conditions which the RCAA may determine.
- (5) An air operator certificate shall specify –
  - a. the name and principal place of business of the operator;
  - b. the date on which the certificate was issued and its period of validity;
  - c. a description of the type of operation authorised;
  - d. the type of helicopter authorised for operation;
  - e. the nationality and registration marks of each helicopter authorised for operation;
  - f. the authorised area of operation; and
  - g. the conditions of the certificate.

**Period of validity**

**112.**

- (1) An air operator certificate shall be valid for the period determined by the RCAA, which period shall not exceed 12 months, calculated from the date of issuing or renewal thereof.
- (2) If the holder of an air operating certificate applies at least 30 days prior to the expiry thereof, for the renewal of the certificate, such certificate shall, notwithstanding the provisions of sub regulation (1), remain valid until such holder is notified by the RCAA of the result of the application for the renewal of such certificate.
- (3) The certificate shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of these regulations.
- (4) The holder of a certificate which expires, shall forthwith surrender the certificate to the RCAA.
- (5) The holder of a certificate which is suspended, shall forthwith produce the certificate upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement. (6) The holder of a certificate which is cancelled, shall, within 30 days from the date on which the certificate is cancelled, surrender such certificate to the Director. Transferability

- |  |             |   |
|--|-------------|---|
| <b>Transferability</b>                     | <b>113.</b> | <p>(1) Subject to the provisions of sub regulation (2), an air operator certificate shall not be transferable.</p> <p>(2) A change in ownership of the holder of a certificate shall be deemed to be a change of significance.</p>  |
| <b>Changes in quality assurance system</b> | <b>114.</b> | <p>(1) If the holder of an air operator certificate desires to make any change in the quality assurance system referred to in regulation 107, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, including –</p> <ul style="list-style-type: none"> <li>a. any particulars on the certificate;</li> <li>b. the identity of the accountable manager and compliance officer;</li> <li>c. the identities of the persons referred to in regulation 108(l)(b); and</li> <li>d. the conditions of the certificate,</li> </ul> <p>such holder shall apply to the RCAA for the approval of such change.</p> <p>(2) The provisions of regulation 114 shall apply mutatis mutandis to an application for the approval of a change in the quality assurance system</p> <p>(3) An application for the approval of a change in the quality assurance system shall be granted by the RCAA if the applicant satisfies the RCAA, upon submission of appropriate proposed changes to its operations manual, that it will continue to comply with the provisions of the regulations 107 to 113 inclusive, after the implementation of such approved change.</p> |
| <b>Minimum Equipment List</b>              | <b>115.</b> | <p>(1) An operator shall establish, for each helicopter, a Minimum Equipment List (MEL) approved by the RCAA. This shall be based upon, but no less restrictive than, the relevant Master Minimum Equipment List (MMEL) (if this exists) accepted by the RCAA.</p> <p>(2) An operator shall not operate an helicopter other than in accordance with the MEL unless permitted by the RCAA. Any such permission will in no circumstances permit operation outside the constraints of the MMEL.</p>  |
| <b>Duties of holder of certificate</b>     | <b>116.</b> | <p>(1) The holder of an air operator certificate shall –</p> <ul style="list-style-type: none"> <li>a. engage, employ or contract – <ul style="list-style-type: none"> <li>i. adequate flight crew and cabin crew for the type of operation authorised, who are trained and checked as required by the Authority;</li> <li>ii. adequate ground personnel for the nature and scale of the type of operation authorised, who have a thorough understanding of their responsibilities within the organisation of the operator;</li> <li>iii. adequate supervisors for the structure of the operator and the number of personnel engaged, employed or</li> </ul> </li> </ul>  |

contracted, who possess experience and personal qualities sufficient to ensure the attainment of the standards specified in its approved operations manual;

b. ensure that –

- i. each flight is conducted in accordance with its approved operations manual;
- ii. the type of helicopter authorised for use, is equipped, and its crew qualified, as required for the area and type of operation authorised;
- iii. arrange appropriate ground handling facilities to ensure the safe handling of its flight;
- iv. if the provision of certain of its services is contracted to another organisation, retain responsibility for the maintenance of the standards for such services, specified in its approved operations manual; and
- v. maintain operational support facilities at the main operating base, appropriate for the area and type of operation authorised.

<b>Statistical information</b>	<b>117.</b>	The holder of an air operator certificate shall furnish the RCAA with the statistical information, within the appropriate period, as prescribed by the RCAA.
<b>Documentation</b>	<b>118.</b>	The holder of an air operator certificate shall make the necessary arrangements for the production of manuals, amendments and other documents.
<b>Display of certificate</b>	<b>119.</b>	The holder of an air operator certificate shall display the certificate in a prominent place, generally accessible to the public at such holder's principal place of business and, if a copy of the certificate is displayed, shall produce the original certificate to an authorised officer, inspector or authorised person if so requested by such officer, inspector or person.
<b>Advertisements</b>	<b>120.</b>	Any advertisement by an organisation indicating that it is the operator of a helicopter, shall reflect the number of the air operator certificate issued by the RCAA.
<b>Renewal of certificate</b>	<b>121.</b>	<p>(1) The holder of an air operator certificate shall at least 30 days immediately preceding the date on which the certificate expires, apply for the renewal of such certificate.</p> <p>(2) The provisions of regulations 110(1) and 111 shall apply mutatis mutandis to an application made in terms of this regulation.</p>



**Safety  
inspections and  
audits**

**122.**

- (1) An applicant for the issuing of an air operator certificate shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits which may be necessary to verify the validity of any application made in terms of regulation 110.
- (2) The holder of an air operator certificate shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits, including safety inspections and audits of its partners or subcontractors, which may be necessary to determine compliance with the appropriate requirements prescribed in this Part.

**Power to  
Inspect**

**123.**

An operator shall ensure that any person authorised by the Director General is permitted at any time to board and fly in any helicopter operated in accordance with an AOC issued by that Director General and to enter and remain on the flight deck provided that the commander may refuse access to the flight deck, if in his opinion, the safety of the helicopter would thereby be endangered.

**Suspension and  
cancellation of  
certificate and  
appeal**

**124.**

- (1) An air operator certificate may be varied, suspended or revoked if the RCAA is no longer satisfied that the operator can maintain an adequate organisation to ensure safe operations.
- (2) An authorised officer, inspector or authorised person may suspend for a period not exceeding 30 days, an air operator certificate issued under this Subpart, if –
  - a. after a safety inspection and audit carried out in terms of these regulations, it is evident that the holder of the approval does not comply with the requirements prescribed in this Part, and such holder fails to remedy such non-compliance within 30 days after receiving notice in writing from the authorised officer, inspector or authorised person to do so; or
  - b. the authorised officer, inspector or authorised person is prevented by the holder of the certificate, or any of its partners or subcontractors, to carry out a safety inspection and audit in terms of these regulations;
  - c. the suspension is necessary in the interests of aviation safety.
- (3) The authorised officer, inspector or authorised person who has suspended a certificate in terms of sub regulation (1), shall, within one workday of such suspension, deliver a report in writing to the Director General.
- (4) The authorised officer, inspector or authorised person concerned shall submit a copy of the report referred to in sub regulation (3), to the holder of the certificate which has been suspended.
- (5) The holder of a certificate whose certificate has been suspended may appeal against such suspension to the Director, within 30 days after such holder becomes aware of such suspension.
- (6) An appellant shall deliver an appeal in writing, stating the reasons why,

in the opinion of the appellant, the suspension should be varied or set aside, and the appeal shall include, if applicable, full particulars of any remedial action which may have been taken by the appellant to rectify the circumstances which resulted in such suspension.

- (7) The Director shall acknowledge receipt of an appeal.
- (8) The Director may, within 14 days, subject to such conditions which the Director may determine, confirm, vary or set aside the suspension referred to in sub regulation (2), or cancel the certificate.

## **Register of certificates**

**125.**

- (1) The RCAA shall maintain a register of all air operator certificates issued, amended or renewed in terms of the regulations in this part.
- (2) The register shall contain the following particulars:
  - a. The full name of the holder of the certificate;
  - b. the postal address of the holder of the certificate;
  - c. the telephone and telefax numbers of the holder of the certificate;
  - d. the date on which the certificate was issued, amended or renewed;
  - e. the number of the certificate issued, amended or renewed;
  - f. the conditions of the certificate;
  - g. the nationality of the holder of the certificate; and
  - h. the date on which the certificate was cancelled, if applicable.
- (3) The particulars referred to in sub regulation (2) shall be recorded by the RCAA in the register within seven days from the date on which the certificate was issued, amended, renewed or cancelled, as the case may be.
- (4) The register shall be kept in a safe place at the office of the Director.
- (5) A copy of the register shall be furnished by the RCAA, on payment of the appropriate fee as prescribed by the RCAA, to any person who requests the copy.

## **Safety Management System**

**126.**

- (1) An air operator certificate holder operating a helicopter registered in Rwanda flying for the purpose of commercial air transport shall establish and maintain a safety management system that is approved by the RCAA.
- (2) The safety management system referred to in sub-regulation (1) shall:
  - (a) identify actual and potential safety hazards;
  - (b) ensure that remedial action necessary to maintain an acceptable level of safety is implemented;
  - (c) provide for continuous monitoring and regular assessment of

the safety level achieved; and

- (d) aim to make continuous improvement to the overall level of safety.
- (3) A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.
- (4) The AOC holder shall, as part of certification requirements, submit an SMS manual to the RCAA for approval and shall include:
  - (a) a scope of safety management system
  - (b) the safety policy and objectives;
  - (c) safety accountabilities;
  - (d) key safety personnel;
  - (e) documentation control procedures;
  - (f) coordination of emergency response planning;
  - (g) hazards identification and safety risk management schemes;
  - (h) safety assurance;
  - (i) safety performance monetary;
  - (j) safety audit;
  - (k) management of change;
  - (l) safety promotion; and
  - (m) contacted activities.

**Flight safety  
documents  
system and  
flight safety  
programme**

**127.**

- (1) An operator shall establish a flight safety documents system, for the use and guidance of operational personnel, as part of its safety management system.
- (2) Guidance on the development and organization of a flight safety documents system is provided in the Sixth Schedule to these Regulations.

**Dry lease of  
helicopter**

**128.**

- (1) A Rwandan operator who intends to dry lease a foreign registered helicopter for operations under this Part, shall –
  - a. ensure that the helicopter can be operated and is operated in accordance with the requirements prescribed in this Part;
  - b. (b) obtain prior approval from the RCAA to operate such helicopter.
- (2) The approval referred to in sub regulation (1)(b) shall, subject to such conditions as the RCAA may determine, be granted if such helicopter is –
  - a. (a) type certificated in accordance with the requirements prescribed in acceptable airworthiness code;
  - b. (b) maintained in accordance with the operator's approved maintenance system;
  - c. (c) operated under the air operator certificate held by the operator referred to in sub regulation (1).
- (3) The conditions of approval referred to in sub regulation (2) shall be part of the lease agreement between the operator referred to in sub regulation (1) and the operator from which the foreign registered helicopter is leased.
- (4) Subject to the provisions of sub regulation (5), the operator of a Rwandan registered helicopter may dry lease the helicopter to any operator of another Contracting State.
- (5) On request of the operator of a Rwandan registered helicopter, the Director may remove the helicopter from the air operator certificate held by such operator: Provided that –
  - a. the appropriate authority of the State of the Operator has accepted in writing, the responsibility for surveillance of the maintenance and operation of such helicopter; and
  - b. such helicopter is maintained according to an approved operator's maintenance system.

**Wet lease of  
helicopter**

**129.**

- (1) A Rwandan operator who intends to wet lease a foreign registered helicopter for operations under this Part, shall obtain prior approval from the RCAA to operate such helicopter.
- (2) The approval referred to in sub regulation (1) shall, subject to such conditions as the Director may determine, be granted if such helicopter –
  - a. is wet leased from an operator who is the holder of an air operator certificate or equivalent authorisation issued by an appropriate authority;
  - b. has been type certificated by the appropriate authority;
  - c. holds a valid certificate of airworthiness or similar document issued by such appropriate authority;
  - d. is maintained and operated in accordance with safety standards at least equivalent to the safety standards prescribed in this Part;

**Leasing of  
helicopter  
between two  
Rwandan  
operators**

**130.**

- and
    - e. will be operated in terms of the air operator certificate held by the operator referred to in sub regulation (1).
  - (3) The operator referred to in sub regulation (1) shall
    - a. satisfy the Director that the safety standards of the lessor are not less than the safety standards prescribed in this Part;
    - b. ensure that any law applicable to the maintenance and operation of the helicopter to be wet leased, is complied with.
  - (4) The operator of a Rwandan registered helicopter who intends to wet lease the helicopter to any operator, other than an operator of another Contracting State, shall remain the operator of the helicopter for the purposes of this part, and the responsibility for surveillance of the maintenance and operation of such helicopter shall not be transferred to the appropriate authority of the State of the Operator.
- (1) A Rwandan operator who intends to lease a helicopter and complete crew from another Rwandan operator, shall become the operator of the helicopter and shall assume the functions and responsibilities prescribed in this part.
- (2) A Rwandan operator, intending to utilise a helicopter leased from, or to lease it to, another Rwandan operator shall obtain prior approval from the RCAA for the operation, and the conditions of approval shall be part of the lease agreement between the operators.
- (3) The terms of an approved lease agreement, other than an agreement in terms of which a helicopter together with crew is leased, and where no transfer of functions and responsibilities is intended, shall include –
- a. the arrangement concerning the air operator certificate under which the flights with the leased helicopter shall be operated; and
  - b. any deviation from the air operator certificate under which the flights with the leased helicopter shall be operated.

**PART IV – ADMINISTRATIVE SANCTIONS**

**Administrative  
fines**

**131.**

Any person who contravenes the provisions set out in column I of Ninth Schedule shall be liable to fixed administrative fine set out in column II of that Schedule

## FIRST SCHEDULE

### REGULATION 6

#### AIR OPERATOR CERTIFICATE (AOC) TEMPLATE

AIR OPERATOR CERTIFICATE		
REPUBLIC OF RWANDA		
	<b>RWANDA CIVIL AVIATION AUTHORITY</b>	
AOC # <sup>1</sup> : Expiry date <sup>2</sup> :	<b>OPERATOR NAME<sup>3</sup></b>  Dba trading name <sup>4</sup> : Operator address <sup>5</sup> : Telephone <sup>6</sup> : Fax: E-mail:	<b>OPERATIONAL POINTS OF CONTACT<sup>7</sup></b>  Contact details, at which operational management can be contacted without undue delay, are listed in _____ <sup>8</sup> .
This certificate certifies that _____ <sup>9</sup> is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual and the _____ <sup>10</sup> .		
Date of issue <sup>11</sup> :	Name and signature <sup>12</sup> : Title:	

Notes.—

1. Unique AOC number, as issued by the State of the Operator.
2. Date after which the AOC ceases to be valid (dd-mm-yyyy).
3. Replace by the operator's registered name.
4. Operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").
5. Operator's principal place of business address.
6. Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.
7. The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted

*without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.*

- 8. Insert the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference, e.g.: “Contact details are listed in the operations manual, Gen/Basic, Chapter 1, 1.1” or “... are listed in the operations specifications, page 1” or “... are listed in an attachment to this document”.*
- 9. Operator’s registered name.*
- 10. 13Insertion of reference to the appropriate civil aviation regulations.*
- 11. Issuance date of the AOC (dd-mm-yyyy).*
- 12. Title, name and signature of the authority representative. In addition, an official stamp may be applied on the AOC*

## SECOND SCHEDULE

### REGULATION 6

#### OPERATIONS SPECIFICATIONS TEMPLATE

<b>OPERATIONS SPECIFICATIONS</b> (subject to the approved conditions in the operations manual)				
<b>RWANDA CIVIL AVIATION AUTHORITY CONTACT DETAILS<sup>1</sup></b>				
Telephone: _____ Fax: _____ E-mail: _____				
AOC# <sup>2</sup> : _____ Operator name <sup>3</sup> : _____ Date <sup>4</sup> : _____				
Signature: _____ Db a trading name: _____				
Aircraft model <sup>5</sup> : _____				
Types of operation: Commercial air transportation <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo <input type="checkbox"/> Other <sup>6</sup> : _____				
Area(s) of operation <sup>7</sup> : _____				
Special limitations <sup>8</sup> : _____				
<b>SPECIAL AUTHORIZATIONS</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFIC APPROVALS<sup>9</sup></b>	<b>REMARKS</b>
Dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low visibility operations Approach and landing Take-off	<input type="checkbox"/>	<input type="checkbox"/>	CAT <sup>10</sup> : ____ RVR: ____m DH: ____ ft	
Operational Credit (s)	<input type="checkbox"/>	<input type="checkbox"/>	RVR <sup>11</sup> : ____ m	
RVSM <sup>13</sup> <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	12	



ETDO <sup>14</sup> <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Threshold <sup>14</sup> : _____ minutes Maximum diversion time <sup>15</sup> : _____ minutes	
Navigation specifications for PBN operations <sup>16</sup>	<input type="checkbox"/>	<input type="checkbox"/>		<sup>17</sup>
Continuing airworthiness			<sup>18</sup>	
EFB			<sup>19</sup>	
Other <sup>20</sup>	<input type="checkbox"/>	<input type="checkbox"/>		

Notes.—

1. Telephone and fax contact details of the authority, including the country code. E-mail to be provided if available.
2. Insert the associated AOC number.
3. Insert the operator's registered name and the operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").
4. Issuance date of the operations specifications (dd-mm-yyyy) and signature of the authority representative.
5. Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at:  
<http://www.intlaviationstandards.org/>.
6. Other type of transportation to be specified (e.g. emergency medical service).
7. List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).
8. List the applicable special limitations (e.g. VFR only, day only).
9. List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).
10. Insert the applicable approach operation classified as Type B (CAT I, II, IIIA, IIIB or IIIC). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category.
11. Insert the approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.

12. List the airborne capabilities (i.e. automatic landing, HUD, EVS, SVS, CVS) and associated operational credit(s) granted.
13. “Not applicable (N/A)” box may be checked only if the aircraft maximum ceiling is below FL 290.
14. Extended range operations (ETOPS) currently applies only to twin-engined aircraft.  
Therefore the “Not applicable (N/A)” box may be checked if the aircraft model has more than 2 engines. Should the concept be extended to 3 or 4-engined aircraft in the future, the “Yes” or “No” checkbox will be required to be checked.
15. The threshold distance may also be listed (in NM), as well as the engine type.
16. Performance-based navigation (PBN): one line is used for each PBN specification authorization (e.g. RNAV 10, RNAV 1, RNP 4), with appropriate limitations or conditions listed in the “Specific Approvals” and/or “Remarks” columns.
17. Limitations, conditions and regulatory basis for operational approval associated with the performance-based navigation specifications (e.g. GNSS, DME/DME/IRU). Information on performance-based navigation, and guidance concerning the implementation and operational approval process, are contained in the Performance-based Navigation Manual (Doc 9613).
18. Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. EC2042/2003, Part M, Subpart G).
19. List the EFB functions with any applicable limitations.
20. Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).

## **THIRD SCHEDULE**

### **REGULATION 14 (5)**

#### **QUALITY SYSTEM**

- (a) In order to show compliance with regulation 14 (5), an air operator certificate holder should establish its quality system in accordance with the instruction and information contained in the following paragraphs.

#### **1.0. General.**

##### **1.1 Terminology.**

- (a) The terms used in the context of the requirement for an air operator certificate holder's quality system have the following meaning:
  - (i) Accountable Manager. The person acceptable to the RCAA who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the RCAA, and any additional requirements defined by the operator.
  - (ii) Quality assurance. Quality assurance, as distinguished from quality control, involves activities in the business, systems, and technical audit areas. A set of predetermined, systemic actions which are required to provide adequate confidence that a product or service satisfies quality requirements.

##### **1.2 Quality Policy.**

**1.2.1** An operator shall establish a formal, written quality policy statement that is a commitment by the accountable manager as to what the quality system is intended to achieve. The quality policy should reflect the achievement and continued compliance with the Civil Aviation Regulations together with any additional standards specified by the operator.

**1.2.2** The accountable manager is an essential part of the operator's management organisation. With regard to the text in regulation (1), the term "accountable manager" is intended to mean the Chief Executive/President/Managing Director/ General Manager, etc. of the operator's organisation, who by virtue of his or her position has overall responsibility (including financial) for managing the organisation.

**1.2.3** The accountable manager will have overall responsibility for the operator's quality system, including the frequency, format and structure of the internal management evaluation activities as prescribed in paragraph 3.9 below.

### **1.3 Purpose of the Quality System.**

**1.3.1** The quality system should enable the operator to monitor compliance with these Regulations, the operator's manual system, and any other standards specified by the operator, or the RCAA, to ensure safe operations and airworthy aircraft.

### **1.4 Quality Manager.**

**1.4.1** The function of the quality manager to monitor compliance with, and the adequacy of, procedures required to ensure safe operational practices and airworthy aircraft as required by these Regulations may be carried out by more than one person by means of different, but complementary, quality assurance programmes.

**1.4.2** The primary role of the quality manager is to verify, by monitoring activity in the fields of flight operations, maintenance, crew training and ground operations, that the standards required by the RCAA, and any additional requirements defined by the operator, are being carried out under the supervision of the relevant required management personnel.

**1.4.3** The quality manager should be responsible for ensuring that the quality assurance programme is properly established, implemented and maintained.

**1.4.4** The quality manager should:

- (a) report to the accountable manager;
- (b) not be one of the required management personnel; and
- (c) have access to all parts of the operator's, and as necessary, any sub-contractor's organisation.

**1.4.5** In the case of small/very small operators, the posts of the Accountable Manager and quality manager may be combined.

## **2.0 Quality System.**

### **2.1 Introduction.**

**2.1.1** The operator's quality system should ensure compliance with and adequacy of operational and maintenance activities requirements, standards, and operational procedures.

**2.1.2** The operator should specify the basic structure of the quality system applicable to the operation.

**2.1.3** The quality system should be structured according to the size and complexity of the operation to be monitored.

### **2.2 Scope.**

2.2.1 As a minimum, the quality system should address the following:

- (a) The provisions of these [Model Regulations];
- (b) The operator's additional standards and operating practices;
- (c) The operator's quality policy;
- (d) The operator's organisational structure;
- (e) Responsibility for the development, establishment and management of the quality system;
- (f) Documentation, including manuals, reports and records;
- (g) Quality procedures;
- (h) Quality assurance programme;
- (i) The required financial, material and human resources;
- (j) Training requirements.
- (k) Safety management system programme;

2.2.2 The quality system should include a feedback system to the accountable manager to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-compliance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

### **2.3 Relevant Documentation.**

2.3.1 Relevant documentation includes the relevant part of the operator's manual system.

2.3.2 In addition, relevant document should include the following:

- (a) Quality policy;
- (b) Terminology;
- (c) Specified operational standards;
- (d) A description of the organisation;

- (e) The allocation of duties and responsibilities;
- (f) Operational procedures to ensure regulatory compliance;
- (g) The quality assurance programme, reflecting:
  - (i) Schedule of the monitoring process;
  - (ii) Audit procedures;
  - (iii) Reporting procedures;
  - (iv) Follow-up and corrective action procedures;
  - (v) Recording system;
  - (vi) The training syllabus; and
  - (vii) Document control

### **3.0 Quality Assurance Programme.**

#### **3.1 Introduction.**

**3.1.1** The quality assurance programme should include all planned and systematic actions necessary to provide confidence that all operations and maintenance are conducted in accordance with all applicable requirements, standards and operational procedures.

**3.1.2** When establishing a quality assurance programme, consideration should be given to at least the following:

- (a) Quality inspection;
- (b) Audit;
- (c) Auditors;
- (d) Auditor's independence
- (e) Audit scope;
- (f) Audit scheduling;
- (g) Monitoring and corrective action;
- (h) Management evaluation.

#### **3.2 Quality Inspection.**

**3.2.1** The primary purpose of a quality inspection is to observe a particular event/action/document, etc. in order to verify whether established operational procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

**3.2.2** Typical subject areas for quality inspections are:

- (a) Actual flight operations;
- (b) Ground deicing/anti-icing;
- (c) Flight support services;
- (d) Load control;
- (e) Maintenance;
- (f) Technical standards; and
- (g) Training standards.

**3.2.3** Typical methods for quality inspections for maintenance include:

- (a) Product sampling - the part inspection of a representative sample of the aircraft fleet;
- (b) Defect sampling - the monitoring of defect rectification performance;
- (c) Concession sampling - the monitoring of any concession to not carry out maintenance on time;
- (d) On time maintenance sampling - the monitoring of when (flying hours/calendar time/flight cycles, etc.) aircraft and their components are brought in for maintenance;
- (e) Sample reports of unairworthy conditions and maintenance errors on aircraft and components.

### **3.3 Audit.**

**3.3.1** An audit is a systematic and independent comparison of the way in which an operation is being conducted against the way in which the published operational procedures say it should be conducted.

**3.3.2** Audits should include at least the following quality procedures and processes:

- (a) A statement explaining the scope of the audit;
- (b) Planning and preparation;
- (c) Gathering and recording evidence; and
- (d) Analysis of the evidence.

**3.3.3** Techniques that contribute to an effective audit are:

- (a) Interviews or discussions with personnel;
- (b) A review of published documents;
- (c) The examination of an adequate sample of records;
- (d) The witnessing of the activities that make up the operation; and
- (e) The preservation of documents and the recording of observations.

**3.4. Auditors.**

**3.4.1** An operator should decide, depending upon the complexity of the operations, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant operational and/or maintenance experience.

**3.4.2** The responsibilities of the auditors should be clearly defined in the relevant documentation.

**3.5 Auditor's Independence.**

**3.5.1** Auditors should not have any day-to-day involvement in the area of the operation and/or maintenance activity that is to be audited. An operator may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors. An operator whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the RCAA. In all cases the operator should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of operation and/or maintenance conducted by the operator.

**3.5.2** The operator's quality assurance programme should identify the persons within the company who have the experience, responsibility and authority to:



- (f) Perform quality inspections and audits as part of ongoing quality assurance;
- (g) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- (h) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (i) Verify the implementation of solutions within specific timescales;
- (j) Report directly to the quality manager.

### **3.6 Audit Scope.**

**3.6.1** Operators are required to monitor compliance with the operational and maintenance procedures they have designed to ensure safe operations, airworthy aircraft and the serviceability of both operational and safety equipment. In doing so they should as a minimum, and where appropriate, monitor:

- (k) Organisation;
- (l) Plans and company objectives;
- (m) Operational procedures;
- (n) Flight safety;
- (o) Operator certification (AOC/Operations specifications)
- (p) Supervision;
- (q) Aircraft performance;
- (r) All weather operations;
- (s) Communications and navigational equipment and practices;
- (t) Mass, balance and aircraft loading;
- (u) Instruments and safety equipment;
- (v) Manuals, logs, and records;
- (w) Flight and duty time limitations, rest requirements, and scheduling;
- (x) Aircraft maintenance/operations interface;
- (y) Use of the MEL;

- (z) Maintenance programmes and continued airworthiness;
- (aa) Airworthiness directives management;
- (bb) Maintenance accomplishment;
- (cc) Defect deferral;
- (dd) Flight crew;
- (ee) Cabin crew;
- (ff) Dangerous goods;
- (gg) Security;
- (hh) Training.

### **3.7 Audit Scheduling.**

**3.7.1** A quality assurance programme should include a defined audit schedule and a periodic review cycle area by area. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective.

**3.7.2** An operator should establish a schedule of audits to be completed during a specified calendar period. All aspects of the operation should be reviewed within every 12 month period in accordance with the programme unless an extension to the audit period is accepted as explained below. An operator may increase the frequency of audits at its discretion but should not decrease the frequency without the agreement of the RCAA. Audit frequency should not be decreased beyond a 24 month period interval.

**3.7.3** When an operator defines the audit schedule, significant changes to the management, organisation, operation, or technologies should be considered as well as changes to the regulatory requirements.

### **3.8 Monitoring and Corrective Action.**

**3.8.1** The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy, operational, and maintenance standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The operator should establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

**3.8.2.** Any non-compliance identified as a result of monitoring should be communicated to the manager responsible for taking corrective action or, if appropriate, the accountable manager.

Such non-compliance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action.

**3.8.3** The quality assurance programme should include procedures to ensure that corrective actions are taken in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager will have the ultimate responsibility for resourcing the corrective active action and ensuring, through the quality manager, that the corrective action has re-established compliance with the standard required by the RCAA, and any additional requirements defined by the operator.

**3.8.4** Corrective action. Subsequent to the quality inspection/audit, the operator should establish:

- (a) The seriousness of any findings and any need for immediate corrective action;
- (b) The origin of the finding;
- (c) What corrective actions are required to ensure that the non-compliance does not recur;
- (d) A schedule for corrective action;
- (e) The identification of individuals or departments responsible for implementing corrective action;
- (f) Allocation of resources by the accountable manager, where appropriate.

**3.8.5** The quality manager should:

- (a) Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance;
- (b) Verify the corrective action includes the elements outlined in paragraph 3.8.4 above;
- (c) Monitor the implementation and completion of corrective action'
- (d) Provide management with an independent assessment of corrective action; implementation and completion;
- (e) Evaluate the effectiveness of corrective action through follow-up process.

### **3.9 Management Evaluation.**

**3.9.1** A management evaluation is a comprehensive, systematic, documented review by the management of the quality system, operational policies and procedures, and should consider:

- (a) The results of quality inspections, audits and any other indicators;
- (b) The overall effectiveness of the management organisation in achieving stated objectives.

**3.9.2** A management should identify and correct trends, and prevent, where possible, future non-conformities. Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve issues and take action.

**3.9.3** The accountable manager should decide upon the frequency, format and structure of internal management evaluation activities.

### **3.10 Recording.**

**3.10.1** Accurate, complete and readily accessible records documenting the results of the quality assurance programme should be maintained by the operator. Records are essential data to enable an operator to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and addressed.

**3.10.2** The following records should be retained for a period of 5 years:

- (a) Audit schedules;
- (b) Quality inspection and audit reports;
- (c) Responses to findings;
- (d) Corrective action reports;
- (e) Follow-up and closure reports; and
- (f) Management evaluation reports.

## **4.0 Quality Assurance Responsibility for Sub-Contractors.**

### **4.1 Sub-Contractors.**

**4.1.1** Operators may decide to sub-contract out certain activities to external agencies for the provision of services related to areas such as:

- (a) Ground deicing/anti-icing;
- (b) Maintenance;
- (c) Ground handling;
- (d) Flight support (including performance calculations, flight planning, navigation database and dispatch);
- (e) Training;
- (f) Manual preparation.

**4.1.2** The ultimate responsibility for the product or service provided by the sub-contractor always remains with the operator. A written agreement should exist between the operator and the sub-contractor clearly defining the safety related services and quality to be provided. The sub-contractor's safety related activities relevant to the agreement should be included in the operator's quality assurance programme.

**4.1.3** The operator should ensure that the sub-contractor has the necessary authorisation/approval when required and commands the resources and competence to undertake the task.

## **5.0. Quality System Training.**

### **5.1 General.**

**5.1.1** An operator should establish effective, well planned and resourced quality related briefing for all personnel.

**5.1.2** Those responsible for managing the quality system should receive training covering:

- (a) An introduction to the concept of the quality system;
- (b) Quality management;
- (c) The concept of quality assurance;
- (d) Quality manuals;
- (e) Audit techniques;
- (f) Reporting and recording; and
- (g) The way in which the quality system will function in the company.

**5.1.3** Time should be provided to train every individual involved in quality management and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

## **5.2 Sources of Training.**

**5.2.1** Quality management courses are available from the various National or International Standards Institutions, and an operator should consider whether to offer such courses to those likely to be involved in the management of quality systems. Operators with sufficient appropriately qualified staff should consider whether to carry out in-house training.

## **6.0 Organisations with 20 or Less Full-Time Employees.**

### **6.1 Introduction.**

**6.1.1** The requirements to establish and document a quality system and to employ a quality manager apply to all operators. References to large and small operators elsewhere in these [Model Regulations] are governed by aircraft capacity (i.e. more or less than 20 seats) and by mass (i.e. greater or less than 10 tonnes maximum take-off mass). Such terminology is not relevant when considering the scale of an operation and the quality system required. In the context of quality systems therefore, operators should be categorised according to the number of full time staff employees.

### **6.2 Scale of Operation.**

**6.2.1** Operators who employ 5 or less full time staff are considered to be “very small” while those employing between 6 and 20 full time employees are regarded as “small” operators as far as quality systems are concerned. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

**6.2.2** Complex quality systems could be inappropriate for small or very small operators and the clerical effort required to draw up manuals and quality procedures for a complex system may stretch their resources. It is therefore accepted that such operators should tailor their quality systems to suit the size and complexity of their operation and allocate resources accordingly.

### **6.3 Quality System for Small/Very Small Operators.**

**6.3.1** For small and very small operators it may be appropriate to develop a quality assurance programme that employs a checklist. The checklist should have a supporting schedule that requires completion of all checklist items within a specified timescale, together with a statement acknowledging completion of a periodic review by top management. An occasional independent overview of the checklist content and achievement of the quality assurance should be undertaken.

**6.3.2** The “small” operator may decide to use internal or external auditors or a combination of the two. In these circumstances it would be acceptable for external specialists and or qualified organisations to perform the quality audits on behalf of the quality manager.

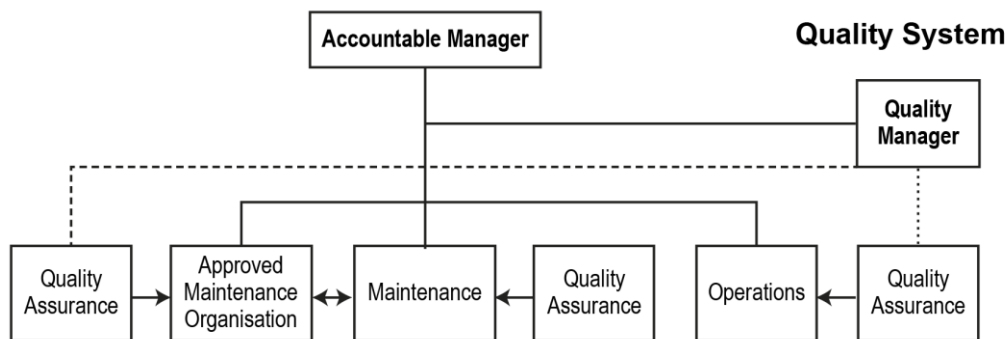
**6.3.3** If the independent quality audit function is being conducted by external auditors, the audit schedule should be shown in the relevant documentation.

**6.3.4** Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions.

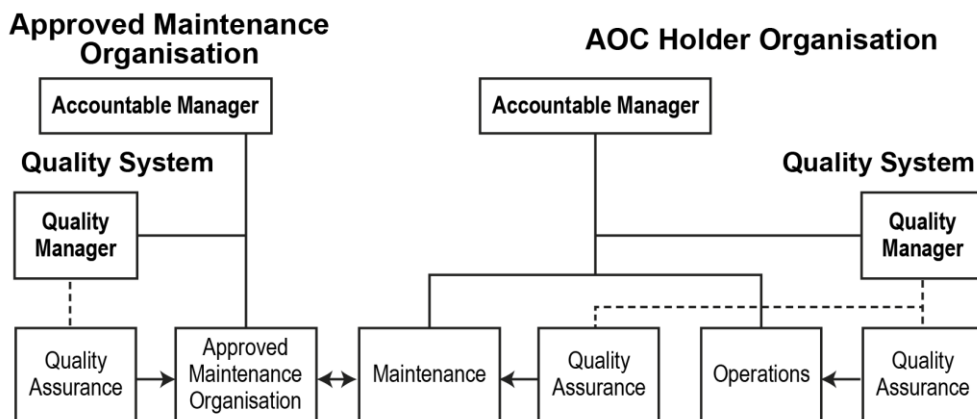
## Quality System —Organisation Examples

(a) The following diagrams illustrate two typical examples of Quality organisations.

(i) Quality System within the AOC holder's organisation when the AOC holder also holds an approval for maintenance.



(b) Quality Systems related to an AOC holder's organisation where aircraft maintenance is contracted out to an approved organisation which is not integrated with the AOC holder.



*Note: The Quality System and Quality Audit Programme of the AOC holder should assure that the maintenance carried out by the approved organisation is in accordance with requirements specified by the AOC holder.*



## FOURTH SCHEDULE

### REGULATION 16

#### RETENTION AND MAINTENANCE OF PERSONNEL AND OTHER RECORDS

An operator shall ensure that the following information or documentation is retained for the periods shown in the table below.

##### Table of Record Retention

Flight Crew Records	
Flight, duty and rest time	2 years
Licence and medical certificate	Until 12 months after the flight crew member has left the employ of the operator
Ground and flight training (all types)	Until 12 months after the flight crew member has left the employ of the operator
Route and aerodrome/heliport qualification training	Until 12 months after the flight crew member has left the employ of the operator
Dangerous good training	Until 12 months after the flight crew member has left the employ of the operator
Security training	Until 12 months after the flight crew member has left the employ of the operator
Proficiency and qualification checks (all types)	Until 12 months after the flight crew member has left the employ of the operator
Cabin Crew Records	
Flight, duty and rest time	2 years
Licence, if applicable	Until 12 months after the cabin crew member has left the employ of the operator
Ground and flight training (all types) and qualification checks	Until 12 months after the cabin crew member has left the employ of the operator
Dangerous good training	Until 12 months after the cabin crew member has left the employ of the operator
Security training	Until 12 months after the cabin crew member has left the employ of the operator
Competency checks	Until 12 months after the cabin crew member has left the employ of the operator
Records for other AOC Personnel	
Training/qualification of other personnel for whom an approved training programme is required in these regulations	Until 12 months after the employee has left the employ of the operator
Licence, if required, and medical certificate if	Until 12 months after the employee has left

**Table of Record Retention**

required	the employ of the operator
Proficiency or competency checks, if required	Until 12 months after the employee has left the employ of the operator
<b>Flight Preparation Forms</b>	
Completed load manifest	3 months after the completion of the flight
Mass and balance reports	3 months after the completion of the flight
Dispatch releases	3 months after the completion of the flight
Flight plans	3 months after the completion of the flight
Passenger manifests	3 months after the completion of the flight
Weather reports	3 months after the completion of the flight
<b>Flight Recorder Records</b>	
Cockpit voice recordings	Preserved after an accident or incident for 60 days or longer if requested by the RCAA
Flight data recordings	Preserved after an accident or incident for 60 days or longer if requested by the RCAA
<b>Aircraft Technical Logbook</b>	
Journey records section	2 years
Maintenance records section	2 years
<b>Maintenance Records of the Aircraft</b>	
Total time in service (hours, calendar time and cycles, as appropriate) of the aircraft and all life-limited components	3 months after the unit to which they refer has been permanently withdrawn from service
Current status of compliance with all mandatory continuing airworthiness information	3 months after the unit to which they refer has been permanently withdrawn from service
Appropriate details of modifications and repairs to the aircraft and its components	3 months after the unit to which they refer has been permanently withdrawn from service
Total time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aircraft or its components subject to a mandatory overhaul life	3 months after the unit to which they refer has been permanently withdrawn from service
The detailed maintenance records to show all requirements for a maintenance release have been met	1 year after signing of the maintenance release
<b>Other Records</b>	
Operational flight plan	3 months after the completion of the flight
Quality system records	5 years

**Table of Record Retention**

Dangerous goods transport document	6 months after the completion of the flight
Dangerous goods acceptance checklist	6 months after the completion of the flight
Records on cosmic and solar radiation dosage, if AOC holder operates aircraft that fly above 15 000 m (49 000 ft)	Until 12 months after the crew member has left the employ of the AOC holder

**FIFTH SCHEDULE**  
**REGULATIONS 28, 29, 30 & 44**

**ORGANISATION AND CONTENTS OF THE OPERATIONS MANUAL**

An operations manual, which may be issued in separate parts corresponding to specific aspects of operations, shall be organized with the following structure:

- a) Part 1: General;
- b) Part 2: Aircraft operating information;
- c) Part 3: Areas, routes and aerodromes; and
- d) Part 4: Training.

**PART 1. GENERAL**

The general part or section of the operations manual shall contain at least the following:

**1.1 Administration and Control of Operations Manual**

**1.1.1 Introduction**

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

**1.1.2 System of Amendment and Revision**

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

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

## **1.2 Organisation and Responsibilities**

### **1.2.1 Organisational Structure**

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

### **1.2.2 Responsible Manager**

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

### **1.2.3 Responsibilities and Duties of Operations Management Personnel**

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

### **1.2.4 Authority, Duties and Responsibilities of a PIC**

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

### **1.2.5 Duties and Responsibilities of Crew Members Other Than the PIC**

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

## **1.3 Operational Control and Supervision**

### **1.3.1 Supervision of the Operation by the AOC Holder**

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

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

### **1.3.2 System of Promulgation of Additional Operational Instructions and Information**

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

### **1.3.3 Safety Management System (SMS)**

A description of the main aspects of the SMS programme required by Civil Aviation (Safety Management System) Regulations, including:

- (a) Safety Policy: General Expectations;
- (b) Safety Risk Management: General Expectations;
- (c) Safety Assurance: General Expectations; and
- (d) Safety Promotion: General Expectations.

### **1.3.4 Operational Control**

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

## **1.4 Quality System**

A description of the quality system adopted.

## **1.5 Crew**

### **1.5.1 Crew Composition**

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

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

### **1.5.2 Designation of the PIC**

The rules applicable to the designation of a PIC.

### **1.5.3 Flight Crew Incapacitation**

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

## **1.6 Flight Crew, Cabin Crew, Flight Operations Officer, and Other Operations Personnel Qualifications**

### **1.6.1 Qualifications**

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

### **1.6.2 Flight Crew**

- (a) Operation on more than one type or variant.

### **1.6.3 Cabin Crew**

- (a) Senior cabin crew member.
- (b) Cabin crewmember.
- (c) Required cabin crewmember.
- (d) Additional cabin crewmember, and
- (e) Cabin crewmember during familiarisation flights.
- (f) Operation on more than one type or variant.

### **1.6.4 Other Operations Personnel**

## **1.7 Fatigue Management**

### **1.7.1 Flight and Duty Time Limitations and Rest Schemes**

- (a) Flight Crew
- (b) Cabin Crew
- (c) Flight Operations Officer/ Flight Dispatcher

### **1.7.2 Fatigue Risk Management System (if authorised by the RCAA)**

## **1.8 Crew Health**

## **8.1 Crew Health Precautions**

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

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

## **1.9 Operating Procedures**

### **1.9.1 Flight Preparation Instructions**

As applicable to the operation:

#### **1.9.1.1 Criteria for Determining the Usability of Airports**

#### **1.9.1.2 The method for determining minimum flight altitudes**

#### **1.9.1.3 The method for determining aerodrome operating minima**

#### **1.9.1.4 En route Operating Minima for VFR Flights**

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

#### **1.9.1.5 Presentation and Application of Airport and En route Operating Minima**

#### **1.9.1.6 Interpretation of Meteorological Information.**

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

#### **1.9.1.7 Determination of the Quantities of Fuel, Oil, and Water Methanol Carried.**

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

#### **1.9.1.8 Mass and Centre of Gravity.**

The general principles of mass and centre of gravity including:



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

## **1.9.2 Ground Handling Arrangements and Procedures**

### **1.9.2.1 Fuelling Procedures.**

A description of fuelling procedures, including:

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

### **1.9.2.2 Aircraft, Passengers, and Cargo Handling Procedures Related To Safety.**

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

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

- (j) Documents and forms;
- (k) Multiple occupancy of aircraft seats.

#### **1.9.2.3 Procedures for the Refusal of Embarkation.**

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

#### **1.9.2.4 Deicing and Anti-Icing on the Ground.**

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

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

### **1.9.3 Flight Procedures and Flight Navigation Equipment**

A description of flight procedures, including:

- (a) Standard operating procedures (SOP) for each phase of flight.
- (b) Instructions on the use of normal checklists and the timing of their use.
- (c) Departure contingency procedures
- (d) Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-outs.
- (e) Instructions on the use of autopilots and auto-throttles in IMC.
- (f) Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.
- (g) Departure and approach briefings
- (h) Procedures for familiarisation with areas, routes, and aerodromes
- (i) Stabilized approach procedure
- (j) Limitation on high rates of descent near the surface
- (k) Conditions required to commence or to continue an instrument approach.

- (l) Instructions for the conduct of precision and non-precision instrument approach procedures.
- (m) Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach and landing operations.
- (n) The circumstances in which a radio listening watch is to be maintained.
- (o) Instructions and training requirements for the use of head-up-displays (HUD) and enhanced vision systems (EVS) equipment as applicable.

#### **1.9.3.1 Navigation Equipment**

A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.

#### **1.9.3.2 Navigation Procedures**

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

- (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft,
- (b) In-flight replanning,
- (c) Procedures in the event of system degradation,
- (d) Where relevant to the operations, the long range navigation procedures, engine failure procedure for EDTO and the nomination and utilisation of diversion aerodromes
- (e) Instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the ground proximity warning system (GPWS).
- (f) Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS).
- (g) Information and instructions relating to the interception of civil aircraft including:
  - (i) Procedures, as prescribed in Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, regulation 60, for pilots-in-command of intercepted aircraft; and
  - (ii) Visual signals for use by intercepting and intercepted aircraft, as contained in Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, regulation 39.
- (h) For aeroplanes intended to be operated above 49, 000 ft. (15,000 m)
  - (i) 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
  - (ii) procedures in the event that a decision to descend is taken, covering:
    - (i) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance; and

- (ii) the action to be taken in the event that communication with ATS unit cannot be established or is interrupted.

#### **1.9.3.3 Policy and Procedures for In-flight Fuel Management**

#### **1.9.4.3 Adverse and Potentially Hazardous Atmospheric Conditions.**

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

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

#### **1.9.3.5 Operating Restrictions**

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

#### **1.9.3.6 Incapacitation of Crew Members.**

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

#### **1.9.3.7 Cabin Safety Requirements.**

Procedures covering:

- (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys.
- (b) Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft;

- (c) Procedures to be followed during passenger embarkation and disembarkation; and
- (d) Procedures for fuelling with passengers on board, embarking, or disembarking.
- (e) Smoking on board.
- (f) Use of portable electronic equipment and cellular telephones

#### **1.9.3.8 Passenger Briefing Procedures.**

The contents, means, and timing of passenger briefing.

#### **1.9.3.9 Procedures for Use of Cosmic or Solar Radiation Detection Equipment - Aeroplanes.**

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

### **1.9.4 All Weather Operations**

#### **1.9.5 Use of the Minimum Equipment and Configuration Deviation List(s)**

#### **1.9.6 Non Revenue Flights**

Procedures and limitations for:

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

#### **1.9.7 Oxygen Requirements**

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

### **1.10 Dangerous Goods and Weapons**

#### **1.10.1 Transport of Dangerous Goods**

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

- (a) AOC holder's policy on the transport of dangerous goods;
- (b) Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods;

- (c) Procedures and actions to be taken for responding to emergency situations involving dangerous goods;
- (d) Duties of all personnel involved; and
- (e) Instructions on the carriage of the AOC holder's employees

#### **1.10.2 Transport of Weapons**

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

### **1.11 Security**

#### **1.11.1 Security Policies and Procedures**

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

#### **1.11.2 Security Instructions and Guidance**

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

#### **1.11.3 Preventative Security Measures and Training**

A description of preventative security measures and training.

*Note: Parts of the security instructions and guidance may be kept confidential.*

### **1.12 Handling of Accidents and Occurrences**

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

### **1.13 Rules of the Air**

Rules of the Air including:

- (a) Territorial application of the Rules of the Air;

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

## **PART 2. AIRCRAFT OPERATING INFORMATION**

Each AOC applicant and AOC holder should submit and maintain an aircraft operating information manual as part of its operations manual, containing at least the following.

### **2.1 General Information and Units of Measurement**

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.

### **2.2 Limitations**

#### **2.2.1 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. AMO/IMC/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

### **2.3 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.

### **2.3.1 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
- (g) Communications
- (h) Flight safety
- (i) Push-back and towing procedures
- (j) Taxi guidelines and ramp signals
- (k) Take-off and climb out procedures
- (l) Choice of runway
- (m) Take-off in limited visibility
- (n) Take-off in adverse weather
- (o) Use and limitations of weather radar

- (p) Use of landing lights
- (q) Monitoring of flight instruments
- (r) Power settings for take-off
- (s) Malfunctions during take-off
- (t) Rejected take-off decision
- (u) Climb, best angle, best rate
- (v) Sterile cockpit procedures
- (w) En route and holding procedures
- (x) Cruise control
- (y) Navigation log book
- (z) Descent, approach and landing procedures
- (aa) Reporting maintenance problems
- (bb) How to obtain maintenance and service en route

## **2.4 Abnormal and Emergency Procedures**

### **2.4.1 Abnormal and Emergency Procedures and Duties**

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

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

- (n) Emergency landing/ditching.
- (o) Aircraft evacuation
- (p) Fuel Jettisoning (as applicable) and Overweight Landing:
- (q) General considerations and policy
- (r) Fuel jettisoning procedures and precautions
- (s) Emergency Procedures:
- (t) Emergency descent
- (u) Low fuel
- (v) Dangerous goods incident or accident
- (w) Interception procedures
- (x) Emergency signal for cabin crew members
- (y) Communication Procedures
- (z) Radio listening watch

## **2.5 Performance Data**

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

### **2.5.1 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 limits (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 limits (dry, wet, contaminated) including the effects of an in-flight 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).

### **2.5.1.1 Supplementary Performance Data**

Supplementary data covering:

- (a) Flights in icing conditions
- (b) The maximum crosswind and tailwind components for each aeroplane type operated and the reductions to be applied to these values having regard to gust, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal or emergency circumstances, or any other relevant operational factors.
- (c) Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, shall be included.

### **2.5.1.2. 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 RCAA 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.

## **2.5.2 Additional Performance Data**

Additional performance data where applicable including:

- (a) All engine climb gradients;
- (b) Drift-down data;
- (c) Effect of deicing/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).

## **2.6 Flight Planning**

### **2.6.1 Flight Planning Data**

Specific data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s) out operations, EDTO and flights to isolated airports shall be included for the flight plan and the operational flight plan.

### **2.6.2 Fuel and Oil Calculations**

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

## **2.7 Mass and Balance**

### **2.7.1 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.

## **2.8 Loading**

### **2.8.1 Loading Procedures**

Instructions for loading and securing the load in the aircraft;

- (a) Use of aircraft systems and associated controls.

### **2.8.2 Loading Dangerous Goods**

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

## **2.9 Survival and Emergency Equipment Including Oxygen**

### **2.9.1 List of Survival Equipment to be Carried**

- (a) 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.

### **2.9.2 Ground - Air Visual Signal**

Instructions illustrating the ground-air visual signal code for use by survivors shall also be included.

### **2.9.3 Oxygen Usage**

The procedure for determining the amount of oxygen required and the quantity that is 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.

### **2.9.4 Emergency Equipment Usage**

A description of the proper use of the following emergency equipment, if applicable:

- (a)
- (b) Life jackets
- (c) Life rafts

- (d) Medical kits/first aid kits
- (e) Survival kits
- (f) Emergency locator transmitter (ELT)
- (g) Visual signalling devices
- (h) Evacuation slides
- (i) Emergency lighting

## **2.10 Emergency Evacuation Procedures**

### **2.10.1 Instructions for Emergency Evacuation**

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

### **2.10.2 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.

## **2.11 Aircraft Systems**

### **2.11.1 Aircraft Systems**

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

## **2.12 Minimum Equipment List and Configuration Deviation List**

The minimum equipment list and configuration deviation list for the aeroplane types operated and specific operations authorised, including any requirements relating to operations where performance-based navigation is prescribed.

## **2.13 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:

- (a) Minimum flight level/altitude for each route to be flown;
- (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.

### **PART 3. ROUTE GUIDE - AREAS, ROUTES AND AERODROMES**

- 3.1** Each air operator certificate applicant and air operator certificate holder shall submit and maintain a route guide containing specifics on areas, routes and aerodromes, as part of its operations manual that contains at least the information in 3.3 below.
- 3.2** The route guide will ensure that the flightcrew 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 in the proper conduct of flight operations.
- 3.3** Each route guide shall contain at least the following information:
- (a) The minimum flight altitudes for each aircraft to be flown
  - (b) Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.
  - (c) The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities
  - (d) The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of:
    - (i) Take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by systems failures which affect the take-off distance;
    - (ii) Take-off climb limitations;
    - (iii) En-route climb limitations;
    - (iv) Approach climb limitations and landing climb limitations;
    - (v) Landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance; and
    - (vi) Supplementary information, such as tire speed limitations

### **PART 4. TRAINING PROGRAMME MANUAL**

Each air operator certificate holder and air operator certificate applicant, as part of its operations manual, shall submit and maintain training programmes based on the following outline:

#### **4.1 Training Syllabi and Checking Programmes**

##### **4.1.1 General Requirements.**



- (a) 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 RCAA. An air operator certificate 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 RCAA for that respective position.

#### **4.1.2 Flight Crew.**

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

- (b) A written training programme acceptable to the RCAA that provides for basic indoctrination, initial, transition, difference, and recurrent training, as appropriate, for flight deck crew members for each type of aircraft flown by that crew member. This written training programme shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crewmember
- (c) Adequate ground and flight training facilities and properly qualified instructors required to meet training objectives and needs
- (d) 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 air operator certificate holder
- (e) Adequate number of ground check personnel and flight check pilots to ensure adequate training and checking of flight crew members
- (f) A record system acceptable to the RCAA to show compliance with appropriate training and currency requirements

#### **4.1.3 Cabin Crew**

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

- (a) Basic initial ground training covering duties and responsibilities
- (b) Appropriate RCAA rules and regulations
- (c) Appropriate portions of the air operator certificate holder's operating manual
- (d) Appropriate emergency training as required by the RCAA and the air operator certificate holder's operating manual
- (e) Appropriate flight training
- (f) Appropriate recurrent, transition or difference training, as required, to maintain currency in any type and variance of aircraft the crew member may be required to work in
- (g) 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 air operator certificate holder
- (h) Adequate number of ground check personnel and flight check personnel to ensure adequate training and checking of crew members, and

- (i) Maintain a training record system acceptable to the RCAA to show compliance with all required training.

#### **4.1.4 All Crew Members**

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

- (a) Instruction in emergency procedures, assignments, and crew co-ordination
- (b) Individual instruction in the use of onboard emergency equipment such as fire extinguishers, emergency breathing equipment, first aid equipment and its proper use, emergency exits and evacuation slides, and the aircraft's oxygen system including the use of portable emergency oxygen bottles. Flight crew members 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, firefighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers
- (d) Scheduled recurrent training to meet RCAA requirements

#### **4.1.5 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 RCAA to be shipped by air. Training shall include the proper packaging, marking, labelling, and documentation of dangerous articles and magnetised materials
- (b) All appropriate security training required by the RCAA
- (c) A method of providing any required notification of an accident or incident involving dangerous good

#### **4.1.6 Operations Personnel Other Than Crew Members**

For operations personnel other than crew members (e.g., flight operations officer, handling personnel etc.), a written training programme shall be developed that pertains to their respective duties. The training programme shall provide for initial, recurrent, differences, specialised and any other training required by the RCAA.

### **4.2 Procedures for Training and Checking**

#### **4.2.1 Proficiency Checking Procedures**

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

#### **4.2.2 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.

### **4.3 Document Retention**

#### **4.3.1 Documentation to be Stored and Storage Periods**

An air operator certificate holder shall retain all documentation required by the appropriate RCAA, or the authority of another State in which the air operator certificate 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.

## **SIXTH SCHEDULE**

### **REGULATION 41**

#### **CONTENTS OF CABIN CREW MEMBER MANUAL**

The Cabin Crew Member Manual outlines policies and procedures to be used by Cabin Crew in planning and executing safe and efficient flights and is meant to supplement existing operations manuals.

#### **Manual Outline**

#### **Section 1 – SAFETY PROCEDURES**

##### **1.0 Introduction**

- Company Policy
- Air operator procedures - carriage of Inspectors
- RCAA of Inspectors

**1.1 Crew Member Responsibility** - to follow and enforce company policies/procedures and regulatory requirements.

**1.2 Flight Attendant Responsibility** - to communicate any on board safety concerns they may have or that may be communicated to them by a passenger to the Captain.

##### **1.3 Flight Attendant Manual**

- Revision procedures
- Air operator procedures re: accessibility
- Responsibility to update personal copy(s) of manual(s)

**1.4 Flight Attendant Consumption of Alcohol/Medication/Drugs** - air operator policy

##### **1.5 Flight Deck**

- Authority of the pilot in command

- Chain of command while on duty
- Safe communication practices with the flight deck

### **1A.6 Admittance to the Flight Deck**

- Pilot in command's authority for admittance to the flight deck
- Policies and procedures regarding admittance to flight deck and occupancy of flight deck seats

### **1.7 Sterile Flight Deck**

- Definition
- Phases of flight
- Emergency communication during these periods

### **1.8 Flight Deck Service**

- Safety guidelines
- Procedures re: crew meals

### **1.9 Security Pass**

- Policies/procedures regarding use/wearing of the card
- Procedures - lost security pass

### **1.10 Crew Complement**

- Minimum cabin crew - each aircraft type
- Crew position assignment priorities, each aircraft type
- Operations Specification - "Exceptional Circumstances"

### **1.11 Crew Pre-Flight Safety Briefings**

- Procedures re:
  - when and by whom to be conducted
  - content and format

## **1A.12 Pre-Flight Serviceability Checks of Safety and Emergency Equipment**

- When checks are completed
  - change of crew
  - change of aircraft
  - continuous duty periods with crew rest between operations
- How/who to perform checks
  - associated paperwork/checklists
- What to do if equipment is:
  - unserviceable
  - missing
  - replaced

## **1.13 Special Needs Passengers**

- Definition and description of passengers deemed "Special Needs Passengers"
- Restrictions in numbers to be carried - each aircraft type
- Seating restrictions
- Procedures re: special briefing prior to departure to meet the particular requirements of each individual special needs passenger - include content and methodology
- Seat back recline procedures
- Carriage of: stretcher(s), incubator(s) - procedures

## **1.14 Passenger Safety Announcements**

- Pre-flight passenger safety announcement and demonstration
  - identify the requirement for, prior to departure
  - identify the content of, including but not limited to:
    - carry-on baggage regulations
    - use of seatbelts; fastening, releasing, tightening

- seatbacks and tray table positioning
- location of emergency exits and exit locator signs
- seatbelt and no smoking signs
- oxygen mask locations, donning and operation
- life preserver location, removal from stowage, donning and operation
- location, operation, instructions for other floatation equipment
- emergency lighting/floor proximity lighting system
- passengers advised that they may draw any concerns to the attention of a
  - cabin crew member
  - passenger operated electronic devices
  - safety features card
- Identify the content of the after-take-off briefing including but not limited to:
  - smoking regulations
  - recommended use of seatbelt in-flight
- Identify the requirement for and the content of briefings regarding turbulence
  - directing use of seatbelts
  - stowing carry-on baggage
- Identify the content of the pre-landing briefing including but not limited to:
  - carry-on baggage stowage
  - fastening of seatbelts
  - seatbacks and tray table positioning
  - location of exits on flights scheduled four hours or more
- Identify the content of the after-landing briefing including but not limited to:
  - remaining seated with seatbelts fastened
  - carry-on baggage requirements

- smoking restrictions
- safe movement away from aircraft

### **1.15 Carriage of Guide and Service Animal(s)**

- Procedures

### **1.16 Carriage of Animals in the Cabin**

- Procedures

### **1.17 Child Restraint Systems**

- Terms of acceptance
- Maximum weight, height of occupants
- Procedures for the carriage of the seat
- Labelling requirements
- Seating locations - restrictions
- Special briefing requirement

### **1.18 Infant Seating**

- Restrictions

### **1.19 Exit Row Seating**

- Restrictions

### **1.20 Prisoners/Escorts**

- Transportation procedures

### **1.21 Cabin Supervision**

- Definition
- Procedures - station stops; during boarding; and deplaning of passengers

### **1.22 Carriage of Weapons**

- Procedures



### **1.23 Passenger Head Count/Weight and Balance**

- Procedures

### **1.24 Door Procedures/Signals (Normal Operation)**

- Closing of doors
- Arming of doors
- Disarming of doors
- Opening of doors

### **1.25 Inoperative Doors**

- MEL relief given to carriers when a door/slide is inoperative, including but not limited to:
  - number of doors/slides that may be inoperative for each aircraft type
  - passenger load and seating restrictions for each aircraft type
  - flight attendant duties and manning of stations for take-off and landing when this condition occurs
  - signage, placarding, and announcement to passengers regarding inoperative door/slide

### **1.26 Ground Service**

- Regulatory requirements
- Procedures

### **1.27 Duties Prior to/During Pushback/Taxi/Preparation for Take-off**

- Regulatory requirements and procedures
- Safety duties only

### **1A.28 Pre-Take-off/Pre-Landing Checks - Cabin/Galley Secure**

- Procedures: passenger; cabin; galley; lavatory
- Air operator's procedures to ensure that cabin/galley duties are complete and flight attendants seated and secured prior to commencement of the take-off roll and prior to landing.

### **1.29 Passenger Medical Oxygen**

- Procedures re: acceptance of passengers and equipment
- Stowage/securing means/devices for take-off, landing, and in-flight turbulence.

### **1.30 Seat Belts/No Smoking Signs**

- Flight attendant(s) duties when a seat belt/no smoking sign is changed (ON/OFF)

### **1.31 Seat Belts**

- Requirement for seat belts
- Passenger requirement for use
- Crew requirement for use
- Seat belt extensions

### **1.32 Smoking**

- Non Smokers Health Act
- Regulatory requirements including enforcement
- Air operator procedures

### **1.33 Use of Portable Electronic Devices**

- Procedures re:
  - items permitted without restriction
  - items permitted during cruise
  - items prohibited
- Procedures when interference to aircraft systems is experienced
- Use of devices on open ramps and during boarding/deplaning

### **1.34 Turbulence**

- Definitions from A.I.P. Rwanda
- Flight attendant duties/responsibilities-each category
- Service

- Communication between crew (flight deck, cabin, etc.)
- In-charge flight attendant responsibilities

### **1.35 Signals - Take-off/Landing Imminent - and associated procedures**

### **1.36 Silent Review**

- Description
- Phases of flight when required
- Content

### **1.37 Flight Attendant Seats/Stations**

- When flight attendants must occupy seats
- Requirement to occupy assigned station/seat
- Persons authorized to occupy
- Pre-flight serviceability checks

### **1.38 Unserviceable Flight Attendant Seat (*Aircraft MEL*)**

- Conditions which constitute an unserviceable flight attendant seat
- Procedures for unserviceable flight attendant seats
  - alternate seating
  - alternate procedures for communication, evacuation
  - conditions for occupying alternate seat

### **1.39 Cabin Baggage**

- Regulatory requirements
- Procedures for acceptance
- Approved stowages
- Restricted areas
- Procedures for management of excess baggage

- Crew carry-on baggage procedures

#### **1.40 Cargo in Passenger Seats/Cabin**

- Regulatory requirements
- Equipment used to meet compliance
- Procedures for acceptance and securing

#### **1.41 Galley/Service Equipment**

- Safety procedures
- Use of galley equipment/service during turbulence

#### **1.42 Duties After Landing - Taxi-in**

#### **1.43 Fuelling with Passengers on Board**

- Regulatory requirements
- Procedures and conditions

#### **1.44 Cabin Checks/Lavatory Checks - During Flight**

#### **1.45 Liquor Laws**

- Regulations
- Air operator responsibilities
- Flight attendant responsibilities
- Enforcement

#### **1A.46 Unruly, Unmanageable and Impaired Passengers**

- Flight attendant procedures
  - acceptance/refusal

#### **1A.47 Transportation of Dangerous Goods in Cabin**

- Definition
  - dangerous goods accepted

- dangerous goods forbidden
- dangerous goods excepted
- 9 classes of dangerous goods
- Packaging labels - examples
- List of dangerous goods excepted:
  - on the aircraft
  - on person
  - carry-on baggage
  - carry-on OR checked baggage
- Dangerous goods spill/leak
  - procedures

**1.48 Flight Attendant Safety Responsibilities/Duties** - each position (station) - each aircraft type

#### **1.49 Incident Reporting**

- Procedures

#### **1.50 Aircraft Surface Contamination Procedures**

- Description of surface contamination
- Description of "Clean Aircraft Concept"
- Flight attendant responsibilities
- Crew communication
- De-icing/anti-icing
- Definition and application
- Flight attendant responsibility to monitor wing surface conditions for contamination in conditions of adverse weather.
- Flight attendant responsibility to report to the pilot-in-command, any time prior to the take-off roll, any concerns conveyed by a passenger relating to wing contamination.

### **1.51 Apron Safety Procedures**

### **1.52 Workplace Hazardous Materials Information System**

### **1.53 Announcements - General**

- Air operator language procedures
- When announcements must be made
- Demonstration positions in cabin - each aircraft
- Content/methodology of demonstration
- Flight attendant duties during taped announcements/demonstrations

### **1A.54 Rejected (Aborted) Take-off**

- Description
- Flight attendant procedures

### **1.55 Missed Approach**

- Description
- Flight attendant procedures

## **Section 2 – EMERGENCY PROCEDURES**

### **2.0 Rapid Decompression**

- Causes
- Physical signs
- Physiological symptoms
- Procedures during and following rapid decompression/emergency decent

### **2.1 Cabin Pressurization Problems**

- Causes

- Signs and symptoms
- Procedures

## **2.2 Fire Prevention**

- Enforcement of no-smoking policies
- Monitoring of lavatory and cabin at specific intervals during flight
- Responding to smoke detector activation
- Investigation of unusual smoke/fumes/odours in the cabin

## **2.3 Fire Fighting**

- Use of various extinguishers on specific classes of fires
- Technique of searching for fires
- Communication procedures
- Primary responsibilities - fire fighting
- Back-up responsibilities - fire fighting
- Safe practices in fighting fires
- Management of specific types of fires
  - fire on a person
  - oven/galley fire
  - hidden fires/inaccessible fires
  - cargo compartment fires
  - electrical fire
  - lavatory fire
  - waste bin fire
  - seat fire
  - fire/smoke in flight deck

- overhead bin fire
- cabin baggage fire
- Post fire procedures

## **2.4 Flashfire/Flashover**

- Description

## **2.5 Engine Fires/APU Fires/Torching**

- Description
- Procedures

## **2.6 Fuel Spills/Fires**

- Description
- Procedures

## **2A.7 Gate/Apron Emergencies**

- Description
- Procedures

## **2.8 PTV Mated to the Aircraft Emergencies**

- Procedures

## **2.9 Cabin Smoke/Smoke Removal**

- Description
- Procedures

## **2.10 Fuel Fumes in the Cabin**

- Description
- Procedures

## **2.11 Fuel Dumping**

- Aircraft in fleet that are capable of fuel dumping



- Description
- Procedures

## **2.12 Incapacitated Flight Deck Crew Member**

- Procedures

## **2.13 Incapacitated Flight Attendant**

- Procedures

## **2.14 Propeller Overspeed and Runaway**

- Description
- Signs
- Procedures

## **2.15 Passenger Brace Positions for Impact Passenger Brace Positions for Impact**

- Forward facing passengers
- Aft facing passengers
- Side facing passengers
- Passengers with arm held infants
- Pregnant passengers

## **2.16 Flight Attendant Brace Positions**

- Forward facing seat
- Aft facing seat
- Passenger seat
- Procedures regarding brace position for each take-off/landing

## **2.17 Brace Commands**

- Unprepared emergency landing
- Prepared emergency landing

## **2A.18 Emergency Evacuation Commands**

- General
  - Purpose
  - Technique
  - Correct use
  - PACING

## **2.19 Emergency Evacuation Commands - Applications**

- General commands - land; inadvertent water contact; and ditching
- Blocked/jammed exit commands
- ABP commands

## **2.20 Notification of an Emergency**

- Flight deck-to-cabin
  - Communication
  - Procedures
- Cabin-to-flight deck
  - Communication
  - Procedures
  - Critical phases of flight
- Flight attendant-to-flight attendant
  - Communication procedure

## **2.21 Brace Signals**

- Descriptions
- Primary signal
- Alternate signal
- Crew member responsibilities at the brace signal

## **2.22 Evacuations vs. Rapid Deplanements**

- Descriptions
- Conditions under which evacuation would be necessary
- Conditions under which deplanement would be necessary

## **2.23 Evacuations**

- General
  - Likelihood and recognition of unprepared emergencies - take-off/landing; need to be alert
- Possible evacuation scenarios
  - land; at airport, away from airport
  - Inadvertent water; at airport, away from airport
  - tidal flats
  - ditching
- Initiation
  - Flight deck crew
  - Cabin crew
- When/how evacuation is initiated
- Crew responsibilities - each aircraft
  - Equipment, stations, exits (Primary/Secondary) - land and water

## **2.24 Evacuation Signals**

- Descriptions
- Primary signal/variations
- Alternate signal/variations
- Crew member responsibilities at the evacuation signal
- Evacuation cancellation

## **2.25 Prepared Emergency Landing/Ditching**

- Procedures

## **2A.26 Exit Priorities - Land/Ditching**

### **2A.27 Post-Evacuation and Survival**

- Responsibilities of crew members (e.g. grouping passengers, first aid, etc.)
- Survival priorities (e.g. shelter, first aid, water, food, etc.)
- Hazards inherent in different environments as applicable to the air carrier's operation (e.g. sea, desert, jungle, wilderness, and arctic)
- Identify on board equipment and supplies that can enhance survival.
- Survival equipment
- Signalling and recovery techniques
- 

## **Section 3 – AIRCRAFT SPECIFIC**

### **3.1 DOORS AND EMERGENCY EXITS**

**3.1.1 Identify and describe the location, features and operation of each of the exits on the aircraft in both normal and emergency mode.**

#### **3.1.2 Normal Operation (Internal)**

- Who opens/closes specific doors
- Signals/conditions to open/close
- Precautions and exit assessment
- Opening/closing procedures
- Crew communications

#### **3.1.3 Arming/Disarming Procedures**

- Who arms/disarms specific doors

- When to arm/disarm
- Arm/disarm checks
- Precautions
- Abnormalities/corrective actions
- Crew communications

#### **3.1.4 Emergency Operation (Internal)**

- Signals to open
- Exit assessment/conditions/attitude of aircraft
- Opening/alternate opening procedures
- Precautions
- Slide/raft (ramp) deployment, inflation & use
- Slide/raft (ramp) failure
- Escape tape, ropes location and use
- Crew communications

#### **3.1.5 Airstairs/Ventral Stairs**

- Controls
- Operations (Normal & Emergency)
- Operational precautions
- Crew communications

#### **3.1.6 Flight Deck Escape Routes**

- Location(s), operation(s) and method(s) of egress
- Conditions for use

### **3.2 COMMUNICATIONS SYSTEMS**

#### **3.2.1 Public Address System and Interphone System**

- Emergency operation procedures

### **3.3 ELECTRICAL SYSTEMS**

#### **3.3.1 Galley Power Shut Off**

- Location(s) and procedures

#### **3.3.2 Galley Appliance Overheat/Malfunctions**

#### **3.3.3 Circuit Breakers**

- Location(s)
- Purpose
- Description
- Reset procedures

#### **3.3.4 Emergency Lighting**

- Location(s)/operation of controls for activation
- Location(s)/operation - portable lighting units

#### **3.3.5 Oxygen Systems**

- Location(s)/operation/manual release-cabin; galleys; lavatories
- Location(s)/operation - flight deck oxygen masks

### **3.4 MISCELLANEOUS**

#### **3.4.1 Flight Attendant Seats/Stations**

- Locations and cabin positions, in all configurations for pre-flight passenger safety demonstrations and emergency landing briefings

#### **3.4.2 Flight Crew Seats Two Person Flight Deck**

- Description of seats, controls and restraint system

#### **3.4.3 Passenger Seat Unserviceable Procedures**

#### **3.4.4 Stowage Area Unserviceability Procedures**

#### **3.4.5 Water Supply, Sinks, Drains (Galleys/Lavatories)**

- Location and description/operation of shut-off valves
- Precautions for using sinks to avoid scalding ground personnel

#### **3.4.6 Lifts/Elevators**

- Abnormal and emergency operation
- Control override procedures
- Escape procedures

#### **3.4.7 Curtains and Partitions**

Procedures for take-off and landing

#### **3.4.8 Lavatories**

- Door locking mechanisms (External)
- Emergency entry procedures
- Positioning/locking of lavatory door for take-off and landing
- Electrical outlets
- Location/operation - Water Heater Units
- Location/operation - "Waste Receptacle" Fire Extinguisher
- Location/operation - Smoke Detector Units

#### **3.4.9 Emergency Equipment Locations Diagram**

#### **3.4.10 Fuelling - Emergency Exits**

#### **3.4.11 Flight Attendant Seating Priority**

#### **3.4.12 Exit Row Seating Requirements**

### **3.5 UNIQUE FEATURES**

**3.5.1 Identify any features, procedures and/or equipment unique or different within the aircraft type in the air carrier's fleet.**

- Describe each of the differences, their impact on the carrier's standard operating procedures and the importance to flight safety of crew members being familiar with them.

- Describe the impact of these differences on crew communication and crew coordination procedures and ways to ensure crew members are familiar with these differences prior to the flight, i.e.: crew briefing, familiarization walk-throughs.
- Definition and description and operational procedures of:
  - Blow-out panels
  - Flight deck door
  - Smoke barrier

## **Section 4 – SECURITY PROCEDURES**

Guidance for Assessing the Threat, Preventive Measures, Responsive Measures, Security Procedures, etc. The RCAA will prescribe aviation security requirements for crew members.

## **Section 5 – SAFETY AND EMERGENCY EQUIPMENT**

### **5.0 Minimum Equipment List**

- General function
- Who uses it
- Location

### **5.1 Log Book/Entries**

- When used
- Who makes entries
- What should be entered
- What to do when entries have been made

### **5.2 Specific Equipment**

- For each piece of safety and emergency equipment carried, identify the following:
- Correct name/terminology
- Purpose



- Components
- Operations procedures (Primary/Alternate) (include removal from stowage)
- Limitations (duration/range/temperature/minimum psi's etc.)
- Operational precautions
- Procedures after use
- Pre-flight serviceability checks

### **5.3 Location of Equipment** - each aircraft

## **Section 6 – FIRST AID**

**The First Aid section shall include components 6.0 to 6.10 or the air operator may have these components in a separate document, provided the document is:**

- Referenced in the Flight Attendant Manual,
- Issued to each flight attendant,
- Readily available for reference during flight, and
- Approved by the RCAA

### **6.0 Medical Emergencies**

- Procedures regarding management of in-flight medical emergency (*e.g. Emergency Scene Management*)

#### **6.1 Signs, Symptoms and Management of:**

- In-flight medical emergency scene management
- Shock, unconsciousness and fainting
- Artificial respiration - adult, child and infant
- Choking - adult, child and infant
- Cardiovascular emergencies

- Wounds and bleeding
- Fractures, dislocations and sprains
- Head/spinal injuries
- Burns
- Asthma, allergies and poisons
- Medical conditions
- Altitude related conditions

## **6.2 Time of Useful Consciousness**

- Description
- Time frames

## **6.3 Cabin Crew Safety**

- Cabin Crew to be seated during critical phases of flight even when a medical emergency may be in progress on board

## **6.4 Cabin Crew Responsibilities**

- Specific air operator policies and procedures regarding such items as administration of medication, use of equipment, calling for a physician, notification of the flight deck, etc.
- Provide necessary information required to ensure that appropriate medical assistance is available upon arrival

## **6.5 Personal Protection**

- Procedures regarding prevention of cabin crew injury (*e.g. syringes, needles*)
- Hygienic protocol to ensure the safety of cabin crew (*e.g. latex gloves, face masks*)

## **6.6 Carriage of Passengers with Contagious Diseases**

- Procedures
- Equipment
- Precautions

## **6.7 Suspected Death**

- Procedures

## **6.8 Other First Aid Equipment**

- Equipment
- Use
- Precautions

## **6.9 Aircraft First Aid Kit(s) and Emergency Medical Kits**

- Contents
- Use

## **6.10 Reporting Medical Incidents**

- Procedures

## **SEVENTH SCHEDULE**

### **REGULATION 47**

#### **FLIGHT MONITORING SYSTEM**

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

## **EIGHTH SCHEDULE**

### **REGULATION 52**

#### **FLIGHT SAFETY DOCUMENTS SYSTEM**

##### **1. INTRODUCTION**

The guidelines in this Schedule address the major aspects of an operator's flight safety documents system development process, with the aim of ensuring compliance with these Regulations. The guidelines are based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance.

##### **2. Organization**

2.1 A flight safety documents system shall be organized according to criteria, which ensure easy access to information, required for flight and ground operations contained in the various operational documents comprising the system and which facilitate management of the distribution and revision of operational documents.

2.2 Information contained in a flight safety documents system shall be grouped according to the importance and use of the information, as follows:

- a) time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;
- b) time sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period;
- c) frequently used information;
- d) reference information, e.g., information that is required for the operation but does not fall under b) or c) above; and
- e) information that can be grouped based on the phase of operation in which it is used.

2.3 Time critical information shall be placed early and prominently in the flight safety documents system.

2.4 Time critical information, time sensitive information, and frequently used information shall be placed in cards and quick-reference guides.

##### **3. Validation**

A flight safety documents system shall be validated before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions among all groups that can occur during operations shall also be included in the validation process.

#### **4. Design**

4.1 A flight safety documents system shall maintain consistency in terminology and in the use of standard terms for common items and actions.

4.2 Operational documents shall include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system shall be defined.

4.3 A flight safety documents system shall ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes.

4.4 A flight safety documents system shall include a master index to locate, in a timely manner, information included in more than one operational document.

Note.— The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.

4.5 A flight safety documents system shall comply with the requirements of the operator's quality system, if applicable.

#### **5. Deployment**

Operators shall monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring shall include a formal feedback system for obtaining input from operational personnel.

#### **6. Amendment**

6.1 Operators shall develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors.

*Note.— Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of operators. Operators shall ensure that such information meets their specific needs and those of the local authority.*

6.2 Operators shall develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:

- a) changes resulting from the installation of new equipment;
- b) changes in response to operating experience;
- c) changes in an operator's policies and procedures;
- d) changes in an operator certificate; and
- e) changes for purposes of maintaining cross fleet standardization.

*Note.— Operators shall ensure that crew coordination philosophy, policies and procedures are specific to their operation.*

6.3 A flight safety documents system shall be reviewed:

- a) on a regular basis (at least once a year);
- b) after major events (mergers, acquisitions, rapid growth, downsizing, etc.);
- c) after technology changes (introduction of new equipment); and
- d) after changes in safety regulations.

6.4 Operators shall develop methods of communicating new information. The specific methods shall be responsive to the degree of communication urgency.

*Note.— As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the flight safety documents system.*

6.5 New information shall be reviewed and validated considering its effects on the entire flight safety documents system.

6.6 The method of communicating new information shall be complemented by a tracking system to ensure currency by operational personnel. The tracking system shall include a procedure to verify that operational personnel have the most recent updates.

## NINTH SCHEDULE

### Administrative Fines [Regulation 131]

#### Column I

#### Column II

Fines (in Rwandan francs)

Individual

Corporate

#### Provisions

3	Compliance with an Air Operator Certificate.	1,000,000	5,000,000
8	Amendment of an Air Operator Certificate.	300,000	1,500,000
9	Access for inspection.	300,000	
	1,500,000		
10	Conducting tests and inspections.	600,000	
13	Submission and revision of policy and procedure manuals	300,000	1,500,000
14	Retention and maintenance of personnel and other records.	300,000	1,500,000
15	Inspection of personnel and other records.	300,000	1,500,000
16	Flight recorders records.	300,000	1,500,000
18	Authorized aircraft.	1,000,000	5,000,000
19	Dry leasing of foreign registered aircraft.	600,000	3,000,000
31	Required cabin crew members	600,000	
	3,000,000		
32	Carriage of special situation passengers.	600,000	
	3,000,000		
48	Routes and areas of operation	600,000	
	3,000,000		
49	En-route navigational facilities.	600,000	
	3,000,000		
52	Maintenance responsibility	600,000	3,000,000
58	Approval to transport dangerous goods.	1,000,000	5,000,000
59	Compliance with Technical Instructions.	600,000	3,000,000
60	Limitations on the transport of dangerous goods.	600,000	3,000,000
61	Classification of dangerous goods	600,000	3,000,000
62	Packing.	600,000	3,000,000



63	Labelling and marking.	600,000	
	3,000,000		
64	Dangerous goods transport document.	600,000	
	3,000,000		
65	Acceptance of dangerous goods.	600,000	3,000,000
66	Inspection for damage, leakage or contamination.	600,000	
	3,000,000		
67	Removal of contamination.	600,000	3,000,000
68	Loading restrictions.	600,000	3,000,000
69	Provision of information.	300,000	1,500,000
71	Dangerous goods incident and accident reports	300,000	
	1,500,000		

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n° 01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

<b>UMUGEREKA WA X W'ITEKA</b>	<b>ANNEX X TO THE</b>	<b>ANNEXE X A L'ARRETE</b>
<b>RYA MINISITIRI</b>	<b>MINISTERIAL ORDER</b>	<b>MINISTERIEL</b>
<b>N°01/MoS/Trans/017 RYO KU</b>	<b>N°01/MoS/Trans/017 OF</b>	<b>N°01/MoS/Trans/017 DU</b>
<b>WA 11/05/2017 RISHYIRAHU</b>	<b>11/05/2017 DETERMINING</b>	<b>11/05/2017 PORTANT</b>
<b>AMABWIRIZA ASHYIRA MU</b>	<b>REGULATIONS IMPLEMENTING</b>	<b>REGLEMENTS D'APPLICATION</b>
<b>BIKORWA ITEGEKO N°75/2013</b>	<b>THE LAW N°75/2013 OF</b>	<b>DE LA LOI N°75/2013 DU</b>
<b>RYO KU WA 11/09/2013</b>	<b>11/09/2013 ESTABLISHING</b>	<b>11/09/2013 PORTANT</b>
<b>RIGENA AMABWIRIZA MU</b>	<b>REGULATION GOVERNING</b>	<b>REGLEMENTATION DE</b>
<b>BY'INDEGE ZA GISIVIRI</b>	<b>CIVIL AVIATION</b>	<b>L'AVIATION CIVILE</b>

IMIKORESHEREJE Y'INDEGE	OPERATIONS OF AIRCRAFT	EXPLOITATION TECHNIQUE DES AERONEFS
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## **CIVIL AVIATION (OPERATION OF AIRCRAFT)**

### **ARRANGEMENT OF REGULATIONS**

#### **REGULATIONS**

##### **PART I - PRELIMINARY**

1. Citation
2. Definition.

##### **PART II - GENERAL OPERATIONS REQUIREMENTS**

###### *Aircraft requirements*

3. Registration markings.
4. Civil aircraft airworthiness.
5. Special certificate of airworthiness.
6. Aircraft instrument and equipment.
7. Inoperative instruments and equipment.
8. Aircraft flight manual, marking and placard requirements.
9. Required aircraft and equipment inspections.

10. Documents to be carried on aircraft.
11. Production of documents.
12. Preservation of documents.
13. Insurance.
14. Stowaways.
15. Co-ordination of activities potentially hazardous to civil aircraft.
16. Power to prohibit or restrict flying or landing or taking off.
17. Balloons, kites and airships.

### **PART III - AIRCRAFT MAINTENANCE REQUIREMENTS**

18. Aircraft maintenance requirements

#### ***Air Operator Certificate Holder***

19. Maintenance responsibility
20. Approval and acceptance of air operator certificate maintenance systems
21. Maintenance control manual
22. Maintenance management
23. Quality system: maintenance
24. Technical logbook
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## THE CIVIL AVIATION (OPERATION OF AIRCRAFT) REGULATIONS 2017

### PART I – PRELIMINARY

- Citation**            1.        These Regulations may be cited as the Civil Aviation (Operation of Aircraft) Regulations 2017.
- Definition**           2.        When the following terms are used in this Annex, they have the following meanings:
- Accelerate-stop distance available (ASDA).*** The length of the take-off run available plus the length of stopway, if provided.
- Aerial work.*** An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.
- Aerodrome.*** A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
- Aerodrome operating minima.*** The limits of usability of an aerodrome for:
- a)      take-off, expressed in terms of runway visual range and/or visibility and, if necessary, cloud conditions;
- b)      landing in 2D instrument approach operations, expressed in terms of visibility and/or runway visual range, minimum descent altitude/height (MDA/H) and, if necessary, cloud conditions; and
- c)      landing in 3D instrument approach operations, expressed in terms of visibility and/or runway visual range and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation.

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

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

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

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

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

***Alternate aerodrome.*** An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use. Alternate aerodromes include the following:

***Take-off alternate.*** An alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it is not possible to use the aerodrome of departure.

***En-route alternate.*** An alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en route.

***Destination alternate.*** An alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing.

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

***Area navigation (RNAV).*** A method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of these.

***Cabin crew member.*** A crew member who performs, in the interest of safety

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

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

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

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

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

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

**Continuous descent final approach (CDFA).** A technique, consistent with stabilized approach procedures, for flying the final approach segment of a non-precision instrument approach procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre should begin for the type of aircraft flown.

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

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

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

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

**Decision altitude (DA) or decision height (DH).** A specified altitude or height in a 3D instrument approach operation at which a missed approach

must be initiated if the required visual reference to continue the approach has not been established.

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

***Duty period.*** A period which starts when a flight or cabin crew member is required by an operator to report for or to commence a duty and ends when that person is free from all duties.

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

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

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

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

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

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

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

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

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

activated by survivors.

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

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

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

**Fatigue.** A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase, or workload (mental and/or physical activity) that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety-related duties.

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

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

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

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

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

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

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

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

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

***Flight safety documents system.*** A set of interrelated documentation established by the operator, compiling and organizing information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator's maintenance control manual.

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

*A flight simulator*, which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc. aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;

*A flight procedures trainer*, which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;

*A basic instrument flight trainer*, which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions

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

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

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

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



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

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

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

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

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

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

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

***Precision approach (PA) procedure.*** An instrument approach procedure based on navigation systems (ILS, MLS, GLS and SBAS Cat I) designed for 3D instrument approach operations Type A or B.

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

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

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

**Large aeroplane.** An aeroplane of a maximum certificated take-off mass of over 5 700 kg.

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

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

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

**Maintenance release.** *A document which contains a certification confirming that the maintenance work to which it relates has been completed in a satisfactory manner, either in accordance with the approved data and the procedures described in the maintenance organization's procedures manual or under an equivalent system*

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

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

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

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

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

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

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

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

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

**Obstacle clearance altitude (OCA) or obstacle clearance height (OCH).** The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation as applicable, used in establishing compliance with appropriate obstacle clearance criteria.

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

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

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

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

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

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

and in a controlled and satisfactory manner.

**Performance-based navigation (PBN).** Area navigation based on performance requirements for aircraft operating along an

ATS route, on an instrument approach procedure or in a designated airspace.

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

**Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

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

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

**Psychoactive substances.** Alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas coffee and tobacco are excluded **Repair.** The restoration of an aeronautical product to an airworthy condition to ensure that the aircraft continues to comply with the design aspects of the appropriate airworthiness requirements used for the issuance of the type certificate for the respective aircraft type, after it has been damaged or subjected to wear.

**Required communication performance (RCP).** A statement of the performance requirements for operational communication in support of specific ATM functions.

**Required communication performance type (RCP type).** A label (e.g. RCP 240) that represents the values assigned to RCP parameters for communication transaction time, continuity, availability and integrity.

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

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

lights delineating the runway or identifying its centre line.

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

***Safety management system (SMS).*** A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

***Small aeroplane.*** An aeroplane of a maximum certificated take-off mass of 5 700 kg or less.

***State of Registry.*** The State on whose register the aircraft is entered.

***State of the Aerodrome.*** The State in whose territory the aerodrome is located.

***State of the Operator.*** The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

***Synthetic vision system (SVS).*** A system to display data-derived synthetic images of the external scene from the perspective of the flight deck

***Target level of safety (TLS).*** A generic term representing the level of risk which is considered acceptable in particular circumstances.

***Threshold time.*** The range, expressed in time, established by the State of the Operator, to an en-route alternate aerodrome, whereby any time beyond requires an EDTO approval from the Authority.

***Total vertical error (TVE).*** The vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level).

***Visual meteorological conditions (VMC).*** Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling\*, equal to or better than specified minima

## **PART II – GENERAL OPERATIONS REQUIREMENTS**

### ***Aircraft requirements***

<b>Registration markings</b>	<b>3.</b>	A person shall not operate an aircraft registered in Rwanda or a foreign-registered aircraft in Rwanda airspace unless that aircraft displays the proper markings prescribed in the Civil Aviation (Aircraft Registration and Marking) Regulations.
<b>Civil aircraft airworthiness</b>	<b>4.</b>	<p>(1) A person shall not operate an aircraft unless that aircraft is in an airworthy condition.</p> <p>(2) Subject to sub-regulation (1), a pilot-in-command shall:</p> <ul style="list-style-type: none"> <li>(a) determine whether an aircraft is in a condition for safe flight; and</li> <li>(b) discontinue a flight when an unairworthy mechanical, electrical or structural condition occurs.</li> </ul>
<b>Special certificate of airworthiness</b>	<b>5.</b>	A person shall not operate an aircraft with a special certificate of airworthiness except as provided in the limitations issued with that certificate in accordance with the Civil Aviation (Airworthiness) Regulations.
<b>Aircraft instruments and equipment</b>	<b>6.</b>	<p>(1) A person shall not operate an aircraft unless it is equipped with instruments and equipment appropriate to the type of flight operation conducted and the route being flown and in any case in compliance with the requirements of the Civil Aviation (Instruments and Equipment) Regulations.</p> <p>(2) Aircraft required to be equipped with an airborne collision avoidance system, shall operate in accordance with the relevant provisions prescribed by the Authority</p>
<b>Inoperative instruments and equipment</b>	<b>7.</b>	<p>(1) A person shall not commence an aircraft flight with inoperative instruments or equipment installed, except as authorized by the Authority;</p> <p>(2) A person shall not operate a multi-engine aircraft in commercial air transport with inoperative instruments and equipment installed unless the following conditions are met:</p> <ul style="list-style-type: none"> <li>(a) an approved minimum equipment list exists for that aircraft;</li> </ul>

- (b) the Authority has issued operations specifications authorising operations in accordance with an approved minimum equipment list; the flight crew shall have direct access at all times prior to flight to all of the information contained in the approved minimum equipment list through printed or other means approved by the Authority in the operations specifications; an approved minimum equipment list, as authorized by the operations specifications, constitutes an approved change to the type design without requiring recertification.
  - (c) the approved minimum equipment list must:
    - (i) be prepared in accordance with the limitations specified in sub-regulation (4);
    - (ii) provide for the operation of the aircraft with certain instruments and equipment in an inoperative condition;
  - (d) records identifying the inoperative instruments and equipment and the information required by sub-regulation (2)(c)(ii) shall be available to the pilot;
  - (e) the aircraft is operated under all applicable conditions and limitations contained in the minimum equipment list and the operations specifications authorising use of the minimum equipment list;
- (3) Flight operations with inoperative instruments and equipment installed may be allowed in situations where no master minimum equipment list is available and no minimum equipment list is required for the specific aircraft operation under these Regulations.
- (4) The inoperative instruments and equipment referred to in sub-regulation (1) shall not be:
- (a) part of the VFR-day instruments and equipment prescribed in the Civil Aviation (Instruments and Equipment) Regulations;
  - (b) required on the aircraft's equipment list or the operations equipment list for the kind of flight operation being conducted;
  - (c) required by the Civil Aviation (Instruments and Equipment) Regulations for the specific kind of flight operation being conducted; or
  - (d) required to be operational by an airworthiness directive.

- (5) The Authority may authorize a person to operate an aircraft with inoperative instruments and equipment where such instruments and equipment are:
  - (a) determined by the pilot-in-command not to be a hazard to safe operation;
  - (b) deactivated and placarded “Inoperative”; and
  - (c) removed from the aircraft, the cockpit control placarded and the maintenance recorded in accordance with the Civil Aviation (Airworthiness) Regulations.
- (6) Where deactivation of the inoperative instrument or equipment involves maintenance, it shall be accomplished and recorded in accordance with the Civil Aviation (Airworthiness) Regulations.
- (7) The following instruments and equipment shall not be included in the minimum equipment list:
  - (a) instruments and equipment that are either specifically or otherwise required by the certification airworthiness requirements and which are essential for safe operations under all operating conditions.
  - (b) instruments and equipment required for operable condition by an airworthiness directive, unless the airworthiness directive provides otherwise.
  - (c) instruments and equipment required for specific operations.
- (8) Notwithstanding sub-regulation (7), an aircraft with inoperative instruments or equipment may be operated under a special flight permit issued under the Civil Aviation (Airworthiness) Regulations.

**Aircraft flight manual, marking and placard requirements**     **8.**

- (1) No person may operate a Rwanda-registered civil aircraft unless there is available in the aircraft:
  - (a) a current, approved aircraft flight manual or rotorcraft flight manual; or
  - (b) an aircraft operating manual approved by the Authority for the AOC holder;
  - (c) if no aircraft flight manual or rotorcraft flight manual exists,



approved manual material, markings and placards, or any combination thereof, which provide the pilot-in-command with the necessary limitations for safe operation.

- (2) No person may operate a civil aircraft within or over Rwanda without complying with the operating limitations specified in the approved aircraft flight manual or rotorcraft flight manual, markings and placards, or as otherwise prescribed by the certifying authority for the aircraft's State of Registry.
- (3) Each aircraft flight manual or rotorcraft flight manual shall be updated by implementing changes made mandatory by the State of Registry.
- (4) Each operator shall display in the aircraft all placards, listings, instrument markings or combination thereof, containing those operating limitations prescribed by the certifying Authority for the aircraft's State of Registry for visual presentation.
- (5) The operator shall make available to operations staff and flight crew the aircraft operating manual, for each aircraft type operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft.
- (6) The manual shall include details of the aircraft systems and of the checklists to be used. The design of the manual shall observe Human Factors principles.

**Required  
aircraft and  
equipment  
inspections**

**9.**

- (1) Unless otherwise authorized by the Authority, a person shall not operate an aircraft registered in Rwanda unless it has had the following inspections:
  - (a) an annual inspection within the past twelve months;
  - (b) a one hundred hour inspection;
  - (c) an altimeter and pitot-static system inspection in the past twelve months;
  - (d) for transponder equipped aircraft, a transponder check within the past twelve months;
  - (e) for emergency locator transmitter-equipped aircraft, an emergency locator transmitter check within the past twelve months.
- (2) Aircraft for remuneration or hire operations maintained under

maintenance and inspection programme approved by the Authority is not required to have current annual or one hundred hour inspections in their maintenance records.

**Documents to  
be carried on  
aircraft**

**10.**

- (1) A person shall not fly an aircraft unless it carries the following documents:
  - (a) the operations manual prescribed in regulation 28 of Civil Aviation (Air Operator Certification and Administration Regulations), or those parts of it that pertain to flight operations;
  - (b) the aircraft flight manual or rotorcraft flight manual, or other documents containing performance data required for the application of regulation 120 and any other information necessary for the operation of the aircraft within the terms of its certificate of airworthiness, unless these data are available in the operations manual; and
  - (c) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.
- (2) An aircraft registered in Rwanda shall, when in flight, have on board the documents specified in this regulation, except that if the flight is intended to begin and end at the same aerodrome and does not include passage over the territory of any other State other than Rwanda, the documents may be kept at the aerodrome instead of being carried aboard the aircraft.
- (3) In addition to the documents prescribed in sub-regulation (1), the following documents shall be carried in an aircraft are:
  - (a) on a flight for the purpose of commercial air transport:
    - (i) licence in force in respect of the aircraft radio station installed in the aircraft;
    - (ii) the certificate of airworthiness in force in respect of the aircraft;
    - (iii) the licences and certificates of members of the flight crew of the aircraft;
    - (iv) one copy of mass and balance documentation, if any, required with respect to the flight;

- (v) one copy of the certificate of release to service, if any, in force with respect to the aircraft;
  - (vi) the technical logbook required by these Regulations;
  - (vii) aircraft certificate of registration;
  - (viii) aircraft journey logbook;
  - (ix) list of passenger names and points of embarkation and disembarkation, if applicable;
  - (x) cargo manifest including special loads information if applicable;
  - (xi) certified true copy of the air operator certificate (AOC) and a copy of the operations specifications relevant to the aircraft type, issued in conjunction with the certificate;
  - (xii) noise certificate if required;
  - (xiii) minimum equipment list;
  - (xiv) category II or III Manual, as applicable;
  - (xv) operational flight plan;
  - (xvi) filed NOTAMS briefing documentation;
  - (xvii) meteorological information;
  - (xviii) forms for complying with the reporting requirements of the Authority and the air operator certificate holder;
  - (xix) list of special situation passengers;
  - (xxiii) filed air traffic control flight plan;
  - (xxiv) search and rescue information;
  - (xxv) any other document which may be required by the Authority or States concerned with a flight.
- (b) on a flight which includes passage over a territory of any country other than Rwanda for the purpose of commercial air transport and aerial work:
- (i) those documents set forth in paragraph (a);

- (ii) a copy of notified procedure to be followed by pilot-in-command of an intercepted aircraft and the notified visual signals for use by intercepting and intercepted aircraft; and
  - (iii) a general declaration for customs;
- (c) on a flight for the purpose of aerial work:
  - (i) the licence in force in respect of the aircraft radio station installed in the aircraft;
  - (ii) the certificate of airworthiness in force in respect of the aircraft;
  - (iii) the licences and certificates of members of the flight crew of the aircraft;
  - (iv) the technical logbook required by these Regulations;
  - (v) one copy of the certificate of release to service, if any, in force with respect to the aircraft;
  - (vi) aircraft certificate of registration; and
  - (vii) any other document required by the Authority.
- (d) on a flight which includes passage over a territory of any country other than Rwanda for the purpose of aerial work:
  - (i) those documents set forth in paragraph (c);
  - (ii) a copy of notified procedure to be followed by pilot-in-command of an intercepted aircraft and the notified visual signals for use by intercepting and intercepted aircraft;
- (e) on a flight which includes passage over a territory of any country other than Rwanda for the purpose of general aviation:
  - (i) licence in force in respect of the aircraft radio station installed in the aircraft;
  - (ii) the certificate of airworthiness in force in respect of the aircraft;
  - (iii) the licences of members of the flight crew of the aircraft;
  - (iv) the certificate of registration;

- (v) a copy of notified procedure to be followed by pilot-in-command of an intercepted aircraft and the notified visual signals for use by intercepting and intercepted aircraft;
  - (vi) journey logbook;
  - (vii) if it carries passengers, a list of names, places of embarkation and destination; and
  - (viii) if it carries cargo, a manifest and detailed declarations of the cargo.
- (f) for the purpose of general aviation flight within Rwanda:
- (i) the licence in force in respect of the aircraft radio station installed in the aircraft;
  - (ii) the certificate of airworthiness in force in respect of the aircraft;
  - (iii) the licences and certificates of members of the flight crew of the aircraft;
  - (iv) one copy of the certificate of release to service, if any, in force with respect to the aircraft;
  - (v) aircraft certificate of registration;
  - (vi) noise certificate, if required;
  - (vii) aeroplane flight manual or rotorcraft flight manual;
  - (viii) category II or III Manual, as applicable;
  - (ix) filed NOTAMS briefing documentation;
  - (x) forms for complying with reporting requirements of the Authority;
  - (xi) filed air traffic control flight plan; and
  - (xii) any other document required by the Authority.

- (4) Where the certificate and the associated operations specifications are issued by the State of the Operator in a language other than English, an English translation shall be included

**Production of documents    11.**

- (1) A pilot-in-command shall, after being requested to do so by an authorized person, produce for examination by that person:
  - (a) the certificates of registration and airworthiness in force in respect of the aircraft;
  - (b) the licences and certificates of crew members, as applicable; and
  - (c) such other documents as required by regulation 10 to be on board the aircraft when in flight.
- (2) The operator of an aircraft registered in Rwanda shall, after being requested to do so by an authorized person, produce to that person any of the following documents or records requested by that person, being documents or records which are required by or under these Regulations to be in force or to be carried, preserved or made available:
  - (a) licence in force in respect of the aircraft radio station installed in the aircraft;
  - (b) the certificate of airworthiness in force in respect of the aircraft;
  - (c) the certificate of registration in force with respect to the aircraft;
  - (d) the aircraft logbook, engine logbooks and variable pitch propeller logbooks required under these Regulations to be kept;
  - (e) the mass and balance documentation, if any, required to be preserved under these Regulations;
  - (f) any records of flight time, duty periods and rest periods which are required to be preserved by these Regulations, and such other documents and information in the possession or control of the operator, as the authorized person may require for the purpose of determining whether those records are complete and accurate;
  - (g) any operations manuals or other data required to be made available under these Regulations; and
  - (h) the record made by any flight recorder installed under the Civil Aviation (Instruments and Equipment) Regulations.
- (3) The holder of a licence or certificate granted or rendered valid under the Civil Aviation (Personnel Licensing) Regulations shall, after being requested to do so by an authorized person, produce to that authorized

person, his licence, certificate, including any validation thereof.

- (4) Every person required by the Civil Aviation (Personnel Licensing) Regulations to keep a personal flying log-book shall:
- (a) keep such records for a period of not less than two years after the date of the last entry therein; and
  - (b) produce it to an authorized person immediately, and in any case not later than fourteen days after being requested to do so.

**Preservation of 12.  
documents**

- (1) Subject to sub-regulation (2), a person required by these Regulations to preserve any documents or records by reason of his being the operator of an aircraft shall, if he ceases to be the operator of the aircraft, continue to preserve the documents or records as if he had not ceased to be the operator, and in the event of his death the duty to preserve the documents or records shall fall upon his personal representative.
- (2) If another person becomes the operator of the aircraft, the first-mentioned operator or his personal representative shall deliver to that person upon demand the certificate of release to service, the logbooks and the mass and balance schedule and any record made by a flight recorder and preserved in accordance with these Regulations which are in force or required to be preserved in respect of that aircraft.
- (3) If an engine or variable pitch propeller is removed from the aircraft and installed in another aircraft operated by another person the first-mentioned operator or his personal representative shall deliver to that person upon demand the logbook relating to that engine or propeller.
- (4) If any person in respect of whom a record has been kept by the first-mentioned operator in accordance with these Regulations becomes a flight crew member of an aircraft registered in Rwanda engaged in commercial air transport operations in Rwanda and operated by another person, the first-mentioned operator or his personal representative shall deliver those records to that other person upon demand.
- (5) It shall be the duty of the other person referred to in sub-regulations (2), (3) and (4) to deal with the documents or records delivered to him as if he were the first mentioned operator.

**Insurance 13.**

- (1) A person shall not fly, or cause or commit any other person to fly an aircraft unless there is in force an insurance policy in respect of third party risks.

- (2) The insurance policy for commercial air transport aircraft shall cover insurance in respect of passengers' liability, cargo, baggage and mail risks.
- (3) The minimum sum of insurance in respect of any aircraft insured in accordance with sub-regulation (2) shall be notified by the Authority.

**Stowaways**      **14.**      A person shall not secrete himself in an aircraft for the purpose of being carried in the aircraft without the consent of either the operator or the pilot-in-command thereof or of any other person entitled to give consent to his being carried in the aircraft.

**Co-ordination of activities potentially hazardous to civil aircraft.**      **15.**

- (1) A person shall not carry out activities potentially hazardous to civil aircraft whether flying over Rwanda or over the territorial waters of Rwanda without approval from the Authority.
- (2) Notwithstanding the generalities of sub-regulation (1):
  - (a) a person shall not intentionally project, or cause to be projected, a laser beam or other directed high intensity light at an aircraft in such a manner as to create a hazard to aviation safety, damage to the aircraft or injury to its crew or passengers;
  - (b) a person using or planning to use lasers or other directed high-intensity lights outdoors in such a manner that the laser beam or other light beam may enter navigable airspace with sufficient power to cause an aviation hazard shall provide written notification to the competent authority;
  - (c) a pilot-in-command shall not deliberately operate an aircraft into a laser beam or other directed high-intensity light unless flight safety is ensured and there is a mutual agreement by the operator of the laser emitter or light source, the pilot-in-command and the competent Authority.
- (3) A person shall not release into the atmosphere any radio active material or toxic chemicals which could affect the safety of aircraft operating within the Rwandan airspace.

**Power to prohibit or**      **16.**      (1) Where the Authority deems it necessary in the public interest to restrict or prohibit:



**restrict flying  
or landing or  
taking off**

- (a) flying over any area of Rwanda or along any route therein; or
- (b) landing or take-off at any place in Rwanda by reason of:
  - (i) the intended gathering or movement of a large number of persons;
  - (ii) the intended holding of an aircraft race contest or of an exhibition of flying; or
  - (iii) national security or any reason affecting public interest,

may make orders prohibiting, restricting or imposing conditions on flight by any aircraft, whether or not registered in Rwanda, in any airspace over Rwanda and by an aircraft registered in Rwanda, in any other airspace, being airspace in respect of which Rwanda has in pursuance of international arrangements undertaken to provide navigation services for aircraft.

- (2) Orders made under this regulation may apply either generally or in relation to any class of aircraft.
- (3) It shall be an offence to contravene or permit the contravention of or fail to comply with any Orders made hereunder.
- (4) If the pilot-in-command becomes aware that he is flying in contravention of any regulation which have been made for any of the reasons referred to in sub-regulation (1)(b)(iii) he shall, unless otherwise instructed pursuant to sub-regulation (5), cause the aircraft to leave the area to which the order relate by flying to the least possible extent over such area and the aircraft shall not begin to descend while over such an area.
- (5) The pilot-in-command flying either within an area for which Orders have been made for any of the reasons referred to in sub-regulation (1)(b)(iii) or within airspace notified as a danger area shall forthwith comply with instructions given by radio by the appropriate air traffic services unit or by, or on behalf of, the person responsible for safety within the relevant airspace.
- (6) This regulation does not prevent the Minister in charge of Civil Aviation or the Minister of Defence to issue Orders within their respective jurisdictions based on the reasons referred to in sub-regulations (1)(a) and (1)(b)(iii).

**Balloons, kites 17.**

- (1) A person shall not, within Rwanda:

**and airships**

- (a) fly a captive balloon or kite at a height of more than 60 m (200 ft) above the ground level or within 60 m (200 ft) of any vessel, vehicle or structure;
- (b) fly a captive balloon within an aerodrome traffic zone;
- (c) fly a balloon exceeding 1,83 m (6 ft) in any linear dimension at any stage of its flight, including any basket or other equipment attached to the balloon, in controlled airspace;
- (d) fly a kite within an aerodrome traffic zone;
- (e) moor an airship; or
- (f) fly a free balloon at night,

without the permission in writing of the Authority, and in accordance with any conditions subject to which the permission may be granted.

- (2) A captive balloon when in flight shall not be left unattended unless it is fitted with a device which ensures automatic deflation if it breaks.
- (3) An unmanned free balloon shall be operated in such a manner as to minimise hazards to persons, property or other aircraft.

**PART III - AIRCRAFT MAINTENANCE REQUIREMENTS**

**Aircraft  
maintenance  
requirements**

- 18. (1) An owner, or in the case where it is leased, a lessee, or an air operator certificate holder of an aircraft shall ensure that :
  - (a) the aircraft is maintained in an airworthy condition, including compliance with all airworthiness directives;
  - (b) the operational and emergency equipment necessary for the intended flight is serviceable;
  - (c) the certificate of airworthiness remains valid; and
  - (d) the maintenance and release to service of the aeroplane is performed in accordance with the maintenance programme of,

and under a system acceptable to, the State of registry..

- (2) A person shall not perform maintenance, preventive maintenance, or alterations on an aircraft other than as prescribed in this Part, in the Civil Aviation (Airworthiness) Regulations and in the Civil Aviation (Approved Maintenance Organization) Regulations
- (3) A person shall not operate an aircraft for which a manufacturer's maintenance manual or instructions for continued airworthiness has been issued that contains an airworthiness limitations section unless the mandatory replacement times, inspection intervals and related procedures set out in operations specifications approved by the Authority.
- (4) An owner, or in the case where it is leased, a lessee, or an air operator certificated holder of an aeroplane over 5,700 kg maximum certificated take-off mass shall, as prescribed by the State of registry, ensure that the information resulting from maintenance and operational experience with respect to continuing airworthiness, is transmitted, as required by regulation 22 of the Civil Aviation (Airworthiness) Regulations;

#### *Air Operator Certificate Holder*

#### **Maintenance responsibility**

- 19. (1) An air operator certificate holder shall ensure the airworthiness of its aircraft and the serviceability of both operational and emergency equipment by:
  - (a) carrying out preflight inspections;
  - (b) correcting any defect or damage affecting safe operation of the aircraft to an approved standard, taking into account the minimum equipment list and configuration deviation list if available for the aircraft type;
  - (c) carrying out maintenance on the aircraft in accordance with the approved operator's aircraft maintenance programme;
  - (d) analysing of the effectiveness of the air operator certificate holder's approved aircraft maintenance programme;
  - (e) effecting the provisions of any operational directive, airworthiness directive and any other continued airworthiness requirement made mandatory by the Authority; and
  - (f) carrying out modifications in accordance with an approved standard and establishing an embodiment policy for non-mandatory

modifications.

- (2) An air operator certificate holder shall ensure that the certificate of airworthiness for each aircraft operated remains valid in respect of:
  - (a) the requirements specified in sub-regulation (1);
  - (b) the expiry date of the certificate of airworthiness; and
  - (c) any other maintenance condition specified in the certificate of airworthiness.
- (3) An air operator certificate holder shall ensure that the requirements specified in sub-regulation (1) are performed in accordance with procedures approved by or acceptable to the Authority.
- (4) An air operator certificate holder shall ensure that the maintenance, preventive maintenance and modification of its aircraft or aircraft component are performed in accordance with its maintenance control manual or current instructions for continued airworthiness and applicable civil aviation regulations.
- (5) An air operator certificate holder shall employ a person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual.
- (6) An air operator certificate holder may make an arrangement with another person for the performance of any maintenance, preventive maintenance or modifications but shall remain responsible for all work performed under the arrangement.
- (7) Operators shall ensure that, in accordance with procedures acceptable to the Authority, the operational and emergency equipment necessary for the intended flight is serviceable.
- (8) The owner of an aeroplane, or in the case where it is leased, the lessee, shall ensure that the certificate of airworthiness of the aeroplane remains valid in accordance with procedures acceptable to the Authority.

**Approval and acceptance of air operator certificate maintenance**

- 20. (1) Except for pre-flight inspections, an air operator certificate holder shall not operate an aircraft:
  - (a) registered in Rwanda, unless it is maintained in an airworthy condition and released to service by an approved maintenance

**systems**

organization approved in accordance with the Civil Aviation (Approved Maintenance Organization) Regulations; and

- (b) of foreign registry, unless it is maintained in an airworthy condition and released to service in accordance with a system approved by the State of registry in which the person signing the maintenance release is licensed in accordance with the latest effective edition of Annex I – *Personnel Licensing* to the Chicago Convention, and is acceptable to the Authority;
- (2) The State of registry may transfer some or all its responsibility for foreign registered aircraft operating in Rwanda under an agreement entered into pursuant to Article 83*bis* of the Chicago Convention.

**Maintenance  
control manual**

- 21. (1) An air operator certificate holder shall provide to the Authority, and to the State of registry of the aircraft, if different from the Authority, the air operator certificate holder's maintenance control manual and subsequent amendments, for the use and guidance of maintenance and operational personnel concerned, having a design that observe Human Factors principles, and containing details of the organization's structure including:
  - (a) the procedures to be followed to satisfy the maintenance responsibility required under regulation 19;
  - (b) the procedures for the reporting of failures, malfunctions, and defects in accordance with the Civil Aviation (Airworthiness) Regulations to the Authority, State of registry and the State of design within seventy two hours of discovery;
  - (c) items that warrant immediate notification to the Authority by telephone, telex or fax, with a written follow-on report as soon as possible but no later than within seventy two hours of discovery, which are-
    - (i) primary structural failure;
    - (ii) control system failure;
    - (iii) fire in the aircraft;
    - (iv) engine structure failure; or
    - (v) any other condition considered an imminent hazard to safety.
- (2) An air operator certificate holder's maintenance control manual shall contain the following information which may be issued in separate parts:

- (a) a description of the administrative agreements between the air operator certificate holder and an approved maintenance organization;
- (b) a description of the maintenance procedures and the procedures for completing and signing the certificate of release to service;
- (c) a description of the procedures to ensure each aircraft an air operator certificate holder operates is in an airworthy condition;
- (d) a description of the procedures to ensure the operational emergency equipment for each flight is serviceable;
- (e) the names and duties of the person or persons required to ensure that all maintenance is carried out in accordance with the maintenance control manual;
- (f) a reference to the maintenance programme;
- (g) a description of the methods for completion and retention of the operator's maintenance records required by regulation 26;
- (h) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aircraft 5,700kg and above and helicopters 3,180kg and above maximum certificated take-off mass, providing the information as prescribed by the State of registry and reporting through the system specified in regulation 15 of the Civil Aviation (Airworthiness) Regulations;
- (i) a description of the procedures for obtaining and assessing continued airworthiness information and implementing any resulting actions for all aircraft 5,700kg and above and helicopters 3,180kg and above maximum certificated take-off mass, from the organization responsible for the type design, and shall implement such actions considered necessary by the State of registry;
- (j) a system of ensuring that any fault, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of aeroplanes 5,700kg and above and helicopters 3,180kg and above maximum certificated take-off mass shall be transmitted to the organization responsible for the type design of that aeroplane or helicopter;
- (k) a description of the procedures for implementing mandatory continuing airworthiness information;
- (l) a description of establishing and maintaining a system of analysis

and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme;

- (m) a description of aircraft and helicopters types and models to which the manual applies;
  - (n) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and
  - (o) a description of the procedures for advising the State of registry and the State of the operator of significant in-service occurrences.
- (3) An air operator certificate holder shall not provide for use of its personnel in commercial air transport, a maintenance control manual or its part that has not been reviewed and approved by the Authority.
- (4) An air operator certificate holder shall ensure that
- (a) his maintenance control manual is amended as necessary, to keep the information contained therein up to date; and
  - (b) copies of all amendments to the maintenance control manual is furnished promptly to all organizations or persons to whom the manual has been issued.
- (5) An air operator certificate holder or applicant for an air operator certificate shall submit and maintain a maintenance control manual containing at least the information set out in the second schedule to these regulations and any other information requested by the State of registry or the Authority.

**Maintenance  
management**

- 22.** (1) An air operator certificate holder, approved as an approved maintenance organization, may carry out the requirements in regulation 19.
- (2) An air operator certificate holder shall employ a person or a group of persons, acceptable to the Authority, to ensure that all maintenance is carried out on time to an approved standard such that the maintenance requirements of regulation 19 and requirements of the air operator certificate holder's maintenance control manual are satisfied, and to ensure the functioning of the quality system.
- (3) An air operator certificate holder shall provide suitable office accommodation at appropriate locations for the personnel specified in sub-regulation (2).

- (4) Where an air operator certificate holder is not an approved maintenance organization, the air operator certificate holder shall make arrangements with an approved maintenance organization to carry out the requirement of regulation 19.
- (5) The arrangement made pursuant to sub-regulation (4) shall be in the form of a written maintenance contract between the air operator certificate holder and the approved maintenance organization detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the Authority.

**Quality  
system:  
maintenance**

- 23. (1) An air operator shall, in order to ensure that its maintenance control system and all of the included maintenance schedules continue to be effective and to comply with these Regulations.
- (2) The person responsible for the maintenance control system shall distribute the records relating to the findings resulting from the quality assurance program to the appropriate manager for corrective action and follow-up in accordance with the policies and procedures specified in the maintenance control manual (MCM).
- (3) The person responsible for the maintenance control system shall establish an audit system in respect of the quality system that consists of the following:
  - (a) an initial audit within 12 months after the date on which the air operator certificate is issued;
  - (b) subsequent audits conducted at intervals set out in the MCM;
  - (c) a record of each occurrence of compliance or non-compliance with the MCM found during an audit referred to in paragraph (a) or (b);
  - (d) checklists of all activities controlled by the MCM and the maintenance schedules;
  - (e) procedures for ensuring that each finding of an audit is communicated to them and, if management functions have been assigned to another person, to that person;
  - (f) follow-up procedures for ensuring that corrective actions are effective; and
  - (g) a system for recording the findings of initial and periodic audits, corrective actions and follow-ups.



- (4) The records required under sub-regulation (3)(g) shall be retained for the greater of
  - (a) two audit cycles; and
  - (b) two years.
- (5) The duties related to the quality assurance program that involve specific tasks or activities within an air operator's activities shall be fulfilled by persons who are not responsible for carrying out those tasks or activities.

**Technical  
logbook**

- 24.** (1) An air operator certificate holder shall ensure that every aircraft registered in Rwanda used for commercial air transport or aerial work maintains a technical logbook.
- (2) The following particulars shall be entered in the technical logbook:
- (a) a title page with the name and address of the operator, the aircraft type, and registration marks;
  - (b) details relating to the current certificate of release to service ;
  - (c) details relating to the next inspection on the approved maintenance schedule;
  - (d) a section containing sector record pages, each page being serially numbered with the operator's name printed thereon and having a provision for recording the following-
    - (i) aircraft type, serial number and registration marks;
    - (ii) date, place and time of take-off and landing;
    - (iii) particulars of any defect experienced on the aircraft;
    - (iv) the fuel and oil quantities on arrival and quantities uplifted in each tank;
    - (v) a certificate of release to service in respect of any work performed for the purpose of rectifying defects;
    - (vi) the running total of flying hours, such that the hours to the next scheduled inspection can be easily determined;
    - (vii) provision for pre-flight and daily inspection signatures;

- (e) a readily identifiable section containing a record of deferred defects with serially numbered pages and the operator's name printed thereon including a provision for recording the following:
    - (i) a cross-reference for each deferred defect such that the original defect together with brief related details can be clearly identified in the sector record section;
    - (ii) the original date of occurrence of the deferred defect, together with brief related details;
    - (iii) a cross-reference for each deferred defect such that the action in respect of such deferred defect can be clearly identified in the sector record section.
  - (f) the number of landings, flight pressure cycles or engine cycles as specified for that aircraft;
  - (g) any other details as the Authority may require.
- (3) The technical log and any subsequent amendment shall be approved by the Authority.

**Technical  
logbook entries**

- 25.** (1) At the end of every flight, the pilot-in-command shall enter, sign and date the following information in a technical logbook:
- (a) the times when the aircraft took off and landed; and
  - (b) particulars of any defect which is known to him and which affects the airworthiness or safe operation of the aircraft, or if no such defect is known to him, an entry to that effect.
- (2) Notwithstanding sub-regulation (1), in the case of a number of consecutive flights each of which begins and ends:
- (a) within the same period of 24 hours;
  - (b) at the same aerodrome except where each such flight is for the purpose of dropping or projecting any material for agricultural, public health or similar purposes; and
  - (c) with the same person as the pilot-in-command, the pilot-in-command may, except where he becomes aware of a defect during an earlier flight, make the entries in a technical logbook at the end of the last of such consecutive flights.

- (3) Upon the rectification of any defect which has been entered in a technical logbook a person signing a maintenance release in respect of that defect shall enter the release in the technical logbook in such a position as to be readily identifiable with the defect to which it relates.
- (4) An air operator certificate holder shall have in the approved operations manual a procedure for keeping adequate copies of technical logbook to be carried on board the aircraft in a place readily accessible to each flight crew member

**Maintenance records**

- 26.** (1) An air operator certificate holder shall ensure that a system has been established to keep the following records, in a form acceptable to the Authority:
- (a) the total time in service in hours, calendar time and cycles, as appropriate, of the aircraft and all its life-limited components, and since last overhaul of the aircraft or its components subject to mandatory overhaul life, with appropriate details of modifications and repairs to the aircraft and its major components;
    - (i) the entire aircraft to include:
      - (A) total time in service indicated in hours, calendar time and cycles, as appropriate, of the aircraft and all life limited parts;
      - (B) current inspection status of the aircraft, including the time since required or approved inspections were last performed, the current aircraft status of compliance with the maintenance programme;
      - (C) current empty mass and the location of the centre of gravity when empty;
      - (D) addition or removal of equipment;
      - (E) type and extent of maintenance and alteration, including the time in service and date;
      - (E) when work was performed; and
      - (H) a chronological list of compliance with airworthiness directives issued in accordance with the Civil Aviation (Airworthiness) Regulations, including methods of compliance, and the current status of compliance with all

mandatory continuing airworthiness information;;

(ii) life-limited products:

(A) total time in service;

(B) date of the last overhaul;

(C) time in service since the last overhaul; and

(D) date of the last inspection.

(iii) instruments and equipment, the serviceability and operating life of which are determined by their time in service:

(A) records of the time in service as are necessary to determine their serviceability or to compute their operating life; and

(B) date of last inspection.

(b) the detailed maintenance records to show that all requirements for signing of a certificate of release to service have been met; and

(c) technical logbook records.

(2) An air operator certificate holder shall ensure that:

(a) the records specified in sub-regulation (1)(a) are kept for a minimum period of ninety days after the unit to which they refer has been permanently withdrawn from service;

(b) the records referred to in sub-regulation (1)(b) are kept for a minimum of one year after the signing of the certificate of release to service;

(c) the records referred to in sub-regulation (1)(c) are retained for a minimum of one year after the date of the last entry;

(d) in the event of temporary change of operator, the records specified in sub-regulation (1) are made available to the new operator.

(e) when an aircraft is permanently transferred from one operator to another operator, the records specified in sub-regulation (1) are also transferred.

**Release to  
service:**

**27.** (1) An air operator certificate holder shall not operate an aircraft unless it is maintained and released to service by an organization approved in

**maintenance  
section  
records of the  
technical  
logbook**

accordance with the Civil Aviation (Approved Maintenance Organization) Regulations acceptable to the State of Registry.

- (2) The certificate of release to service shall be issued in accordance with the air operator certificate maintenance control manual procedures.
- (3) An air operator certificate holder shall not operate an aircraft after release under sub-regulation (1) unless an appropriate entry is made in accordance with the air operator certificate maintenance control manual procedures acceptable to the Authority.
- (4) An air operator certificate holder shall give a copy of the certificate of release to service for the aircraft to the pilot-in-command or ensure that an entry noting the release is made in the technical logbook.
- (5) The owner or the lessee shall not operate the aeroplane unless it is maintained and released to service under a system acceptable to the State of Registry

**Modification  
or repairs to  
aircraft**

- 28.**
- (1) All modifications or repairs to an aircraft shall be made in compliance with the airworthiness requirements acceptable to the Authority. Procedures shall be established to ensure that the substantiating data supporting compliance with airworthiness requirements are retained.
  - (2) An owner of an aircraft, or in the case where it is leased, the lessee, or air operator certificate holder, shall:
    - (a) establish the procedures to ensure that records supporting compliance with the airworthiness requirements are retained;
    - (b) ensure that major repair or major modification is carried out in accordance with technical data approved by the Authority;
    - (c) promptly, upon completion of a major modification or major repair, prepare a report of each major modification or major repair of an airframe, aircraft engine, propeller or appliance of an aircraft; and
    - (d) submit a copy of each report of a major modification to the Authority and keep a copy of each report of a major repair available for inspection.

**Aircraft  
maintenance  
programme**

- 29.**
- (1) An air operator certificate holder shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme, and any of its subsequent amendments, submitted to the

Authority for approval, provided that the design and application of the maintenance programme observe Human Factors principles.

- (2) In the case of the foreign registered aircraft the maintenance programme shall be approved by the State of registry and may be subsequently accepted by the Authority.
- (3) In addition to the requirement of a maintenance programme for aircraft operated by an air operator certificate holder, an aircraft with maximum takeoff mass above 13,310 kg shall include a reliability programme in the maintenance programme.
- (4) Where a determination is made by the Authority under sub-regulation (3), an air operator certificate holder shall provide the procedures and information in the maintenance control manual.
- (5) An air operator certificate holder shall ensure that each aircraft is maintained in accordance with the approved maintenance programme which shall include:
  - (a) maintenance tasks and the intervals in which these are to be performed, taking into account the anticipated utilisation of the aircraft;
  - (b) where applicable, a continuing structural integrity programme;
  - (c) procedures for changing or deviating from sub-paragraphs (a) and (b); and
  - (d) where applicable, condition monitoring and reliability programme, descriptions for aircraft systems, components and engines.
- (6) The Authority may amend any operation specifications issued to an air operator certificate holder to permit deviation from those provisions of this Part that would prevent the return to service and use of airframe components, engines., appliances, and spare parts because the airframe components, engines., appliances and spare parts have been maintained, altered, or inspected by persons employed outside Rwanda who do not hold a Rwanda maintenance engineer's licence.
- (7) An air operator certificate holder who is granted authority under this deviation shall provide for surveillance of facilities and practices to assure that all work performed on the airframe components, engines., appliances and spare parts specified in sub-regulation (6) is accomplished in accordance with an air operator certificate holder's maintenance control manual.
- (8) Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such.

- (9) The maintenance programme shall be based on maintenance programme information made available by the State of design or by the organization responsible for the type design, and any additional applicable information, documentation or experience.
- (10) A person shall not 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 air operator certificate holder by the Authority.
- (11) An air operator certificate holder shall ensure that copies of all amendments to the maintenance programme is furnished promptly to all organizations or persons to which the maintenance programme has been issued.
- (12) Approval of an air operator certificate holder's maintenance programme and any subsequent amendments shall be noted in the operations specifications.
- (13) The owner or the lessee shall ensure that the maintenance of the aeroplane is performed in accordance with a maintenance programme acceptable to the State of Registry

**Inspection  
programme**

- 30.** An air operator certificate holder shall have an inspection programme and a programme covering other maintenance, preventive maintenance, and modifications to ensure that:
  - (a) maintenance, preventive maintenance and modifications are performed in accordance with an air operator certificate holder's maintenance control manual;
  - (b) each aircraft released to service is airworthy and has been properly maintained for operation.

**Maintenance,  
preventive  
maintenance  
and  
modifications**

- 31.** An air operator certificate holder may make arrangements with an appropriately rated approved maintenance organization for the performance of maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof as provided in its maintenance programme and maintenance control manual.

***Maintenance requirements for others than air operator certificate holder***

**Maintenance  
required**

- 32.** (1) This regulation and regulations 33, 34, 35, 36, 37(1) and 38 do not apply to aircraft maintained in accordance with an approved maintenance programme as required under the Civil Aviation (Airworthiness) Regulations, the Civil Aviation (Air Operators Certification and Administration) Regulations and regulations 18 to 31 of these Regulations.
- (2) An owner, lessee or operator of an aircraft shall:
- (a) have that aircraft inspected as prescribed in these Regulations, and discrepancies noted and the equipment repaired as prescribed in the Civil Aviation (Airworthiness) Regulations;
  - (b) repair, replace, remove, modify, overhaul or inspect any inoperative instruments or equipment at the next required inspection, except when permitted under the provisions of a minimum equipment list or configuration deviation list;
  - (c) ensure that a placard has been installed on the aircraft when listed discrepancies include inoperative instruments or equipment; and
  - (d) ensure that maintenance personnel make appropriate entries in the aircraft maintenance records indicating the aircraft has been approved for return to service.

**Inspections**

- 33.** (1) Except as provided in sub-regulation (4), a person shall not operate an aircraft unless, within the proceeding twelve months, the aircraft has had:
- (a) an annual inspection in accordance with the Civil Aviation (Airworthiness) Regulations and has been approved for return to service by a person authorized under the Civil Aviation (Airworthiness) Regulations;
  - (b) an inspection for issuance or renewal of an airworthiness certificate in accordance with the Civil Aviation (Airworthiness) Regulations.
- (2) Except as provided in sub-regulation (4), a person shall not operate an aircraft carrying any person, other than a crew member, for hire or reward or give flight instruction for hire unless within the preceding 100 hours of time in service the aircraft has received an:
- (a) annual or 100-hour inspection and has been approved for return to service in accordance with the Civil Aviation (Airworthiness) Regulations; or



- (b) inspection for the issuance or renewal of an airworthiness certificate in accordance with the Civil Aviation (Airworthiness) Regulations.
- (3) The 100-hour limitation referred to in sub-regulation (2) may be exceeded by not more than 10 hours while en-route to reach a place where the inspection can be done and the excess time taken to reach a place where the inspection is to be done shall be included in computing of the next 100 hours of time in service.
- (4) The provisions of sub-regulations (1) and (2) shall not apply to:
  - (a) aircraft that is operating under special certificate of airworthiness or special flight permit.
  - (b) an aircraft subject to the requirements of sub-regulation (1) and (6) of regulation 34.
  - (c) A turbine-powered rotorcraft when the operator selects to inspect that rotorcraft in accordance with sub-regulation (6) of regulation 34.

**Progressive inspection**

- 34. (1) A registered owner, lessee or operator of an aircraft who intends to use a progressive inspection program shall submit a written request to use the programme to the Authority, and shall:
  - (a) identify a licensed aircraft maintenance engineer with appropriate type ratings in accordance with the Civil Aviation (Personnel Licensing) Regulations, an approved maintenance organization appropriately rated in accordance with the Civil Aviation (Approved Maintenance Organization) Regulations, or the manufacturer of the aircraft to supervise or conduct the progressive inspection;
  - (b) provide a current inspection procedures manual available and readily understandable to the pilot and maintenance personnel containing, in detail:
    - (i) an explanation of the progressive inspection, including the continuity of inspection responsibility, the making of reports, and the keeping of records and technical reference material;
    - (ii) an inspection schedule, specifying the intervals in hours or days when routine and detailed inspections shall be

performed and including instructions for exceeding an inspection interval by not more than 10 hours while en-route and for changing an inspection interval because of service experience;

- (iii) sample routine and detailed inspection forms and instructions for their use; and
    - (iv) sample reports and records and instructions for their use;
  - (c) provide enough housing and equipment for necessary disassembly and proper inspection of the aircraft; and
  - (d) provide appropriate current technical information for the aircraft.
- (2) The frequency and detail of the progressive inspection referred to in sub-regulation (1) shall provide for the complete inspection of the aircraft within each 12 months and be consistent with the current manufacturer's recommendations, field service experience, and the kind of operation in which the aircraft is engaged.
- (3) The progressive inspection schedule shall conform to all applicable aircraft specifications, type data sheets, airworthiness directives and other approved data acceptable to the Authority.
- (4) Where the progressive inspection is discontinued, the owner or operator shall immediately notify the Authority in writing, after which the first annual inspection under these Regulations will be due within 12 months after the last complete inspection of the aircraft under the progressive inspection and the 100-hour inspection under regulation 33(2)(a) shall be due within 100 hours after that complete inspection.
- (5) A complete inspection of the aircraft, for the purpose of determining when the annual and 100-hour inspections are due, shall be detailed inspection of the aircraft and all its components in accordance with the progressive inspection and a routine inspection of the aircraft and a detailed inspection of several components is not considered to be a complete inspection.
- (6) The registered owner or operator of a large aircraft, turbojet multi-engine aeroplane, turbo propeller-powered multi-engine aeroplane and turbine powered rotorcraft shall select and use the following programmes for inspection of the aircraft:
- (a) a current inspection programme recommended by manufacturer;
  - (b) a maintenance programme for that make and model of aircraft currently approved by the Authority for use by an air operator

certificate holder; or

- (c) any other inspection programme developed by the operator and approved by the Authority.
- (7) An owner, lessee or operator of a large aeroplane shall include in the selected programme, the name and address of the person responsible for the scheduling of the inspections required by the programme, and provide a copy of the programme to the person performing inspection on the aeroplane.
- (8) An aircraft shall not be approved for return to service unless the replacement times for life-limited parts specified in the aircraft specification-type data sheets are complied with and the aircraft, including airframe, engines, propellers, rotors, appliances, and survival and emergency equipment, is inspected in accordance with an inspection programme selected.
- (9) A person wishing to establish or change an approved inspection programme shall submit the programme to the Authority for approval and shall in writing, include:
  - (a) instructions and procedures for the conduct of inspection for the particular make and model of the aircraft, including necessary tests and checks and these instructions shall set forth in detail the parts and areas of the aircraft or aircraft component including survival and emergency equipment required to be inspected; and
  - (b) a schedule for the inspections that shall be performed expressed in terms of time in service, calendar time, cycles of operations or any combination of these.
- (10) Where an owner, lessee or operator changes from one inspection programme to another, the operator shall apply the time in service, calendar times, or cycles of operation accumulated under the previous programme, in determining time the inspection is due under the new programme.

**Changes to  
aircraft  
maintenance  
programmes**

- 35. (1) Whenever the Authority finds that revisions to an approved inspection programme are necessary for the continued adequacy of the programme, the owner, lessee or operator of the aircraft shall, after notification by the Authority, make any changes found to be necessary in the programme.
- (2) An owner, lessee or operator of an aircraft may petition the Authority to reconsider the requirements contained in the notice, within thirty days after receiving that notice.

- (3) Except in the case of an emergency requiring immediate action in the interest of safety, the Authority shall take no action until it is able to make a final decision on the petition to reconsider the notice as submitted by the operator to the Authority.

**Inspections: all other aircraft**

- 36. (1) A person shall not operate an aircraft not used in commercial air transport unless within the preceding twelve months the aircraft has been:
  - (a) inspected in accordance with the Civil Aviation (Airworthiness) Regulations and approved for return to service by an authorized person; and
  - (b) issued a certificate of airworthiness by the Authority.
- (2) A person shall not operate an aircraft for flight instruction or for compensation, hire or reward unless within the preceding 100 hours of time in service the aircraft has been inspected in accordance with the Performance Rules of the Civil Aviation (Airworthiness) Regulations and approved for return to service by an authorized person.

**Maintenance records**

- 37. (1) The owner, lessee or operator of an aircraft shall keep a maintenance record of:
  - (a) the entire aircraft to include:
    - (i) total time in service indicated in hours, calendar time and cycles, as appropriate, of the aircraft and all life limited parts;
    - (ii) current inspection status of the aircraft, including the time since required or approved inspections were last performed;
    - (iii) current empty mass and the location of the centre of gravity when empty;
    - (iv) addition or removal of equipment;
    - (v) type and extent of maintenance and alteration, including the time in service and date;
    - (vi) when work was performed; and
    - (vii) a chronological list of compliance with airworthiness directives issued in accordance with the Civil Aviation

(Airworthiness) Regulations, including methods of compliance;

- (b) life-limited products:
    - (i) total time in service;
    - (ii) date of the last overhaul;
    - (iii) time in service since the last overhaul; and
    - (iv) date of the last inspection.
  - (c) instruments and equipment, the serviceability and operating life of which are determined by their time in service:
    - (i) records of the time in service as are necessary to determine their serviceability or to compute their operating life; and
    - (ii) date of last inspection.
- (2) Subject to sub-regulation 38(3), in case of general aviation operations only, the owner of the aircraft, or, where it is leased, the lessee, shall ensure that a system has been established to keep the following records, in a form acceptable to the Authority:
- (a) the total time in service (hours, calendar time and cycles, as appropriate) of the aircraft and all life limited components;
  - (b) the current status of compliance with all mandatory continuing airworthiness information;
  - (c) appropriate details of modifications and repairs;
  - (d) the time in service (hours, calendar time and cycles, as appropriate) since last overhaul of the aircraft or its components, subject to a mandatory overhaul life;
  - (e) the current status of the aircraft's compliance with the maintenance programme; and
  - (f) the detailed maintenance records to show that all requirements for signing a maintenance release are met.

**Maintenance  
records  
retention**

- 38.** (1) Except for records maintained by an air operator certificate holder, a registered owner, lessee or operator of an aircraft shall retain the following records until the work is repeated or superseded by other work

of equivalent scope and detail, or for one year after the subject to which they refer has been permanently withdrawn from service:

- (a) records of the maintenance, preventive maintenance, minor modifications, and records of the 100-hour, annual, and other required or approved inspections, as appropriate, for each aircraft (including the airframe) and each engine, propeller, rotor, and appliance of an aircraft to include:
    - (i) a description or reference to data acceptable to the Authority, of the work performed;
    - (ii) the date of completion of the work performed; and
    - (iii) the signature and licence number of the person approving the aircraft for return to service.
  - (b) records containing the following information:
    - (i) the total time-in-service of the airframe, each engine, each propeller, and each rotor;
    - (ii) the current status of all life-limited aircraft or aeronautical product;
    - (iii) the time since last overhaul of all items installed on the aircraft which are required to be overhauled on a specified time basis;
    - (iv) the current inspection status of the aircraft, including the time since the last inspection required by the inspection programme under which the aircraft and its appliances are maintained;
    - (v) the current status of applicable airworthiness directives including, for each, the method of compliance, the airworthiness directive number, and revision date; and if the airworthiness directive involves recurring action, the time and date when the next action is required; and
    - (vi) copies of the forms for each major modification to the airframe and currently installed engines, rotors, propellers, and appliances.
- (2) An owner or operator of an aircraft shall:
- (a) retain a list of defects on the aircraft until the defects are repaired and the aircraft is approved for return to service; and

- (b) avail all maintenance records required by this regulation to the Authority for inspection.
- (3) An owner or a lessee to which sub-regulation 37(2) applies shall ensure that:
  - (a) the records specified in sub-regulation 37(2)(a) to (e) are kept for a minimum period of ninety days after the unit to which they refer has been permanently withdrawn from service;
  - (b) the records referred to in sub-regulation 37(2)(f) are kept for a minimum of one year after the signing of the certificate of release to service
  - (c) in the event of temporary change of lessee, the records specified in sub-regulation 38(3) are made available to the new operator.
  - (d) when an aircraft is permanently transferred from one owner or lessee to another owner or lessee, the records specified in sub-regulation 38(3) are also transferred.

**Transfer of maintenance records**

- 39.** An owner and who sells or leases an aircraft registered in Rwanda shall transfer to the purchaser or lessor, at the time of sale or lease, the records identified in regulation 26 and 37 for that aircraft, in plain language form or in coded form at the election of the purchaser or lessor if the coded form provides for the preservation and retrieval of information in a manner acceptable to the Authority.

## **PART IV- FLIGHT CREW REQUIREMENTS**

**Composition of flight crew**

- 40.** (1) An aircraft shall not fly unless it carries a flight crew of the number and description required by the law of the State of registry.
- (2) An aircraft registered in Rwanda shall carry a flight crew adequate in number and description to ensure the safety of the aircraft and of at least the number and description specified in the aircraft flight manual or other documents associated with the certificate of airworthiness.
- (3) The number and composition of the flight crew of an aircraft registered in Rwanda and flying for the purpose of commercial air transport operations, shall not be less than that number specified in the operator's operations

manual.

- (4) The flight crew shall include flight crew members in addition to the minimum number specified in the aircraft flight manual or other documents associated with the certificate of airworthiness, when necessitated by considerations related to the type of aircraft used, the type of operation involved and the duration of flight between points where flight crews are changed.
- (5) An aircraft registered in Rwanda and flying for the purpose of commercial air transport operations, having a maximum mass of 5,700kg or more shall carry not less than two pilots as members of the flight crew thereof.
- (6) For each flight, the operator shall designate one pilot to act as pilot-in-command.
- (7) Without prejudice to the preceding provisions of this regulation, an operator shall ensure that:
  - (a) all flight crew members hold an applicable and valid licence acceptable to the Authority and are suitably qualified and competent to conduct the duties assigned to them;
  - (b) procedures are established, acceptable to the Authority, to prevent the crewing together of inexperienced flight crew members;
  - (c) one pilot amongst the flight crew, qualified as a pilot-in-command is designated as the pilot-in-command who may delegate the conduct of the flight to another suitably qualified pilot; and
  - (d) when a separate flight engineer station is incorporated in the design of the aeroplane or rotorcraft, the flight crew includes at least one flight engineer especially assigned to that station, unless the duties associated with that station can be satisfactorily performed by another flight crew member, holding a flight engineer licence, without interference with regular duties;
  - (e) the flight crew include at least one member who holds a valid licence, issued or rendered valid by the State of registry, authorizing operation of the type of radio transmitting equipment to be used; and
  - (f) the flight crew include at least one member who holds a valid flight navigator licence in all operations where, as determined by the State of the operator, navigation necessary for the safe conduct of the flight cannot be adequately accomplished by the pilots from the pilot station.



**Requirements of experience, recency and training for single pilot operations at night or instrument flight rules**

- 41.** (1) No person shall act as pilot-in-command of an aircraft unless he or she has completed the following proficiency requirement in the class of aeroplane in an environment representative of the operation:
- (a) for operations under IFR or at night, have accumulated at least 50 hours flight time on the class of aeroplane, of which at least 10 hours shall be as pilot-in-command;
  - (b) for operations under IFR, have accumulated at least 25 hours flight time under IFR on the class of aeroplane, which may form part of the 50 hours flight time in sub-paragraph (a);
  - (c) for operations at night, have accumulated at least 15 hours flight time at night, which may form part of the 50 hours flight time in sub-paragraph (a);
  - (d) have successfully completed training programmes that include, in addition to the operator's training programme, passenger briefing with respect to emergency evacuation, autopilot management, and the use of simplified in-flight documentation.
- (2) The aircraft pilot proficiency check and the instrument proficiency check must be accomplished by the Authority or an authorised representative of the Authority in the category, class and type of aircraft to be operated, or in a flight simulation training device approved for the purpose, to the requirements of regulation 206 and the applicable skill test in Civil Aviation (Personnel Licensing) Regulations.

**Inflight procedures: Aerodrome operating minima**

- 42.** (1) A flight shall not be continued towards the heliport of intended landing, unless the latest available information indicates that at the expected time of arrival, a landing can be effected at that heliport, or at least one alternate heliport, in compliance with the operating minima established in accordance with Regulation 95.
- (2) An instrument approach shall not be continued below 300 m (1 000 ft) above the aerodrome elevation or into the final approach segment unless the reported visibility or controlling RVR is at or above the aerodrome operating minima.
- (3) If, after entering the final approach segment or after descending below 300 m (1 000 ft) above the aerodrome elevation, the reported visibility or controlling RVR falls below the specified minimum, the approach may be continued to DA/H or MDA/H. In any case, an aeroplane shall not continue its approach-to-land at any aerodrome beyond a point at which the limits of the operating minima specified for that aerodrome would be infringed.

**Heliport  
Operating  
minima under  
IFR**

43. (1) The operator, in establishing the heliport operating minima, for any particular operation shall take into account:
- (a) the type, performance and handling characteristics of the helicopter;
  - (b) the composition of the flight crew, their competence and experience;
  - (c) the physical characteristics of the heliport, and direction of approach;
  - (d) the adequacy and performance of the available visual and non-visual ground aids;
  - (e) the equipment available on the helicopter for the purpose of navigation and control of the flight path during the approach to landing and the missed approach;
  - (f) the obstacles in the approach and missed approach areas and the obstacle clearance altitude/height for the instrument approach procedures;
  - (g) the means used to determine and report meteorological conditions; and
    - a. the obstacles in the climb-out areas and necessary clearance margins.
- (2) Category II and Category III instrument approach and landing operations shall not be authorized unless RVR information is provided.
- (3) The operator shall ensure that, during take-off and landing and whenever considered necessary by reason of turbulence or any emergency occurring during flight, all passengers on board a helicopter shall be secured in their seats by means of the seat belts or harnesses provided
- (4) The operator shall ensure that a helicopter operating under IFR is equipped with a stabilization system, unless it has been demonstrated to the satisfaction of certificating authority that the helicopter possesses, by nature of its design, adequate stability without such a system.
- (5) The pilot-in-command shall not operate to or from a heliport using operating minima lower than those which may be established for that heliport by the State in which it is located, except with the specific approval of that State.

**Additional requirements for single pilot operations under the Instrument flight rules (IFR) or at night**

- 44.** (1) A person shall not conduct a single pilot operation under the instrument flight rules or at night unless the operation is approved by the Authority.
- (2) An aeroplane shall not be operated under IFR or at night by a single pilot unless;
- (a) the flight manual does not require a flight crew of more than one;
  - (b) the aeroplane is propeller driven;
  - (c) the maximum approved passenger seating configuration is not more than nine;
  - (d) the maximum certificated take-off mass does not exceed 5700 kg;
  - (e) the aeroplane is equipped as described in sub-regulation (3); and
  - (f) the pilot has satisfied requirements of experience, training, checking and recency as prescribed by regulation 41.
- (2) Notwithstanding the provisions of sub-regulation (1) (c) the Authority may approve a single pilot operation under instrument flight rules (IFR) or at night for an aeroplane with a passenger seating configuration of more than nine if the aeroplane, in addition to meeting the requirements of sub-regulations (1) (a), (b), (d), (e) and (f), is type certificated for operation by a single pilot.
- (3) A person conducting a single pilot operation under the IFR or at night shall ensure that the aeroplane is equipped with:
- (a) a serviceable autopilot that has at least altitude hold and heading select modes;
  - (b) a headset with a boom microphone or equivalent; and
  - (c) means of displaying charts that enables them to be readable in all ambient light conditions.
- (4) A helicopter which has a minimum approved seating configuration of nine and which is flying for the purpose of commercial air transport operations in circumstances where the pilot-in-command is required to comply with instrument flight rules or which is flying by night shall carry not less than two pilots as members of the flight crew thereof unless it is equipped with an autopilot with, at least, altitude hold and heading mode which is serviceable on take-off;
- (5) A helicopter described in sub-regulation (3) which is equipped with an

approved autopilot shall not be required to carry two pilots notwithstanding that before take-off the approved autopilot is found to be unserviceable, if the helicopter flies in accordance with arrangements approved by the Authority.

**Pilot authorization in lieu of a type rating**

45. The Authority may authorize a pilot to operate an aircraft requiring a type rating without a type rating for a period not exceeding sixty days, provided:
- (a) the applicant has demonstrated to the satisfaction of the Authority that an equivalent level of safety can be achieved through the operating limitations on the authorization;
  - (b) the applicant shows that compliance with these Regulations is impracticable for the flight or series of flights;
  - (c) the operations:
    - (i) involve only a ferry flight, training to qualify on type or test flight;
    - (ii) are within Rwanda, unless, by previous agreement with the Authority, the aircraft is flown to an adjacent Contracting State for maintenance;
    - (iii) are not for compensation or hire unless the compensation or hire involves payment for the use of the aircraft for training; and
    - (iv) involve only the carriage of flight crew members considered essential for the flight.

**Pilot recent experience: pilot-in-command, co-pilot cruise relief pilot.**

46. (1) An operator shall not assign a pilot-in-command or a co-pilot to operate at the flight controls of a type or variant of a type of an aircraft during take-off and landing unless that pilot has operated the flight controls for at least three take-offs and landings within the preceding 90 days on the same type of aeroplane or, except in the case of a pilot-in-command of a helicopter, in a flight simulation training device approved for that purpose.
- (2) When a pilot-in-command or a co-pilot is flying several variants of the same type of aircraft or different types of aircraft with similar characteristics in terms of operating procedures, systems and handling, the Authority shall determine under which conditions the requirements of sub-regulation (1) for each variant or each type of aircraft can be combined.
- (3) An operator shall not assign a pilot to act in the capacity of cruise relief pilot

in a type or variant of a type of aeroplane unless, within the preceding 90 days, that pilot has either:

- (a) operated as a pilot-in-command, co-pilot or cruise relief pilot on the same type of aeroplane; or
  - (b) carried out flying skill refresher training including normal, abnormal and emergency procedures specific to cruise flight on the same type of aeroplane or in a flight simulation training device approved for the purpose, and has practised approach and landing procedures, where the approach and landing procedure practice may be performed as the pilot who is not flying the aeroplane.
- (4) When a cruise relief pilot is flying several variants of the same type of aeroplane or different types of aeroplanes with similar characteristics in terms of operating procedures, systems and handling, the Authority shall determine under which conditions the requirements of sub-regulation (3) for each variant or each type of aeroplane can be combined.

**Pilot-in-command:  
route and  
airport  
qualification**

- 47.** (1) An operator shall not utilize a pilot as pilot-in-command of an aircraft on a route or route segment for which that pilot is not currently qualified until such pilot has complied with sub-regulations (2) and (3)..
- (2) The pilot referred to in sub-regulation (1) shall:
- (a) demonstrate to the operator an adequate knowledge of:
    - (i) the route to be flown, and the aerodromes to be used which shall include knowledge of-
      - (aa) the terrain and minimum safe altitudes;
      - (bb) the seasonal meteorological conditions;
      - (cc) the meteorological, communication and air traffic facilities, services and procedures;
      - (dd) the search and rescue procedures; and
      - (ee) the navigational facilities and procedures, including any long-range navigation procedures, associated with the route along which the flight is to take place;
    - (ii) procedures applicable to flight paths over heavily populated areas and areas of high air traffic density, obstructions, physical layout, lighting, approach aids and arrival, departure, holding and

instrument approach procedures, and applicable operating minima.

- (b) in the case of an aeroplane, have been tested as to his proficiency in using instrument approach-to-land systems of the type in use at the aerodrome of intended landing and any alternate aerodromes, such test being carried out either in flight in instrument meteorological conditions (IMC) or IMC simulated by means approved by the Authority for the purpose.
- (3) A pilot-in-command shall have made an actual approach into each aerodrome or heliports of landing on the route, accompanied by a pilot who is qualified for the aerodrome or heliport, as a member of the flight crew or as an observer on the flight deck, unless:
- (a) the approach to the aerodrome is not over difficult terrain and instrument approach procedures and aids available are similar to those with which the pilot is familiar, and a margin to be approved by the Authority is added to the normal operating minima, or there is reasonable certainty that approach and landing can be made in visual meteorological conditions; or
  - (b) the descent from the initial approach altitude can be made by day in visual meteorological conditions; or
  - (c) the operator qualifies the pilot-in-command to land at the aerodrome concerned by means of an adequate pictorial presentation; or
  - (d) in the case of an aeroplane, the aerodrome concerned is adjacent to another aerodrome at which the pilot-in-command is currently qualified to land.
- (4) The operator shall maintain a record, sufficient to satisfy the Authority of the qualification of the pilot and of the manner in which such qualification has been achieved.
- (5) An operator shall not continue to utilize a pilot as a pilot-in-command on a route or within the area specified by the operator and approved by the Authority unless, within the preceding twelve months, that pilot has made at least one trip between the terminal points of that route as a pilot member of the flight crew, or as a check pilot, or as an observer on the flight deck:
- (a) within that specified area; and
  - (b) if appropriate, on any route where procedures associated with that route or with any aerodromes intended to be used for take-off or landing require the application of special skills or knowledge.
- (6) In the event that more than 12 months elapse in which a pilot-in-command

has not made such a trip on a route in close proximity and over similar terrain, within such a specified area, route or aerodrome, and, in the case of an aeroplane, has not practiced such procedures in a training device which is adequate for this purpose, prior to again serving as a pilot-in-command within that area or on that route, that pilot must requalify in accordance with sub-regulations (2) and (3).

**Pilot  
proficiency  
checks**

- 48.** (1) The qualification, training and proficiency checking requirements for flight crewmembers engaged in commercial air transport shall be as listed in Part IX of these Regulations.
- (2) No person shall act as a pilot of an aircraft unless he or she has successfully passed two proficiency checks within the 12 months, conducted by an authorised representative of Authority.
- (3) The proficiency check requirement:
- (b) shall ensure that piloting technique and the ability to execute emergency procedures is checked in such a way as to demonstrate the pilot's competence on each type or variant of a type of aircraft, including where the operations may be conducted under IFR;
  - (c) shall not be satisfied by the conduct of two checks that are similar and which occur within a period of four consecutive months
  - (d) may be combined for several variants of the same type of aircraft or different types of aircraft with similar characteristics in terms of operating procedures, systems and handling, if approved by the Authority.

**Licences  
required**

- 49.** (1) A person shall not act as pilot-in-command or in any other capacity as a required flight crew member of an aircraft of:
- (a) Rwandan registry, unless that person carries in his personal possession the appropriate and current licence for that flight crew position for that type of aircraft; or
  - (b) foreign registry, unless that person carries in his personal possession a valid and current licence for that type of aircraft issued to them by the State of registry.
- (2) The flight crew for international and domestic operations shall hold a valid radio telephony operator licence or endorsement issued or rendered valid by the State of registry, authorizing operation of the type of radio transmitting

equipment to be used.

**Pilots:  
qualifications**

- 50.** (1) The pilot-in-command in any general aviation operation shall ensure that the licences of each flight crew member have been issued or rendered valid by the State of registry, contain the proper ratings, and that all the flight crew members have maintained recency of experience.
- (2) A person shall not operate an aircraft in commercial air transport or aerial work unless that person is qualified for the specific operation and in the specific type of aircraft used.
- (3) The operator or owner of the aircraft shall ensure that flight crew engaged in civil aviation operations speak and understand the English Language.

**Rating  
required for  
IFR operations**

- 51.** A person shall not act as pilot-in-command of an aircraft under instrument flight rules (IFR) or instrument meteorological conditions (IMC) unless:
- (a) in the case of an aeroplane, the pilot holds an instrument rating or an Airline Transport Pilot Licence or a Multi-crew Pilot Licence with an appropriate aeroplane category, class, and type rating if required, for the aeroplane being flown; or
- (b) in the case of helicopter, the pilot holds a helicopter instrument rating or an Airline Transport Pilot Licence for helicopters not limited to visual flight rules (VFR) operations.

**Special  
authorization  
required for  
Category II or  
III operations**

- 52.** (1) A person shall not act as a pilot of an aircraft in a Category II or III operations unless:
- (a) in the case of a pilot-in-command, the person holds a current Category II or III pilot authorization for that aircraft type; or
- (b) in the case of a co-pilot, the person is authorized by the State of registry to act in that capacity in that aircraft in Category II or III operations.
- (2) An authorization is not required for individual pilots of an air operator certificate holder which has operations specifications approving Category II or III operations.



**Recording of  
flight time**

- 53.** (1) A pilot shall record and keep details of all flights he has flown in a logbook format acceptable to the Authority.
- (2) An air operator certificate holder may record details of flights flown by a pilot in an acceptable computerised format maintained by the air operator certificate holder and shall make the records of all flights operated by the pilot, including differences and familiarisation training, available on request to the pilot concerned.
- (3) The record referred to in sub-regulations (1) and (2) shall contain the following information:
- (a) personal details: name and address of the holder;
  - (b) for each flight:
    - (i) name of pilot-in-command;
    - (ii) date (day, month, year) of flight;
    - (iii) place and time of departure and arrival (times (UTC) to be block time);
    - (iv) type (aircraft make, model and variant) and registration of aircraft;
    - (v) single engine or multi-engine;
    - (vi) total time of flight; and
    - (vii) accumulated total time of flight;
  - (c) for each flight simulation training device or flight and navigation procedures trainers session:
    - (i) type and qualification number of training device;
    - (ii) flight simulation training device instruction;
    - (iii) date (date/month/year);
    - (iv) total time of session; and
    - (v) accumulated total time;
  - (d) pilot function:
    - (i) pilot-in-command,

- (ii) co-pilot;
- (iii) dual;
- (iv) authorized instructor or authorized examiner;
- (v) a remarks column to give details of specific functions such as student pilot-in-command time, pilot-in-command under supervision time, pilot-in-command instrument flight time, etc;
- (e) operational conditions:
  - (i) night;
  - (ii) IFR;
- (f) logging of time:
  - (i) pilot-in-command flight time:
    - (aa) the holder of a licence may log as pilot-in-command time all of the flight time during which he is the pilot-in-command;
    - (bb) the applicant for or the holder of a pilot licence may log as pilot-in-command time all solo flight time and flight time as student pilot-in-command provided that such student pilot-in-command time is countersigned by the instructor;
    - (cc) the holder of an instructor rating may log as pilot-in-command all flight time during which he acts as an instructor in an aeroplane;
    - (dd) the holder of an examiner's authorization may log as pilot-in-command all flight time during which he occupies a pilot's seat and acts as an examiner in an aeroplane;
    - (ee) a co-pilot acting as pilot-in-command under the supervision of the pilot-in-command on an aeroplane on which more than one pilot is required under the certificate of airworthiness of the aeroplane or by these Regulations may log as pilot-in-command under supervision flight time, provided such pilot-in-command time under supervision is countersigned by the pilot-in-command;
    - (ff) where the holder of a licence carries out a number of flights upon the same day returning on each occasion to the same place of departure and the interval between successive

flights does not exceed thirty minutes, such series of flights are to be recorded as a single entry.

- (ii) co-pilot flight time - the holder of pilot licence occupying a pilot seat as co-pilot may log all flight time as co-pilot flight time on an aeroplane on which more than one pilot is required under the certificate of airworthiness of the aeroplane;
  - (iii) cruise relief co-pilot flight time - a cruise relief co-pilot may log all flight time as co-pilot when occupying a pilot's seat;
  - (iv) instruction time - a summary of all time logged by an applicant for a licence or rating as flight instruction, instrument flight instruction, instrument ground time, shall be certified by the appropriately rated or authorized instructor from whom it was received;
  - (v) pilot-in-command under supervision - a co-pilot may log as pilot-in-command under supervision flight time flown as pilot-in-command under supervision, when all of the duties and functions of pilot-in-command on that flight were carried out, such that the intervention of the pilot-in-command in the interest of safety was not required, provided that the method of supervision is acceptable to the Authority.
- (g) presentation of flight time record:
- (i) the holder of a licence or a student pilot shall without undue delay present his flight time record for inspection upon request by an authorized person;
  - (ii) a student pilot shall carry his flight time record logbook with him on all solo cross-country flights as evidence of the required instructor authorizations.

**Pilot-in-command and co-pilot currency: take-offs and landings**

- 54.** (1) A person shall not act as pilot-in-command or co-pilot of an aircraft unless within the preceding ninety days that person has:
- (a) made three take-offs and landings as the sole manipulator of the flight controls in an aircraft of the same category and class and if a type rating is required, of the same type;
  - (b) for a tailwheel aeroplane, made three take-offs and landings in a tailwheel aeroplane with each landing to a full stop; and
  - (c) for night operations, made the three take-offs and landings required

by paragraph (a) at night.

- (2) A pilot who has not met the recency of experience for take-offs and landings shall satisfactorily complete a re-qualification curriculum acceptable to the Authority.
- (3) The requirements of sub-regulations (1) and (2) may be satisfied in a flight simulation training device approved by the Authority.

**Pilot currency: 55.  
IFR  
operations.**

- (1) A person shall not act as pilot-in-command under instrument flight rules (IFR), or in instrumental meteorological conditions (IMC), unless that person has, within the past six months:
  - (a) logged at least six hours of instrument flight time including at least three hours in flight in the category of aircraft; and
  - (b) completed at least six instrument approaches.
- (2) A pilot who has completed an instrument competency check with an authorized person shall be considered to be current for IFR operations for six months following that check.

**Pilot currency: 56.  
general  
aviation  
operations**

- (1) A person shall not act as pilot of an aircraft type certificated:
  - (a) for more than one pilot unless, in the preceding twelve months, that person has passed a proficiency check carried out by an authorized person in an aircraft requiring more than one pilot;
  - (b) for more than one pilot unless, in the preceding twenty four months, that person has passed a proficiency check in the type of aircraft to be operated; or
  - (c) for a single pilot unless, in the preceding twenty four months, that person has passed a proficiency check carried out by an authorized person;
- (2) The person conducting the proficiency checks as required under sub-regulation (1) shall ensure that each check duplicates the manoeuvres of the type rating practical test.
- (3) A person shall not act as co-pilot of an aircraft type certificated for more than one pilot unless, in the preceding twelve months, that person has:
  - (a) an appropriate class and type rating for the aircraft to be flown; and

- (b) logged three take-offs and landings as the sole manipulator of the controls.

**Pilot privileges and limitations**    **57.**    A pilot shall not conduct flight operations unless the operations are within the privileges and limitations of each licence he holds as specified in the Civil Aviation (Personnel Licensing) Regulations.

## **PART V - CREW MEMBER DUTIES AND RESPONSIBILITIES**

- Duties of the pilot-in-command.**    **58.**
- (1) The pilot-in-command shall be responsible for:
    - (a) the safety of all crew members, passengers and cargo on board when the doors are closed;
    - (b) the operation and safety of the aeroplane from the moment the aeroplane is ready to move for the purpose of taking off until the moment it finally comes to rest at the end of the flight and the engine(s) used as primary propulsion units are shut down;
    - (c) notifying the nearest appropriate authority by the quickest available means of any accident involving the aeroplane, resulting in serious injury or death of any person or substantial damage to the aeroplane or property; and
    - (d) reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.
  - (2) The pilot-in-command shall ensure that the checklists specified in regulation 35 of Civil Aviation (Air Operator Certification and Administration) Regulations) are complied with in detail.
  - (3) The pilot-in-command shall be responsible for the journey log book or the general declaration containing the information listed in in regulation 31 of Civil Aviation (Air Operator Certification and Administration) Regulations.
  - (4) The pilot-in-command shall:

- (a) ensure that each flight crew member holds a valid licence issued by the State of Registry, or if issued by another Contracting State, rendered valid by the State of Registry;
  - (b) ensure that flight crew members are properly rated; and
  - (c) be satisfied that flight crew members have maintained competency.
- (5) A person in an aircraft registered in Rwanda shall obey all lawful commands which the pilot-in-command of that aircraft may give for the purpose of securing the safety of the aircraft and of persons or property carried therein, or the safety, efficiency or regularity of air navigation.

**Duties of flight 59.  
operations  
officer/flight  
dispatcher**

- (1) A flight operations officer in conjunction with a method of control and supervision of flight shall:
  - (a) assist the pilot-in-command in flight preparation, and provide the relevant information;
  - (b) assist the pilot-in-command in preparing the operational and air traffic services flight plans, sign when applicable and file the air traffic services flight plan with the appropriate air traffic services unit; and
  - (c) furnish the pilot-in-command while in flight, by appropriate means, with information which may be necessary for the safe conduct of the flight.
- (2) In the event of an emergency, a flight operations officer shall:
  - (a) initiate such procedures as outlined in the operations manual while avoiding taking any action that would conflict with air traffic control (ATC) procedures; and
  - (b) convey safety-related information to the pilot-in-command that may be necessary for the safe conduct of the flight, including information related to any amendments to the flight plan that become necessary in the course of the flight.

- Compliance 60.** (1) Compliance with laws, regulations and procedures An operator shall

**with local  
regulations and  
notification**

ensure that all employees when abroad know that they must comply with the laws, regulations and procedures of those States in which operations are conducted, and procedures of:

- (a) the State in which the aircraft is operated; and
  - (b) the Authority in all instances where such regulations exceed but not in conflict with those of the State in which the aircraft is operated.
- (2) Where an emergency situation which endangers the safety of the aircraft or persons therein necessitates the taking of action which involves a violation of local regulations or procedures, the pilot-in-command shall:
- (a) notify the appropriate local authority of the violation without delay;
  - (b) submit a report of the circumstances, if required by the State in which the incident occurs; and
  - (c) submit a copy of the report to the State of Registry within ten days.
- (3) The pilot-in-command shall be responsible for:
- (a) notifying the nearest appropriate authority by the quickest available means of any accident involving the aeroplane, resulting in serious injury or death of any person or substantial damage to the aeroplane or property; and
  - (b) reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.
- (4) An operator shall ensure that all pilots are familiar with the laws, regulations and procedures, pertinent to the performance of their duties, prescribed for the areas to be traversed, the aerodromes to be used and the air navigation facilities relating thereto. The operator shall ensure that other members of the flight crew are familiar with such of these laws, regulations and procedures as are pertinent to the performance of their respective duties in the operation of the aeroplane.

**Compliance by 61.  
a foreign  
operator with  
laws,  
regulations and**

- (1) Where the Authority identifies a case of non-compliance or suspected non-compliance with applicable laws, regulations and procedures by a foreign operator or a similar serious safety issue with that operator, the Authority shall immediately notify the operator and, if the issue warrants it, the State of the Operator.

## **procedures**

- (2) Where the State of the Operator and the State of Registry are different, such notification shall also be made to the State of Registry, if the issue falls within the responsibilities of that State and warrants a notification.
- (3) In the case of notification to States as specified in sub regulation (1) if the issue and its resolution warrant it, the Authority shall engage in consultations with the State of the Operator and the State of Registry, as applicable, concerning the safety standards maintained by the operator.

## **Surveillance of operations by a foreign operator 62.**

- (1) The Authority shall recognize as valid an air operator certificate issued by another Contracting State, if the requirements under which the certificate was issued are at least equal to the applicable international Standards and the Civil Aviation (Commercial Air Transport Operations by Foreign Air Operator in and out of Rwanda) Regulations.
- (2) The Authority shall establish a programme with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety.
- (3) An operator shall meet and maintain the requirements established by the Authority in which the operations are conducted.

## **Imperilling the safety of persons and property 63.**

A person shall not willfully, recklessly or negligently cause or permit an aircraft to endanger any life or property.

## **Fitness of crew members 64.**

- (1) A person shall not act as a required crew member at any time when that person is aware of any decrease in the medical fitness which might render him unable to safely and properly execute the duties of a crew member.
- (2) The operator and the pilot-in-command shall be responsible for ensuring that a flight is not:
  - (a) commenced if any required crew member is incapacitated from performing duties by any cause such as injury, sickness, fatigue, the effects of alcohol or drugs; or
  - (b) continued beyond the nearest suitable aerodrome if a flight crew members capacity to perform functions is significantly reduced



by impairment of faculties from causes such as fatigue, sickness or lack of oxygen.

**Use of  
narcotics,  
drugs or  
intoxicating  
liquor**

- 65.**
- (1) A person shall not act or attempt to act as a crew member of an aircraft:
    - (a) within eight hours after the consumption of any alcoholic beverage;
    - (b) while under the influence of alcohol; or
    - (c) while using any drug that affects the person's faculties in any way contrary to safety; or
    - (d) while having 0.04 percent by weight or more alcohol in the blood.
  - (2) A crew member shall, up to eight hours before or immediately after acting or attempting to act as a crew member, on the request of the Authority, submit to a test to indicate the presence of alcohol or narcotic drugs in the blood.
  - (3) Where there is a reasonable basis to believe that a person may not be in compliance with this regulation and upon the request of the Authority, that person shall furnish the Authority or authorize any clinic, doctor, or other person to release to the Authority, the results of each blood test taken for presence of alcohol or narcotic substances up to eight hours before or immediately after acting or attempting to act as a crew member.
  - (4) Any test information provided to the Authority under the provisions of this regulation may be used as evidence in any legal proceedings.

**Use of  
psychoactive  
substances**

- 66.**
- (1) A holder of a licence, rating or a certificate issued under these Regulations shall not exercise the privileges of the licence, rating or certificate while under the influence of any psychoactive substance, by reason of which human performance is impaired.
  - (2) A person whose function is critical to the safety of aviation (safety-sensitive personnel) shall not undertake that function while under the influence of any psychoactive substance, by reason of which human performance is impaired.
  - (3) The person referred to in sub-regulation (1) and (2) shall not engage in any kind of problematic use of substances

**Crew member use of seatbelts and shoulder harnesses.**

**67.**

- (1) A crew member shall, at all times during take-off, landing and while seated at his workstation, fasten his seat belt.
- (2) A crew member occupying a station equipped with a shoulder harness shall fasten that harness during take-off and landing, except that the shoulder harness may be unfastened if the crew member cannot perform the required duties with the shoulder harness fastened.
- (3) An occupant of a seat equipped with a combined safety belt and shoulder harness shall have the combined safety belt and shoulder harness properly secured during take-off and landing and be able to properly perform assigned duties, or whenever the pilot in command so directs.
- (4) Where there is an unoccupied seat, the safety belt and shoulder harness at that seat if installed, shall be secured so as not to interfere with crew members in the performance of their duties or with the rapid egress of occupants in an emergency.

**Flight crew members at duty stations**

**68.**

- (1) All flight crew members required to be on flight deck duty shall remain in the assigned duty station during take-off, landing, critical phases of flight and when the pilot so directs, and they shall keep their seat belts, or when provided, safety harness fastened when at their stations.
- (2) A pilot-in-command shall cause one pilot to remain at the controls of the aircraft at all times while the aircraft is in flight.
- (3) Any flight crew member occupying a pilot's seat shall keep the safety harness fastened during the take-off and landing phases, and all other flight crew members shall keep their safety harnesses fastened during the take-off and landing phases unless the shoulder straps interfere with the performance of their duties, in which case the shoulder straps may be unfastened but the seat belt shall remain fastened.
- (4) A flight crew member shall remain at his station during all phases of flight unless:
  - (a) absence is necessary for the performance of the flight crew members duties in connection with the operation;
  - (b) absence is necessary for physiological needs, provided one qualified pilot remains at the controls at all times; or
  - (c) the flight crew member is taking a rest period and a qualified

relief flight crew member replaces that crew member at the duty station.

- (5) A required flight crew member may leave the assigned duty station if the crew member is taking a rest period, and relief is provided:
  - (a) for the assigned pilot-in-command during the en route cruise portion of the flight by a pilot who holds an airline transport pilot licence and an appropriate type rating, and who is currently qualified as pilot-in-command or co-pilot, and is qualified as pilot-in-command of that aircraft during the en route cruise portion of the flight; and
  - (b) in the case of the assigned co-pilot, by a pilot qualified to act as pilot-in-command or co-pilot of that aircraft during en route operations.
- (6) Subject to sub-regulation (7), an air operator certificate holder shall not operate an aircraft unless it is equipped with a forward or rearward facing (within 15 degrees of the longitudinal axis of the aircraft) seat, fitted with a safety harness for the use of each cabin crew member required to satisfy the intent of this regulation in respect with emergency evacuation.
- (7) Cabin crew seats provided in accordance with sub-regulation (4) shall be located near floor level and other emergency exits as required by the State of registry for emergency evacuation.
- (8) Each cabin crew member assigned to emergency evacuation duties shall occupy a seat provided in accordance with sub-regulation (4) during take-off and landing and whenever the pilot-in-command so directs.

**Required crew member equipment** 69.

- (1) A crew member involved in night operations shall have an independent portable light at his station.
- (2) A pilot shall have at his station all normal, abnormal and emergency procedures checklists.
- (3) A pilot shall have at his station current and suitable maps, charts, codes and other documents and navigational equipment necessary to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.
- (4) A flight crew member assessed as fit to exercise the privileges of a licence, subject to the use of suitable correcting lenses, shall have a spare set of the correcting lenses readily available when exercising those

privileges in commercial air transport.

- (5) A cabin crew member shall be required to have an emergency procedures manual for the type of aircraft.

**Compliance  
with checklists**      **70.**

A pilot-in-command shall ensure that the flight crew follows the approved checklist procedures when operating the aircraft.

**Search and  
rescue  
information**      **71.**

An operator, or in case of general aviation operations, a pilot-in-command, shall ensure that essential information pertinent to the intended flight concerning search and rescue services is easily accessible in the cockpit.

**Information on  
emergency and  
survival  
equipment  
carried**      **72.**

- (1) An operator shall ensure that there are available at all times for immediate communication to rescue coordination centres, lists containing information on the emergency and survival equipment carried on board any of the operator's aircraft engaged in international air navigation, which information shall include, as applicable, the number, colour and type of life-rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of emergency portable radio equipment.
- (2) An operator shall, for each type of aeroplane, assign to all flight crew members the necessary functions they are to perform in an emergency or in a situation requiring emergency evacuation. Annual training in accomplishing these functions shall be contained in the operator's training programme and shall include instruction in the use of all emergency and life-saving equipment required to be carried, and drills in the emergency evacuation of the aeroplane.
- (3) An operator shall establish, to the satisfaction of the Authority, the minimum number of cabin crew required for each type of aeroplane, based on seating capacity or the number of passengers carried, in order to effect a safe and expeditious evacuation of the aeroplane, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of aeroplane.

**Locking of cockpit door for commercial air transport aeroplane**

**73.**

- (1) The pilot-in-command shall ensure that the flight deck compartment door (if installed) is locked at all times during passenger-carrying commercial air transport operations, except as necessary to accomplish approved operations or to provide for emergency evacuation.
- (2) A person shall not operate a passenger carrying aeroplane having a maximum certificated takeoff mass in excess of 45,000 kg or with a passenger capacity greater than 60 unless the flight crew compartment door is closed and locked:
  - (a) from the time all external doors are closed following embarkation; until
  - (b) any such door is opened for disembarkation; except
  - (c) when necessary to permit access and egress by authorised persons.

**Admission to the cockpit of a commercial air transport aeroplane**

**74.**

- (1) A person shall not admit any person to the cockpit of an aircraft engaged in commercial air transport operations unless the person being admitted is:
  - (a) an operating crew member;
  - (b) an authorized person responsible for certification, licensing or inspection, if this is required for the performance of his or her official duties;
  - (c) permitted and carried in accordance with instructions contained in the operations manual.
- (2) A pilot-in-command shall ensure that:
  - (a) in the interest of safety, admission to the cockpit does not cause distraction to the flight crew or interfere with the flight's operations; and
  - (b) all persons carried in the cockpit are made familiar with the relevant safety procedures.

**Admission of inspector to the cockpit**

**75.**

Whenever, in performing the duties of conducting an inspection, an inspector from the Authority presents Inspector's Credential Badge to the pilot-in-command, the pilot-in-command shall give the inspector free and uninterrupted access to the flight deck of the aircraft.

<b>Duties during critical phases of flight`</b>	<b>76.</b>	<p>(1) A flight crew member shall not perform any duties during a critical phase of flight except duties required for the safe operation of the aircraft.</p> <p>(2) A pilot-in-command shall not permit a flight crew member to engage in any activity during a critical phase of flight which could distract or interfere with the performance of his or her assigned duties.</p>
<b>Microphones</b>	<b>77.</b>	<p>(a) For AOC holders operating aircraft, a required flight crewmember shall use a boom or throat microphone to communicate with another flight crewmember and air traffic service below the transition level or altitude.</p> <p>(b) For general aviation operations in an aeroplane, helicopter or powered lift aircraft, a required flight crewmember should use a boom or throat microphone to communicate with another flight crewmember and air traffic service below the transition level or altitude.</p> <p>(c) For aerial work operations, a required flight crewmember should use a boom or throat microphone to communicate with another flight crewmember and air traffic service below the transition level or altitude, as applicable to the mission.</p>
<b>Manipulation of the controls: commercial air transport</b>	<b>78.</b>	<p>(1) A pilot-in-command shall not allow an unqualified person to manipulate the controls of an aircraft during commercial air transport operations.</p> <p>(2) A person shall not manipulate the controls of an aircraft during commercial air transport operations unless that person is qualified to manipulate the controls and is authorized to do so by the air operator certificate holder.</p>
<b>Simulated abnormal situations in flight: commercial air transport</b>	<b>79.</b>	<p>A person shall not cause or engage in simulated abnormal or emergency situations or the simulation of instrument meteorological conditions by artificial means during commercial air transport operations.</p>

<b>Completion of the technical logbook: commercial air transport</b>	<b>80.</b>	A pilot-in-command shall ensure that all portions of the technical logbook required under the Civil Aviation (Air Operator Certification and Administration) Regulations and these Regulations are completed at the appropriate points before, during and after flight operations.
<b>Reporting mechanical irregularities</b>	<b>81.</b>	<p>A pilot-in-command shall ensure that all mechanical irregularities occurring during flight time are-</p> <ul style="list-style-type: none"> <li>(a) reported to the operator at the termination of the flight;</li> <li>(b) for general aviation operations, entered in the aircraft logbook and dealt with in accordance with the Minimum Equipment List or other approved or prescribed procedure;</li> <li>(c) for commercial air transport operations, entered in the technical log of the aircraft at the end of that flight time.</li> </ul>
<b>Reporting of facility and navigation aid inadequacies</b>	<b>82.</b>	<ul style="list-style-type: none"> <li>(1) An operator shall ensure that any inadequacy of facilities observed in the course of operations is reported to the authority responsible for them, without undue delay.</li> <li>(2) Subject to their published conditions of use, aerodromes and their facilities shall be kept continuously available for flight operations during their published hours of operations, irrespective of weather conditions.</li> </ul>
<b>Reporting of incidents, bird occurrences, mechanical irregularities and accidents</b>	<b>83.</b>	<ul style="list-style-type: none"> <li>(1) A pilot-in-command shall submit, without delay, a signed written report to the Authority, of an air traffic incident whenever an aircraft in flight has been endangered by: <ul style="list-style-type: none"> <li>(a) a near collision with another aircraft or object or whenever an aircraft in flight has manoeuvred in response to an ACAS Resolution Advisory;</li> <li>(b) faulty air traffic control procedures or lack of compliance with applicable procedures by an air traffic control unit or by the flight crew; or</li> </ul> </li> </ul>

- (c) a failure of air traffic control unit.
- (2) A pilot-in-command shall report weather conditions or other hazardous flight conditions encountered en route which are likely to affect the safety of other aircraft, and give details as may be pertinent to the safety of other aircraft.
- (3) A pilot-in-command shall inform the appropriate air traffic control unit if the situation permits, when an in-flight emergency involving dangerous goods occurs on board.
- (4) A pilot-in-command shall, without delay, submit a report to the local authorities and to the Authority, following an act of unlawful interference.
- (5) Subject to the provisions of sub-regulations (6), (7) and (8), the pilot-in-command shall make a report to the Authority of any birdstrike occurrence which occurs whilst the aircraft is in flight within Rwanda.
- (6) The report mentioned in sub-regulation (7) shall be made within such time, by such means and shall contain such information as is specified in the First Schedule and it shall be presented in such form as the Authority may in any particular case approve.
- (7) Nothing in sub-regulation (5) or (6) shall require a person to report any occurrence which he has reported under regulation 84 or which he has reason to believe has been or will be reported by another person to the Authority in accordance with that regulation.
- (8) In this regulation, "birdstrike occurrence" means an incident in flight in which the pilot-in-command of an aircraft has reason to believe that the aircraft has been in collision with one or more than one bird.
- (9) A pilot-in-command shall ensure that all mechanical irregularities occurring during flight time are:
  - (a) reported to the operator at the termination of the flight;
  - (b) for general aviation operations, entered in the aircraft logbook and dealt with in accordance with the minimum equipment list or other approved or prescribed procedure;
  - (c) for commercial air transport operations, entered in the technical log of the aircraft at the end of that flight time.
- (10) A pilot-in-command shall notify the nearest appropriate authority, by the quickest available means, of any accident involving the aircraft that



results in serious injury or death of any person, or substantial damage to the aircraft or property.

- (11) The pilot-in-command shall submit a report to the Authority of any accident which occurred while that pilot-in-command was responsible for the flight.

**Mandatory reporting of occurrences which endanger or would endanger, if not corrected, an aircraft or a person**

**84.**

- (1) This regulation shall apply to occurrences which endanger or which, if not corrected, would endanger an aircraft, its occupants or any other person and it is in addition with the requirements of regulations 82 and 83.
- (2) Every person listed below shall report to the Authority any event which constitutes an occurrence for the purposes of sub-regulation (1) and which comes to his attention in the exercise of his functions:
- (a) the operator and the pilot-in-command of a turbine-powered aircraft which has a certificate of airworthiness issued by the Authority;
  - (b) the operator and the pilot-in-command of an aircraft operated under an air operator certificate granted by the Authority;
  - (c) a person who carries on the business of manufacturing a turbine-powered or a public transport aircraft, or any equipment or part thereof, in Rwanda;
  - (d) a person who carries on the business of maintaining or modifying a turbine-powered an aircraft, which has a certificate of airworthiness issued by the Authority, and a person who carries the business of maintaining or modifying any equipment or part of such an aircraft;
  - (e) a person who carries on the business of maintaining or modifying an aircraft operated under an air operator certificate granted by the Authority, and a person who carries on the business of maintaining or modifying any equipment or part of such an aircraft;
  - (f) a person who signs a an airworthiness review certificate, or a certificate of release to service in respect of a turbine-powered an aircraft, which has a certificate of airworthiness issued by the Authority, and a person who signs an airworthiness review certificate or a certificate of release to service in respect of any part or equipment of such an aircraft;

- (g) a person who signs a an airworthiness review certificate, or a certificate of release to service in respect of an aircraft, operated under an air operator's certificate granted by the Authority, and a person who signs an airworthiness review certificate or a certificate of release to service in respect of any part or equipment of such an aircraft;
  - (h) a person who performs a function which requires him to be authorized by the Authority as an air traffic controller or as a flight information service officer;
  - (i) a licensee and a manager of a licensed aerodrome;
  - (j) a person who performs a function in respect of the installation, modification, maintenance, repair, overhaul, flight-checking or inspection of air navigation facilities which are utilized by a person who provides an air traffic control service under an approval issued by the Authority;
  - (k) a person who performs a function in respect of the ground-handling of aircraft, including fuelling, servicing, load sheet preparation, loading, de-icing and towing at an airport.
- (3) Reports of occurrences shall be made within such time, by such means and containing such information as is specified in the First Schedule and shall be presented in such form as the Authority may in any particular case approve.
  - (4) A person listed in subregulation (2) shall make a report to the Authority within such time, by such means, and containing such information as the Authority may specify in a notice in writing served upon him, being information which is in his possession or control and which relates to an occurrence which has been reported by him or another person to the Authority in accordance with this regulation.
  - (5) A person shall not make any report under this regulation if he knows or has reason to believe that the report is false in any particular.
  - (6) The Authority shall collect, evaluate, process and store occurrences reported in accordance with sub-regulations (2) to (4).
  - (7) The Authority shall store in its databases the reports which it has collected of occurrences, accidents and serious incidents.
  - (8) The Authority, having received an occurrence report, shall enter it into its databases and notify, whenever necessary: the competent authority of the State where the occurrence took place; where the aircraft is

registered; where the aircraft was manufactured, and where the operator's air operator's certificate was granted, and any other person it thinks fit.

- (9) The Authority shall provide any entity entrusted with investigating civil aviation accidents and incidents with access to information on occurrences collected and exchanged to enable it to draw the safety lessons from the reported occurrences.

**Voluntary reporting of occurrences**

**85.**

- (1) The Authority shall collect and analyze information of voluntary reporting of observed deficiencies in aviation which are not required to be reported under regulations 82 to 84, but which are perceived by the reporter as an actual or potential hazard.
- (2) Voluntary reports presented to the Authority under sub-regulation (1) shall be subjected to a process of disidentification by it where the person making the report requests that his identity is not recorded on the databases.
- (3) The Authority shall ensure that relevant safety information deriving from the analysis of reports, which have been subjected to disidentification, are stored and made available to all parties so that they can be used for improving safety in aviation.

**Hazardous flight conditions**

**86.**

- (1) A person shall report to the appropriate aeronautical station as soon as possible where the hazardous flight conditions are encountered, other than those associated with meteorological conditions.
- (2) The reports so rendered under sub regulation (1) shall give such details as may be pertinent to the safety of other aircraft.

**Operation of flight recorders**

**87.**

- (1) A pilot-in-command shall ensure that whenever an aircraft has flight recorders installed, the recorders are operated continuously from the instant:
  - (a) for a flight data recorder, the aircraft first moves for the purpose of flight until it finally comes to rest at the end of flight; and
  - (b) for a cockpit voice recorder, the initiation of the pre-flight checklist until the end of the securing aircraft checklist.
- (2) A pilot-in-command shall not permit a flight recorder to be disabled,

switched off or erased during flight, unless necessary to preserve the data for an accident or incident investigation.

- (3) In event of an aircraft accident or incident, the pilot-in-command shall act to preserve the recorded data for subsequent investigation.
- (4) Flight recorders shall not be switched off during flight time.
- (5) In order to preserve flight records, flight recorders shall be deactivated upon completion of flight time following an accident or incident; the flight recorders shall not be reactivated before their disposition as determined in accordance with the Civil Aviation (Accident and Incident Investigations) Regulations.
- (6) An operator shall ensure, to the extent possible, in the event the aircraft becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with the Civil Aviation (Accident and Incident Investigations) Regulations.

**Crew member 88.  
Oxygen supply**

- (1) The approximate altitudes in the Standard Atmosphere corresponding to the values of absolute pressure used in this regulation are as follows:

Absolute pressure	Metres	Feet
700 hPa	3 000	10 000
620 hPa	4 000	13 000
376 hPa	7 600	25 000

- (2) A flight intended to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen and dispensing apparatus is carried to supply:
  - (a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and
  - (b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.
- (3) A flight intended to be operated with a pressurized aircraft shall not be

commenced unless a sufficient quantity of stored breathing oxygen and dispensing apparatus are carried to supply all the crew members and passengers, as is appropriate to the circumstances of the flight being undertaken, in the event of loss of pressurization, for any period that the atmospheric pressure in any compartment occupied by them would be less than 700 hPa.

- (4) In addition to sub-regulation (3), when an aircraft is intended to be operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa and cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa, there shall be automatically deployable oxygen equipment dispensing no less than a 10-minute supply for the occupants of the passenger compartment and the total number of oxygen dispensing units shall exceed the number of passenger and cabin crew seats by at least 10 per cent.
- (5) When a pressurized aeroplane is intended to be operated at flight altitudes at which the atmospheric pressure will be less than 376 hPa, there shall be a device to provide positive warning to the flight crew of any dangerous loss of pressurization.
- (6) In no case shall the minimum supply of oxygen on board the aircraft be less than that prescribed by the Authority in the Civil Aviation (Instruments and Equipment) Regulations.

**Use of oxygen 89.**

- (1) All flight crew members, when engaged in performing duties essential to the safe operation of an aircraft in flight, shall use breathing oxygen continuously whenever the circumstances prevail for which its supply has been required in regulation 88.
- (2) All flight crew members of pressurized aircraft operating above an altitude where the atmospheric pressure is less than 376 hPa shall have available at the flight duty station a quick-donning type of oxygen mask which will readily supply oxygen upon demand.

**Safeguarding of cabin crew and passengers in pressurized**

- (1) Cabin crew should be safeguarded so as to ensure reasonable probability of their retaining consciousness during any emergency descent which may be necessary in the event of loss of pressurization and, in addition, they should have such means of protection as will enable them to administer first aid to passengers during stabilized flight following the emergency.

**aeroplanes  
in the event  
of loss of  
pressurization**

- (2) Passengers should be safeguarded by such devices or operational procedures as will ensure reasonable probability of their surviving the effects of hypoxia in the event of loss of pressurization.

**Carriage of  
dangerous  
goods**

**90.**

- (1) A person shall not carry dangerous goods in an aircraft except:
  - (a) with the written permission of the Authority and subject to any condition the Authority may impose in granting such permission; and
  - (b) in accordance with the provisions of Part VII - *Air Operator Certificate Dangerous Goods Management* - of the Civil Aviation (Air Operator Certification and Administration) Regulations, with the necessary changes – *mutatis mutandis* - to apply to the said person even in the case he is a non air operator certificate holder, including the provisions of the latest effective edition of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air*, as amended by any supplement and any addendum, approved and published by decision of the Council of the International Civil Aviation Organization.
- (2) A person shall not take or cause to be taken on board an aircraft or deliver or cause to be delivered for loading thereon, any goods which that person knows or has reasonable cause to know to be dangerous goods without complying with this regulation.
- (3) The operator of an aircraft shall, before the flight begins, inform the pilot-in-command of the aircraft of the identity of the goods, the danger to which they give rise and the weight or quantity of the goods.
- (4) This regulation shall be in addition to and not in derogation of Regulation 173.

**Portable  
electronic  
devices**

**91.**

- A pilot-in-command or any other crew member shall not permit any person to use, nor shall any person use a portable electronic device on board an aircraft that may adversely affect the performance of aircraft systems and equipment unless:
- (a) for IFR operations other than commercial air transport, the pilot-in-command allows such a device prior to its use; or
  - (b) for commercial air transport operations, the air operator certificate holder makes a determination of acceptable devices

and publishes that information in the operations manual for the crew members use; and

- (c) the pilot-in-command informs passengers of the permitted use.

## **PART VI - FLIGHT PLANS AND AIR TRAFFIC CONTROL CLEARANCE**

### ***Operational Flight Planning and Preparation***

#### **Pre-flight action**

- 92.** A pilot-in-command of an aircraft registered in Rwanda shall satisfy himself before the flight is commenced, and a flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied, that:
- (a) that the flight can safely be made, taking into account the latest information available as to the route and aerodromes to be used, the weather reports and forecasts available, and any alternative cause of action which can be adopted in case the flight cannot be completed as planned;
  - (b) that the equipment, including radio apparatus, required by these Regulations to be carried is carried and is in a fit condition for use;
  - (c) that the aircraft is in every way fit for the intended flight, and that, where a certificate of release to service is required by the Civil Aviation (Airworthiness) Regulations to be in force, is in force and will not cease to be in force during the intended flight;
  - (d) that the load carried by the aircraft is of such weight, and is so distributed and secured, that it may safely be carried on the intended flight;
  - (e) the mass of the aircraft and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected;
  - (f) in the case of an aeroplane, a rotorcraft or airship, that sufficient fuel, oil and engine coolant, if required, are carried for the intended flight, and that a safe margin has been allowed for contingencies, and, in the case of a flight for the purpose of commercial air transport, that the instructions in the operations manual relating to fuel, oil, and engine coolant have been complied with;

- (g) in case of an airship or balloon, that, sufficient ballast if required is carried for the intended flight;
- (h) in the case of an aeroplane, that having regard to the performance of the aeroplane in the condition to be expected on the intended flight, and to any obstacle at the places of departure and intended destination and on the intended route, it is capable of safely taking off, reaching and monitoring a safe height thereafter, and making a safe landing at the place of intended destination;
- (i) that any pre-flight check system established by the operator and set out in the operations manual or elsewhere has been complied with by each member of the crew of the aircraft; and
- (j) he has sufficient information on climb performance with all engines operating to enable determination of the climb gradient that can be achieved during the departure phase for the existing take-off conditions and intended take-off technique.

**Operation of aircraft on the ground** 93.

- (1) A person shall not taxi an aeroplane on the movement area of an aerodrome unless he:-
  - (a) has been authorized by the operator, the owner, or in the case where it is leased, the lessee,, or a designated agent;
  - (b) is fully competent to taxi the aeroplane;
  - (c) is qualified to use the radiotelephone if radio communications are required;
  - (d) has received instruction from a competent person in respect of aerodrome layout, and where appropriate, information on routes, signs, marking, lights, air traffic control signals and instructions, phraseology and procedures, and is able to conform to the operational standards required for safe aircraft movement at the aerodrome; and
  - (e) has been given an air traffic control clearance where appropriate;
- (2) A person shall not cause a helicopter rotor to be turned under power unless there is a qualified pilot at the controls properly secured in his seat.



**Flight into  
known or  
expected icing**

**94.**

A person shall not commence a flight:-

- (a) in an aircraft or continue to operate an aircraft en route when the icing conditions are expected or encountered, without ensuring that the aircraft is certified for icing operations and has sufficient operational de-icing or anti-icing equipment;
- (b) in an aircraft when frost, ice or snow is adhering to the wings, control surfaces, propellers, engine inlets or other critical surfaces of the aircraft which might adversely affect the performance or controllability of the aircraft; or
- (c) for commercial air transport operations in an aircraft when conditions are such that frost, ice or snow may reasonably be expected to adhere to the aircraft, unless the procedures approved for the air operator certificate holder by the Authority are followed to ensure ground de-icing, and anti-icing is accomplished.

**Aerodrome/  
Heliport  
operating  
minima**

**95.**

- (1) An operator establish aerodrome operating minima for each aerodrome to be used in operations and the method of determination of such minima shall be approved by the Authority.
- (2) An operator's minima shall not be lower than any that may be established for such aerodromes by the State in which the aerodrome is located, except when specifically approved by that State.
- (3) In establishing the aerodrome operating minima which will apply to any particular operation, an operator shall take full account of:
  - (a) the type, performance and handling characteristics of the aeroplane;
  - (b) the composition of the flight crew, their competence and experience;
  - (c) the dimensions and characteristics of the runways which may be selected for use;
  - (d) the adequacy and performance of the available visual and non-visual ground aids;
  - (e) the equipment available on the aeroplane for the purpose of navigation and/or control of the flight path during the approach to landing and the missed approach;

- (f) the obstacles in the approach and missed approach areas and the obstacle clearance altitude/height for the instrument approach procedures;
  - (g) the means used to determine and report meteorological conditions; and
  - (h) the obstacles in the climb-out areas and necessary clearance margins.
- (4) Instrument approach operations shall be classified based on the designed lowest operating minima below which an approach operation shall only be continued with the required visual reference as follows:
- (a) Type A: a minimum descent height or decision height at or above 75 m (250 ft); and
  - (b) Type B: a decision height below 75 m (250 ft). Type B instrument approach operations are categorized as:
    - (i) Category I (CAT I): a decision height not lower than 60 m (200 ft) and with either a visibility not less than 800 m or a runway visual range not less than 550 m;
    - (ii) Category II (CAT II): a decision height lower than 60 m (200 ft), but not lower than 30 m (100 ft) and a runway visual range not less than 300 m;
    - (iii) Category IIIA (CAT IIIA): a decision height lower than 30 m (100 ft) or no decision height and a runway visual range not less than 175 m;
    - (iv) Category IIIB (CAT IIIB): a decision height lower than 15 m (50 ft), or no decision height and a runway visual range less than 175 m but not less than 50 m; and
    - (v) Category IIIC (CAT IIIC): no decision height and no runway visual range limitations.
- (5) Category II and Category III instrument approach operations shall not be authorized unless RVR information is provided.
- (6) For instrument approach operations, aerodrome operating minima below 800 m visibility should not be authorized unless RVR information is provided.

- (7) The operating minima for 2D instrument approach operations using instrument approach procedures shall be determined by establishing a minimum descent altitude (MDA) or minimum descent height (MDH), minimum visibility and, if necessary, cloud conditions.
- (8) The operating minima for 3D instrument approach operations using instrument approach procedures shall be determined by establishing a decision altitude (DA) or decision height (DH) and the minimum visibility or RVR.
- (9) A flight shall not be continued towards the heliport of intended landing, unless the latest available information indicates that at the expected time of arrival, a landing can be effected at that heliport, or at least one alternate heliport, in compliance with the operating minima established.

**Take-off conditions**

- 96.** Before commencing take-off, a pilot-in-command shall ensure that:-
- (a) according to the available information, the weather at the aerodrome and the condition of the runway intended to be used shall allow for a safe take-off and departure; and
  - (b) the runway visual range or visibility in the take-off direction of the aircraft is equal to or better than the applicable minimum.

**Altimeter settings**

- 97.** A person operating an aircraft registered in Rwanda shall set the aircraft altimeters to maintain the cruising altitude for flight level reference in accordance with the procedure notified by:
- (a) the State where the aircraft may be; or
  - (b) the Aeronautical Information Publication.

**Operation of radio in aircraft**

- 98.**
- (1) The radio station in an aircraft shall not be operated, whether or not the aircraft is in flight, except in accordance with the conditions of the licence issued in respect of that station under the law of the State of registry, and by a person duly licenced or otherwise permitted to operate the radio station under that law.
  - (2) Subject to sub-regulations (3) and (4) whenever an aircraft is in flight in such circumstances that it is required by or under these Regulations to

be equipped with radio communications apparatus, a continuous radio watch shall be maintained by a member of a flight crew listening to the signals transmitted upon the frequency notified, or designated by a message received from an appropriate aeronautical radio station, for use by that aircraft.

- (3) The radio watch may be discontinued or continued on another frequency to the extent that a message as aforesaid so permits.
- (4) The watch may be kept by a device installed in the aircraft if the appropriate aeronautical radio station has been informed to that effect and has raised no objection; and that station is notified, or in the case of a station situated in a State other than Rwanda, otherwise designated as transmitting a signal suitable for that purpose.
- (5) Whenever an aircraft is in flight in such circumstances that it is required by or under these Regulations to be equipped with radio or radio navigation equipment a member of the flight crew shall operate that equipment in such a manner as he may be instructed by the appropriate air traffic control unit or as may be notified in relation to any notified airspace in which the aircraft is flying.
- (6) The radio station in an aircraft shall not be operated so as to cause interference, that impairs the efficiency of aeronautical telecommunications or navigational services, and in particular emissions shall not be made except as follows –
  - (a) emission of the class and frequency for the time being in use, in accordance with general international aeronautical practice, in the airspace in which the aircraft is flying;
  - (b) distress, urgency and safety messages and signals, in accordance with general international aeronautical practice;
  - (c) messages and signals relating to the flight of the aircraft, in accordance with general international aeronautical practice;
  - (d) such public correspondence messages as may be permitted by or under the aircraft radio station licence referred in sub-regulation (1).
- (7) In any aircraft registered in Rwanda, which is engaged on a flight for the purpose of commercial air transport operations, the pilot and the flight engineer (if any) shall not make use of a hand-held microphone, whether for the purpose of radio communication or of intercommunication within the aircraft, whilst the aircraft is flying in controlled airspace below flight level 150 or is taking off or landing.

- (8) An aircraft which is equipped with a radio station having a defect such as to impair the safety of the aircraft shall not undertake any flight until the aircraft has been rendered safe, or if such defect occurs during flight, shall land as soon as possible unless the radio station can be and is speedily rendered safe for flight.

**Weather  
reports and  
forecasts**

**99.**

- (1) A pilot-in-command shall before commencing a flight be familiar with all available meteorological information appropriate to the intended flight.
- (2) Pre-flight action by a pilot-in-command for a flight away from the vicinity of the place of departure, and for every flight under instrument flight rules (IFR), shall include:
- (a) a careful study of available current weather reports and forecasts taking into consideration fuel and oil requirements; and
  - (b) an alternative course of action if the flight cannot be completed as planned because of weather conditions.
- (3) A pilot-in-command who is unable to communicate by radio with an air traffic control unit at the aerodrome of destination shall not begin a flight to an aerodrome within a control zone if the information which it is reasonably practicable for the pilot-in-command to obtain indicates that he will arrive at that aerodrome when the ground visibility is less than eight kilometres or the cloud ceiling is less than 455 m (1,500 ft), unless the pilot-in-command has obtained from an air traffic control unit at that aerodrome permission to enter the aerodrome traffic zone.

**Weather  
limitations for  
VFR flights**

**100.**

- (1) A person shall not commence a flight, except one of purely local character in visual meteorological conditions, to be conducted in accordance with visual flight rules (VFR) unless available current meteorological reports, or a combination of current reports and forecasts, indicate that the meteorological conditions along the route, or that part of the route to be flown under VFR, will, at the appropriate time, render possible VFR operations.
- (2) A flight to be conducted in accordance with the instrument flight rules;
- (a) shall not take off from the departure aerodrome unless the meteorological conditions, at the time of use, are at or above the

operator's established aerodrome operating minima for that operation; and

- (b) shall not take off or continue beyond the point of in-flight re-planning unless at the aerodrome of intended landing or at each alternate aerodrome to be selected in compliance with regulation 106, current meteorological reports or a combination of current reports and forecasts indicate that the meteorological conditions will be, at the estimated time of use, at or above the operator's established aerodrome operating minima for that operation.
- (3) To ensure that an adequate margin of safety is observed in determining whether or not an approach and landing can be safely carried out at each alternate aerodrome, the operator shall specify appropriate incremental values, acceptable to the Authority, for height of cloud base and visibility to be added to the operator's established aerodrome operating minima.
- (4) The margin of time established by the operator for the estimated time of use of an aerodrome shall be approved by the Authority.
- (5) A flight to be operated in known or expected icing conditions shall not be commenced unless the aeroplane is certificated and equipped to cope with such conditions.
- (6) A flight to be planned or expected to operate in suspected or known ground icing conditions shall not take off unless the aeroplane has been inspected for icing and, if necessary, has been given appropriate de-icing/anti-icing treatment.
- (7) Accumulation of ice or other naturally occurring contaminants shall be removed so that the aeroplane is kept in an airworthy condition prior to take-off.

**Adequacy of  
operating  
facilities**

**101.**

- (1) No person may commence a flight unless it has been determined by every reasonable means available that the ground and/or water areas and facilities available and directly required for such flight and for the safe operation of the aircraft, are adequate, including communication facilities and navigation aids.
- (2) An operator shall ensure that any inadequacy of facilities observed in the course of operations is reported to the Authority responsible for them, without undue delay.
- (3) Subject to their published conditions of use, aerodromes and their facilities shall be kept continuously available for flight operations during

their published hours of operations, irrespective of meteorological conditions.

- (4) An operator shall, as part of its safety management system, assess the level of rescue and fire fighting service (RFFS) protection available at any aerodrome intended to be specified in the operational flight plan in order to ensure that an acceptable level of protection is available for the aeroplane intended to be used.
- (5) Information related to the level of RFFS protection that is deemed acceptable by the operator shall be contained in the operations manual.

**Diversions  
decision:  
engine  
inoperative**

**102.**

- (1) Except as provided in sub-regulation (2) of this regulation, a pilot-in-command shall land the aircraft at the nearest suitable aerodrome at which a safe landing can be made whenever an engine of an aircraft fails or is shut down to prevent possible damage.
- (2) Where not more than one engine of an aeroplane having three or more engines fails, and its rotation stops, the pilot in command may proceed to an aerodrome if the pilot in command decides that proceeding to that aerodrome is as safe as landing at the nearest suitable aerodrome after considering the:
  - (a) nature of the malfunction and the possible mechanical difficulties that may occur if the flight is continued;
  - (b) altitude, mass, and usable fuel at the time of engine stoppage;
  - (c) weather conditions en route and at possible landing points;
  - (d) air traffic congestion;
  - (e) kind of terrain; and
  - (f) familiarity with the aerodrome to be used.

**IFR  
destination  
aerodromes**

**103.**

- (1) Except in case of general aviation operations, subject to this regulation, a person shall not commence an IFR flight unless the available information indicates that the weather conditions at the aerodrome of intended landing or, where a destination alternate is required, at least one suitable alternate at the estimated time of arrival, be at or above the aerodrome operating minima.

- (2) For any flights to be conducted in accordance with the instrument flight rules, at least one of the destination alternated aerodrome shall be selected and specified in the operational and air traffic services flight plans, unless:
- (a) the duration of the flight and the meteorological conditions prevailing are such that there is reasonable certainty that, at the estimated time of arrival at the aerodrome of intended landing, and for a reasonable period before and after such time, the approach and landing may be under visual meteorological conditions as prescribed by the Authority; or
  - (b) the aerodrome of intended landing is isolated and there is no suitable destination alternate aerodrome; for a helicopter, a point of no return shall be determined.
- (3) In case of general aviation operations, when a destination alternate aerodrome is required, a flight to be conducted in accordance with the instrument flight rules shall not be commenced unless the available information indicates that conditions, at the aerodrome of intended landing and at least one destination alternate will, at the estimated time of arrival, be at or above the aerodrome operating minima.
- (4) In case of general aviation operations, when a destination alternate aerodrome is not required, a flight to be conducted in accordance with the instrument flight rules to an aerodrome shall not be commenced unless:
- (a) a standard instrument approach procedure is prescribed for the aerodrome of intended landing; and
  - (b) (i) in the case of an aeroplane, available current meteorological information indicates that the following meteorological conditions will exist from two hours before to two hours after the estimated time of arrival:
    - (aa) a cloud base of at least 300 m (1 000 ft) above the minimum associated with the instrument approach procedure; and
    - (bb) visibility of at least 5.5 km or of 4 km more than the minimum associated with the procedure; or
  - (ii) in the case of a helicopter, available current meteorological information indicates that the following meteorological conditions will exist from two hours before to two hours after the estimated time of arrival or from the actual time of



departure to two hours after the estimated time of arrival, whichever is the shorter period:

- (aa) a cloud base of at least 120 m (400 ft) above the minimum associated with the instrument approach procedure; and
- (bb) visibility of at least 1.5 km more than the minimum associated with the procedure.

**IFR alternate  
aerodrome  
selection  
criteria**

- 104.**
- (1) Where alternate minimums are published, a pilot-in-command shall not designate an alternate aerodrome in an instrument flight rules (IFR) flight plan unless the current available forecast indicates that the meteorological conditions at that alternate at the estimated time of arrival shall be at or above those published alternate minimums.
  - (2) Where alternate minimums are not published, and if there is no prohibition against using the aerodrome as an IFR planning alternate, a pilot-in-command shall ensure that the meteorological conditions at that alternate at the estimated time of arrival shall be at or above:
    - (a) for a precision approach procedure, a ceiling of at least 185 m (600 ft) and visibility of not less than 3 kilometres; or
    - (b) for a non-precision approach procedure, a ceiling of at least 245 m (800 ft) and visibility of not less than 3 kilometres.
  - (3) A flight to be conducted in accordance with IFR to a heliport when no alternate heliport is required shall not be commenced unless available current meteorological information indicates that the following meteorological conditions-
    - (a) a cloud base of at least 120 m (400 ft) above the minimum associated with the instrument approach procedure; and
    - (b) visibility of at least 1.5 km more than the minimum associated with the procedure;will exist from two hours before to two hours after the estimated time of arrival, or from the actual time of departure to two hours after the estimated time of arrival, whichever is the shorter period.
  - (4) To ensure that an adequate margin of safety is observed in determining whether or not an approach and landing can be safely carried out at each alternate aerodrome, the operator shall specify appropriate incremental values for height of cloud base and visibility, acceptable to

the Authority, to be added to the operator's established aerodrome operating minima.

(5) The Authority shall approve a margin of time established by the operator for the estimated time of use of an aerodrome.

**Off-shore  
alternates for  
helicopter  
operations**

**105.**

- (1) A person shall not designate an offshore alternate landing site when it is possible to carry enough fuel to have an on-shore alternate landing site.
- (2) The selection of offshore alternates shall be exceptional cases, the details of which have been approved by the Authority, and shall not include payload enhancement in Instrument Meteorological Conditions.
- (3) A person selecting an off-shore alternate landing site shall consider the following:
  - (a) until the point of no return, he shall use an on-shore alternate only;
  - (b) the offshore alternate shall be used only after a point of no return. Prior to PNR, onshore alternate shall be used;
  - (c) attaining one engine inoperative performance capability prior to arrival at the alternate;
  - (d) guaranteeing helideck availability;
  - (e) the weather information must be reliable and accurate; and
  - (f) for IFR operations, an instrument approach procedure shall be prescribed and available.
- (4) The landing technique specified in the flight manual following control system failure may preclude the selection of certain helideck as alternate aerodromes.
- (5) The mechanical reliability of critical control systems and critical components shall be considered and taken into account when determining the suitability and necessity for an offshore alternate.

**Take-off  
alternate  
aerodromes/**

**106.**

- (1) A take-off alternate aerodrome shall be selected and specified in the operational flight plan if either the meteorological conditions at the aerodrome of departure are below the operator's established aerodrome landing minima for that operation or if it would not be possible to return

**heliports:**

**Commercial  
air transport  
operations**

to the aerodrome of departure for other reasons.

- (2) The take-off alternate aerodrome shall be located within the following flight time from the aerodrome of departure:
  - (a) for aeroplanes with two engines, one hour of flight time at a one-engine-inoperative cruising speed, determined from the aircraft operating manual, calculated in ISA and still-air conditions using the actual take-off mass; or
  - (b) for aeroplanes with three or more engines, two hours of flight time at an all engine operating cruising speed, determined from the aircraft operating manual, calculated in ISA and still-air conditions using the actual take-off mass; or
  - (c) for aeroplanes engaged in extended diversion time operations (EDTO) where an alternate aerodrome meeting the distance criteria of a) or b) is not available, the first available alternate aerodrome located within the distance of the operator's approved maximum diversion time considering the actual take-off mass.
- (3) A take-off alternate heliport shall be selected and specified in the operational flight plan if the weather conditions at the heliport of departure are at or below the applicable heliport operating minima.
- (4) For a heliport to be selected as a take-off alternate, the available information shall indicate that, at the estimated time of use, the conditions will be at or above the heliport operating minima for that operation.

**Destination  
alternate  
Aerodromes/**

**107.**

**Heliport**

- (1) For a flight to be conducted in accordance with the instrument flight rules, at least one destination alternate aerodrome shall be selected and specified in the operational and ATS flight plans, unless:
  - (a) the duration of the flight from the departure aerodrome, or from the point of in-flight re-planning to the destination aerodrome is such that, taking into account all meteorological conditions and operational information relevant to the flight, at the estimated time of use, a reasonable certainty exists that:
    - (i) the approach and landing may be made under visual meteorological conditions; and
    - (ii) separate runways are usable at the estimated time of use of the destination aerodrome with at least one runway having an operational instrument approach procedure; or

- (b) the aerodrome is isolated. Operations into isolated aerodromes do not require the selection of a destination alternate aerodrome(s) and shall be planned in accordance with these Regulations
  - (i) for each flight into an isolated aerodrome a point of no return shall be determined; and
  - (ii) a flight to be conducted to an isolated aerodrome shall not be continued past the point of no return unless a current assessment of meteorological conditions, traffic and other operational conditions indicate that a safe landing can be made at the estimated time of use.
- (2) Two destination alternate aerodromes shall be selected and specified in the operational and ATS flight plans when, for the destination aerodrome:
  - (a) meteorological conditions at the estimated time of use will be below the operator's established aerodrome operating minima for that operation; or
  - (b) meteorological information is not available.
- (3) Notwithstanding the provisions above, the Authority may, based on the results of a specific safety risk assessment conducted by the operator which demonstrates how an equivalent level of safety will be maintained, approve operational variations to alternate aerodrome selection criteria. The specific safety risk assessment shall include at least the:
  - (a) capabilities of the operator;
  - (b) overall capability of the aeroplane and its systems;
  - (c) available aerodrome technologies, capabilities and infrastructure;
  - (d) quality and reliability of meteorological information;
  - (e) identified hazards and safety risks associated with each alternate aerodrome variation; and
  - (f) specific mitigation measures.
- (4) For a helicopter flight to be conducted in accordance with IFR, at least one destination alternate shall be specified in the operational flight plan and the flight plan, unless:

- (a) the duration of the flight and the meteorological conditions prevailing are such that there is reasonable certainty that, at the estimated time of arrival at the heliport of intended landing, and for a reasonable period before and after such time, the approach and landing may be made under visual meteorological conditions as prescribed by the Authority; or
  - (b) the heliport of intended landing is isolated and no suitable alternate is available and a point of no return (PNR) has been determined.
- (5) For a heliport to be selected as a destination alternate, the available information shall indicate that, at the estimated time of use, the conditions will be at or above the heliport operating minima for that operation.

**Maximum distance from an adequate aerodrome for aeroplanes with two turbine engines without an EDTO approval.**

**108.**

- (1) Unless specifically granted an extended deviation time of operations (EDTO) by turbine-engined aeroplanes approval by the Authority, an air operator certificate holder shall not operate an aeroplane with two turbine engines over a route which contains a point further from an adequate aerodrome than, in the case of:
- (a) large, turbine engine powered aeroplanes the distance flown in sixty minutes at the one-engine-inoperative cruise speed determined in accordance with sub-regulation (2) with either:
    - (i) a maximum approved passenger seating configuration of twenty or more; or
    - (ii) a maximum take-off mass of 45,360 kg or more;
  - (b) piston engine powered aeroplanes:
    - (i) the distance flown in 120 minutes at the one-engine-inoperative cruise speed determined in accordance with sub-regulation (2); or
    - (ii) 555 km (300 nautical miles), whichever is less.
- (2) An air operator certificate holder shall determine a speed for the calculation of the maximum distance to an adequate aerodrome for each aeroplane with two turbine engines type or variant operated, not exceeding V<sub>mo</sub> based upon the true airspeed that the aeroplane can maintain with one-engine-inoperative under the following conditions:

- (a) International Standard Atmosphere;
- (b) level flight:
  - (i) for turbine engine powered aeroplanes at:
    - (A) flight level 170; or
    - (B) at the maximum flight level to which the aeroplane, with one engine inoperative, can climb, and maintain, using the gross rate of climb specified in the aeroplane flight manual, whichever is less;
  - (ii) for propeller driven aeroplanes:
    - (A) flight level 80; or
    - (B) at the maximum flight level to which the aeroplane, with one engine inoperative, can climb, and maintain, using the gross rate of climb specified in the aeroplane flight manual, whichever is less;
  - (iii) maximum continuous thrust or power on the remaining operating engine;
  - (iv) an aeroplane mass not less than that resulting from:
    - (aa) take-off at sea-level at maximum take-off mass until the time elapsed since take-off is equal to the applicable threshold prescribed in sub-regulation (1);
    - (bb) all engines climb to the optimum long range cruise altitude until the time elapsed since take-off is equal to the applicable threshold prescribed in sub-regulation (1); and
    - (cc) all engines cruise at the long range cruise speed at this altitude until the time elapsed since take-off is equal to the applicable threshold prescribed in sub-regulation (1).
- (3) In approving the operation, the Authority shall:
  - (a) ensure that:
    - (i) the airworthiness certification of the aeroplane type;
    - (ii) the reliability of the propulsion system; and

- (iii) the operator's maintenance procedures, operating practices, flight dispatch procedures and crew training programmes;

provide the overall level of safety intended by the provisions of the Civil Aviation Regulations of Rwanda;

- (b) in making this assessment, take into account:

- (i) the route to be flown;
- (ii) the anticipated operating conditions; and
- (iii) the location of adequate en-route alternate aerodromes.

- (4) An air operator certificate holder shall ensure that the following data, specific to each type or variant, is included in the operations manual:

- (a) the one-engine-inoperative cruise speed determined in accordance with sub-regulation (2);
- (b) the maximum distance from an adequate aerodrome determined in accordance with sub-regulations (1) and (2); and
- (c) aeroplane climb performance with all engines operating to enable the pilot-in-command to determine the climb gradient that can be achieved during the departure phase for the existing take-off conditions and intended take-off technique.

- (5) The speeds and altitudes specified in this regulation shall only be used for establishing the maximum distance from an adequate aerodrome.

**Requirements 109.  
for extended  
diversion time  
operations with  
aeroplanes  
with two  
turbine engines**

- (1) An air operator certificate holder shall not conduct operations beyond the threshold distance determined in accordance with regulation 108 unless approved to do so by the Authority.
- (2) In requesting EDTO approval, each air operator certificate holder shall show to the satisfaction of the Authority that:
  - (a) for aeroplanes:
    - (i) for all aeroplanes,
      - (A) the most limiting EDTO significant system time limitation, if any indicated in the Aeroplane Flight Manual (directly or by reference) and relevant to that particular operation is not exceeded; and

- (B) the additional fuel required by regulation 111A shall include the fuel necessary to comply with the EDTO critical fuel scenario as established by the Authority.
  - (ii) for aeroplanes with two turbine engines, the aeroplane is EDTO certified and has verified the:
    - (A) Reliability of the propulsion system;
    - (B) Airworthiness certification for EDTO of the aeroplane type; and
    - (C) EDTO maintenance programme.
- (b) it has conducted a safety risk assessment which demonstrates how an equivalent level of safety will be maintained, taking into account the following:
  - (i) capabilities of the operator;
  - (ii) overall reliability of the aeroplane;
  - (iii) reliability of each time limited system;
  - (iv) relevant information from the aeroplane manufacturer; and
  - (v) specific mitigation measures.
- (3) Before conducting an EDTO flight, an air operator certificate holder shall ensure that a suitable EDTO en-route alternate is available, within either the approved diversion time or a diversion time based on MEL generated serviceability status of the aeroplane whichever is shorter.
- (4) No air operator certificate holder shall commence a flight unless, during the possible period of arrival, the required en-route alternate aerodrome will be available and the available information indicates that conditions at the aerodrome will be at or above the aerodrome operating minima approved for the operation.
- (5) No air operator certificate holder shall conduct operations beyond 60 minutes, from a point on a route to an en-route alternate aerodrome unless it ensures that:
  - (a) for all aeroplanes;
    - (i) En-route alternate aerodromes are identified; and



- (ii) The most up-to-date information is provided to the flight crew on identified en-route alternate aerodromes, including operational status and meteorological conditions;
- (b) for aeroplanes with two turbine engines, the most up-to-date information provided to the flight crew indicates that conditions at identified en-route alternate aerodromes will be at or above the operator's established aerodrome operating minima for the operation at the estimated time of use.
- (c) these requirements are incorporated into the operators:
  - (i) operational control and flight dispatch procedures;
  - (ii) operating procedures; and
  - (iii) training programmes.
- (6) No air operator certificate holder shall proceed beyond the threshold time approved by the Authority unless:
  - (a) the identified en-route alternate aerodromes have been re-evaluated for availability; and
  - (b) the most up to date information indicates that, during the estimated time of use, conditions at those aerodromes will be at or above the operator's established aerodrome operating minima for that operation; or.
  - (c) conditions are identified that would preclude a safe approach and landing at that aerodrome during the estimated time of use and an alternative course of action has been determined.

**En-route  
alternate  
aerodromes:  
EDTO  
operations**

- 110.**
- (1) The pilot-in-command shall ensure that the required en route alternates for EDTO are selected and specified in ATC flight plans in accordance with the EDTO diversion time approved by the Authority.
  - (2) No person shall select an aerodrome as an EDTO en-route alternate aerodrome unless the appropriate weather reports or forecasts, or any combination thereof, indicate that during a period commencing 1 hour before and ending 1 hour after the expected time of arrival at the aerodrome, the weather conditions will be at or above the planning minima prescribed in the table below, and in accordance with the operator's EDTO approval.

- (3) The ceiling and visibility requirements for operations conducted in accordance with paragraphs (1) and (2) may be reduced upon approval of the Authority for:
  - (i) commercial air transport where the Authority has approved alternate minima as an equivalent level of safety based on the results of a specific safety risk assessment demonstrated by the operator, which contains the following:
  - (ii) capabilities of the operator;
  - (iii) overall capability of the aeroplane and its systems;
  - (iv) available aerodrome technologies, capabilities and infrastructure;
  - (v) quality and reliability of meteorological information;
  - (vi) identified hazards and safety risks associated with each alternate aerodrome variation;
  - (vii) specific mitigation measures.

**Fuel, oil, and oxygen planning and contingency factors**

111. (1) No person may commence a flight unless he or she takes into account the fuel, oil, and oxygen needed to ensure the safe completion of the flight, including any reserves to be carried for contingencies.
- (2) For aeroplanes in air operator certificate holder operations, the amount of usable fuel to be carried shall, as a minimum, be based on:
  - (a) the following data:
    - (i) current aeroplane-specific data derived from a fuel consumption monitoring system, if available; or
    - (ii) if current aeroplane-specific data are not available, data provided by the aeroplane manufacturer, and
  - (b) the operating conditions for the planned flight including:
    - (i) anticipated aeroplane mass;
    - (ii) notices to Airmen;
    - (iii) current meteorological reports or a combination of current reports and forecasts;

- (iv) ATC procedures, restrictions and anticipated delays; and
  - (v) the effects of deferred maintenance items and/or configuration deviations.
  - (vi) any other conditions that may delay the landing of the aeroplane or increase fuel, oil and/or oxygen consumption.
- (3) For helicopters, each person computing the required minimum fuel and oil supply shall ensure that additional fuel and oil are carried to provide for the increased consumption that would result from any additional operating conditions in (2)(b) as applied to helicopters, and any of the following contingencies:
- (a) expected winds or other meteorological conditions;
  - (b) possible variations in ATC routings
  - (c) anticipated traffic delays;
  - (d) a complete instrument approach procedure and possible missed approach at destination;
  - (e) loss of pressurization en route, if applicable;
  - (f) loss of one power-unit en route; and
  - (g) any other conditions that may delay the landing of the helicopter or increase fuel, oil and/or oxygen (if applicable) consumption.
- (4) *All aircraft: In-flight fuel management.* The pilot-in-command shall:
- (a) continually ensure that the amount of usable fuel remaining on board is not less than the fuel required to proceed to an aerodrome/heliport where a safe landing can be made with the planned final reserve fuel remaining upon landing.
  - (b) request delay information from ATC when unanticipated circumstances may result in landing at the destination aerodrome/heliport with less than the final reserve fuel plus any fuel required to proceed to an alternate aerodrome or the fuel required to operate to an isolated aerodrome/heliport.
  - (c) advise ATC of a minimum fuel state by declaring MINIMUM FUEL when, having committed to land at a specific aerodrome, the pilot calculates that any change to the existing clearance to that aerodrome/heliport may result in landing with less than

planned final reserve fuel.

- (d) declare a situation of fuel emergency by broadcasting MAYDAY MAYDAY MAYDAY FUEL, when the calculated usable fuel predicted to be available upon landing at the nearest aerodrome/heliport where a safe landing can be made is less than the planned final reserve fuel.

**Minimum fuel supply for VFR flights**

- 111A.**
- (1) *All Aeroplane.* No person may commence a flight in an aeroplane under VFR unless, considering the wind and forecast weather conditions, there is enough fuel to fly to the first point of intended landing and, assuming normal cruising speed:
    - (i) for flights during the day, for at least 30 minutes thereafter;
    - (ii) for flights during the night, for at least 45 minutes thereafter, and
  - (2) *All Helicopter.* No person may commence a flight in a helicopter under VFR unless, considering the wind and forecast weather conditions, there is enough fuel to fly to the first point of intended landing and, assuming normal cruising speed:
    - (i) for 20 minutes thereafter; and
    - (ii) to have an additional amount of fuel sufficient to provide for the increased consumption on the occurrence of any of the potential contingencies specified by the operator to the satisfaction of the Authority.

**Minimum fuel supply for IFR flights**

- 111B.**
- (1) *All Aeroplanes.* No person may commence a flight under IFR unless there is enough fuel supply, considering meteorological conditions and any delays that are expected in flight, to—
    - (a) When a destination alternate aerodrome is required, fly from the aerodrome of intended landing to an alternate aerodrome, and after that, for at least 45 minutes at normal cruising altitude;
    - (b) When a destination alternate aerodrome is not required, fly to the aerodrome of intended landing and after that for at least 45 minutes at normal cruising altitude.
  - (2) *Air operator Certificate holder Aeroplanes.* No person may commence a flight under IFR, or continue past the point of in-flight re-planning, unless there is enough fuel supply, considering meteorological

conditions and any delays that are expected in flight, to include the following:

- (a) *taxi fuel* – which shall be the amount of fuel expected to be consumed before take-off;
- (b) *trip fuel* – which shall be the amount of fuel required to enable the aeroplane to fly from take-off, or the point of in-flight re-planning, until landing at the destination aerodrome taking into account the operating conditions in the data provided by the manufacturer;
- (c) *contingency fuel* – which shall be the amount of fuel required to compensate for unforeseen factors. It shall be five percent of the planned trip fuel or of the fuel required from the point of in-flight re-planning based on the consumption rate used to plan the trip fuel, but in any case, shall not be lower than the amount required to fly for five minutes at holding speed at 450 m (1500 ft) above the destination aerodrome in standard conditions;
- (d) *destination alternate fuel* – which shall be
  - (i) where a destination alternate aerodrome is required, the amount of fuel required to enable the aeroplane to:
    - (A) perform a missed approach at the destination aerodrome;
    - (B) climb to the expected cruising altitude;
    - (C) fly the expected routing;
    - (D) descend to the point where the expected approach is initiated; and
    - (E) conduct the approach and landing at the destination alternate aerodrome; or
  - (ii) where two destination alternate aerodromes are required, the amount of fuel, as calculated in (i) above, required to enable the aeroplane to proceed to the destination alternate aerodrome which requires the greater amount of alternate fuel; or
  - (iii) where a flight is operated without a destination alternate aerodrome, the amount of fuel required to enable the aeroplane to fly for 15 minutes at holding speed at 450 m (1500 ft) above destination aerodrome elevation in

standard conditions; or

- (iv) where the aerodrome of intended landing is an isolated aerodrome:
  - (A) for a reciprocating engine aeroplane, the amount of fuel required to fly for 45 minutes plus 15 percent of the flight time planned to be spend at cruising level, including final reserve fuel, or two hours, whichever is less; or
  - (B) for a turbine-engined aeroplane, the amount of fuel required to fly for two hours at normal cruise consumption above the destination aerodrome, including final reserve fuel;
- (e) *final reserve fuel* – which shall be the amount of fuel calculated using the estimated mass on arrival at the destination alternate aerodrome, or the destination aerodrome when no destination alternate aerodrome is required, or a pre-calculated value for each aeroplane type and variant in the fleet rounded up to an easily recalled figure:
  - (i) for a reciprocating engine aeroplane, the amount of fuel required to fly for 45 minutes, under speed and altitude conditions specified by the Authority; or
  - (ii) for a turbine-engined aeroplane, the amount of fuel required to fly for 30 minutes at holding speed at 450 m (1500 ft) above aerodrome elevation in standard conditions;
- (f) *additional fuel* – which shall be the supplementary amount of fuel required if the minimum fuel calculated in accordance with trip fuel, contingency fuel, destination alternate fuel and final reserve fuel above is not sufficient to:
  - (i) allow the aeroplane to descend as necessary and proceed to an alternate aerodrome in the event of engine failure or loss or pressurization, whichever requires the greater amount of fuel based on the assumption that such a failure occurs at the most critical point along the route;
    - (A) to fly for 15 minutes at holding speed at 450 m (1500 ft) above the aerodrome elevation in standard conditions; and
    - (B) make an approach and landing;

- (C) allow an aeroplane engaged in EDTO to comply with the EDTO critical fuel scenario as established by the Authority;
- (D) meet additional requirements not covered above.
- (g) *Discretionary fuel* – shall be the extra amount of fuel to be carried at the discretion of the pilot-command, or
- (h) Notwithstanding the provisions in (a)–(g) above, the Authority may approve a variation to these requirements provided the operator can demonstrate an equivalent level of safety will be maintained through a safety risk assessment that includes at least the following:
  - (i) flight fuel calculations;
  - (ii) capabilities of the operator to include:
    - (A) A data-driven method that includes a fuel consumption monitoring programme; and/or
    - (B) The advanced use of alternate aerodromes; and
  - (iii) Specific mitigation measures.
- (3) All helicopters. No person may commence a flight under IFR unless there is enough fuel supply, considering meteorological conditions and any delays that are expected in flight, to:
  - (a) when a destination alternate is required,
    - (i) fly to and execute an approach, and a missed approach, at the heliport to which the flight is planned, and thereafter
    - (ii) fly for 30 minutes at a holding speed at 450 m (1500 ft) above the alternate under standard temperature conditions, and approach and land; and
    - (iii) have a reserve for contingencies specified by the operator and approved by the Authority.
  - (b) When a destination alternate is not required, to fly to the heliport to which the flight is planned and thereafter:
  - (c) fly for 30 minutes at a holding speed at 450 m (1500 ft) above the alternate under standard temperature conditions, and approach and land; and

- (d) have a reserve for contingencies specified by the operator and approved by the Authority.

**Flight  
planning:  
document  
distribution  
and retention**

- 112.**
- (1) A pilot-in-command operating commercial air transport shall complete and sign the following flight preparation documents before the flight is commenced:
    - (a) an operational flight plan, including NOTAMs and weather pertinent to the flight planning decisions regarding minimum fuel supply, en route performance, and destination and alternate aerodromes;
    - (b) a load manifest, showing the distribution of the load, centre of gravity, take-off and landing mass and compliance with maximum operating mass limitations, and performance analysis; and
    - (c) an applicable technical log page, to accept that the aircraft is fit for the intended flight after the pre-flight inspection has been conducted.
  - (2) A person shall not commence a flight in commercial air transport unless all flight release documents, specified in the operations manual and signed by the pilot-in-command, are retained and available at the point of departure.
  - (3) A pilot-in-command shall carry a copy of the documents specified in sub-regulation (1) on the aircraft.

**Commercial  
air transport:  
loading of  
aircraft**

- 113.**
- (1) An air operator certificate holder shall not cause or permit an aircraft to be loaded for a flight for the purpose of commercial air transport except under the supervision of a person who the air operator certificate holder has caused to be furnished with written instructions as to the distribution and securing of the load so as to ensure that:
    - (a) the load may safely be carried on the flight; and
    - (b) any condition subject to which the certificate of airworthiness in force in respect of the aircraft was issued or rendered valid, being conditions relating to the loading of the aircraft are complied with.
  - (2) The instructions shall indicate the mass of the aircraft prepared for



service, that is, the aggregate of the basic mass and the mass of such additional items in or on the aircraft as the operator thinks fit to include, and the instructions shall indicate the additional items included in the mass of the aircraft prepared for service, and shall show the position of the centre of gravity of the aircraft at that mass.

- (3) The provisions of sub-regulation (2) shall not apply in relation to a flight if:
  - (a) the aircraft's authorized maximum take-off mass does not exceed 1,150 kg; or
  - (b) the aircraft's authorized maximum take-off mass does not exceed 2,730 kg. and the flight is not intended to exceed sixty minutes in duration and is either a flight:
    - (i) solely for training persons to perform duties in an aircraft; or
    - (ii) intended to begin and end at the same aerodrome.
- (4) An operator of an aircraft shall not cause or permit the aircraft to be loaded in contravention of the instructions set out in sub-regulation (1).
- (5) A person supervising the loading of the aircraft shall, before the commencement of a flight:
  - (a) prepare and sign a load sheet in duplicate conforming to the requirements specified in sub-regulation (7); and
  - (b) unless the operator is the pilot-in-command of the aircraft, submit the load sheet for examination by the pilot-in-command of the aircraft who shall, upon being satisfied that the aircraft is loaded in the manner required by sub-regulation (1), sign his name thereon;
- (6) The requirements of sub-regulation (5) shall not apply where:
  - (a) the load and the distributing and securing thereof upon the next intended flight are to be unchanged from the previous flight and the pilot-in-command of the aircraft makes and signs an endorsement to that effect upon the load sheet for the previous flight, indicating the date of the endorsement, the place of departure upon the next intended flight and the next intended destination; or
  - (b) as set out in sub-regulation (3), sub-regulation (2) does not

apply in relation to the flight.

- (7) A pilot operating an aircraft shall ensure that one copy of the load sheet shall be carried in the aircraft when so required by these Regulations, until the flights to which the load sheet relates have been completed, and one copy of that load sheet and of the instruction referred to in this regulation shall be preserved by the operator until the expiration of a period of six months thereafter, and shall not be carried in the aircraft.
- (8) A load sheet required under sub-regulation (5) shall contain the following information –
  - (a) the nationality and registration marks of the aircraft to which the load sheet relates;
  - (b) particulars of the flight to which the load sheet relates;
  - (c) the total mass of the aircraft as loaded for the flight;
  - (d) the mass of the several items from which the total mass of the aircraft, as so loaded, has been calculated including in particular the mass of the aircraft prepared for service and the respective total mass of the passengers, crew, baggage and cargo intended to be carried on the flight;
  - (e) the manner in which the load is distributed and the resulting position of the centre of gravity of the aircraft which may be given approximately if and to the extent that the relevant certificate of airworthiness so permits; and
  - (f) at the foot or end of the load sheet, a certificate signed by the person referenced in sub-regulation (1) as responsible for the loading of the aircraft, stating that the aircraft has been loaded in accordance with the written instructions furnished to him by the operator of the aircraft pursuant to that sub-regulation.
- (9)
  - (a) For the purpose of calculating the total mass of the aircraft, the respective total mass of the passengers and crew entered in the load sheet shall be computed from the actual mass of each person, and for that purpose each person shall be separately weighed unless sub-regulations (10), (11) and (12) apply.
  - (b) When determining the actual mass by weighing, an operator must ensure that passengers' personal belongings and hand baggage are included and such weighing shall be conducted immediately prior to boarding and at an adjacent location.

- (10) (a) An operator shall compute the mass of passengers and checked baggage using the standard mass values specified in Tables 2 and 3 except where the number of passenger seats available is less than 10; the standard masses values include hand baggage and the mass of any infant below 2 years of age carried by an adult on one passenger seat; infants occupying separate passenger seats shall be considered as children for the purpose of this regulation;
- (b) in cases where the number of passenger seats available is less than 10, passenger mass may be established by use of a verbal statement by or on behalf of each passenger and adding to it a predetermined constant to account for hand baggage and clothing;
- (c) the procedure specifying when to select actual or standard masses and the procedure to be followed when using verbal statements shall be included in the operations manual;
- (11) On flights where no hand baggage is carried in the cabin or where hand baggage is accounted for separately, 6 kg may be deducted from the male and female masses in table 1; articles such as an overcoat, an umbrella, a small handbag or purse, reading material or a small camera are not considered as hand baggage for the purpose of this regulation;

TABLE 2-COMPUTATION OF MASS OF PASSENGERS

Passenger seats	1-5	6-9	10-19	20 and more	30 and more
Male	104	96	92	88	84
Female	86	78	74	70	84
children	35	35	35	35	35

- (12) Where the total number of passenger seats available on the aircraft is

20 or more the standard mass values given in Table 3 are applicable for each piece of checked baggage and for aircraft with less than 20 passenger seats the actual mass of checked baggage, determined by weighing, shall be used.

TABLE 3- COMPUTATION OF MASS OF BAGGAGE

Type of flight	Baggage standard mass
Domestic	11kg
Regional	13kg
Intercontinental	15kg
All others	13kg

- (13) Where sub-regulations (10), (11) and (12) are applied, the load sheet shall bear a notation to that effect.
- (14) Where sub-regulations (10), (11) and (12) may apply, the pilot-in-command shall, if the standard masses described in sub-regulation (10) appear to be inapplicable or doing so is in the interests of safety of the aircraft, require any or all of the passengers, crew and cargo to actually be weighed for the purpose of the entry to be made in the load sheet.

**Aircraft  
loading, mass  
and balance**

- 114.** A person shall not operate an aircraft unless:

- (a) all loads carried are properly distributed and safely secured and comply with the aircraft limitations; and
- (b) the calculations for the mass of the aeroplane and centre of gravity location indicate that the flight can be conducted safely, taking into account the flight conditions expected.

**Stowage of  
baggage and**

- 115.** (1) An operator shall establish procedures to ensure that only such hand or carry-on baggage is taken into the passenger cabin as can be

**cargo**

adequately and securely stowed.

- (2) An operator shall establish procedures to ensure that all baggage and cargo on board, which might cause injury or damage, or obstruct aisles and exits if displaced, is placed in storages designed to prevent its movement.
- (3) The procedure referred to in sub-regulation (2) shall take account of the following:
  - (a) each item carried in cabin shall be stowed only in a location that is capable of restraining it;
  - (b) mass limitations placarded on or adjacent to stowages shall not be exceeded;
  - (c) underseat stowages shall not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it may adequately be restrained by this equipment;
  - (d) items shall not be stowed in toilets or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest mass that may be placed there;
  - (e) baggage and cargo placed in lockers shall not be of such size that they prevent latched doors from being closed securely;
  - (f) baggage and cargo shall not be placed where it can impede access to emergency equipment; and
  - (g) checks shall be made before take-off, before landing and whenever the fasten seat belts signs are illuminated or it is otherwise so ordered to ensure that baggage is stowed where it cannot impede evacuation from the aircraft or cause injury by falling or other movement, as may be appropriate to the phase of flight.

**Maximum allowable weights to be considered on all load manifests**

- 116.** A pilot-in-command shall ensure that the maximum allowable mass for a flight does not exceed the maximum allowable take-off mass:
- (a) for the specific runway and conditions existing at the take-off time; and
  - (b) considering anticipated fuel and oil consumption that allows compliance with applicable en route performance, landing mass, and

landing distance limitations for destination and alternate aerodromes.

**Flight release  
required:  
commercial air  
transport**

**117.**

A person shall not commence a:

- (a) flight under a flight following system without specific authority from the person authorized by the air operator certificate holder to exercise operational control over the flight; or
- (b) passenger carrying flight in commercial air transport for which there is a published schedule, unless a qualified person authorized by the air operator certificate holder to perform operational control functions has issued a flight release for that specific operation or series of operations.

**Operational  
flight plan:  
commercial air  
transport**

**118.**

- (1) A person shall not commence a flight unless the operational flight plan has been signed by the pilot-in-command.
- (2) A pilot-in-command shall sign the operational flight plan only when he and the person authorized by the operator to exercise operational control have determined that the flight can be safely completed.
- (3) The operational flight plan shall include the routing and fuel calculations, with respect to the meteorological and other factors expected, to complete the flight to the destination and all required alternates.
- (4) A pilot-in-command signing the operational flight plan shall have access to the applicable flight planning information for fuel supply, alternate aerodromes, weather reports and forecasts and NOTAMs for the routing and destination aerodrome.
- (5) Operational instructions involving a change in the air traffic services flight plan shall, when practicable, be coordinated with the appropriate air traffic services unit before transmission to the aeroplane.
- (6) A person shall not continue a flight from an intermediate aerodrome without a new operational flight plan if the aircraft has been on the ground more than six hours.
- (7) Where applicable, the flight operations officer/flight dispatcher shall also sign the operational flight plan.
- (8) A copy of the operational flight plan shall be filed with the operator or a designated agent, or, if these procedures are not possible, it shall

be left with the aerodrome authority or on record in a suitable place at the point of departure.

## **PART VII - AIRCRAFT OPERATING AND PERFORMANCE LIMITATIONS**

### *All Aircraft*

**Aircraft  
airworthiness  
and safety  
precautions**

- 119.** (1) A pilot-in-command shall not operate an aircraft until satisfied that:
- (a) the aircraft is airworthy and the appropriate certificates (i.e. airworthiness, registration) are on board the aircraft;
  - (b) the instruments and equipment installed in the aircraft are appropriate, taking into account the expected flight conditions; and
  - (c) any necessary maintenance has been performed and a certificate of release to service, if applicable, has been issued with respect to the aircraft.
- (2) A pilot-in-command carrying out commercial air transport operations shall certify by signing the aircraft technical log that they are satisfied that the requirements of sub-regulation (1) have been met for a particular flight.

**Aircraft  
operating and  
performance  
limitations.**

- 120.**
- (1) A person shall not operate an aircraft that:
    - (a) exceeds its designed performance limitations for any operation;
    - (b) exceeds the operating limitations contained in the aircraft flight manual, or its equivalent;
    - (c) exceeds the terms of its certificate of airworthiness; or
    - (d) exceeds the mass limitations, if applicable, imposed by the terms of its noise certification standards, as contained in the applicable part of ICAO Annex 16, Volume I, unless otherwise approved by the Authority.
  - (2) A person shall not commence a flight unless the performance information provided in the flight manual indicates that the provisions of regulations 144(3) to 144(5) can be complied with for the flight to be undertaken.
  - (3) A person shall not operate an aircraft except if he complies with his general duty to ensure that the general level of safety contemplated by the Civil Aviation Regulations of Rwanda is maintained under all expected operating conditions, including those not covered specifically by the said Regulations.
  - (4) Aeroplane operating procedures for rates of climb and descent
  - (5) Where helicopters are operated to or from heliports in a congested hostile environment, the operator shall meet the requirements prescribed by the Authority, or the competent authority of the State in which the heliport is situated if outside Rwanda, to enable these operations to be conducted in a manner that gives appropriate consideration for the risk associated with an engine failure.
  - (6) In applying these regulations, account shall be taken of all factors that significantly affect the performance of the helicopter (such as: mass, operating procedures, the pressure-altitude appropriate to the elevation of the operating site, temperature, wind and condition of the surface). Such factors shall be taken into account directly as operational parameters or indirectly by means of allowances or margins, which may be provided in the scheduling of performance data or in the code of performance in accordance with which the helicopter is being operated.



<b>In-flight simulation of abnormal situations</b>	<b>121.</b>	An operator shall ensure that when passengers or cargo are being carried, no emergency or abnormal situations shall be simulated.
<b>Test-flight areas</b>	<b>122.</b>	A person shall not operate an aircraft during a test-flight except over open water, or sparsely populated areas having light traffic.
<b>Operations in RNP, MNPS or RVSM airspace</b>	<b>123.</b>	<p>(1) A person shall not operate an aircraft in defined portions of airspace or on routes where a required navigation performance (RNP) type has been prescribed, unless;</p> <ul style="list-style-type: none"> <li>(a) the aircraft is provided with navigation equipment, in addition to the requirements specified in the Civil Aviation (Instruments and Equipment) Regulations, which will enable it to operate in accordance with the prescribed RNP type(s); and</li> <li>(b) he is authorized by the State of the operator for operations in such airspace and has the required approval in the airspace of another State than the State of the operator.</li> </ul> <p>(2) A person shall not operate an aircraft in defined portions of airspace where, based on Regional Air Navigation Agreement, minimum navigation performance specifications (MNPS) are prescribed, unless the aircraft is equipped with navigation equipment which:</p> <ul style="list-style-type: none"> <li>(a) continuously provides indications to the flight crew of adherence to or departure from track to the required degree of accuracy at any point along that track; and</li> <li>(b) has been authorized by the State of the Operator for MNPS operations concerned.</li> </ul> <p>(3) For flights in defined portions of airspace where, based on Regional Air Navigation Agreement, a reduced vertical separation minimum (RVSM) of 300 m (1,000 ft) is applied between FL 290 and FL 410 inclusive, an aircraft:</p> <ul style="list-style-type: none"> <li>(a) shall be provided with equipment that is capable of: <ul style="list-style-type: none"> <li>(i) Indicating to the flightcrew the flight level being flown;</li> </ul> </li> </ul>

- (ii) Automatically maintaining a selected flight level;
    - (iii) Providing an alert to the flightcrew when a deviation occurs from the selected flight level. The threshold for the alert shall not exceed + or – 90 m (300 ft); and
    - (iv) Automatically reporting pressure-altitude and
  - (b) shall be authorised for operations in the airspace concerned by the Authority through
    - (i) operations specifications for AOC holders, or
    - (ii) letter of authorization for non-AOC holders.
  - (c) shall satisfy the demonstration requirements specified in sub-regulations (5) and (6) as to the altimetry system performance requirements for vertical navigation performance capability.
- (4) Prior to granting the reduced vertical separation minimum (RVSM) approval required in sub-regulation (3) (b) the Authority shall be satisfied that:
- (a) the vertical navigation performance capability of the aircraft satisfies the requirements of the altimetry system performance for operations in RVSM airspace as prescribed by the sub-regulations (5) and (6);
  - (b) the operator has instituted appropriate procedures in respect of continued airworthiness (maintenance and repair) practices and programmes; and
  - (c) the operator has instituted appropriate flight crew procedures for operations in RVSM airspace.
- (5) In respect of groups of aeroplanes that are nominally of identical design and build with respect to all details that could influence the accuracy of height-keeping performance, the height-keeping performance capability shall be such that the total vertical error (TVE) for the group of aeroplanes shall have a mean no greater than 25 m (80 ft) in magnitude and shall have a standard deviation no greater than  $28 - 0.013z^2$  for  $0 \leq z \leq 25$  when  $z$  is the magnitude of the mean TVE in metres, or  $92 - 0.004z^2$  for  $0 \leq z \leq 80$  where  $z$  is in feet. In addition, the components of TVE shall have the following characteristics:

- (a) the mean altimetry system error (ASE) of the group shall not exceed 25 m (80 ft) in magnitude;
  - (b) the sum of the absolute value of the mean ASE and of three standard deviations of ASE shall not exceed 75 m (245 ft); and
  - (c) the differences between cleared flight level and the indicated pressure altitude actually flown shall be symmetric about a mean of 0 m, with a standard deviation no greater than 13.3 m (43.7 ft), and in addition, the decrease in the frequency of differences with increasing difference magnitude shall be at least exponential.
- (6) In respect of aeroplanes for which the characteristics of the airframe and altimetry system fit are unique and so cannot be classified as belonging to a group of aeroplanes encompassed by paragraph 1, the height-keeping performance capability shall be such that the components of the TVE of the aeroplane have the following characteristics:
- (a) the ASE of the aeroplane shall not exceed 60 m (200 ft) in magnitude under all flight conditions; and
  - (b) the differences between the cleared flight level and the indicated pressure altitude actually flown shall be symmetric about a mean of 0 m, with a standard deviation no greater than 13.3 m (43.7 ft), and in addition, the decrease in the frequency of differences with increasing difference magnitude shall be at least exponential.

**Reporting of  
height-keeping  
performance**     **124.**

- (1) The Authority, in consultation with the State of Registry, if appropriate, shall ensure that, in respect of aeroplanes operating in RVSM airspace, adequate provisions exist for:
  - (a) receiving the reports of height-keeping performance issued by the monitoring agencies established in accordance with ICAO Annex 11.
  - (b) taking immediate corrective action for individual aircraft, or aircraft type groups, identified in such reports as not complying with the height-keeping requirements for operation in airspace where RVSM is applied.
- (2) An operator issued with an RVSM approval shall ensure that:

- (a) a minimum of two aeroplanes of each aircraft type grouping of the operator have their height-keeping performance monitored, at least once every two years or within intervals of 1 000 flight hours per aeroplane, whichever period is longer.
- (b) where an operator aircraft type grouping consists of a single aeroplane, monitoring of that aeroplane shall be accomplished within the specified period.
- (3) An operator shall ensure that each aeroplane shall be sufficiently provided with navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment will enable the aeroplane to navigate in accordance with regulation 123 (3) and (4).
- (4) Appropriate action will be taken in respect of aircraft and operators found to be operating in RVSM airspace without a valid RVSM approval.

**Electronic  
navigation data  
management**

**125.**

- (1) An operator shall not employ electronic navigation data products that have been processed for application in the air and on the ground unless the State of the operator has approved the operator's procedures or unless the process applied and the products delivered have met acceptable standards of integrity and such products are compatible with the intended function of the equipment that will use them.
- (2) The State of the operator shall ensure that the operator continues to monitor both process and products.
- (3) An operator shall implement procedures that ensure timely distribution and insertion of current and unaltered electronic navigation data to all aircraft that requires it.

**Compliance  
with visual and  
electronic glide  
slopes**

**126.**

- (1) A pilot-in-command of an aircraft approaching to land on a runway served by a visual approach slope indicator or precision approach path indicator shall maintain an altitude at or above the glide slope until a lower altitude is necessary for a safe landing.
- (2) A pilot-in-command of a turbojet, turbofan, or large aircraft approaching to land on a runway served by an instrument landing

system shall fly that aircraft at or above the glide slope from the point of interception of the glide slope to the decision height.

- |  |             |   |
|--|-------------|---|
| <b>Restriction or suspension of operations: commercial air transport</b>                                     | <b>127.</b> | Where a pilot-in-command or an air operator certificate holder knows of conditions, including aerodrome and runway conditions, that are a hazard to safe operations, that pilot-in-command or air operator certificate holder shall restrict or suspend all commercial air transport operations to such aerodromes and runways as necessary until those conditions are corrected or have improved.  |
| <b>Continuation of flight when destination aerodrome is temporarily restricted: commercial air transport</b> | <b>128.</b> | <p>A pilot-in-command shall not allow a flight to continue toward any aerodrome of intended landing where commercial air transport operations have been restricted or suspended, unless:</p> <ul style="list-style-type: none"><li>(a) in the opinion of the pilot-in-command, the conditions that are a hazard to safe operations may reasonably be expected to be corrected or have improved by the estimated time of arrival; or</li><li>(b) there is no safer procedure.</li></ul>  |
| <b>Continuation of IFR flight toward a destination</b>   | <b>129.</b> | A pilot shall not continue an instrument flight rules (IFR) flight toward an aerodrome or heliport of intended landing, unless the latest available meteorological information indicates that the conditions at that aerodrome or at least one destination alternate aerodrome shall, at the expected time of arrival, is at or above the specified instrument approach minima.   |
| <b>Operations of single-engine aeroplane, performance Class 1, Class 2 and Class 3 helicopters</b>           | <b>130.</b> | <ul style="list-style-type: none"><li>(1) An operator shall ensure that a single-engine aeroplane other than turbine-powered, is operated only in conditions of weather and light, and over such routes and diversions therefrom, that permit a safe forced landing to be executed in the event of engine failure.</li><li>(2) In complying with sub-regulation (1) of this regulation:-<ul style="list-style-type: none"><li>(a) the aeroplane shall not be assumed to be flying, with the engine operating within the maximum continuous power condition specified, at an altitude exceeding that which the rate of climb equals 90 m (300 ft) per minute; and</li><li>(b) the assumed en-route gradient shall be the gross gradient of descent increased by gradient of 0.5%</li></ul></li></ul> |

- (3) An operator shall ensure that a performance Class 3 helicopter is operated only in conditions of weather and light, and over such routes and diversions therefrom, that permit a safe forced landing to be executed in the event of engine failure.
- (4) Sub-regulation (3) applies also to performance Class 2 helicopter prior to the defined point after take-off and after the defined point before landing.
- (5) A person shall ensure that:
  - (a) only Class 1 helicopter is operated from elevated heliports in congested areas; and
  - (b) no performance Class 3 helicopter is operated from elevated heliports or helidecks. Operations in performance Class 3 in IMC shall be conducted only over a surface environment acceptable to the competent authority of the State over which the operations are performed.
  - (c) In approving operations by helicopters operating in performance Class 3 in IMC, the Authority shall ensure that the helicopter is certificated for flight under IFR and that the overall level of safety intended by the provisions of these regulations is provided by:
  - (d) the reliability of the engines;
  - (e) the operator's maintenance procedures, operating practices and crew training programmes; and
  - (f) equipment and other requirements provided in accordance with Rules of the Air.

**Operations of  
single-engine  
turbine-  
powered  
aircraft at  
night or in  
IMC**

**131.**

- (1) A person shall not operate a single-engine turbine-powered aircraft at night or in instrument meteorological conditions (IMC) unless he ensures that:
  - (a) the reliability of the turbine engine is to a level of safety intended by these Regulations and the Civil Aviation (Airworthiness) Regulations;
  - (b) the maintenance procedures, operating practices, flight dispatch procedures and crew training programmes are as intended by these Regulations and the Civil Aviation

(Airworthiness) Regulations; and

- (c) equipment and other requirements for instrument flight rules (IFR) operations are as stipulated in the Civil Aviation (Instruments and Equipment) Regulations.
- (2) All single-engine turbine-powered aircraft operated at night or in IMC shall have an engine trend monitoring system, and those aircraft for which the individual certificate of airworthiness is first issued on or after 1 January 2006 shall have an automatic trend monitoring system

**IFR take-off  
minima for  
commercial air  
transport**

**132.**

Unless otherwise authorized by the Authority, no pilot operating an aircraft in commercial air transport operations shall accept a clearance to take off from an aerodrome under instrument flight rules (IFR) unless weather conditions are at or above:

- (a) for aircraft, other than helicopters, having two engines or less: one thousand five hundred metres;
- (b) for aircraft having more than two engines: eight hundred metres;
- (c) for helicopters: eight hundred metres.

**IFR  
approaches  
and landing  
minima**

**133.**

- (1) Unless otherwise authorized by the appropriate air traffic control unit, the pilot-in-command of an IFR aircraft shall, when conducting an approach to an aerodrome or a runway, ensure that the approach is made in accordance with the instrument approach procedure.
- (2) No pilot-in-command of an IFR aircraft shall commence an instrument approach procedure unless the aircraft altimeter is set to an altimeter setting that is usable at the aerodrome where the approach is to be conducted.
- (3) No pilot-in-command of an IFR aircraft shall conduct an instrument approach procedure except in accordance with the

minima specified in the Rwanda AIP.

- (4) No pilot-in-command of an IFR aircraft shall, unless the required visual reference necessary to continue the approach to land has been established,
  - (a) in the case of a CAT I or CAT II precision approach, continue the final approach descent below the decision height; or
  - (b) in the case of a non-precision approach, descend below the minimum descent altitude.
- (5) Where the pilot-in-command of an IFR aircraft conducting an instrument approach does not establish the required visual reference referred to in sub-regulation (4), the pilot-in-command shall initiate a missed approach procedure
  - (a) in the case of a CAT I or CAT II precision approach, at decision height; and
  - (b) in the case of a non-precision approach, at the missed approach point.

**Commencing 134.  
an instrument  
approach**

- (1) A pilot shall not continue an approach past the final approach fix, or where a final approach fix is not used, begin the final approach segment of an instrument approach procedure, at any aerodrome unless:
  - (a) a source approved by the Authority issues a weather report for that aerodrome; and
  - (b) the latest weather report for that aerodrome indicates the visibility to be equal to or more than the visibility minima prescribed for that procedure.
- (2) Where a pilot begins the final approach segment of an instrument approach procedure and subsequently receives a weather report indicating below minimum conditions, the pilot may continue the approach to decision height or minimum descent altitude.
- (3) For the purpose of this regulation, the final approach segment begins at the final approach fix or facility prescribed in the instrument approach procedure.
- (4) When a final approach fix is not prescribed for a procedure that



includes a procedure turn, the final approach segment begins at the point where the procedure turn is completed and the aircraft is established inbound toward the aerodrome on the final approach course within the distance prescribed in the procedure

**Instrument approaches to aerodromes**

**135.**

- (1) Instrument approach operations shall be classified based on the designed lowest operating minima below which an approach operation shall only be continued with the required visual reference as follows:
  - (a) Type A: a minimum descent height or decision height at or above 75 m (250 ft); and
  - (b) Type B: a decision height below 75 m (250 ft). Type B instrument approach operations are categorized as:
    - (i) Category I (CAT I): a decision height not lower than 60 m (200 ft) and with either a visibility not less than 800 m or a runway visual range not less than 550 m;
    - (ii) Category II (CAT II): a decision height lower than 60 m (200 ft), but not lower than 30 m (100 ft) and a runway visual range not less than 300 m;
    - (iii) Category IIIA (CAT IIIA): a decision height lower than 30 m (100 ft) or no decision height and a runway visual range not less than 175 m;
    - (iv) Category IIIB (CAT IIIB): a decision height lower than 15 m (50 ft), or no decision height and a runway visual range less than 175 m but not less than 50 m; and
    - (v) Category IIIC (CAT IIIC): no decision height and no runway visual range limitations.

**Threshold crossing height for 3D instrument approach operations**

**136.**

An operator shall establish operational procedures designed to ensure that aircraft being used to conduct 3D instrument approach operations crosses the threshold by a safe margin with the aircraft in the landing configuration and attitude.

**Operation**

**137.**

- (1) Where a decision height or minimum descent altitude is applicable, a

**below DH or  
MDA**

pilot shall not operate an aircraft at any aerodrome or heliport below the authorized minimum descent altitude, or continue an approach below the authorized decision height unless:

- (a) the aircraft is continuously in a position from which a descent to a landing on the intended runway can be made at a normal rate of descent using normal manoeuvres;
  - (b) for commercial air transport operations, a descent rate shall allow touchdown to occur within the touchdown zone of the runway of intended landing;
  - (c) the flight visibility is not less than the visibility prescribed in the standard instrument approach being used; and
  - (d) at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot:
    - (i) the approach light system, except that the pilot shall not descend below 30 m (100 ft) above the touchdown zone elevation using the approach lights as a reference unless the red terminating bars or the red side row bars are also distinctly visible and identifiable;
    - (ii) the threshold or the threshold markings;
    - (iii) threshold lights;
    - (iv) the runway end identifier lights;
    - (v) the visual approach slope indicator system; or precision approach path indicator;
    - (vi) the touchdown zone or touchdown zone markings;
    - (vii) the touchdown zone lights;
    - (viii) the runway or runway markings; or
    - (ix) the runway lights.
- (2) The visual references set out in sub-regulation (1) (d) shall not apply to Category II and III operations.
  - (3) The required visual references under Category II and III operations shall be provided in the air operator certificate holder's operations specifications or a special authorization prescribed by the Authority.
  - (4) For instrument approach and landing operations, aerodrome operating

minimum below 800 m visibility shall not be authorized unless the required visual references information is provided.

**Landing during instrument meteorological conditions**

- 138.** A pilot operating an aircraft shall not land that aircraft when the flight visibility is less than the visibility prescribed by the Authority in the standard instrument approach procedure being used.

**Execution of a missed approach procedure**

- 139.** A pilot operating an aircraft shall immediately execute an appropriate missed approach procedure when either of the following conditions exist:
- (a) whenever the required visual reference criteria is not met in the following situations:
    - (i) when the aircraft is being operated below minimum descent altitude (MDA); or
    - (ii) upon arrival at the missed approach point, including a decision height (DH) where a DH is specified and its use is required, and at any time after that until touchdown;
  - (b) whenever an identifiable part of the aerodrome is not distinctly visible to the pilot during a circling manoeuvre at or above MDA, unless the inability to see an identifiable part of the aerodrome results only from a normal bank of the aircraft during the circling approach.

**Minimum flight altitudes and Aerodrome operating minima**

- 140.**
- (8) An operator shall establish minimum flight altitudes for those routes flown for which minimum flight altitudes have been established by the State flown over or the responsible State, provided that they shall not be less than those established by that State.
  - (9) An operator shall specify the method by which it is intended to determine minimum flight altitudes for operations conducted over routes for which minimum flight altitudes have not been established by the State flown over or the responsible State, and shall include this method in the operations manual.
  - (10) The minimum flight altitudes determined in accordance with the above method shall not be lower than specified in Civil Aviation (Rules of the Air and Air Traffic Control) Regulations.

- (11) The Authority shall approve the method referred to in sub-regulation (1) only after careful consideration of the probable effects of the following factors on the safety of the operation in question:
- (a) the accuracy and reliability with which the position of the aeroplane can be determined;
  - (b) the inaccuracies in the indications of the altimeters used;
  - (c) the characteristics of the terrain (e.g. sudden changes in the elevation);
  - (d) the probability of encountering unfavourable meteorological conditions (e.g. severe turbulence and descending air currents);
  - (e) possible inaccuracies in aeronautical charts; and
  - (f) airspace restrictions.

**Minimum altitudes for use of an autopilot**

- 141.**
- (1) Except as provided in sub-regulations (2),(3) and (4), a person shall not use an autopilot en route, including climb and descent, at an altitude above the terrain that is less than twice the maximum altitude loss specified in the aircraft flight manual for malfunction of the autopilot under cruise conditions, or less than 150 m (500 ft), whichever is higher.
  - (2) When using an instrument approach facility, a person shall not use an autopilot at an altitude above the terrain that is less than twice the maximum altitude loss specified in the aircraft flight manual for a malfunction of the autopilot under approach conditions, or less than 15 m (50 ft) below the approved minimum descent altitude or decision height for the facility, whichever is higher, except:
    - (a) when reported weather conditions are less than the basic visual flight rules (VFR) weather conditions as specified in the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, a person shall not use an autopilot with an approach coupler for instrument landing system approaches at an altitude above the terrain that is less than 15 m (50 ft) higher than the maximum altitude loss specified in the aircraft flight manual for the malfunction of the autopilot with approach coupler under approach conditions; and

- (a) when reported weather conditions are equal to or better than the basic VFR minima as specified in the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, a person shall not use an autopilot with an approach coupler for instrument landing system approaches at an altitude above the terrain that is less than the maximum altitude loss specified in the aircraft flight manual for the malfunction of the autopilot with approach coupler under approach conditions, or 15 m (50 ft), whichever is higher..

**Receiver  
failure**

**142.**

- (1) Where an aircraft radio station is unable to establish communication due to receiver failure, that aircraft shall transmit:
  - (a) reports at the scheduled times, or positions, on the frequency in use, preceded by the phrase “TRANSMITTING BLIND DUE TO RECEIVER FAILURE”; and
  - (b) the intended message, following this by a complete repetition, during this procedure, the aircraft shall also advise the time of its next intended transmission.
- (2) An aircraft which is provided with air traffic control service or advisory service shall, in addition to complying with sub-regulation (1), transmit information regarding the intention of the pilot-in-command with respect to the continuation of the flight of the aircraft.
- (3) Where a pilot-in-command is unable to establish communication due to airborne equipment failure he shall, when the aircraft is so equipped, select the appropriate SSR code 7600 to indicate radio failure.

**Aircraft  
performance  
calculations for  
all aircraft**

**143.**

- (1) Aircraft shall be operated in accordance with a comprehensive and detailed code of performance established by the State of Registry in compliance with the applicable requirements or, other authorized source is used to determine compliance with the appropriate requirements of these Regulations.
- (2) When applying performance data, a person performing calculations shall account for the aircraft configuration, environmental conditions, and the operation of any system or systems which may have an adverse effect on performance.

- (3) In applying these requirements, account shall be taken of all factors that significantly affect the performance of the aeroplane or helicopter (such as: mass, operating procedures, the pressure-altitude appropriate to the elevation of the operating site, temperature, wind and condition of the surface) as prescribed by the Authority. Such factors shall be taken into account directly as operational parameters or indirectly by means of allowances or margins, which may be provided in the scheduling of performance data or in the code of performance in accordance with which the helicopter is being operated.
- (4) In conditions where the safe continuation of flight is not ensured in the event of a critical engine failure, helicopter operations shall be conducted in a manner that gives appropriate consideration for achieving a safe forced landing.
- (5) Where helicopters are operated to or from heliports in a congested hostile environment, the competent authority of the State in which the heliport is situated shall specify the requirements to enable these operations to be conducted in a manner that gives appropriate consideration for the risk associated with an engine failure.

**General weight 144.  
and  
obstruction  
clearance  
limitations**

- (1) A person shall not commence a flight without ensuring that the maximum take-off mass for the flight does not exceed the maximum take-off mass or maximum landing mass, or any applicable en route performance or landing distance limitations considering the:
  - (a) mass;
  - (b) operating procedures;
  - (c) condition of the take-off and landing areas to be used;
  - (d) the gradient and conditions of runway to be used for landplanes, or water surface for seaplanes;
  - (e) pressure-altitude appropriate to the elevation of the aerodrome, or operating site;
  - (f) ambient temperature;
  - (g) current and forecast winds; and
  - (h) any known conditions, such as atmospheric and aircraft

configuration, which may adversely affect performance.

- (2) The factors referred to in sub-regulation (1) shall be taken into account directly as operational parameters or indirectly by means of allowance or margins, which may be provided in the scheduling of performance data or in the comprehensive and detailed code of performance in accordance with which the aircraft is being operated.
- (3) A person shall not commence a flight at a mass that, assuming normal engine operation, cannot safely clear all obstacles during all phases of flight, including all points along the intended en-route path or any planned diversions.
- (4) The mass of the aircraft at the start of take-off shall not exceed the mass at which sub-regulation (5)(a) is complied with, nor the mass at which in sub-regulations (5)(b), (c) and (d) are complied with, allowing for expected reductions in mass as the flight proceeds, and for such fuel jettisoning as is envisaged in applying sub-regulations (5)(b) and (c) and, in respect of alternate aerodromes, sub-regulations (4)(b) and (5)(d).
- (5) In case of an aircraft, in no case shall:
  - a) The mass of the aeroplane at the start of take-off shall not exceed the mass at which take off is complied with, nor the mass at which en-route one engine inoperative, en-route two engines inoperative, and landing are complied with, allowing for expected reductions in mass as the flight proceeds, and for such fuel jettisoning as is envisaged in applying en-route one inoperative and two engines en-route inoperative and, in respect of alternate aerodromes, maximum landing mass.
  - b) In no case shall the mass at the start of take-off exceed the maximum take-off mass specified in the flight manual for the pressure-altitude appropriate to the elevation of the aerodrome, and, if used as a parameter to determine the maximum take-off mass, any other local atmospheric condition.
  - c) In no case shall the estimated mass for the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the maximum landing mass specified in the flight manual for the pressure-altitude appropriate to the elevation of those aerodromes, and if used as a parameter to determine the maximum landing mass, any other local atmospheric condition.
  - d) In no case shall the mass at the start of take-off, or at the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the relevant maximum

masses at which compliance has been demonstrated with the applicable noise certification Part III, aircraft maintenance requirements unless otherwise authorized in exceptional circumstances for a certain aerodrome or a runway where there is no noise disturbance problem, by the competent authority of the State in which the aerodrome is situated.

- (6) The mass referred to in sub-regulation (3) is calculated in the following cases of operating limitations as follows:
  - (a) *Take-off*, as specified in regulation 151;
  - (b) *En route-one power-unit inoperative*, as specified in regulations 152 to 154;
  - (c) *En route-two power-units inoperative*, as specified in regulations 152 to 154; and
  - (d) *Landing*, as specified in regulation 155. .

**Category II  
and III  
operations:  
general  
operating rules**

**145.**

- (1) A person shall not operate an aircraft in a Category II or III operations unless:-
  - (a) the pilot-in-command and co-pilot of the aircraft hold the appropriate authorizations and ratings prescribed in the Civil Aviation (Personnel Licensing) Regulations;
  - (b) each flight crew member has adequate knowledge of, and familiarity with, the aircraft and the procedures to be used; and
  - (c) the instrument panel in front of the pilot who is controlling the aircraft has appropriate instrumentation for the type of flight control guidance system that is being used.
- (2) Unless otherwise authorized by the Authority, a person shall not operate an aircraft in a Category II or Category III operations unless each ground component required for that operation and the related airborne equipment is installed and operating.
- (3) Where the approach procedure being used provides for and requires the use of a decision height or decision altitude, the authorized decision height or decision altitude is the highest of the following:
  - (a) the decision height or decision altitude prescribed by the approach procedure;



- (b) the decision height or decision altitude prescribed for the pilot in command; or
  - (c) the decision height or decision altitude for which the aircraft is equipped.
- (4) Unless otherwise authorized by the Authority, a pilot operating an aircraft in a Category II or Category III approach that provides and requires use of a decision height or decision altitude shall not continue the approach below the authorized decision height unless:
  - (a) the aircraft is in a position from which a descent to a landing on the intended runway can be made at a normal rate of descent using normal manoeuvres, and where that descent rate shall allow touchdown to occur within the touchdown zone of the runway of intended landing;
  - (b) at least one of the following visual references for the intended runway is distinctly visible and identifiable to the pilot:-
    - (i) the approach light system, except that the pilot shall not descend below 30 m (100 ft) above the touchdown zone elevation using the approach lights as a reference unless the red terminating bars or the red side row bars are also distinctly visible and identifiable;
    - (ii) the threshold or the threshold markings;
    - (iii) the threshold lights;
    - (iv) the touchdown zone or touchdown zone markings;
    - (v) the touchdown zone lights.
- (5) Unless otherwise authorized by the Authority, a pilot operating an aircraft shall immediately execute an appropriate missed approach procedure whenever, prior to touchdown, the requirements of sub-regulation (4) are not met.
- (6) A person operating an aircraft using a Category III approach without decision height shall not land that aircraft except in accordance with the provisions of the letter of authorization issued by the Authority.
- (7) Sub-regulations (1) to (6) do not apply to operations conducted by air operator certificate holders issued with a certificate under the Civil Aviation (Air Operator Certification and Administration) Regulations.

- (8) A person shall not operate an aircraft in a Category II or Category III operations conducted by an air operator certificate holder unless the operation is conducted in accordance with that air operator certificate holder's operation specifications.

**Category II  
and Category  
III: operations  
manual.**

**146.**

- (1) Except as provided in sub-regulation (3), a person shall not operate an aircraft in a Category II or a Category III operation unless:-
- (a) there is available in the aircraft a current and approved Category II or Category III manual, as appropriate, for that aircraft;
  - (b) the operation is conducted in accordance with the procedures, instructions, and limitations in the appropriate manual; and
  - (c) the instruments and equipment listed in the manual that are required for a particular Category II or Category III operation have been inspected and maintained in accordance with the maintenance programme contained in the manual.
- (2) An operator shall keep a current copy of each approved manual at its principal base of operations and shall make each manual available for inspection upon request by the Authority.
- (3) Sub-regulations (1) and (2) do not apply to operations conducted by an air operator certificate holder issued a certificate under the Civil Aviation (Air Operator Certification and Administration) Regulations.
- (4) An applicant for approval of a Category II or III operations manual or an amendment to an approved Category II operations manual shall submit the proposed manual or amendment to the Authority.
- (5) Where the application made under these Regulations is a request for an evaluation programme, the application shall include the following:
- (a) the location of the aircraft and the place where the demonstrations are to be conducted; and
  - (b) the date the demonstrations are to commence (at least 10 days after filing the application).
- (6) A Category II or III operations manual shall contain:-
- (a) the registration number, make, and model of the aircraft to which it applies;

- (b) a maintenance programme; and
- (c) the procedures and instructions related to:
  - (i) recognition of decision height or decision altitude;
  - (ii) use of runway visual range information;
  - (iii) approach monitoring;
  - (iv) the decision region, which is the region between the middle marker and the decision height or decision altitude;
  - (v) the maximum permissible deviations of the basic instrument landing system indicator within the decision region;
  - (vi) a missed approach procedure;
  - (vii) use of airborne low approach equipment;
  - (viii) minimum altitude for the use of the autopilot;
  - (ix) instrument and equipment failure warning systems;
  - (x) instrument failure; and
  - (xi) other procedures, instructions, and limitations that may be found necessary by the Authority.

**Authorization for deviation from certain Category II operations**

- 147.**
- (1) The Authority may authorise deviations from the requirements of regulations 145 and 146 for the operation of small aircraft in Category II operations if the Authority finds that the proposed operation can safely be conducted.
  - (2) The authorization specified in sub-regulation (1) of this regulation does not permit operation of the aircraft carrying persons or property for compensation or hire.

***Aircraft used in Commercial Air Transport***

<b>General</b>	<b>148.</b>	<p>(1) Where full compliance with the requirements of these Regulations cannot be shown due to specific design characteristics, for example, seaplanes, airships, or supersonic aircraft, the operator shall apply approved performance standards that ensure a level of safety not less restrictive than those of relevant requirements of this regulation.</p> <p>(2) A person shall not operate a multi-engined aircraft used for commercial air transport that is unable to comply with any of the performance limitations of regulations 151 up to 155, inclusive, unless that aircraft is continually operated:</p> <ul style="list-style-type: none"> <li>(a) in daylight;</li> <li>(b) in visual flight rules (VFR); and</li> <li>(c) at a weight that shall allow it to climb, with the critical engine inoperative, at least 15 m (50 ft) a minute when operating at the minimum en-route altitude of the intended route or any planned diversion, or at 1,500 m (5,000 ft) above mean sea level, whichever is higher.</li> </ul> <p>(3) A multi-engined aircraft that is unable to comply with sub-regulation (2)(c) shall, for the purpose of this regulation, be considered as a single engined aircraft.</p>
<b>Rules of the air and air traffic control</b>	<b>149.</b>	Every person and every aircraft shall comply with the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations.
<b>Aircraft performance calculations for commercial air transport</b>	<b>150.</b>	<p>(1) A person shall not commence a flight in an aircraft used in commercial air transport without ensuring that the applicable operating and performance limitations required by this regulation can be accurately computed based on the aeroplane flight manual, rotorcraft flight manual, or other data source approved by the Authority.</p> <p>(2) A person calculating performance and operating limitations for an aircraft used in commercial air transport shall ensure that performance data used to determine compliance with this regulation can, during any phase of flight, accurately account for:</p> <ul style="list-style-type: none"> <li>(a) any reasonably expected adverse operating conditions that may affect aircraft performance;</li> </ul>

- (b) one engine failure for aircraft having two engines, where applicable; and
  - (c) two engine failure for aircraft having three or more engines, if applicable.
- (3) When calculating the performance and limitation requirements of sub-regulation (2) a person shall take into account, as a minimum level of performance, the requirements prescribed by the Authority.
  - (4) Where conditions are different from those on which the performance is based, compliance may be determined by interpolation or by computing the effects of changes in the specific variables, if the results of the interpolation or computations are substantially as accurate as the results of direct tests.
  - (5) To allow for wind effect, take-off data based on still air may be corrected by taking into account not more than fifty percent of any reported headwind component and not less than one hundred and fifty per cent of any reported tailwind component.

**Take-off and  
initial climb  
phase  
limitations**

**151.**

- (1) A person shall not commence a flight in an aeroplane used in commercial air transport unless the following requirements are met when determining the maximum permitted take-off mass:
  - (a) the take-off run shall not be greater than the length of the runway;
  - (b) for turbine engine powered aeroplanes:
    - (i) the take-off distance shall not exceed the length of the runway plus the length of any clearway, except that the length of any clearway included in the calculation shall not be greater than  $\frac{1}{2}$  the length of the runway; and
    - (ii) the accelerate-stop distance shall not exceed the length of the runway, plus the length of any stopway, at any time during take-off until reaching  $V_1$ ;
  - (c) for reciprocating engine powered aeroplanes the accelerate-stop distance shall not exceed the length of the runway at any time during take-off until reaching  $V_1$ ; and
  - (d) where the critical engine fails at any time after the aeroplane reaches  $V_1$ , to continue the take-off and clear all obstacles

either:

- (i) by a height of at least 9.1 m (35 ft) vertically for turbine engine powered aeroplanes or 15.2 m (50 ft) for reciprocating engine powered aeroplanes; and
  - (ii) by at least 60 m (200 ft) horizontally within the aerodrome boundaries and by at least 90 meters (300 ft) horizontally after passing the boundaries, without banking more than fifteen degrees at any point on the take-off flight path.
  - (iii) The operator shall take account of charting accuracy when assessing compliance with take-off initial climb phase limitations.
- (2) A person shall not take-off a helicopter used in commercial air transport that cannot:
  - (a) for performance class 1 helicopters:
    - (i) in the event of a critical power-unit failing, at or before the take-off decision point, discontinue the take-off and stop within the rejected take-off area available; or
    - (ii) in the event of a critical power-unit failing, past the take-off decision point, continue the take-off and then climb, clearing all obstacles along the flight path by an adequate margin, until a suitable landing site is found without flying below the appropriate minimum flight altitude at any point; or
  - (b) for performance class 2 helicopters:
    - (i) with all engines operating, clear all obstacles along its flight path by an adequate margin until a suitable landing site is found without flying below the appropriate minimum flight altitude at any point; or
    - (ii) in the event of the critical power-unit becoming inoperative, before reaching a defined point after take-off, safely execute a forced landing within the rejected take-off area available, in application of regulation 130(4); or
    - (iii) in the event of a critical power-unit failing, at any point after reaching a defined point after take-off, continue the take-off and initial climb, and clear all obstacles

along its flight path by an adequate margin, until a suitable landing site is found without flying below the appropriate minimum flight altitude at any point.

(c) for performance class 3 helicopters:

- (i) with all engines operating, clear the obstacles along its flight path by an adequate margin until a suitable landing site is found without flying below the appropriate minimum flight altitude at any point; or
- (ii) in the event of a critical power-unit failing, at any point of the flight, safely execute a forced landing within the rejected take-off area available, in application of regulation 130(3).

**En-route limitations: all engines operating aeroplanes and performance class 3 helicopter.**

**152.**

- (1) A person shall not commence a flight in a reciprocating engine powered aeroplane used in commercial air transport at a weight that does not allow a rate of climb of at least 6.9 V<sub>so</sub> with all engines operating, at an altitude of at least 300 m (1,000 ft) above all terrain and obstructions within ten miles of each side of the intended track.
- (2) In this regulation the term “6.9 V<sub>so</sub>” means the number of feet per minute obtained by multiplying the aircraft's minimum steady flight speed by 6.9.
- (3) A person shall not commence a flight in commercial air transport performance class 3 helicopter unless that helicopter is able, with all power-units operating, to continue at any point below the appropriate minimum flight altitude.

**En-route limitations: one engine inoperative and performance class 1 and class 2 helicopters with one or two power-units**

**153.**

- (1) An operator shall ensure that the one engine inoperative en-route net flight path data shown in the aeroplane flight manual, appropriate to the meteorological conditions expected for the flight, complies with either sub-regulation (2) or (3) at all points along the route.
- (2) The net flight path shall have a positive gradient at 455 m (1,500) ft above the aerodrome where the landing is assumed to be made after engine failure, in meteorological conditions requiring the operation of ice protection systems, the effect of their use on the net flight path must be taken into account.
- (3) The gradient of the net flight path shall be positive at least 300 m (1,000 ft) above all terrain and obstructions along the route within 9.3

km (5 nm) on either side of the intended track.

- (4) The net flight path shall permit the aeroplane to continue flight from the cruise altitude to an aerodrome where a landing can be made in accordance with regulation 155 as appropriate, the net flight path clearing vertically, by at least 600 m (2,000 ft), all terrain and obstructions along the route within 9.3 km (5 nm) on either side of the intended track in accordance with the following:
  - (a) the engine is assumed to fail at the most critical point along the route;
  - (b) account is taken of the effects of winds on the flight path;
  - (c) fuel jettisoning is permitted to an extent consistent with reaching the aerodrome with the required fuel reserves, if a safe procedure is used; and
  - (d) the aerodrome where the aeroplane is assumed to land after engine failure shall meet the following criteria:
    - (i) the performance requirements at the expected landing mass are met; and
    - (ii) weather reports or forecasts or any combination thereof, and field condition reports indicate that a safe landing can be accomplished at the estimated time of landing.
- (5) An operator shall increase the width margins of sub-regulation (4) to 18.5 km (10 nm) if the navigational accuracy does not meet the 95% containment level.
- (6) A person shall not commence a flight in commercial air transport performance class 1 and class 2 helicopters having one or two power-units unless that helicopter can, in the event of the critical power-unit failing and any point in the en-route phase, continue the flight to the destination or alternate landing site without flying below the minimum flight altitude at any point and clearing all obstacles in the approach path by a safe margin.
- (7) *Operations in performance Class 3.* The helicopter shall be able, with all engines operating, to continue along its intended route or planned diversions without flying at any point below the appropriate minimum flight altitude. At any point of the flight path, failure of an engine will cause the helicopter to force-land;



**En-route  
limitations:  
performance  
class 1 and  
class 2 with  
three or more  
engines,**

- 154.**
- (1) A person may not take-off an aeroplane used in commercial air transport having three or more engines at such a weight where there is no suitable landing aerodrome within 90 minutes at any point along the intended route, with all engines operating at cruising power, unless that aircraft can, in the event of simultaneous power failure of two critical engines at the most critical point along that route, continue to a suitable landing aerodrome while complying with the requirements of sub-regulations (2) to (6).
  - (2) The two engines inoperative en-route net flight path data shall permit the aeroplane to continue the flight, in the expected meteorological conditions, from the point where two engines are assumed to fail simultaneously, to an aerodrome at which it is possible to land and come to a complete stop when using the prescribed procedure for a landing with two engines inoperative.
  - (3) The net flight path referred to in sub-regulation (2) shall clear vertically, by at least 600 m (2,000 ft) all terrain and obstacles along the route within 9.3 km (5 nm) , on either side of the intended track.
  - (4) At altitudes and in meteorological conditions requiring ice protection systems to be operable, the effect of their use on the net flight path data shall be taken into account, and if the navigational accuracy does not meet the 95% containment level, an operator must increase the width margin given above to 18.5 km (10 nm).
  - (5) The two engines are assumed to fail at the most critical point of that portion of the route where the aeroplane is more than ninety minutes, at the all engines long range cruising speed at standard temperature in still air, away from an aerodrome at which the performance requirements applicable at the expected landing mass are met.
  - (6) The net flight path shall have a positive gradient at 455 m (1,500 ft) above the aerodrome where the landing is assumed to be made after the failure of two engines.
  - (7) Fuel jettisoning in an aeroplane referred to in this regulation is permitted to an extent consistent with reaching the aerodrome with the required fuel reserves, if a safe procedure is used.
  - (8) The expected mass of the aeroplane at the point where the two engines are assumed to fail shall not be less than that which would include sufficient fuel to proceed to an aerodrome where the landing is assumed to be made, and to arrive there at least 455 m (1500 ft) directly over the landing area and thereafter to fly level for fifteen minutes.

- (9) A person shall not commence a flight in a performance class 1 or performance class 2 helicopter used in commercial air transport having three or more engines unless that helicopter can, in the event of two critical engines failing simultaneously at any point in the en-route phase, continue the flight to a suitable landing site.

**Approach and 155.  
landing  
limitations**

- (1) A person shall not commence a flight in an aeroplane used in commercial air operations unless the aeroplane mass on arrival at either the intended destination aerodrome or any planned alternate aerodrome would allow a full stop landing from a point 15 m (50 ft) above the intersection of the obstruction clearance plane and the runway, and within:
- (a) for turbine engine powered aeroplanes, sixty percent of the effective length of each runway; and
  - (b) for reciprocating engine powered aeroplanes, seventy percent of the effective length of each runway.
- (2) A person determining the landing limit shall ensure that for the purpose of determining the allowable landing weight at the destination aerodrome:
- (a) the aeroplane is landed on the most favourable runway and in the most favourable direction, in still air; or
  - (b) the aeroplane is landed on the most suitable runway considering the probable wind velocity and direction, runway conditions, the ground handling characteristics of the aeroplane, and considering other conditions such as landing aids and terrain.
- (3) Where the runway at the landing destination is reported or forecast to be wet or slippery, the landing distance available shall be at least one hundred and fifteen percent of the required landing distance unless, based on a showing of actual operating landing techniques on wet or slippery runways:
- (a) a shorter landing distance not less than that required by sub-regulation (1) has been approved for a specific type and model of aeroplane; and
  - (b) this information is included in the aircraft flight manual.
- (4) A turbine powered transport category aeroplane that would be

prohibited from taking off because it could not meet the requirements of sub-regulation (1)(a), may take off if an alternate aerodrome is specified that meets all the requirements of sub-regulation (1).

- (5) A person shall not commence a flight in a helicopter used in commercial air transport unless, with all engines operating on arrival at the intended destination landing site or any planned alternate landing, it can clear all obstacles on the approach path and can land and stop within the landing distance available.
- (6) A person shall not commence a flight in a helicopter used in commercial air transport unless, in the event of any engine becoming inoperative in the approach and landing phase on arrival at the intended destination landing site or any planned alternate landing, the helicopter can:
  - (a) for performance class 1 helicopters:
    - (i) before the landing decision point, after clearing all obstacles on the approach path by a safe margin, land and stop within the landing distance available or perform a balked landing and clear all obstacles in the flight path by an adequate margin equivalent to that specified in regulation 151(2)(a); or
    - (ii) after the landing decision point, land and stop within the landing distance available;
  - (b) for performance class 2 helicopters:
    - (i) before the landing decision point, after clearing all obstacles on the approach path by a safe margin, land and stop within the landing distance available or perform a balked landing and clear all obstacles in the flight path by an adequate margin equivalent to that specified in regulation 151(2)(b); or
    - (ii) after the landing decision point, safely execute a forced landing within the landing distance available;
  - (c) performance class 3 helicopters: at any point of the flight path, safely execute a forced landing within the landing distance available.
- (7) For purposes of sub-regulation (1), an “obstruction clearance plane” is a plane:
  - (a) sloping upward from the runway at a slope of 1:20 to the

horizontal, and tangent to or clearing all obstructions within a specified area surrounding the runway as shown in a profile view of that area;

- (b) in the plane view, the centreline of the specified area coincides with the centreline of the runway, beginning at the point where the obstruction clearance plane intersects the centreline of the runway and proceeding to a point at least 455 m (1,500 ft) from the beginning point;
- (c) the centreline coincides with the takeoff path over the ground for the runway (in the case of takeoffs) or with the instrument approach counterpart (for landings), or where the applicable one of these paths has not been established, it proceeds consistent with turns of at least 1,200 m (4,000 ft) radius until a point is reached beyond which the obstruction clearance plane clears all obstructions; and
- (d) this area extends laterally 60 m (200 ft) on each side of the centreline at the point where the obstruction clearance plane intersects the runway and continues at this width to the end of the runway; then it increases uniformly to 150 m (500 ft) on each side of the centreline at a point 455 m (1,500 ft) from the intersection of the obstruction clearance plane with the runway; thereafter, it extends laterally 150 m (500 ft) on each side of the centreline.

## **PART VII - PASSENGER AND PASSENGER HANDLING**

### ***All Passenger- Carrying Operations***

#### **Unacceptable conduct**

**156.**

A person on board an aircraft shall not:

- (a) interfere with a crew member in the performance of that crew members' duties;
- (b) refuse to fasten his seat belt and keep it fastened while the seat belt sign is lighted;
- (c) wilfully, recklessly or negligently act or omit to act:
  - (i) so as to endanger an aircraft or persons and property

therein;

- (ii) so as to cause or permit an aeroplane to endanger any person or property;
- (d) secrete himself nor secrete cargo on board an aircraft;
- (e) smoke while the no-smoking sign is lighted;
- (f) smoke in any aircraft lavatory;
- (g) tamper with, disable or destroy any smoke detector installed in any aircraft lavatory; or
- (h) wilfully, recklessly or negligently imperil the safety of an aircraft or any person on board, whether by interference with any crew member, or by tampering with the aircraft or its equipment, or by disorderly conduct by any other means.

**Refuelling or  
defuelling with  
passengers on  
board**

**157.**

- (1) A pilot-in-command shall not allow an aeroplane to be refuelled or defuelled when passengers are embarking, on board or disembarking unless:
  - (a) the aeroplane is properly attended by qualified personnel ready to initiate and direct an evacuation of the aeroplane by the most practical and expeditious means available; and
  - (b) two-way communication is maintained by the aeroplane's inter-communication system or other suitable means between the qualified personnel on board the aeroplane and the ground crew supervising the refuelling.
- (2) Unless specifically authorized by the Authority, in which case sub-regulation (1) will be applicable, a person shall not allow a helicopter to be refuelled or defuelled when:
  - (a) passengers are embarking, on board, or disembarking; or
  - (b) the rotors are turning.

**Passenger  
seats, safety  
belts and  
shoulder**

**158.**

- (1) A pilot-in-command shall ensure that each person onboard the aircraft from the age of 2 years occupies an approved seat or berth with their own individual safety belt and shoulder harness, if installed, properly secured during take-off and landing.

## **harnesses**

- (2) A passenger shall have his seatbelt securely fastened at any other time the pilot-in-command determines it is necessary for safety.
- (3) The operator shall ensure that during take-off and landing and whenever, by reason of turbulence or any emergency occurring during flight the precaution is considered necessary, all passengers on board an aeroplane shall be secured in their seats by means of seat belts or harnesses provided.
- (4) When cabin crew members are required in a commercial air transport operation, the pilot-in-command may delegate the responsibility specified in sub-regulation (1) to the cabin crew member, but shall ascertain that the proper briefing has been conducted prior to take-off.

## **Passenger briefing AOC holder aircraft**

**159.**

- (1) A pilot-in-command of an air operator certificate holder aircraft shall ensure that crew members and passengers are made familiar, by means of an oral briefing or by other means, with the location and use of the following items:
  - (a) seat belts;
  - (b) emergency exits;
  - (c) life jackets, if the carriage of life jackets is prescribed;
  - (d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and
  - (e) other emergency equipment provided for individual use, including passenger emergency briefing cards.
- (2) An operator shall ensure that all persons on board are aware of the location and general manner of use of the principal emergency equipment carried for collective use.
- (3) The pilot-in-command shall ascertain that the briefing has been conducted prior to take-off.
- (4) The operator shall ensure that in an emergency during flight, passengers are instructed in such emergency action as may be appropriate to the circumstances.
- (5) The operator shall ensure that, during take-off and landing and whenever considered necessary by reason of turbulence or any emergency occurring during flight, all passengers on board an

aeroplane shall be secured in their seats by means of the seat belts or harnesses provided.

**In-flight  
emergency  
instruction**

- 160.**
- (1) In an emergency during flight, the pilot-in-command shall ensure that all persons on board are instructed in such emergency action as may be appropriate to the circumstances.
  - (2) A pilot-in-command may delegate the responsibility of briefing passengers under this regulation to any other crew member on board the aircraft.
  - (3) A PIC shall, for each type of aeroplane, assign to all flight crew members the necessary functions to perform in an emergency or in a situation requiring emergency evacuation.
  - (4) In accomplishing function referred to in sub regulation (3), annual training shall be contained in the operator's training programme and shall include instruction in the use of all emergency and lifesaving equipment required to be carried and drills in the emergency evacuation of the aeroplane

**Passenger  
oxygen:  
minimum  
supply and use**

- 161.**
- An operator of an aircraft, or in case of general aviation operations, a pilot-in-command, shall:
- (a) ensure that breathing oxygen and masks are available to passengers in sufficient quantities for all flights at such altitudes where a lack of oxygen might harmfully affect passengers;
  - (b) ensure that the minimum supply of oxygen prescribed by the Authority is on board the aircraft; and
  - (c) require all passengers to use oxygen continuously at cabin pressure altitudes above 4,550 m (15,000 ft).

**Alcohol or  
drugs**

- 162.**
- (1) A person shall not permit any person who appears to be intoxicated or who demonstrates, by manner or physical indications, that that person is intoxicated to-
    - (a) board an aircraft; or
    - (b) while on board the aircraft be served alcohol.

- (2) A person shall not:
  - (a) board an aircraft while intoxicated or under the influence of drugs; or
  - (b) while on board the aircraft, be intoxicated or under the influence of drugs

### ***Commercial Air Transport Passenger Carrying Operations***

- |  |             |   |
|--|-------------|---|
| <b>Passenger compliance with instructions</b>                                      | <b>163.</b> | A passenger on a commercial air transport flight shall comply with instructions given by a crew member in compliance with these Regulations.  |
| <b>Denial of transportation</b>  | <b>164.</b> | <p>An air operator certificate holder may deny transportation to a passenger who:</p> <ul style="list-style-type: none"> <li>(a) refuses to comply with the instructions regarding exit seating restrictions prescribed by the Authority; or</li> <li>(b) has a handicap that can be physically accommodated only through causing an obstruction to the safe evacuation of other passengers from the aircraft as provided for in regulation 167.</li> </ul>   |
| <b>Carriage of persons without compliance with passenger-carrying requirements</b> | <b>165.</b> | <p>A pilot-in-command or an operator shall not allow a person to be carried without compliance to the passenger carrying requirements unless there is an approved seat with an approved seat belt for that person, and:</p> <ul style="list-style-type: none"> <li>(a) the seat is so located that the occupant is not in any position to interfere with the flight crew members performing their duties;</li> <li>(b) there is unobstructed access from the approved seat to the flight deck or a regular or emergency exit;</li> <li>(c) there is a means for notifying that person when smoking is prohibited and when seat belts shall be fastened; and</li> <li>(d) that person has been orally briefed by a crew member on the use of emergency equipment and exits.</li> </ul> |



<b>Cabin crew at duty stations</b>	<b>166.</b>	<ul style="list-style-type: none"> <li>(1) During taxi, of an aircraft a cabin crew member shall remain at his duty station with safety belt and shoulder harness fastened except to perform duties related to the safety of the aircraft and its occupants.</li> <li>(2) During taxi of an aircraft cabin crew members shall be located as near as practicable to required floor level exits and shall be uniformly distributed throughout the aircraft to provide the most effective egress of passengers in event of an emergency evacuation.</li> <li>(3) When passengers are on board a parked aircraft, cabin crew members or another person qualified in emergency evacuation procedures for the aircraft shall be placed in the following manner: <ul style="list-style-type: none"> <li>(a) if only one cabin crew member is required, that cabin crew member shall be located in accordance with the air operator certificate holder's operations manual procedures; or</li> <li>(b) if more than one cabin crew member is required, those crew members shall be spaced throughout the cabin to provide the most effective assistance for the evacuation in case of an emergency.</li> </ul> </li> <li>(4) Cabin crew seats shall be located near floor level and other emergency exits as required by the State of Registry for emergency evacuation</li> </ul>
<b>Evacuation capability</b>	<b>167.</b>	A pilot-in-command or other person assigned by the air operator certificate holder shall ensure that, when passengers are on board the aircraft prior to movement on the surface, at least one floor-level exit provides for egress of passengers through normal or emergency means.
<b>Arming of automatic emergency exits</b>	<b>168.</b>	A person shall not cause an aircraft carrying passengers to be moved on the surface, take-off or land unless each automatically deployable emergency evacuation assisting means installed on the aircraft is ready for evacuation.
<b>Accessibility of</b>	<b>169.</b>	A person shall not allow carry-on baggage or other items to block access to

**emergency  
exits and  
equipment.**

the emergency exits when the aircraft is moving on the surface, during take-off or landing, or while passengers remain on board.

**Refuelling with  
passengers on  
board**

- 169A.**
- (1) The pilot-in-command shall not allow an aeroplane to be refuelled when passengers are embarking, on board or disembarking unless:
    - (a) the aeroplane is manned by qualified personnel ready to initiate and direct an evacuation; and
    - (b) two-way communication is maintained between the qualified personnel in the aeroplane and the ground crew supervising the refuelling.
  - (2) Helicopters. The pilot-in-command shall not allow a helicopter to be refuelled when passengers are embarking, on board, or disembarking; or the rotors are turning unless:
    - (a) the helicopter is manned by qualified personnel ready to initiate and direct an evacuation; and
    - (b) two-way communication is maintained between the qualified personnel in the helicopter and the ground crew supervising the refuelling.

**Stops where  
passengers  
remain on  
board.**

- 170.**
- (1) At stops where passengers remain on board the aircraft, the pilot-in-command shall ensure that:
    - (a) all engines are shut down;
    - (b) at least one floor level exit remains open to provide for the evacuation of passengers if necessary; and
    - (c) there is at least one person immediately available who is qualified in the emergency evacuation of the aircraft and who has been identified to the passengers on board as responsible for the passenger safety.
  - (2) Where refuelling with passengers on board, the pilot-in-command or a designated air operator certificate holder's representative shall ensure that the air operator certificate holder's operations manual procedures are followed.

**Carriage of  
persons with  
reduced  
mobility**

- 171.** A person shall not allow a person of reduced mobility to occupy seats where his presence could:
- (a) impede the crew in their duties;
  - (b) obstruct access to emergency equipment; or
  - (c) impede the emergency evacuation of the aircraft.

**Exit row  
seating**

- 172.**
- (1) A pilot-in-command shall ensure that no passenger sits in an emergency exit row if the pilot-in-command determines that it is likely that the passenger would be unable to understand and perform the functions necessary to open an exit and to exit rapidly.
  - (2) A pilot-in-command shall ensure that a person is not seated in a passenger exit seat if it is likely that the person would be unable to perform one or more of the applicable functions listed below:
    - (a) lacks sufficient mobility, strength, or dexterity in both arms and hands, and both legs to:
      - (i) reach upward, sideways, and downward to the location of emergency exit and exit-slide operating mechanisms;
      - (ii) grasp and push, pull, turn, or otherwise manipulate those mechanisms;
      - (iii) push, shove, pull, or otherwise open emergency exits;
      - (iv) lift out, hold, deposit on nearby seats, or manoeuvre over the seatbacks to the next row objects the size and weight of over-wing window exit doors;
      - (v) remove obstructions of size and weight similar over-wing exit doors;
      - (vi) reach the emergency exit expeditiously;
      - (vii) maintain balance while removing obstructions;
      - (viii) exit expeditiously;
      - (ix) stabilise an escape slide after deployment; or
      - (x) assist others in getting off an escape slide;

- (b) is less than fifteen years of age or lacks the capacity to perform one or more of the applicable functions listed in this regulation without assistance;
  - (c) lacks the ability to read and understand instructions required by this regulation and related to emergency evacuation provided by the air operator certificate holder in printed or graphic form or the ability to understand oral crew commands;
  - (d) lacks sufficient visual capacity to perform one or more of the functions specified in sub-paragraphs (a) up to (c) without the assistance of visual aids beyond contact lenses or eyeglasses;
  - (e) lacks sufficient aural capacity to hear and understand instructions given by cabin crew members, without assistance beyond a hearing aid;
  - (f) lacks the ability to adequately impart information orally to other passengers; or
  - (g) has a condition or responsibilities, such as caring for small children, that might prevent the person from performing one or more of the functions listed above or a condition that might cause the person harm if he performs one or more of the functions listed above.
- (3) Determination by a crew member as to the suitability of each person permitted to occupy an exit seat shall be made by the cabin crew members.
  - (4) Where a cabin crew member determines that a passenger assigned to an exit seat would be unable to perform the emergency exit functions, or if a passenger requests a non-exit seat, the cabin crew member shall expeditiously relocate the passenger to a non-exit seat.
  - (5) In the event of full booking in the non-exit seats, and if necessary to accommodate a passenger being relocated from an exit seat, the cabin crew member shall move a passenger who is willing and able to assume the evacuation functions, to an exit seat.
  - (6) An air operator certificate holder shall ensure that a ticket agent shall, prior to boarding, assign seats consistent with the passenger selection criteria and the emergency exit functions, to the maximum extent feasible.
  - (7) An air operator certificate holder shall ensure that a ticket agent shall make available for inspection by the public at all passenger loading

gates and ticket counters at each aerodrome where it conducts passenger operations, written procedures established for making determinations in regard to exit row seating.

- (8) A cabin crew member shall include in their passenger briefings a request that a passenger identify himself to allow reseating if that passenger:
  - (a) cannot meet the selection criteria;
  - (b) has a nondiscernible condition that shall prevent them from performing the evacuation functions;
  - (c) may suffer bodily harm as the result of performing one or more of those functions; or
  - (d) does not wish to perform emergency exit functions.
- (9) A cabin crew member shall include in their passenger briefings a reference to the passenger information cards and the functions to be performed in an emergency.
- (10) A passenger shall comply with instructions given by a crew member or other authorized employee of the air operator certificate holder implementing exit seating restrictions.
- (11) A pilot-in-command shall not allow taxi or pushback of an aircraft unless at least one required crew member has verified that all exit rows and escape paths are unobstructed and that no exit seat is occupied by a person the crew member determines is likely to be unable to perform the applicable evacuation functions.
- (12) In order to comply with this regulation an air operator certificate holder shall:
  - (a) establish procedures that address the requirements of this regulation; and
  - (b) submit their procedures for preliminary review and approval to the Authority.
- (13) The procedures required by this regulation shall not become effective until final approval is granted by the Authority, and approval shall be based solely upon the safety aspects of the air operator certificate holder's procedures.

**Carriage of  
munitions of  
war and  
sporting  
weapons**

- 173.** (1) Subject to sub-regulation (4), and to the Civil Aviation (Security) Regulations, an aircraft shall not carry any munitions of war unless:
- (a) such munition of war is carried with the permission of the Commissioner General of Rwanda National Police or any other officer acting in his capacity, and with the permission of the Authority; and
  - (b) the pilot-in-command of the aircraft is informed in writing by the operator before the flight commences of the type, weight or quantity and location of any such munition of war on board or suspended beneath the aircraft and any conditions of the permission of the Commissioner General of Rwanda National Police or any other officer acting in his capacity, and of the Authority.
- (2) It shall be unlawful for an aircraft to carry any sporting weapon or munition of war in any compartment or apparatus to which passengers have access.
- (3) It shall be unlawful for a person to carry or have in his possession or take or cause to be taken on board an aircraft, to suspend or cause to be suspended beneath an aircraft or to deliver or cause to be delivered for carriage thereon any sporting weapon or munition of war unless—
- (a) the sporting weapon or munition of war—
    - (i) is either part of the baggage of a passenger on the aircraft or consigned as cargo to be carried thereby;
    - (ii) is carried in a part of the aircraft, or in any apparatus attached to the aircraft inaccessible to passengers; and
    - (iii) in the case of a firearm, is unloaded;
  - (b) particulars of the sporting weapon or munition of war have been furnished by that passenger or by the consignor to the operator before the flight commences; and
  - (c) without prejudice to subregulation (1), the operator consents to the carriage of such sporting weapon or munition of war by the aircraft.
- (4) Nothing in this regulation shall apply to any sporting weapons or munition of war taken or carried on board an aircraft registered in a country other than Rwanda if the sporting weapons or munition of

war, as the case may be, may under the law of the country in which the aircraft is registered be lawfully taken or carried on board for the purpose of ensuring the safety of the aircraft or of persons on board.

(5) For the purposes of this regulation—

(a) "munition of war" means—

- (i) any weapon or ammunition;
- (ii) any article containing an explosive, noxious liquid or gas; or
- (iii) any other thing which is designed or made for use in warfare or against persons, including parts, whether components or accessories, for such weapon, ammunition or article;

(b) "sporting weapon" means—

- (i) any weapon or ammunition;
- (ii) any article containing an explosive, noxious liquid or gas; or
- (iii) any other thing, including parts, whether components or accessories, for such weapon, ammunition or article;

which is not a munition of war.

**Additional  
requirements**

**174.**

In addition to the requirements of regulation 173, a person shall comply with the provisions contained in the Civil Aviation (Security) Regulations and any other act and regulations in force in Rwanda concerning security, munitions of war and sporting weapons.

**Oxygen for  
medical use by  
passengers**

**175.**

- (1) An air operator certificate holder shall allow a passenger to carry and operate equipment for the storage, generation or dispensing of medical oxygen only as prescribed by the Authority.
- (2) A person shall not smoke, and no crew member shall allow any person to smoke within 3 m (10 ft) of oxygen storage and dispensing equipment carried for the medical use of a passenger.
- (3) A crew member shall not allow any person to connect or disconnect oxygen dispensing equipment to or from an oxygen cylinder while

any other passenger is aboard the aircraft.

**Carry-on  
baggage**

**176.**

- (1) A person shall not allow:
  - (a) the boarding of carry-on baggage unless it can be adequately and securely stowed in accordance with the air operator certificate holder's operations manual procedures.
  - (b) aircraft passenger entry doors to be closed in preparation for taxiing or pushback unless at least one required crew member has verified that each article of baggage is properly stowed in overhead racks with approved restraining devices or doors, or in approved locations aft of the bulkhead; and
  - (c) carry-on baggage to be stowed in a location that would cause that location to be loaded beyond its maximum placard weight limitation.
- (2) The stowage locations referred to in sub-regulation (1) (c) shall be capable of restraining the articles in crash impacts severe enough to induce the ultimate inertia forces specified in the emergency landing conditions under which the aircraft was type-certificated.

**Carriage of  
cargo in  
passenger  
compartments.**

**177.**

- (1) A person shall not allow the carriage of cargo in the passenger compartment of an aircraft except as prescribed by the Authority.
- (2) Cargo may be carried anywhere in the passenger compartment if it is carried in an approved cargo bin that meets the following requirements:
  - (a) the bin shall withstand the load factors and emergency landing conditions applicable to the passenger seats of the aeroplane in which the bin is installed, multiplied by a factor of 1.15, using the combined weight of the bin and the maximum weight of cargo that may be carried in the bin;
  - (b) the maximum weight of cargo that the bin is approved to carry and any instructions necessary to ensure proper weight distribution within the bin shall be conspicuously marked on the bin;
  - (c) the bin may not impose any load on the floor or other structure of the aircraft that exceeds the load limitations of that structure;



- (d) the bin shall be attached to the seat tracks or to the floor structure of the aircraft, and its attachment shall withstand the load factors and emergency landing conditions applicable to the passenger seats of the aircraft in which the bin is installed, multiplied by either the factor 1.15 or the seat attachment factor specified for the aircraft, whichever is greater, using the combined weight of the bin and the maximum weight of cargo that may be carried in the bin;
  - (e) the bin may not be installed in a position that restricts access to or use of any required emergency exit, or of the aisle in the passenger compartment;
  - (f) the bin shall be fully enclosed and made of material that is at least flame resistant;
  - (g) suitable safeguards shall be provided within the bin to prevent the cargo from shifting under emergency landing conditions; and
  - (h) the bin may not be installed in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided.
- (3) Cargo, including carry-on baggage, may be carried anywhere in the passenger compartment of a small aircraft if it is carried in an approved cargo rack, bin, or compartment installed in or on the aircraft, if it is secured by an approved means, or if it is carried in accordance with each of the following:
- (a) for cargo, it is properly secured by a safety belt or other tie-down having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions, or for carry-on baggage, it is restrained so as to prevent its movement during air turbulence;
  - (b) it is packaged or covered to avoid possible injury to occupants;
  - (c) it does not impose any load on seats or in the floor structure that exceeds the load limitation for those components;
  - (d) it is not located in a position that obstructs the access to, or use of, any required emergency or regular exit, or the use of the aisle between the crew and the passenger compartment, or

is located in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign or placard, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passengers is provided;

- (e) it is not carried directly above seated occupants;
- (f) it is stowed in compliance with these restrictions during take-off and landing; and
- (g) for cargo-only operations, if the cargo is loaded so that at least one emergency or regular exit is available to provide all occupants of the aircraft a means of unobstructed exit from the aircraft if an emergency occurs.

**Passenger  
information  
signs**

- 178.** A pilot-in-command of an aircraft shall turn on required passenger information signs during any movement on the surface, for each take-off and each landing, and when otherwise considered to be necessary.

**Required  
passenger  
briefings: air  
operator  
certificate  
holder**

- 179.** (1) A person shall not commence a take-off unless the passengers are briefed prior to take-off in accordance with the air operator certificate holder's operations manual procedures on:
- (a) smoking limitations and prohibitions;
  - (b) emergency exit location and use;
  - (c) use of safety belts;
  - (d) emergency floatation means location and use;
  - (e) location and the general manner of use of the principal emergency equipment for collective use;
  - (f) fire extinguisher location and operation;
  - (g) placement of seat backs;
  - (h) if flight is above 3,650 m (12,000 ft) above mean sea level, the normal and emergency use of oxygen; and
  - (i) the passenger briefing card.
- (2) Immediately before or after turning the seat belt sign off, a pilot-in-command shall ensure that the passengers are briefed to keep their

seat belts fastened while seated, even when the seat belt sign is off.

- (3) Before take-off, the pilot-in-command shall ensure that persons of reduced mobility are personally briefed on the:
  - (a) route to the most appropriate exit; and
  - (b) time to begin moving to the exit in event of an emergency.
- (4) The pilot-in-command operating commercial air transport operations shall ensure that the briefing specified in this regulation contains all the objects approved for the specific operations conducted as included in the relevant operations manual.

**Passenger briefing:  
extended  
overwater  
operations.**

- 180.** A pilot-in-command shall not commence extended overwater operations unless all passengers have been orally briefed on the location and operations of life preservers, life rafts and other flotation means, including a demonstration of the method of donning and inflating a life preserver.

**Passenger seat  
belts**

- 181.**
- (1) A passenger occupying a seat or berth shall fasten his safety belt and keep it fastened while the sign is lighted or, in aircraft not equipped with such a sign, whenever instructed by a pilot-in-command..
  - (2) A passenger safety belt shall not be used by more than one occupant during take-off and landing.
  - (3) At each unoccupied seat, the safety belt and shoulder harness, if installed, shall be secured so as not to interfere with crew members in the performance of their duties or with the rapid egress of occupants in an emergency.
  - (4) A person who is not two years of age may be held by an adult who is occupying a seat or berth.
  - (5) A berth, such as a multiple lounge or divan seat, may be occupied by two persons provided it is equipped with an approved safety belt for each person and is used during en route flight only.

**Passenger seat**

- 182.** (1) A pilot-in-command shall not allow the take-off or landing of an

<b>backs</b>		aircraft unless each passenger seat back is in the upright position.
	(2)	Exceptions to this requirement shall only be made in accordance with procedures in the air operator certificate holder's operations manual provided the seat back does not obstruct any passenger's access to the aisle or to any emergency exit.
<b>Stowage of food, beverage and passenger service</b>	<b>183.</b>	<p>A pilot-in-command shall not allow the movement of an aircraft on the surface, take-off or landing:</p> <ul style="list-style-type: none"> <li>(a) when any food, beverage or tableware furnished by the air operator certificate holder is located at any passenger seat; and</li> <li>(b) unless each food and beverage tray and seat back tray table is in the stowed position.</li> </ul>
<b>Securing of items of mass in passenger compartment.</b>	<b>184.</b>	<p>A person shall not allow:</p> <ul style="list-style-type: none"> <li>(a) the take-off or landing of an aircraft unless each item of mass in the passenger cabin is properly secured to prevent it from becoming a hazard during taxi, take-off and landing and during turbulent weather conditions; or</li> <li>(b) an aircraft to move on the surface, take-off or land unless each passenger serving cart is secured in its stowed position.</li> </ul>

## **PART IX: CREW MEMBER AND FLIGHT OPERATIONS OFFICER QUALIFICATIONS: COMMERCIAL AIR TRANSPORT**

<b>Age restriction</b>	<b>185.</b>	A person shall not serve nor shall any air operator certificate holder use a person as a required pilot on an aircraft engaged in international commercial air transport operations if that person has attained the age of sixty five years.
<b>Pilot-in-command licence requirements: turbojet,</b>	<b>186.</b>	A pilot shall not act as pilot-in-command of a turbojet, turbofan or large aircraft in commercial air transport operations unless that pilot holds an Airline Transport Pilot Licence or a Multi-crew Pilot Licence and a type rating for that aircraft.

**turbofan or  
large aircraft**

**Pilot-in-  
command  
licence  
requirements:  
non turbojet or  
turbofan small  
aircraft**

- 187.** A pilot shall not act as pilot-in-command of a non-turbojet or turbofan small aircraft in commercial air transport operations during:
- (a) IFR operations unless that pilot holds a Commercial Pilot Licence with appropriate category class ratings for the aircraft operated, and an instrument rating and meets the experience requirements for operation; or
  - (b) day VFR operations unless that pilot holds a Commercial Pilot Licence with appropriate category and class ratings for the aircraft operated.

**Pilot-in-  
command  
aeronautical  
experience:  
Small aircraft**

- 188.** An operator shall ensure that:
- (a) A Commercial Pilot Licence holder does not operate as a pilot-in-command certificated in the aircraft flight manual for single pilot operations unless:
    - (i) when conducting passenger carrying operations under VFR outside a radius of 50 nm from an aerodrome of departure, the pilot has a minimum of 500 hours total flight time on aeroplanes or holds a valid instrument rating; or
    - (ii) when operating on a multi-engine type under IFR, the pilot has a minimum of 700 hours total flight time on aeroplanes which includes 400 hours as pilot-in-command of which 100 hours have been under IFR including 40 hours multi-engine operation;
    - (iii) the 400 hours referred to sub-paragraph (ii) may be substituted by hours operating as co-pilot on the basis that two hours co-pilot is equivalent to one hour as pilot-in-command provided that those hours were gained within an established multi-pilot crew system prescribed in the operations manual specified in the Civil Aviation (Air Operator Certification and Administration) Regulations;
  - (b) in addition to sub-paragraph (a)(ii), when operating under IFR as a single pilot, requirements prescribed in regulation 42 are satisfied; and

- (c) in multi-pilot crew operations, in addition to sub-paragraph (a), and prior the pilot operating as pilot-in-command, the command course prescribed in the operations manual specified in the Civil Aviation (Air Operator Certification and Administration) Regulations is completed.

**Co-pilot licence requirements 189.**

A pilot shall not act as co-pilot of an aircraft in commercial air transport operations unless that pilot holds:

- (a) a Commercial Pilot Licence, an Airline Transport Pilot Licence or a Multi-crew Pilot Licence with appropriate category class and type ratings for the aircraft operated; and
- (b) an instrument rating.

**Flight engineer licence requirements 190.**

A person shall not act as the flight engineer of an aircraft unless that person holds a flight engineer licence with the appropriate type rating.

**One pilot qualified to perform flight engineer functions 191.**

An air operator certificate holder shall ensure that, on all flights requiring a flight engineer there is assigned at least one other flight crew member qualified to perform the flight engineer duties in the event the flight engineer becomes incapacitated.

**Flight operations officer 192.**

- (1)
  - (a) When the Authority requires that a flight operations officer/flight dispatcher, employed in conjunction with an approved method of control and supervision of flight operations, be licensed, that flight operations officer/flight dispatcher shall be licensed in accordance with the provisions of Personnel Regulations.
  - (b) In accepting proof of qualifications other than the option of holding of a flight operations officer/flight dispatcher licence, the Authority, in accordance with the approved method of control and supervision of flight operations, shall require that, as a minimum, such persons meet the requirements specified

in Personnel Regulations for the flight operations officer/flight dispatcher licence.

- (c) A person shall not act as a flight operations officer unless that person holds a flight operations officer licence or an Airline Transport Pilot Licence, and is currently qualified by the air operator certificate holder for the operation and type of aircraft used.
- (2) A flight operations officer shall not be assigned to duty unless that person has:
- (a) satisfactorily completed an operator-specific training course that addresses all the specific components of its approved method of control and supervision of flight operations specified in the Civil Aviation (Air Operator Certification and Administration) Regulations
  - (b) made, within the preceding 12 months, at least a one-way qualification flight in the flight crew compartment of an aeroplane over any area for which that individual is authorized to exercise flight supervision and the flight should include landings at as many aerodromes as practicable;
  - (c) demonstrated to the operator a knowledge of:
    - (i) the contents of the operations manual required under these Regulations;
    - (ii) the radio equipment in the aeroplanes used; and
    - (iii) the navigation equipment in the aeroplanes used;
  - (d) demonstrated to the operator a knowledge of the following details concerning operations for which the officer is responsible and areas in which that individual is authorized to exercise flight supervision:
    - (i) the seasonal meteorological conditions and the sources of meteorological information;
    - (ii) the effects of meteorological conditions on radio reception in the aeroplanes used;
    - (iii) the peculiarities and limitations of each navigation system which is used by the operation; and

- (iv) the aeroplane loading instructions;
  - (e) demonstrated to the operator knowledge and skills related to human performance relevant to dispatch duties; and
  - (f) demonstrated to the operator the ability to perform the duties specified in sub-regulations (5) and (6).
- (3) A flight operations officer assigned to duty shall maintain complete familiarization with all features of the operations which are pertinent to such duties, including knowledge and skills related to human performance.
  - (4) A flight operations officer shall not be assigned to duty after 12 consecutive months of absence for such duty, unless the provisions of the Civil Aviation (Personnel Licensing) Regulations are met.

**Company  
procedures  
indoctrination**

**193.**

- (1) A person shall not serve nor shall an air operator certificate holder use a person as a crew member or flight operations officer unless that person has completed the company procedures indoctrination curriculum approved by the Authority, which shall include a complete review of operations manual procedures pertinent to the crew member or flight operation officer's duties.
- (2) An air operator certificate holder shall ensure that all operations personnel are provided with company indoctrination training that covers the following areas:
  - (a) air operator certificate holder's organization, scope of operation, and administrative practices as applicable to crew member assignments and duties;
  - (b) appropriate provisions of Civil Aviation Regulations of Rwanda and other applicable regulations and guidance materials;
  - (c) air operator certificate holder policies and procedures;
  - (d) applicable crew member manuals; and
  - (e) appropriate portions of the air operator certificate holder's operations manual.
- (3) An air operator certificate holder shall provide a minimum of forty programmed hours of instruction for basic indoctrination training



unless a reduction of the hours of instruction is approved by the Authority.

**Initial  
dangerous  
goods training**

- 194.** An operator or owner of an aircraft shall establish and maintain approved staff training programmes as required by the Technical Instructions in conformity with the Civil Aviation (Air Operator Certification and Administration) Regulations with the necessary changes – *mutatis mutandis* - to apply to the said person even in the case he is a non air operator certificate holder.

**Security training  
programmes**

- 195.** An operator shall establish and maintain an approved security training programme in conformity with the Civil Aviation (Air Operator Certification and Administration) Regulations.

**Initial crew  
resource  
management  
training**

- 196.**
- (1) A person shall not serve nor shall any air operator certificate holder use a person as a crew member or flight operations officer unless that person has completed the initial crew resource management curriculum approved by the Authority.
  - (2) An air operator certificate holder shall ensure that all crew members have crew resource management training as part of their initial and recurrent training requirements.
  - (3) A crew resource management training program shall include:
    - (a) an initial indoctrination or awareness segment;
    - (b) a method to provide recurrent practice and feedback;  
and
    - (c) a method of providing continuing reinforcement.
  - (4) Curriculum topics to be contained in an initial crew resource management training course include:
    - (a) communications processes and decision behaviour;
    - (b) internal and external influences on interpersonal

- communications;
- (c) barriers to communication;
- (d) listening skills;
- (e) decision making skills;
- (f) effective briefings;
- (g) developing open communications;
- (h) inquiry, advocacy, and assertion training;
- (i) crew self-critique;
- (j) conflict resolution;
- (k) team building and maintenance;
- (l) leadership and followship training;
- (m) interpersonal relationships;
- (n) workload management;
- (o) situational awareness;
- (p) how to prepare, plan and monitor task completions;
- (q) workload distribution;
- (r) distraction avoidance;
- (s) individual factors; and
- (t) stress reduction.

**Initial  
emergency  
equipment drills**

- 197.** (1) A person shall not serve nor shall any air operator certificate holder use a person as a crew member unless that person has completed the appropriate initial emergency equipment curriculum and drills for the crew member position approved by the Authority for the emergency equipment available on the aircraft to be operated.
- (2) A crew member shall accomplish emergency training

during the specified training periods, using the items of installed emergency equipment for each type of aeroplane in which that crew member is to serve.

(3) During initial training, a crew member shall perform the following one-time emergency drills:

(a) protective breathing equipment or fire-fighting drill:

- (i) locate the source of fire or smoke for an actual or simulated fire;
- (ii) implement procedures for effective crew co-ordination and communication, including notification of flight crew members about the fire situation;
- (iii) don and activate installed protective breathing equipment or approved protective breathing equipment simulation device;
- (iv) manoeuvre in limited space with reduced visibility;
- (v) effectively use the aircraft's communication system;
- (vi) identify the class of fire;
- (vii) select the appropriate extinguisher;
- (viii) properly remove the extinguisher from the securing device;
- (ix) prepare, operate and discharge the extinguisher properly; and
- (x) utilise the correct fire-fighting techniques for type of fire.

(b) emergency evacuation drill:

- (i) recognise and evaluate an emergency;
- (ii) assume the appropriate protective position;
- (iii) command passengers to assume protective position;

- (iv) implement crew co-ordination procedures;
  - (v) ensure activation of emergency lights;
  - (vi) assess aircraft condition;
  - (vii) initiate evacuation, dependent on signal or decision;
  - (viii) command passengers to release their seatbelts and evacuate;
  - (ix) assess exit and redirect passengers, if necessary, to open exits, including deploying slides and commanding helpers to assist;
  - (x) command the passengers to evacuate at exit and run away from the aircraft;
  - (xi) assist special need passengers, such as handicapped, elderly, and persons in a state of panic; and
  - (xii) actually exit the aircraft or training device using at least one of the installed emergency evacuation slides.
- (4) In the case of an emergency evacuation drill, the crew member may either observe the aircraft exits being opened in the emergency mode and the associated exit slider or aft pack being deployed and inflated, or perform the tasks resulting in the accomplishment of these actions.
- (5) An aircraft crew member shall accomplish additional emergency drills during initial and recurrent training, including performing the following emergency drills:
- (a) emergency exit drill:
    - (i) correctly pre-flight each type of emergency exit and evacuation slide or slide raft, if part of cabin crew member's assigned duties;
    - (ii) disarm and open each type of door exit in normal mode;
    - (iii) close each type of door exit in normal

- mode;
- (iv) arm each type of door exit in emergency mode;
- (v) open each type of door exit in emergency mode;
- (vi) use the manual slide inflation system to accomplish or ensure slide or slide raft inflation;
- (vii) open each type of window exit; and
- (viii) remove the escape rope and position it for use.
- (b) hand fire extinguisher drill fighting an actual or a simulated fire is not necessary during this drill:
  - (i) pre-flight each type of hand fire extinguisher;
  - (ii) locate the source of fire or smoke and identify class of fire;
  - (iii) select the appropriate extinguisher and remove from securing device;
  - (iv) prepare the extinguisher for use;
  - (v) actually operate and discharge each type of installed hand fire extinguisher;
  - (vi) utilise correct fire-fighting techniques for the type of fire; and
  - (vii) implement procedures for effective crew coordination and communication, including notification of crew members about the type of fire situation;
- (c) emergency oxygen system drill;
  - (i) actually operate portable oxygen bottles, including masks and tubing;
  - (ii) verbally demonstrate operation of chemical oxygen generators;

- (iii) prepare for use and properly operate an oxygen device, including donning and activation;
  - (iv) administer oxygen to self, passengers, and to those persons with special oxygen needs;
  - (v) utilise proper procedures for effective crew coordination and communication;
  - (vi) activate protective breathing equipment;
  - (vii) manually open each type of oxygen mask compartment and deploy oxygen masks;
  - (viii) identify compartments with extra oxygen masks;
  - (ix) implement immediate action decompression procedures; and
  - (x) reset the oxygen system, if applicable.
- (d) flotation device drill:
- (i) don and inflate life vests;
  - (ii) remove and use flotation seat cushions; and
  - (iii) demonstrate swimming techniques using a seat cushion;
- (e) ditching drill, if applicable, during which ditching drill trainees shall perform the "prior to impact" and "after impact" procedures for a ditching, as appropriate to the specific operator's type of operation:
- (i) implement crew coordination procedures, including a briefing with the captain to obtain pertinent ditching information and briefing cabin crew members;
  - (ii) coordinate time-frame for cabin and passenger preparation;
  - (iii) adequately brief passengers on ditching procedures;

- (iv) ensure the cabin is prepared, including the securing of carry-on baggage, lavatories, and galleys;
- (v) demonstrate how to properly deploy and inflate slide rafts;
- (vi) remove, position and attach slide rafts to aircraft;
- (vii) inflate the rafts;
- (viii) use escape ropes at overwing exits;
- (ix) command any helpers to assist;
- (x) use slides and seat cushions as flotation devices;
- (xi) remove appropriate emergency equipment from the aircraft;
- (xii) board rafts properly;
- (xiii) initiate raft management procedures, such as disconnecting rafts from aircraft, applying immediate first aid, rescuing persons in water, salvaging floating rations and equipment, deploying sea anchor, tying rafts together, and activating or ensuring operation of emergency locator transmitter;
- (xiv) initiate basic survival procedures, such as removing and utilising survival kit items, repairing and maintaining raft, ensuring protection from exposure, erecting canopy, communicating location, providing continued first aid, and providing sustenance;
- (xv) use heaving line to rescue persons in the water;
- (xvi) tie slide rafts or rafts together;
- (xvii) use life line on edge of slide raft or raft as a handhold; and

- (xviii) secure survival kit items.
- (6) An aircraft crew member shall accomplish additional emergency drill requirements during initial and recurrent training including observing the following emergency drills:
- (a) life raft removal and inflation drill, if applicable:
    - (i) removal of a life raft from the aircraft or training device;
    - (ii) inflation of a life raft;
  - (b) slide raft transfer drill:
    - (i) transfer each type of slide raft pack from an unusable door to a usable door;
    - (ii) disconnect the slide raft at an unusable door;
    - (iii) redirect passengers to the usable slide raft; and
    - (iv) install and deploy the slide raft at a usable door.
  - (c) slide and slide raft deployment, inflation, and detachment drill:
    - (i) engage slide girt bar in floor brackets;
    - (ii) inflate slides with and without quick-release handle, manually and automatically;
    - (iii) disconnect slide from aircraft for use as a flotation device;
    - (iv) arm slide rafts for automatic inflation; and
    - (v) disconnect slide raft from the aircraft.
  - (d) emergency evacuation slide drill:
    - (i) open armed exit with slide or slide raft



deployment and inflation; and

- (ii) egress from aircraft via the evacuation slide and run away to a safe distance.

**Initial aircraft  
ground training:  
flight crew**

**198.**

- (1) A person shall not serve nor shall an air operator certificate holder use a person as a flight crew member unless that person has completed the initial ground training approved by the Authority for the aircraft type.
- (2) Initial aircraft ground training for flight crew members shall include the pertinent portions of the operations manuals relating to aircraft-specific performance, mass and balance, operational policies, systems, limitations, normal, abnormal and emergency procedures on the aircraft type to be used.
- (3) An air operator certificate holder shall have an initial aircraft ground training curriculum for the flight crew applicable to the type of operations conducted and aircraft flown.
- (4) Instructions shall include at least the following general subjects:
  - (a) air operator certificate holder's dispatch, flight release, or operational control or flight following procedures;
  - (b) principles and methods for determining mass and balance, and runway limitations for take-off;
  - (c) adverse weather recognition and avoidance, and flight procedures which shall be followed when operating in the following conditions:
    - (i) icing;
    - (ii) fog;
    - (iii) turbulence;
    - (iv) heavy precipitation;
    - (v) thunderstorms;

- (vi) low-level wind shear and microburst; and
  - (vii) low visibility.
- (d) normal and emergency communications procedures and navigation equipment including the air operator certificate holder's communications procedures and air traffic control clearance requirements;
  - (e) navigation procedures used in area departure, en route, area arrival, approach and landing phases;
  - (f) approved crew resource management training;
  - (g) air traffic control systems, procedures, and phraseology;
  - (h) aircraft performance characteristics during all flight regimes, including:
    - (i) the use of charts, tables, tabulated data and other related manual information;
    - (ii) normal, abnormal, and emergency performance problems;
    - (iii) meteorological and weight limiting performance factors, such as temperature, pressure, contaminated runways, precipitation, climb and runway limits;
    - (iv) inoperative equipment performance limiting factors, such as minimum equipment list or configuration deviation list, inoperative antiskid; and
    - (v) special operational conditions, such as unpaved runways, high altitude aerodromes and drift down requirements.
- (5) An air operator certificate holder shall have an initial aircraft ground training curriculum for the flight crew applicable to the type of operations conducted and aircraft flown, including at least the following aircraft systems:
- (a) aircraft:

- (i) aircraft dimensions, turning radius, panel layouts, cockpit and cabin configurations; and
  - (ii) other major systems and components or appliances of the aircraft;
- (b) powerplants:
  - (i) basic engine description;
  - (ii) engine thrust ratings; and
  - (iii) engine components such as accessory drives, ignition, oil, fuel control, hydraulic, and bleed air features;
- (c) electrical:
  - (i) sources of aircraft electrical power, such as engine driven generators, APU generator, and external power;
  - (ii) electrical buses;
  - (iii) circuit breakers;
  - (iv) aircraft battery; and
  - (v) standby power systems.
- (d) hydraulic:
  - (i) hydraulic reservoirs, pumps, accumulators, filters, check valves, interconnects and actuators; and
  - (ii) other hydraulically operated components.
- (e) fuel:
  - (i) fuel tanks, including location and quantities;
  - (ii) engine driven pumps;
  - (iii) boost pumps;
  - (iv) system valves and crossfeeds;

- (v) quantity indicators; and
  - (vi) provisions for fuel jettisoning.
- (f) pneumatic:
- (i) bleed air sources, auxiliary power unit or external ground air; and
  - (ii) means of routing, venting and controlling bleed air via valves, ducts, chambers, and temperature and pressure limiting devices.
- (g) air conditioning and pressurisation:
- (i) heaters, air conditioning packs, fans, and other environmental control devices;
  - (ii) pressurisation system components such as outflow and negative pressure relief valves; and
  - (iii) automatic, standby, and manual pressurisation controls and annunciations;
- (h) flight controls:
- (i) primary controls, including yaw, pitch, and roll devices;
  - (ii) secondary controls, including leading or trailing edge devices, flaps, trim, and damping mechanisms;
  - (iii) means of actuation, whether direct or indirect or fly by wire; and
  - (iv) redundancy devices.
- (i) landing gear:
- (i) landing gear extension and retraction mechanism including the operating sequence of struts, doors, and locking devices, and brake and antiskid systems, if applicable;
  - (ii) steering, including nose or body steering

- gear;
- (iii) bogie arrangements;
- (iv) air or ground sensor relays; and
- (v) visual downlock indicators.
- (j) ice and rain protection:
  - (i) rain removal systems; and
  - (ii) anti-icing or de-icing systems affecting flight controls, engines, pitot static probes, fluid outlets, cockpit windows, and aircraft structures.
- (k) equipment and furnishings:
  - (i) exits;
  - (ii) galleys;
  - (iii) water and waste systems;
  - (iv) lavatories;
  - (v) cargo areas;
  - (vi) crew member and passenger seats;
  - (vii) bulkheads;
  - (viii) seating and cargo configurations; and
  - (ix) non-emergency equipment and furnishings.
- (l) navigation equipment:
  - (i) flight directors;
  - (ii) horizontal situation indicator;
  - (iii) radio magnetic indicator;
  - (iv) navigation receivers such as global positioning system, automatic direction finder (ADF), very high frequency omni-directional radio range (VOR), OMEGA,

- long range navigation (LORAN-C), area navigation (RNAV), marker beacon, distance measuring equipment (DME);
  - (v) inertial systems such as inertia navigation system (INS) and inertia reference (IRS);
  - (vi) functional displays;
  - (vii) fault indications and comparator systems;
  - (viii) aircraft transponders;
  - (ix) radio altimeters;
  - (x) weather radar; and
  - (xi) cathode ray tube or computer generated displays of aircraft position and navigation information.
- (m) auto flight system:
- (i) autopilot;
  - (ii) autothrottles;
  - (iii) flight director and navigation systems;
  - (iv) automatic approach tracking;
  - (v) autoland; and
  - (vi) automatic fuel and performance management systems.
- (n) flight instruments:
- (i) panel arrangement;
  - (ii) flight instruments, including attitude indicator, directional gyro, magnetic compass, airspeed indicator, vertical speed indicator, altimeters, standby instruments; and
  - (iii) instrument power sources, and instrument sensory sources, such as Pitot static pressure;

- (o) display systems:
  - (i) weather radar; and
  - (ii) other CRT displays, such as checklist, vertical navigation or longitudinal navigation displays.
- (p) communication equipment:
  - (i) VHF or HF radios;
  - (ii) audio panels;
  - (iii) inflight interphone and passenger address systems;
  - (iv) voice recorder; and
  - (v) aircraft communication addressing and reporting system (ACARS);
- (q) warning systems:
  - (i) aural, visual, and tactile warning systems, including the character and degree of urgency related to each signal; and
  - (ii) warning and caution annunciator systems, including ground proximity and take-off warning systems.
- (r) fire protection:
  - (i) fire and overheat sensors, loops, modules, or other means of providing visual or aural indications of fire or overheat detection;
  - (ii) procedures for the use of fire handles, automatic extinguishing systems and extinguishing agents; and
  - (iii) power sources necessary to provide protection for fire and overheat conditions in engines, auxiliary power unit, cargo bay or wheel well, cockpit, cabin and lavatories;
- (s) oxygen:

- (i) passenger, crew, and portable oxygen supply systems;
  - (ii) sources of oxygen such as gaseous or solid;
  - (iii) flow and distribution networks;
  - (iv) automatic deployment systems;
  - (v) regulators, pressure levels and gauges; and
  - (vi) servicing requirements.
- (t) lighting:
  - (i) cockpit, cabin, and external lighting systems;
  - (ii) power sources;
  - (iii) switch positions; and
  - (iv) spare light bulb locations.
- (u) emergency equipment:
  - (i) fire and oxygen bottles;
  - (ii) first aid kits;
  - (iii) life rafts and life preservers;
  - (iv) crash axes;
  - (v) emergency exits and lights;
  - (vi) slides and slide rafts;
  - (vii) escape straps or handles; and
  - (viii) hatches, ladders and movable stairs.
- (v) Auxiliary Power Unit:
  - (i) electric and bleed air capabilities;
  - (ii) interfaces with electrical and pneumatic systems;



- (iii) inlet doors and exhaust ducts; and
  - (iv) fuel supply.
- (6) An air operator certificate holder shall have an initial aircraft ground training curriculum for the flight crew applicable to the type of operations conducted and aircraft flown, including at least the following aircraft systems integration items:
  - (a) use of checklist:
    - safety chocks;
    - cockpit preparation (switch position and checklist flows);
    - checklist callouts and responses; and
    - checklist sequence.
  - (b) flight planning:
    - (i) performance limitations, including meteorological, weight, minimum equipment list and configuration deviation list items;
    - (ii) required fuel loads;
    - (iii) weather planning, lower than standard take-off minimums or alternate requirements;
  - (c) navigation systems:
    - (i) pre-flight and operation of applicable receivers;
    - (ii) onboard navigation systems; and
    - (iii) flight plan information input and retrieval.
  - (d) autoflight: autopilot, autothrust, and flight director systems, including the appropriate procedures, normal and abnormal indications, and annunciators.
  - (e) cockpit familiarisation:

- (i) activation of aircraft system controls and switches to include normal, abnormal and emergency switches; and
  - (ii) control positions and relevant annunciators, lights, or other caution and warning systems.
- (7) An air operator certificate holder may have separate initial aircraft ground training curricula of varying lengths and subject emphasis which recognise the experience levels of flight crew members approved by the Authority.
- (8) The pilot-in-command of an aeroplane equipped with an airborne collision avoidance system (ACAS II) shall ensure that each flight crew member has been appropriately trained to competency in the use of ACAS II equipment and the avoidance of collision.

**Initial aircraft  
ground training:  
cabin crew**      **199.**

- (1) A person shall not serve nor shall an air operator certificate holder use a person as a cabin crew member unless that person has completed the initial ground training approved by the Authority for aircraft type.
- (2) Initial aircraft ground training for cabin crew members shall include the pertinent portions of the operations manuals relating to aircraft specific configuration, equipment, normal and emergency procedures for the aircraft types within the fleet.
- (3) An air operator certificate holder shall have an initial ground training curriculum for cabin crew members applicable to the type of operations conducted and aircraft flown, including at least the following general subjects:
  - (a) aircraft familiarisation:
    - (i) aircraft characteristics and description;
    - (ii) cockpit configuration;
    - (iii) cabin configuration;

- (iv) galleys;
  - (v) lavatories; and
  - (vi) stowage areas;
- (b) aircraft equipment and furnishings:
  - (i) cabin crew member stations;
  - (ii) cabin crew member panels;
  - (iii) passenger seats;
  - (iv) passenger service units and convenience panels;
  - (v) passenger information signs;
  - (vi) aircraft markings; and
  - (vii) aircraft placards.
- (c) aircraft systems:
  - (i) air conditioning and pressurisation system;
  - (ii) aircraft communication systems (call, interphone and passenger address);
  - (iii) lighting and electrical systems;
  - (iv) oxygen systems (flight crew, observer and passenger); and
  - (v) water system;
- (d) aircraft exits:
  - (i) general information;
  - (ii) exits with slides or slide rafts for pre-flight and normal operation;
  - (iii) exits without slides pre-flight and normal operations; and

- (iv) window exits.
- (e) crew member communication and coordination:
  - (i) authority of pilot-in-command;
  - (ii) routine communication signals and procedures; and
  - (iii) crew member briefing;
- (f) routine crew member duties and procedures:
  - (i) crew member general responsibilities;
  - (ii) reporting duties and procedures for specific aircraft;
  - (iii) pre-departure duties and procedures prior to passenger boarding;
  - (iv) passenger boarding duties and procedures;
  - (v) prior-to-movement-on-the-surface duties and procedures;
  - (vi) prior-to-take-off duties and procedures applicable to specific aircraft;
  - (vii) in-flight duties and procedures;
  - (viii) prior-to-landing duties and procedures;
  - (ix) movement on the surface and arrival duties and procedures;
  - (x) after-arrival duties and procedures; and
  - (xi) intermediate stops;
- (g) passenger handling responsibilities:
  - (i) crew member general responsibilities;
  - (ii) infants, children, and unaccompanied minors;

- (iii) passengers needing special assistance;
  - (iv) passengers needing special accommodation;
  - (v) carry-on stowage requirements;
  - (vi) passenger seating requirements;
  - (vii) smoking and no-smoking requirements and;
  - (viii) approved CRM training.
- (4) An air operator certificate holder shall have an initial ground training curriculum for cabin crew members applicable to the type of operations conducted and aircraft flown, including at least the following aircraft specific emergency subjects:
- (a) emergency equipment:
    - (i) emergency communication and notification systems;
    - (ii) aircraft exits;
    - (iii) exits with slides or slide rafts, emergency operation;
    - (iv) slides and slide rafts in a ditching;
    - (v) exits without slides emergency operation;
    - (vi) window exits emergency operation;
    - (vii) exits with tailcones (emergency operation);
    - (viii) cockpit exits emergency operation;
    - (ix) ground evacuation and ditching equipment;
    - (x) first-aid equipment;
    - (xi) portable oxygen systems, oxygen bottles,

- chemical oxygen generators, protective breathing equipment;
  - (xii) fire-fighting equipment;
  - (xiii) emergency lighting systems; and
  - (xiv) additional emergency equipment.
- (b) emergency assignments and procedures:
- (i) general types of emergencies specific to aircraft;
  - (ii) emergency communication signals and procedures;
  - (iii) rapid decompression;
  - (iv) insidious decompression and cracked window and pressure seal leaks;
  - (v) fires;
  - (vi) ditching;
  - (vii) ground evacuation;
  - (viii) unwarranted evacuation for example, passenger initiated;
  - (ix) illness or injury;
  - (x) abnormal situations involving passengers or crew members;
  - (xi) unlawful interference;
  - (xii) bomb threat;
  - (xiii) turbulence;
  - (xiv) other unusual situations; and
  - (xv) previous aircraft accidents and incidents.
- (c) aircraft specific emergency drills:
- (i) emergency exit drill;

- (ii) hand fire extinguisher drill;
- (iii) emergency oxygen system drill;
- (iv) flotation device drill;
- (v) ditching drill, if applicable;
- (vi) life raft removal and inflation drill, if applicable;
- (vii) slide raft pack transfer drill, if applicable;
- (viii) slide or slide raft deployment, inflation, and detachment drill, if applicable; and
- (ix) emergency evacuation slide drill, if applicable.

- (5) An air operator certificate holder shall ensure that initial ground training for cabin crew members includes a competence check to determine his ability to perform assigned duties and responsibilities.
- (6) An air operator certificate holder shall ensure that initial ground training for cabin crew members consists of at least the following programmed hours of instruction:
  - (a) multi-engine turbine: thirty two hours; and
  - (b) multi-engine reciprocating: sixteen hours.

**Competence  
checks: cabin  
crew members**

- 200. (1) A person shall not serve nor shall any air operator certificate holder use a person as a cabin crew member unless, within the preceding twelve months before that service, that person has passed the competency check approved by the Authority performing the emergency duties appropriate to that person's assignment.
- (2) Evaluators shall conduct competency checks for cabin crew members to demonstrate that the candidate's proficiency level is sufficient to successfully perform assigned duties and responsibilities.
- (3) A qualified supervisor or inspector approved by the

Authority shall observe and evaluate competency checks for cabin crew members.

(4) Evaluators shall include during each cabin crew member competency check a demonstrated knowledge of:

(a) emergency equipment: emergency communication and notification systems;

(i) aircraft exits;

(ii) exits with slides or slide rafts (emergency operation);

(iii) slides and slide rafts in a ditching;

(iv) exits without slides (emergency operation);

(v) window exits (emergency operation);

(vi) exits with tail cones (emergency operation);

(vii) cockpit exits (emergency operation);

(viii) ground evacuation and ditching equipment;

(ix) first-aid equipment;

(x) portable oxygen systems (oxygen bottles, chemical oxygen generators, protective breathing equipment (PBE));

(xi) fire-fighting equipment;

(xii) emergency lighting systems; and

(xiii) additional emergency equipment.

(b) emergency procedures:

(i) general types of emergencies specific to aircraft;

(ii) emergency communication signals and procedures;



- (iii) rapid decompression;
  - (iv) insidious decompression and cracked window and pressure seal leaks;
  - (v) fires;
  - (vi) ditching;
  - (vii) ground evacuation;
  - (viii) unwarranted evacuation, for example that is passenger initiated;
  - (ix) illness or injury;
  - (x) abnormal situations involving passengers or crew members;
  - (xi) turbulence; and
  - (xii) other unusual situations.
- (c) emergency drills:
- (i) location and use of all emergency and safety equipment carried on the aircraft;
  - (ii) the location and use of all types of exits;
  - (iii) actual donning of a lifejacket where fitted;
  - (iv) actual donning of protective breathing equipment; and
  - (v) actual handling of fire extinguishers.
- (d) crew resource management:
- (i) decision making skills;
  - (ii) briefings and developing open communication;
  - (iii) inquiry, advocacy, and assertion training; and

- (iv) workload management;
- (e) dangerous goods:
  - (i) recognition of and transportation of dangerous goods;
  - (ii) proper packaging, marking, and documentation; and
  - (iii) instructions regarding compatibility, loading, storage and handling characteristics;
- (f) security:
  - (i) unlawful interference; and
  - (ii) disruptive passengers.

**Initial training: 201.  
flight operations  
officer**

- (1) A person shall not serve nor shall any air operator certificate holder use a person as a flight operations officer unless that person has completed the initial training approved by the Authority.
- (2) Aircraft initial flight operations officer training shall include the pertinent portions of the operations manual relating to aircraft specific flight preparation procedures, performance, mass and balance, systems, limitations for the aircraft types within the fleet.
- (3) An air operator certificate holder shall provide initial aircraft training for flight operations officers that include instruction in at least the following general dispatch subjects:
  - (a) normal and emergency communications procedures;
  - (b) available sources of weather information;
  - (c) actual and prognostic weather charts;
  - (d) interpretation of weather information;
  - (e) adverse weather phenomena, such as clear air

- turbulence, wind shear, and thunderstorms;
  - (f) Notice to Airmen (NOTAM) system;
  - (g) navigational charts and publications;
  - (h) air traffic control and IFR procedures;
  - (i) familiarisation with operational area;
  - (j) characteristics of special aerodromes and other operationally significant aerodromes which the operator uses, such as terrain, approach aids, or prevailing weather phenomena;
  - (k) joint flight operations officer and group responsibilities; and
  - (l) approved CRM training for flight operations officers.
- (4) An air operator certificate holder shall provide initial aircraft training for flight operations officers that include instruction in at least the following aircraft characteristics:
- (a) general operating characteristics of the air operator certificate holder's aircraft;
  - (b) aircraft specific training with emphasis on the following topics:
    - (i) aircraft operating and performance characteristics;
    - (ii) navigation equipment;
    - (iii) instrument approach and communications equipment; and
    - (iv) emergency equipment.
  - (c) flight manual training; and
  - (d) equipment training.
- (5) An air operator certificate holder shall provide initial aircraft training for flight operations officers that include instruction in at least the following emergency procedures:

- (a) assisting the flight crew in an emergency; and
  - (b) alerting of appropriate governmental, company and private agencies.
- (6) An air operator certificate holder shall ensure that initial ground training for flight operations officers includes a competence check given by an appropriate supervisor or ground instructor that demonstrates the required knowledge and abilities.

**Initial flight  
training: flight  
crew member**

**202.**

- (1) A person shall not serve nor shall an air operator certificate holder use a person as a flight crew member unless that person has completed the initial flight training approved by the Authority for the aircraft type.
- (2) Initial flight training of a flight crew member shall focus on the manoeuvring and safe operation of the aircraft in accordance with air operator certificate holder's normal, abnormal and emergency procedures.
- (3) An air operator certificate holder may have separate initial flight training curriculum which recognise the experience levels of flight crew members approved by the Authority.
- (4) Flight training may be conducted in an appropriate aircraft or adequate flight simulation training device:
  - (a) having landing capability; and
  - (b) qualified for training or checking on circling manoeuvres.
- (5) An air operator certificate holder shall ensure that pilot initial flight training includes at least the following:
  - (a) preparation:
    - (i) visual inspection, and use authorized of pictorial display for aircraft with a flight engineer;
    - (ii) pre-taxi procedures; and
    - (iii) performance limitations;

- (b) surface operation:
  - (i) pushback;
  - (ii) powerback taxi, if applicable to type of operation to be conducted;
  - (iii) starting;
  - (iv) taxi; and
  - (v) pre-take-off checks;
- (c) take-off:
  - (i) normal;
  - (ii) crosswind;
  - (iii) rejected;
  - (iv) power failure after  $v_1$ ; and
  - (v) lower than standard minimum, if applicable to type of operation to be conducted;
- (d) climb:
  - (i) normal; and
  - (ii) one-engine inoperative during climb to en route altitude;
- (e) en-route:
  - (i) steep turns;
  - (ii) approaches to stalls (take-off, en route, and landing configurations);
  - (iii) in-flight powerplant shutdown;
  - (iv) in-flight powerplant restart; and
  - (v) high speed handling characteristics;
- (f) descent:

- (i) normal; and
  - (ii) maximum rate;
- (g) approaches:
  - (i) VFR procedures;
  - (ii) visual approach with 50% loss of power on one-engine (2 engines inoperative on 3-engine aircraft for pilot-in-command only);
  - (iii) visual approach with slat or flap malfunction;
  - (iv) IFR precision approaches such as instrument landing system normal and instrument landing system with one-engine inoperative;
  - (v) IFR non-precision approaches non-directional radio beacon (NDB) normal and VHF omnidirectional radio range beacon (VOR) normal;
  - (vi) non-precision approach with one engine inoperative (localizer backcourse procedures, SDF or localizer type directional aid, a global positioning system, TACAN and circling approach procedures);
  - (vii) missed approach from precision approach;
  - (viii) missed approach from non-precision approach; and
  - (ix) missed approach with engine failure;
- (h) landings:
  - (i) normal with a pitch mistrim (small aircraft only);
  - (ii) normal from precision instrument

- approach;
  - (iii) normal from precision instrument approach with most critical engine inoperative;
  - (iv) normal with 50% loss of power on one side (2 engines inoperative on 3-engine aircraft);
  - (v) normal with flap or slat malfunction;
  - (vi) rejected landings;
  - (vii) crosswind;
  - (viii) manual reversion or degraded control augmentation;
  - (ix) short or soft field small aircraft, land amphibian aircraft only; and
  - (x) glassy or rough water, seaplanes only;
- (i) after landing:
  - (i) parking;
  - (ii) emergency evacuation; and
  - (iii) docking, mooring, and ramping, seaplanes only;
- (j) other flight procedures during any airborne phase:
  - (i) holding;
  - (ii) ice accumulation on airframe;
  - (iii) air hazard avoidance; and
  - (iv) wind shear or microburst;
- (k) normal, abnormal and alternate systems procedures during any phase:
  - (i) pneumatic or pressurisation;
  - (ii) air conditioning;

- (iii) fuel and oil;
- (iv) electrical;
- (v) hydraulic;
- (vi) flight controls;
- (vii) anti-icing and de-icing systems;
- (viii) autopilot;
- (ix) flight management guidance systems and automatic or other approach and landing aids;
- (x) stall warning devices, stall avoidance devices, and stability augmentation systems;
- (xi) airborne weather radar;
- (xii) flight instrument system malfunction;
- (xiii) communications equipment; and
- (xiv) navigation systems;
- (l) emergency systems procedures during any phase:
  - (i) aircraft fires;
  - (ii) smoke control;
  - (iii) powerplant malfunctions;
  - (iv) fuel jettison;
  - (v) electrical, hydraulic, pneumatic systems;
  - (vi) flight control system malfunction; and
  - (vii) landing gear and flap system malfunction.
- (6) An air operator certificate holder shall ensure that flight engineer flight training includes at least the following:



(a) training and practice in procedures related to the carrying out of flight engineer duties and functions, where this training and practice may be accomplished either in flight or, in a flight simulation training device; and

(b) training in knowledge and skills related to visual and instrument flight procedures for the intended area of operation, human performance including threat and error management and in the transport of dangerous goods; and

(c) a proficiency check as specified in Regulation 210.

(7) The requirement for recurrent flight training in a particular type of helicopter shall be considered fulfilled by:

a) the use of flight simulation training devices approved by the Authority for that purpose; or

b) the completion within the appropriate period of the proficiency check in that type of helicopter

**Initial  
specialized  
operations  
training**

- 203.**
- (1) A person shall not serve nor shall any air operator certificate holder use a person as a flight crew member unless that person has completed the appropriate initial specialised operations training curriculum approved by the Authority.
- (2) Specialized operations for which initial training curricula shall be developed include:
- (a) low minima operations, including low visibility take-offs and Category II and III operations;
- (b) extended range operations;
- (c) specialized navigation; and
- (d) pilot-in-command right seat qualification.
- (3) An air operator certificate holder shall provide initial specialized operations training to ensure that each pilot and

flight operations officer is qualified in the type of operation in which that person serves and in any specialised or new equipment, procedures, and techniques, such as:

- (a) Class II navigation:
  - (i) knowledge of specialised navigation procedures, such as RNP, MNPS and RVSM; and
  - (ii) knowledge of specialised equipment, such as INS, LORAN, OMEGA;
- (b) CAT II and CAT III operations approaches:
  - (i) special equipment, procedures and practice; and
  - (ii) a demonstration of competency;
- (c) lower than standard minimum take-offs:
  - (i) runway and lighting requirements;
  - (ii) rejected take-offs at or near  $V_1$  with a failure of the most critical engine;
  - (iii) taxi operations; and
  - (iv) procedures to prevent runway incursions under low visibility conditions;
- (d) extended range operations with two turbine engine aeroplanes;
- (e) airborne radar approaches; and
- (f) autopilot instead of co-pilot.

**Aircraft  
differences  
training**

- 204.** (1) A person shall not serve nor shall an air operator certificate holder use a person as a crew member on an aircraft of a type for which a differences curriculum is included in the air operator certificate holder's approved training programme, unless that person has satisfactorily completed that curriculum, with respect to both the crew member position and the particular variant of that aircraft.

- (2) An operator shall ensure that a crew member completes:
  - (a) differences training which requires additional knowledge and training on an appropriate training device or the aircraft:
    - (i) when operating another variant of an aircraft of the same type or another type of the same class currently operated; or
    - (ii) when changing equipment procedures on types or variants currently operated;
  - (b) familiarisation training which requires the acquisition of additional knowledge:
    - (i) when operating another aircraft of the same type; or
    - (ii) when changing equipment procedures on types of variants currently operated; and
  - (c) the operator referred to in sub-regulation (1) shall specify in the operations manual when such differences training or familiarisation training is required.
- (3) An air operator certificate holder shall provide aircraft differences training for flight operations officers when the operator has aircraft variances within the same type of aircraft, which includes at least the following:
  - (a) operations procedures;
    - (i) operations under adverse weather phenomena conditions, including clear air turbulence, wind shear, and thunderstorms;
    - (ii) mass and balance computations and load control procedures;
    - (iii) aircraft performance computations, to include take-off mass limitations based on departure runway, arrival runway, and en - route limitations, and also engine-out limitations;

- (iv) flight planning procedures, to include route selection, flight time, and fuel requirements analysis;
- (v) dispatch release preparation;
- (vi) crew briefings;
- (vii) flight monitoring procedures;
- (viii) flight crew response to various emergency situations, including the assistance the aircraft flight operations officer can provide in each situation;
- (ix) minimum equipment list and configuration deviation list procedures;
- (x) manual performance of required procedures in case of the loss of automated capabilities;
- (xi) training in appropriate geographic areas;
- (xii) air traffic control and IFR procedures, to include ground hold and central flow control procedures; and
- (xiii) radiotelephony procedures;
- (b) emergency procedures:
  - (i) actions taken to aid the flight crew; and
  - (ii) air operator certificate holder and Authority notification.

**Use of flight 205.  
simulation  
training devices**

A flight simulation training device that is used for flight crew member qualification shall:

- (a) be specifically approved by the Authority for the:
  - (i) air operator certificate holder;
  - (ii) type aircraft, including type variations, for which the training or check is being conducted; and

- (iii) particular manoeuvre, procedure, or flight crew member function involved;
- (b) maintain the performance, functional, and other characteristics that are required for approval;
- (c) be modified to conform with any modification to the aircraft being simulated that results in changes to performance, functional, or other characteristics required for approval;
- (d) be given a daily functional pre-flight check before use;
- (e) have a daily discrepancy logbook kept by the appropriate instructor or check pilot at the end of each training or check flight; and
- (f) for initial aircraft type training, be qualified for training and checking on the circling manoeuvre.

**Aircraft and instrument proficiency checks**

- 206.**
- (1) A person shall not serve nor shall any air operator certificate holder use a person as a pilot flight crew member unless, since the beginning of the sixth calendar month before that service, that person has passed the proficiency check prescribed by the Authority in the make and model of aircraft on which their services are required.
  - (2) A person shall not serve nor shall any air operator certificate holder use a person as a pilot in IFR operations unless, since the beginning of the sixth calendar month before that service, that pilot has passed the instrument competency check prescribed by the Authority.
  - (3) A pilot may complete the requirements of sub-regulations (1) and (2) of this regulation simultaneously in a make and model of the aircraft.
  - (4) The completion of an approved operator training programme for the particular aircraft type and the satisfactory completion of a pilot-in-command proficiency check, shall satisfy the requirement for an aircraft type rating practical test provided that the proficiency check:
    - (a) includes all manoeuvres and procedures required

for a type rating practical test; and

(b) is conducted by an examiner.

- (5) Aircraft and instrument proficiency checks for pilot-in-command and co-pilot shall include the following operations and procedures listed in Table 6.

TABLE 6 – INSTRUMENT PROFICIENCY CHECK

TYPE OF OPERATION OR PROCEDURE	Pilot-in-command (PIC) or Co-Pilot	Notes
Ground Operations		
Preflight inspection	PIC/Co-Pilot	
Taxiing	PIC/Co-Pilot	Both pilots may take simultaneous credit.
Powerplant checks	PIC/Co-Pilot	Both pilots may take simultaneous credit.
Take-offs		
Normal	PIC/Co-Pilot	
Instrument	PIC/Co-Pilot	
Crosswind	PIC/Co-Pilot	
With powerplant failure	PIC/Co-Pilot	
Rejected take-off	PIC/Co-Pilot	Both pilots may take simultaneous credit. May be waived.
Instrument Procedures		
Area departure	PIC/Co-Pilot	May be waived.
Area arrival	PIC/Co-Pilot	May be waived.

Holding	PIC/Co-Pilot	May be waived.
Normal ILS approach	PIC/Co-Pilot	
Engine-out ILS	PIC/Co-Pilot	
Coupled ILS approach	PIC/Co-Pilot	Both pilots may take simultaneous credit
Nonprecision approach	PIC/Co-Pilot	
Second nonprecision approach	PIC/Co-Pilot	
Missed approach from an ILS	PIC/Co-Pilot	
Second missed approach	PIC only	
Circling approach	PIC/Co-Pilot	Only when authorized in the air operator certificate air operator certificate holder's Operations Manual. May be waived.
Inflight Maneuvers		
Steep turns	PIC only	May be waived.
Specific flight characteristics	PIC/Co-Pilot	
Approaches to stalls	PIC/Co-Pilot	May be waived.
Powerplant failure	PIC/Co-Pilot	
2 engine inoperative approach (3 and 4 engine aircraft)	PIC/Co-Pilot	
Normal landing	PIC/Co-Pilot	
Landing from an ILS	PIC/Co-Pilot	
Crosswind landing	PIC/Co-Pilot	

Landing with engine-out	PIC/Co-Pilot	
Landing from circling approach	PIC/Co-Pilot	Only if authorized in Operations Manual. May be waived.
Normal And Non-Normal Procedures	PIC/Co-Pilot	
Rejected landing	PIC/Co-Pilot	
2 engine inoperative landing (3 and 4 engine aircraft)	PIC only	
Other Events	PIC or Co-Pilot	Examiner's discretion.

- (6) The oral and flight test phases of a proficiency check should not be conducted simultaneously.
- (7) When the check pilot determines that an applicant's performance is unsatisfactory, the check pilot may terminate the flight test immediately or, with the consent of the applicant, continue with the flight test until the remaining events are completed.
- (8) If the check must be terminated (for mechanical or other reasons) and there are events which still need to be repeated, the check pilot shall issue a letter of discontinuance, valid for 60 days, listing the specific areas of operation that have been successfully completed.
- (9) Satisfactory completion of a proficiency check following completion of an approved air carrier training programme for the particular type aircraft, satisfies the requirement for an aircraft type rating skill test if:
  - (a) that proficiency check includes all manoeuvres and procedures required for a type rating skill test.
  - (b) proficiency checks are to be conducted by a check pilot approved by the Authority.



- (10) The pilot-in-command proficiency check given in accordance with these Regulations may be used to satisfy the proficiency requirements of Civil Aviation (Personnel Licensing) Regulations to act as a pilot-in-command.
- (12) The co-pilot proficiency check given in accordance with Civil Aviation (Personnel Licensing) Regulations may be used to satisfy the proficiency requirements of Civil Aviation (Personnel Licensing) Regulations to act as a co-pilot.
- (13) The AOC holder may combine recurrent training with the AOC holder's proficiency check if approved to do so by the Authority.

**Introduction of new equipment or procedures**

- 207.** A person shall not serve nor shall an air operator certificate holder use a person as a flight crew member when that service would require expertise in the use of new equipment or procedures for which a curriculum is included in the air operator certificate holder's approved training programme, unless that person has satisfactorily completed that curriculum, with respect to both the crew member position and the particular variant of that aircraft.

**Pilot qualification: recent experience**

- 208.** (1) In addition to meeting all applicable training and checking requirements of these Regulations, a required flight crew member who has not met the requirements of regulation 46 shall re-establish recency of experience as follows:
- (a) under the supervision of a check pilot, make at least three take-offs and landings in the type of aircraft in which that person is to serve or if an advanced flight simulation training device is used, the requirements of sub-regulation (2) shall be met;
  - (b) the take-offs and landings required in this paragraph shall include:
    - (i) at least one take-off with a simulated failure of the most critical engine;
    - (ii) at least one landing from an instrument landing system approach to the lowest instrument landing system minimum

authorized for the certificate holder; and

(iii) at least one landing to a full stop.

(2) A required pilot who performs the manoeuvres prescribed in sub-regulation (1) in a visual flight simulation training device shall:

(a) have previously logged one hundred hours of flight time in the same aircraft type in which the pilot is to serve;

(b) be observed on the first two landings made in operations under this Part by an approved check pilot who acts as pilot-in-command and occupies a pilot seat and the landings shall be made in weather minima that are not less than those contained in the air operator certificate holder's operation specifications for Category I operations, and shall be made within forty five days following completion of flight simulation training device training.

(3) When using a flight simulation training device to accomplish any of the requirements of regulation 46 or sub-regulation (1), a required flight crew member position shall be operated as if in a normal in-flight environment without use of the repositioning features of the flight simulation training device.

(4) A check pilot who observes the take-offs and landings prescribed in sub-regulations (1)(a) and (2) shall certify that the person being observed is proficient and qualified to perform flight duty in operations under this Part and may require any additional manoeuvres that are determined necessary to make this certifying statement.

**Pilot operating  
limitations and  
pairing  
requirements**

**209.**

(1) Where a co-pilot has fewer than one hundred hours of flight time as co-pilot in operations in the aircraft type being flown, and the pilot-in-command is not an appropriately qualified check pilot, the pilot-in-command shall make all take-offs and landings in the following situations:

(a) special airports designated by the Authority or special airports designated by the air operator

certificate holder; and

- (b) in any of the following conditions:
  - (i) the prevailing visibility value in the latest weather report for the airport is at or below 1,200 m;
  - (ii) the runway visual range for the runway to be used is at or below 1,200 m;
  - (iii) the runway to be used has water, snow, slush or similar conditions that may adversely affect aircraft performance;
  - (iv) the braking action on the runway to be used is reported to be less than “good”.
  - (v) the crosswind component for the runway to be used is in excess of 15 knots;
  - (vi) wind shear is reported in the vicinity of the airport; or.
  - (vii) any other condition in which the pilot-in-command determines it to be prudent to exercise the pilot-in-command’s prerogative.
- (2) A person shall not conduct operations under the Civil Aviation (Air Operator Certification and Administration) Regulations unless, for that type aircraft, either the pilot-in-command or the co-pilot has at least seventy five hours of line operating flight time, either as pilot-in-command or co-pilot.
- (3) The Authority may, upon application by the air operator certificate holder, authorize exemptions from the requirements of this regulation by an appropriate amendment to the operations specifications in any of the following circumstances:
  - (a) a newly certificated air operator certificate holder does not employ any pilots who meet the minimum requirements of this regulation;
  - (b) an existing air operator certificate holder adds to its fleet an aircraft type not before proven for use in its

operations; or

- (c) an existing certificate holder establishes a new domicile to which it assigns pilots who will be required to become qualified on the aircraft operated from that domicile.

**Flight engineer 210.  
proficiency  
checks**

- (1) A person shall not serve nor shall any air operator certificate holder use a person as a flight engineer on an aircraft unless within the preceding twelve calendar months he has:
  - (a) had a proficiency check in accordance with the requirements prescribed by the Authority; or
  - (b) 50 hours flight time for the air operator certificate holder as flight engineer in the type aircraft.
- (2) Examiners shall include during proficiency checks for flight engineers an oral or written examination of the normal, abnormal, and emergency procedures listed below:
  - (a) normal procedures:
    - (i) interior pre-flight;
    - (ii) panel set-up;
    - (iii) fuel load;
    - (iv) engine start procedures;
    - (v) taxi and before take-off procedures;
    - (vi) take-off and climb pressurization;
    - (vii) cruise and fuel management;
    - (viii) descent and approach;
    - (ix) after landing and securing;
    - (x) crew coordination;
    - (xi) situational awareness;
    - (xii) performance computations; and

- (xiii) anti-ice and de-ice measures
- (b) abnormal and emergency procedures:
  - (i) troubleshooting;
  - (ii) knowledge of checklist;
  - (iii) ability to perform procedures;
  - (iv) crew coordination;
  - (v) minimum equipment list (MEL);
  - (vi) configuration deviation list (CDL); and
  - (vii) emergency or alternate operation of aircraft flight systems

**Competence checks: flight operations officer**

- 211.**
- (1) A person shall not serve nor shall any air operator certificate holder use a person as a flight operations officer unless, within the preceding twelve months before that service, that person has passed the competency check, approved by the Authority, performing the flight preparation and subsequent duties appropriate to that person's assignment.
  - (2) Evaluators of the flight operations officer referred to under sub-regulation (1) shall conduct competency checks for flight operations officers to demonstrate that the candidate's proficiency level is sufficient to ensure the successful outcome of all dispatch operations.
  - (3) An authorized person shall observe and evaluate competency checks for flight operations officers.
  - (4) Each competency check for flight operations officers shall include:
    - (a) an evaluation of all aspects of the dispatch function;
    - (b) a demonstration of the knowledge and abilities in normal and abnormal situations; and
    - (c) an observation of actual flights being dispatched.

- (5) An evaluator of newly hired flight operations officer shall include during initial competency checks, an evaluation of all of geographic areas and types of aircraft the flight operations officer shall be qualified to dispatch.
- (6) The authorized person may approve a competency check of representative aircraft types when, in his judgement, a check including all types is impractical or unnecessary.
- (7) Evaluators may limit initial equipment and transition competency checks solely to the dispatch of the types of aircraft on which the flight operations officer is qualifying, unless the check is to simultaneously count as a recurrent check.
- (8) An evaluator of flight operations officers shall include, during recurrent and requalification competency checks, a representative sample of aircraft and routes for which the flight operations officers maintains current qualification.
- (9) A flight operations officer shall not qualify in ETDO or other special operations authorized by the Authority unless that flight operations officer submits special operations competency checks to the Authority.

**Supervised line 212.  
flying: pilots**

- (1) A pilot initially qualifying as pilot-in-command shall complete a minimum of ten flights performing the duties of a pilot-in-command under the supervision of an check pilot.
- (2) A pilot-in-command transitioning to a new aircraft type shall complete a minimum of five flights performing the duties of a pilot-in-command under the supervision of an check pilot.
- (3) A pilot qualifying for duties other than pilot-in-command shall complete a minimum of five flights performing those duties under the supervision of an check pilot.
- (4) During the time that a qualifying pilot-in-command is acquiring operating experience, an authorized instructor who is also serving as the pilot-in-command shall occupy a co-pilot station.
- (5) In the case of a transitioning pilot-in-command, the check

pilot serving as pilot-in-command may occupy the observer's seat if the transitioning pilot has made at least two take-offs and landings in the type aircraft used, and has satisfactorily demonstrated to the authorized instructor that he is qualified to perform the duties of a pilot-in-command for that type of aircraft.

**Supervised line flying: flight engineers**      **213.**      A flight engineer who has qualified on a new type rating on an aircraft shall perform the functions of a flight engineer for a minimum of five flights under the supervision of a flight instructor or qualified flight engineer approved by the air operator certificate holder and accepted by the Authority.

**Supervised line experience: cabin crew.**      **214.**      A person training as a cabin crew member shall:

- (a)      perform the functions of a cabin crew member for a minimum of two flights under the supervision of a cabin crew instructor; and
- (b)      not serve as a required crew member.

**Line observations: flight operations officer**      **215.**      A person shall not serve nor shall any air operator certificate holder use a person as a flight operations officer unless within the preceding twelve months before that service, that person has observed, in the cockpit, the conduct of two complete flights over routes representative of those for which that person is assigned duties.

**Route and area checks: pilot qualification.**      **216.**      (1)      A person shall not serve nor shall any air operator certificate holder use a person as a pilot unless, within the preceding twelve months, that person has passed a route check in which the person satisfactorily performed his assigned duties in one of the types of aircraft he is to fly.

(2)      A person shall not perform pilot-in-command duties over a designated special operational area that requires a special navigation system or procedures or in ETDO operations unless his competency with the system and procedures has been demonstrated to the air operator certificate holder within the past twelve months.

- (3) A pilot-in-command of an aircraft shall demonstrate special operational competency by navigation over the route or area as pilot-in-command under the supervision of a check pilot on an annual basis by demonstrating a knowledge of:
- (a) the terrain and minimum safe altitudes;
  - (b) the seasonal meteorological conditions;
  - (c) the search and rescue procedures;
  - (d) the navigational facilities and procedures, including any long-range navigation procedures, associated with the route along which the flight is to take place; and
  - (e) procedures applicable to flight paths over heavily populated areas of high air traffic density, obstructions, physical layout, lighting, approach aids and arrival, departure, holding and instrument approach procedures, and applicable operating minima and
  - (f) the meteorological, communication, and air traffic facilities, services and procedures.

**Low minimums  
authorization:  
pilot-in-  
command**

**217.** Where a pilot-in-command has not completed:

- (a) fifteen flights performing pilot-in-command duties in an aircraft type, including five approaches to landing using Category I or II operations procedures, that pilot-in-command shall not plan for or initiate an instrument approach when the ceiling is less than 90 m (300 ft) and the visibility is less than 2,000 m; and
- (b) twenty flights performing pilot-in-command duties in an aircraft including five approaches and landing using Category III operations procedures, that pilot-in-command shall not plan for or initiate an approach when the ceiling is less than 30 m (100 ft) or the visibility is less than 400 m runway visual range.



**Designated special aerodromes and heliports: pilot-in-command qualification**

- 218.** (1) The Authority may determine that certain aerodromes, due to items such as surrounding terrain obstructions, or complex approach or departure procedures are special airport qualifications and that certain areas or routes, or both require a special type of navigation qualification.
- (2) A person shall not serve nor shall any air operator certificate holder use a person as pilot-in-command for operations at special airport qualifications aerodromes unless within the preceding twelve months the pilot-in-command:
- (a) has been qualified by the air operator certificate holder through a pictorial means acceptable to the Authority for that aerodrome or heliport; or
  - (b) the assigned co-pilot has made a take-off and landing at that aerodrome or heliport while serving as a flight crew member for the air operator certificate holder.
- (3) Designated special airport qualifications aerodrome limitations are not applicable if the operation occurs:
- (a) during daylight hours;
  - (b) when the visibility is at least 5 km; and
  - (c) when the ceiling at that aerodrome is at least 300 m (1,000 ft) above the lowest initial approach altitude prescribed for an instrument approach procedure.

**Recurrent training and checking: flight crew members**

- 219.** (1) An operator shall ensure that:
- (a) a flight crew member undergoes recurrent training listed in sub-regulation (2) and checking in sub-regulation (3) and that all such training and checking is relevant to the type or variant of aircraft on which the flight crew member operates; and
  - (b) a recurrent training and checking programme is established in the operations manual and approved by the Authority.

- (2) Recurrent training referred to in sub-regulation (1) shall be conducted by the following personnel:
- (a) ground and refresher training – by suitably qualified personnel;
  - (b) aeroplane flight simulation training device training – by a authorized instructor or in the case of the flight simulation training device content schedule, a flight simulation training device authorized instructor provided that the authorized instructor or flight simulation training device authorized instructor satisfied the operator's experience and knowledge requirements sufficient to instruct on the items specified in the operations manual;
  - (c) emergency and safety equipment training – by suitably qualified personnel; and
  - (d) crew resource management training – by suitably qualified personnel to integrate elements of crew resource management into all phases of recurrent training;
  - (e) modular crew resource management training – by at least one CRM trainer acceptable to the Authority who may be assisted by experts in order to address specific areas.
- (3) The recurrent checking referred to in sub-regulation (1) shall be conducted by the following personnel:
- (a) operator proficiency check – by a check pilot or flight engineer authorized by the air operator certificate holder and accepted by the Authority, as appropriate, or, if the check is conducted in a flight simulation training device, a check pilot or authorized flight engineer as appropriate;
  - (b) line checks – by check pilot by the operator and acceptable to the Authority and;
  - (c) emergency and safety equipment checking – by suitably qualified personnel.
- (4) The period of validity of an operator proficiency check shall be:

- (a) six months in addition to the remainder of the month of issue; or
  - (b) if issued within the final three months of validity of a previous operator proficiency check, extended from the date of issue until six months from the expiry date of that previous operator proficiency check.
- (5) An operator shall ensure that each flight crew member undergoes a line check on the aircraft to demonstrate his competence in carrying out normal line operations described in the operations manual.
- (6) The period of validity of a line check referred to in sub-regulation (5) shall be:
  - (a) twelve months, in addition to the remainder of the month of issue; or
  - (b) if issued within the final three months of validity of a previous line check, extended from the date of issue until twelve months from the expiry date of that previous check.
- (7) An operator shall ensure that each flight crew member undergoes training and checking on the location and use of emergency and safety equipment carried.
- (8) The period of validity of an emergency and safety equipment check referred to in sub-regulation (7) shall be:
  - (a) twelve months in addition to the remainder of the month of issue; or
  - (b) if issued within the final three months of validity of a previous emergency and safety check, extended from the date of issue until twelve months from the expiry date of the previous emergency and safety equipment check.
- (9) An operator shall ensure that:
  - (a) elements of CRM are integrated into all appropriate phases of the recurrent training; and
  - (b) a flight crew member undergoes specific modular

CRM training and all major topics of CRM training shall be covered over a period not exceeding three years.

- (10) An operator shall ensure that each flight crew member undergoes ground and refresher training at least every twelve months, if the training is conducted within three months prior to the expiry of the twelve months period, the next ground and refresher training shall be completed within twelve months of the original expiry date of the previous ground and refresher training.
- (11) An operator shall ensure that each flight crew member undergoes aircraft training or flight simulation training device training at least every six months, if the training is conducted within three months prior to the expiry of the twelve months period, the next aircraft or flight simulation training device training shall be completed within six months of the original expiry date of the previous aircraft or flight simulation training device training.

**Recurrent  
training: cabin  
crew members**

**220.**

- (1) An operator shall ensure that a cabin crew member undergoes recurrent training, covering the actions assigned to each cabin crew member in normal and emergency procedures and drills relevant to the type or variant of aircraft on which they operate as specified in this regulation.
- (2) An operator shall ensure that the recurrent training and checking programme, approved by the Authority includes theoretical and practical instruction together with individual practice as provided in this regulation.
- (3) The period of validity of recurrent training and the associated checking required by this regulation shall be twelve months in addition to the remainder of three-month of issue.
- (4) If issued within the final three calendar months of validity of a previous check, the period of validity shall extend from the date of issue until twelve months from the expiry date of that previous check.
- (5) An operator shall ensure that recurrent training required under this regulation is conducted by suitably qualified persons.

- (6) The training programmes are not in compliance with this regulation unless they ensure that each person is:
- (a) competent to execute those safety duties and functions which the cabin crew member is assigned to perform in the event of an emergency or in a situation requiring emergency evacuation;
  - (b) drilled and capable in the use of emergency and life-saving equipment required to be carried, such as life-jackets, life rafts, evacuation slides, emergency exits, portable fire extinguishers, oxygen equipment and first-aid kits;
  - (c) when serving on aeroplanes above 3,000 m, knowledgeable as regards the effect of lack of oxygen and, in the case of pressurized aeroplanes, as regards physiological phenomena accompanying a loss of pressurization;
  - (d) aware of other crew members' assignments and functions in the event of an emergency so far as is necessary for the fulfillment of the cabin crew member's own duties;
  - (e) aware of the type of dangerous goods which may, and may not, be carried in a passenger cabin and has completed the dangerous goods training programme as prescribed by the Authority; and
  - (f) knowledgeable about human performance as related to passenger cabin safety duties including flight crew-cabin coordination.
- (7) An operator shall ensure that all appropriate requirements in these regulations are included in the training of cabin crew members.

**Recurrent training: flight operations officers**

- 221.**
- (1) A person shall not serve nor shall an air operator certificate holder use a person as a flight operations officer unless within the preceding twelve months that person has completed the recurrent ground curricula.
  - (2) An air operator certificate holder shall establish and maintain a recurrent training programme, approved by the

Authority and established in the air operator certificate holder's operations manual, to be completed annually by each flight operations officer.

- (3) A flight operations officer shall undergo recurrent training relevant to the type or variant of aircraft and operations conducted by the air operator certificate holder.
- (4) An air operator certificate holder shall conduct all recurrent training, of flight operations officers, by suitably qualified personnel.
- (5) An air operator certificate holder shall ensure that, every twelve months, each flight operations officer receive recurrent training in at least the following:
  - (a) aircraft-specific flight preparation;
  - (b) emergency assistance to flight crews;
  - (c) crew resource management; and
  - (d) recognition and transportation of dangerous goods.
- (6) An air operator certificate holder may administer each of the recurrent ground and flight training curricula concurrently or intermixed, but shall record completion of each of these curricula separately.

**Check pilot  
training**

**222.**

- (1) A person shall not serve nor shall any air operator certificate holder use a person as a check pilot in an aircraft or check pilot in a flight simulation training device in a training programme unless, with respect to the aircraft type involved, that person has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training, that are required to serve as pilot-in-command.
- (2) An air operator certificate holder shall ensure that initial ground training for check pilots includes:
  - (a) check pilot duties, functions, and responsibilities;
  - (b) applicable regulations and the air operator certificate holder's policies and procedures;

- (c) appropriate methods, procedures, and techniques for conducting the required checks;
  - (d) proper evaluation of student performance including the detection of:
    - (i) improper and insufficient training, and
    - (ii) personal characteristics of an applicant that could adversely affect safety;
  - (e) appropriate corrective action in the case of unsatisfactory checks; and
  - (f) approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.
- (3) Transition ground training for all check pilots shall include the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the check pilot is in transition.
- (4) An air operator certificate holder shall ensure that the initial and transition flight training for check pilots in an aircraft includes:
- (a) training and practice in conducting flight evaluations, from the left and right pilot seats for pilot check pilots in the required normal, abnormal, and emergency procedures to ensure competence to conduct the flight checks;
  - (b) the potential results of improper, untimely, or non-execution of safety measures during an evaluation; and
  - (c) the safety measures, to be taken from either pilot seat for pilot check pilots, for emergency situations that are likely to develop during an evaluation.
- (5) An air operator certificate holder shall ensure that the initial and transition flight training for check pilots in a flight simulation training device includes:
- (a) training and practice in conducting flight checks in

the required normal, abnormal, and emergency procedures to ensure competence to conduct the evaluations checks required by this regulation; and

- (b) training in the operation of flight simulation training devices to ensure competence to conduct the evaluations required by this regulation.

- (6) An air operator certificate holder shall accomplish flight training for check pilot in full or in part in an aircraft, in flight in a flight simulation training device, as appropriate.

**Authorized  
instructor or  
flight simulation  
training device  
authorized  
instructor  
training**

- 223.**
- (1) A person shall not serve nor shall any air operator certificate holder use a person as an authorized instructor or a flight simulation training device authorized instructor in a training programme unless:
    - (a) that person has satisfactorily completed initial or transition authorized instructor or a flight simulation training device authorized instructor training, as appropriate; and
    - (b) within the preceding twenty four months, that person satisfactorily conducts instruction under the observation of an authorized person, an air operator certificate holder's check pilot, an authorized flight engineer, as appropriate, or an examiner employed by the air operator certificate holder.
  - (2) An air operator certificate holder shall accomplish the observation check for a authorized instructor or a flight simulation training device authorized instructor, in part or in full, in an aircraft, or a flight simulation training device; as appropriate.
  - (3) An air operator certificate holder shall ensure that initial ground training for an authorized instructor and flight simulation training device authorized instructor includes the following:
    - (a) the duties, functions, and responsibilities;
    - (b) applicable regulations and the air operator certificate holder's policies and procedures;



- (c) appropriate methods, procedures, and techniques for conducting the required checks;
  - (d) proper evaluation of trainee performance including the detection of:
    - (i) improper and insufficient training, and
    - (ii) personal characteristics of an applicant that could adversely affect safety;
  - (e) appropriate corrective action in the case of unsatisfactory checks;
  - (f) approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft;
  - (g) except for holders of a flight instructor licence:
    - (i) the fundamental principles of the teaching-learning process;
    - (ii) teaching methods and procedures; and
    - (iii) the instructor-trainee relationship.
- (4) An air operator certificate holder shall ensure that the transition ground training for an authorized instructor and flight simulation training device authorized instructor includes the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the authorized instructor is in transition.
- (5) An air operator certificate holder shall ensure that the initial and transition flight training for an authorized instructor and flight simulation training device authorized instructor includes the following:
- (a) the safety measures for emergency situations that are likely to develop during instruction;
  - (b) the potential results of improper, untimely, or non-execution of safety measures during instruction;
  - (c) for pilot authorized instructor:

- (i) inflight training and practice in conducting flight instruction from the left and right pilot seats in the required normal, abnormal, and emergency procedures to ensure competence as an instructor; and
  - (ii) the safety measures to be taken from either pilot seat for emergency situations that are likely to develop during instruction; and
- (d) for authorized flight engineer instructor, in-flight training to ensure competence to perform assigned duties.
- (6) An air operator certificate holder shall accomplish the flight training requirements for an authorized instructor in full or in part in an aircraft, in flight or in a flight simulation training device.
- (7) An air operator certificate holder shall ensure that the initial and transition flight training for flight simulation training device authorized instructor includes the following:
  - (a) training and practice in the required normal, abnormal, and emergency procedures to ensure competence to conduct the flight instruction required by this regulation, where the training and practice are accomplished in full or in part in a flight simulation training device; and
  - (b) training in the operation of flight simulation training devices, to ensure competence to conduct the flight instruction required by this regulation.

**Authorized  
instructor  
qualifications**

- 224.** An air operator certificate holder shall not use a person nor shall any person serve as an instructor in an established training programme unless, with respect to the aircraft type involved, that person:
- (a) holds licences and ratings required to serve as a pilot-in-command or a flight engineer, as applicable;
  - (b) has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training,

that are required to serve as a pilot-in-command or a flight engineer, as applicable;

- (c) has satisfactorily completed the appropriate proficiency, competency and recency of experience checks that are required to serve as a pilot-in-command or a flight engineer, as applicable;
- (d) has satisfactorily completed the applicable initial or transitional training requirements and the Authority-observed in-flight competency check; and
- (e) holds a Class 1 Medical Certificate.

**Check pilot and  
authorized flight  
engineer  
qualifications**

**225.** An air operator certificate holder shall not use a person, nor shall any person serve as a check pilot or an flight engineer authorized by the air operator certificate holder and accepted by the Authority in an established training programme unless, with respect to the aircraft type involved, that person:

- (a) holds the pilot licences and ratings required to serve as a pilot-in-command or a flight engineer as applicable;
- (b) has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training, that are required to serve as a pilot-in-command or a flight engineer as applicable;
- (c) has satisfactorily completed the appropriate proficiency, competency and recency of experience checks that are required to serve as a pilot-in-command or a flight engineer as applicable;
- (d) has satisfactorily completed the applicable initial or transitional training requirements and the Authority-observed in-flight competency check;
- (e) holds Class I or II medical certificate as may be applicable; and
- (f) has been approved by the Authority for the check pilot or authorized flight engineer duties involved as applicable.

**Check pilot  
designation**

- 226.** A person shall not serve nor shall any air operator certificate holder use a person as a check pilot for any flight check unless that person has been designated by name for specified function by the Authority within the preceding twelve months.

**Check pilot  
authorizations  
and limitations**

- 227.** (1) A person shall not serve nor shall any air operator certificate holder use a person as a check pilot for any check:
- (a) in an aircraft as a required pilot flight crew member unless that person holds the required pilot licence and ratings and has completed for the air operator certificate holder all applicable training, qualification and currency requirements under these Regulations applicable to the crew position and the flight operations being checked;
  - (b) in an aircraft as an observer check pilot unless that person holds the pilot licences and ratings and has completed all applicable training, qualification and line observation requirements under these Regulations applicable to the position and the flight operations being checked; or
  - (c) in a flight simulation training device unless that person has completed or observed with the air operator certificate holder all training, qualification and line observation requirements under these Regulations applicable to the position and flight operations being checked.
- (2) For purposes of sub-regulation (1), a check pilot is authorized to:
- (a) conduct proficiency or competency checks, line checks, and special qualification checks;
  - (b) supervise the re-establishment of landing currency; and
  - (c) supervise any initial operating experience requirements prescribed by the Regulations or the Authority.

<b>Flight simulation training device approval</b>	<b>228.</b>	<p>An air operator certificate holder shall not use a flight simulation training device for:</p> <ul style="list-style-type: none"> <li>(a) training or checking unless that flight simulation training device has been specifically approved for the air operator certificate holder in writing by the Authority;</li> <li>(b) any purpose other than that specified in the Authority's approval.</li> </ul>
<b>Line qualification: check pilot and instructor</b>	<b>229.</b>	<p>A person shall not serve nor shall any air operator certificate holder use a person as a check pilot or flight simulation training device instructor unless, within the preceding twelve months before that service, that person has:</p> <ul style="list-style-type: none"> <li>(a) flown at least five flights as a required crew member for the type of aircraft involved; or</li> <li>(b) observed, in the cockpit, the conduct of two complete flights in the aircraft type to which the person is assigned.</li> </ul>
<b>Termination of proficiency, competence or line check</b>	<b>230.</b>	<p>An air operator certificate holder shall not use a crew member or flight operations officer in whose check was terminated in commercial air transport operations until the completion of a satisfactory recheck of that crew member or flight operations officer has been carried out.</p>
<b>Recording of crew member qualifications</b>	<b>231.</b>	<ul style="list-style-type: none"> <li>(1) The air operator certificate holder shall record and maintain for each crew member and flight operations officer, a record of each test and check as required by these Regulations.</li> <li>(2) A pilot may complete the curricula required by these Regulations concurrently or intermixed with other required curricula, but completion of each of these curricula shall be recorded separately.</li> </ul>

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|---|-------------|---|
| <b>Monitoring of training and checking activities</b> | <b>232.</b> | <p>(1) To enable adequate supervision of its training and checking activities, an air operator certificate holder shall forward to the Authority at least five working days prior to the scheduled activity, the dates, location, reporting times and report of all:</p> <ul style="list-style-type: none"> <li>(a) training for which a curriculum is approved in the air operator certificate holder's training programme; and</li> <li>(b) proficiency, competence and line checks.</li> </ul> <p>(2) Failure to provide the information required by sub-regulation (1) may invalidate the training or check and the Authority may require that it be repeated for observation purposes.</p> |
| <b>Eligibility period</b>                             | <b>233.</b> | <p>(1) A crew member who is required to take a proficiency check, a test or competency check, or recurrent training to maintain qualification for commercial air transport operations shall complete those requirements at any time during the eligibility period.</p> <p>(2) The eligibility period is defined as the three month period including the month prior, the month due, and the month after any due date specified by these Regulations.</p> <p>(3) Completion of the requirement at any time during the period shall be considered as completed in the month due for calculation of the next due date.</p>   |

## PART X – FATIGUE MANAGEMENT AND PROTECTION OF FLIGHT CREW FROM COSMIC RADIATION

### *Fatigue of Crew*

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| <b>Application</b> | <b>234.</b> | (1) This Part shall apply to the management of fatigue-related safety |
|--------------------|-------------|---|

risks of crewmembers and flight operations officers/flight dispatchers engaged in commercial air transport flight operations.

- (2) This Part, shall not apply in relation to a flight made only for the purpose of instruction in flying given by or on behalf of a flying club or a flying school or a person, who is not an air transport undertaking.
- (3) In this Part, unless the context otherwise requires:

**“flight time,”** in relation to any person, means all the time spent by that person in an aircraft, whether or not registered in Rwanda , other than an aircraft of which the maximum total weight authorized does not exceed 1,600 kg, which is not flying for the purpose of commercial air transport or aerial work, while it is in flight and the person is carried therein as a crew member crew; and in respect of this Sub-Part, only in the calculation of flight, flying at night shall be counted at the rate of one and one quarter times the actual flight time;

**“duty period,”** in relation to any person who flies in an aircraft as a member of the flight crew, means any continuous period throughout which he is, under the provisions of sub-regulation (4) or (5), to be treated as being on duty:

Provided that where two or more periods which are separated by an interval of less than 10 hours, the period starting when the first of those duty periods began and finishing when the last of them ended shall be treated as constituting a single continuous duty period; and

**“rest period,”** in relation to any person, means any continuous period no part of which forms part of a duty period of that person.

- (4) For the purpose of managing fatigue-related safety risks, an air operator certificate holder shall establish either:
  - (a) flight time, flight duty period, duty period and rest period limitations that are within the prescriptive fatigue management requirements in regulation 236; or
  - (b) a Fatigue Risk Management System (FRMS) in compliance with regulation 235; or
  - (c) a FRMS in compliance with regulation 235 for part of its operations and the requirements of regulation 236 for the remainder of its operations.

- (5) Where the operator adopts prescriptive fatigue management requirements for part or all of its operations, the Authority may approve, in exceptional circumstances, variations to these procedures on the basis of a risk assessment provided by the operator. Approved variations shall provide a level of safety equivalent to, or better than that achieved through the prescriptive fatigue management requirements.
- (6) An operator's FRMS shall be approved by the Authority before it may take the place of any or all of the prescriptive fatigue management requirements.
- (7) An approved FRMS shall provide a level of safety equivalent to, or better than, the prescriptive fatigue management requirements.
- (8) Operators using an FRMS must adhere to the following provisions of the FRMS approval process that allows the Authority to ensure that the approved FRMS meets the requirements of sub-regulation (7):
  - (a) establish maximum values for flight times and/or flight duty period(s) and duty period(s), and minimum values for rest periods that shall be based upon scientific principles and knowledge, subject to safety assurance processes;
  - (b) adhere to Authority mandates to decrease maximum values and increase in minimum values in the event that the operator's data indicates these values are too high to too low, respectively; and
  - (c) provide justification to the Authority for any increase in maximum values or decrease in minimum values based on accumulated FRMS experience fatigue-related data before such changes will be approved by the Authority.

**Fatigue Risk  
Management  
Systems**

- 235.** (1) Operators implementing an FRMS to manage fatigue-related safety risks shall, as a minimum:
- (a) incorporate scientific principles and knowledge within the FRMS;
  - (b) identify fatigue-related safety hazards and the resulting risks on an ongoing basis;
  - (c) ensure that the remedial actions, necessary to effectively



mitigate the risks associated with the hazards, are implemented promptly;

- (d) provide for continuous monitoring and regular assessment of the mitigation of fatigue risks achieved by such actions; and
  - (e) provide for continuous improvement to the overall performance of the FRMS.
- (2) Where an operator has an FRMS, it should be integrated with the operator's SMS.
  - (3) An FRMS shall contain information contained in Third Schedule.

**Establishment of limits on flight times, flight duty periods and rest periods**

- 236.** (1) This regulation is applicable to the rest, duty and flight time limitations of crewmembers and flight operations officers/flight dispatchers engaged in commercial air transport flight operations.

**(3) Duty Aloft – Flight Crew**

- (a) the Authority will consider all time spent on an aircraft as an assigned flight crewmember or relief flight crewmember, whether resting or performing tasks, to be duty aloft.
- (b) the Authority will consider a flight crewmember to be on continuous duty aloft unless the flight crewmember receives a rest period of 8 consecutive hours on the ground.
- (b) each AOC holder shall provide adequate sleeping quarters, including a berth on the aircraft whenever a flight crewmember is scheduled to be aloft for more than 12 hours during any 24 consecutive hours.

**Flight duty periods for crewmembers**

- 237.** (1) Persons are considered to be on duty if they are performing any tasks on behalf of the AOC holder, whether scheduled, requested or self-initiated.
- (2) If an AOC holder requires a flight crewmember to engage in deadhead transportation for more than 4 hours, one half of that

time shall be treated as duty time, unless they are given 10 hours of rest on the ground before being assigned to flight duty.

- (3) No AOC holder shall schedule:
  - (a) a flight crew member for more than 14 hours of duty, except as prescribed by the Authority.
  - (b) a cabin crew member for more than 14 consecutive hours of duty, except as prescribed by the Authority.

**Maximum  
number of  
flight time  
hours – flight  
crew**

- 237A.** (1) No person shall schedule any flight crewmember and no flight crewmember may accept an assignment for flight time in commercial air transportation, if that flight crewmember's total flight time will exceed 8 hours in any 24 consecutive hours.
- (2) No person shall schedule any flight crewmember and no flight crewmember may accept an assignment as a required crewmember for more than 7 flights in commercial air transportation during any period of 18 consecutive hours, whichever comes first.
  - (3) No person shall schedule any flight crewmember and no flight crewmember may accept an assignment for flight time in commercial air transportation, if that flight crewmember's total flight time will exceed 30 hours in any 7-day period.
  - (4) No person shall schedule any flight crewmember and no flight crewmember may accept an assignment for flight time in commercial air transportation, if that flight crewmember's total flight time will exceed 100 hours in any 30-day period.
  - (5) No person shall schedule any flight crewmember and no flight crewmember may accept an assignment for flight time in commercial air transportation, if that flight crewmember's total flight time, total flights or duty aloft in commercial flying will exceed the limitations prescribed by the Authority.
  - (6) No person shall schedule any flight crewmember and no flight crewmember may accept an assignment for flight time in commercial air transportation, if that flight crewmember's total flight time will exceed 1000 hours in any 12-calendar month period.

**Rest periods  
for  
crewmembers**

- 238.** (1) The minimum rest period shall be 9 consecutive hours, unless otherwise prescribed by the Authority.
- (2) The AOC holder may exercise the option to reduce a crewmember's rest period within the limitations prescribed in Tables 1 and 2.
- (3) The AOC holder shall relieve the crewmembers from all duties for 24 consecutive hours during any 7 consecutive day period.
- (4) Time spent in transportation, not local in character, which is required by the AOC holder to position crewmembers to or from flights is not considered part of a rest period.
- (5) Time spent in transportation on aircraft (at the insistence of the AOC holder) to or from a crewmember's home station is not considered part of a rest period.
- (6) No AOC holder shall assign, nor shall any person:
- (a) perform duties in commercial air transportation unless that person has had at least the minimum rest period applicable to those duties as prescribed by the Authority; or
  - (b) accept an assignment to any duty with the AOC holder during any required rest period.

**Table 1**

<b>CONDITIONS REQUIRED FOR FLIGHT CREW MEMBER REST REDUCTION.</b>			
<b>Flight Deck Duty Period (Hours)</b>	<b>Normal Rest Period (Hours)</b>	<b>Authorised Reduced Rest Period (Hours)</b>	<b>Next Rest Period if Reduction Taken</b>
Less than 8	<b>9</b>	8	10
8-9	<b>10</b>	8	11
9 or more	<b>11</b>	9	12

**Table 2**

<b>CONDITIONS REQUIRED FOR CABIN CREW MEMBER REST REDUCTION.</b>				
<b>Scheduled Duty Period (Hours)</b>	<b>Extra Cabin Crew Members Required</b>	<b>Normal Rest Period (Hours)</b>	<b>Authorised Reduced Rest Period (Hours)</b>	<b>Next Rest Period if Reduction Taken</b>
14 or less	0	9	8	10
14-16	1	12	10	14
16-18	2	12	10	14
18-20	3	12	10	14

**Duty and rest periods for flight operations officers**

- 239.** (1) No AOC holder shall schedule a flight operations officer/aircraft dispatcher for more than 10 consecutive hours of duty within a 24 consecutive hour period, unless that person is given an intervening rest period of at least 8 hours at or before the end of the 10 hours duty, except in cases where circumstances or emergency conditions beyond the control of the AOC holder require otherwise.
- (a) each AOC holder shall establish the daily duty period for a flight operations officer/aircraft dispatcher so that it begins at a time that allows him or her to become thoroughly familiar with existing and anticipated weather conditions along the route before he or she dispatches any

aircraft.

- (b) he or she shall remain on duty until each aircraft dispatched by him or her has completed its flight or has gone beyond his or her jurisdiction or until he or she is relieved by another qualified dispatcher.
- (2) The minimum rest period shall be 9 consecutive hours, unless otherwise prescribed by the Authority.
- (3) The AOC holder may exercise the option to reduce a crewmember's rest period within the limitations prescribed in Tables 1 and 2 in regulation 238.
- (4) The AOC holder shall relieve the crewmembers from all duties for 24 consecutive hours during any 7 consecutive day period.
- (5) Time spent in transportation, not local in character, which is required by the AOC holder to position crewmembers to or from flights is not considered part of a rest period.
- (6) Time spent in transportation on aircraft (at the insistence of the AOC holder) to or from a crewmember's home station is not considered part of a rest period.
- (7) No AOC holder shall assign, nor shall any person:
  - (a) perform duties in commercial air transportation unless that person has had at least the minimum rest period applicable to those duties as prescribed by the Authority; or
  - (b) accept an assignment to any duty with the AOC holder during any required rest period.

**Records of  
flight times  
and duty  
periods**

- 240.**
- (1) An operator of an aircraft to which this regulation applies shall not cause or permit any person to fly as a crew member unless the operator has in his possession an accurate and up-to-date record maintained by him or by another operator of aircraft in respect of that person.
  - (2) Each AOC holder shall maintain records for each crew member and flight operations officer/flight dispatcher of flight time, flight duty periods, duty periods, and rest periods for a period of 24 months.

**Maximum flight times for crew member**

- 241.** (1) A person shall not fly in any aircraft registered in Rwanda as a crew member at any time on any day after the aggregate of all his flight times, whether arising from flight in an aircraft to which this regulation applies or in any other aircraft, during the period of twenty-eight consecutive days expiring at the end of that day amounts to one hundred and five hours or more.
- (2) The prohibition referred to in sub-regulation (1) shall not apply:
- (a) to a flight made in an aircraft of which the maximum total weight authorized does not exceed 1,600 kg. and which is not flying for the purpose of commercial air transport or aerial work; or
  - (b) to a flight made in an aircraft not flying for the purpose of commercial air transport but excluding aerial work if at the time of the flight the aggregate of all the flight times of the person making the flight since the person was last medically examined under these Regulations and found fit does not exceed one hundred and fifty hours.

**Special flight duty schemes**

- 242.** (1) Where the operator adopts prescriptive fatigue management requirements for part or all of its operations, the Authority may approve, in exceptional circumstances, variations to these requirements on the basis of a risk assessment provided by the operator.
- (2) Approved variations shall provide a level of safety equivalent to, or better than that, achieved through the prescriptive fatigue management regulations.

**Duties of operators to prevent excessive fatigue of crew members**

- 243.** An operator of an aircraft to which this regulation applies shall ensure, in respect of each person flying as a crew member of that aircraft, that:
- (a) the period during which that person is required or permitted by that operator to carry out any work or other duties are so limited in length and frequency; and
  - (b) that person is afforded such period for rest, that his work and duties are not likely to cause him such fatigue while the person is flying in the aircraft, in respect of flight crew, as may endanger the safety thereof, and in respect of other crew members, as may impair their efficiency to adequately perform their duties in

relation to the possible evacuation or control of passengers or the provision of assistance in the event of an emergency situation.

***Protection Of CrewMember From Cosmic Radiation***

**Protection of  
crewmember  
from cosmic  
radiation**

- 244.** (1) An operator shall take appropriate measures to –
- (a) assess the exposure to cosmic radiation when in flight of those crewmembers who may be exposed to cosmic radiation in excess of 1 milliSievert per year;
  - (b) take into account the assessed exposure when organising work schedules with a view to reducing the doses of highly exposed crewmembers; and
  - (c) inform the workers concerned of the health risks their work involves.
- (2) An operator shall ensure that in relation to a pregnant crewmember when notified in writing that she is pregnant, the conditions of exposure to cosmic radiation when that crewmember is in flight are such that the equivalent dose to the foetus will be as low as reasonably achievable and is unlikely to exceed 1 milliSievert during the remainder of the pregnancy.
- (3) An operator who is not informed of a pregnancy referred to in sub-regulation (2) shall not be held liable for any cosmic radiation exposure to the foetus exceeding 1 milliSiervert.
- (4) In this regulation –
- (a) “highly exposed crew member” means flight crew members operating in high performance aircraft capable of flying above an altitude of 15,000 m (49,000 ft);
  - (b) “Sievert” means a unit of equivalent or effective dose of one joule per kilogramme; and
  - (c) “year” means any period of twelve months.

**Cosmic  
radiation:**

- 245.** (1) The operator of an aircraft registered in Rwanda shall, in respect of any flight at an altitude of more than 15,000 m (49,000 ft),

**records to be kept**

keep a record of a total dose of cosmic radiation to which the aircraft and the crew members are exposed during the flight together with the names of the crew members.

- (2) The operator of an aircraft shall, within a reasonable period after being requested to do so by a person authorized by the Authority, cause to be produced to that person the record required to be kept under sub-regulation (1).
- (3) The operator of an aircraft shall, within a reasonable period after being requested to do so by a person in respect of whom a record is required to be kept under subregulation (1), supply a copy of that record to that person.
- (4) A record kept under this regulation shall contain details of the assessment of the exposure to cosmic radiation for over a period of 12 consecutive months can be determined.
- (5) A record kept under this regulation shall be available for production as a paper record for a period of two years from the date each assessment was made, except that where the assessment shows that an individual is liable to cosmic radiation exposure in excess of 6 milliSieverts per year the record shall be available as a paper record until whichever is the later of either -
  - (a) the 75th anniversary of his birth, whether or not he has survived to that date; or
  - (b) the 30th anniversary of the termination of his work which involved exposure to cosmic radiation.
- (6) When an operator or an undertaking authorized by the Authority separately assesses the exposure to cosmic radiation of the individual members of the air crew, the operator or the undertaking shall keep a record of the exposure to cosmic radiation for each member of air crew assessed under regulation 243, which record shall include -
  - (a) the name of the member of the air crew;
  - (b) the detail of each assessment of exposure expressed in milliSieverts per year; and
  - (c) the date of the assessment.
- (7) When an operator or an undertaking authorized by the Authority does not separately assess the exposure to cosmic radiation of the individual members of the air crew, but instead assesses the



exposure to cosmic radiation of groups of air crew members the undertaking shall keep a single record for all the air crew assessed under regulation 243, which record shall state -

- (a) the names of all air crew covered by the assessment;
- (b) the maximum dose of cosmic radiation expressed in milliSieverts per year to which those air crew are liable to be exposed;
- (c) how the dose in subparagraph (b) is calculated; and
- (d) the period for which the assessment is valid.

## **PART XI - FLIGHT RELEASE: COMMERCIAL AIR TRANSPORT**

### **Qualified persons required for operational control functions**

- 246.** (1) An air operator certificate holder shall designate a qualified person to exercise the functions and responsibilities for operational control of each flight in commercial air transport.
- (2) For passenger-carrying flights conducted on a published schedule, a Licenced and qualified flight operations officer or equivalently qualified person shall be on duty at an operations base to perform the air operator certificate holders operational control functions.
- (3) For all other flights, the qualified person exercising operational control responsibilities shall be available for consultation prior to, during and immediately following the flight operation.
- (4) For all flights, the pilot-in-command shares in the responsibility for operational control of the aircraft and has the situational authority to make decisions regarding operational control issues in-flight.
- (5) Where a decision of the pilot-in-command differs from that recommended, the person making the recommendation shall make a record of the associated facts.
- (6) A flight operations officer shall not be assigned duty unless that person has:
- (a) satisfactorily completed an operator-specific training course that

addresses all the specific components of its approved method of control and supervision of flight operations;

(b) made, within the preceding 12 months, at least a oneway qualification flight in the flight crew compartment of an aeroplane over any area for which that individual is authorized to exercise flight supervision including landings at as many aerodromes as practicable;

(c) demonstrated to the operator a knowledge of:

i) the contents of the operations manual;

ii) the radio equipment in the aeroplanes used; and

iii) the navigation equipment in the aeroplanes used;

(d) demonstrated to the operator a knowledge of the following details concerning operations for which the officer is responsible and areas in which that individual is authorized to exercise flight supervision:

i) the seasonal meteorological conditions and the sources of meteorological information;

the ii) the effects of meteorological conditions on radio reception in aeroplanes used;

which is iii) the peculiarities and limitations of each navigation system used by the operation; and

iv) the aeroplane loading instructions;

(e) demonstrated to the operator knowledge and skills related to human performance relevant to dispatch duties; and

(f) demonstrated to the operator the ability to perform the duties

**Functions  
associated with  
operational  
control**

**247.** The person exercising responsibility for operational control for an air operator certificate holder shall:

(a) authorise the specific flight operation;

(b) ensure that an airworthy aircraft properly equipped for the flight is available;

(c) ensure that qualified personnel and adequate facilities are

available to support and conduct the flight;

- (d) ensure that proper flight planning and preparation is made;
- (e) ensure that flight locating and flight following procedures are followed; and
- (f) for scheduled passenger-carrying flights, ensure the monitoring of the progress of the flight and the provision of information that may be necessary to safety.

**Operational  
control duties**

**248.** (1) For passenger-carrying flights conducted on a published schedule, the qualified person performing the duties of a flight operations officer shall:

- (a) assist the pilot-in-command in flight preparation and provide the relevant information required;
- (b) assist the pilot-in-command in preparing the operational and air traffic control flight plans;
- (c) sign the dispatch copy of the flight release;
- (d) furnish the pilot-in-command while in flight, by appropriate means, with information which may be necessary for the safe conduct of the flight; and
- (e) in the event of an emergency, initiate such procedures as outlined in the operations manual while avoiding taking any action that would conflict with ATC procedures, and convey safety related information to the pilot in command that may be necessary for the safe conduct of the flight, including information related to any amendments to the flight plan that become necessary in the course of the flight.

(2) A qualified person performing the operational control duties shall avoid taking any action that would conflict with the procedures established by:

- (a) air traffic control;
- (b) the meteorological service;

- (c) the communications service; or
- (d) air operator certificate holder.

**Contents of a flight release**

**249.** The flight release shall contain at least the following information concerning each flight:

- (a) company or organization name;
- (b) make, model, and nationality and registration marks of the aircraft being used;
- (c) flight or trip number, and date of flight;
- (d) name of each crew member and the pilot-in-command;
- (e) departure aerodrome, destination aerodromes, alternate aerodromes and route;
- (f) minimum fuel supply;
- (g) a statement of the type of operation, for example IFR, VFR;
- (h) the latest available weather reports, and forecasts for the destination aerodrome and alternate aerodromes; and
- (i) any additional available weather information that the pilot-in-command considers necessary.

**Flight release: aircraft requirements**

**250.** A person shall not issue a flight release for a commercial air transport operation:

- (a) unless the aircraft is airworthy and properly equipped for the intended flight operation; and
- (b) using an aircraft with inoperative instruments and equipment installed, except as specified in the minimum equipment list approved by the Authority.

**Flight release: facilities and**

**251.** (1) A person shall not release an aircraft over any route or route segment unless there are adequate communications and

## **NOTAMs**

navigational facilities in satisfactory operating condition as is necessary to conduct the flight safely.

- (2) A flight operation officer shall ensure that the pilot-in-command is provided with all available current reports or information on aerodrome conditions and irregularities of navigation facilities that may affect the safety of the flight.
- (3) For the pilot-in-command's review of the operational flight plan, he shall be provided with all available NOTAMs with respect to the routing, facilities and aerodromes.

## **Flight release: weather reports and forecasts**

**252.** A person shall not release a flight unless that person:

- (a) is thoroughly familiar with reported and forecast weather conditions on the route to be flown; and
- (b) has communicated all information and reservations he may have regarding weather reports and forecasts to the pilot-in-command.

## **Flight release in icing conditions**

**253.** A person shall not release an aircraft:

- (a) when in his opinion or that of the pilot-in-command, the icing conditions that may be expected or are met exceed that for which the aircraft is certified and unless the aircraft has sufficient operational de-icing or anti-icing equipment; or
- (b) any time conditions are such that frost, ice or snow may reasonably be expected to adhere to the aircraft, unless there is available to the pilot-in-command at the aerodrome of departure adequate facilities and equipment to accomplish the procedures approved for the air operator certificate holder by the Authority for ground de-icing and anti-icing.

## **Flight release under VFR or IFR**

**254.** A person shall not release a flight under VFR or IFR unless the weather reports and forecasts indicate that the flight can reasonably be expected to be completed as specified in the flight release.

- Flight release: minimum fuel supply**      255. A person shall not issue a flight release for a commercial air transport operation unless the fuel supply specified in that flight release is equivalent to or greater than the minimum flight planning requirements of these Regulations, including anticipated contingencies.
- Flight release: aircraft loading and performance.**      256. A person shall not issue a flight release unless that person is familiar with the anticipated loading of the aircraft and is reasonably certain that the proposed operation shall not exceed the:
- (a) centre of gravity limits;
  - (b) aircraft operating limitations; and
  - (c) minimum performance requirements.
- Flight release: amendment or re-release en-route**      257. (1) A person who amends a flight release while the flight is en route shall record that amendment.
- (2) A person shall not amend the original flight release to change the destination or alternate aerodrome while the aircraft is en route unless the flight preparation requirements for routing, aerodrome selection and minimum fuel supply are met at the time of amendment or re-release.
- (3) A person shall not allow a flight to continue to an aerodrome to which it has been released if the weather reports and forecasts indicate changes which would render that aerodrome unsuitable for the original flight release.
- Flight release: requirement for airborne weather radar equipment**      258. A person shall not release a large aircraft carrying passengers under IFR when current weather reports indicate that thunderstorms, or other potentially hazardous weather conditions that can be detected with airborne weather radar, may reasonably be expected along the route to be flown, unless the airborne weather radar equipment is in satisfactory operating condition.

## PART XII – ADMINISTRATIVE SANCTIONS

**Administrative fines**    **259.** Any person who contravenes the provisions set out in column I of Fourth Schedule shall be liable to fixed administrative fine set out in column II of that Schedule

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## **FIRST SCHEDULE**

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### **REGULATION 84**

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#### **MANDATORY REPORTING**

Mandatory Reporting - Specified Reportable Inadequacies, Incidents, Accidents and Occurrences, Time and Manner of Reporting and Information to be Reported

(1) For the purposes of regulations 83 to 86, but subject to paragraph (2) and the following provisions on reporting of birdstrikes, it is prescribed that a report containing the information referred to in paragraph (3) shall be made to the Authority by post, telex, electronic, facsimile transmission or other similar means which produces a document containing a text of the communication (written in English) within 72 hours of the reportable occurrence coming to the knowledge of the person making the report.

(2) If at the expiry of the time allowed by paragraph (1) for making the report any of the information referred to in that paragraph is not in the possession of the person making the report, he shall dispatch the report to the Authority by post, telex, electronic, facsimile transmission or other similar means which produces a document containing a text of the communication (written in English) within 72 hours of its coming into his possession.

(3) A report shall be made in the prescribed format, and as far as possible, contain the following information—

- (a) the type, series and registration marks of the aircraft concerned;
- (b) the name of the operator of the aircraft;
- (c) the date of the reportable inadequacy, incident, accident or occurrence;
- (d) if the person making the report has instituted an investigation into the reportable inadequacy, incident, accident or occurrence, whether or not this has been completed;



- (e) a description of the reportable inadequacy, incident, accident or occurrence, including its effects and any other relevant information;
- (f) in the case of a reportable inadequacy, incident, accident or occurrence which occurs during flight—
  - (i) the Co-ordinated Universal Time of the inadequacy, incident, accident or occurrence;
  - (ii) the last point of departure and the next point of intended landing of the aircraft at that time;
  - (iii) the geographical position of the aircraft at that time;
  - (iv) number of crew and passengers on board;
  - (v) injury to persons or damage to property;
  - (vi) nature of flight.
- (g) in the case of a defect in or malfunctioning of an aircraft or any part or equipment of an aircraft, the name of the manufacturer of the aircraft, part or equipment, as the case may be, and, where appropriate, the part number and modification standard of the part or equipment and its location on the aircraft;
- (h) the signature and name in block capitals of the person making the report, the name of his employer and the capacity in which he acts for that employer; and
- (i) the address or telephone number at which communications should be made to him, if different from that of his place of employment.

**Mandatory reporting of birdstrikes – time and manner of reporting and information to be reported**

- (1) Subject to paragraph (2), a report containing the information referred to in paragraph (3) shall be made to the Authority by post, telex, electronic, facsimile transmission or other similar means which produce a document containing a text of the communication (written in English) within 96 hours of the birdstrike occurrence coming to the knowledge of the person making the report.
- (2) If at the expiry of the time allowed by paragraph (1) for making the report any of the information referred to in that paragraph is not in the possession of the person making the report, he shall dispatch the report to the Authority by post, telex, electronic, facsimile transmission or other similar means which produce a document containing a text of the communication (written in English) within 96 hours of the information coming into his possession.
- (3) A report shall, as far as possible, contain the following information—
  - (a) the type, series and registration marks of the aircraft concerned;

- (b) the name of the operator of the aircraft;
- (c) the date and the Co-ordinated Universal Time of the birdstrike occurrence;
- (d) the last point of departure and the next point of intended landing of the aircraft at that time;
- (e) a description of the birdstrike occurrence, including the part(s) of the aircraft affected, the effect on flight and any other relevant information;
- (f) the bird species/description;
- (g) the weather at the time of the occurrence;
- (h) the runway in use (where relevant);
- (i) the height and speed of the aircraft;
- (j) the phase of flight;
- (k) the position (if en route) of the aircraft at the time of the birdstrike;
- (l) any other reporting action taken;
- (m) the signature and name in block capitals of the person making the report;
- (n) the name of his employer and the capacity in which he acts for that employer; and
- (o) the address or telephone number at which communications should be made to him.

## **SECOND SCHEDULE**

### **REGULATION 21 (5)**

#### **MAINTENANCE CONTROL MANUAL**

Each AOC applicant and AOC holder shall submit and maintain a maintenance control manual containing at least the information set forth below. The manual may be put together in any subject order and subjects combined so long as all applicable subjects are covered.

#### **1.0 Administration and Control of the Maintenance Control Manual**

##### **1.1 Introduction**

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

##### **1.2 System of Amendment and Revision**

- (a) A Maintenance Control Manual shall describe who is responsible for the issuance and insertion of amendments and revisions;
- (b) A record of amendments and revisions with insertion dates and effective dates is required;
- (c) A statement that hand-written amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety;
- (d) A description of the system for the annotation of pages and their effective dates;

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

## **2.0 General Organisation**

### **2.1 Corporate commitment by the AOC**

### **2.2 General information:**

- a) Brief description of organization;
- b) Relationship with other organizations;
- c) Fleet composition - Type of operation; and
- d) Line station locations.

### **2.3 Maintenance management personnel:**

- a) Accountable Manager;
- b) Nominated Post holder;
- c) Maintenance co-ordination;
- d) Duties and responsibilities;
- e) Organization chart(s); and
- f) Manpower resources and training policy.

### **2.4 Notification procedure to the Authority regarding changes to the maintenance arrangements locations, personnel, activities, or approval.**

## **3.0 Maintenance Procedures**

- 3.1 Aircraft logbook utilization and MEL application;
- 3.2 Aircraft maintenance programme - development and amendment;
- 3.3 Time and maintenance records, responsibilities, retention;
- 3.4 Accomplishment and control of mandatory continued airworthiness information  
(Airworthiness Directives);
- 3.5 Analysis of the effectiveness of the maintenance programme;
- 3.6 Non-mandatory modification embodiment policy;
- 3.7 Major modification standards;
  
- 3.8 Defect reports;
  - a) Analysis;
  - b) Liaison with manufacturers and Regulatory Authorities; and
  - c) Deferred defect policy;
- 3.9 Engineering activity;
- 3.10 Reliability programmes;
  - a) Airframe;
  - b) Propulsion; and
  - c) Components;
- 3.11 Pre-flight inspection;
  - a) Preparation of aircraft for flight;
  - b) Sub-contracted Ground Handling functions;
  - c) Security of Cargo and Baggage loading;
  - d) Control of refuelling, Quantity/Quality; and
  - e) Control of snow, ice, dust and sand contamination to an approved aviation standard.
- 3.12 Aircraft weighing.

3.13 Flight test procedures.

3.14 Sample of documents, tags and forms used.

3.15 Appropriate portions of the AOC holder's operations manual.

- (a) A description of the procedures required by regulation 20 including, when applicable:
  - (i) a description of the administrative arrangements between the operator and the approved maintenance organization;
  - (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.
- (b) names and duties of the person or persons required by regulation 22(2);
- (c) a reference to the maintenance programme required by regulation 29(1);
- (d) a description of the methods used for the completion and retention of the operator's maintenance records required by regulation 26;
- (e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience;
- (f) a description of the procedures for complying with the service information reporting requirements of regulation 24 of Civil Aviation (Airworthiness) Regulations;
- (g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions;
- (h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- (i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- (j) a description of aircraft types and models to which the manual applies;
- (k) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded
- (l) a description of the procedures for advising the State of Registry of significant in-service occurrence



## **THIRD SCHEDULE**

### **[Regulation 135]**

#### **Information to be contained in a Fatigue Management System**

A Fatigue Risk Management System (FRMS) shall contain as a minimum:

- (i) FRMS policy and documentation
- (ii) Fatigue risk management processes
- (iii) FRMS safety assurance process
- (iv) FRMS promotion processes

The operator shall define its FRMS policy, with all elements of the FRMS clearly identified

The policy shall require that the scope of FRMS operations be clearly defined in the Operations Manual.

The FRMS policy shall:

- (v) Reflect the shared responsibility of management, flight and cabin crews, and other involved personnel;
- (vi) Clearly state the safety objectives of the FRMS;
- (vii) Be signed by the accountable executive of the organisations;
- (viii) Be communicated, with visible endorsement, to all the relevant areas and levels of the organisation;
- (ix) Declare management commitment to effective safety reporting;
- (x) Declare management commitment to the provision of adequate resources for the FRMS;
- (xi) Declare management commitment to continuous improvement of the FRMS;
- (xii) Require that clear lines of accountability for management, flight and cabin crews, and all other involved personnel are identified; and
- (xiii) Require periodic reviews to ensure it remains relevant and appropriate.



## FRMS documentation

- (xiv) An operator shall develop and keep current FRMS documentation that describes and records:
- FRMS policy and objectives;
  - FRMS processes and procedures;
  - Accountabilities, responsibilities and authorities for these processes and procedures;
  - Mechanisms for ongoing involvement of management, flight and cabin crew members, and all other involved personnel;
  - FRMS training programmes, training requirements and attendance records;
  - Scheduled and actual flight times, duty periods and rest periods with significant deviations and reasons for deviations noted; and

*Note. Significant deviations are described in the FRMS Manual (Doc 9966)*

- FRMS outputs including findings from collected data, recommendations, and actions taken.

Fatigue Risk Management Processes –Identification of hazards, an operator shall develop and maintain three fundamental and documented processes for fatigue hazard identification:

- (xv) Predictive – The predictive process shall identify fatigue hazards by examining crew scheduling and taking into account factors known to affect sleep and fatigue and their effects on performance. Methods of examination may include but are not limited to:
- Operator or industry operational experience and data collected on similar types of operations;
  - Evidence-based scheduling practices; and
  - Bio-mathematical models.
- (xvi) Proactive – The proactive process shall identify fatigue hazards within current flight operations. Methods of examination may include but are not limited to:
- Self-reporting of fatigue risks;
  - Crew fatigue surveys;

- Relevant flight and cabin crew performance data;
  - Available safety databases and scientific studies; and
  - Analysis of planned versus actual time worked.
- (xvii) Reactive – The reactive process shall identify the contribution of fatigue hazards to reports and events associated with potential negative safety consequences in order to determine how the impact of fatigue could have been minimised. At a minimum, the process may be triggered by any of the following:
- Fatigue reports;
  - Confidential reports;
  - Audit reports;
  - Incidents; and
  - Flight data analysis events.

#### Risk assessment

- (xviii) An operator shall develop and implement risk assessment procedures that determine the probability and potential severity of fatigue-related events and identify when the associated risks require mitigation. The risk assessments procedures shall review identified hazards and link them to:
- Operational processes;
  - Their probability;
  - Possible consequences; and
  - The effectiveness of existing safety barriers and controls.

#### Risk mitigation

- (xix) An operator shall develop and implement risk mitigation procedures that:
- Select the appropriate mitigation strategies;
  - Implement the mitigation strategies; and
  - Monitor the strategies implementation and effectiveness.

FRMS Safety Assurance Process – The operator shall develop and maintain FRMS safety assurance process to:

- (xx) Provide for continuous FRMS performance monitoring, analysis of trend, and measurement to validate the effectiveness of the fatigue safety risk controls. The sources of data may include, but are not limited to:
- Hazard reporting and investigations;
  - Audits and surveys; and
  - Reviews and fatigue studies;
- (xxi) Provide a formal process for the management of change which shall include but is not limited to:
- Identification of changes in the operational environment that may affect FRMS;
  - Identification of changes within the organisation that may affect FRMS; and
  - Consideration of available tools which could be used to maintain or improve FRMS performance prior to implementing changes; and
- (xxii) Provide for the continuous improvement of the FRMS. This shall include but is not limited to:
- The elimination and/or modification of risk controls have had unintended consequences or that are no longer needed due to changes in the operational or organisational environment;
  - Routine evaluations of facilities, equipment, documentation and procedures; and
  - The determination of the need to introduce new processes and procedures to mitigate emerging fatigue-related risks.

FRMS Promotion Process – support the ongoing development of the FRMS, the continuous improvement of its overall performance, and attainment of optimum safety levels. The following shall be established and implemented by the operator as part of its FRMS:

- (xxiii) Training programmes to ensure competency commensurate with the roles and responsibilities of management, flight and cabin crew, and all other involved personnel under the planned FRMS; and
- (xxiv) An effective FRMS communications plan that:
- Explains FRMS policies, procedures and responsibilities to all relevant stakeholders; and

- Describes communication channels used to gather and disseminate FRMS-related information.

### THIRD SCHEDULE

#### Administrative Fines

[Regulation 259]

Column I		Column II	Fines (in Rwandan francs)	
			Individual	Corporate
Provisions				
3	Registration markings.	600,000	3,000,000	
4	Civil aircraft airworthiness.	1,000,000	5,000,000	
5	Special certificate of airworthiness.	600,000	3,000,000	
6	Aircraft instruments and equipment.	600,000	3,000,000	
7	Inoperative instruments and equipment.	1,000,000	5,000,000	
8	Aircraft flight manual, marking and placard requirements.	300,000	1,500,000	
9	Required aircraft and equipment inspections.	600,000	3,000,000	
10	Documents to be carried on aircraft.	600,000	3,000,000	
11	Production of documents.	600,000	3,000,000	
12	Preservation of documents.	600,000	3,000,000	
13	Insurance.	1,000,000	5,000,000	
14	Stowaways.	600,000	3,000,000	

15	Co-ordination of activities potentially hazardous to civil aircraft.	1,000,000	5,000,000
16	Power to prohibit or restrict flying or landing or taking off.	1,000,000	5,000,000
17	Balloons, kites and airships.	600,000	3,000,000
18	Aircraft maintenance requirements.	1,000,000	5,000,000
19	Maintenance responsibility	1,000,000	5,000,000
20	Approval of maintenance system	1,000,000	5,000,000
27	Release to service	1,000,000	5,000,000
32	Maintenance required.	1,000,000	5,000,000
33	Inspections: commercial air transport.	1,000,000	5,000,000
36	Inspections: all other aircraft.	1,000,000	5,000,000
37	Maintenance records.	300,000	1,500,000
38	Maintenance records retention.	300,000	1,500,000
39	Transfer of maintenance records.	300,000	1,500,000
40	Composition of flight crew.	600,000	3,000,000
42	Requirements of experience, recency and training for single pilot operations at night or IFR.	600,000	3,000,000
44	Pilot recent experience: pilot-in-command and co-pilot, cruise relief pilot.	600,000	3,000,000
45	Pilot-in-command: route and airport qualification.	600,000	3,000,000
46	Pilot proficiency checks.	600,000	3,000,000
47	Licences required.	600,000	3,000,000
48	Pilots: Qualifications	600,000	3,000,000
49	Rating required for IFR operations.	1,000,000	5,000,000

50	Special authorization required for Category II or III operations.	1,000,000	5,000,000
51	Recording of flight time.	600,000	3,000,000
52	Pilot-in-command and co-pilot currency: takeoffs and landings.	600,000	3,000,000
53	Pilot currency: IFR operations.	600,000	3,000,000
54	Pilot currency: general aviation operations.	600,000	3,000,000
55	Pilot privileges and limitations.	1,000,000	5,000,000
60	Fitness of flight crew members.	600,000	3,000,000
61	Use of narcotics, drugs or intoxicating liquor.	1,000,000	5,000,000
62	Crew member use of seatbelts and shoulder harnesses.	300,000	1,500,000
63	Flight crew members at duty stations.	300,000	1,500,000
70	Power to inspect.	300,000	1,500,000
73	Manipulation of the controls: commercial air transport.	1,000,000	5,000,000
74	Simulated abnormal situations in flight: commercial air transport.	600,000	3,000,000
78	Mandatory reporting	600,000	3,000,000
80	Operation of flight recorders.	300,000	1,500,000
81	Crew member oxygen supply	600,000	3,000,000
83	Carriage of dangerous goods.	1,000,000	5,000,000
84	Portable electronic devices.	600,000	3,000,000
85	Pre-flight action.	600,000	3,000,000
86	Operation of aircraft on the ground.	600,000	3,000,000

87	Flight into known or expected icing	600,000	3,000,000
88	Aerodrome operating minima	600,000	3,000,000
91	Operation of radio in aircraft	300,000	1,500,000
92	Weather reports and forecasts.	300,000	1,500,000
93	Weather limitations for VFR flights	600,000	3,000,000
94	Adequacy of operating facilities.	600,000	3,000,000
95	Diversions decision: engine inoperative	1,000,000	5,000,000
96	IFR destination aerodromes.	600,000	3,000,000
97	IFR alternate aerodrome selection criteria.	600,000	3,000,000
98	Off-shore alternates for helicopter operations.	600,000	3,000,000
99	Takeoff alternate aerodromes: commercial air transport operations.	600,000	3,000,000
100	Maximum distance from an adequate aerodrome for aeroplanes with two turbine power-units without an ETOPS approval.	1,000,000	5,000,000
101	Extended range operations with aeroplanes with two turbine power-units.	1,000,000	5,000,000
102	En-route alternate aerodromes: ETOPS operations.	600,000	3,000,000
103	Fuel, oil and oxygen planning and contingency factors.	1,000,000	5,000,000
104	Flight planning: document distribution and retention.	600,000	3,000,000
105	Commercial air transport: loading of aircraft.	1,000,000	5,000,000
106	Aircraft loading, mass and balance.	1,000,000	5,000,000
107	Stowage of baggage and cargo.	600,000	3,000,000



108	Maximum allowable weights to be considered on all load manifests.	600,000	3,000,000
109	Flight release required: commercial air transport.	600,000	3,000,000
110	Operational flight plan: commercial air transport.	600,000	3,000,000
112	Performance and operating limitations.	1,000,000	5,000,000
113	In-flight simulation of abnormal situations	1,000,000	5,000,000
114	Test flight areas	600,000	3,000,000
115	Operations in MNPS or RVSM airspace.	1,000,000	5,000,000
117	Compliance with visual and electronic glide slopes	600,000	3,000,000
118	Restriction or suspension of operations: commercial air transport.	600,000	3,000,000
122	Operations of single-engine turbine-powered aircraft at night or in IMC.	1,000,000	5,000,000
123	IFR takeoff minimums for commercial air transport	600,000	3,000,000
124	Instrument approach procedures and IFR landing minima.	600,000	3,000,000
125	Commencing an instrument approach.	600,000	3,000,000
126	Instrument approaches to aerodromes	600,000	3,000,000
127	Threshold crossing height for precision approaches.	600,000	3,000,000
129	Landing during instrument meteorological conditions	1,000,000	5,000,000
134	Aircraft performance calculations for all aircrafts.	1,000,000	5,000,000
135	General weight and obstruction clearance limitations.	1,000,000	5,000,000
136	Category II and III operations: general operating		

	rules	600,000	3,000,000
137	Category II and Category III: operations manual	600,000	3,000,000
139	General	600,000	3,000,000
141	Aircraft performance calculations for commercial air transport.	600,000	3,000,000
142	Take-off limitations.	1,000,000	5,000,000
143	En-route limitations: all engines operating.	600,000	3,000,000
144	En-route limitations: one engine inoperative.	1,000,000	5,000,000
145	En-route limitations: three or more engines, two engines inoperative.	1,000,000	5,000,000
146	Approach and landing limitations.	600,000	3,000,000
147	Unacceptable conduct.	1,000,000	5,000,000
148	Refuelling or defuelling with passengers on board.	600,000	3,000,000
149	Passenger seats, safety belts and shoulder harnesses.	600,000	3,000,000
150	Passenger briefing: non air operator certificate holder aircraft.	600,000	3,000,000
152	Passenger oxygen: minimum supply and use.	600,000	3,000,000
153	Passenger compliance with instructions.	600,000	3,000,000
155	Carriage of Persons Without Compliance with Passenger-Carrying Requirements.	600,000	3,000,000
158	Arming of automatic emergency exits.	600,000	3,000,000
160	Stops where passengers remain on board.	300,000	1,500,000
161	Carriage of persons with reduced mobility	300,000	1,500,000
163	Carriage of munitions of war.	1,000,000	5,000,000
164	Prohibition against carriage of weapons.	1,000,000	5,000,000

165	Oxygen for medical use by passengers.	600,000	3,000,000
169	Required passenger briefings: air operator certificate holder.	300,000	1,500,000
170	Passenger briefing: extended over-water operations.	300,000	1,500,000
175	Age restriction.	600,000	3,000,000
176	Pilot-in-command licence requirements: turbojet, turbofan or large aircraft.	1,000,000	5,000,000
177	Pilot-in-command licence requirements: non turbojet or turbofan small aircraft	1,000,000	5,000,000
178	Pilot-in-command aeronautical experience: Small aircraft.	1,000,000	5,000,000
179	Co-pilot licence requirements.	1,000,000	5,000,000
180	Flight engineer licence requirements.	1,000,000	5,000,000
181	One pilot qualified to perform flight engineer functions.	600,000	3,000,000
182	Persons qualified in flight release.	600,000	3,000,000
196	Aircraft and instrument proficiency checks.	300,000	1,500,000
197	Introduction of new equipment or procedures.	300,000	1,500,000
198	Pilot qualification: recent experience.	300,000	1,500,000
200	Flight engineer proficiency checks	300,000	1,500,000
201	Competence checks: flight operations officer.	600,000	3,000,000
205	Line observations: flight operations officer.	600,000	3,000,000
206	Route and area checks: pilot qualification.	600,000	3,000,000
208	Designated special aerodromes and heliports: pilot-in-command qualification.	600,000	3,000,000

215	Check pilot and authorized flight engineer qualifications.	600,000	3,000,000
216	Check airman designation.	600,000	3,000,000
217	Check pilot authorizations and limitations.	600,000	3,000,000
218	Flight simulation training device approval.	600,000	3,000,000
219	Line qualification: check pilot and instructor.	600,000	3,000,000
220	Termination of proficiency, competence or line check.	600,000	3,000,000
221	Recording of crew member qualifications.	300,000	1,500,000
226	Maximum flight duty periods for crew members.	300,000	1,500,000
227	Minimum rest periods for crew members.	300,000	1,500,000
228	Duty and rest periods for flight operations officers	300,000	1,500,000
229	Records of flight times and duty periods.	300,000	1,500,000
230	Maximum flight times for crew.	600,000	3,000,000
233	Protection of flight crew from cosmic radiation	1,000,000	5,000,000
234	Cosmic radiation: records to be kept	300,000	1,500,000
239	Flight release: aircraft requirements.	600,000	3,000,000
240	Flight release: facilities and NOTAMs.	600,000	3,000,000
241	Flight release: weather reports and forecasts.	600,000	3,000,000
243	Flight release under VFR or IFR.	600,000	3,000,000
244	Flight release: minimum fuel supply.	600,000	3,000,000
245	Flight release: aircraft loading and performance.	600,000	3,000,000
246	Flight release: amendment or re-release en-route.	600,000	3,000,000
247	Flight release: requirement for airborne weather radar equipment.	600,000	3,000,000

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n°75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA	WA	XI	ANNEX	XI	TO	THE	ANNEXE	XI	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA	11/05/2017	RISHYIRAHU	11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA	AMABWIRIZA	MU	REGULATION	GOVERNING			REGLEMENTATION		DE	
BY'INDEGE	ZA	GISIVIRI	CIVIL	AVIATION			L'AVIATION	CIVILE		

IMIRIMO YO MU KIRERE HAKORESHEJWE INDEGE	AERIAL WORK	SERVICES AERIENS
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## **CIVIL AVIATION (AERIAL WORK)**

### **ARRANGEMENT OF REGULATIONS**

#### **Regulation**

#### **PART I – PRELIMINARY**

1. Citation
2. Application and restriction for foreign registered aircraft

#### **PART II - AGRICULTURAL AIR OPERATIONS**

3. Certificate required
4. Application for agricultural air operator certificate
5. Amendment of certificate.
6. Certification requirement
7. Validity and renewal of agricultural air operator certificate
8. Illegal trafficking

#### ***Operating rules***

9. General
10. Carrying and display of Certificates
11. Limitations on private agricultural aircraft operator
12. Manner of dispensing.
13. Economic poison dispensing
14. Personnel
15. Fastening of safety belts and harnesses.
16. Operations in controlled airspace designated for an airport
17. Non observance of airport traffic pattern.
18. Operation over areas other than congested areas
19. Operation over congested areas: general.
20. Operation over congested areas: pilots and aircraft
21. Business name: commercial agricultural aircraft operator
22. Access for inspection.
23. Records: commercial agricultural aircraft operator.

#### **PART III - ROTORCRAFT EXTERNAL LOAD OPERATIONS**

#### ***Certification rules***

24. Application and definition
25. Certification
26. Validity and renewal of a rotorcraft external load operator certificate

- 27. Application for certificate issuance or renewal
- 28. Issuance of a rotorcraft external-load operator certificate.
- 29. Rotorcraft.
- 30. Personnel.
- 31. Knowledge and skill.
- 32. Amendment of certificate.
- 33. Availability, display, and surrender of certificate
- 34. Emergency operations.
- 35. Operating rules
- 36. Carriage of persons
- 37. Crew member training, currency, and testing requirements
- 38. Access for inspection.

#### ***Airworthiness Requirements***

- 39. Flight characteristics requirements
- 40. Structures and design.
- 41. Operating limitations.
- 42. Rotorcraft-load combination operating manual.
- 43. Markings and placards.

### **PART IV – GLIDER TOWING, PICKING UP AND RAISING OF PERSONS AND ARTICLES**

- 44. Towing of gliders
- 45. Glider towing: experience and training requirements.
- 46. Towing, picking up and raising of persons, animals and articles
- 47. Dropping of articles and animals
- 48. Dropping of persons

### **PART V – BANNER TOWING**

- 49. Authorization required
- 50. Aircraft requirements
- 51. Experience and training requirements.
- 52. Operating rules.

### **PART VI – TELEVISION, MOVIE OPERATIONS AND AERIAL PHOTOGRAPHY AND SURVEY**

- 53. Authorization required
- 54. Aircraft requirements
- 55. Experience and training requirements
- 56. Special authorization requirements
- 57. Contents of a flight operations manual
- 58. Operating rules



## **PART VII: EXHIBITION OF FLYING**

- 59.           Exhibition of flying

## **PART VIII: TRAFFIC AND SPORTS REPORTING, FISH SPOTTING AND GAME VIEWING**

- 60.           Traffic reporting
- 61.           Game viewing or tracking operation
- 62.           Competitive motor vehicle operations
- 63.           Fish spotting

## CIVIL AVIATION (AERIAL WORK) REGULATIONS

### PART 1- PRELIMINARY

- |  |    |  |
|--|----|--|
| <b>Citation</b>  | 1. | These Regulations shall be cited as Civil Aviation (Aerial Work) Regulations 2017.   |
| <b>Application and restriction for foreign registered aircraft</b> | 2. | <ul style="list-style-type: none"><li>(1) Part II to Part IX to these Regulations shall apply to all persons operating or maintaining the following within Rwanda —<ul style="list-style-type: none"><li>(a) agricultural operations and the issue of commercial and private agricultural air operator certificate for those operations;</li><li>(b) rotorcraft external load operations;</li><li>(c) glider and banner towing; and</li><li>(d) aircraft operations and authorizations for game viewing, vehicle traffic and sports, sight-seeing, television and movie, aerial photography and aerial survey operations</li></ul></li><li>(2) An aircraft registered in a Contracting State other than Rwanda, or in a foreign country, shall not fly over Rwanda for the purpose of aerial photography or aerial survey (whether or not valuable consideration is given or promised in respect of the flight or the purpose of the flight) or for the purpose of any other form of aerial work except with the permission of the Minister granted to the operator or the charterer of the aircraft and in accordance with any condition to which such permission may be subject.</li><li>(3) Without prejudice to subregulation (4), any breach by a person to whom a permission has been granted under sub-regulation (2) of any condition to which that permission was subject shall constitute a contravention of this regulation and shall render any permit issued following the permission of the Minister invalid during the continuance of the breach.</li><li>(4) Subject to the provisions of sub-regulation (6), the Minister may:<ul style="list-style-type: none"><li>(a) revoke, suspend or vary any permission to which sub-regulation (2) applies.</li><li>(b) save as provided by sub-regulation (5), exercise his powers under sub-paragraph (a) only after notifying the holder of the permission of his intention to do so and after due consideration of the case.</li></ul></li><li>(5) If, by reason of the urgency of the matter, it appears to the Minister to be necessary for him to do so, he may provisionally suspend or vary a permission to which sub-regulation (2) applies without complying with the requirements of sub-regulation (4)(b); but he shall in any such case comply with those requirements as soon thereafter as is reasonably practicable and shall then, in the light of his due consideration of the case, either—<ul style="list-style-type: none"><li>(a) revoke the provisional suspension or variation of the permission; or</li></ul></li></ul> |

- (b) substitute therefor a definitive revocation, suspension or variation, which, if a definitive suspension, may be for the same or a different period as the provisional suspension (if any) or, if a definitive variation, may be in the same or different terms as the provisional variation (if any).
- (6) The powers vested in the Minister by sub-regulation (4) or, (5) may be exercised by him whenever, in his judgment and whether or not by reason of anything done or omitted to be done by the holder of the permission or otherwise connected with the holder of the permission, it is necessary or expedient that the holder should not enjoy, or should no longer enjoy, the rights conferred on him by a permission to which sub-regulation (2) applies or should enjoy them subject to such limitations or qualifications as the Minister may determine.
- (7) The holder of the permission or any person having the possession or custody of any permit which has been revoked, suspended or varied under sub-regulations (3) to (6) shall surrender it to the Minister immediately.

## **PART II - AGRICULTURAL AIR OPERATIONS**

<b>Certificate required</b>	<b>3.</b>	<ul style="list-style-type: none"> <li>(1) Except as provided in sub-regulations (2) and (3), a person shall not conduct agricultural air operations without, or in violation of, an agricultural air operator certificate issued under these Regulations.</li> <li>(2) An operator that complies with this Part when conducting agricultural air operations using a rotorcraft with external dispensing equipment shall not require a rotorcraft external-load operator certificate issued under Part III of these Regulations, except when dispensing water on forest fires.</li> <li>(3) Operations to dispense water on forest fires by rotorcraft external-load means shall be conducted only under Part III of these Regulations.</li> </ul>
<b>Application for agricultural air operator certificate</b>	<b>4.</b>	An applicant for an agricultural air operator certificate shall complete and submit an application form prescribed by the Authority.
<b>Amendment of certificate</b>	<b>5.</b>	<ul style="list-style-type: none"> <li>(1) An agricultural air operator certificate may be amended: <ul style="list-style-type: none"> <li>(a) on the Authority's own initiative, under applicable laws and regulations; or</li> <li>(b) upon application by the holder of that certificate.</li> </ul> </li> <li>(2) A holder of the certificate shall submit an application to amend an agricultural air operator certificate by completing a form prescribed by</li> </ul>

the Authority.

- (3) An applicant for an amendment under this regulation shall file the application to amend a certificate at least thirty days before the date that it proposes the amendment shall become effective, unless the Authority approves a shorter filing period.
- (4) The Authority shall grant a request to amend a certificate if it determines that it is in interest of flight safety or in public interest.

**Certification  
requirement**

- 6. (1) Except as provided by sub-regulation (2):
  - (a) the Authority may issue a private agricultural air operator certificate if an applicant meets the requirements of this Part for that certificate;
  - (b) the Authority may issue a commercial agricultural air operator certificate to an applicant if he meets the requirements of this Part for that certificate;
- (2) An applicant for an agricultural air operator certificate with a prohibition against the dispensing of economic poisons is not required to demonstrate knowledge specific to economic poisons.
- (3) A private agricultural air operator certificate applicant shall:
  - (a) hold a current Rwanda Private Pilot Licence, Commercial Pilot Licence, or Airline Transport Pilot Licence;
  - (b) be properly rated for the aircraft to be used;
  - (c) not conduct operations for hire or reward.
- (4) A commercial agricultural air operator certificate applicant shall have available the services of at least one pilot who holds a current Commercial Pilot Licence or Airline Transport Pilot Licence issued by the Authority and who is properly rated for the aircraft to be used
- (5) The applicant for a private or commercial agricultural air operator certificate shall have one or more certified and airworthy aircraft, equipped for agricultural operation.
- (6) The applicant for agricultural air operator certificate shall show that he has satisfactory knowledge and skill of the following agricultural aircraft operations:
  - (a) knowledge:
    - (i) steps to be taken before starting operations, including a survey of the area to be worked;
    - (ii) safe handling of economic poisons and the proper disposal of used containers for those poisons;
    - (iii) the general effects of economic poisons and agricultural chemicals on plants, animals, and persons, and the precautions to be observed in using poisons and chemicals;
    - (iv) primary symptoms of poisoning of persons from economic poisons, the appropriate emergency measures to be taken, and the location of poison control centres;

- (v) performance capabilities and operating limitations of the aircraft to be used; and
- (vi) safe flight and application procedures.
- (b) skill in the following manoeuvres, demonstrated at the aircraft's maximum certified take-off mass, or the maximum mass established for the special purpose load, whichever is greater:
  - (i) short-field and soft-field take-offs (aeroplanes and gyroplanes only);
  - (ii) approaches to the working area;
  - (iii) flare-outs;
  - (iv) swath runs
  - (v) pullups and turnarounds;
  - (vi) rapid deceleration (quick stops) in helicopters only.

**Validity and renewal of agricultural air operator certificate**

7. (1) An agricultural air operator certificate shall be valid for twelve months from the date of issue or renewal, unless:
- (a) a shorter period is specified by the authority;
  - (b) the Authority amends, suspends, revokes or otherwise terminates the certificate;
  - (c) the agricultural air operator certificate holder surrenders it to the Authority; or
  - (d) the agricultural air operator certificate holder suspends operations for more than one hundred eighty continuous days.
- (2) The holder of an agricultural air operator certificate that is suspended or revoked shall return it to the Authority.
- (3) An application for renewal of an agricultural air operator certificate shall be made on a form prescribed by the Authority at least sixty days before the certificate expires.
- (4) Where the request for renewal is made after the expiry of an agricultural air operator certificate, the applicant shall make an initial application.

**Illegal trafficking**

8. Where the holder of a certificate issued under these Regulations permits any aircraft owned or leased by that holder to be engaged in any operation that the certificate holder knows to be in violation of any laws of Rwanda pertaining to illegal trafficking, the Authority shall suspend or revoke the certificate.

***Operating rules***

**General**

9. (1) Except as provided in sub-regulation (3), this sub-part prescribes rules that apply to persons and aircraft used in agricultural aircraft operations conducted under these Regulations.
- (2) The holder of an agricultural air operator certificate may deviate from the provisions of the Civil Aviation (Air Operator Certification and Administration) and the Civil Aviation (Rules of the Air and Air

Traffic Control) Regulations without obtaining an exemption when conducting aerial work operations related to agriculture, horticulture, or forest preservation in accordance with the operating provisions of this sub-part.

- (3) A holder of a Commercial Pilot Licence or Airline Transport Pilot Licence engaged by an agricultural air operator certificate need not hold a valid instrument rating whilst conducting aerial work operations related to agriculture, horticulture or forest preservation.

**Carrying and display of Certificates**

10. (1) A person shall not operate an agricultural aircraft unless each of the following documents are carried on that aircraft:
  - (a) a copy of agricultural air operator certificate certified by the Authority;
  - (b) certificate of registration; and
  - (c) certificate of airworthiness.
- (2) A holder of an agricultural air operator certificate shall display the certificate at the home base of operations, to the public at all times and shall present it for inspection on the request of the Authority or any person authorized by the Authority.
- (3) Where the documents specified in sub-regulation (1) are not carried in the aircraft, they shall be kept available for inspection at the base from which the dispensing operation is conducted.

**Limitations on private agricultural aircraft operator**

11. A holder of a private agricultural air operator certificate shall not conduct an agricultural air operation:
  - (a) for compensation or hire;
  - (b) over a congested area; or
  - (c) over any property unless the person is the owner or lessee of the property, or has ownership or other property interest in the crop located on that property.

**Manner of dispensing**

12. A person shall not dispense, or cause to be dispensed, any material or substance in a manner that creates a hazard to persons or property on the surface.

**Economic poison dispensing**

13. (1) Except as provided in sub-regulation (2), a person shall not dispense or cause to be dispensed from an aircraft that is registered in Rwanda, any economic poison:
  - (a) for a use other than that for which it is registered;
  - (b) contrary to any safety instructions or use limitations on its label; or
  - (c) in violation of any laws of Rwanda.
- (2) This regulation does not apply to any person dispensing economic poisons for experimental purposes under:
  - (a) the supervision of a Rwanda agency authorized by law to conduct research in the field of economic poisons; or

(b) the Authority.

- |  |            |  |
|--|------------|--|
| <b>Personnel</b>   | <b>14.</b> | <ul style="list-style-type: none"><li>(1) A holder of an agricultural air operator certificate shall ensure that each person used in the holder's agricultural aircraft operation is informed of that person's duties and responsibilities for the operation.</li><li>(2) A person shall not supervise an agricultural air operation unless the person has met the knowledge and skill requirements specified in these Regulations.</li><li>(3) A person shall not act as a pilot-in-command of an aircraft operated under these Regulations unless that pilot:<ul style="list-style-type: none"><li>(a) holds a pilot licence and rating as specified in regulation 6 as appropriate to the type of operation conducted; and</li><li>(b) has demonstrated to the holder of the agricultural air operator certificate conducting the operation, or to a supervisor designated by that certificate holder, that they possess the knowledge and skill requirements of these Regulations.</li></ul></li></ul> |
| <b>Fastening of safety belts and harnesses</b>                     | <b>15.</b> | A person shall not operate an aircraft under these Regulations without a safety belt and shoulder harness properly secured about that person, except that the shoulder harness need not be fastened if that person would be unable to perform required duties with the shoulder harness fastened.  |
| <b>Operations in controlled airspace designated for an airport</b> | <b>16.</b> | <ul style="list-style-type: none"><li>(1) Except for flights to and from a dispensing area, a person shall not operate an aircraft within the lateral boundaries of the surface area of a controlled airspace designated for an airport unless authorization for that operation has been obtained from the air traffic control facility having jurisdiction over that area.</li><li>(2) A person shall not operate an aircraft in weather conditions below VFR minima within the lateral boundaries of a designated controlled airspace area that extends upward from the surface unless authorization for that operation has been obtained from the air traffic control facility having jurisdiction over that area.</li></ul>  |
| <b>Non observance of airport traffic pattern</b>                   | <b>17.</b> | <ul style="list-style-type: none"><li>(1) The pilot-in-command of an aircraft may deviate from an airport traffic pattern when authorized by the control tower concerned.</li><li>(2) At an airport without a functioning control tower, the pilot-in-command may deviate from the traffic pattern if:<ul style="list-style-type: none"><li>(a) prior coordination is made with the airport management concerned;</li><li>(b) deviations are limited to the agricultural aircraft operation;</li><li>(c) except in an emergency, landing and takeoffs are not made on ramps, taxiways, or other areas of the airport not intended for such use; and</li><li>(d) the aircraft at all times remains clear of, and gives way to, aircraft conforming to the traffic pattern for the airport.</li></ul></li></ul>  |

**Operation  
over areas  
other than  
congested  
areas**

18. Notwithstanding the requirements of the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, the holder of a certificate may conduct dispensing operations, including approaches, departures and turnarounds reasonably necessary for the operation, below 150 m (500 ft) above the surface and closer than 150 m (500 ft) to persons, vessels, vehicles, and structures, if the operations are conducted without creating a hazard to persons or property on the surface.

**Operation  
over  
congested  
areas: general**

19. (1) A person shall operate an aircraft over a congested area at altitudes required for the proper accomplishment of the agricultural aircraft operation if that operation is not conducted:
- (a) with the maximum safety to persons and property on the surface, consistent with the operation; and
  - (b) in accordance with the requirements of sub-regulation (2).
- (2) A person shall not operate an aircraft over a congested area unless that person:
- (a) has obtained prior written approval from the Authority and other relevant authorities having jurisdiction over that area.
  - (b) has issued notice of the intended operation to the public as specified by the Authority.
- (3) A plan for each complete operation shall be submitted to, and approved by, the Authority which plan shall include consideration of obstructions to flight; the emergency landing capabilities of the aircraft to be used; and any necessary coordination with air traffic control.
- (4) No person operating single-engined aircraft:
- (a) except for helicopters, may take off a loaded aircraft, or make a turnaround over a congested area;
  - (b) operate the aircraft over a congested area below the altitudes prescribed in the the Civil Aviation (Rules of the Air and air Traffic Control) Regulations except during the actual dispensing operation, including the approaches and departures necessary for that operation; or.
  - (c) operate the aircraft over a congested area during the actual dispensing operation, including the approaches and departures for that operation, unless it is operated in a pattern and at such an altitude that the aircraft can land, in an emergency, without endangering persons or property on the surface.
- (5) A person operating a multi-engined aircraft shall not:
- (a) take-off a multi-engined aircraft over a congested area except under conditions that will allow the aircraft to be brought to a safe stop within the effective length of the runway from any point on take-off up to the time of attaining, with all engines operating at normal take-off power, 105 percent of the minimum control speed with the critical engine inoperative in the take-off configuration or 115 percent of the power-off stall



speed in the take-off configuration, whichever is greater, as shown by the accelerate stop distance data:

provided that, the take-off data is based upon still-air conditions, and no correction is made for any uphill gradient of one percent or less when the percentage is measured as the difference between elevation at the end points of the runway divided by the total length and for uphill gradients greater than one percent, the effective takeoff length of the runway is reduced 20 percent for each one-percent grade.

- (b) operate the multi-engined aircraft at a weight greater than the weight that, with the critical engine inoperative, would permit a rate of climb of at least 15 m (50 ft) per minute at an altitude of at least 300 m (1,000 ft) above the elevation of the highest ground or obstruction with the area to be worked on or at an altitude of 1,500 m (5,000 ft), whichever is higher, provided that the propeller of the inoperative engine is in the minimum drag position; that the wing flaps and landing gear are in the most favourable positions; and that the remaining engine or engines are operating at the maximum continuous power available.
- (c) operate the multi-engined aircraft over a congested area below the altitudes prescribed in the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations, except during the actual dispensing operation, including the approaches, departures and turnarounds necessary for that operation.

**Operation  
over  
congested  
areas: pilots  
and aircraft**

**20.** A person shall not operate an aircraft over a congested area unless:

- (a) the pilot-in-command of the aircraft has at least:
  - (i) 25 hours of pilot-in-command flight time in the make and basic model of the aircraft, at least 10 hours of which shall have been acquired within the preceding 12 calendar months; and
  - (ii) 100 hours of flight experience as pilot-in-command in dispensing agricultural materials or chemicals.
- (b) the aircraft if it is:
  - (i) an aircraft not specified in this sub-paragraph, has had within the preceding 100 hours of time in service a 100-hour or annual inspection by a person authorized by the Authority under the requirements of the Civil Aviation (Airworthiness) Regulations or have been inspected under a progressive inspection system;
  - (ii) a large or turbine-powered multi-engined aircraft of Rwandan registry, has been inspected in accordance with the applicable inspection programme requirements of Civil Aviation (Airworthiness) Regulations;
  - (iii) not a helicopter, the aircraft shall be equipped with a

- device capable of jettisoning at least one-half of the aircraft's maximum authorized load of agricultural material within 45 seconds; and
- (iv) equipped with a device for releasing the tank or hopper as a unit, there shall be means to prevent inadvertent release by the pilot or other crew member.

**Business  
name:  
commercial  
agricultural  
aircraft  
operator**

21. A person shall not operate under a business name that is not shown on that person's agricultural air operator certificate.

**Access for  
inspection**

22. A holder of an agricultural air operator certificate shall allow the Authority at any time and place to make inspections, including on the job inspections, to determine compliance with applicable regulations and the agricultural air operator certificate requirements.

**Records:  
commercial  
agricultural  
aircraft  
operator**

23. (1) A holder of a commercial agricultural air operator certificate shall maintain and keep current, at the home base designated in its application, the following records:
- (a) the name and address of each person for whom agricultural air operator services were provided;
  - (b) the date of the service;
  - (c) the name and quantity of the material dispensed for each operation conducted; and
  - (d) the name, address, and certificate number of each pilot used in agricultural aircraft operations and the date that pilot met the knowledge and skill requirements of this regulation.
- (2) The records specified by this regulation shall be kept for at least twenty four months and made available for inspection by the Authority upon request.

### **PART III - ROTORCRAFT EXTERNAL LOAD OPERATIONS**

#### ***Certification rules***

**Application  
and definition**

24. (1) This Part does not apply to:-
- (a) a rotorcraft manufacturers when developing external-load attaching means;
  - (b) rotorcraft manufacturers demonstrating compliance of equipment utilized under this Part;

		<ul style="list-style-type: none"> <li>(c) operations conducted by a person demonstrating compliance for the issuance of a certificate or authorization under this Part;</li> <li>(d) training flights conducted in preparation for the demonstration of compliance with this Part; or</li> <li>(e) a local or national government conducting operations with State aircraft.</li> </ul>
		(2) Classes of “rotorcraft-load combinations” are defined in Civil Aviation (General Provisions) Regulations.
<b>Certification</b>	<b>25</b>	<ul style="list-style-type: none"> <li>(1) A person shall not conduct rotorcraft external-load operations within Rwanda without or, in violation of the terms of, a rotorcraft external-load operator certificate issued by the Authority.</li> <li>(2) A person holding a rotorcraft external-load operator certificate shall not conduct rotorcraft external-load operation under a business name that is not shown on that certificate.</li> </ul>
<b>Validity and renewal of a rotorcraft external load operator certificate</b>	<b>26.</b>	<ul style="list-style-type: none"> <li>(1) A rotorcraft external-load operator certificate shall be valid for a period of twelve months from the date of issue or renewal unless it is otherwise surrendered, suspended or revoked.</li> <li>(2) The holder of a rotorcraft external-load operator certificate that is suspended or revoked shall return it to the Authority within fourteen days of the suspension or revocation.</li> <li>(3) An application for renewal of a rotorcraft external-load operator certificate shall be made on a form prescribed by the Authority not later than sixty days before the certificate expires.</li> <li>(4) An applicant for a rotorcraft external-load operator certificate which has expired shall make an initial application.</li> </ul>
<b>Application for certificate issuance or renewal</b>	<b>27.</b>	Application for issuance or renewal of a certificate under these Regulations shall be made on a form prescribed by the Authority.
<b>Issuance of a rotorcraft external-load operator certificate</b>	<b>28</b>	The Authority shall issue a rotorcraft external-load operator certificate to an applicant who complies with the requirements of this Part, with an authorization for the applicant to operate specified rotorcraft with those classes of rotorcraft load combinations for which the applicant qualifies.
<b>Rotorcraft.</b>	<b>29.</b>	<ul style="list-style-type: none"> <li>(1) An applicant for a rotorcraft external-load operator certificate shall have the exclusive use of at least one rotorcraft that: <ul style="list-style-type: none"> <li>(a) is type certificated and meets the requirements of these Regulations;</li> <li>(b) complies with the certification provisions that apply to external load combinations for which authorization is requested; and</li> <li>(c) has a valid certificate of airworthiness.</li> </ul> </li> </ul>

- (2) For the purposes of sub-regulation (1), a person has exclusive use of a rotorcraft if that person has the sole possession, control, and use of it for flight, as owner, or has a written agreement, including arrangements for the performance of required maintenance, giving him that possession, control and use.

**Personnel**

- 30. (1) An applicant for a rotorcraft external-load operator certificate shall hold, or have available the services of at least one person who holds a current Commercial Pilot Licence or Airline Transport Pilot Licence, with a rating appropriate for the rotorcraft to be used, issued by the Authority.
- (2) An applicant shall designate one pilot, who may be the applicant, as chief pilot for rotorcraft external-load operations.
- (3) An applicant shall designate a qualified pilot as deputy chief pilot to perform the functions of the chief pilot when the chief pilot is not readily available.
- (4) The chief pilot and deputy chief pilot shall be acceptable to the Authority and each shall hold a current Commercial Pilot Licence or Airline Transport Pilot Licence, with a rating appropriate for the rotorcraft to be used.
- (5) The holder of a rotorcraft external-load operator certificate shall report any change in designation of chief pilot or deputy chief pilot immediately to the Authority.
- (6) A newly designated chief pilot shall comply with the knowledge and skill requirements of this Part within thirty days, or the operator shall not conduct further operations under the rotorcraft external-load operator certificate, unless otherwise authorized by the Authority.

**Knowledge and skill**

- 31. (1) Except as provided in sub-regulation (4), the applicant for a certificate or the chief pilot designated in accordance with sub-regulation (2) shall demonstrate to the Authority satisfactory knowledge and skill regarding rotorcraft external-load operations as set out in sub-regulation (2) and (3).
- (2) The applicant or a chief pilot referred to in sub-regulation (1) shall take a test of knowledge covering the following subjects:
  - (a) steps to be taken before starting operation, including a survey of the flight area;
  - (b) proper method of loading, rigging, or attaching the external load;
  - (c) performance capabilities, under approved operating procedures and limitations, of the rotorcraft to be used;
  - (d) proper instructions of flight crew and ground workers;
  - (e) appropriate rotorcraft-load combination flight manual.
- (3) A test of skill which requires appropriate manoeuvres for each class requested, and the following appropriate manoeuvres for each load class shall be demonstrated in the rotorcraft referred to in Regulation

30:

- (a) take-offs and landings;
- (b) demonstration of directional control while hovering;
- (c) acceleration from a hover;
- (d) flight at operational airspeeds;
- (e) approaches to landing or working area;
- (f) manoeuvring the external load into the release position; and
- (g) demonstration of winch operation if it is installed to hoist the external load.

- (4) Compliance with sub-regulations (2) and (3) need not be shown if the Authority finds, on the basis of the applicant's or his designated chief pilot's previous experience and safety record in rotorcraft external load operations, that his knowledge and skill are adequate.

**Amendment  
of certificate**

- 32. (1) A holder of a rotorcraft external-load certificate shall apply to the Authority for an amendment of the certificate, to add or delete a rotorcraft-load combination authorization.
- (2) The holder of a rotorcraft external-load certificate may apply for an amendment to add or delete a rotorcraft authorization by submitting to the Authority a new list of rotorcraft, by national and registration marks, with the classes of rotorcraft-load combinations for which authorization is requested.

**Availability,  
display, and  
surrender of  
certificate**

- 33. (1) A holder of a rotorcraft external-load operator certificate shall display and keep that certificate and a list of authorized rotorcraft at the home base of operations and shall make it available for inspection by the Authority upon request.
- (2) A person conducting a rotorcraft external-load operation shall carry a copy of the rotorcraft external-load operator certificate certified by the Authority in each rotorcraft used in the operation.
- (3) Where the Authority suspends or revokes a rotorcraft external-load operator certificate, the holder of that certificate shall return it to the Authority within fourteen days of the suspension or revocation days.
- (4) Where the certificate holder, for any other reason, discontinues operations under his certificate and does not resume operations within six months, the certificate holder shall return the certificate to the Authority.

***Operating Regulations and Related Requirements***

**Emergency  
operations**

- 34. (1) In an emergency involving the safety of persons or property, the certificate holder may deviate from the provisions of these Regulations to the extent required to meet that emergency.
- (2) A person who, in an emergency deviates from the requirements of these Regulations, shall notify the Authority within ten days after the

deviation.

- (3) Upon the request of the Authority, the person who deviated from the requirement of these Regulations shall provide the Authority with a complete report of the aircraft operation involved including a description of the deviation and reasons for it.

**Operating  
rules**

- 35. (1) A person shall not conduct a rotorcraft external-load operation without, or contrary to, the rotorcraft external-load combination operating manual prescribed in Regulation 43.
- (2) A person shall not conduct a rotorcraft external load operation unless —
  - (a) the rotorcraft complies with the provisions of regulation 29; and
  - (b) the rotorcraft load combination is authorized under the rotorcraft external-load operator certificate.
- (3) Before a person operates a rotorcraft with an external-load configuration that differs substantially from any that person has previously carried with that type of rotorcraft, whether or not the rotorcraft-load combination is of the same class, that person shall conduct, in a manner that shall not endanger persons or property on the surface, such of the following flight operational checks as the Authority determines are appropriate to the rotorcraft-load combination:
  - (a) a determination that the weight of the rotorcraft-load combination and the location of its centre of gravity are within approved limits, that the external load is securely fastened, and that the external load does not interfere with devices provided for its emergency release;
  - (b) make an initial lift-off and verify that controllability is satisfactory;
  - (c) while hovering, verify that directional control is adequate;
  - (d) accelerate into forward flight to verify that no attitude, whether of the rotorcraft or of the external load, is encountered in which the rotorcraft is uncontrollable or which is otherwise hazardous;
  - (e) in forward flight, check for hazardous oscillations of the external load, but if the external load is not visible to the pilot, other crew members or ground personnel shall make this check and signal the pilot; and
  - (f) increase the forward airspeed and determine an operational airspeed at which no hazardous oscillation or hazardous aerodynamic turbulence is encountered.
- (4) Notwithstanding the provisions of the Civil Aviation (Operation of Aircraft) Regulations, the holder of a rotorcraft external-load operator certificate may conduct rotorcraft external-load operations over congested areas if those operations are conducted without hazard to

persons or property on the surface and comply with the following:

- (a) the operator shall develop a plan for each complete operation and obtain approval for the operation from the Authority;
  - (b) the plan shall include an agreement with the relevant authority in whose jurisdiction the operation shall be conducted, coordination with air traffic control, if necessary, and a detailed chart depicting the flight routes and altitudes;
  - (c) a flight shall be conducted at an altitude and on a route that shall allow a jettisonable external load to be released, and the rotorcraft landed, in an emergency without hazard to persons or property on the surface.
- (5) Notwithstanding the provisions of the Civil Aviation (Operation of Aircraft) Regulations, and except as provided in Regulation 42(2), the holder of a rotorcraft external-load operator certificate may conduct external load operations, including approaches, departures, and load positioning manoeuvres necessary for the operation, below 150 m (500 ft) above the surface and closer than 150 m (500 ft) to persons, vessels, vehicles, and structures, if the operations are conducted without creating a hazard to persons or property on the surface.
- (6) A person shall not conduct rotorcraft external-load operations under IFR unless specifically approved by the Authority.
- (7) A person shall not carry a person as part of the external-load under IFR.

**Carriage of  
persons**

36. (1) A holder of a rotorcraft external-load certificate shall neither carry nor allow a person to be carried during rotorcraft external load operations unless that person—
- (a) is a flight crew member;
  - (b) is a flight crew member trainee;
  - (c) performs an essential function in connection with the external load operation; or
  - (d) is necessary to accomplish the work activity directly associated with that operation.
- (2) The pilot-in-command shall ensure that all persons are briefed before take-off on all procedures to be followed, including normal, abnormal and emergency procedures, and equipment to be used during the external load operation.
- (3) For the purpose of this Part, a person other than a crew member or a person who is essential and directly connected with the external-load operation shall be carried only in approved Class D rotorcraft-load combinations.

**Crew member  
training,  
currency, and  
testing**

37. (1) A holder of a rotorcraft external-load certificate shall not use, nor shall any person serve, as a pilot in helicopter external-load operations unless that person:
- (a) has successfully demonstrated to the Authority the knowledge

**requirements**

- and skill with respect to the rotorcraft-load combination in accordance with Regulation 32; and
- (b) has in their personal possession, a certificate of competency issued by the operator or an appropriate logbook entry indicating compliance with sub-paragraph (a).
- (2) A rotorcraft external-load operator certificate holder shall not use, nor shall any person serve as, a crew member or other operations personnel in Class D operations unless, within the preceding twelve months, that person has successfully completed either an approved initial or a recurrent training programme.
  - (3) Notwithstanding the provision of sub-regulation (2), a person who has performed a rotorcraft external-load operations of the same class and in an aircraft of the same type within the past twelve calendar months need not undergo recurrent training

**Access for inspection**

- 38. A person conducting an operation in accordance with the provisions of this Part shall give the Authority's aviation safety inspectors free and uninterrupted access to that person's aircraft and allied facilities with regard to the external load operations in order to conduct any inspections or tests that the Authority considers necessary to determine compliance with these Regulations and the rotorcraft external-load operator certificate.

***Airworthiness Requirements.***

**Flight characteristics requirements**

- 39. (1) An applicant for a certificate under this part shall demonstrate to the Authority, by performing the following operational flight checks, that the rotorcraft-load combination has satisfactory flight characteristics, unless these operational flight checks have been demonstrated previously and the rotorcraft-load combination flight characteristics were satisfactory:
  - (a) for Class A rotorcraft-load combinations, the operational flight check shall consist of at least the following manoeuvres:
    - (i) take-off and landing;
    - (ii) demonstration of adequate directional control while hovering;
    - (iii) acceleration from a hover; and
    - (iv) horizontal flight at airspeeds up to the maximum airspeed for which authorization is requested.
  - (b) for Class B and D rotorcraft-load combinations, the operational flight check shall consist of at least the following manoeuvres:-
    - (i) pickup of the external load;
    - (ii) demonstration of adequate directional control while hovering;
    - (iii) acceleration from a hover;
    - (iv) horizontal flight at airspeeds up to the maximum



		airspeed for which authorization is requested;
	(v)	demonstrating appropriate lifting device operation; and
	(vi)	manoeuvring of the external load into release position and its release, under probable flight operation conditions, by means of each of the quick-release controls installed on the rotorcraft.
	(c)	for Class C rotorcraft-load combinations used in wire-stringing, cable-laying, or similar operations, the operational flight check shall consist of the manoeuvres, as applicable, prescribed in sub-paragraph (b)
	(2)	For the purposes of this demonstration, the external-load weight, including the external-load attaching means, is the maximum weight for which authorization is requested.
<b>Structures and design</b>	<b>40.</b>	<p>(1) An external-load attaching means and a quick release device means of a rotorcraft shall be approved by the Authority.</p> <p>(2) The total weight of the rotorcraft-load combination shall not exceed the total weight approved for the rotorcraft during its type certification.</p> <p>(3) The location of the centre of gravity must, for all loading conditions, be within the range established for the rotorcraft during its type certification.</p> <p>(4) For Class C rotorcraft-load combinations, the magnitude and direction of the loading force shall be established at those values for which the effective location of the centre of gravity remains within its established range.</p>
<b>Operating limitations</b>	<b>41.</b>	<p>(1) In addition to the operating limitations set out in the approved Rotorcraft Load Combination Operating Manual and to any other limitations that the Authority may prescribe, the operator shall establish at least the following limitations and specify them in the Rotorcraft-Load Combination Operating Manual in which case the limitations for rotorcraft-load combination operations shall:</p> <p>(a) be operated only within the weight and centre of gravity limitations established in accordance with this Part;</p> <p>(b) not be operated with an external load weight exceeding that used in showing compliance with this Part; and</p> <p>(c) not be operated at airspeeds greater than those established in accordance with these Regulations.</p> <p>(2) A person shall not conduct an external-load operation under these Regulations with a rotorcraft type certified in the restricted category over a densely populated area, in a congested airway, or near a busy airport where commercial air transport operations are conducted.</p> <p>(3) The rotorcraft-load combination of Class D may be conducted only in accordance with the following conditions:</p> <p>(a) the rotorcraft to be used shall have been type-certificated under transport Category and provide hover capability with one</p>

- engine inoperative at that operating weight and altitude;
- (b) the rotorcraft shall be equipped to allow direct radio intercommunication among required crew members;
- (c) the personnel lifting device shall be approved by the Authority; and
- (d) the lifting device shall have an emergency release requiring two distinct actions.

**Rotorcraft-load combination operating manual**

- 42.** (1) An applicant for a rotorcraft external-load operator certificate shall prepare a rotorcraft-load combination operating manual and submit it to the Authority for approval.
- (2) The manual referred to in sub-regulation (1) shall specify:
- (a) operating limitations, normal and emergency procedures, performance, and other information established under this Part;
  - (b) the class of rotorcraft-load combinations for which the airworthiness of the rotorcraft has been demonstrated in accordance with this Part; and
  - (c) in the information section of the Rotorcraft-Load Combination Operating Manual:
    - (i) information on any peculiarities discovered when operating particular rotorcraft-load combinations;
    - (ii) precautionary advice regarding static electricity discharges for Class B, Class C and Class D rotorcraft-load combinations; and
    - (iii) any other information essential for safe operation with external loads.
- (3) The limiting height speed envelope data need not be listed in the Rotorcraft-load combination flight manual.

**Markings and placards**

- 43.** (1) The markings and placards shall be displayed conspicuously on a rotorcraft and shall be such that they cannot be easily erased, disfigured or obscured.
- (2) The placard displayed in the cockpit or cabin shall state the class of rotorcraft-load combination and the occupancy limitation for which the rotorcraft has been approved; and
- (3) The placard, marking, or instruction displayed next to the external-load attaching means shall state the maximum external load approved.

#### **PART IV – GLIDER TOWING, PICKING UP AND RAISING OF PERSONS AND ARTICLES**

**Towing of gliders**

- 44.** (1) A person operating an aircraft in flight shall not tow a glider unless the certificate of airworthiness is valid and includes an express provision that it shall be used for towing a glider of that particular type.

- (2) A person operating an aircraft shall not tow a glider unless the pilot-in-command of the towing aircraft is qualified under this Part.
- (3) A person shall not operate an aircraft that is towing a glider unless the aircraft is equipped with a tow hook and release control system that meets the applicable standards of airworthiness.
- (4) The length of the combination of towing aircraft, towrope and glider in flight shall not exceed 150 metres.
- (5) The pilot-in-command of an aircraft which is about to tow a glider shall satisfy himself, before the towing aircraft takes off that:
  - (a) the towline is in good condition and meets the requirements specified in this regulation;
  - (b) the combination of the towing aircraft and glider is capable of safely taking off, reaching and maintaining a safe height thereafter, and making a safe landing at the place of intended destination;
  - (c) signals have been agreed and communication established with persons suitably stationed so as to enable the glider to take off safely; and
  - (d) emergency signals have been agreed between the pilot-in-command of the towing aircraft and the pilot-in-command of the glider to be used, respectively, by the pilot-in-command of the towing aircraft to indicate that the tow should immediately be released by the glider, and by the pilot-in-command of the glider to indicate that the tow cannot be released.
- (6) The glider shall be attached to the towing aircraft by means of the tow rope before the aircraft takes off..
- (7) A person operating an aircraft in flight shall not tow a glider except in accordance with such conditions and requirements as the Authority may have notified.
- (8) The pilot-in-command shall satisfy himself that:
  - (a) the towing aircraft is equipped with a tow hitch of a kind, and installed in a manner that is approved by the Authority;
  - (b) the towline used has breaking strength not less than 80 percent of the maximum certificated operating weight of the glider and not more than twice this operating weight, however, the towline used shall have a breaking strength more than twice the maximum certificated operating weight of the glider if-
    - (i) a safety link is installed at the point of attachment of the towline to the glider with a breaking strength not less than 80 percent of the maximum certificated operating weight of the glider and not greater than twice this operating weight;
    - (ii) a safety link is installed at the point of attachment of the towline to the towing aircraft with a breaking strength greater, but not more than 25 percent greater than that of the safety link at the towed glider end of the towline

- and not greater than twice the maximum certificated operating weight of the glider;
  - (c) before conducting any towing operation within the lateral boundaries of the surface areas of different classes of airspace designated for an airport, or before making each towing flight within such controlled airspace if required by air traffic control, the pilot-in-command notifies the control tower;
  - (d) if a control tower does not exist, the pilot-in-command shall notify the Authority before conducting any towing operations; and
  - (e) the pilots of the towing aircraft and the glider have agreed upon a general course of action, including take-off and release signals, airspeeds, and emergency procedures for each pilot.
- (9) A pilot of an aircraft shall not intentionally release a towline, after release of a glider, in a manner that endangers the life or property of other persons.

**Glider  
towing:  
experience  
and training  
requirements**

45. (1) A person shall not act as pilot-in-command for towing a glider unless that person:
- (a) holds at least a Private Pilot Licence with a category rating for powered aircraft and has logged at least 100 hours of pilot-in-command time in the same aircraft category, class, and type the pilot is using to tow a glider;
  - (b) has a logbook endorsement from an authorized instructor who certifies that the person received ground and flight training in towing gliders and is proficient in-
    - (i) the techniques and procedures essential to the safe towing of gliders, including airspeed limitations;
    - (ii) emergency procedures;
    - (iii) signals used; and
    - (iv) maximum angles of bank;
  - (c) has logged at least three flights as the sole manipulator of the controls of an aircraft towing a glider or simulating glider-towing flight procedures while accompanied by a pilot who meets the requirements of this regulation;
  - (d) has received a logbook endorsement from the pilot, described in sub-paragraph (c), certifying that the person has accomplished at least three flights in an aircraft while towing a glider, or while simulating glider-towing flight procedures; and
  - (e) within the preceding twelve months has-
    - (i) made at least three actual or simulated glider tows while accompanied by a qualified pilot who meets the requirements of this Part; or
    - (ii) made at least three flights as pilot-in-command of a glider towed by an aircraft.
- (2) The pilot, described in sub-regulation (1)(d), who endorses the logbook

of a person seeking glider-towing privileges shall have:

- (a) met the requirements of this regulation prior to endorsing the logbook of the person seeking glider-towing privileges; and
  - (b) logged at least 10 flights as pilot-in-command of an aircraft while towing a glider.
- (3) If the pilot described in sub-regulation (1)(d) holds only a Private Pilot Licence, then that pilot shall have:
- (a) logged at least 100 hours of pilot-in-command time in aeroplanes, or 200 hours of pilot-in-command time in a combination of powered and other than powered aircraft; and
  - (b) performed and logged at least three flights within the twelve calendar months preceding the month that pilot accompanies or endorses the logbook of a person seeking glider-towing privileges:
    - (i) in an aircraft while towing a glider accompanied by another pilot who meets the requirements of this section; or
    - (ii) as pilot-in-command of a glider being towed by an aircraft

**Towing,  
picking up  
and raising of  
persons,  
animals and  
articles**

46. (1) A person operating an aircraft in flight shall not, by means external to the aircraft, tow any article other than a glider or banner, tow or pick up, or raise any person, animal or article, unless the certificate of airworthiness is valid and includes an express provision that it shall be used for that purpose.
- (2) An aircraft shall not launch or pick up towlines, banners of similar articles other than at an aerodrome.
- (3) A person shall not operate an aircraft in flight to tow any article, other than a glider, at night or when flight visibility is less than one mile.
- (4) The length of the combination of towing aircraft, towline and article in a tow shall not exceed 150 metres.
- (5) A person flying a helicopter shall not fly at any height over a congested area of a city, town or settlement at any time when an article, person or animal is suspended from the helicopter.
- (6) Nothing in this regulation shall:
- (a) prohibit the towing in a reasonable manner by an aircraft in flight of any radio aerial, or any instrument which is being used for experimental purposes;
  - (b) prohibit the picking up or raising of any person, animal or article in an emergency or for the purpose of saving life;
  - (c) apply to any aircraft while it is flying in accordance with the provisions of the special flight permit issued under the Civil Aviation (Airworthiness) Regulations;
  - (d) be taken to permit the towing or picking up of a glider otherwise than in accordance with this Part.

**Dropping of  
articles and  
animals**

47. (1) A person shall not drop or permit to be dropped an article or animal, whether or not attached to a parachute, from an aircraft in flight so as to endanger persons or property.
- (2) Sub-regulation (1) shall not apply to the dropping of an article by, or with the authority of the pilot-in-command of the aircraft in any of the following circumstances, provided that the pilot seeks to avoid endangering persons or property:
- (a) the dropping for the purpose of saving life;
  - (b) the jettisoning, in case of emergency, of fuel or other articles in the aircraft;
  - (c) the dropping of ballast in the form of fine sand or water;
  - (d) the dropping of articles solely for the purpose of navigating the aircraft in accordance with ordinary practice or with the provisions of these Regulations;
  - (e) the dropping at an aerodrome, in accordance with prescribed regulations of towropes, banners, or similar article towed by aircraft;
  - (f) the dropping of articles for the purpose of agriculture, horticulture forestry or public health or as a measure against weather conditions, surface icing or oil pollution, or for training for the dropping of articles for any such purposes, if the articles are dropped with the permission of the Authority and in accordance with any condition subject to which that permission may have been given; and
  - (g) the dropping of wind drift indicators for the purpose of enabling parachute descents to be made if the wind indicators are dropped with the permission of the Authority and in accordance with any conditions subject to which that permission may have been given.
- |     |   |
|-----|---|
| (3) | For the purposes of this regulation “dropping” include projecting and lowering. |
|-----|---|
- (4) Nothing in this regulation shall prohibit the lowering of any animal or article from a helicopter to the surface, if the certificate of airworthiness is valid and includes an express provision that it may be used for that purpose.

**Dropping of  
persons**

48. (1) A person shall not drop, be dropped or permitted to drop to the surface or jump from an aircraft flying over Rwanda except under and in accordance with the terms of a written authorization granted by the Authority under the Civil Aviation (Personnel Licensing) Regulations and the Civil Aviation (Parachute) Regulations; the terms of the written authorization shall specify its duration.
- (2) Notwithstanding the grant of an authorization under sub-regulation (1), a person shall not drop, be dropped or be permitted to drop from an aircraft in flight so as to endanger persons or property.
- (3) A person shall not use an aircraft for the purpose of dropping persons

unless the aircraft has a certificate of airworthiness and an authorization granted for that purpose.

- (4) Nothing in this regulation shall:
- (a) apply to the descent of persons by parachute from an aircraft in an emergency;
  - (b) prohibit the lowering of any person in an emergency or for the purpose of saving life; or
  - (c) prohibit the lowering of any person from a helicopter to the surface if the certificate of airworthiness is valid and includes an express provision that it may be used for that purpose.

## **PART V – BANNER TOWING**

- |   |            |  |
|---|------------|--|
| <b>Authorization required</b>               | <b>49.</b> | <ul style="list-style-type: none"><li>(1) Except as provided in sub-regulation (2), a person shall not conduct banner towing operations with an aircraft except in accordance with the terms of an authorization issued by the Authority.</li><li>(2) A helicopter operating under the provisions of external load operations may tow a banner using an external load attaching means without an authorization only if the operator has a Class B authorization on the operating certificate.</li></ul>  |
| <b>Aircraft requirements</b>                | <b>50.</b> | <ul style="list-style-type: none"><li>(1) A person shall not operate an aircraft that is towing a banner unless the aircraft is equipped with a tow hook and release control system that meet the applicable standards of airworthiness.</li><li>(2) A person shall not operate a helicopter that is towing a banner unless the helicopter has a means to prevent the banner from becoming entangled in the helicopter's tail rotor during all phases of flight, including auto-rotations.</li></ul>   |
| <b>Experience and training requirements</b> | <b>51.</b> | <ul style="list-style-type: none"><li>(1) For non-revenue flights, the pilot of the tow aircraft shall hold at least a valid Private Pilot Licence and have a minimum of 200 hours of pilot-in-command time.</li><li>(2) When banner tow operations are conducted for compensation or hire, the pilot shall have at least a valid Commercial Pilot Licence.</li><li>(3) All pilots engaged in banner towing operations shall demonstrate competence to the Authority by performing at least one pickup and drop of the maximum number of letters (panels) to be used by the certificate holder.</li><li>(4) The demonstration referred to in sub-regulation (3) shall be observed from the ground to allow the inspector to evaluate the competence of any essential ground personnel as well as the flight operation.</li></ul> |
| <b>Operating rules</b>                      | <b>52.</b> | <ul style="list-style-type: none"><li>(1) All banner tow operations shall be conducted only:<ul style="list-style-type: none"><li>(a) in VFR weather conditions; and</li></ul></li></ul>   |

- (b) between the hours of official sunrise and sunset.
- (2) A person shall not conduct banner towing operations:
  - (a) over congested areas or open air assemblies of persons at whichever of the following heights is higher:
    - (i) at a height below 300 m (1,000 ft) above the highest fixed object within 600 m of the aircraft;
    - (ii) below such a height as would enable the aircraft to alight clear of the area and without danger to persons or property on the surface, in the event of failure of a power unit.
  - (b) elsewhere not below such height as would enable the aircraft to alight clear of the assembly in the event of the failure of a power unit.
- (3) A holder of an authorization carrying out banner tow operation shall be required to obtain a written approval of the airport management to conduct such operations.
- (4) If banner towing operations take place at an airport with air traffic control, the authorization holder shall inform the air traffic control of the time of the operations and obtain clearance.
- (5) The holder of an authorization shall notify the appropriate airport officials in advance when banner tow operations shall be in close proximity to an unmanned airport.
- (6) Only essential crew members shall be carried when conducting banner tow operations.
- (7) When banner tow operations are conducted around congested areas, the pilot shall exercise due care so that, in the event of emergency release of the banner or towrope, it shall not cause undue hazard to persons or property on the surface.
- (8) A pilot conducting banner operation shall drop the towrope in a pre-designated area at least 150 m (500 ft) from persons, buildings, parked automobiles, and aircraft.
- (9) If a tow aeroplane lands with the rope attached, due care shall be exercised to avoid trailing the rope and endangering other aircraft in the air, or persons, property or aircraft on the surface.
- (10) A pilot conducting banner-towing operations shall carry on board the aircraft a current copy of the authorization allowing banner towing operations.
- (11) A pilot conducting banner towing operations shall ensure coordination of banner times with other aviation operations at all times; such coordination shall include:
  - (a) communications
    - (i) air to air;
    - (ii) air to ground; and
    - (iii) coordination with air traffic control.
  - (b) traffic flow; identification and depiction of traffic patterns for the pilots concerned; and



- (c) airworthiness inspections; all aircraft conducting banner towing operations shall prior to the event undergo an airworthiness safety inspection.

## **PART VI – TELEVISION, MOVIE OPERATIONS, AERIAL PHOTOGRAPHY AND AERIAL SURVEY**

- |   |            |  |
|---|------------|--|
| <b>Authorization required</b>               | <b>53.</b> | <ul style="list-style-type: none"><li>(1) A person shall not conduct operations involving movie filming, appearance in flight in movies, airborne direction or production of such filming, aerial photography or aerial survey when those operations are conducted as part of a business enterprise or for compensation or hire unless that person satisfies the requirements of these Regulations.</li><li>(2) A person who wishes to carry out operations referred to under sub-regulation (1) shall be required to apply to the Authority for authorization at least 30 days before the date of the intended operation.</li><li>(3) For purposes of this regulation, “movie” includes film, videos, and live broadcast in any format, and the preparation and rehearsal for those operations.</li></ul>                                   |
| <b>Aircraft requirements</b>                | <b>54.</b> | <p>A person shall not use an aircraft in motion picture, television filming, aerial photography or aerial survey operations, unless that aircraft has an airworthiness certificate in the aerial work category or a special certificate of airworthiness issued for the purpose of exhibition.</p>   |
| <b>Experience and training requirements</b> | <b>55.</b> | <ul style="list-style-type: none"><li>(1) A pilot shall not conduct television movie, aerial photography or aerial survey operations unless the pilot has:<ul style="list-style-type: none"><li>(a) a commercial pilot's licence with type ratings for the aircraft to be used;</li><li>(b) at least 500 hours as pilot-in-command;</li><li>(c) a minimum of 100 hours in the category and class of the aircraft to be used; and</li><li>(d) a minimum of 5 hours in the make and model of the aircraft to be used.</li></ul></li><li>(2) If a pilot for television, movie, aerial photography or aerial survey operations intends to perform acrobatic flights below 455 m (1,500 ft) above ground level, he shall furnish the Authority with proof of competence to perform the acrobatic manoeuvres in the aircraft to be used.</li></ul> |
| <b>Special authorization requirements</b>   | <b>56</b>  | <ul style="list-style-type: none"><li>(1) A person who wishes to conduct operations specified under regulation 54 shall apply for a special authorization if filming sequences require an aircraft to be flown:<ul style="list-style-type: none"><li>(a) in acrobatic flight below 455 m (1,500 ft) above ground level;</li></ul></li></ul>  |

- (b) over a congested area; or
  - (c) in controlled airspace.
- (2) The holder of the special authorization issued under this regulation shall provide a schedule of events that lists the:
  - (a) identification of the aircraft; and
  - (b) performers in the sequence of their appearance.
- (3) Any manoeuvres added or time changes to the schedule of events shall be approved by the Authority.
- (4) The special authorization holder shall develop and adhere to a motion picture, television, aerial photography or aerial survey flight operations Manual which shall be approved by the Authority.

**Contents of a  
flight  
operations  
manual**

57. A motion picture, television or aerial photography and survey flight operations manual shall contain at least the following:
- (a) business name, address, and telephone number of applicant;
  - (b) list of pilots to be used during the filming, aerial photography and survey including their pilot licence numbers, type of licence and date of Medical Certificate;
  - (c) list of aircraft by make and model;
  - (d) procedures for revising the manual to ensure that all manuals are kept current;
  - (e) procedures to ensure that no persons, except those persons consenting to be involved and necessary for the filming or aerial photography and survey are allowed within 150 m (500 ft) of the filming production area;
  - (f) the area that will be used during the term of the authorization;
  - (g) procedures for the submission, within three days of scheduled filming or aerial photography and survey, a written plan of activities to the Authority containing at least the following:
    - (i) dates and times for all flights;
    - (ii) name and phone number of person responsible for the filming or aerial photography and survey;
    - (iii) make and model of aircraft to be used and type of airworthiness certificate;
    - (iv) name of pilots involved in the filming or aerial photography and survey;
    - (v) a statement that permission has been obtained from property owners or local officials to conduct the filming or aerial photography and survey;
    - (vi) a general outline, or summary, of the production schedule, to include maps or diagrams of the specific filming or aerial photography and survey location;
  - (h) requirements and procedures that the special authorization applicant will use to obtain permission from property owners or local officials like police and fire departments as appropriate for the conduct of all filming or aerial photography and survey;
  - (i) method of security that will be used to exclude all persons not directly involved with the operation from the location;
  - (j) procedures to brief personnel of the risks involved, emergency procedures, and safeguards to be followed during the filming or aerial photography and survey;
  - (k) procedures to ensure that required inspections will be conducted;
  - (l) procedures to provide communications capability with all participants during the actual operation and filming or aerial photography and survey; and
  - (m) procedures for notification and reporting of incidents and accidents.

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|------------------------|-----------|--|
| <b>Operating rules</b> | <b>58</b> | <ul style="list-style-type: none"> <li>(1) An operator shall not conduct motion picture, television flight or aerial photography operations so as to endanger persons or property on the surface or aircraft in flight.</li> <li>(2) Minimum cloud clearance requirements and minimum altitude requirements of the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations do not apply to operations where different requirements and minimums are specifically authorized by the Authority under these Regulations.</li> </ul> |
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## **PART VII - EXHIBITION OF FLYING**

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| <b>Exhibition of Flying</b> | <b>59</b> | <ul style="list-style-type: none"> <li>(1) A person shall not conduct an exhibition of flying unless that person has obtained authorization from the Authority.</li> <li>(2) A pilot shall not participate in an exhibition of flying unless that pilot:               <ul style="list-style-type: none"> <li>(a) holds a valid Private Pilot Licence, Commercial Pilot Licence or Airline Transport Pilot Licence;</li> <li>(b) is rated on the type of aircraft to be used; and</li> <li>(c) can comply with any relevant conditions specified in the authorization</li> </ul> </li> <li>(3) A person shall not use an aircraft in exhibition of flying, unless that aircraft has a valid Certificate of Airworthiness.</li> <li>(4) A person shall not be issued with the authorization referred to in sub regulation (1) unless that person proves to the Authority the ability to safely conduct the exhibition of flying.</li> <li>(5) The authorization referred to in sub regulation (1) may be issued subject to such conditions, as the Authority thinks fit and shall, remain in force for the period specified in the authorization.</li> <li>(6) A person authorized under this regulation shall not conduct exhibition of flying so as to endanger persons or property on the surface or aircraft in flight.</li> </ul> |
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## **PART VIII: TRAFFIC AND SPORTS REPORTING, FISH SPOTTING AND GAME VIEWING**

- |                          |            |   |
|--------------------------|------------|---|
| <b>Traffic reporting</b> | <b>60.</b> | <ul style="list-style-type: none"> <li>(1) A person shall not conduct any aircraft operations involving the observation of, and reporting on, vehicular traffic conditions on the highways and streets unless that person:               <ul style="list-style-type: none"> <li>(a) holds at least a valid Private Pilot Licence;</li> <li>(b) uses an aircraft with a standard certificate of airworthiness; and</li> <li>(c) holds an authorization issued by the Authority.</li> </ul> </li> <li>(2) A person authorized under this regulation shall not conduct operations so as to endanger persons or property on the surface or aircraft in flight.</li> </ul> |
|--------------------------|------------|---|

- Game viewing or tracking operation**     **61.**    (1)    A person shall not conduct aircraft operations involving the observation of, and reporting on, and participating in game viewing or tracking operations unless that person:
- (a)    holds at least a valid Private Pilot Licence;
  - (b)    uses aircraft with a certificate of airworthiness or restricted certificate of airworthiness.
  - (c)    holds an authorization issued by the Authority.
- (2)    A person authorized under this regulation shall not conduct operations so as to endanger persons, animals or property on the surface or aircraft in flight.
- 
- Competitive motor vehicle operations**     **62.**    (1)    A person shall not conduct aircraft operations involving the observation of, and reporting on, and participating in motor vehicle testing and competitive operations unless that person:
- (a)    holds at least a valid Private Pilot Licence;
  - (b)    uses an aircraft with a standard certificate of airworthiness; and
  - (c)    holds authorization issued by the Authority.
- (2)    A person authorized under this regulation shall not conduct operations so as to endanger persons or property on the surface or aircraft in flight.
- 
- Fish spotting**     **63.**    (1)    A person shall not conduct aircraft operations involving location, tracking, and reporting on the location of fish and fish schools, as part of a business enterprise or for compensation or hire unless that person obtains authorization issued by the Authority.
- (2)    A person authorized under this regulation shall not conduct operations so as to endanger persons or property on the surface or aircraft in flight.
- (3)    The minimum cloud clearance requirements and minimum altitude requirements of the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations do not apply to operations specifically authorized by the Authority under this regulation with different minimas.



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n° 01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA	WA	XII	ANNEX	XII	TO	THE	ANNEXE	XII	A	L'ARRETE
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N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHU		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA	AMABWIRIZA	MU	REGULATION	GOVERNING			REGLEMENTATION		DE	
BY'INDEGE	ZA	GISIVIRI	CIVIL	AVIATION			L'AVIATION	CIVILE		

IBIGO BYIGISHA IBY'INDEGE	APPROVED ORGANIZATIONS	TRAINING	INSTITUTIONS FORMATIONS AERONAUTIQUES	DE
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## **CIVIL AVIATION (APPROVED TRAINING ORGANISATIONS)**

### **ARRANGEMENT OF REGULATIONS**

#### **REGULATION**

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FOURTH SCHEDULE: TRAINING MANUAL AND PROCEDURES MANUAL FOR ATO CONDUCTING FLIGHT CREW TRAINING

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SIXTH SCHEDULE: TRAINING AND PROCEDURES MANUAL FOR ATO CONDUCTING MAINTENANCE TRAINING

## **CIVIL AVIATION (APPROVED TRAINING ORGANISATIONS)**

### **PART 1-PRELIMINARY**

<b>Citation</b>	<b>1.</b>	These Regulations may be cited as Civil Aviation (Approved Training Organisation) Regulations 2017
<b>Applicability</b>	<b>2.</b>	<p>(1) These Regulations prescribe the requirements for issuing approvals to organisations for the training of aviation personnel, and prescribes the operating rules for the holders of an Approved Training Organisation (ATO) certificate.</p> <p>(2) A training organisation shall be an organisation or part of an organisation registered as a legal entity.</p>
<b>Definitions</b>	<b>3.</b>	For the purpose of these regulations, the definitions as contained in Civil Aviation (Personnel Licensing) Regulations, as amended from time to time, shall apply.
<b>Abbreviations</b>	<b>4.</b>	<p>The following abbreviations are used in these Regulations.</p> <ul style="list-style-type: none"><li>(a) <b>A</b> – Aeroplane</li><li>(b) <b>AMT</b> – Aviation Maintenance Technician</li><li>(c) <b>ATCO</b> – Air Traffic Controller</li><li>(d) <b>ATO</b> – Aviation Training Organisation</li><li>(e) <b>ATPL</b> – Airline Transport Pilot Licence</li><li>(f) <b>CFI</b> – Chief Flight Instructor</li><li>(g) <b>CGI</b> – Chief Ground Instructor</li><li>(h) <b>CPL</b> – Commercial Pilot Licence</li><li>(i) <b>CRM</b> – Crew Resource Management</li><li>(j) <b>FE</b> – Flight Engineer</li><li>(k) <b>H</b> – Helicopter</li><li>(l) <b>IFR</b> – Instrument Flight Rules</li><li>(m) <b>ICAO</b> – International Civil Aviation Organisation</li><li>(n) <b>MMEL</b> – Master Minimum Equipment List</li><li>(o) <b>MPL</b> – Multi-crew Pilot Licence</li><li>(p) <b>PIC</b> – Pilot-in-Command</li><li>(q) <b>PPL</b> – Private Pilot Licence</li><li>(r) <b>QA</b> – Quality Assurance</li><li>(s) <b>RT</b> – Radiotelephony</li><li>(t) <b>VFR</b> – Visual Flight Rules</li></ul>
<b>Exemption Authority</b>	<b>5.</b>	<p>(1) The Authority shall, upon consideration of the circumstances of a particular ATO, issue an exemption providing relief from specified regulations of these Regulations, provided that the Authority finds that the circumstances presented warrant the exemption and that a level of safety shall be maintained equal to that provided by the rule from which the exemption is sought.</p>

- (2) An exemption may be terminated or amended at any time by the Authority.
- (3) A request for exemption must be made in accordance with the requirements in Civil Aviation (General Provisions) Regulations.
- (4) Each ATO that receives an exemption must have a means of notifying the appropriate management and personnel of the exemption.

## **PART II**

### **GENERAL REQUIREMENTS FOR CERTIFICATION OF A TRAINING ORGANISATION AND CONTINUED VALIDITY**

- |                      |           |   |
|----------------------|-----------|---|
| <b>Applicability</b> | <b>6.</b> | This Part prescribes the requirements for the certification of a training organisation and continued validity of the certificate.   |
| <b>General</b>       | <b>7.</b> | <ul style="list-style-type: none"> <li>(1) No person shall operate an ATO without, or in violation of, an approved training organisation certificate, ratings or training specifications issued under these Regulations.</li> <li>(2) The Authority shall approve an ATO to provide the following:             <ul style="list-style-type: none"> <li>(a) Any training activity that leads toward the issuance of a licence, rating, authorisation or approval.</li> <li>(b) Provision of training services necessary for an operator to meet the requirements of Civil Aviation (Air Operator Certification and Administration) Regulations.</li> <li>(c) Special curricula training designed to meet:                 <ul style="list-style-type: none"> <li>(i) Qualification-based training requirements, including those deemed acceptable through the approval of an 'alternate means of compliance' mechanism, or</li> <li>(ii) Competency based training and assessment requirements, or</li> <li>(iii) Those training requirements deemed acceptable through the approval of an 'alternative means of compliance' mechanism.</li> </ul> </li> </ul> </li> <li>(3) The ATO shall display the ATO certificate in a place accessible to the public in the principal place of business of the training center.</li> <li>(4) The certificate and training specifications issued to an approved training organisation shall be available on the premises for inspection by the public and the Authority.</li> <li>(5) The approval of a training organisation by the Authority shall be dependent upon the applicant demonstrating compliance with the requirements of these Regulations and the safety management requirements of Civil Aviation (Safety Management System) Regulations.</li> </ul> |

**Approved  
Training  
Organisation  
Certificate**

- 8.**
- (1) The ATO certificate shall consist of two documents—
    - (a) A one page certificate signed by the Authority; and
    - (b) A multi-page training specifications signed by the Accountable Manager and the Authority containing the terms, conditions, and authorisations.
  - (2) An ATO shall perform training, checking and testing, or part thereof, only for which it is rated and within the terms, conditions, and authorisations placed in its training specifications.
  - (3) The ATO certificate shall contain the following items and be in a format as shown in the First Schedule:
    - (a) The certificate number specifically assigned to the ATO;
    - (b) The name and location (principal place of business) of the ATO;
    - (c) The date of issue and period of validity;
    - (d) Terms of approval relating to the courses to be taught; and
    - (e) Authority signature.
  - (4) The training specifications shall contain the following—
    - (a) The certificate number specifically assigned to the ATO;
    - (b) The type of training authorised, including approved courses;
    - (c) Authorisations for the ATO; including special approvals and limitations;
    - (d) The name and address of any satellite training centers, and the approved training offered at each location;
    - (e) The facilities and equipment required to conduct the training authorised;
    - (f) The staff required to perform the applicable duties under these Regulations;
    - (g) Accountable manager and Authority signatures;
    - (h) The date issued or revised; and
    - (i) Other items the Authority may require or allow.

**Advertising**

- 9.**
- (1) No training organisation may advertise as a certificated approved training organisation until an approved training organisation certificate has been issued to that facility.
  - (2) No certificated approved training organisation may make any statement, either in writing or orally, about itself that is false or is designed to mislead any person.
  - (3) Whenever the advertising of an approved training organisation indicates that it is certificated, the advertisement must clearly state the

approved training organisation's certificate number

**Application for an ATO Certificate**     **10.**

- (1) The application for approval of a training organisation shall be made in a form and in a manner established by the Authority.
- (2) Each application must be made at least 120 calendar days before the beginning of any proposed training or 90 days before effecting an amendment to any approved training, unless a short filing period is approved by the Authority.
- (3) An application for an approval or change to an approval shall include the following information:
  - (a) the registered name and address of the applicant;
  - (b) the address of the organisation requiring the approval or change to the approval;
  - (c) the intended scope of approval or change to the scope of approval;
  - (d) the name and signature of the accountable manager;
  - (e) the date of application.
- (4) Each applicant shall provide –
  - (a) A statement showing that the minimum qualification requirements for each management position are met or exceeded;
  - (b) A statement acknowledging that the applicant shall notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions;
  - (c) The proposed training authorisations and training specifications requested by the applicant;
  - (d) The proposed location of each training facility and any satellite facility location, the proposed courses to be taught at each location, and the equipment at each location including FSTDs, training aircraft and any aerodromes or sites to be used;
  - (e) Two copies of its proposed Training and Procedures manual;
  - (f) Two copies of each proposed training course curriculum, including syllabi, outlines, courseware, procedures, and documentation to support the curriculum for which approval is sought;
  - (g) Documentation of the training organisation's quality assurance and quality system;
  - (h) A statement of the maximum number of students it expects to teach at any one time;
  - (i) Documentation of the training organisation's Safety Management System;

- (j) A statement of compliance to all applicable Regulations for the proposed training, including pertinent regulations, which should be identified and accompanied by a brief description.
- (k) Any additional information the Authority requires the applicant to submit.

**Issuance of an ATO Certificate**

**11.**

- (1) An applicant shall be issued an ATO certificate if, after investigation, the Authority finds that the applicant—
  - (a) Meets the applicable regulations and standards for an ATO certificate, and
  - (b) Is properly and adequately equipped for the performance of the training for which it seeks approval.
- (2) Upon receipt of an application, the Authority shall:
  - (a) review the ATO Training and Procedures Manual; and
  - (b) verify the ATO's compliance with the requirement of these regulations.
- (3) All findings identified shall be recorded and confirmed in writing to the applicant.
- (4) All findings shall be closed in accordance with regulation 13 (5) and (6) before the approval is issued.
- (5) The Authority shall establish a system of record-keeping that allows adequate traceability of the process to issue, renew, continue, vary, suspend or revoke each approval.
- (6) The records for the oversight of maintenance training organisations shall include as a minimum:
  - (a) the application for an organisation approval.
  - (b) the organisation approval certificate including any changes.
  - (c) a copy of the audit program listing the dates when audits are due and when audits were carried out.
  - (d) continued oversight records including all audit records.
  - (e) copies of all relevant correspondence.
  - (f) details of any exemption and enforcement actions.
  - (g) any report from other competent authorities relating to the oversight of the organisation.
  - (h) organisation exposition and amendments.
- (7) The minimum retention period for the sub-regulation (3) records shall be 5 years.

**Duration and Renewal of ATO Certificate**

**12.**

- (1) A certificate issued to an ATO, located either inside or outside Rwanda shall, be effective from the date of issue until –
  - (a) the 12<sup>th</sup> month after the date on which it was initially issued or renewed, subject to satisfactory compliance with the requirements of these Regulations; or
  - (b) The ATO surrenders the certificate, or



(c) The Authority suspends or revokes the certificate.

- (2) The holder of a certificate that expires or is surrendered, suspended, or revoked by the Authority must return the certificate and training specifications to the Authority within 5 working days of expiration, surrender or receipt from the Authority of notice of suspension or revocation.
- (3) A certificated ATO that applies for a renewal of its certificate must submit its request for renewal no later than 90 days before the current certificate expires. If a request for renewal is not made within this period, the ATO must follow the application procedures for initial issuance as prescribed by the Authority.

**Inspection and  
Continued  
Validity of  
Approval**

- 13. (1) Each ATO shall allow the Authority to inspect the ATO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these regulations and the ATO's certificate and training specifications.
- (2) Each ATO shall be completely audited for compliance with these Regulations at periods not exceeding 24 months. This shall include the monitoring of at least one training course and one examination performed by the ATO.
- (3) Inspection shall also be performed on the applicant for, or the holder of, an ATO certificate held outside Rwanda. This inspection may be delegated to the Authority of the State where the ATO is located, provided an arrangement exists.
- (4) After an inspection is made, the certificate holder shall be notified, in writing, of any findings or deficiencies found during the inspection.
- (5) Failure to complete the rectification of any level 1 finding within 15 days of written notification shall entail revocation, suspension or limitation by the Authority, of the maintenance training organisation approval in whole or in part.
- (6) Action shall be taken by the Authority to revoke, limit or suspend in whole or part the approval in case of failure to comply within the time scale granted by the Authority in the case of a level 2 finding.
- (7) Findings shall be processed in accordance with sub-regulations (5) and (6).
- (8) The approval shall remain valid subject to:
  - (a) the ATO remaining in compliance with these Regulations;
  - (b) the Authority being granted access to the ATO to determine continued compliance with these Regulations; and the certificate not being surrendered or revoked.
- (9) Upon surrender or revocation, the approval shall be returned to the Authority.

**Findings**

- 14. (1) **A level 1 finding** shall be one or more of the following:
  - (a) any significant non-compliance with the examination process which would invalidate the examination(s),
  - (b) failure to give the Authority access to the ATO's facilities during

normal operating hours after two written requests,

(c) the lack of an accountable manager,

(d) a significant non-compliance with the training process.

(2) **A level 2 finding** is any non-compliance with the training process other than level 1 findings.

(3) After receipt of notification of findings according to regulation 13 (5) and (6), the holder of the ATO approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Authority within a period agreed with the Authority.

**Suspension,  
Limitation and  
Revocation of the  
ATO approval**

**15.**

(1) The Authority shall:

(a) suspend an approval on reasonable grounds in the case of potential safety threat due to the certificate holder's failure to meet the requirements of these Regulations; or

(b) suspend, revoke or limit an approval pursuant to regulation 13 (5) and (6).

(2) The Authority may suspend or revoke an ATO certificate if it is established that a certificate holder has not met, or no longer meets the requirements of these Regulations.

**Changes to the  
ATO and  
Certificate  
Amendments**

**16.**

(1) The ATO shall notify the Authority of any proposed changes to the ATO that affect the approval before any such change takes place, in order to enable the Authority to determine continued compliance with these Regulations and to amend if necessary the ATO approval certificate.

(2) The ATO shall provide written notification to the Authority for approval at least 90 days prior to any of the following changes—

(a) The name of the organisation;

(b) The location of the organisation;

(c) The facilities, equipment or staff that could affect the ATO certification or ratings;

(d) Any ratings held by the ATO, whether granted by the Authority or held through an ATO certification issued by another contracting State;

(e) Additional locations of the organisation;

(f) Items in the Training and Procedures Manual, including the syllabi and curricula;

(g) The accountable manager; or

(h) The list of management personnel identified as described in the Training and Procedures Manual.

(3) The Authority shall amend the ATO certificate if the ATO notifies the

Authority of a change in—

- (a) Location or facilities or equipment;
  - (b) Additional locations of the organisation;
  - (c) Rating, including deletions;
  - (d) Items in the Training and Procedures Manual, including the syllabi and curricula;
  - (e) Name of the organisation with same ownership; or
  - (f) Ownership.
- (4) The Authority may amend the ATO certificate if the ATO notifies the Authority of a change in—
- (a) The accountable manager;
  - (b) The list of management personnel identified as described in the Training and Procedures Manual; or.
  - (c) Items in the Training and Procedures Manual, including the syllabi and curricula.
- (5) When the Authority issues an amendment to an ATO certificate because of new ownership of the ATO, the Authority shall assign a new certificate number to the amended ATO certificate.
- (6) The Authority shall—
- (a) Prescribe, in writing, the conditions under which the ATO shall continue to operate during any period of implementation of the changes noted in sub-regulation (1); and
  - (b) Hold the ATO certificate in abeyance if the Authority determines that approval of the ATO certificate should be delayed; the Authority shall notify the ATO certificate holder, in writing, of the reasons for any such delay.
- (7) If changes are made by the ATO to the items listed in sub-regulation (1) without notification to the Authority and amendment of the ATO certificate by the Authority, the ATO certificate may be suspended, or revoked, by the Authority.

**Location of the  
ATO**

**17.**

- (1) Principal place of business. An applicant for, or holder of, a certificated ATO under these Regulations shall establish and maintain a principal place of business office that is physically located at the address shown on its certificate.
- (2) Satellite ATOs. The holder of an ATO certificate may conduct training in accordance with a training programme approved by the Authority at a satellite ATO if:
  - (a) The facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements; and

- (b) The instructors at the satellite ATO are under the direct supervision of management personnel of the principal ATO, and
  - (c) The Authority has issued training specifications to the ATO that reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.
- (3) Foreign locations of ATOs. An ATO or a satellite of an ATO approved by the Authority may be located in a country outside Rwanda and is subject to all the applicable requirements of these Regulations.

**Facilities,  
Equipment and  
Material –  
General  
Requirements**

**18.**

- (1) The facilities and working environment of the ATO shall be appropriate for the task to be performed and acceptable to the Authority.
- (2) The ATO shall have the necessary information, technical data, equipment, training devices and material to conduct the courses for which it is approved.
- (3) Any training devices used by the ATO shall be qualified according to requirements established by the Authority and their use shall be approved by the Authority to ensure they are appropriate to the task.
- (4) A certificate holder shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved in advance by the Authority.
- (5) The facility that is the ATO principal place of business –
  - (a) Shall not be shared with, or used by, another ATO, and
  - (b) Shall be adequate to maintain the files and records required to operate the business of the ATO.

**Personnel –  
General  
Requirements**

**19.**

- (1) The ATO shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved organisation.
- (2) The ATO shall employ the necessary personnel to plan, perform and supervise the training to be conducted.
- (3) The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to the Authority.
- (4) The ATO shall ensure that all instructional personnel receive initial and recurrent training appropriate to their assigned tasks and responsibilities. The training programme established by the ATO shall include training in knowledge and skills related to human performance.
- (5) The training programme for ATO employees shall be contained in the ATO Training and Procedures Manual

**Recordkeeping –  
General  
Requirements**

**20.**

- (1) Student records.
  - (a) The ATO shall retain detailed student records to show that all

			requirements of the training course have been met as approved by the Authority.
		(b)	These records shall be kept for a minimum period of two years after completion of the training.
	(2)		ATO staff records.
		(a)	The ATO shall maintain a system for recording the qualifications and training of instructional and examining staff, where appropriate.
		(b)	These records shall be kept for a minimum period of two years after the instructor or examiner ceases to perform a function for the ATO.
<b>ATO Approved for Testing</b>	<b>21.</b>	(1)	The Authority may approve an ATO to conduct the testing required for the issuance of a licence or rating.
		(2)	The ATO personnel authorised to conduct the testing shall be approved by the Authority.
<b>Quality Assurance and Quality System</b>	<b>22.</b>	(1)	Quality assurance system. The ATO shall establish a quality assurance system, acceptable to the Authority, which ensures that training and instructional practices comply with all relevant requirements.
		(2)	Quality system. The ATO shall establish a quality system including:
		(a)	an independent audit function to monitor training standards, the integrity of knowledge examinations and practical assessments, compliance with and adequacy of the procedures, and
		(b)	a feedback system of audit findings to the person(s) and ultimately to the accountable manager referred to in regulations 32 and 51 to ensure, as necessary, corrective action.
		(3)	The ATO quality assurance and quality system shall be established in accordance with the instruction and information contained in Second Schedule.
<b>Examinations</b>	<b>23.</b>	(1)	The examination staff shall ensure the security of all questions.
		(2)	Any student found during a knowledge examination to be cheating or in possession of material pertaining to the examination subject other than the examination papers and associated authorised documentation shall be disqualified from taking the examination and may not take any examination for at least 12 months after the date of the incident. The Authority shall be informed of any such incident together with the details of any enquiry within one calendar month.
		(3)	Any examiner found during a knowledge examination to be providing question answers to any student being examined shall be disqualified from acting as an examiner and the examination declared void. The

Authority must be informed of any such occurrence within one calendar month.

**ATO Training  
and Procedures  
Manual – General  
Requirements**

- 24.**
- (1) The ATO shall provide a training and procedures manual, approved by the Authority, for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:
    - (a) A statement signed by the accountable manager confirming that the training and procedures manual and any associated manuals define the ATO's compliance with these Regulations and shall be complied with at all times;
    - (b) The title(s) and name(s) of the person(s) nominated in accordance with regulations 32 and 51;
    - (c) A description of the duties and qualification of the personnel specified in (b) including matters on which they may deal directly with the Authority on behalf of the ATO;
    - (d) The ATO organisational chart showing associated chains of responsibility of the person (s) specified in (b);
    - (e) A list of the training instructors, knowledge examiners and practical assessors;
    - (f) A general description of the scope of training authorised under the ATO's terms of approval;
    - (g) The content of the training programmes offered including the courseware and equipment to be used;
    - (h) A description of the organisation's quality assurance system;
    - (i) A general description of the training and examination facilities located at each address specified in the ATO's approval certificate, and if appropriate any other location;
    - (j) A description of the procedures used to establish and maintain the competence of instructional personnel;
    - (k) A description of the method used for the completion and retention of the training records;
    - (l) A description, when applicable, of additional training needed to comply with an operator's procedures and requirements; and
    - (m) A description of the selection, role and duties of authorised persons approved to conduct testing for a licence or rating, when an ATO has been approved by the Authority to conduct such testing.
  - (2) The ATO shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
  - (3) The ATO shall ensure that any amendments to the training and

procedures manual are approved by the Authority.

- (4) The ATO shall promptly furnish copies of all amendments to the training and procedures manual to the Authority and other personnel and organisations to which the manual has been issued.

**Duty Period  
Limitations**

- 25.
  - (1) A person who holds a flight instructor certificate shall not conduct more than 8 hours of flight training in any 24-consecutive-hour period.
  - (2) A flight simulation training device instructor, excluding briefing and debriefing, shall not conduct more than 8 hours of instruction in any 24-consecutive-hour period.
  - (3) A student in a certificated aviation maintenance technician school may not be required to attend classes of instruction more than 8 hours in any day or more than 6 days or 40 hours in any 7-day period.

**ATO Safety  
Management  
System**

- 26. An ATO shall implement a safety management system acceptable to the Authority in accordance with Civil Aviation (Safety Management System) Regulations.

**Outsourcing To  
Third-Party  
Providers**

- 27.
  - (1) The ATO may outsource courseware, facilities and equipment and instructional personnel to a third-party, provided that the ATO has been approved by the Authority --
    - (a) For the training that it to be conducted, and
    - (b) To contract with third-party to be used.
  - (2) The ATO shall be accountable for the quality of third-party providers, including suitability of courseware, facilities and equipment and instructional personnel, used to meet the ATO approved programmes

**PART III**

**SPECIFIC REQUIREMENTS FOR INSTRUCTION FOR FLIGHT  
CREW LICENCES**

**General**

- 28. In addition to the requirements of Part II, this Part prescribes additional requirements for ATOs teaching flight crew curricula.

**Flight Crew  
Training Courses**

- 29. The Authority may approve, as provided in the training specifications, the ATO to conduct the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meets the requirements of Civil Aviation (Personnel Licensing) Regulations and these Regulations:
  - (a) Private pilot licence course;
  - (b) Commercial pilot licence course;

- (c) Instrument rating course;
- (d) Commercial pilot licence/Instrument rating-multi-engine/CRM integrated course;
- (e) Multi-crew pilot licence course;
- (f) Airline transport pilot licence course;
- (g) Flight engineer licence course;
- (h) Flight navigator licence course;
- (i) Class rating course;
- (j) Type rating course;
- (k) Crew resource management course;
- (l) Flight instructor course;
- (m) Instructor course for additional type or class ratings;
- (n) Instructor course for flight simulation training;
- (o) Refresher courses; and
- (p) Other courses as the Authority may approve

**Training Course  
Approval –  
Qualification  
Based and  
Alternate Means  
of Compliance**

**30.**

- (1) The applicant for, or holder of, an ATO certificate shall apply to the Authority for approval for each course to be offered or amended.
  - (a) The applicant or ATO shall submit two copies of the training course or amendment to the Authority as part of the application when applying for new or amended training course approval.
  - (b) The applicant or ATO shall submit the application to the Authority at least 30 days before any training under the course is scheduled to begin.
- (2) Except as provided in regulation 31, each training course for which approval is requested must meet the minimum ground and flight training time requirements specified in Civil Aviation (Personnel Licensing) Regulations for the licence, rating or authorisation sought.
- (3) Each training course for which approval is requested must contain:
  - (a) A description of each room used for ground training, including the room size and the maximum number of students that may be trained in the room at one time;
  - (b) A description of each type of audiovisual aid, projector, tape recorder, mockup, chart, aircraft component, and other special training aids used for ground training;
  - (c) A description of each flight simulation training device used for training;
  - (d) A listing of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the ATO's students and personnel



at each of those aerodromes;

- (e) A description of the type of aircraft including any special equipment used for each phase of training;
- (f) The minimum qualifications and ratings for each instructor assigned to ground or flight training; and
- (g) A training syllabus that includes the following information—
  - (i) The prerequisites for enrolling in the ground and flight portion of the course that include the pilot certificate and rating (if required by these Regulations), training, pilot experience, and pilot knowledge;
  - (ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
  - (iii) A description of what the course is expected to accomplish with regard to student learning;
  - (iv) The expected accomplishments and the standards for each stage of training; and
  - (v) A description of the checks and tests to be used to measure a student's accomplishments for each stage of training.

**Training Course  
Approval –  
Alternative Means  
of Compliance  
and Competency  
Based Training  
and Assessment**

**31.**

- (1) An ATO may request and receive initial approval for a period of not more than 24 calendar months for any training course under these Regulations that does not meet the minimum hours for a licence prescribed by Civil Aviation (Personnel Licensing) Regulations, provided that:
  - (a) the ATO shows that the training will provide an equivalent level of competency at least equal to the minimum experience requirements for personnel not receiving such training, and
  - (b) the following provisions are met:
    - (i) The ATO holds an ATO certificate issued under these Regulations and has held that certificate for a period of at least 24 consecutive calendar months preceding the month of the request;
    - (ii) In addition to the information required by regulation 30 (3), the training course specifies planned ground and flight training time requirements for the course;
    - (iii) The school does not request the training course to be approved for examining authority, nor may that school hold examining authority for that course; and
    - (iv) The knowledge test and/or skill test for the course is to be given by—

- (A) An RCAA inspector; or
  - (B) An examiner who is not an employee of the school.
- (2) An ATO may request and receive final approval for any training course under these Regulations that does not meet the minimum hours for a licence prescribed by Civil Aviation (Personnel Licensing) Regulations, provided the following conditions are met:
  - (a) The ATO has held initial approval for that training course for at least 24 calendar months.
  - (b) The ATO has—
    - (i) Trained at least 10 students in that training course within the preceding 24 calendar months and recommended those students for a pilot, flight instructor, or ground instructor certificate or rating; and
    - (ii) At least 80 percent of those students passed the skill or knowledge test, as appropriate, on the first attempt, and that test was given by—
      - (A) A CAA inspector; or
      - (B) An examiner who is not an employee of the school.
  - (c) In addition to the information required by regulation 30 (3), the training course specifies planned ground and flight training time requirements for the course.
  - (d) The ATO does not request that the training course be approved for examining authority nor may that school hold examining authority for that course.

## Personnel

- 32.**
- (1) The applicant for an ATO certificate or a current certificate holder teaching flight crew curricula shall have on the staff the following—
    - (a) An Accountable manager;
    - (b) A Quality Manager;
    - (c) A Head of Training;
    - (d) A Chief Flight Instructor, as applicable;
    - (e) A Chief Ground Instructor, as applicable; and
    - (f) An adequate number of ground and flight instructors relevant to the courses provided.
  - (2) Each instructor to be used for training shall have received the appropriate training and hold the appropriate licences and/or ratings as required by Civil Aviation (Personnel Licensing) Regulations.
  - (3) The duties and qualifications of the personnel listed in sub-regulation

(1) are contained in Third Schedule.

**Training Facilities 33.**

An applicant for, and holder of an ATO certificate teaching flight crew curricula shall have facilities, as determined by the Authority, appropriate for the maximum number of students expected to be taught at any time, as follows:

- (a) Flight operations facilities:
  - (i) An operations room
  - (ii) A flight planning room
  - (iii) Adequate briefing rooms;
  - (iv) Offices for the instructors.
- (b) Knowledge instruction facilities, including—
  - (i) Classroom accommodation;
  - (ii) Suitable demonstration equipment;
  - (iii) An RT training and testing facility;
  - (iv) A library;
  - (v) Offices for instructors.

**Training Aircraft 34.**

An applicant for, or holder of, an ATO certificate must ensure that each aircraft used for flight instruction and solo flights meets the following requirements:

- (a) Except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external load operations, and similar aerial work operations, the aircraft must have a Rwanda standard airworthiness certificate or a foreign equivalent of a Rwanda standard airworthiness certificate acceptable to the Authority.
- (b) The aircraft must be maintained and inspected in accordance with Part III of the Civil Aviation (Operations of Aircraft) Regulations and an approved maintenance programme.
- (c) The aircraft must be equipped as provided in the training specifications for the approved course for which it is used.
- (d) Except as provided in (e) below, each aircraft used in flight training must have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations;
- (e) Airplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots may be used for flight instruction if the certificate holder determines that the flight instruction can be conducted in a safe manner considering the location of controls and their non-conventional operation, or both.
- (f) Each aircraft used in a course involving instrument flight rule en-route

operations and instrument approaches must be equipped and maintained for instrument flight rule operations. For maneuvering of an aircraft by reference to instruments, the aircraft may be equipped as provided in the approved course of training.

**Flight Simulation  
Training Devices**

**35.**

- (1) An applicant for, or holder of an ATO certificate, approved to use flight simulation training devices, shall show that each flight simulation training device used for training and checking will be or is specifically qualified and approved by the Authority for:
  - (a) Each manoeuvre and procedures for the make, model and series of aircraft, set of aircraft, or aircraft type simulated, as applicable; and
  - (b) Each training programme or training course in which the flight simulation training device is used.
- (2) Each qualified and approved flight simulation training devices used by an ATO must:
  - (a) Be maintained to ensure the reliability of the performances, functions, and all other characteristics that were required for their qualification;
  - (b) Be modified to confirm with any modification to the aircraft being simulated if the modification results in changes to performance, functions, or other characteristics required for qualification;
  - (c) Be given a functional preflight check each day before being used; and
  - (d) Have a discrepancy log in which the instructor or evaluator, at the end of each training session, enters each discrepancy.

**Aerodromes and  
Sites**

**36.**

- (1) Each applicant for, and holder of, an ATO certificate shall show that it has continuous use of each aerodrome and site (for helicopter training) at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.
- (2) The base aerodrome, and any alternative base aerodrome, at which flying training is being conducted shall have at one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off or maximum certificated landing mass, under the following conditions:
  - (a) Under calm wind (not more than four knots) conditions;
  - (b) At temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
  - (c) If applicable, with the powerplant operation, and landing gear and flap operation recommended by the manufacturer; and
  - (d) In the case of a takeoff—

- (i) clearing all obstacles in the take-off flight path by at least 50 feet;
  - (ii) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;
- (3) Each airport must have a wind direction indicator that is visible at ground level from the ends of each runway;
  - (a) Have adequate runway electrical lighting if used for night training; and
  - (b) Have a traffic direction indicator when:
    - (i) the airport does not have an operating control tower; and
    - (ii) traffic and wind advisories are not available.
- (4) Except as specified in item (e) below, each airport used for night training flights must have permanent runway lights
- (5) An airport or seaplane base used for night training flights in seaplanes may be approved by the Authority to use adequate, non-permanent lighting or shoreline lighting.
- (6) Sites shall be available for:
  - (a) confined area operation training;
  - (b) simulated engine off autorotation;
  - (c) sloping ground operation.

**Training and  
Procedures  
Manual**

- 37.**
- (1) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.
  - (2) The Training Manual and Procedures Manual may be combined.
  - (3) The ATO shall ensure that the Training Manual and the Procedures Manual are amended as necessary to keep the information contained therein up to date.
  - (4) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly by the ATO to all organisations or persons to whom the manual has been issued.
  - (5) Detailed requirements for the Training Manual and the Procedures Manual and format for an ATO conducting flight crew training are contained in Fourth Schedule.

**Record Keeping  
for Flight Crew  
Training**

- 38.**
- (1) *Students.* An ATO that is approved to conduct flight crew training shall maintain a record for each trainee that contains—

- (a) The name of the trainee
  - (b) A copy of the trainee's airman certificate, if any, and any medical certificate;
  - (c) The name of the course and the make and model of flight training equipment used;
  - (d) The trainee's prerequisite experience and course time completed;
  - (e) The trainee's performance on each lesson and the name of the instructor providing instruction;
  - (f) The date and result of each end-of-course skill test and the name of the examiner conducting the test; and
  - (g) The number of hours of additional training that was accomplished after any unsatisfactory skill test.
- (2) *ATO staff.* An ATO that is approved to conduct flight crew training shall maintain a record for each instructor approved to instruct a course approval in accordance with these Regulations that indicates the instructor has complied with all applicable instructor requirements of these regulations.
  - (3) *Record retention.* An ATO shall keep all records for a minimum period of 10 years:
    - (a) For students, from the date of completion of training, testing or checking;
    - (b) For ATO staff, from the date of the last employment.
  - (4) The ATO shall make the records available to the Authority upon request and at a reasonable time and shall keep the records –
    - (a) For students, at the ATO or satellite ATO where the training, testing, or checking occurred, and
    - (b) For ATO staff, at the ATO or satellite ATO where the person is employed.
  - (5) The ATO shall provide to a trainee, upon request, and at a reasonable time, a copy of his or her training records.

**Graduation Certificate**

**39.**

- (1) An ATO shall issue a graduation certificate to each student who completes its approved course of training.
- (2) The graduation certificate must be issued to the student upon completion of the course of training and contain at least the following information:
  - (a) The name and certificate number of the ATO;
  - (b) The name of the graduate who whom it was issued;
  - (c) The course of training for which it was issued;

- (d) The date of graduation;
- (e) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
- (f) A certification of the information contained on the graduation certificate by the chief instructor for that course of training; and a statement showing the cross-country training that the student received in the course of training.

**Examining  
Authority for  
ATO's Teaching  
Flight Crew  
Curriculums**

- 40.**
- (1) An ATO shall meet the following prerequisites to receive initial approval for examining authority:
    - (a) The ATO must complete the application for examining authority on a form and in a manner prescribed by the Authority;
    - (b) The ATO must hold an ATO certificate and rating issued under these Regulations;
    - (c) The ATO must have held the rating in which examining authority is sought for at least 24 consecutive calendar months preceding the month of application for examining authority;
    - (d) The training course for which examining authority is requested may not be a course that is approved without meeting the minimum ground and flight training time requirements of these Regulations; and
    - (e) Within 24 calendar months before the date of application for examining authority, at least 90 percent of the students in the ATO must have passed the required skill or knowledge test, or any combination thereof, for the licence or rating for which examining authority is sought, on the first attempt, and that test was given by—
      - (i) An RCAA inspector; or
      - (ii) A designed examiner who is not an employee of the ATO.
  - (2) The examining authority of the ATO is valid for 24 months, unless suspended or revoked by the Authority, and may be renewed upon request to the Authority by the ATO.
  - (3) An ATO that holds examining authority may recommend a person who graduated from its course for the appropriate knowledge or skill test.
  - (4) The ATO that holds examining authority will administer the tests or checks as required by Civil Aviation (Personnel Licensing) Regulations or Civil Aviation (Operations of Aircraft) Regulations, as appropriate to the licence or rating sought.
  - (5) A pilot school that holds examining authority must maintain—
    - (a) A record of all temporary airman licences or ratings it issues,

which consist of the following information in chronological order:

- (i) The date the temporary airman licence was issued;
  - (ii) The student to whom the temporary airman certificate was issued, and that student's permanent mailing address and telephone number;
  - (iii) The training course from which the student graduated;
  - (iv) The name of person who conducted the knowledge or practical test;
  - (v) The type of temporary airman licence or rating issued to the student; and
  - (vi) The date the student's airman application file was sent to the Authority for processing for a permanent airman licence.
- (6) A copy of the record containing each student's graduation certificate, airman application, temporary airman licence, superseded airman licence (if applicable), and knowledge test or skill test results; and
- (7) Retain these records for 2 years and make them available to the Authority upon request. These records must be surrendered to the Authority when the ATO ceases to have examining authority.

**Student Transfer  
of Credit Between  
ATO's Teaching a  
Flight Crew  
Curriculum**

**41.**

A person who transfers from one ATO to another ATO may receive credit for that previous flight crew training, provided the following requirements are met:

- (a) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements;
- (b) The person completes a knowledge and proficiency test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;
- (c) The receiving ATO determines, based on the person's performance on the knowledge and proficiency test required by paragraph (b), the amount of credit to be awarded, and records that credit in the person's training record;
- (d) The person who requests credit for previous experience and knowledge obtained the experience and knowledge from another ATO approved training course; and
- (e) The receiving ATO retains a copy of the person's training record from the previous ATO.

**Inspections of the  
ATO Teaching  
Flight Crew  
Curricula**

**42.**

Each ATO shall allow the Authority to inspect the ATO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these regulations and the ATO's certificate and training specifications.



## **PART IV**

### **SPECIFIC REQUIREMENTS FOR INSTRUCTION FOR MAINTENANCE LICENCES AND TRAINING**

- |   |            |  |
|---|------------|--|
| <b>General</b>  | <b>43.</b> | In addition to the requirements of Part II, this Part prescribes additional requirements for ATO's teaching maintenance curricula.   |
| <b>Approved<br/>Aircraft Basic<br/>Maintenance<br/>Training Courses</b> | <b>44.</b> | <ul style="list-style-type: none"><li>(1) The Authority may approve, as provided in the training specifications, the ATO to conduct the following courses of instruction to an applicant for, or the holder of an ATO certificate, provided the applicant meets the requirements of Civil Aviation (Personnel Licensing) Regulations and these Regulations:<ul style="list-style-type: none"><li>(a) Aircraft Maintenance Engineer licence course;</li><li>(b) Airframe rating course;</li><li>(c) Powerplant rating course;</li><li>(d) Airframe and Powerplant combined ratings course;</li><li>(e) Avionics rating course; and</li><li>(f) Other courses as the Authority may approve.</li></ul></li><li>(2) The approved basic training course shall consist of knowledge training, knowledge examination, practical training and a practical assessment.</li><li>(3) The knowledge training element shall cover the subject matter for a category aircraft maintenance licence as specified in Civil Aviation (Personnel Licensing) Regulations.</li><li>(4) The knowledge examination element shall cover a representative cross section of subject matter from the sub-regulation (3) training element.</li><li>(5) The practical training element shall cover the practical use of common tooling/equipment, the disassembly/assembly of a representative selection of aircraft parts and the participation in representative maintenance activities being carried out relevant to the particular Civil Aviation (Personnel Licensing) Regulations complete module.</li><li>(6) The practical assessment element shall cover the practical training and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals.</li><li>(7) The duration of basic training courses shall be in accordance with Fifth Schedule.</li></ul> |
| <b>Basic knowledge<br/>examinations</b>                                 | <b>45.</b> | <p>Basic knowledge examinations shall:</p> <ul style="list-style-type: none"><li>(a) be in accordance with the standard defined in Civil Aviation (Personnel</li></ul>   |

		Licensing) Regulations.
	(b)	be conducted without the use of training notes.
	(c)	cover a representative cross section of subjects from the particular module of training completed in accordance with Civil Aviation (Personnel Licensing) Regulations.
<b>Basic practical assessment</b>	<b>46.</b>	<p>(a) Basic practical assessments shall be carried out during the basic maintenance training course by the nominated practical assessors at the completion of each visit period to the practical workshops/maintenance facility.</p> <p>(b) The student shall achieve an assessed pass with respect to regulation 44 (6).</p>
<b>Aircraft type/task training</b>	<b>47.</b>	A maintenance training organisation shall be approved to carry out Civil Aviation (Personnel Licensing) Regulations aircraft type and/or task training subject to compliance with the standard specified in regulation 145A of Civil Aviation (Personnel Licensing) Regulations.
<b>Aircraft type examinations and task assessments</b>	<b>48.</b>	A maintenance training organisation approved in accordance with regulation 47 to conduct aircraft type training shall conduct the aircraft type examinations or aircraft task assessments specified in Civil Aviation (Personnel Licensing) Regulations subject to compliance with the aircraft type and/or task standard specified in regulation 145A of Civil Aviation (Personnel Licensing) Regulations.
<b>Training Course Approval—Qualification Based and Alternate Means of Compliance</b>	<b>49.</b>	<p>(1) An applicant for an ATO certificate shall apply to the Authority for approval for each course to be offered or amended.</p> <p>(a) The applicant or ATO shall submit a copy of the training course or amendment to the Authority as part of the application when applying for new or amended training course approval.</p> <p>(b) The applicant or ATO shall submit the application to the Authority at least 30 days before any training under the course is scheduled to begin.</p> <p>(2) Except as provided in regulation 50, each training course for which approval is requested must meet the minimum training time requirements specified in Civil Aviation (Personnel Licensing) Regulations for the licence, rating or authorisation sought.</p> <p>(3) Each training course for which approval is requested must contain:</p> <p>(a) A description of each room used for training, including the room size and the maximum number of students that may be trained in the room at one time;</p> <p>(b) A description of each type of audiovisual aid, projector, tape recorder, mockup, chart, aircraft component, and other special training aids used for training;</p> <p>(c) A description of the minimum equipment to be used in each course;</p>

- (d) The minimum qualifications and ratings for each instructor assigned to training, including initial and continuing training; and
- (e) A training syllabus that includes the following information—
  - (i) The prerequisites for enrolling in the course;
  - (ii) A detailed description of each lesson, including the lesson's objectives, standards, and planned time for completion;
  - (iii) The subjects and items to be covered and the level of proficiency to meet;
  - (iv) For each subject, the proportions of theory and other instruction to be given;
  - (v) A description of what the course is expected to accomplish with regard to student learning;
  - (vi) The expected accomplishments and the standards for each stage of training, including the required practical projects to be completed; and
  - (vii) A description of the checks and tests to be used to measure a student's accomplishments for each stage of training.

**Training Course Approval—  
Alternative Means  
of Compliance  
and Competency  
Based Training  
and Assessment**

**50.**

- (1) An ATO may request and receive initial approval for a period of not more than 24 calendar months for any training course under these Regulations that does not meet the minimum hours for a licence prescribed by Civil Aviation (Personnel Licensing) Regulations, provided that:
  - (a) The ATO shows that the training shall provide an equivalent level of competency at least equal to the minimum experience requirements for personnel not receiving such training, and
  - (b) The following provisions are met:
    - (i) The ATO holds an ATO certificate issued under these Regulations and has held that certificate for a period of at least 24 consecutive calendar months preceding the month of the request;
    - (ii) In addition to the information required by regulation 49 (3), the training course specifies planned training time requirements for the course;
    - (iii) The school does not request the training course to be approved for examining authority, nor may that school hold examining authority for that course; and
    - (iv) The knowledge test and/or skill test for the course is to be given by—

- (A) An RCAA inspector; or
  - (B) An examiner who is not an employee of the school.
- (2) An ATO may request and receive final approval for any training course under these Regulations that does not meet the minimum hours for a licence prescribed by Civil Aviation (Personnel Licensing) Regulations, provided the following conditions are met:
  - (a) The ATO has held initial approval for that training course for at least 24 calendar months.
  - (b) The ATO has—
    - (i) Trained at least 10 students in that training course within the preceding 24 calendar months and recommended those students for an AMT certificate or rating; and
    - (ii) At least 80 percent of those students passed the skill or knowledge test, as appropriate, on the first attempt, and that test was given by—
      - (A) An RCAA inspector; or
      - (B) An examiner who is not an employee of the school.
  - (c) In addition to the information required by regulation 49 (3), the training course specifies planned theoretical knowledge and practical training time requirements for the course.
  - (d) The ATO does not request that the training course be approved for examining authority nor may that school hold examining authority for that course.

## Personnel

- 51.**
- (1) The applicant for an ATO certificate or current certificate holder teaching maintenance curricula shall have on the staff the following—
    - (a) An Accountable Manager;
    - (b) A Quality Manager;
    - (c) A Head of Training;
  - (2) The applicant for an ATO certificate or current ATO certificate holder shall contract sufficient staff to plan/perform knowledge and practical training, conduct knowledge examinations and practical assessments in accordance with the approval.
  - (3) Each instructor to be used for training shall have received the appropriate training and hold the appropriate licence and/or rating as required by Civil Aviation (Personnel Licensing) Regulations.
  - (4) The duties and qualifications of training and instruction staff as follows:
    - (a) Head of Training. The Head of Training shall have overall

responsibility for ensuring satisfactory integration of theoretical knowledge instruction and practical training and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as an instructor for AMT licensing and possess a sound managerial capability.

(b) Instructors.

- (i) Each ATO shall provide the number of instructors holding appropriate licences and ratings, issued under Civil Aviation (Personnel Licensing) Regulations, that the Authority determines is necessary to provide adequate instruction and supervision of the students.
- (ii) An ATO may provide specialised instructors, who are not licensed but who are approved in accordance with Civil Aviation (Personnel Licensing) Regulations, to teach mathematics, physics, basic electricity, basic hydraulics, drawing, and similar subjects.

- (5) The knowledge examiners and practical assessors shall be specified in the ATO Training and Procedures Manual for the acceptance of such staff.
- (6) Instructors and knowledge examiners shall undergo updating training at least every 24 months relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined.

**Facilities  
Required for  
Aircraft  
Maintenance  
Engineer Training**

**52.**

- (1) An applicant for, and holder of, an ATO certificate shall have facilities appropriate for the maximum number of students expected to be taught at any time.
- (2) The size and structure of facilities shall ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
- (3) Fully enclosed classrooms separate from other facilities shall be provided for the instruction of theory and the conduct of knowledge examinations.
  - (i) The maximum number of students undergoing knowledge training during any training course shall not exceed 28.
  - (ii) The size of classroom for examination purposes shall be such that no student can read the paperwork or computer screen of any other student from his/her position during examinations.
- (4) The sub-regulation (3) classroom environment shall be maintained such that students are able to concentrate on their studies or examination as appropriate, without undue distraction or discomfort.
- (5) In the case of a basic training course, basic training workshops and/or maintenance facilities separate from training classrooms shall be provided for practical instruction appropriate to the planned training

course. If, however, the organisation is unable to provide such facilities, arrangements shall be made with another organisation to provide such workshops and/or maintenance facilities, in which case a written agreement shall be made with such organisation specifying the conditions of access and use thereof. The Authority shall require access to any such contracted organisation and the written agreement shall specify this access.

- (6) In the case of an aircraft type/task training course, access shall be provided to appropriate facilities containing examples of aircraft type as specified in regulation 53(4).
- (7) The maximum number of students undergoing practical training during any training course shall not exceed 15 per supervisor or assessor.
- (8) Office accommodation shall be provided for instructors, knowledge examiners and practical assessors of a standard to ensure that they can prepare for their duties without undue distraction or discomfort.
- (9) Secure storage facilities shall be provided for examination papers and training records. The storage environment shall be such that documents remain in good condition for the retention period as specified in regulation 56 (4). The storage facilities and office accommodation may be combined, subject to adequate security.
- (10) A library shall be provided containing all technical material appropriate to the scope and level of training undertaken.

**Instructional equipment**

- 53.**
- (1) Each classroom shall have appropriate presentation equipment of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom.  
  
Presentation equipment shall include representative synthetic training devices to assist students in their understanding of the particular subject matter where such devices are considered beneficial for such purposes.
  - (2) The basic training workshops and/or maintenance facilities as specified in regulation 52(5) must have all tools and equipment necessary to perform the approved scope of training.
  - (3) The basic training workshops and/or maintenance facilities as specified in regulation 52(5) must have an appropriate selection of aircraft, engines, aircraft parts and avionic equipment.
  - (4) The aircraft type training organisation as specified in regulation 52(6) must have access to the appropriate aircraft type. Synthetic training devices may be used when such synthetic training devices ensure adequate training standards.

**Maintenance training material**

- 54.**
- (1) Maintenance training course material shall be provided to the student and cover as applicable:
    - (a) the basic knowledge syllabus specified in Civil Aviation (Personnel Licensing) Regulations for the relevant aircraft

- (b) maintenance licence category or subcategory and, the type course content required by Civil Aviation (Personnel Licensing) Regulations for the relevant aircraft type and aircraft maintenance licence category or subcategory.
- (2) Students shall have access to examples of maintenance documentation and technical information of the library as specified in regulation 52(10).

**Training and Procedures Manual**

**55.**

- (1) Each applicant for, or holder of an ATO certificate shall prepare and maintain a Training Manual and a Procedures Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.
- (2) The Training Manual and Procedures Manual may be combined.
- (3) The ATO shall ensure that the Training Manual and the Procedures Manual is amended as necessary to keep the information contained therein up to date.
- (4) Copies of all amendments to the Training Manual and the Procedures Manual shall be furnished promptly by the ATO to all organisations or persons to whom the manual has been issued.
- (5) Detailed requirements for the Training Manual and the Procedures Manual and the format for an ATO conducting maintenance training are contained in Sixth Schedule

**Recordkeeping**

**56.**

- (1) *Students.* An ATO that is approved to conduct maintenance training shall maintain a record for each trainee that contains—
  - (a) The name of the trainee
  - (b) A copy of the trainee's airman certificate, if any;
  - (c) The name of the course and the instruction credited;
  - (d) The trainee's prerequisite experience and course time completed;
  - (e) The trainee's performance on each lesson and the name of the instructor providing instruction;
  - (f) The date and result of each end-of-course test and the name of the examiner conducting the test; and
  - (g) The number of hours of additional training that was accomplished after any unsatisfactory test.
  - (h) A current progress chart or individual progress record for each student, showing the practical projects or laboratory work completed, or to be completed, in each subject.
- (2) *ATO staff.* An ATO that is approved to conduct maintenance training shall maintain a record of all instructors, knowledge examiners and practical assessors. These records shall reflect the experience and

qualification, training history and any subsequent training undertaken.

- (3) Terms of reference shall be drawn up for all instructors, knowledge examiners and practical assessors.
- (4) *Record retention.* An ATO shall keep all records for a minimum period of 20 years.
  - (a) For students, from the date of completion of training or testing
  - (b) For ATO staff, from the date of the last employment.
- (5) The ATO shall make the records available to the Authority upon request and at a reasonable time and shall keep the records –
  - (a) For students, at the ATO or satellite ATO where the training, testing, or checking occurred, and
  - (b) For ATO staff, at the ATO or satellite ATO where the person is employed.
- (6) The ATO shall provide to a trainee, upon request, and at a reasonable time, a copy of his or her training records.

**Graduation  
Certificate**

**57.**

- (1) An ATO shall issue a graduation certificate to each student who completes its approved course of training.
- (2) The graduation certificate must be issued to the student upon completion of the course of training and contain at least the following information;
  - (a) The name and certificate number of the ATO;
  - (b) The name of the graduate who whom it was issued;
  - (c) The course of training for which it was issued;
  - (d) The date of graduation;
  - (e) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
  - (f) A certification of the information contained on the graduation certificate by the Head of Training for that course of training.

**Examining  
Authority for  
ATO's Teaching  
Maintenance  
Curricula**

**58.**

- (1) An ATO shall meet the following prerequisites to receive initial approval for examining authority:
  - (a) The ATO must complete the application for examining authority on a form and in a manner prescribed by the Authority;
  - (b) The ATO must hold an ATO certificate and rating issued under these Regulations;
  - (c) The ATO must have held the rating in which examining



authority is sought for at least 24 consecutive calendar months preceding the month of application for examining authority;

- (d) Within 24 calendar months before the date of application for examining authority, at least 90 percent of the students in the ATO must have passed the required skill or knowledge test, or any combination thereof, for the licence or rating for which examining authority is sought, on the first attempt, and that test was given by—
  - (i) An RCAA inspector; or
  - (ii) A designed examiner who is not an employee of the ATO.
- (2) The examining authority of the ATO is valid for 24 months, unless suspended or revoked by the Authority, and may be renewed upon request to the Authority by the ATO.
- (3) An ATO that holds examining authority may recommend a person who graduated from its course for the appropriate knowledge or skill test.
- (4) The ATO that holds examining authority shall administer the tests as required by Civil Aviation (Personnel Licensing) Regulations as appropriate to the licence or rating sought.
- (5) An ATO that holds examining authority may conduct knowledge and skill tests on a progressive schedule if approved by the Authority. This may be necessary due to the length and complexity of an inclusive maintenance training programme.
- (6) An ATO that holds examining authority must maintain—
  - (a) A record of all temporary airman licences or ratings it issues, which consist of the following information in chronological order:
    - (i) The date the temporary airman licence was issued;
    - (ii) The student to whom the temporary airman certificate was issued, and that student's permanent mailing address and telephone number;
    - (iii) The training course from which the student graduated;
    - (iv) The name of person who conducted the knowledge or skill test;
    - (v) The type of temporary airman licence or rating issued to the student; and
    - (vi) The date the student's airman application file was sent to the Authority for processing for a permanent airman licence.
  - (b) A copy of the record containing each student's graduation certificate, airman application, temporary airman licence, superseded airman licence (if applicable), and knowledge test or skill test results; and

- (c) Retain these records for 2 years and make them available to the Authority upon request. These records must be surrendered to the Authority when the ATO ceases to have examining authority.

**Privileges of the ATO**

- 59.**
- (1) The maintenance training organisation may carry out the following as permitted by and in accordance with the maintenance training organisation exposition:
    - (a) basic training courses to the Civil Aviation (Personnel Licensing) Regulations syllabus, or part thereof.
    - (b) aircraft type/task training courses in accordance with Civil Aviation (Personnel Licensing) Regulations.
    - (c) the examinations on behalf of the Authority, including the examination of students who did not attend the basic or aircraft type training course at the maintenance training organisation.
    - (d) the issue of certificates in accordance with Sixth Schedule following successful completion of the approved basic or aircraft type training courses and examinations specified in (a), (b) and (c), as applicable.
  - (2) Training, knowledge examinations and practical assessments may only be carried out at the locations identified in the approval certificate and/or at any location specified in the maintenance training organisation exposition.
  - (3) By derogation to sub-regulation (2), the maintenance training organisation may only conduct training, knowledge examinations and practical assessments in locations different from the sub-regulation (2) locations in accordance with a control procedure specified in the maintenance training organisation exposition. Such locations need not be listed in the maintenance training organisation exposition.
  - (4) The maintenance training organisation may subcontract the conduct of basic theoretical training, type training and related examinations to a non- maintenance training organisation only when under the control of the maintenance training organisation quality system.
  - (5) The subcontracting of basic theoretical training and examination is limited to Civil Aviation (Personnel Licensing) Regulations, Sixteenth Schedule, Part G, Modules 1, 2, 3, 4, 5, 6, 8, 9 and 10.
  - (6) The subcontracting of type training and examination shall be limited to powerplant and avionic systems.
  - (7) An organisation shall not be approved to conduct examinations unless approved to conduct the corresponding training.
  - (8) By derogation from sub-regulation (7), an organisation approved to provide basic knowledge training or type training may also be approved to provide type examination in the cases where type training is not required.

**Student Transfer**

- 60.** A person who transfers from one ATO to another ATO may receive credit for

**of Credit Between  
ATO's Teaching a  
Maintenance  
Curriculum**

that previous maintenance training, provided the following requirements are met:

- (a) The maximum credited training time does not exceed one-half of the receiving ATO's curriculum requirements for the licence or rating;
- (b) The person completes a knowledge and practical test conducted by the receiving ATO for the purpose of determining the amount of experience and knowledge to be credited;
- (c) The receiving ATO determines, based on the person's performance on the knowledge and practical test required by (b), the amount of credit to be awarded, and records that credit in the person's training record; and
- (d) The receiving ATO retains a copy of the person's training record from the previous ATO.

**FIRST SCHEDULE**

**APPROVED TRAINING ORGANISATION CERTIFICATE**

**APPROVED TRAINING ORGANISATION CERTIFICATE**

Number:

This certificate is issued to:

Whose principal business address is:

Upon finding that its organisation complies in all respects with the Civil Aviation (Approved Training Organisation) Regulations relating to the establishment of an Approved Training Organisation and is approved to provide training and conduct examinations listed in the attached Training Specifications and issue related certificates to students using above references.

**CONDITIONS:**

1. This approval is limited to that specified in the scope of work section of the Training and Procedures Manual;
2. This approval requires compliance with the procedures specified in the Training and Procedures Manual;
3. This approval is valid whilst the ATO remains in compliance with the Civil Aviation (Approved Training Organisation) Regulations; and
4. This approval shall continue in effect, unless surrendered, superseded, suspended, revoked or expired, until

*(enter date 12 months after first issue, 24 months after second and further issues ).*

Date of original issue: .....

Date of this revision: .....

Revision No: .....

Signed: .....

Name: .....

Title: .....

*This certificate is non-transferable.*



## **SECOND SCHEDULE**

### **QUALITY ASSURANCE AND QUALITY SYSTEM**

#### **1.0 Quality policy and strategy**

**1.1** The ATO shall describe how the organisation formulates, deploys and reviews its policy and strategy and turns them into plans and actions applicable to all levels of the organisation. A formal written quality policy statement should be prepared, establishing a commitment by the accountable executive of the training organisation to achieving and maintaining the highest possible standards in quality. The quality policy should reflect the achievement and continued compliance with all applicable Civil Aviation Regulations and any additional standards specified by the ATO.

**1.2** The accountable executive of the training organisation will have the overall responsibility for the standard in quality including the frequency, format and structure of the internal management review and analysis activities and may delegate the responsibility for the tasks defined under paragraph 2 of this Schedule to a quality manager. Depending on the size and scope of the organisation and the requirements of the Authority, the accountable executive and quality manager may interact in different ways as illustrated in the organisational charts in ICAO Doc 9841, Appendix C.

#### **2.0 Quality manager**

**2.1** The primary role of the quality manager is to verify, by monitoring activities in the field of training, that the standards as established by the ATO and any additional requirements of the Authority are being carried out properly.

**2.2** The quality manager should be responsible for ensuring that the quality system is properly documented, implemented, maintained and continuously reviewed and improved.

**2.3** The quality manager should:

- report directly to the head of training; and
- have unencumbered access to all parts of the ATO.

**2.4** The quality manager should be responsible for ensuring that personnel training related to the quality system is conducted.

#### **3.0 Quality assurance**

**3.1** The term quality assurance is frequently misunderstood to mean the testing and checking of products and services. Organisations that only do checking and testing activities are merely applying 'quality control' measures, which are designed to catch product and service defects, but not necessarily prevent them. For example, an ATO that administers exams at the end of the training syllabus, only to discover that a large proportion of the students have failed to meet the required standard has only identified a deficiency in expected results. The implication would be that there could be a problem with the training programme, or the instructor, or even the student selection criteria. In this instance, the ATO has no idea what the real problem is or what to do about it. Quality control, by itself, provides limited value without the suite of complementary activities that comprise QA.

**3.2** QA, on the other hand, attempts to improve and stabilise the training process to identify and avoid, or at least minimise, issues that lead to problems in the first place. It continuously verifies that standards are adhered to throughout the training process by introducing various checkpoints and controls. It further introduces a system of audits to ensure that documented policies, processes, and procedures are consistently followed. It is the 'assurance' part of quality management.

A QA plan for an ATO should encompass well-designed and documented policies, processes and procedures for at least the following activities.

- Monitor training services and process controls;

Monitoring assessment and testing methods;  
Monitor personnel qualifications and training;  
Monitor training devices and equipment qualification, calibration and functionality, as applicable;  
conduct internal and external audits;  
develop, implement, and monitor corrective and preventive actions and associated reporting systems; and  
utilise appropriate statistical analysis to identify and respond appropriately to trends.

**3.4** An effective QA plan will aid significantly in the ATO's compliance with requirements, its conformity with the standards and the adequacy of its training activities. To take the ATO's performance to a higher level requires a structure that ensures that the combined QA effort of the employees reaches its full potential.

**3.5** QA plans by themselves are subject to breakdowns in human performance and therefore are in need of robust organisational structures that underpin the QA efforts of individuals. It is for this reason that ATOs and States should embrace the quality system governance model described in this Schedule.

#### **4. Quality system for the ATO**

**4.1** A quality system is the aggregate of all the organisation's activities, plans, policies, processes, procedures, resources, incentives, and infrastructure working in unison towards a total quality management approach. It requires an organisational construct complete with policies, processes, procedures, and resources that underpins a commitment to achieve excellence in product and service delivery through the implementation of best practices in quality management.

**4.2** An ATO that supports its QA plan with a well-designed, implemented and maintained quality system structure should be able to easily and repeatedly achieve results that exceed both the requirements of the applicable national regulations and the expectations of the ATO's clients.

**4.3** The basic attributes of an effective quality system should include, but are not necessarily limited to:

- A managerial structure that facilitates and encourages clear and unencumbered access to the decision makers;
- An overarching company commitment to achieve excellence in training service delivery rather than meeting minimum requirements;
- Quality policies, processes, and procedures that are well-designed, consistently applied and subject to formalised review and refinement processes;
- An employee training plan that instils and promotes best practices in quality management efforts;
- an organisational risk profile and corresponding risk management plan, which together provide a comprehensive list of hazards that are tied to the ATO's activities and establish mitigating measures to effectively manage those risks, which threaten the achievement of desired standards of performance; and
- a strategic review of policies and procedures, which measures the organisation's current assumptions, objectives and plans by applying a relevance test matched to evolving trends in the industry or changes occurring within the ATO.

#### **5. Organisational risk profile**

**5.1** An organisational risk profile is an inventory of identified hazards and threats that present risks, which are likely to prevent conformity with the required standards of performance. This 'threat to quality' list is normally derived at by first establishing a directory of those activities that routinely take place in order to deliver and administer a training programme. Once complete, the activity directory is then expanded to identify the hazards and threats associated with each individual activity. Some examples of routine activities that should be examined during this process are:

- selection and training of staff;
- training programme development, validation, and review;
- development and maintenance of training courseware;

administrative staff duties in support of the training programme; instructors and evaluators, and students; delivery of training; record keeping; assessment and examination processes; and client and Authority feedback.

**5.2** The risks identified through this exercise should not be limited to just those which currently exist, but should also include those potential risks that could arise from a change to existing circumstances or conditions.

## **6. Risk management plan**

**6.1** A risk management plan is designed to mitigate the identified risks, real or potential, which were derived from the organisational risk profile exercise. The plan's objective is not to eliminate risk so much as it is to effectively manage risk by putting in place risk controlling measures.

**6.2** A well developed and implemented risk management plan will substantially aid in accurately scoping out the depth and frequency of planned QA related activities.

**6.3** The plan should be subject to the management review process outlined in paragraph 4.3( f) of this Schedule.

**6.4** The current risk management plan should be readily accessible to all employees so that it can be accurately followed and open to comment for improvement.

## **7. Coherence matrix**

**7.1** A coherence matrix, sometimes known as a correspondence matrix, is a very powerful addition to the ATO's compliance efforts. It is a detailed tabulated document that lists all the applicable regulatory requirements imposed on the ATO. Beside each listed provision there should be at least two descriptive elements that identify:

the existing process(es) that is (are) designed to ensure continuous compliance with that specific regulatory rule or standard; and

the individual managerial position responsible for the effective implementation of each process

**7.2** The coherence matrix should indicate the next intended and most recently completed audits designed to validate the functionality of each of the identified process. Any recent audit findings should be listed in the matrix or referred to as being documented in a separate 'register of findings'.

The coherence matrix is developed and managed by the quality manager and is subject to the management review process.

**7.4** The current coherence matrix should be readily accessible to all employees so that it can be accurately followed and open to comment for improvement.

## **8. Corrective and preventive action reports**

**8.1** Quality assurance plans should include a well-structured reporting system to ensure that suggestions by ATO personnel for both corrective and preventive actions are recorded and promptly addressed. Paragraph 3.3 (f) of this Schedule identifies this as a necessary component of QA.

**8.2** After an analysis of the reports submitted, the reporting system should specify who is required to rectify a discrepancy and/or non-conformity in each particular case and the procedure to be followed if corrective action is not completed within an appropriate timescale. Just as important, the reporting system should identify who is required to investigate and act upon any report identifying measures that could prevent a non-conformity from occurring.

**8.3** Corrective and preventive action reports should be able to be submitted anonymously, if individuals so choose, to maximise the opportunity for open and effective reporting.

*Note: Since corrective and preventive action reports, in this instance, represent suggestions for improvement in conformity levels and deal with quality issues, this reporting system and its processes should be managed by the quality manager.*



## **9. Quality-related documentation**

**9.1** Relevant documentation includes part(s) of the Training and Procedures Manual, which may be included in a separate Quality Manual.

**9.2** In addition, the relevant documentation should include the following:

- quality policy and strategy;
- glossary;
- organisational risk profile;
- risk management plan;
- coherence matrix;
- corrective and preventive action procedures and reporting system;
- specified training standards;
- description of the organisation;
- assignment of duties and responsibilities, and
- training procedures related to the quality system to ensure regulatory compliance.

**9.3** The QA audit programme documentation should reflect:

- the schedule of the monitoring process;
- audit procedures;
- reporting procedures;
- follow-up and corrective action procedures;
- the recording system; and
- document control.

## **10. Quality assurance audit programme**

The QA audit programme should include all planned and systematic actions necessary to provide confidence that every training activity is conducted in accordance with all applicable requirements, standards and procedures.

## **11. Quality inspection**

**11.1** The primary purpose of a quality inspection is to review a document or observe a particular event, action, etc., in order to verify whether established training procedures and requirements are followed during the conduct of the inspection and whether the required standard is achieved.

**11.2** Examples of typical subject areas for quality inspections are:

- actual training sessions;
- maintenance, if applicable;
- technical standards; and
- training standards.

## **12. Quality audits**

**12.1** An audit is a systematic and independent comparison between the way in which training is being conducted and the way in which it should be conducted according to the published training procedures.

**12.2** Audits should include at least the following quality procedures and processes:

- a description of the scope of the audit, which should be explained to the audited personnel;
- planning and preparation;
- gathering and recording evidence; and
- analysis of the evidence.

**12.3** The various techniques that make up an effective audit are:

- a review of published documents;
- interviews or discussions with personnel;
- the examination of an adequate sample of records;
- the witnessing of the activities which make up the training; and
- the preservation of documents and the recording of observations.

**13. Auditors**

**13.1** The ATO should decide, depending on the complexity of the organisation and the training being conducted, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant training and/or operational experience.

**13.2** The responsibilities of the auditors should be clearly defined in the relevant documentation.

**14. Auditor's independence**

**14.1** Auditors should not have any day-to-day involvement in the area of the operation or maintenance activity that is to be audited.

**14.2** An ATO may, in addition to using the services of full time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities through the use of part-time auditors. An ATO whose structure and size does not justify the establishment of full-time auditors may undertake the audit function using part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the Authority.

**14.3** In all cases the ATO should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist has some familiarity with the type of activity conducted by the ATO.

**14.4** The QA audit programme of the ATO should identify the persons within the organisation who have the experience, responsibility and authority to:

- identify and record concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- initiate or recommend solutions to concerns or findings through designated reporting channels;
- verify the implementation of solutions within specific and reasonable timescales; and
- report directly to the quality manager.

**15. Audit scheduling**

**15.1** A QA audit programme should include a defined audit schedule and a periodic review cycle. The schedule should be flexible and allow unscheduled audits when negative trends are identified. The quality manager should schedule follow-up audits when necessary to verify that a corrective action resulting from a finding was carried out and that it is effective.

**15.2** An ATO should establish a schedule of audits to be completed during a specific calendar period. This schedule should be influenced by the organisational risk profile and be reflected in both the risk management plan and the coherence matrix documents. As a minimum, all aspects of the training should be reviewed within a period of twelve months in accordance with the audit programme.

**15.3** When an ATO defines the audit schedule, it should take into account significant changes to the management, organisation, training or technologies, as well as changes to the standards and requirements.

**16. Monitoring and corrective action**

**16.1** The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby ensure that defined policy and training standards are continuously complied with. Monitoring and corrective action functions fall under the responsibilities of the quality manager. Monitoring activity is based upon:

- quality inspections;
- quality audits; and
- corrective and preventive action reports, and subsequent follow-up.

**16.2** Any non-conformity identified as a result of monitoring should be communicated by the quality manager to the manager responsible for taking corrective action or, if appropriate, to the head of training or, when circumstances warrant, to the accountable executive. Such non conformity should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of an appropriate corrective action.

**16.3** The QA audit programme should include procedures to ensure that corrective and preventive actions are developed in response to findings. Personnel implementing these procedures should monitor such actions to ensure that they have been completed and verify their effectiveness. Organisational responsibility and accountability for the implementation of a corrective action resides with the department where the finding was identified. The accountable executive will have the ultimate responsibility for ensuring, through the quality manager, that the corrective action has reestablished conformity with the standard required by the ATO and any additional requirements established by the Authority or the ATO.

**16.4** As part of its quality system, the ATO should identify internal and external customers and monitor their satisfaction by measurement and analysis of feedback.

## **17. Continuous improvement process**

**17.1** The quality manager should be responsible for the review and continuous improvement of the established quality system's policies, processes and procedures. The following tools, on which the quality manager relies, are essential to the on-going continuous improvement process:

- organisational risk profile;
- risk management plan;
- coherence matrix;
- corrective and preventive action reports; and
- inspection and audit reports.

**17.2** These tools and processes are interrelated and help define the continuous improvement efforts of the organisation. For example, any corrective or preventive action report could identify a deficiency or an opportunity for improvement. As outlined in paragraph 8.2 of this Schedule, the quality manager would then be required to ensure the identified issue was addressed and effectively implemented. The same would be true, if the discovery of an issue was identified during an inspection or audit.

**17.3** The effective implementation of change and the subsequent validation that the change did indeed result in the desired outcome is critical to the continuous improvement process. Simply introducing a well-meaning suggestion for improvement into the organisation without carefully managing that change could have undesirable consequences. It is therefore incumbent upon the quality manager to responsibly introduce, monitor, and validate improvement efforts.

**17.4** A simplistic but effective process to use in managing continuous improvement is known as the plan-do-check-act, or PDCA, approach. The following illustration depicts this continuous improvement process cycle:

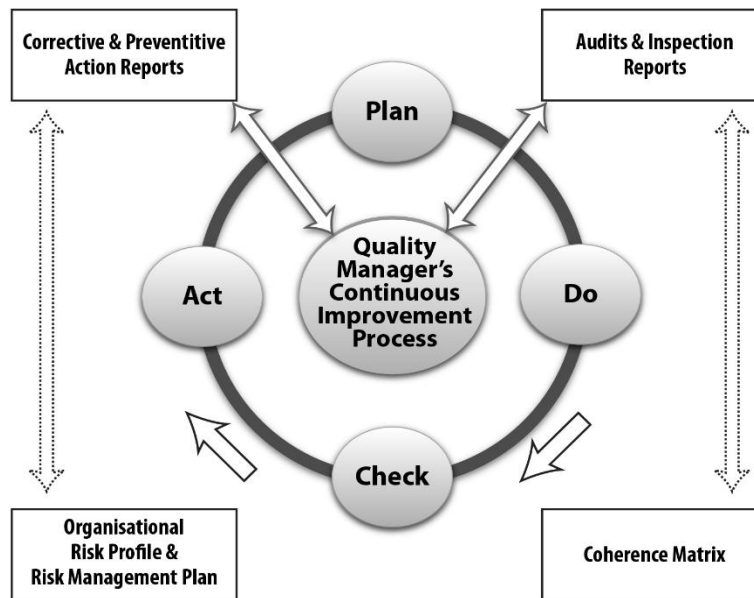
Plan. Map out the implementation of the recommended change, identifying at least:

- (a) those people who will be affected by the change
- (b) the required quality control measures necessary to mitigate risk; and
- (c) the desired outcome and its intended consequences.

Do. Execute the implementation plan once all affected groups have accepted the proposal and understand their role in ensuring its success.

Check. Apply sufficient quality control “stage” checks throughout the implementation phase to ensure any unintended deviations in the execution are identified and addressed without delay; and

Act. Analyse the results and take appropriate action as necessary.



## 18. Management review and analysis

18.1 Management should accomplish a comprehensive, systematic and documented review and analysis of the quality system, training policies and procedures, and should consider:

- the results of quality inspections, audits and any other indicators;
- the overall effectiveness of the management organisation in achieving stated objectives; and
- the correction of trends, and prevention, where applicable, of future non-conformities.

18.2 Conclusions and recommendations made as a result of the review and analysis should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve relevant issues and take action. The head of training should decide upon the frequency, format and structure of meetings for internal review and analysis, in coordination with the accountable executive, if different, as the accountable executive has the overall responsibility for the quality system including the frequency, format and structure of the internal management review and analysis activities.

## 19. Recording

19.1 Accurate, complete and readily accessible records documenting the result of the QA audit programme should be maintained by the ATO. Records are essential data to enable an ATO to analyse and determine the root causes of non-conformity so that areas of non-compliance can be identified and subsequently addressed.

19.2 Records should be retained at least for the period that may be mandated by national requirements. In the absence of such requirements, a period of three years is recommended. The relevant records include:

- audit schedules;
- quality inspection and audit reports;
- responses to findings;
- corrective and preventive action reports;

follow-up and closure reports; and  
management review and analysis reports.

## **20. QA responsibility for satellite ATOs**

20.1 An ATO may decide to subcontract certain activities to external organisations subject to the approval of the Authority.

20.2 The ultimate responsibility for the training provided by the satellite ATO always remains with the ATO. A written agreement should exist between the ATO and the satellite ATO clearly defining the training services to be provided and the level of quality to be assured. The satellite ATO's activities relevant to the agreement should be included in the ATO's QA audit programme.

20.3 The ATO should ensure that the satellite ATO has the necessary authorisation/approval when required and commands the resources and competence to undertake the task.

## **21. QA training**

21.1 Appropriate and thorough training is essential to optimise quality in every organisation. In order to achieve the appropriate outcomes of such training, the ATO should ensure that all staff members understand the objectives as laid out in the quality manual to a level relevant to their duties, including the:

- concept of QA and associated systems;
- quality management;
- quality manual;
- inspections and audit techniques; and
- reporting and recording.

21.2 Time and resources should be allocated to provide appropriate levels of QA training to every employee.

21.3 QA courses are available from the various national or international standards institutions, and an ATO should consider whether to offer such courses to those likely to be involved in the management or supervision of QA processes. Organisations with sufficient appropriately qualified staff should consider the possibility of providing in-house training.

### **THIRD SCHEDULE**

#### **PERSONNEL FOR FLIGHT CREW TRAINING IN THE ATO**

- (1) The Head of Training shall have overall responsibility for ensuring satisfactory integration of flying training, flight simulation training and theoretical knowledge instruction and for supervising the progress of individual students. The Head of Training shall have had extensive experience in training as a flight instructor for professional pilot licences and possess a sound managerial capability.
- (2) The Chief Flight Instructor (CFI) shall be responsible for the supervision of flight and synthetic flight instructors and for the standardisation of all flight instruction and synthetic flight instruction. The CFI shall:
  - (a) hold the highest professional pilot licence related to the flying training courses conducted;
  - (b) hold the rating(s) related to the flying training courses conducted;
  - (c) hold a flight instructor rating for at least one of the types of aircraft used on the course; and
  - (d) have completed 1,000 hours pilot-in-command flight time of which a minimum of 500 hours shall be on flying instructional duties related to the flying courses conducted, of which 200 hours may be instrument ground time.
- (3) Flight instructors shall hold--
  - (a) a pilot licence and rating(s) in accordance with Civil Aviation (Personnel Licensing) Regulations related to the flying training courses they are approved to conduct; and
  - (b) an instructor rating or authorisation in accordance with Civil Aviation (Personnel Licensing) Regulations, relevant to the part of the course being conducted e.g. flight instructor, flight instrument rating instructor, instructor for additional class or type rating(s), instructor for flight simulation training, as appropriate.
- (4) Instructors for flight simulation training shall hold the authorisation in accordance with Civil Aviation (Personnel Licensing) Regulations related to the flight simulation training courses they are appointed to conduct.
- (4) Instructors for flight engineer licences and rating training shall hold:
  - (a) the licence and the rating(s) in accordance with Civil Aviation (Personnel Licensing) Regulations related to the flight engineer licence and/or rating training courses they are appointed to conduct; and
  - (b) an instructor rating in accordance with Civil Aviation (Personnel Licensing) Regulations, relevant to the part of the course being conducted.
- (5) The Chief Ground Instructor shall --
  - (a) be responsible for the supervision of all ground instructors and for the standardisation of all theoretical knowledge instruction; and

- (b) shall have a practical background in aviation and have the appropriate ground instructor licence in accordance with Civil Aviation (Personnel Licensing) Regulations.
- (6) Ground instructors shall be responsible for conducting ground training in subject areas required for a licence or rating. Ground instructors may have either a licence or be approved by the Authority in accordance with Civil Aviation (Personnel Licensing) Regulations, depending upon the subject matter to be taught.
- (7) Ground instructors, who are approved by the Authority but not licensed, who teach knowledge subjects for licences and ratings shall have appropriate experience in aviation and shall, before appointment, give proof of their competency by giving a lecture based on material they have developed for the subjects they are to teach.

## **FOURTH SCHEDULE**

### **TRAINING MANUAL AND PROCEDURES MANUAL FOR ATO CONDUCTING FLIGHT CREW TRAINING**

#### **Part 1**

##### **1. General**

- 1.1** Preamble relating to the use and applicability of the manual.
- 1.2** Table of contents.
- 1.3** Amendment, revision and distribution of the manual:
  - procedures for amendment;
  - amendment record page;
  - distribution list; and
  - list of effective pages.
- 1.4** Glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.
- 1.5** Description of the structure and layout of the manual, including:
  - the various parts, sections, as well as their contents and use; and
  - the paragraph numbering system.
- 1.6** Description of the scope of training authorised under the organisation's terms of approval.
- 1.7** Organisation (chart of the ATO's management organisation), and the name of the post holders.
- 1.8** Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:
  - accountable executive;
  - head of training;
  - instructional services manager;
  - quality manager;
  - maintenance manager, if applicable;
  - safety manager, if applicable;
  - instructors; and
  - examiners, evaluators, and auditors.
- 1.9** Policies dealing with:
  - the training organisation's objectives, including ethics and values;
  - the selection of ATO personnel and the maintenance of their qualifications;
  - the training programme design and development, including the need for programme validation and review, as well as the outsourcing of training programme development to third-party providers;
  - the evaluation, selection, and maintenance of training material and devices;
  - the maintenance of the training facilities and equipment;
  - developing and maintaining a quality system governance model; and



developing and maintaining a culture focused on safety in the workplace, including, when applicable, implementing a safety management system governance model.

**1.10** Description of the facilities and equipment available, including:

general use facilities, including offices, stores and archives, library or reference areas);  
the number and size of classrooms, including installed equipment; and  
the type and number of training devices, including their location if other than at the main training site.

**2. Staff training**

**2.1** Identification of persons or positions responsible for the maintenance of performance standards and for ensuring the competency of personnel.

**2.2** Details of the procedures to validate the qualifications and determine the competency of instructional personnel as required by regulation 19.

**2.3** Details of the initial and recurrent training programmes for all personnel as required by regulation 19.

**2.4** Procedures for proficiency checks and upgrade training.

**3.0 Client training programmes**

The client training programmes cover each individual training programme conducted by the training organisation for its customers. The training programmes consist of a training plan, a practical training syllabus and a theoretical knowledge syllabus, if applicable, as described in paragraphs 3.1, 3.2 and 3.3 below.

**3.1 Training plan**

**3.1.1** The aim of the course in the form of a statement of what the student is expected to be able to do as a result of the training, the level of performance, and the training constraints to be observed.

**3.1.2** Pre-entry requirements, including:

minimum age;  
education or qualification requirements;  
medical requirements; and  
linguistic requirements.

**3.1.3** Credits for previous knowledge, experience or other qualifications, which should be obtained from the Licensing Authority before the training commences.

**3.1.4** Training curricula, including the:

theoretical training (knowledge);  
practical training (skills);  
training in the domain of human factors (attitudes);  
assessment and examinations; and  
monitoring of the training process, including the assessment and examination activities.

**3.1.5** Training policies in terms of:

restrictions regarding the duration of training periods for students and instructors; and  
if applicable, minimum rest periods.

**3.1.6** Policy for the conduct of student evaluation, including the:

procedures for authorisation for tests;  
procedures for remediation training before retest and knowledge test re write procedures;  
test reports and records;  
procedures for skill progress checks and skill tests;  
procedures for knowledge progress tests and knowledge tests, including procedures for knowledge test preparation, type of questions and assessments, and standards required for a pass; and  
procedures for question analysis and review and for issuing replacement exams (applicable to knowledge tests).

**3.1.7 Policy regarding training effectiveness, including:**

liaison procedures between training departments;  
requirements for reporting and documentation;  
internal feedback system for detecting training deficiencies;  
completion standards at various stages of training to ensure standardisation;  
individual student responsibilities;  
procedures to correct unsatisfactory progress;  
procedures for changing instructors;  
maximum number of instructor changes per student; and  
procedures for suspending a student from training.

**3.2 Syllabi for non-competency-based training programmes**

**3.2.1 Practical training syllabus**

**3.2.1.1** A statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that exercises are repeated at the proper frequency.

**3.2.1.2** The syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.

**3.2.1.3** A statement of the standard of proficiency required before progressing from one phase of training to the next. It includes minimum experience requirements and satisfactory exercise completion before undertaking the next phase.

**3.2.1.4** Requirements for instructional methods, particularly with respect to adherence to syllabi and training specifications.

**3.2.1.5** Instruction for the conduct and documentation of all progress checks.

**3.2.1.6** Instruction, where applicable, given to all examining staff regarding the conduct of examinations and tests.

**3.2.2 Theoretical knowledge syllabus**

The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 3.2 above but with a training specification and objective for each subject.

**3.3. Syllabus for competency-based training programmes**

**3.3.1** Training programmes focused on achieving desired standards of performance for specific jobs or tasks should be competency-based.

**3.3.2** Competency-based training programmes are based upon a job and task analysis to define the knowledge, skills and attitudes required to perform a job or a task. Such programmes use an integrated approach in which the training of the underlying knowledge to perform a task is followed by practice of the task so that the trainee acquires the underlying knowledge, skills and attitudes related to the task in a more effective way.

**3.3.3** As a result, the syllabus is structured as a single document that is subdivided in modules containing a training objective and the same information as in 3.2.1, but applied to both the theoretical knowledge and practical training delivered by the module.

#### **4. Tests and checks conducted by the ATO for the issuance of a licence or a rating**

**4.1** When a State has authorised an ATO to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, the manual should include:

- the name(s) of the personnel with testing authority and the scope of the authority;
- the role and duties of the authorised personnel;
- if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirements for appointment as well as the selection and appointment procedure; and
- the applicable requirements established by the Licensing Authority, such as:
  - (a) The procedures to be followed in the conduct of checks and tests; and
  - (b) the methods for completion and retention of testing records as required by the Authority

#### **5. Records**

**5.1** Policy and procedures regarding:

- attendance records;
- student training records;
- staff training and qualification records;
- person responsible for checking records and student personal logs;
- nature and frequency of record checks;
- standardisation of record entries;
- personal log entries; and
- security of records and documents.

#### **6. Safety management system (if applicable)**

**6.1** The requirement to adopt SMS practices is intended to be restricted to only those training entities whose activities directly impact upon the safe operation of aircraft. Should that requirement apply to the ATO, the Training and Procedures Manual, as stated in paragraph 1.9 above, must address the ATO's SMS with reference to a separate manual or include the SMS practices within the Training and Procedures Manual.

#### **7. Quality assurance**

**7.1** Provide a brief description of the quality assurance practices, as required by paragraph 5 of Appendix 2 to Annex 1, with reference to a separate quality manual or include the QA practices within the Training and Procedures Manual (refer to Appendix B, paragraph 9).

#### **8. Appendices**

**8.1** As required:

- sample progress test forms;
- sample logs, test reports and records; and
- a copy of the approved training organisation's approval document.

## **Part II – Additional content for flight training organisations (utilising aircraft)**

### **9. Flight training – General**

**9.1** Qualifications, responsibilities and succession of command of management and key operational personnel (in addition to paragraph 1.8 above), including but not limited to:

- chief flight instructor; and
- chief ground instructor.

**9.2** Policies and procedures (in addition to paragraph 1.9 above) dealing with:

- approval of flights;
- responsibilities of the pilot-in-command;
- flight planning procedures – general;
- carriage of passengers;
- operational control system;
- reporting of safety hazards, incidents and accidents;
- duty periods and flight time limitations for flying staff members and students; and
- minimum rest periods for flying staff members and students.

**9.3** Description of the facilities and equipment available (in addition to paragraph 1.10 of this Schedule), including:

- Flight simulation training devices and training aircraft;
- Maintenance facilities and apron parking areas for training aircraft;
- Computer-based classroom(s); and
- Dispatch control and briefing areas.

### **10. Aircraft operating information**

**10.1** Certification and operating limitations.

**10.2** Aircraft handling, including:

- a) performance limitations;
- b) use of checklists;
- c) standard operating procedures; and
- d) aircraft maintenance procedures.

**10.3** Instructions for aircraft loading and securing of load.

**10.4** Fuelling procedures.

**10.5** Emergency procedures.

### **11. Routes**

**11.1** Performance criteria, e.g. take-off, en route, landing, etc.

**11.2** Flight planning procedures including:

- fuel and oil requirements;
- minimum safe altitudes;
- planning for contingencies (e.g. emergency or diversion scenarios); and
- navigation equipment.

**11.3** Weather minima for all instructional training flights during day, night, VFR and IFR operations.

**11.4** Weather minima for all student training flights at various stages of training.

**11.5** Training routes and practice areas.

**12. Flight training plan**

**12.1** Training curricula (in addition to paragraph 3.1.4 above), including, as applicable, the:

- flying curriculum (single-engine);
- flying curriculum (multi-engine);
- theoretical knowledge curriculum; and
- flight simulation training curriculum.

**12.2** The general arrangements of daily and weekly programmes for flying training, ground training and flight simulation training.

**12.3** Training policies (in addition to paragraph 3.1.5 above) in terms of:

- weather constraints;
- maximum student training times for flight, theoretical knowledge and flight simulation training, per day/week/month;
- restrictions in respect of training periods for students;
- duration of training flights at various stages;
- maximum individual student flying hours in any day or night period;
- maximum number of individual student training flights in any day or night period; and
- minimum rest periods between training periods.

## **FIFTH SCHEDULE**

### **THE MINIMUM DURATION OF A COMPLETE BASIC TRAINING COURSE**

Basic Course	Duration (in hours)	Theoretical training ratio (in %)
A1	800	30 to 35
A2	650	30 to 35
A3	800	30 to 35
A4	800	30 to 35
B1.1	2 400	50 to 60
B1.2	2 000	50 to 60
B1.3	2 400	50 to 60
B1.4	2 400	50 to 60
B2	2 400	50 to 60
B3	1 000	50 to 60

## SIXTH SCHEDULE

### TRAINING AND PROCEDURES MANUAL FOR ATO CONDUCTING MAINTENANCE TRAINING

#### Part 1

##### 1. General

- 1.1 Preamble relating to the use and applicability of the manual.
- 1.2 Table of contents.
- 1.3 Amendment, revision and distribution of the manual:
  - procedures for amendment;
  - amendment record page;
  - distribution list; and
  - list of effective pages.
- 1.4 Glossary of definitions and significant terms, including a list of acronyms and/or abbreviations.
- 1.5 Description of the structure and layout of the manual, including:
  - the various parts, sections, as well as their contents and use; and
  - the paragraph numbering system.
- 1.6 Description of the scope of training authorised under the organisation's terms of approval.
- 1.7 Organisation (chart of the ATO's management organisation), and the name of the post holders.
- 1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:
  - accountable executive;
  - head of training;
  - instructional services manager;
  - quality manager;
  - maintenance manager, if applicable;
  - safety manager, if applicable;
  - instructors; and
  - examiners, evaluators, and auditors.
- 1.9 Policies dealing with:
  - the training organisation's objectives, including ethics and values;
  - the selection of ATO personnel and the maintenance of their qualifications;
  - the training programme design and development, including the need for programme validation and review, as well as the outsourcing of training programme development to third-party providers;
  - the evaluation, selection, and maintenance of training material and devices;
  - the maintenance of the training facilities and equipment;
  - developing and maintaining a quality system governance model and

developing and maintaining a culture focused on safety in the workplace, including, when applicable, implementing a safety management system governance model.

**1.10** Description of the facilities and equipment available, including:

general use facilities, including offices, stores and archives, library or reference areas);  
the number and size of classrooms, including installed equipment; and  
the type and number of training devices, including their location if other than at the main training site.

**2. Staff training**

**2.1** Identification of persons or positions responsible for the maintenance of performance standards and for ensuring the competency of personnel.

**2.2** Details of the procedures to validate the qualifications and determine the competency of instructional personnel as required by regulation 19.

**2.3** Details of the initial and recurrent training programmes for all personnel, including awareness training with respect to their responsibilities within the ATO's system governance processes.

**2.4** Procedures for proficiency checks and upgrade training.

**3.0 Client training programmes**

The client training programmes cover each individual training programme conducted by the training organisation for its customers. The training programmes consist of a training plan, a practical training syllabus and a theoretical knowledge syllabus, if applicable, as described in paragraphs 3.1, 3.2 and 3.3 below.

**3.1 Training plan**

**3.1.1** The aim of the course in the form of a statement of what the student is expected to be able to do as a result of the training, the level of performance, and the training constraints to be observed.

**3.1.2** Pre-entry requirements, including:

minimum age;  
education or qualification requirements;  
medical requirements; and  
linguistic requirements.

**3.1.3** Credits for previous knowledge, experience or other qualifications, which should be obtained from the Licensing Authority before the training commences.

**3.1.4** Training curricula, including the:

theoretical training (knowledge);  
practical training (skills);  
training in the domain of human factors (attitudes);  
assessment and examinations; and  
monitoring of the training process, including the assessment and examination activities.

**3.1.5** Training policies in terms of:

restrictions regarding the duration of training periods for students and instructors; and  
if applicable, minimum rest periods.

**3.1.6** Policy for the conduct of student evaluation, including the:

procedures for authorisation for tests;  
procedures for remediation training before retest and knowledge test re write procedures;



test reports and records;  
procedures for skill progress checks and skill tests;  
procedures for knowledge progress tests and knowledge tests, including procedures for knowledge test preparation, type of questions and assessments, and standards required for a pass; and  
procedures for question analysis and review and for issuing replacement exams (applicable to knowledge tests).

**3.1.7** Policy regarding training effectiveness, including:

liaison procedures between training departments;  
requirements for reporting and documentation;  
internal feedback system for detecting training deficiencies;  
completion standards at various stages of training to ensure standardisation;  
individual student responsibilities;  
procedures to correct unsatisfactory progress;  
procedures for changing instructors;  
maximum number of instructor changes per student; and  
procedures for suspending a student from training.

**3.2** Syllabi for non-competency-based training programmes

**3.2.1** Practical training syllabus

**3.2.1.1** A statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that exercises are repeated at the proper frequency.

**3.2.1.2** The syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.

**3.2.1.3** A statement of the standard of proficiency required before progressing from one phase of training to the next. It includes minimum experience requirements and satisfactory exercise completion before undertaking the next phase.

**3.2.1.4** Requirements for instructional methods, particularly with respect to adherence to syllabi and training specifications.

**3.2.1.5** Instruction for the conduct and documentation of all progress checks.

**3.2.1.6** Instruction, where applicable, given to all examining staff regarding the conduct of examinations and tests.

**3.2.2** Theoretical knowledge syllabus

The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 3.2 above but with a training specification and objective for each subject.

**3.3.** Syllabus for competency-based training programmes

**3.3.1** Training programmes focused on achieving desired standards of performance for specific jobs or tasks should be competency-based.

**3.3.2** Competency-based training programmes are based upon a job and task analysis to define the knowledge, skills and attitudes required to perform a job or a task. Such programmes use an integrated approach in which the training of the underlying knowledge to perform a task is followed by practice of the task so that the trainee acquires the underlying knowledge, skills and attitudes related to the task in a more effective way.

**3.3.3** As a result, the syllabus is structured as a single document that is subdivided in modules containing

a training objective and the same information as in 3.2.1, but applied to both the theoretical knowledge and practical training delivered by the module.

#### **4. Tests and checks conducted by the ATO for the issuance of a licence or a rating**

**4.1** When a State has authorised an ATO to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, the manual should include:

- the name(s) of the personnel with testing authority and the scope of the authority;

- the role and duties of the authorised personnel;

- if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirements for appointment as well as the selection and appointment procedure; and

- the applicable requirements established by the Licensing Authority, such as:

- (a) The procedures to be followed in the conduct of checks and tests; and

- (b) the methods for completion and retention of testing records as required by the Authority

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**5.1** Policy and procedures regarding:

- attendance records;

- student training records;

- staff training and qualification records;

- person responsible for checking records and student personal logs;

- nature and frequency of record checks;

- standardisation of record entries;

- personal log entries; and

- security of records and documents.

#### **6. Safety management system (if applicable)**

**6.1** The requirement to adopt SMS practices is intended to be restricted to only those training entities whose activities directly impact upon the safe operation of aircraft. Should that requirement apply to the ATO, the Training and Procedures Manual, as stated in paragraph 1.9 above, must address the ATO's SMS with reference to a separate manual or include the SMS practices within the Training and Procedures Manual.

#### **7. Quality assurance**

**7.1** Provide a brief description of the quality assurance practices with reference to a separate quality manual or include the QA practices within the Training and Procedures Manual.

#### **8. Appendices**

**8.1** As required:

- sample progress test forms;

- sample logs, test reports and records; and

- a copy of the approved training organisation's approval document.

### Basic Training/Examination Completion Certificate

The training certificate shall clearly identify each individual module examination by date passed

[NAME OF ATO]

Approval No: [XXXX]

#### Completion Certificate

**This certificate is issued to:**

[NAME]

[DATE and PLACE OF BIRTH]

This certificate confirms that the above named person successfully passed [*the approved basic training course/the basic examination*] stated below in compliance with Civil Aviation (Personnel Licensing) Regulations for the time being in force.

[BASIC TRAINING/BASIC EXAMINATION]

[LIST OF MODULES/DATE OF EXAMINATION PASSED]

Date .....

Signed: .....

Name: .....

Title: .....

## Type Training/Examination

The certificate shall indicate the airframe/engine combination for which the training was imparted.

The training certificate shall clearly identify if the course is a complete course or a partial course (such as an airframe or powerplant or avionic/electrical course) or a difference course based upon the applicant previous experience, for instance A340 (CFM) course for A320 technicians. If the course is not a complete one, the certificate shall identify whether the interface areas have been covered or not.

[NAME OF ATO]

Approval No: [XXXX]

### Course Completion Certificate

**This certificate is issued to:**

[NAME]

[DATE and PLACE OF BIRTH]

This certificate confirms that the above named person successfully passed [*the theoretical and/or practical elements*] of the approve type training course stated below and the related examinations in compliance with Civil Aviation (Personnel Licensing) Regulations for the time being in force.

[AIRCRAFT TYPE TRAINING COURSE]

[START AND END DATES]

[SPECIFY THEORETICAL ELEMENTS OR PRACTICAL ELEMENTS]

[and/or]

AIRCRAFT TYPE EXAMINATION

[END DATE]

Date .....

Signed:

.....

Name:

.....

Title:

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XIII	ANNEX XIII TO THE	ANNEXE XIII A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

IBIBUGA BY'INDEGE ZA GISIVILE	AERODROMES	AERODROMES CIVILS
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## **THE CIVIL AVIATION (AERODROMES)**

### **ARRANGEMENT REGULATIONS**

#### **PART I PRELIMINARY PROVISIONS**

Regulation	Title
1.	Citation
2.	Interpretation
3.	Applicability
4.	Standards for aerodromes
5.	Access to aerodromes

#### **PART II CONSTRUCTION OF AERODROMES**

6.	Requirements for application for an aerodrome construction permit
7.	Issuance of aerodrome construction permits
8.	Design and construction of aerodromes
9.	Standards for aerodrome design

#### **PART III AERODROME CERTIFICATION**

10.	Requirement for an aerodrome certificate
11.	Application for certificate
12.	Issuance of aerodrome certificate
13.	Endorsement of conditions on an aerodrome certificate
14.	Duration of an aerodrome certificate
15.	Surrender of an aerodrome certificate

- 16. Transfer of an aerodrome certificate
- 17. Interim aerodrome certificate
- 18. Amendment of an aerodrome certificate
- 19. Suspension or cancellation of an aerodrome certificate by the Authority

#### **PART IV AERODROME MANUAL**

- 20. Requirement for aerodrome manual
- 21. Format of the aerodrome manual
- 22. Location of the aerodrome manual
- 23. Information to be included in aerodrome manual
- 24. Amendment of the aerodrome manual
- 25. Notification of changes to the aerodrome manual
- 26. Approval of the aerodrome manual
- 27. Aerodrome manual controller

#### **PART V OBLIGATION OBLIGATIONS OF THE OPERATOR OF A CERTIFIED AERODROME**

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- 29. Competence of operational and maintenance personnel
- 30. Aerodrome operation and maintenance
- 31. Aerodrome operator's safety management system
- 32. Aerodrome operator's internal safety audits
- 33. Aerodrome serviceability self-inspection
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- 37. Removal of obstructions from the aerodrome surface
- 38. Planning and execution of aerodrome works
- 39. Works safety officer for aerodrome works
- 40. Identifying, marking, and lighting construction and other unserviceable areas.
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**OPERATION OF A CERTIFIED AERODROME**

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- 53. Determination of aerodrome category for rescue and fire fighting
- 54. Firefighting Extinguishing agents
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- 56. Rescue and firefighting Response time

- 57. Rescue and firefighting Vehicle readiness
- 58. Emergency access roads for Rescue and firefighting
- 59. Fire stations
- 60. Rescue and firefighting communication and alerting systems
- 61. Number of rescue and fire fighting vehicles
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- 70. Siting of equipment and installations on operational areas
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- 72. Protection of NAVAIDS
- 73. Security lighting

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- 77. Unpaved areas

- 78. Runway end safety areas
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- 80. Traffic and wind direction indicators

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Second Schedule: Particulars to be included in an Aerodrome Manual

Third Schedule: Aerodrome Certificate

# THE CIVIL AVIATION (AERODROMES) REGULATIONS 2016

## PART I

### PRELIMINARY PROVISIONS

**Citation**            1.    These Regulations may be cited as the Civil Aviation (Aerodromes) Regulations, 2017

**Interpretation**    2.    When the following terms are used in this Annex they have the following meanings:

*Accuracy.* A degree of conformance between the estimated or measured value and the true value.

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

*Aerodrome beacon.* Aeronautical beacon used to indicate the location of an aerodrome from the air.

*Aerodrome certificate.* A certificate issued by the appropriate authority under applicable regulations for the operation of an aerodrome.

*Aerodrome elevation.* The elevation of the highest point of the landing area.

*Aerodrome facilities and equipment.* Facilities and equipment, inside or outside the boundaries of an aerodrome, that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft.

*Aerodrome identification sign.* A sign placed on an aerodrome to aid in identifying the aerodrome from the air.

*Aerodrome manual.* The manual that forms part of the application for an aerodrome certificate pursuant to these regulations, including any amendments thereto approved by the Authority.

*Aerodrome mapping data (AMD).* Data collected for the purpose of compiling aerodrome mapping information for aeronautical uses.

***Aerodrome mapping database (AMDB).*** A collection of aerodrome mapping data organized and arranged as a structured data set.

***Aerodrome operator.*** In relation to a certificated aerodrome, means the aerodrome certificate holder.

***Aerodrome reference point.*** The designated geographical location of an aerodrome.

***Aerodrome standards.*** Information and rules contained in the document called Manual of Standards (MOS) – Aerodromes published by the Rwanda Civil Aviation Authority as amended from time to time pertaining to the design, operation and maintenance of aerodromes and associated facilities and equipment to be complied with by aerodrome operators for the safety of air navigation.

***Aerodrome traffic density.***

- (a) *Light.* Where the number of movements in the mean busy hour is not greater than 15 per runway or typically less than 20 total aerodrome movements.
- (b) *Medium.* Where the number of movements in the mean busy hour is of the order of 16 to 25 per runway or typically between 20 to 35 total aerodrome movements.
- (c) *Heavy.* Where the number of movements in the mean busy hour is of the order of 26 or more per runway or typically more than 35 total aerodrome movements.

***Aeronautical beacon.*** An aeronautical ground light visible at all azimuths, either continuously or intermittently, to designate a particular point on the surface of the earth.

***Aeronautical ground light.*** Any light specially provided as an aid to air navigation, other than a light displayed on an aircraft.

***Aircraft reference field length.*** The minimum field length required for take-off at maximum certificated take-off mass, sea level, standard atmospheric conditions, still air and zero runway slope, as shown in the appropriate aircraft flight manual prescribed by the certificating authority or equivalent data from the aircraft manufacturer. Field length means balanced field length for aircraft, if applicable, or take-off distance in other cases.

***Aircraft classification number (ACN).*** A number expressing the relative effect of an aircraft on a pavement for a specified standard subgrade

category.

**Aircraft stand.** A designated area on an apron intended to be used for parking an aircraft.

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

**Apron management service.** A service provided to regulate the activities and the movement of aircraft and vehicles on an apron.

**Authority.** Rwanda Civil Aviation Authority (RCAA).

**Balked landing.** A landing manoeuvre that is unexpectedly discontinued at any point below the obstacle clearance altitude/height (OCA/H).

**Barrette.** Three or more aeronautical ground lights closely spaced in a transverse line so that from a distance they appear as a short bar of light.

**Calendar.** Discrete temporal reference system that provides the basis for defining temporal position to a resolution of one day.

**Capacitor discharge light.** A lamp in which high-intensity flashes of extremely short duration are produced by the discharge of electricity at high voltage through a gas enclosed in a tube.

**Certified aerodrome.** An aerodrome whose operator has been granted an aerodrome certificate.

**Clearway.** A defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height.

**Cyclic redundancy checks (CRC).** A mathematical algorithm applied to the digital expression of data that provides a level of assurance against loss or alteration of data.

**Data quality.** A degree or level of confidence that the data provided meet the requirements of the data user in terms of accuracy, resolution and integrity.

**Datum.** Any quantity or set of quantities that may serve as a reference or basis for the calculation of other quantities.

**De-icing/anti-icing facility.** A facility where frost, ice or snow is removed (de-icing) from the aircraft to provide clean surfaces, and/or where clean

surfaces of the aircraft receive protection (anti-icing) against the formation of frost or ice and accumulation of snow or slush for a limited period of time.

***De-icing/anti-icing pad.*** An area comprising an inner area for the parking of an aircraft to receive de-icing/anti-icing treatment and an outer area for the manoeuvring of two or more mobile de-icing/anti-icing equipment.

***Declared distances.***

- (a) *Take-off run available (TORA).* The length of runway declared available and suitable for the ground run of an aircraft taking off.
- (b) *Take-off distance available (TODA).* The length of the take-off run available plus the length of the clearway, if provided.
- (c) *Accelerate-stop distance available (ASDA).* The length of the take-off run available plus the length of the stopway, if provided.
- (d) *Landing distance available (LDA).* The length of runway which is declared available and suitable for the ground run of an aircraft landing.

***Dependent parallel approaches.*** Simultaneous approaches to parallel or near-parallel instrument runways where radar separation minima between aircraft on adjacent extended runway centre lines are prescribed.

***Director General.*** Chief Executive of the Rwanda Civil Aviation Authority (the Authority);

***Displaced threshold.*** A threshold not located at the extremity of a runway.

***Effective intensity.*** The effective intensity of a flashing light is equal to the intensity of a fixed light of the same colour which will produce the same visual range under identical conditions of observation.

***Ellipsoid height (Geodetic height).*** The height related to the reference ellipsoid, measured along the ellipsoidal outer normal through the point in question.

***Fixed light.*** A light having constant luminous intensity when observed from a fixed point.

***Frangible object.*** An object of low mass designed to break, distort or yield on impact so as to present the minimum hazard to aircraft.

***Geodetic datum.*** A minimum set of parameters required to define location

and orientation of the local reference system with respect to the global reference system/frame.

***Geoid.*** The equipotential surface in the gravity field of the Earth which coincides with the undisturbed mean sea level (MSL) extended continuously through the continents.

***Geoid undulation.*** The distance of the geoid above (positive) or below (negative) the mathematical reference ellipsoid.

***Gregorian calendar.*** Calendar in general use; first introduced in 1582 to define a year that more closely approximates the tropical year than the Julian calendar.

***Hazard beacon.*** An aeronautical beacon used to designate a danger to air navigation.

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

***Holding bay.*** A defined area where aircraft can be held, or bypassed, to facilitate efficient surface movement of aircraft.

***Holdover time.*** The estimated time the anti-icing fluid (treatment) will prevent the formation of ice and frost and the accumulation of snow on the protected (treated) surfaces of an aircraft.

***Hot spot.*** A location on an aerodrome movement area with a history or potential risk of collision or runway incursion, and where heightened attention by pilots/drivers is necessary.

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

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

***Identification beacon.*** An aeronautical beacon emitting a coded signal by means of which a particular point of reference can be identified.

***Independent parallel approaches.*** Simultaneous approaches to parallel or near-parallel instrument runways where radar separation minima between aircraft on adjacent extended runway centre lines are not prescribed.

***Independent parallel departures.*** Simultaneous departures from parallel



or near-parallel instrument runways.

**Instrument runway.** One of the following types of runways intended for the operation of aircraft using instrument approach procedures:

- (a) *Non-precision approach runway.* A runway served by visual aids and non-visual aid(s) intended for landing operations following an instrument approach operation type A and a visibility not less than 1 000 m.
- (b) *Precision approach runway, category I.* A runway served by visual aids and non-visual aid(s) intended for landing operations following an instrument approach operation type B with a decision height (DH) not lower than 60 m (200 ft) and either a visibility not less than 800 m or a runway visual range not less than 550 m.
- (c) *Precision approach runway, category II.* A runway served by visual aids and non-visual aid(s) intended for landing operations following an instrument approach operation type B with a decision height (DH) lower than 60 m (200 ft) but not lower than 30 m (100 ft) and a runway visual range not less than 300 m.
- (d) *Precision approach runway, category III.* A runway served by visual aids and non-visual aid(s) intended for landing operations following an instrument approach operation type B to and along the surface of the runway and:
  - (i) intended for operations with a decision height (DH) lower than 30 m (100 ft), or no decision height and a runway visual range not less than 175 m.
  - (ii) intended for operations with a decision height (DH) lower than 15 m (50 ft), or no decision height and a runway visual range less than 175 m but not less than 50 m.
  - (iii) intended for operations with no decision height (DH) and no runway visual range limitations.

**Integrity (aeronautical data).** A degree of assurance that an aeronautical data and its value has not been lost nor altered since the data origination or authorized amendment.

**Integrity classification (aeronautical data).** Classification based upon the potential risk resulting from the use of corrupted data. Aeronautical data is classified as:

- (a) routine data: there is a very low probability when using corrupted routine data that the continued safe flight and landing of an aircraft

would be severely at risk with the potential for catastrophe;

- (b) essential data: there is a low probability when using corrupted essential data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe; and
- (c) critical data: there is a high probability when using corrupted critical data that the continued safe flight and landing of an aircraft would be severely at risk with the potential for catastrophe.

***Intermediate holding position.*** A designated position intended for traffic control at which taxiing aircraft and vehicles shall stop and hold until further cleared to proceed, when so instructed by the aerodrome control tower.

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

***Landing direction indicator.*** A device to indicate visually the direction currently designated for landing and for take-off.

***Laser-beam critical flight zone (LCFZ).*** Airspace in the proximity of an aerodrome but beyond the LFFZ where the irradiance is restricted to a level unlikely to cause glare effects.

***Laser-beam free flight zone (LFFZ).*** Airspace in the immediate proximity of the aerodrome where the irradiance is restricted to a level unlikely to cause any visual disruption.

***Laser-beam sensitive flight zone (LSFZ).*** Airspace outside, and not necessarily contiguous with, the LFFZ and LCFZ where the irradiance is restricted to a level unlikely to cause flash-blindness or after-image effects.

***Lighting system reliability.*** The probability that the complete installation operates within the specified tolerances and that the system is operationally usable.

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

***Marker.*** An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

***Marking.*** A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

***Maximum carrying capacity.*** In relation to an aircraft, means the

maximum passenger-seating capacity, or the maximum payload, permitted under the aircraft's certificate of type approval.

**Maximum passenger-seating capacity.** In relation to an aircraft, means the maximum number of seats for passengers permitted under the aircraft's certificate of type approval.

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

**Near-parallel runways.** Non-intersecting runways whose extended centre lines have an angle of convergence/divergence of 15 degrees or less.

**Non-instrument runway.** A runway intended for the operation of aircraft using visual approach procedures or an instrument approach procedure to a point beyond which the approach may continue in visual meteorological conditions.

*Note.— Visual meteorological conditions (VMC) are described in Chapter 3 of Annex 2.*

**Normal flight zone (NFZ).** Airspace not defined as LFFZ, LCFZ or LSFZ but which shall be protected from laser radiation capable of causing biological damage to the eye.

**Obstacle.** All fixed (whether temporary or permanent) and mobile objects, or parts thereof, that:

- (a) are located on an area intended for the surface movement of aircraft;  
or
- (b) extend above a defined surface intended to protect aircraft in flight;  
or
- (c) stand outside those defined surfaces and that have been assessed as being a hazard to air navigation.

**Obstacle free zone (OFZ).** The airspace above the inner approach surface, inner transitional surfaces, and balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes.

**Obstacle limitation surfaces.** A series of surfaces that define the volume of airspace at and around an aerodrome to be kept free of obstacles in order to permit the intended aircraft operations to be conducted safely and to prevent the aerodrome from becoming unusable by the growth of

obstacles around the aerodrome.

***Orthometric height.*** Height of a point related to the geoid, generally presented as an MSL elevation.

***Pavement classification number (PCN).*** A number expressing the bearing strength of a pavement for unrestricted operations.

***Precision approach runway,*** see ***Instrument runway.***

***Primary runway(s).*** Runway(s) used in preference to others whenever conditions permit.

***Protected flight zones.*** Airspace specifically designated to mitigate the hazardous effects of laser radiation.

***Road.*** An established surface route on the movement area meant for the exclusive use of vehicles.

***Road-holding position.*** A designated position at which vehicles may be required to hold.

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

***Runway end safety area (RESA).*** An area symmetrical about the extended runway centre line and adjacent to the end of the strip primarily intended to reduce the risk of damage to an aircraft undershooting or overrunning the runway.

***Runway guard lights.*** A light system intended to caution pilots or vehicle drivers that they are about to enter an active runway.

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

***Runway strip.*** A defined area including the runway and stopway, if provided, intended:

- (a) to reduce the risk of damage to aircraft running off a runway; and
- (b) to protect aircraft flying over it during take-off or landing operations.

***Runway turn pad.*** A defined area on a land aerodrome adjacent to a runway for the purpose of completing a 180-degree turn on a runway.

***Runway visual range (RVR).*** The range over which the pilot of an

aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line.

**Safety management system (SMS).** A system for the management of safety at aerodromes including the organizational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.

**Segregated parallel operations.** Simultaneous operations on parallel or near-parallel instrument runways in which one runway is used exclusively for approaches and the other runway is used exclusively for departures.

**Shoulder.** An area adjacent to the edge of a pavement so prepared as to provide a transition between the pavement and the adjacent surface.

**Sign.**

- (a) *Fixed message sign.* A sign presenting only one message.
- (b) *Variable message sign.* A sign capable of presenting several predetermined messages or no message, as applicable.

**Signal area.** An area on an aerodrome used for the display of ground signals.

**Slush.** Water-saturated snow which with a heel-and-toe slap-down motion against the ground will be displaced with a splatter; specific gravity: 0.5 up to 0.8.

**Snow (on the ground).**

- (a) *Dry snow.* Snow which can be blown if loose or, if compacted by hand, will fall apart again upon release; specific gravity: up to but not including 0.35.
- (b) *Wet snow.* Snow which, if compacted by hand, will stick together and tend to or form a snowball; specific gravity: 0.35 up to but not including 0.5.
- (c) *Compacted snow.* Snow which has been compressed into a solid mass that resists further compression and will hold together or break up into lumps if picked up; specific gravity: 0.5 and over.

**Station declination.** An alignment variation between the zero degree radial of a VOR and true north, determined at the time the VOR station is calibrated.

**Stopway.** A defined rectangular area on the ground at the end of take-off run available prepared as a suitable area in which an aircraft can be stopped in the case of an abandoned take-off.

**Switch-over time (light).** The time required for the actual intensity of a light measured in a given direction to fall from 50 per

cent and recover to 50 per cent during a power supply changeover, when the light is being operated at intensities of 25 per cent or above.

**Take-off runway.** A runway intended for take-off only.

**Taxiway.** A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between

one part of the aerodrome and another, including:

- (a) *Aircraft stand taxilane.* A portion of an apron designated as a taxiway and intended to provide access to aircraft stands only.
- (b) *Apron taxiway.* A portion of a taxiway system located on an apron and intended to provide a through taxi-route across the apron.
- (c) *Rapid exit taxiway.* A taxiway connected to a runway at an acute angle and designed to allow landing aircraft to turn off at higher speeds than are achieved on other exit taxiways thereby minimizing runway occupancy times.

**Taxiway intersection.** A junction of two or more taxiways.

**Taxiway strip.** An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.

**Threshold.** The beginning of that portion of the runway usable for landing.

**Touchdown zone.** The portion of a runway, beyond the threshold, where it is intended landing aircraft first contact the runway.

**Unserviceable area.** A part of the movement area that is unfit and unavailable for use by aircraft.

**Usability factor.** The percentage of time during which the use of a runway or system of runways is not restricted because of the crosswind component.

**Work area.** A part of an aerodrome in which maintenance or construction

works are in progress.

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| <b>Applicability</b>            | <p><b>3.</b> These regulations prescribe rules governing:</p> <ul style="list-style-type: none"> <li>(a) construction of aerodromes</li> <li>(b) certification of aerodromes and the requirements that apply to operators of certified aerodromes;</li> <li>(c) reporting and inspection requirements that apply to operators of certified aerodromes used for any international air transportation operation;</li> <li>(d) matters dealing with obstacles and hazards in airspace; and</li> <li>(e) aerodrome operational services including rescue and firefighting services.</li> </ul>  |
| <b>Standards for aerodromes</b> | <p><b>4.</b></p> <ul style="list-style-type: none"> <li>(1) The Director General may, in such manner as he thinks fit, publish a Manual of Standards – Aerodromes, containing such standards, recommended practices and guidance material on aerodromes as he may determine to be applicable in Rwanda.</li> <li>(2) Any reference in these regulations to aerodrome standards and practices is a reference to the standards and practices for aerodromes that are set out in the Manual of Standards – Aerodromes as amended from time to time.</li> <li>(3) An aerodrome operator shall comply with the standards, practices and procedures that are required by the Manual of Standards – Aerodromes, as appropriate to the operations conducted at the aerodrome and the requirements for aircraft using the aerodrome.</li> <li>(4) The Authority shall also publish advisory circulars prescribing acceptable methods and procedures for compliance with these regulations and the prescribed standards.</li> </ul> |
| <b>Access to aerodromes</b>     | <p><b>5.</b> The operator of an aerodrome shall allow the Authority to inspect: aerodrome facilities, equipment, services, operating procedures, aerodrome operator’s documents and records, and Safety Management System for the purpose of aviation safety, or any other facility/documentation related to the aerodromes that the Authority</p>  |

considers relevant to the inspection.

The aerodrome operator shall allow access for personnel authorized by the Authority to any part of the aerodrome or any aerodrome facilities, equipment, documentation or records for the purposes of sub-regulation (1).

## **PART II**

### **CONSTRUCTION OF AERODROMES**

**Requirements  
for  
application  
for an  
aerodrome  
construction  
permit**

- 6.**
- (1) A person shall not construct an aerodrome unless that person has a valid aerodrome construction permit issued under regulation 8.
  - (2) An application for an aerodrome construction permit shall be considered for approval, where :
    - (a) the applicant holds a valid authorization from a relevant authority for use of the place as an aerodrome;
    - (b) the application is approved by the authority responsible for national environment management;
  - (3) The Authority shall prior to issuance of a construction permit, assess the suitability of the place proposed for construction taking into consideration:
    - (a) the proximity of the place to other aerodromes and landing areas including military aerodromes;
    - (b) obstacles, terrain and existing airspace restrictions; and
    - (c) that it is not against public interest that the place where the aerodrome is to be constructed shall be used as such.
  - (4) An applicant for an aerodrome construction permit shall submit to the Authority for approval an application in the prescribed form accompanied by:
    - (a) a detailed design of the proposed construction including related architectural requirements approved by the relevant authority;
    - (b) aerodrome data in accordance with the characteristics of the aircraft for which the aerodrome is intended; and



- (c) a topographical map of the proposed aerodrome site as specified by the Authority.

**Issuance of aerodrome construction permits**

7. The Authority shall issue an aerodrome construction permit to an applicant where the application meets the requirements in regulation 6 and any other requirements as may be specified by any relevant authority.

**Design and construction of aerodromes**

8. (1) An applicant for a construction permit shall ensure that the design and construction of the aerodrome is undertaken by a qualified person.
- (2) The Authority shall inspect the site of an aerodrome during construction to ascertain compliance with the standards prescribed and the terms of the aerodrome construction permit.

**Standards for aerodrome design**

9. (1) An aerodrome design shall comply with the applicable standards prescribed by the Authority in the Manual of Standards – Aerodromes.
- (2) Architectural and infrastructure-related requirements for the optimum implementation of civil aviation security measures shall be integrated into the design and construction of new facilities and alterations to existing facilities at an aerodrome.
- (3) The design of aerodromes should take into account, where appropriate, land-use and environmental control measures.

### **PART III**

#### **AERODROME CERTIFICATION**

**Requirement for an aerodrome certificate**

10. (1) No person shall operate an aerodrome specified under sub-regulation (2) without an aerodrome certificate or in violation of that certificate, the applicable provisions of these regulations and the standards prescribed by the Authority in the Manual of Standards – Aerodromes, or the approved aerodrome manual.

- (2) An aerodrome shall only be operated by an operator who holds a valid certificate issued by the Authority:
  - (a) when the aerodrome is used for any international air transportation operation;
  - (b) at the request of the aerodrome operator; or
  - (c) at the request/discretion of the Authority.

**Application  
for certificate**

- 11. An applicant for an aerodrome certificate shall:
  - (a) prepare and submit to the Authority for approval an application, in a prescribed in the First Schedule; and
  - (b) submit with the application, two copies of an aerodrome manual prepared in accordance with Part IV of these regulations.

**Issuance of  
aerodrome  
certificate**

- 12. (1) Subject to the provisions in sub-regulations (2) and (3), the Authority may approve the application and approve the aerodrome manual submitted under regulation 11 and issue an aerodrome certificate to the applicant.
- (2) Before issuing an aerodrome certificate, the Authority shall be satisfied that:
  - (a) the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome properly;
  - (b) the aerodrome manual prepared for the applicant's aerodrome and submitted with the application contains all the relevant information;
  - (c) the aerodrome facilities, services and equipment are in accordance with these regulations and the standards prescribed by the Authority in the Manual of Standards – Aerodromes;
  - (d) the aerodrome operating procedures make satisfactory provision for the safety of aircraft; and
  - (e) an acceptable safety management system is in place at the aerodrome.
- (3) The Authority may refuse to issue an aerodrome certificate to an

applicant. In such cases, the Authority shall notify the applicant, in writing, of its reasons no later than 15 days after making that decision

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| <b>Endorsement of conditions on an aerodrome certificate</b> | <b>13.</b> | After successful completion of the processing of the application and the inspection of the aerodrome, the Authority, when issuing the aerodrome certificate, shall endorse, on the aerodrome certificate, the conditions for the type of use of the aerodrome and other details prescribed in the Third Schedule.   |
| <b>Duration of an aerodrome certificate</b>                  | <b>14.</b> | An aerodrome certificate shall be valid for 2 years or until it is suspended or cancelled, whichever is earlier.  |
| <b>Surrender of an aerodrome certificate</b>                 | <b>15.</b> | <p>(1) An aerodrome certificate holder shall give the Authority not less than 90 days' written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.</p> <p>(2) The Authority shall cancel the certificate on the date specified in the notice.</p>   |
| <b>Transfer of an aerodrome certificate</b>                  | <b>16.</b> | <p>(1) The Authority shall transfer an aerodrome certificate to a transferee when:</p> <ul style="list-style-type: none"><li>(a) the current holder of the aerodrome certificate notifies the Authority, in writing, at least 60 days before ceasing to operate the aerodrome, that the current holder will cease to operate the aerodrome as of the date specified in the notice;</li><li>(b) the current holder of the aerodrome certificate notifies the Authority, in writing, of the name of the transferee;</li><li>(c) the transferee applies to the Authority, in writing, within 30 days before the current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee; and</li><li>(d) the requirements set out in regulation 12 (2) are met in respect of the transferee.</li></ul> <p>(2) An application referred to in sub-regulation (1) (c) shall include a</p> |

copy of the notice referred to in sub-regulation (1)(a).

- (3) If the Authority does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 14 days after making that decision.

**Interim  
aerodrome  
certificate**

- 17.** (1) The Authority may issue an interim aerodrome certificate to the applicant referred to in regulation 11 or the proposed transferee of an aerodrome certificate referred to in regulation 16 authorizing the applicant or transferee to operate an aerodrome if the Authority is satisfied that:
- (a) an aerodrome certificate in respect of the aerodrome will be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or transfer of an aerodrome certificate has been completed; and
  - (b) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.
- (2) An interim aerodrome certificate issued pursuant to sub-regulation (1) shall expire on:
- (a) the date on which the aerodrome certificate is issued or transferred; or
  - (b) the expiry date specified in the interim aerodrome certificate;
- whichever is earlier.
- (3) An interim aerodrome certificate shall not be issued for a period of longer than 60 days.
- (4) These regulations shall apply to an interim aerodrome certificate in the same manner as they apply to an aerodrome certificate.

**Amendment  
of an  
aerodrome  
certificate**

- 18.** The Authority may, provided that the requirements of regulations 12 (2), 25, and 26 have been met, amend an aerodrome certificate when:
- (a) there is a change in the ownership or management of the aerodrome;
  - (b) there is a change in the use or operation of the aerodrome;
  - (c) there is a change in the boundaries of the aerodrome; or

- (d) the holder of the aerodrome certificate requests an amendment.

**Suspension or  
cancellation of  
an aerodrome  
certificate by  
the Authority**

- 19.** (1) The may, by written notice given to the holder of an aerodrome certificate, suspend or cancel the certificate if there are reasonable grounds for believing that:
- (a) a condition to which the certificate is subject has been breached;  
or
  - (b) the aerodrome facilities, operations or maintenance are not of the standard necessary in the interests of the safety of air navigation;  
or
  - (c) the holder has failed to comply with regulation 35.
- (2) Before suspending or cancelling an aerodrome certificate, the Authority shall:
- (a) give to the holder a show cause notice that:
    - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation;  
and
    - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or cancelled; and
  - (b) take into account any written submissions that the holder makes to the Authority within 30 days.

## **PART IV**

### **AERODROME MANUAL**

**Requirement  
for aerodrome  
manual**

- 20.** (1) As part of the certification process, an applicant for aerodrome certificate shall submit for approval by the Authority, an aerodrome manual which shall include all pertinent information on the aerodrome site, facilities, services, equipment, operating procedures, organization and management including a safety management system, prior to granting the aerodrome certificate.

- (2) The aerodrome manual shall be the means by which all aerodrome operating staff are fully informed as to their duties and responsibilities with regard to safety, including information and instructions related to those matters specified in the applicable regulation.
- (3) An aerodrome operator shall provide all aerodrome operating staff access to the relevant parts of the manual.

**Format of the aerodrome manual**

- 21.** The aerodrome manual shall:
- (a) be in printed form and signed by the aerodrome operator acknowledging the responsibility to operate the aerodrome in compliance with the aerodrome manual approved by the Authority;
  - (b) be in a format that is easy to revise;
  - (c) have a system for recording the currency of pages and amendments thereto, including a page for logging revisions; and
  - (d) be organized in a manner that will facilitate the preparation, review and acceptance/approval process.

**Location of the aerodrome manual**

- 22.**
- (1) The aerodrome operator shall provide the Authority with a complete and current copy of the aerodrome manual.
  - (2) The aerodrome operator shall keep at least one complete and current copy of the aerodrome manual at the aerodrome and one copy at the operator's principal place of business if other than the aerodrome.
  - (3) The aerodrome operator shall make the copy referred to in sub-regulation (2) available for inspection by Authority.
  - (4) Furnish the applicable portions of the approved aerodrome manual to aerodrome personnel responsible for its implementation.

**Information to be included in aerodrome manual**

- 23.**
- (1) The aerodrome manual shall a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the aerodrome in order to comply with applicable provisions of these regulations.

- (2) The aerodrome manual shall contain, as a minimum, the following information:
- (a) a table of contents;
  - (b) a list of the amendments to the aerodrome manual;
  - (c) a description of the procedure for amendment of the aerodrome manual,
  - (d) a distribution list;
  - (e) a statement, signed by the aerodrome operator, certifying that the aerodrome manual is complete and accurate, and that the aerodrome operator agrees to comply with all of the conditions and specifications referred to therein,
  - (f) aerodrome administrative data:
    - (i) an organizational chart
    - (ii) the aerodrome operator's safety responsibilities;
  - (g) a description of the aerodrome:
    - (i) maps and charts showing the aerodrome's boundaries and different areas (manoeuvring area, apron, etc)
    - (ii) the physical characteristics of the aerodrome
    - (iii) the information regarding the RFF level,
    - (iv) ground aids such as lighting, markers, markings and signs
    - (v) primary and secondary electrical power systems
    - (vi) main obstacle limitation surfaces
    - (vii) deviations from the regulatory provisions authorized by the Authority together with their validity and references to the related documents (including any safety assessments);
  - (h) a description of the intended operations, including:
    - (i) the critical aircraft the aerodrome is intended to serve;
    - (ii) the category of runway(s) provided (non-instrument,

- instrument including non-precision and precision);
  - (iii) the different runways and their associated levels of service;
  - (iv) the nature of aviation activities (commercial, passenger, air transport, cargo, aerial work, general aviation);
  - (v) the type of traffic permitted to use the aerodrome (international or national, IFR/VFR, scheduled or nonscheduled); and
  - (vi) the minimum RVR that aerodrome operations can be permitted;
- (i) a description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome. For each procedure:
    - (i) the responsibilities of the aerodrome operator are clearly described;
    - (ii) the tasks that are to be achieved by the aerodrome operator or its subcontractors are listed; and (iii) the means and procedures required to complete these tasks are described or appended, together with the necessary details such as the frequency of application and operating modes; and
  - (j) a description of the SMS:
    - (i) the SMS manual developed and signed by the accountable executive;
    - (ii) the aerodrome SMS shall be commensurate with the size of the aerodrome and with the level and complexity of the services provided.
- (3) The applicant for aerodrome certificate shall, to the extent applicable to the aerodrome, arrange the information referred to in sub-regulation (2) in accordance with the Second Schedule.
  - (4) If a particular is not included in the aerodrome manual because it is not applicable to the aerodrome, the aerodrome operator shall state in the manual the reason for non-applicability of the particular.
  - (5) Responsibilities attributed to other aerodrome stakeholders shall be clearly identified and listed.



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| <b>Amendment of the aerodrome manual</b>               | <b>24.</b> | <p>(1) The operator of a certified aerodrome shall amend the aerodrome manual, whenever necessary, in order to maintain the accuracy of the information in the manual.</p> <p>(2) To maintain the accuracy of the aerodrome manual, the Authority may issue a written directive to an aerodrome operator requiring the operator to amend the manual in accordance with that directive.</p>   |
| <b>Notification of changes to the aerodrome manual</b> | <b>25.</b> | <p>An aerodrome operator shall notify the Authority, as soon as practicable, of any changes that the operator wishes to make to the aerodrome manual.</p>  |
| <b>Approval of the aerodrome manual</b>                | <b>26.</b> | <p>The Authority shall approve the aerodrome manual and any amendments thereto, provided these meet the requirements of these regulations.</p>   |
| <b>Aerodrome manual controller</b>                     | <b>27.</b> | <p>(1) The operator of a certified aerodrome shall appoint a person to be the aerodrome manual controller for the aerodrome manual.</p> <p>(2) The functions of the aerodrome manual controller shall be to ensure that:</p> <ul style="list-style-type: none"><li>(a) a record is kept of the persons who hold copies of the whole or a part of the aerodrome manual; and</li><li>(b) updates of information for the manual are distributed to those persons.</li></ul> |

## PART V

### OBLIGATION OBLIGATIONS OF THE OPERATOR OF A CERTIFIED AERODROME

- |  |            |   |
|--|------------|---|
| <b>Compliance with prescribed requirements</b>             | <b>28.</b> | The aerodrome operator shall comply with requirements of these regulations, the applicable standards prescribed by the Authority in the Manual of Standards – Aerodromes and the aerodrome manual and with all conditions endorsed in the aerodrome certificate.  |
| <b>Competence of operational and maintenance personnel</b> | <b>29.</b> | <p>(1) The aerodrome operator shall:</p> <ul style="list-style-type: none"><li>(a) employ sufficient and qualified personnel to comply with the requirements of the aerodrome manual and the requirements of these regulations.</li><li>(b) equip personnel with sufficient resources needed to comply with the requirements of these regulations.</li><li>(c) train all persons who access movement areas and safety areas and perform duties in compliance with the requirements of the aerodrome manual and the requirements of these regulations.</li></ul> <p>(2) The training referred to in sub-regulation (1) (c) shall be completed prior to the initial performance of such duties and at least once every 12 consecutive calendar months and the curriculum for initial and recurrent training shall include at least the following areas:</p> <ul style="list-style-type: none"><li>(a) aerodrome familiarization, including aerodrome marking, lighting, and signs system.</li><li>(b) procedures for access to, and operation in, movement areas and safety areas, as specified under regulation 69.</li><li>(c) aerodrome communications, including radio communication between the air traffic control tower and personnel, use of the common traffic advisory frequency if there is no air traffic control tower or the tower is not in operation, and procedures for reporting unsafe aerodrome conditions.</li><li>(d) duties required under the aerodrome manual and the requirements of these regulations.</li></ul> |

- (e) any additional subject areas, as appropriate.
- (3) The aerodrome operator shall make a record of all training completed by each individual in compliance with this regulation that includes, at a minimum, a description and date of training received and such records shall be maintained for 24 consecutive calendar months after completion of training.
- (4) The aerodrome operator shall, as appropriate, comply with the following training requirements of regulations 32 through 34, 36, 55 through 64, 68 and 69.

**Aerodrome  
operation and  
maintenance**

- 30.**
- (1) The aerodrome operator shall operate and maintain the aerodrome in accordance with Parts VI and VII of these regulations, standards prescribed by the Authority in the Manual of Standards – Aerodromes and the procedures set out in the aerodrome manual.
  - (2) The aerodrome certificate holder shall coordinate with the air traffic services (ATS) provider in order to be satisfied that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome.
  - (3) The coordination referred to in sub-regulation (3) shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities, and security.

The aerodrome operator shall provide and maintain the following on its aerodrome:

- (a) A wind cone that visually provides surface wind direction information to pilots. For each runway available for air carrier use, a supplemental wind cone shall be installed at the end of the runway or at least at one point visible to the pilot while on final approach and prior to takeoff. If the aerodrome is open for air carrier operations at night, the wind direction indicators, including the required supplemental indicators, shall be lighted.
- (b) For aerodromes serving any air carrier operation when there is no control tower operating, a segmented circle, a landing strip indicator and a traffic pattern indicator shall be installed around a wind cone for each runway with a right-hand traffic pattern.
- (c) The Authority shall publish Advisory Circulars containing acceptable

methods and procedures for the installation, lighting, and maintenance of traffic and wind indicators.

**Aerodrome  
operator's  
safety  
management  
system**

- 31.** (1) The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
- (2) The aerodrome operator shall oblige all users of the aerodrome, including fixed-base operators, groundhandling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome. The aerodrome operator shall monitor such compliance.
- (3) The aerodrome operator shall require all users of the aerodrome, including fixed-base operators, groundhandling agencies and other organizations referred to in sub-regulation (2), to cooperate in the programme to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have a bearing on safety.
- (4) The safety management system required under in sub-regulation (1) shall comply with the requirements of Civil Aviation (Safety Management System) Regulations.

**Aerodrome  
operator's  
internal safety  
audits**

- 32.** (1) The aerodrome operator shall conduct audits of the safety management system covering the aerodrome operator's own functions, including an inspection of the aerodrome facilities and equipment
- (2) The aerodrome operator shall also conduct audits and inspections for evaluating other users, including fixed-base operators, ground handling agencies and other organizations working at the aerodrome as referred to in regulation 31(2).
- (3) The audits referred to in sub-regulations (1) and (2) shall be carried out at intervals of not more than 12 months.
- (4) The audits shall comply with all applicable standards for aerodrome prescribed by the Authority in the Manual of Standards – Aerodromes.

- (5) The aerodrome operator shall ensure that the audits are conducted by a person or persons with appropriate technical qualifications and experience.
- (6) In particular:
  - (a) the movement area, other pavements and drainage shall be inspected by a person who has a recognised degree, diploma or certificate in civil engineering or appropriate technical experience; and
  - (b) the lighting and electrical facilities shall be inspected by an electrical engineer or a licensed electrician; and
  - (c) the obstacle limitation surfaces shall be inspected by a person who:
    - (i) is technically qualified or experienced in surveying; and
    - (ii) has a sound knowledge and understanding of the standards and survey procedures for obstacle limitation surfaces.
- (7) The aerodrome operator shall retain a copy of the audit report(s) for a period 3 years.
- (8) The audit report(s) referred to in regulation (6) shall be prepared and signed by the persons who carried out the audits and inspections.

**Aerodrome  
serviceability  
self-inspection**

- 33. (1) The aerodrome operator shall conduct daily aerodrome serviceability inspections to ensure that the aerodrome is safe for aircraft operations and compliance with these regulations.
- (2) The aerodrome serviceability inspections include the following:
  - (a) an inspection of the movement area to check its surface condition including for the presence of foreign objects;
  - (b) an inspection of aerodrome markings, lighting, wind direction indicators and ground signals;
  - (c) an inspection for any obstacles infringing the take-off, approach and transitional surfaces;
  - (d) an inspection for any birds or animals on or near the movement area;

- (e) an inspection of any measures to control the inadvertent entry of persons or animals into the movement area including aerodrome fencing;
  - (f) an empirical assessment of the bearing strength of unrated runway pavements;
  - (g) an empirical assessment of the runway strip or each runway strip where the runway concerned is not marked and the whole runway strip may be used for aircraft operations;
  - (h) an inspection of the aerodrome's frequency confirmation system, if any;
  - (i) a check of whether any NOTAMS for the aerodrome are current and accurate.
- (3) The inspection shall comply with all applicable standards for aerodrome prescribed by the Authority in the Manual of Standards .
- (4) The aerodrome operator shall provide the following:
- (a) equipment for use in conducting serviceability inspections of the aerodrome;
  - (b) procedures, facilities, and equipment for reliable and rapid dissemination of information between the aerodrome operator's personnel and aircraft operators; and
  - (c) procedures to ensure qualified personnel perform the inspections. Such procedures shall ensure personnel are trained, as specified under regulation 39, and receive initial and recurrent instruction every 12 consecutive calendar months in at least the following areas:
    - (i) aerodrome familiarization, including aerodrome signs, marking and lighting.
    - (ii) aerodrome emergency plan.
    - (iii) Notice to Airmen (NOTAM) notification procedures.
    - (iv) procedures for pedestrians and ground vehicles in movement areas and safety areas.
    - (v) discrepancy reporting procedures; and
  - (d) a reporting system to ensure prompt correction of unsafe

aerodrome conditions noted during the inspection, including wildlife strikes.

(5) The aerodrome operator shall:

- (a) prepare, and maintain for at least 24 consecutive calendar months, a record of each inspection prescribed by this regulation, showing the conditions found and all corrective actions taken.
  - (b) prepare records of all training given to each individual in compliance with this regulation that includes, at a minimum, a description and date of training received. Such records shall be maintained for 24 consecutive calendar months after completion of training.
- (6) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the conduct of aerodrome serviceability self-inspections.

**Special  
inspections**

34. An aerodrome operator shall inspect an aerodrome, as circumstances require, to ensure aviation safety:
- (a) as soon as practicable after any aircraft accident or incident;
  - (b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation;
  - (c) when required by any unusual meteorological conditions that may affect safe aircraft operations; and
  - (d) at any other time when there are conditions at the aerodrome that could affect aviation safety.

**Access to the  
aerodrome**

35. (1) Personnel so authorized by the Authority may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the aerodrome certificate is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome.
- (2) An aerodrome operator shall, at the request of the person referred to in sub-regulation (1), allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel, for the purpose referred to in regulation sub-

regulation (1).

- (3) The aerodrome operator shall cooperate in conducting the activities referred to in regulation sub-regulation (1).

**Notifying and  
reporting of  
aerodrome  
condition**

- 36. (1) An aerodrome operator shall adhere to the requirement to notify and report to the Authority, air traffic control and pilots within the specified time limits required by these regulations.
- (2) *Notification of inaccuracies in aeronautical information service (AIS) publications.* An aerodrome operator shall review all Aeronautical Information Publications (AIPs), AIP Supplements, AIP Amendments, Notices to Airmen (NOTAMs), Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome.
- (3) *Notification of changes to the aerodrome facilities, equipment and level of service planned in advance.* An aerodrome operator shall notify AIS and the Authority, in writing, at least 14 days before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication referred to in sub-regulation (2).
- (4) *Issues requiring immediate notification.* Subject to the requirements of sub-regulation (5), an aerodrome operator shall give AIS and shall arrange for air traffic control and the aircraft operators to receive immediate notice detailing any of the following circumstances of which the aerodrome operator has knowledge:
  - (a) obstacles, obstructions and hazards:
    - (i) any projections by an object through an obstacle limitation surface relating to the aerodrome; and
    - (ii) the existence of any obstruction or hazardous condition affecting aviation safety at or near the aerodrome;
  - (b) level of service: non-availability of any rescue and firefighting capability or reduction in the level of service at the aerodrome as set out in any of the AIS publications referred to in sub-regulation (2);
  - (c) movement area:



- (i) construction or maintenance activity on movement areas, safety areas, or loading ramps and parking areas;
  - (ii) malfunction of any lighting system, holding position signs, or ILS critical area signs.
  - (iii) closure of any part of the movement area of the aerodrome; and
  - (d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
- (5) *Immediate notification to pilots.* When it is not feasible for an aerodrome operator to arrange for the air traffic control and the flight operations unit to receive notice of a circumstance referred to in sub-regulation (4) in accordance with that sub-regulation, the aerodrome operator shall give immediate notice direct to the pilots who may be affected by that circumstance.
- (6) An aerodrome operator shall prepare and keep, for at least 24 consecutive calendar months, a record of each dissemination of aerodrome condition information to aircraft operators prescribed by this regulation.
- (7) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the dissemination of aerodrome information.

**Removal of obstructions from the aerodrome surface**

37. An aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous.

**Planning and execution of aerodrome works**

38. (1) The aerodrome operator shall ensure that any aerodrome works at the aerodrome are carried out in a way that does not create a hazard to aircraft, or confusion to pilots.
- (2) The aerodrome operator shall comply with the standards prescribed by in the Manual of Standards – Aerodromes in relation to planning and notice requirements that shall be satisfied before aerodrome works may be carried out.

**Works safety officer for aerodrome works**

- 39.** (1) If aerodrome works are being carried out at an aerodrome, the aerodrome operator shall appoint one or more persons as works safety officers for the aerodrome works.
- (2) The function of a works safety officer shall be to ensure aerodrome safety while the aerodrome works are being carried out.
- (3) The aerodrome operator shall not appoint a person as a works safety officer for the aerodrome works if the person has not been trained, in accordance with the standards prescribed by the Authority in the Manual of Standards – Aerodromes, to perform the works safety officer’s function.

**Identifying, marking, and lighting construction and other unserviceable areas.**

- 40.** (1) An aerodrome operator shall:
- (a) mark and, if appropriate, light:
- (i) each construction area and unserviceable area that is on or adjacent to any movement area or any other area of the aerodrome on which aircraft may be operated;
- (ii) each item of construction equipment and each construction roadway, which may affect the safe movement of aircraft on the aerodrome; and
- (iii) any area adjacent to a NAVAID that, if traversed, could cause derogation of the signal or the failure of the NAVAID; and
- (b) provide procedures, such as a review of all appropriate utility plans prior to construction, for avoiding damage to existing utilities, cables, wires, conduits, pipelines, or other underground facilities.
- (2) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for identifying and marking construction areas.

**Warning notices**

- 41.** When low flying aircraft, at or near an aerodrome, or taxiing aircraft are likely to be hazardous to people or vehicular traffic, the aerodrome operator shall:

- (a) post hazard warning notices on any public way that is adjacent to the manoeuvring area; or
- (b) if such a public way is not controlled by the aerodrome operator, inform the authority responsible for posting the notices on the public way that there is a hazard.

## Records

### 42. An aerodrome operator shall:

- (a) furnish upon request by the Authority all records required to be maintained under these regulations;
- (b) maintain records required under these regulations as follows:
  - (i) *Personnel training.* Twenty-four consecutive calendar months for personnel training records, as required under regulations 32, 33, 34 and 39.
  - (ii) *Emergency personnel training.* Twenty-four consecutive calendar months for aircraft rescue and firefighting and emergency medical service personnel training records.
  - (iii) *Aerodrome fueling agent inspection.* Twelve consecutive calendar months for records of inspection of aerodrome fueling agents.
  - (iv) *Fueling personnel training.* Twelve consecutive calendar months for training records of fueling personnel.
  - (v) *Self-inspection.* Twelve consecutive calendar months for self-inspection records.
  - (vi) *Movement areas and safety areas training.* Twenty-four consecutive calendar months for records of training given to pedestrians and ground vehicle operators with access to movement areas and safety areas.
  - (vii) *Accident and incident.* Twelve consecutive calendar months for each accident or incident in movement areas and safety areas involving an air carrier aircraft and/or ground vehicle.
  - (viii) *Aerodrome condition.* Twelve consecutive calendar months for records of aerodrome condition information dissemination.
- (c) make and maintain any additional records required by the Authority,

these, and the aerodrome manual.

## **Exemptions**

- 43.**
- (1) The Authority may exempt, in writing, an aerodrome operator from complying with specific provisions of these regulations.
  - (2) Before the Authority decides to exempt the aerodrome operator, the Authority shall take into account all safety related aspects.
  - (3) An exemption shall be subject to the aerodrome operator complying with the conditions and procedures specified by the Authority in the aerodrome certificate as being necessary in the interest of safety.
  - (4) When an aerodrome does not meet the requirement of these regulations, or standards prescribed by the Authority in the Manual of Standards – Aerodromes, the Authority may determine, after carrying out aeronautical studies, only if and where permitted by the regulations and applicable standards, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant regulation or standard.
  - (5) Exemption from a regulation or standard and the conditions and procedures referred to in regulation 13 shall be set out in an endorsement on the aerodrome certificate.
  - (6) An applicant or a certificate holder may apply to the Authority for an exemption from any requirement of these regulation or standards prescribed by the Authority in the Manual of Standards – Aerodromes.
  - (7) Each application submitted under sub-regulation (6) shall:
    - (i) be submitted in writing at least 90 days before the proposed effective date of the exemption;
    - (ii) set forth the text of the regulation or standard from which the exemption is sought;
    - (iii) explain the interest of the certificate holder in the action requested, including the nature and extent of relief sought; and
    - (iv) contain information, views, or arguments that demonstrate that the requirements would be unreasonably costly, burdensome, or impractical.

- Deviations**
- 44.** (1) In emergency conditions requiring immediate action for the protection of life or property, the aerodrome operator may deviate from any requirement of these regulations and prescribed standards, or the aerodrome manual, to the extent required to meet that emergency.
- (2) The aerodrome operator who deviates from a requirement under this regulation shall, within 14 days after the emergency, notify the Authority, in writing, of the nature, extent, and duration of the deviation.

## **PART VI**

### **OPERATION OF A CERTIFIED AERODROME**

- Aerodrome emergency plan: General requirements**
- 45.** (1) The operator of a certified aerodrome shall develop and maintain an aerodrome emergency plan, commensurate with the aircraft operations and other activities conducted at the aerodrome, designed to minimize the possibility and extent of personal injury and property damage on the aerodrome in an emergency.
- (2) The aerodrome emergency plan shall to the extent practicable, provide for an emergency response for the largest aircraft that the aerodrome reasonably can be expected to serve.
- (3) The aerodrome emergency plan shall provide for the coordination of the actions to be taken in an emergency occurring at an aerodrome or in its vicinity.
- (4) The operator of a certified aerodrome shall:
- (a) coordinate the development of an aerodrome emergency plan with law enforcement agencies, rescue and firefighting agencies, medical personnel and organizations, the principal tenants at the aerodrome, and all other persons who have responsibilities under the aerodrome emergency plan;
  - (b) to the extent practicable, provide for participation by all facilities, agencies, and personnel specified in (a) in the development of the aerodrome emergency plan;
  - (c) ensure that all aerodrome personnel having duties and responsibilities under the aerodrome emergency plan are familiar

with their assignments and are properly trained; and

- (d) at least once every year, review the aerodrome emergency plan with all of the parties with whom the plan is coordinated, as specified in (a), to ensure that all parties know their responsibilities and that all of the information in the plan is current.
- (5) The aerodrome emergency plan shall, to the extent practicable, provide for medical services, including transportation and medical assistance for the maximum number of persons that can be carried on the largest aircraft that the aerodrome reasonably can be expected to serve;
- (6) The aerodrome emergency plan should provide for cooperation and coordination with the rescue coordination centre, as necessary.
- (7) The aerodrome emergency plan shall observe Human Factors principles to ensure optimum response by all existing agencies participating in emergency operations.
- (8) The operator of an aerodrome shall
  - (a) maintain at the aerodrome, in the format of a manual, a copy of an updated version of the emergency plan; and
  - (b) provide a copy to the Authority.

**Content of an  
aerodrome  
emergency  
plan**

- 46.** (1) The aerodrome emergency plan required by this regulation shall address or include:
- (a) types of emergencies planned for;
  - (b) list of all agencies involved in the aerodrome emergency plan;
  - (c) responsibility and role of each agency, the emergency operations centre and the command post, for each type of emergency;
  - (d) names and telephone numbers of offices or people to be contacted in the case of a particular emergency, ambulance service and government agency on the aerodrome or in the communities it serves that agrees to provide assistance;
  - (e) include procedures for prompt response to all types emergencies listed in sub-regulation (3) or planned, including a communications network;

- (f) contain sufficient detail to provide adequate guidance to each person who shall implement these procedures;
  - (g) the name, location, telephone number, and emergency capability of each hospital and other medical facility and the business address and telephone number of medical personnel on the aerodrome or in the communities it serves who have agreed to provide medical assistance or transportation;
  - (h) an inventory of surface vehicles and aircraft that the facilities, agencies, and personnel included in the plan under (d) and (e) which will provide to transport injured and deceased persons to locations on the aerodrome and in the communities it serves;
  - (i) a list of each hangar or other building on the aerodrome or in the communities it serves that will be used to accommodate uninjured, injured, and deceased persons;
  - (j) plans for crowd control, including the name and location of each safety or security agency that agrees to provide assistance for the control of crowds in the event of an emergency on the aerodrome; and
  - (k) procedures for removing disabled aircraft, including, to the extent practical, the name, location, and telephone numbers of agencies with aircraft removal responsibilities or capabilities.
- (2) The aerodrome operator shall include a copy of the following documents in the emergency plan:
- (a) the signed agreements, if any, between the aerodrome operator and the community organizations that provide emergency response services to the aerodrome; and
  - (b) a grid map of the aerodrome and its immediate vicinity.
- (3) The aerodrome emergency plan required by this regulation shall contain instructions and guidelines for response to:
- (a) aircraft incidents and accidents;
  - (b) bomb incidents, including designation of parking areas for the aircraft involved;
  - (c) structural fires;
  - (d) fires at fuel farms or fuel storage areas;

- (e) natural disaster;
  - (f) hazardous materials/dangerous goods incidents;
  - (g) sabotage, hijack incidents, and other unlawful interference with operations;
  - (h) failure of power for movement area lighting; and
  - (i) water rescue situations, as appropriate.
- (4) The aerodrome emergency plan required by this regulation shall provide for:
- (a) the marshalling, transportation, and care of ambulatory injured and uninjured accident survivors;
  - (b) the removal of disabled aircraft;
  - (c) emergency alarm or notification systems; and
  - (d) coordination of aerodrome and control tower functions relating to emergency actions, as appropriate.
- (5) The aerodrome emergency plan required by this regulation shall contain procedures for notifying the facilities, agencies, and personnel who have responsibilities under the aerodrome emergency plan of the location of an aircraft accident, the number of persons involved in that accident, or any other information necessary to carry out their responsibilities, as soon as that information becomes available.
- (7) The operator of a certified aerodrome shall ensure that instructions for response to sub-regulations (3)(b) and (3)(g) in the aerodrome emergency plan are consistent with approved aerodrome security programme.
- (8) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the development of an aerodrome emergency plan.

**Aerodrome  
emergency  
committee**

- 47.** (1) The operator of a certified aerodrome shall establish an aerodrome emergency committee.
- (2) The committee shall include a representative from air operators, fire fighting services, police or law enforcement agencies, medical



services, the principal tenants at the aerodrome, and all other persons who have responsibilities under the aerodrome emergency plan.

**Emergency operations centre and command post**

- 48.**
- (1) A fixed emergency operations centre shall be available for use during an emergency.
  - (2) The emergency operations centre shall be a part of the aerodrome facilities and shall be responsible for the overall coordination and general direction of the response to an emergency.
  - (3) A mobile command post should be available for use during an emergency and should be a facility capable of being moved rapidly to the site of an emergency, when required, and should undertake the local coordination of those agencies responding to the emergency.
  - (4) A person shall be assigned to assume control of the emergency operations centre and, when appropriate, another person the command post.
  - (5) Adequate communication systems linking the mobile command post and the emergency operations centre with each other and with the participating agencies should be provided in accordance with the plan and consistent with the particular requirements of the aerodrome.

**Aerodrome emergency exercise**

- 49.**
- (1) The aerodrome emergency plan shall conduct a full-scale aerodrome emergency exercise based on scenarios that relate to a major aircraft accident at intervals not exceeding two years to test:
    - (a) the coordination of the emergency service organisations referred to in the aerodrome's emergency plan; and
    - (b) the adequacy of the procedures and facilities provided for in the planand reviewed thereafter, or after an actual emergency, so as to correct any deficiency found during such exercises or actual emergency.
  - (2) The aerodrome operator shall ensure that:
    - (a) records of each review of the emergency plan carried out under this regulation are kept; and

- (b) each record is retained for at least 3 years after the review to which the record relates was carried out.
- (3) If a real emergency occurs at the aerodrome within 6 months before an emergency exercise is due, the operator may request Authority to extend the period within which the next emergency exercise shall be conducted.
- (4) The Authority shall grant the request if it is satisfied that:
  - (a) all emergency service organisations referred to in the plan responded to the real emergency; and
  - (b) the real emergency adequately tested the plan.
- (5) In granting the request, the Authority may extend the period until the end of 2 years after the real emergency occurred.
- (6) The aerodrome operator shall and partial emergency exercises in the intervening year to ensure that any deficiencies found during the full-scale aerodrome emergency exercise have been corrected.
- (7) Partial emergency exercises shall be required for some of the participating units in order to train new personnel, evaluate new equipment or techniques, or to comply with mandatory recurrent training requirements.
- (8) Partial emergency exercises may involve only one unit, such as rescue and firefighting services or medical, or a combination of several units, as desired.
- (9) At least once each six months, except during that six month period when a full-scale exercise is held, the aerodrome operator shall conduct a table top exercise.
- (10) The aerodrome operator, when conducting a table top exercise, shall have
  - (a) an up-to-date list of the participants and their telephone numbers and the radio frequencies used to communicate;
  - (b) fully operational communication equipment; and
  - (c) a copy of the aerodrome grid map.

**Emergencies  
in difficult  
environment**

- 50.** (1) The aerodrome emergency plan shall contain provisions, to the extent practicable, for the rescue of aircraft accident victims from significant bodies of water or marsh lands adjacent to the aerodrome that are crossed by the approach and departure flight paths of aircraft.
- (2) An assessment of the approach and departure areas within 1 000 m of the runway threshold shall be carried out to determine the options available for intervention.
- (2) To the extent practicable, the aerodrome emergency plan shall provide for rescue vehicles with a combined capacity for handling the maximum number of persons that can be carried on board the largest aircraft that the aerodrome reasonably can be expected to serve.

**Rescue and  
firefighting :  
General  
Requirements**

- 51.** (1) An operator of certified aerodrome shall provide the aircraft fire-fighting facilities, equipment and the personnel required under this regulation to respond to an aircraft emergency at the aerodrome.
- (2) With the aircraft rescue and firefighting equipment required under these regulations and the number of trained personnel that will assure an effective operation, the aerodrome shall, when requested by the Authority, demonstrate compliance with the response requirements specified in regulation 56.
- (3) Where an aerodrome is located close to water/swampy areas, or difficult terrain, and where a significant portion of approach or departure operations takes place over these areas, specialist rescue services and firefighting equipment appropriate to the hazard and risk shall be available.

**Rescue and  
firefighting :  
Level of  
protection to  
be provided**

- 52.** (1) The level of protection provided at an aerodrome for rescue and firefighting shall be appropriate to the aerodrome category.
- (2) Where the number of movements of the aircraft in the highest category normally using the aerodrome is less than 700 in the busiest consecutive three months, category for firefighting shall be determined by decreasing the highest aerodrome category for firefighting by one category.
- (3) Where the number of movements of the aircraft in the highest category normally using the aerodrome is 700 or more, the

aerodrome category for firefighting shall be equivalent to that highest aircraft category for firefighting.

- (4) The level of protection provided at an aerodrome for rescue and firefighting shall be equal to the aerodrome category.

**Determination  
of aerodrome  
category for  
rescue and  
fire fighting**

- 53.** (1) The aerodrome category shall be determined based on the length of the longest aircraft normally using the aerodrome and their fuselage width in accordance with the following tabulation:

Column I	Column II	Column III
Aerodrome category	Aircraft Overall Length	Aircraft Maximum Fuselage Width
1	0 m up to but not including 9 m	2 m
2	9 m up to but not including 12 m	2 m
3	12 m up to but not including 18 m	3 m
4	18 m up to but not including 24 m	4 m
5	24 m up to but not including 28 m	4 m
6	28 m up to but not including 39 m	5 m
7	39 m up to but not including 49 m	5 m

8	49 m up to but not including 61 m	7 m
9	61 m up to but not including 76 m	7 m
10	76 m up to but not including 90 m	8 m

- (2) Where the fuselage width of an aircraft that has an overall length within the range set out in column II of the table to sub-regulation (1) is greater than the aircraft maximum fuselage width set out in column III, the category for firefighting for that aircraft shall be one category higher than the category set out in column I.
- (3) During anticipated periods of reduced activity, the level of protection available shall be no less than that needed for the highest category of aircraft planned to use the aerodrome during that time irrespective of the number of movements.
- (4) Any reduction in the rescue and firefighting capability from the category required shall be subject to the following conditions:
  - (a) procedures for, and the persons having the authority to implement, the reductions shall be included in the aerodrome manual;
  - (b) a system and procedures for recall of the full aircraft rescue and firefighting capability shall be included in the aerodrome manual;
  - (c) the reductions shall not be implemented unless notification to air operators is provided in the Notices to Airmen (NOTAM), as appropriate, and by direct notification of local air operators.

**Firefighting  
Extinguishing  
agents**

- 54.** (1) Both principal and complementary agents shall be provided at an aerodrome.
- (2) The principal extinguishing agent shall be:
- (a) a foam meeting the minimum performance level A; or

(b) a foam meeting the minimum performance level B; or

(c) a foam meeting the minimum performance level C; or

(d) a combination of these agents;

except that the principal extinguishing agent for aerodromes in categories 1 to 3 shall meet a performance level B or C foam.

(3) The complementary extinguishing agent shall be a dry chemical powder suitable for extinguishing hydrocarbon fires.

(4) The amounts of water for foam production and the complementary agents to be provided on the rescue and fire fighting vehicles shall be in accordance with the aerodrome category determined under regulation 53 and shall be accordance with the following tabulation:

Aerodrome Category	Foam meeting performance level A		Foam meeting performance level B		Foam meeting Performance level C		Complementary agents	
	Water (L)	Discharge rate Foam solution/minute (L)	Water (L)	Discharge rate Foam solution/minute (L)	Water (L)	Discharge rate foam solution/minute (L)	Dry Chemical Powder (DCP) (kg)	Discharge rate (kg/second)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	350	350	230	230	160	160	45	2.25
2	1000	800	670	550	460	360	90	2.25
3	1800	1300	1200	900	820	630	135	2.25

4	3600	2600	2400	1800	1700	1100	135	2.25
5	8100	4500	5400	3000	3900	2200	180	2.25
6	1180 0	6000	7900	4000	5800	2900	225	2.25
7	1820 0	7900	1210 0	5300	8800	3800	225	2.25
8	2730 0	10800	1820 0	7200	1280 0	5100	450	4.5
9	3640 0	13500	2430 0	9000	1710 0	6300	450	4.5
10	4820 0	16600	3230 0	11200	2280 0	7900	450	4.5

- (5) For aerodrome categories 1 and 2 up to 100 per cent of the water may be substituted with complementary agent.
- (6) For the purpose of agent substitution, 1 kg of complementary agent shall be taken as equivalent to 1.0 L of water for production of a foam meeting performance level A.
- (7) At aerodromes where operations by aircraft larger than the average size in a given category are planned, the quantities of water shall be recalculated and the amount of water for foam production and the discharge rates for foam solution shall be increased accordingly.
- (8) The quantity of foam concentrates separately provided on vehicles for foam production shall be in proportion to the quantity of water provided and the foam concentrate selected.
- (9) The amount of foam concentrate provided on a vehicle should be sufficient to produce at least two loads of foam solution.
- (10) Supplementary water supplies, for the expeditious replenishment of rescue and fire fighting vehicles at the scene of an aircraft accident,

should be provided.

- (11) When a combination of different performance level foams are provided at an aerodrome, the total amount of water to be provided for foam production shall be calculated for each foam type and the distribution of these quantities shall be documented for each vehicle and applied to the overall rescue and firefighting requirement.
- (12) The discharge rate of the foam solution shall not be less than the rates provided for in sub-regulation (4).
- (13) The complementary agents shall comply with the appropriate specifications of the International Organization for Standardization (ISO).
- (14) The discharge rate of complementary agents shall be no less than the values provided for in sub-regulation (4).
- (15) Dry chemical powders shall only be substituted with an agent that has equivalent or better firefighting capabilities for all types of fires where complementary agent is expected to be used.
- (16) A reserve supply of foam concentrate, equivalent to 200 per cent of the quantities identified in sub-regulation (4), shall be maintained on the aerodrome for vehicle replenishment purposes.
- (17) A reserve supply of complementary agent, equivalent to 100 per cent of the quantity identified in sub-regulation (4), shall be maintained on the aerodrome for vehicle replenishment purposes. Sufficient propellant gas should be included to utilize this reserve complementary agent.
- (18) Category 1 and 2 aerodromes that have replaced up to 100 per cent of the water with complementary agent shall hold a reserve supply of complementary agent of 200 per cent.
- (19) Where a major delay in the replenishment of the supplies is anticipated, the amount of reserve supply in sub-regulations (16), (17) and (18) shall be increased as determined by a risk assessment.

**Rescue  
equipment**

- 55.** Rescue equipment commensurate with the level of aircraft operations shall be provided on the rescue and fire fighting vehicle(s).

**Rescue and**

- 56.** (1) Within 3 minutes from the time of the alarm, at least one required



**firefighting  
Response time**

aircraft rescue and firefighting vehicle shall be able to reach any point of each operational runway, in optimum visibility and surface conditions, and begin application of extinguishing agent.

- (2) Within 4 minutes from the time of alarm, all other required vehicles shall be able reach any point of each operational runway, in optimum visibility and surface conditions, and begin application of extinguishing agent.
- (3) The operational objective of the rescue and firefighting service should be to achieve a response time not exceeding 2 minutes to any point of each operational runway, in optimum visibility and surface conditions, and begin application of extinguishing agent.
- (4) The operational objective of the rescue and firefighting service should be to achieve a response time not exceeding 3 minutes to any other part of the movement area, in optimum visibility and surface conditions.
- (5) To meet the operational objective as nearly as possible in less than optimum conditions of visibility, especially during low visibility operations, suitable guidance, equipment and/or procedures for rescue and firefighting services should be provided.

**Rescue and  
firefighting  
Vehicle  
readiness**

- 57.
- (1) Each vehicle and its systems required under regulation 61 shall be maintained so as to be operationally capable of performing the functions required by these regulations during all aircraft operations.
  - (2) A system of preventive maintenance of rescue and fire fighting vehicles should be employed to ensure effectiveness of the equipment and compliance with the specified response time throughout the life of the vehicle.
  - (3) Any required vehicle that becomes inoperative to the extent that it cannot perform as required by sub-regulation (1) shall be replaced immediately with equipment having at least equal capabilities.
  - (4) If replacement equipment is not available immediately, the aerodrome operator shall so notify the Authority and each air operator using the aerodrome in accordance with regulation 36.
  - (5) If the required category is not restored within 48 hours, the aerodrome operator, unless otherwise authorized by the Authority, shall limit aircraft operations on the aerodrome to those compatible with the category corresponding to the remaining operative rescue

and firefighting equipment.

**Emergency  
access roads  
for Rescue  
and  
firefighting**

- 58.** (1) Emergency access roads shall be provided on an aerodrome where terrain conditions permit their construction, so as to facilitate achieving minimum response times.
- (2) Particular attention should be given to the provision of ready access to approach areas up to 1 000 m from the threshold, or at least within the aerodrome boundary.
- (3) The aerodrome operator shall ensure that roads designated for use as emergency access roads for aircraft rescue and firefighting vehicles are maintained in a condition that will support those vehicles during all-weather conditions
- (4) Roads within 90 m of a runway shall be surfaced to prevent surface erosion and the transfer of debris to the runway and sufficient vertical clearance should be provided from overhead obstructions for the largest vehicles.
- (5) When the surface of the road is indistinguishable from the surrounding area, edge markers should be placed at intervals of about 10 m.
- (6) Where a fence is provided, the need for convenient access to outside areas should be taken into account.

**Fire stations**

- 59.** (1) All rescue and fire fighting vehicles shall be housed in a fire station.
- (2) The fire station shall be located so that the access for rescue and fire fighting vehicles into the runway area is direct and clear, requiring a minimum number of turns.
- (3) Satellite fire stations should be provided whenever the response time cannot be achieved from a single fire station.

**Rescue and  
firefighting  
communication and alerting  
systems**

- 60.** (1) A discrete two-way voice radio communication system shall be provided linking a fire station with the control tower.
- (2) Each firefighting vehicle required under regulation 61 shall be equipped with two-way voice radio communications that provide

for contact with at least:

- (a) all other required emergency vehicles;
  - (b) the air traffic control tower;
  - (c) the common traffic advisory frequency when an air traffic control tower is not in operation or there is no air traffic control tower, and
- (3) An alerting system for rescue and firefighting personnel, capable of being operated from that station, shall be provided at a fire station, any other fire station on the aerodrome and the aerodrome control tower.

**Number of  
rescue and  
fire fighting  
vehicles**

- 61.** The minimum number of rescue and fire fighting vehicles provided at an aerodrome shall be in accordance with the following tabulation:

Aerodrome fire category	Number of rescue and fire fighting vehicles
1	1
2	1
3	1
4	1
5	1
6	2
7	2
8	3

9	3
10	3

**Rescue and  
firefighting  
vehicle  
marking and  
lighting**

- 62.** Each vehicle required under regulation 61 shall:
- (a) have a flashing or rotating beacon; and
  - (b) be painted or marked in colors to enhance contrast with the background environment and optimize daytime and nighttime visibility and identification.

**Rescue and  
firefighting  
Personnel**

- 63.** (1) The aerodrome shall ensure that all firefighting personnel are properly trained prior to initial performance of rescue and firefighting duties and receive recurrent instruction every 12 consecutive calendar months.
- (2) The curriculum for initial and recurrent training shall include at least the following areas:
- (a) aerodrome familiarization, including aerodrome signs, marking, and lighting;
  - (b) aircraft familiarization;
  - (c) rescue and firefighting personnel safety;

- (d) emergency communications systems on the aerodrome, including fire alarms;
  - (e) use of the fire hoses, nozzles, turrets, and other appliances required for compliance with these regulation;
  - (f) application of the types of extinguishing agents required for compliance with these regulation;
  - (g) emergency aircraft evacuation assistance;
  - (h) firefighting operations;
  - (i) adapting and using structural rescue and firefighting equipment for aircraft rescue and firefighting;
  - (j) aircraft cargo hazards, including hazardous materials/dangerous goods incidents.
  - (k) familiarization with firefighters' duties under the aerodrome emergency plan.
- (3) All rescue and firefighting personnel shall participate in at least one live-fire drill prior to initial performance of rescue and firefighting duties and every 12 consecutive calendar months thereafter.
  - (4) At least one individual, who has been trained and is current in basic emergency medical services, shall be available during aircraft operations.
  - (5) The individual referred to in sub-regulation (4) shall be trained prior to initial performance of emergency medical services. Training shall be at a minimum 40 hours in length and cover the following topics:
    - (a) bleeding;
    - (b) cardiopulmonary resuscitation;
    - (c) shock;
    - (d) primary patient survey.
    - (e) injuries to the skull, spine, chest, and extremities;
    - (f) internal injuries;
    - (g) moving patients;

- (h) burns; and
  - (i) triage.
- (6) The rescue and firefighting personnel training programme shall include training in human performance, including team coordination.
  - (7) A record shall be maintained of all training given to each individual under this regulation for 36 consecutive calendar months after completion of training and such records shall include, at a minimum, a description and date of training received.
  - (8) Sufficient rescue and firefighting personnel shall be available during all aircraft operations to operate the vehicles, meet the response times, and meet the minimum agent discharge rates required by these regulations.
  - (9) In determining the minimum number of rescue and firefighting personnel required, a task resource analysis should be completed and the level of staffing documented in the Aerodrome Manual.
  - (10) All responding rescue and firefighting personnel shall be provided with protective clothing and respiratory equipment to enable them to perform their duties in an effective manner.
  - (11) Procedures and equipment shall be established and maintained for alerting rescue and firefighting personnel by siren or alarm to any existing or impending emergency requiring assistance.

**Handling and  
storing of  
hazardous  
substances  
and materials**

64. (1) The aerodrome operator who acts as a cargo handling agent shall establish and maintain procedures for the protection of persons and property on the aerodrome during the handling and storing of any hazardous substances and materials that is, or is intended to be, transported by air.
- (2) The procedures referred to in sub-regulation (1) shall provide for at least the following:
  - (a) designated personnel to receive and handle hazardous substances and materials;
  - (b) assurance from the shipper that the cargo can be handled safely, including any special handling procedures required for safety; and

- (c) special areas for storage of hazardous materials while on the aerodrome.
- (3) The aerodrome operator shall establish and maintain standards approved by the Authority for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel (other than articles and materials that are, or are intended to be, aircraft cargo) on the aerodrome.
- (4) The standards referred to in sub-regulation (3) shall cover facilities, procedures, and personnel training and shall address at least the following:
  - (a) bonding;
  - (b) public protection.
  - (c) control of access to storage areas;
  - (d) fire safety in fuel farm and storage areas;
  - (e) fire safety in mobile fuelers, fueling pits, and fueling cabinets.
  - (f) training of fueling personnel in fire safety in accordance with sub-regulation (7).
- (5) The aerodrome operator shall, as a fueling agent, comply with, and require all other fueling agents operating on the aerodrome to comply with, the standards established under sub-regulations (3) and (4) and shall perform reasonable surveillance of all fueling activities on the aerodrome with respect to those standards.
- (6) The aerodrome operator shall inspect the physical facilities of each aerodrome tenant fueling agent at least once every 3 consecutive months for compliance with sub-regulation (4) and maintain a record of that inspection for at least 12 consecutive calendar months.
- (7) The training required in sub-regulation (4)(f) shall include at least the following:
  - (a) at least one supervisor with each fueling agent shall have completed an aviation fuel training course in fire safety that is authorized by the Authority. Such an individual shall be trained prior to initial performance of duties and receive recurrent instruction at least every 24 consecutive calendar months.

- (b) all other employees who fuel aircraft, accept fuel shipments, or otherwise handle fuel shall receive at least initial on-the-job training and recurrent instruction every 24 consecutive calendar months in fire safety from the supervisor trained in accordance with (a).
- (8) The aerodrome operator shall obtain a written confirmation once every 12 consecutive calendar months from each aerodrome tenant fueling agent that the training required by sub-regulation (7) has been accomplished. This written confirmation shall be maintained for 24 consecutive calendar months.
- (9) The aerodrome operator shall require each tenant fueling agent to take immediate corrective action whenever the aerodrome operator becomes aware of noncompliance with a standard required by sub-regulations (3) and (4). The aerodrome operator shall notify the Authority immediately when noncompliance is discovered and corrective action cannot be accomplished within a reasonable period of time.
- (10) The Authority shall publish Advisory Circulars containing methods acceptable and procedures for the handling and storage of hazardous substances and materials.

**Disabled  
aircraft  
removal**

- 65. (1) An aerodrome shall draw up a comprehensive plan for the removal of a disabled aircraft on, or adjacent to, the movement.
- (2) An aerodrome shall designate a coordinator to implement the plan, when necessary
- (3) The contact information concerning the office of the aerodrome coordinator of operations for the removal of a disabled aircraft shall be made available to all aircraft operators
- (4) The disabled aircraft removal plan shall be based on the characteristics of the aircraft that may normally be expected to operate at the aerodrome.
- (5) The disabled aircraft removal plan shall include the following:
  - (a) a list of equipment and personnel available on or in the vicinity of the aerodrome which would be available for such purpose;
  - (b) a list of additional equipment available from other aerodromes on request;



- (c) arrangements for the rapid receipt of aircraft recovery equipment kits available from other aerodromes;
  - (d) a statement of the airlines arrangements for the use of pooled specialist equipment; and
  - (e) a list of local contractors (with names and telephone numbers) able to supply heavy removal equipment on hire.
- (6) An aerodrome operator shall make available to the aeronautical information service (AIS) information on the capability to remove a disabled aircraft on or adjacent to the movement area.
  - (7) The capability referred to in sub-regulation (6) shall be based on the equipment available at the aerodrome and on equipment which, according to the disabled aircraft removal plan, can be available at short notice.
  - (8) The information referred to in sub-regulation (6) shall be expressed in terms of the largest type of aircraft that the aerodrome is equipped to remove.
  - (9) An aerodrome operator shall require aircraft operators to have a plan for the removal of disabled aircraft.

**Wildlife  
hazard  
management**

- 66. (1) In accordance with aerodrome manual and the requirements of this regulation, an aerodrome operator shall take immediate action to alleviate wildlife hazards whenever they are detected.
- (2) An aerodrome operator shall ensure that a wildlife hazard assessment is conducted when any of the following events occurs on or near the aerodrome:
  - (a) an aircraft experiences multiple wildlife strikes;
  - (b) an aircraft experiences substantial damage from striking wildlife. As used here, substantial damage means damage or structural failure incurred by an aircraft that adversely affects the structural strength, performance, or flight characteristics of the aircraft and that would normally require major repair or replacement of the affected component;
  - (c) an aircraft experiences an engine ingestion of wildlife; or
  - (d) wildlife of a size, or in numbers, capable of causing an event

described in (a), (b), or (c) is observed to have access to any aerodrome flight pattern or aircraft movement area.

- (3) The wildlife hazard assessment required in sub-regulation (2) shall be conducted by a wildlife damage management expert who has professional training and/or experience in wildlife hazard management at aerodromes.
- (4) The wildlife hazard assessment shall contain at least the following:
  - (a) an analysis of the events or circumstances that prompted the assessment;
  - (b) identification of the wildlife species observed and their numbers, locations, local movements, and daily and seasonal occurrences;
  - (c) identification and location of features on and near the aerodrome that attract wildlife;
  - (d) a description of wildlife hazards to aircraft operations; and
  - (e) recommended actions for reducing identified wildlife hazards to air carrier operations.
- (5) The wildlife hazard assessment required under sub-regulation (2) shall be submitted to the Authority for approval and determination of the need for a wildlife hazard management plan. In reaching this determination, the Authority shall consider:
  - (a) the wildlife hazard assessment;
  - (b) actions recommended in the wildlife hazard assessment to reduce wildlife hazards;
  - (c) the aeronautical activity at the aerodrome, including the frequency and size of aircraft;
  - (d) the views of the aerodrome operator;
  - (e) the views of the aerodrome users; and
  - (f) any other known factors relating to the wildlife hazard of which the Authority is aware.
- (6) When the Authority determines that a wildlife hazard management plan is needed, the aerodrome operator shall formulate and implement a plan using the wildlife hazard assessment as a basis.

- (7) The wildlife hazard management plan shall:
  - (a) provide measures to alleviate or eliminate wildlife hazards to aircraft operations;
  - (b) be submitted to, and approved by, the Authority prior to implementation; and
  - (c) be part of the aerodrome manual.
- (8) The wildlife hazard management plan shall include at least the following:
  - (a) a list of the individuals having authority and responsibility for implementing each aspect of the plan;
  - (b) a list prioritizing the following actions identified in the wildlife hazard assessment and target dates for their initiation and completion:
    - (i) wildlife population management;
    - (ii) habitat modification; and
    - (iii) land use changes;
  - (c) identification of resources that the aerodrome operator will provide to implement the plan;
  - (d) procedures to be followed during aircraft operations that at a minimum includes:
    - (i) designation of personnel responsible for implementing the procedures;
    - (ii) provisions to conduct physical inspections of the aircraft movement areas and other areas critical to successfully manage known wildlife hazards before aircraft operations begin;
    - (iii) wildlife hazard control measures; and
    - (iv) ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower;
  - (e) procedures to review and evaluate the wildlife hazard management plan every 12 consecutive months or following an

event described in sub-regulation (2)(a), (2)(b), and (2)(c), including:

- (i) the plan's effectiveness in dealing with known wildlife hazards on and in the aerodrome's vicinity and
    - (ii) aspects of the wildlife hazards described in the wildlife hazard assessment that should be reevaluated; and
  - (f) a training program conducted by a qualified wildlife damage management expert to provide aerodrome personnel with the knowledge and skills needed to successfully carry out the wildlife hazard management plan required by sub-regulation (5).
- (9) The aerodrome operator shall keep records of all wildlife strikes at the aerodrome, including those reported by:
- (a) pilots;
  - (b) ground personnel; and
  - (c) aircraft maintenance personnel when they identify damage to an aircraft as having been caused by a wildlife strike.
- (10) Wildlife remains that are found within 60 m of a runway or an airside pavement area shall be presumed to be the result of a wildlife strike unless another cause of death is identified.
- (11) The aerodrome operator shall, in coordination with competent authorities, take action to eliminate or to prevent the establishment of garbage disposal dumps or any other source which may attract wildlife to the aerodrome, or its vicinity, unless an appropriate wildlife assessment indicates that they are unlikely to create conditions conducive to a wildlife hazard problem. Where the elimination of existing sites is not possible, the appropriate authority shall ensure that any risk to aircraft posed by these sites is assessed and reduced to as low as reasonably practicable.
- (12) The aerodrome operator give due consideration to aviation safety concerns related to land developments in the vicinity of the aerodrome that may attract wildlife.
- (13) The aerodrome operator shall submit a written and dated report to the Authority for each wildlife strike, within 30 days of its occurrence.
- (14) The Authority shall consolidate the wildlife strike reports collected

and forward them to ICAO for inclusion in the ICAO Bird Strike Information System (IBIS) database.

- (15) The Authority shall prescribe standards for the aerodrome wildlife hazard management and publish associated Advisory Circulars containing acceptable methods and procedures for wildlife hazard management at aerodrome.

**Apron  
management  
service**

- 67.** (1) When warranted by the volume of traffic and operating conditions, an appropriate apron management service should be provided on an apron by an aerodrome ATS unit, by another aerodrome operating authority, or by a cooperative combination of these, in order to:
- (a) regulate movement with the objective of preventing collisions between aircraft, and between aircraft and obstacles;
  - (b) regulate entry of aircraft into, and coordinate exit of aircraft from, the apron with the aerodrome control tower; and
  - (c) ensure safe and expeditious movement of vehicles and appropriate regulation of other activities.
- (2) When the aerodrome control tower does not participate in the apron management service, procedures should be established to facilitate the orderly transition of aircraft between the apron management unit and the aerodrome control tower.
- (3) An apron management service shall be provided with radiotelephony communications facilities.
- (4) Where low visibility procedures are in effect, persons and vehicles operating on an apron shall be restricted to the essential minimum.
- (5) An emergency vehicle responding to an emergency shall be given priority over all other surface movement traffic.
- (6) A vehicle operating on an apron shall:
- (a) give way to an emergency vehicle; an aircraft taxiing, about to taxi, or being pushed or towed; and
  - (b) give way to other vehicles in accordance with local regulations.
- (7) An aircraft stand shall be visually monitored to ensure that the recommended clearance distances are provided to an aircraft using the stand.

**Ground  
servicing of  
aircraft**

- 68.** (1) Fire extinguishing equipment suitable for at least initial intervention in the event of a fuel fire and personnel trained in its use shall be readily available during the ground servicing of an aircraft, and there shall be a means of quickly summoning the rescue and firefighting service in the event of a fire or major fuel spill.
- (2) When aircraft refuelling operations take place while passengers are embarking, on board or disembarking, ground equipment shall be positioned so as to allow:
- (a) the use of a sufficient number of exits for expeditious evacuation; and
  - (b) a ready escape route from each of the exits to be used in an emergency.

**Pedestrians  
and ground  
vehicles**

- 69.** (1) The aerodrome operator shall:
- (a) limit access to movement areas and safety areas only to those pedestrians and ground vehicles necessary for aerodrome operations;
  - (b) establish and implement procedures for the safe and orderly access to and operation in movement areas and safety areas by pedestrians and ground vehicles, including provisions identifying the consequences of noncompliance with the procedures by all persons;
  - (c) when an air traffic control tower is in operation, ensure that each pedestrian and ground vehicle in movement areas or safety areas is controlled by one of the following:
    - (i) two-way radio communications between each pedestrian or vehicle and the tower;
    - (ii) an escort with two-way radio communications with the tower accompanying any pedestrian or vehicle without a radio; or
    - (iii) signs, signals, or guards, when it is not operationally practical to have two-way radio communications between the tower and the pedestrian, vehicle, or escort;

- (d) when an air traffic control tower is not in operation, or there is no air traffic control tower, provide adequate procedures to control pedestrians and ground vehicles in movement areas or safety areas through two-way radio communications or prearranged signs or signals;
  - (e) ensure that all persons are trained on procedures required under (b) prior to the initial performance of such duties and at least once every 12 consecutive calendar months, including consequences of noncompliance, prior to moving on foot, or operating a ground vehicle, in movement areas or safety areas; and
  - (f) maintain the following records:
    - (i) a description and date of training completed by each individual in compliance with this regulation. A record for each individual shall be maintained for 24 consecutive months after the termination of an individual's access to movement areas and safety areas.
    - (ii) a description and date of any accidents or incidents in the movement areas and safety areas involving air carrier aircraft, a ground vehicle or a pedestrian. Records of each accident or incident shall be maintained for 24 consecutive calendar months from the date of the accident or incident.
- (2) Pedestrians and ground vehicles on the movement area shall comply with all mandatory instructions conveyed by markings and signs unless otherwise authorized by:
    - (a) the aerodrome control tower when on the manoeuvring area; or
    - (b) the appropriate designated authority when on the apron.
  - (3) Pedestrians and ground vehicles on the movement area shall comply with all mandatory instructions conveyed by lights.
  - (4) The driver of a radio-equipped vehicle shall establish satisfactory two-way radio communication with the aerodrome control tower before entering the manoeuvring area and with the appropriate designated authority before entering the apron.
  - (5) The driver shall maintain a continuous listening watch on the assigned frequency when on the movement area.

**Siting of  
equipment  
and  
installations  
on operational  
areas**

- 70.** (1) An aerodrome operator shall ensure that each object in each area within its authority that has been determined by the Authority to be an obstruction is removed, marked, or lighted.
- (2) Unless its function requires it to be there for air navigation or for aircraft safety purposes, no equipment or installation shall be:
- (a) on a runway strip, a runway end safety area, a taxiway strip or within the taxiway minimum separation distances, if it would endanger an aircraft; or
  - (b) on a clearway if it would endanger an aircraft in the air.
- (3) Any equipment or installation required for air navigation or for aircraft safety purposes which shall be located:
- (a) on that portion of a runway strip within:
    - (i) 75 m of the runway centre line where the code number is 3 or 4; or
    - (ii) 45 m of the runway centre line where the code number is 1 or 2; or
  - (b) on a runway end safety area, a taxiway strip or within the taxiway minimum separation distances; or
  - (c) on a clearway and which would endanger an aircraft in the air; shall be frangible and mounted as low as possible.
- (4) Any equipment or installation required for air navigation or for aircraft safety purposes which shall be located on the non-graded portion of a runway strip should be regarded as an obstacle and should be frangible and mounted as low as possible.
- (5) Unless its function requires it to be there for air navigation or for aircraft safety purposes, no equipment or installation shall be located within 240 m from the end of the strip and within:
- (a) 60 m of the extended centre line where the code number is 3 or 4; or
  - (b) 45 m of the extended centre line where the code number is 1 or 2;
- of a precision approach runway category I, II or III.
- (6) Any equipment or installation required for air navigation or for aircraft safety purposes which shall be located on or near a strip of a precision approach runway category I, II or III and which:
- (a) is situated on that portion of the strip within 77.5 m of the runway centre line where the code number is 4 and the code letter is F; or
  - (b) is situated within 240 m from the end of the strip and within:
    - (i) 60 m of the extended runway centre line where the code number is 3 or 4; or
    - (ii) 45 m of the extended runway centre line where the code



- number is 1 or 2; or
- c) penetrates the inner approach surface, the inner transitional surface or the balked landing surface; shall be frangible and mounted as low as possible.
- (7) Any equipment or installation required for air navigation or for aircraft safety purposes which are an obstacle of operational significance should be frangible and mounted as low as possible.
- (8) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the lighting of obstructions.

**Aerodrome  
fencing**

- 71.** (1) An aerodrome operator shall provide:
- (a) safeguards to prevent inadvertent or premeditated entry to the movement area by unauthorized persons or vehicles or animals large enough to be a hazard to aircraft; and
  - (b) reasonable protection of persons and property from aircraft blast.
- (2) A fence or other suitable barrier meeting requirements Civil Aviation (Security) Regulations shall be provided on an aerodrome.
- (3) The fence or barrier shall be located so as to separate the movement area and other facilities or zones on the aerodrome vital to the safe operation of aircraft from areas open to public access.
- (4) When greater security is thought necessary, a cleared area should be provided on both sides of the fence or barrier to facilitate the work of patrols and to make trespassing more difficult.
- (5) A perimeter road shall be provided inside the aerodrome fencing for the use of both maintenance personnel and security patrols.

**Protection of  
NAVAIDS**

- 72.** (1) An aerodrome operator shall:
- (a) prevent the construction of facilities on the aerodrome that, as determined by the Authority, would derogate the operation of an electronic or visual NAVAID and air traffic control facilities on the aerodrome;
  - (b) protect all NAVAIDS on the aerodrome against vandalism and theft; and

(c) prevent, insofar as it is within the aerodrome's authority, interruption of visual and electronic signals of NAVAIDS.

- (2) A fence or any other suitable means of protection shall be provided to deter the inadvertent or premeditated access of unauthorized persons into ground installations and facilities essential for the safety of civil aviation located off the aerodrome.

**Security  
lighting**

- 73.** (1) At an aerodrome where it is deemed desirable for security reasons, a fence or other barrier provided for the protection of aerodrome and its facilities should be illuminated at a minimum essential level.
- (2) Consideration should be given to locating lights so that the ground area on both sides of the fence or barrier, particularly at access points, is illuminated.

## **PART VII**

### **MAINTENANCE OF A CERTIFIED AERODROME**

**General  
Requirements**

- 74.** (1) A maintenance programme, including preventive maintenance where appropriate, shall be established at an aerodrome to maintain facilities in a condition which does not impair the safety, regularity or efficiency of air navigation.
- (2) The design and application of the maintenance programme should observe Human Factors principles.

**Paved areas**

- 75.** (1) An aerodrome operator shall, as part of an aerodrome preventive and corrective maintenance programme, maintain, and promptly repair the pavement of, each runway, taxiway, loading ramp, and parking area on the aerodrome that is available for aircraft use as follows:
- (a) the pavement edges shall not exceed 3 inches difference in elevation between abutting pavement sections and between pavement and abutting areas;
- (b) the pavement shall have no hole exceeding 3 inches in depth

nor any hole the slope of which from any point in the hole to the nearest point at the lip of the hole is 45 degrees or greater, as measured from the pavement surface plane, unless, in either case, the entire area of the hole can be covered by a 5-inch diameter circle;

- (c) the pavement shall be free of cracks and surface variations that could impair directional control of air carrier aircraft, including any pavement crack or surface deterioration that produces loose aggregate or other contaminants;
  - (d) mud, dirt, sand, loose aggregate, debris, foreign objects, rubber deposits, and other contaminants shall be removed promptly and as completely as practicable, so as to provide surface friction characteristics at or above the minimum friction level;
  - (e) any chemical solvent that is used to clean any pavement area shall be removed as soon as possible, consistent with the instructions of the manufacturer of the solvent;
  - (f) the runway surface friction characteristics for maintenance purposes shall be periodically measured with a continuous friction measuring device using self-wetting features and documented and the frequency of these measurements shall be sufficient to determine the trend of the surface friction characteristics of the runway;
  - (g) the pavement shall be sufficiently drained and free of depressions to prevent ponding that obscures markings or impairs safe aircraft operations;
  - (h) when there is reason to believe that the drainage characteristics of a runway, or portion thereof, are poor due to slopes or depressions, then the runway surface friction characteristics should be assessed under natural or simulated conditions that are representative of local rain, and corrective maintenance action should be taken as necessary; and
  - (i) when a taxiway is used by turbine-engined aircraft, the surface of the taxiway shoulders should be maintained so as to be free of any loose stones or other objects that could be ingested by the aircraft engines.
- (2) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the maintenance and configuration of paved areas.

**Removal of  
contaminants**

- 76.** (1) Standing water, mud, dust, sand, oil, rubber deposits and other contaminants shall be removed from the surface of runways in use as rapidly and completely as possible to minimize accumulation.
- (2) Taxiways should be kept clear of standing water, mud, dust, sand, oil and other contaminants to the extent necessary to enable aircraft to be taxied to and from an operational runway.
- (3) Aprons should be kept clear of standing water, mud, dust, sand, oil and other contaminants to the extent necessary to enable aircraft to manoeuvre safely or, where appropriate, to be towed or pushed.
- (4) Chemicals which may have harmful effects on aircraft or pavements, or chemicals which may have toxic effects on the aerodrome environment, shall not be used.

**Unpaved  
areas**

- 77.** (1) An aerodrome operator shall maintain and promptly repair the surface of each gravel, turf, or other unpaved runway, taxiway, or loading ramp and parking area on the aerodrome that is available for air carrier use as follows:
- (a) no slope from the edge of the full-strength surfaces downward to the existing terrain shall be steeper than 2:1;
- (b) the full-strength surfaces shall have adequate crown or grade to assure sufficient drainage to prevent ponding;
- (c) the full-strength surfaces shall be adequately compacted and sufficiently stable to prevent rutting by aircraft or the loosening or build-up of surface material, which could impair directional control of aircraft or drainage.
- (d) The full-strength surfaces shall have no holes or depressions that exceed 3 inches in depth and are of a breadth capable of impairing directional control or causing damage to an aircraft.
- (e) Debris and foreign objects shall be promptly removed from the surface.
- (2) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the maintenance and configuration of unpaved areas.

**Runway end  
safety areas**

- 78.** (1) An aerodrome operator shall maintain its safety areas as follows:
- (a) each safety area shall be cleared and graded and have no potentially hazardous ruts, humps, depressions, or other surface variations.
  - (b) each safety area shall be drained by grading or storm sewers to prevent water accumulation.
  - (c) each safety area shall be capable under dry conditions of supporting snow removal and aircraft rescue and firefighting equipment and of supporting the occasional passage of aircraft without causing major damage to the aircraft.
  - (d) no objects may be located in any safety area, except for objects that need to be located in a safety area because of their function. These objects shall be constructed, to the extent practical, on frangibly mounted structures of the lowest practical height, with the frangible point no higher than 3 inches above grade.
- (2) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the configuration and maintenance of safety areas.

**Visual aids**

- 79.** (1) *Marking.* An aerodrome operator shall provide and maintain marking systems for aircraft operations on the aerodrome that are authorized by the Authority and consist of at least the following:
- (a) runway markings meeting the specifications for takeoff and landing minimums for each runway;
  - (b) a taxiway centerline;
  - (c) taxiway edge markings, as appropriate;
  - (d) holding position markings; and
  - (e) instrument landing system (ILS) critical area markings.
- (2) *Signs.*
- (a) An aerodrome operator shall provide and maintain sign systems for aircraft operations on the aerodrome that are authorized by the Authority and consist of at least the

following:

- (i) signs identifying taxiing routes on the movement area;
    - (ii) holding position signs;
    - (iii) instrument landing system (ILS) critical area signs; and
  - (b) The signs required in (a) shall be internally illuminated.
- (3) *Lighting.* An aerodrome operator shall provide and maintain lighting systems for aircraft operations when the aerodrome is open at night, during conditions below visual flight rules (VFR) minimums, or during periods in which a prominent unlighted object cannot be seen from a distance of 3 statute miles or the sun is more than six degrees below the horizon.
- (4) The lighting systems referred to in sub-regulation (3) shall be authorized by the Authority and consist of at least the following:
- (a) runway lighting that meets the specifications for takeoff and landing minimums, as authorized by the Authority, for each runway;
  - (b) one of the following taxiway lighting systems:
    - (i) centerline lights;
    - (ii) centerline reflectors;
    - (iii) edge lights;
    - (iv) edge reflectors; and
  - (c) an aerodrome beacon;
  - (d) approach lighting that meets the specifications for takeoff and landing minimums, as authorized by the Authority, for each runway.
  - (e) obstruction marking and lighting, as appropriate, that has been determined by the Authority to be an obstruction.
- (5) *Maintenance.*
- (a) An aerodrome operator shall properly maintain each marking, sign, or lighting system installed and operated on the aerodrome. As used in this regulation, to “properly maintain” includes cleaning, replacing, or repairing any faded, missing,

or nonfunctional item; keeping each item unobscured and clearly visible; and ensuring that each item provides an accurate reference to the user.


- (b) A system of preventive maintenance of visual aids shall be employed to ensure lighting and marking system reliability.
  - (e) *Lighting interference.* An aerodrome operator shall ensure that all lighting on the aerodrome, including that for aprons, vehicle parking areas, roadways, fuel storage areas, and buildings, is adequately adjusted or shielded to prevent interference with air traffic control and aircraft operations.
- (6) *Standards.* The Authority shall prescribe standards for aerodrome visual aids and publish Advisory Circulars containing acceptable methods and procedures for the maintenance of visual aids listed in this regulation.

**Traffic and  
wind direction  
indicators**

- 80.**
- (1) An aerodrome operator shall provide and maintain on the aerodrome a wind cone that visually provides surface wind direction information to pilots.
  - (2) For each runway available for aircraft use, a supplemental wind cone shall be installed at the end of the runway or at least at one point visible to the pilot while on final approach and prior to takeoff.
  - (3) If the aerodrome is open for aircraft operations at night, the wind direction indicators, including the required supplemental indicators, shall be lighted.
  - (4) For aerodromes serving any aircraft operation when there is no control tower operating, a segmented circle, a landing strip indicator and a traffic pattern indicator shall be installed around a wind cone for each runway with a right-hand traffic pattern.
  - (5) The Authority shall publish Advisory Circulars containing acceptable methods and procedures for the installation, lighting, and maintenance of traffic and wind indicators.

**FIRST SCHEDULE: APPLICATION FOR AN AERODROME CERTIFICATE**

[Regulation 11]

 <b>Rwanda Civil Aviation Authority</b>	FORM	RCAA-Form-AGA001
		Date of Issue  June 2015

**1. Particulars of the Applicant**

Full Name: .....
Address: ..... .....
Position: .....
Phone: .....Fax: ..... Email: .....

**2. Particulars of Aerodrome Site**

Aerodrome Name: .....
Real Property Description: ..... .....
Geographical Coordinates of the Aerodrome Reference Point:  Latitude: .....Longitude: .....  <i>(in degrees, minutes and tenths of minutes and in WGS-84 format)</i>





### 3. Is the Applicant the Owner of the Aerodrome Site?

☐ Yes    ☐ No

If No, provide:

- a) Details of rights held in relation to the site and
- b) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

### 4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

Intended commencement date of aerodrome operations:

.....

Other information:

.....

.....

### 5. Is the Aerodrome to Be Used for Air Transport Operations?

☐ Yes    ☐ No

### 6. Details to Be Shown on the Aerodrome Certificate

Aerodrome Name:

.....

Aerodrome Operator:

.....

Address:

.....

.....  
.....

On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome.

My authority to act on behalf of the applicant is:

.....  
.....

Signed: ..... Date: .....

Name of person making the declaration: .....

**NOTES:**

1. Two copies of the Aerodrome Manual, prepared in accordance with the regulations and the standards in the Manual of Aerodrome Standards commensurate with the aircraft activities expected at the aerodrome, are required as part of this application.
2. Documentary evidence in support of all matters in this application may be provided if requested.

## **SECOND SCHEDULE: PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL**

[Regulation 23 (3)]

### **PART 1: GENERAL**

General information, including the following:

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in these regulations;
- (c) conditions for use of the aerodrome — a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the aerodrome operator.

### **PART 2: PARTICULARS OF THE AERODROME SITE**

General information, including the following -

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- (d) particulars of the title of the aerodrome site. If the boundaries of the aerodrome are not defined in the title documents particulars of the title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

### **PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE**

#### **3.1 General Information**

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System — 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation and geoid undulation;
- (e) the elevation of each threshold and geoid undulation, the elevation of the runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;

- (g) details of the aerodrome beacon; and
- (h) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted at all times.

### **3.2 Aerodrome dimensions and related information**

General information, including the following -

- (a) runway — true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) length, width and surface type of strip, runway end safety areas, stopways;
- (c) length, width and surface type of taxiways;
- (d) apron surface type and aircraft stands;
- (e) clearway length and ground profile;
- (f) visual aids for approach procedures, viz. approach lighting type and visual approach slope indicator system (PAPI/APAPI and T-VASIS/AT-VASIS); marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- (g) the location and radio frequency of VOR aerodrome checkpoints;
- (h) the location and designation of standard taxi routes;
- (i) the geographical coordinates of each threshold;
- (j) the geographical coordinates of appropriate taxiway centre line points;
- (k) the geographical coordinates of each aircraft stand;
- (l) areas, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified by the Authority);
- (m) pavement surface type and bearing strength using the Aircraft Classification Number — Pavement Classification Number (ACN-PCN) method;
- (n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (o) declared distances: take-off run available (TORA), take-off distance available (TODA), accelerate-stop distance available (ASDA), landing distance available (LDA);
- (p) disabled aircraft removal plan: the telephone/telex/facsimile numbers and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (q) rescue and fire-fighting: the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which should be in accordance with the longest aircraft normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

## **PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES**

### **4.1 Aerodrome reporting**

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and procedures for requesting the issue of NOTAMs, including the following:

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

### **4.2 Access to the aerodrome movement area**

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible

for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorized entry of persons, vehicles, equipment, animals or other things into the *movement area*, including the following:

- (a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operators, the aerodrome security entity, the Authority and other government departments, as applicable; and
- (b) the names and roles of the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

### **4.3 Aerodrome emergency plan**

Particulars of the aerodrome emergency plan, including the following:

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations;
- (b) details of tests for aerodrome facilities and equipment to be used in emergencies, including the frequency of hose tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organizations, agencies and persons of authority, both on- and off-aerodrome, for site roles; their telephone and facsimile numbers, e-mail and SITA addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organize training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

#### **4.4 Rescue and fire-fighting**

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

#### **4.5 Inspection of the aerodrome movement area and obstacle limitation surface by the operator**

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following:

- (a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- (b) arrangements and means of communicating with air traffic control during an inspection;
- (c) arrangements for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (g) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours

#### **4.6 Visual aids and aerodrome electrical systems**

Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following:

- (a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- (b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies, if any, and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
- (e) the names and roles of the persons responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

#### **4.7 Maintenance of the movement area**

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- (a) arrangements for maintaining the paved areas;
- (b) arrangements for maintaining the unpaved runways and taxiways;
- (c) arrangements for maintaining the runway and taxiway strips; and
- (d) arrangements for the maintenance of aerodrome drainage.

#### **4.8 Aerodrome works – safety**

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following:

- (a) arrangements for communicating with air traffic control during the progress of such work;
- (b) the names, telephone numbers and roles of the persons and organizations responsible for planning and carrying out the work, and arrangements for contacting those persons and organizations at all times;
- (c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work; d) a distribution list for work plans, if required.

#### **4.9 Apron management**

Particulars of the apron management procedures, including the following:

- (a) arrangements between air traffic control and the apron management unit;
- (b) arrangements for allocating aircraft parking positions;
- (c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (d) marshalling service; and
- (e) leader (van) service.

#### **4.10 Apron safety management**

Procedures to ensure apron safety, including:

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refuelling operations;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents and accidents on an apron; and
- (f) arrangements for auditing the safety compliance of all personnel working on the apron.

#### **4.11 Airside vehicle control**

Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following:

- (a) details of the applicable traffic rules (including speed limits and the means of enforcing the rules); and
- (b) the method of issuing driving permits for operating vehicles in the movement area.

#### **4.12 wildlife hazard management**

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following:

- (a) arrangements for assessing wildlife hazards;



- (b) arrangements for implementing wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with wildlife hazards, and their telephone numbers during and after working hours.

#### **4.13 Obstacle control**

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

#### **4.14 Removal of disabled aircraft**

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following:

- (a) the roles of the aerodrome operator and the holder of the aircraft certificate of registration;
- (b) arrangements for notifying the holder of the certificate of registration;
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) the names, role and telephone numbers of persons responsible for arranging for the removal of disabled aircraft.

#### **4.15 Handling of hazardous materials**

Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following:

- (a) arrangements for special areas on the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
- (b) the method to be followed for the delivery, storage, dispensing and handling of hazardous materials.

#### **4.16 Low visibility operations**

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the names and telephone numbers, during and after working hours, of the persons responsible for measuring the runway visual range.

#### **4.17 Protection of sites for radar and navigational aids**

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and nav aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

### **PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM**

#### ***Aerodrome administration***

Particulars of the aerodrome administration, including the following:

- (a) an aerodrome organizational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- (c) aerodrome committees.

#### ***Safety management system (SMS)***

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being:

- (a) the safety policy, insofar as applicable, on the safety management process and its relation to the operational and maintenance process;
- (b) the structure or organization of the SMS, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) SMS strategy and planning, such as setting safety performance targets, allocating priorities for implementing safety initiatives and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of the regulations, and prescribed standards;
- (d) SMS implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring;
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related aerodrome facilities as well as aerodrome operational and maintenance records, including information on the design and

construction of aircraft pavements and aerodrome lighting. The system should enable easy retrieval of records including charts;

- (i) staff training and competency, including the review and evaluation of the adequacy of training provided to staff on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contracts for construction work at the aerodrome.

## THIRD SCHEDULE: AERODROME CERTIFICATE

[Regulation 13]



### RWANDA CIVIL AVIATION AUTHORITY

#### AERODROME CERTIFICATE

CERTIFICATE NO. \_\_\_\_\_

\_\_\_\_\_  
[Name of Aerodrome]

\_\_\_\_\_  
[Latitude/Longitude]

This aerodrome certificate is issued by the Director General pursuant to the Civil Aviation (Aerodromes) Regulations under authority of the Law No. 75/2013 of 11/09/2013 establishing regulations governing civil aviation and authorizes .....[ *Name of Aerodrome Operator*] to operate this aerodrome.

The Director General may suspend or cancel this certificate at any time where the .....[*Name of Aerodrome Operator*] fails to comply with the provisions set forth in the Law, the Regulations.

The certificate is subject to any conditions established by the Director General pursuant to Regulation 13 of the Civil Aviation (Aerodromes) Regulations and set out in the approved Aerodrome Manual.

This aerodrome certificate is not transferable and shall remain in effect until

transferred, suspended or cancelled.

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Director General  
Rwanda Civil Aviation Authority

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Date of Issue



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n° 01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

<p><b>UMUGEREKA WA XIV W'ITEKA RYA MINISITIRI N°01/MoS/Trans/017 RYO KU WA 11/05/2017 RISHYIRAHU AMABWIRIZA ASHYIRA MU BIKORWA ITEGEKO N°75/2013 RYO KU WA 11/09/2013 RIGENA AMABWIRIZA MU BY'INDEGE ZA GISIVIRI</b></p>	<p><b>ANNEX XVI TO THE MINISTERIAL ORDER N°01/MoS/Trans/017 OF 11/05/2017 DETERMINING REGULATIONS IMPLEMENTING THE LAW N°75/2013 OF 11/09/2013 ESTABLISHING REGULATION GOVERNING CIVIL AVIATION</b></p>	<p><b>ANNEXE XVI A L'ARRETE MINISTERIEL N°01/MoS/Trans/017 DU 11/05/2017 PORTANT REGLEMENTS D'APPLICATION DE LA LOI N°75/2013 DU 11/09/2013 PORTANT REGLEMENTATION DE L'AVIATION CIVILE</b></p>
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AMAKOMPANYI Y'INDEGE Z'INYAMAHANGA AKORA IMIRIMO Y'UBUCURUZI MU RWANDA NO HANZE YARWO	COMMERCIAL AIR TRANSPORT OPERATIONS BY FOREIGN AIR OPERATOR IN AND OUT OF RWANDA	OPERATIONS DE TRANSPORT COMMERCIAL AERIEN PAR DES OPERATEURS ETRANGERS A L'INTERIEUR ET A L'EXTERIEUR DU RWANDA
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**CIVIL AVIATION (COMMERCIAL AIR TRANSPORT OPERATIONS BY FOREIGN AIR  
OPERATOR IN AND OUT OF RWANDA)**

**ARRANGEMENTS OF REGULATIONS**

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# **CIVIL AVIATION (FOREIGN AIR OPERATOR IN RWANDA) REGULATIONS 2017**

## **PART I – PRELIMINARY**

- |                    |    |   |
|--------------------|----|---|
| <b>Citation</b>    | 1. | These Regulations may be cited as Civil Aviation (Foreign Air Operator in Rwanda) Regulations 2017  |
| <b>Application</b> | 2. | These Regulations applies in respect of the operation in Rwanda of a foreign state aircraft or an aircraft operated by a foreign operator in a commercial air transport operations. |

## **PART II – GENERAL REQUIREMENTS**

- |  |    |   |
|--|----|---|
| <b>Requirement for Rwanda foreign air operator certificate</b>             | 3. | <ul style="list-style-type: none"><li>(1) Subject to sub-regulations (2) and (3), no person, to whom these Regulations apply, shall operate an aircraft in Rwanda for the purpose of air transport service except under and in accordance with the conditions in a Rwanda foreign air operator certificate issued to that person by the Director General pursuant to regulation 4.</li><li>(2) A person shall not be required to hold a Rwanda foreign air operator certificate in order to conduct an overflight of Rwanda or to perform a technical landing in Rwanda unless the person operates the aircraft under regulation 16, 17 or 18.</li><li>(3) A person shall not be required to hold a Rwanda foreign air operator certificate in order to operate a foreign state aircraft in Rwanda.</li></ul> |
| <b>Issuance, amendment, suspension or revocation of Rwanda foreign air</b> | 4. | <ul style="list-style-type: none"><li>(1) The Director General shall, on receipt of an application submitted in the form and manner required by the <i>First Schedule</i>, issue or amend a Rwanda foreign air operator certificate.</li><li>(2) An applicant for a Rwanda foreign air operator certificate must hold a valid air operator certificate that:</li></ul>  |

**operator  
certificate**

- (a) is issued by the State of the operator that is acceptable to Director General; and
  - (b) authorizes the holder to conduct air transport service into, within or from Rwandan territory.
- (2) The Director General must be satisfied, for an air operator mentioned in sub-regulation (2), that the responsible authority mentioned in sub-regulation (2) (a) continues to maintain its functions in respect of operations under the air operator certificate in accordance with the Chicago Convention.
- (3) If an air operator certificate or its associated operations specifications mentioned in sub-regulation (2) is suspended, revoked, cancelled, or its validity affected in any similar manner, or provisions related to operations in Rwanda amended, the air operator must inform the Director General in writing within 30 days of the effective date of such action.
- (4) Subject to sub-regulation (5), a Rwanda foreign air operator certificate shall remain in force as long as the air operator certificate issued by the civil aviation authority that represents the State of the operator remains valid or until it is amended, suspended or revoked by the Director General.
- (5) A Rwanda foreign air operator certificate shall expire immediately at the end of the twelfth month following the last air transport operation in Rwanda to which the Rwanda foreign air operator certificate applies.
- (6) The holder of a Rwanda foreign air operator certificate that has expired, suspended or revoked shall forthwith surrender the Rwanda foreign air operator certificate to the Director General.

**General  
conditions of  
Rwanda  
foreign air  
operator  
certificate**

- 5. A Rwanda foreign air operator certificate shall contain the following general conditions:
  - (a) the foreign air operator shall have a valid air operator certificate or equivalent document issued by the state of the foreign air operator;
  - (b) the foreign air operator shall make no change in its air transport service in Rwanda, except in the case of an emergency, without notifying the Director General;
  - (c) the foreign air operator shall notify the Director General within 10 working days after any change in its legal name or trade name;

- (d) the foreign air operator shall conduct flight operations in accordance with the ICAO standards;
- (e) the foreign air operator shall maintain its aircraft in accordance with the ICAO standards;
- (f) the foreign air operator shall comply with the applicable provisions of these Regulations; and
- (g) the foreign air operator shall conduct a safe operation.

**Contents of  
Rwanda  
foreign air  
operator  
certificate**

- 6. A Rwanda foreign air operator certificate shall contain:
  - (a) the legal name and trade name, if different;
  - (b) the number of the foreign air operator certificate;
  - (c) the operator's business address and contact details for operational management, in operator's State;
  - (d) the operator's business address and contact details in Rwanda;
  - (e) the date of issue of the certificate;
  - (f) the general conditions identified in regulation 5;
  - (g) specific conditions with respect to
    - (i) the areas of operation authorized,
    - (ii) the types of service authorized,
    - (iii) the types of aircraft authorized, the conditions of operation and, if applicable, their registration.
  - (h) where the foreign air operator complies with the *First Schedule*, operations specifications with respect to:
    - (i) instrument approach procedures,
    - (ii) special weather minima authorizations,
    - (iii) navigation system authorizations,
    - (iv) authorizations concerning flight crew member complement,

- (v) special helicopter procedures, and
- (vi) any other condition pertaining to the operation that the Director General deems necessary for aviation safety
- (i) a statement that the Rwanda foreign air operator certificate is issued on the basis of the foreign air operator certificate issued by the State of the operator and that any changes to the original foreign air operator certificate or related conditions or limitations affecting operations by the operator in Rwanda must be notified by the operator in writing to Director General within 30 days of such a change;
- (j) a statement that the Rwanda foreign air operator certificate ceases to have effect immediately upon the expiry, suspension, revocation, cancellation or any similar action in respect of the air operator certificate.
- (k) any other condition pertaining to the operation that the Director General deems necessary for aviation safety.

**Requirements for overflight and landing clearance permit**

7. (1) No person, other than the holder of a Rwanda foreign air operator certificate, shall conduct an overflight of Rwanda or perform a technical landing in Rwanda unless the person is authorized to do so in an overflight and landing clearance permit issued by the Director General pursuant to regulation 8.
- (2) No person shall operate a foreign state aircraft in Rwanda unless the person is authorized to do so in an overflight and landing clearance permit issued by the Director General pursuant to regulation 8.

**Issuance of overflight and landing clearance permit**

8. The Director General shall, on receipt of an application submitted in the form and manner required by the *First Schedule*, issue a overflight and landing clearance permit
- (a) to conduct an overflight of Rwanda or to perform a technical landing in Rwanda; or
  - (b) to operate a foreign state aircraft in Rwanda.

**Contents of overflight and**

9. An overflight and landing clearance permit shall contain:

**landing  
clearance  
permit**

- (a) the name of the holder of the overflight and landing clearance permit or of the person responsible for the flight;
- (b) the type of aircraft, the registration mark and, if applicable, the serial number;
- (c) the routing;
- (d) the date and time of arrival at, and departure from, the airports concerned;
- (e) the places of embarkation or disembarkation of passengers or freight;
- (f) an authorization for the transportation of dangerous goods or agricultural products, if applicable;
- (g) in the case of a foreign state aircraft, an authorization to conduct flight operations referred to in regulation 16, 17 or 18;
- (h) a requirement to conduct all operations in accordance with the applicable provisions of these Regulations; and
- (i) any condition pertaining to the operation that the Director General deems necessary for aviation safety.

**Authority to inspect**

- 10.** Subject to the Convention on International Civil Aviation, a foreign air operator shall ensure that where an inspector presents an official identity card issued by the Director General is granted free and uninterrupted access at any time, without prior notice, to board any aircraft within Rwanda operated for air transport service, to inspect the documents and manuals required by regulation 12 and to perform inspections to ensure compliance with these regulations.

**11. (1)** A foreign air operator shall:

**Production of  
documentation,  
manuals and  
records**

- (a) give any person authorized by the Director General access to any documents, manuals and records which are related to flight operations and maintenance; and
- (b) produce all such documents, manuals and records, when requested to do so by the Director General, within a reasonable period of time.

- (2) The pilot in command shall, within a reasonable time of being requested to do so by a person authorized by the Director General, produce to that person the documentation, manuals and records required by the Convention to be carried on board.

**Reporting of incidents and accidents**

12. A foreign air operator or the pilot-in-command shall report to the Minister incidents and accidents occurring while operating in the Rwandan airspace within 96 hours of the incident, accident or discovery unless exceptional circumstances prevent such reporting within the time stipulated.

**Preservation, production and use of flight recorder recordings**

13. Following an accident or serious incident, or an incident within Rwanda when the Minister or a person authorized by the Minister so directs, the operator of an aircraft on which a flight recorder is carried shall preserve the original recorded data for flight recorders within the meaning of Annex 13 to the Convention on International Civil Aviation for a period of 60 days unless otherwise directed by the Minister or a person authorized by the Minister to conduct the accident investigation.

### **PART III - FLIGHT OPERATIONS**

**Air traffic rules and procedures**

14. (1) A pilot-in-command of a foreign registered aircraft shall comply with the rules of the air and air traffic control specified in the Civil Aviation (Rules of the Air and Air Traffic Control) Regulations.
- (2) A foreign air operator shall establish procedures to ensure that each of its pilots complies with the requirements of sub-regulation (1), and shall check the ability of each of the pilots to operate safely according to applicable rules and procedures.

**Routes in Uncontrolled Airspace**

15. No foreign air operator commencing a flight in Rwanda shall, in uncontrolled airspace, conduct an IFR flight or a night VFR flight on a route other than an air route unless the foreign air operator:
- (a) is authorized to do so in its Rwanda foreign air operator certificate; and
- (b) complies with the *First Schedule*.



- |  |   |
|--|---|
| <b>No Alternate Aerodrome — IFR Flight</b> | <p><b>16.</b> For the purposes of regulation 104 of Civil Aviation (Operations of Aircraft) Regulations, a person may conduct an IFR flight where an alternate aerodrome has not been designated in the IFR flight plan or in the IFR flight itinerary if</p> <ul style="list-style-type: none"> <li>(a) in the case of a foreign air operator, the foreign air operator is authorized to do so in its Rwanda foreign air operator certificate and complies with the <i>First Schedule</i>; or</li> <li>(b) in the case of a person who operates a foreign state aircraft, the person is authorized to do so in an overflight and landing clearance permit and complies with the <i>First Schedule</i>.</li> </ul>  |
| <b>Take-off Minima</b>                     | <p><b>17.</b> For the purposes of regulation 132 of Civil Aviation (Operations of Aircraft) Regulations, a person may conduct a take-off in an aircraft where weather conditions are below the take-off minima specified in the Rwanda AIP if:</p> <ul style="list-style-type: none"> <li>(a) in the case of a foreign air operator, the foreign air operator is authorized to do so in its Rwanda foreign air operator certificate and complies with the <i>First Schedule</i>; or</li> <li>(b) in the case of a person who operates a foreign state aircraft, the person is authorized to do so in an overflight and landing clearance permit and complies with the <i>First Schedule</i>.</li> </ul>   |
| <b>Landing Minima</b>                      | <p><b>18.</b> For the purposes of regulation 133 of Civil Aviation (Operations of Aircraft) Regulations, a person may conduct a CAT II or CAT III precision approach in an IFR aircraft if</p> <ul style="list-style-type: none"> <li>(a) in the case of a foreign air operator, the foreign air operator is authorized to do so in its Rwanda foreign air operator certificate and holds a valid authorization or equivalent document issued by the state of the foreign air operator to conduct a CAT II or CAT III precision approach in Rwanda or</li> <li>(b) in the case of a person who operates a foreign state aircraft, the person is authorized to do so in an overflight and landing clearance permit and complies with the <i>First Schedule</i>.</li> </ul> |

**Transport of passengers in single-engined aircraft**

19. (1) Subject to sub-regulation (2), no foreign air operator commencing a flight in Rwanda shall operate a single-engined aircraft with passengers on board in IFR flight or in night VFR flight.
- (2) A foreign air operator may operate a single-engined aircraft with passengers on board in IFR flight or in night VFR flight if the foreign air operator
- (a) is authorized to do so by the state of the foreign air operator;
  - (b) is authorized to do so in its Rwanda foreign air operator certificate; and
  - (c) complies with the *First Schedule*.

**PART IV - FLIGHT DECK SECURITY**

**Admission to Flight Deck**

20. No person shall be admitted to the flight deck of an aeroplane other than
- (a) a flight crew member;
  - (b) a crew member performing their duties;
  - (c) an inspector of the civil aviation authority of the state where the aeroplane is registered; or
  - (d) a person who has expertise related to the aeroplane, its equipment or its crew members and who is required to be in the flight deck to provide a service to the air operator.

**Closing and Locking of Flight Deck Door**

21. (1) Subject to sub-regulation (2), the pilot-in-command of an aeroplane that is equipped with a lockable flight deck door and that is carrying passengers shall ensure that at all times from the moment the passenger entry doors are closed in preparation for departure until they are opened on arrival the flight deck door is closed and locked.
- (2) Sub-regulation (1) shall not apply when crew members or persons authorized in accordance with regulation 20 are required to enter or leave the flight deck:

- (a) for the performance of their duties;
- (b) for physiological needs; or
- (c) for an overriding concern related to the safety of the flight.

**Doors and  
Locks**

- 22.** (1) Subject to sub-regulations (4) and (5), no foreign air operator shall operate a transport category aircraft, except for a newly manufactured aeroplane on a non-revenue flight and any aeroplane on an overflight, unless the transport category aircraft is equipped with:
- (a) in the case of a passenger-carrying aeroplane,
    - (i) a door between the flight deck and the passenger compartment, and
    - (ii) if the aeroplane is equipped with a crew rest facility having an entry from the flight deck and a separate entry from the passenger compartment, a door between the crew rest facility and the passenger compartment; and
  - (b) in the case of an all-cargo aeroplane that was equipped with a flight deck door on:
    - (i) a door between the flight deck and a compartment occupied by a person, and
    - (ii) if the aeroplane is equipped with a crew rest facility having an entry from the flight deck and a separate entry from a compartment occupied by a person, a door between the crew rest facility and the compartment.
- (2) All the provisions of sub-regulation (1) shall apply in respect of the operation by a foreign air operator, in Rwanda airspace, of a transport category aircraft that is:
- (a) a passenger-carrying aeroplane in respect of which a type certificate has been issued authorizing the transport of 20 or more passengers; or
  - (b) an all-cargo aeroplane with a payload capacity of more than 3 405 kg (7,500 pounds) that was equipped with a flight deck door.
- (3) The doors required by sub-regulation (1) shall be equipped with a locking device that can be unlocked only from inside the flight deck or

the crew rest facility, as the case may be.

- (4) A key shall be readily available to each crew member for each door that separates a passenger compartment or a compartment occupied by a person from an emergency exit, with the exception of a door required by sub-regulation (1).
- (5) No crew member, except a flight crew member, shall have a key to a door required by sub-regulation (1) at any time from the moment the passenger entry doors are closed in preparation for departure until they are opened on arrival unless the locking device required by sub-regulation (3) is installed and locked.

## **PART V – CARRIAGE OF DANGEROUS GOODS, WEAPONS AND MUNITIONS OF WAR**

- |  |            |   |
|--|------------|---|
| <b>Carriage of dangerous goods by air.</b>         | <b>23.</b> | A foreign air operator shall not offer or accept for transportation of dangerous goods as defined by the Technical Instructions for the Safe Transport of Dangerous Goods by air issued by the International Civil Aviation Organization in and out of Rwanda unless the operator has been authorized to do so by the State of the operator.  |
| <b>Carriage of weapons and munitions of war</b>    | <b>24.</b> | No person shall carry weapons, ammunition or other equipment designed for use in war on board an aircraft unless the Minister has authorized the carriage of such equipment.  |
| <b>Carriage of sporting weapons and ammunition</b> | <b>25.</b> | <ul style="list-style-type: none"><li>(1) A foreign air operator conducting commercial air transportation operations in Rwanda shall take all necessary measures to ensure that any sporting weapons intended to be carried by air are reported to the Director General.</li><li>(2) A foreign air operator accepting the carriage of sporting weapons shall ensure that they are:<ul style="list-style-type: none"><li>(a) stowed in the aircraft in a place which is inaccessible to passengers during flight unless the Director General has determined that compliance is impractical and has approved other procedures; and</li><li>(b) unloaded in the case of firearms or other weapons that contain</li></ul></li></ul> |

ammunitions.

- (3) A foreign air operator may allow a passenger to carry ammunition for sporting weapons in passenger's checked baggage, but such carriage shall be approved by the Director General.

**Drug and  
alcohol testing  
and reporting**

26. (1) No crew member of a foreign air operator shall perform, or attempt to perform, a crew member function while under the influence of drugs or alcohol.
- (2) Any crew member of a foreign air operator may be tested for drug or alcohol usage.
- (3) A crew member of a foreign air operator who tests positive for drug or alcohol usage, or who refuses to submit to a test, shall be prohibited from boarding a flight to perform any crew member function.
- (4) The Director General shall report the positive test result, or the refusal to submit to a test, by a crew member of a foreign air operator to the State of operator.

**PART VII – ADMINISTRATIVE SANCTIONS**

**Administrative  
fines**

27. Any person who contravenes the provisions set out in column I of Second Schedule shall be liable to fixed administrative fine set out in column II of that Schedule.

## **FIRST SCHEDULE**

### **REQUIREMENTS FOR COMPLYING WITH THE FOREIGN AIR OPERATIONS REGULATIONS**

#### **1. General**

The requirements in this Schedule apply in respect of any air transport service involving the use of an aeroplane or helicopter engaged in by a foreign operator operating an air transport operation and foreign state aircraft operated in in Rwanda.

#### **2. Application for issue or amendment of a Rwanda foreign air operator certificate**

The following constitutes an application for or an amendment of a Rwanda foreign air operator certificate:

- (a) a copy of a valid air operator certificate (AOC) or equivalent document (certificate of competency) issued by the State of the operator;
- (b) a copy of the approval page indicating those portions of the air operator's operations manual that have been approved by the State of the operator;
- (c) a copy of the air operator's authority to operate an air transport service to and from Rwanda;
- (d) a copy of a valid Certificate of Airworthiness for each aircraft intended to be operated in Rwanda;
- (e) a copy of the schedule that indicates when servicing and maintenance is required to be performed for each aircraft intended to be operated, whether or not approved by the State of registry;
- (f) a copy of the approval of the servicing and maintenance schedule for each aircraft intended to be operated, if required by the State of registry;
- (g) where the performance, in Rwanda, or any part of the schedule for servicing and maintenance of the aircraft, intended to be operated, is assigned to a maintenance organization, a copy of such approval issued by the State of registry;
- (h) for those aircraft intended to be operated in Rwanda not registered by the State of the operator, a copy of the lease agreement for each aircraft so operated;
- (i) where the foreign air operator desires a special flight operations specification in accordance with regulation 7 (h)(i), (ii), (iii), (iv), (v) and (vi) the operator must provide a copy of the equivalent operations specification(s) approved by the State of the operator; and

- (j) any other document the Director General deems necessary in order to ensure that the intended operation will be conducted safely.

### ***3. Application for overflight and landing clearance permit***

The following information shall be provided in an application for overflight and landing clearance permit to conduct an overflight of Rwanda or operate in Rwanda or perform a technical stop in Rwanda:

- (a) name of operator or person responsible for flight;
- (b) type of aircraft and registration marks;
- (c) date and time of arrival at, and departure from, the airport concerned;
- (d) place or places of embarkation or disembarkation abroad, as the case may be, of passengers or freight;
- (e) purpose of flight and number of passengers and the nature and amount of freight;
- (f) notification of dangerous goods and/or agricultural products; and
- (g) name, address, telephone and telefax number and business of Charterer, if any;
- (h) if applicable, in the case of foreign state aircraft, a copy of the equivalent operations specification(s) issued by the regulating authority, and
- (i) any other document the Director General deems necessary to ensure that the intended operation will be conducted safely.

### ***4. Routes in Uncontrolled Airspace***

The following standard shall be complied with by a foreign air operator who conducts a flight in uncontrolled airspace:

- (a) the off-airway direct route or route segment may be used provided the flight planned route and means of navigation is acceptable to the Air Traffic Control Service concerned;
- (b) all routes, route segments or airspace to be used shall be listed and available to each flight crew member and the person responsible for operational control of the flight and include the information on navigation aids, tracks, altitudes and distances for each route;
- (c) the aircraft is equipped, dispatched and operated in accordance with the accepted procedures outlined in the Operations Manual;

- (d) the approved navigation system(s) is (are) not to be used for navigation in terminal control areas or during instrument approach, unless specifically authorized to do so by the state of the operator; and
- (e) the foreign air operator holds a valid authority from *the State of the operator to conduct flights in uncontrolled airspace*.

## **5. No Alternate Aerodrome - IFR Flight**

The standard for a foreign air operator or foreign state aircraft multi-engine turbine powered aeroplanes to conduct a flight under IFR without naming an alternate aerodrome on the flight plan is:

### **(1) Area of Operations**

- (a) take-off aerodrome shall be not more than the hours of flight time (Scheduled) from the aerodrome of intended landing;
- (b) aerodrome of intended landing authorized for no alternate IFR shall meet the requirements of Paragraph (3);
- (c) provided the requirements of Paragraph (2), (3), (4), (5) and (6) are met, the pilot-in-command may refile "No Alternate IFR" on flights to a destination aerodrome in Rwanda, regardless of the location of the departure aerodrome, when within six hours of the scheduled destination aerodrome;

### **(2) Weather Requirements**

For at least one (1) hour before and until one (1) hour after the estimated time of arrival at the aerodrome of intended landing, there shall be, in respect to that aerodrome:

- (a) no risk of fog or other restriction to visibility, including precipitation, forecast or reported, below 3 miles;
- (b) no risk of thunderstorms isolated or otherwise forecast or reported; and
- (c) a forecast ceiling of at least 1,000 feet above FAF altitude and a visibility of at least 3 miles or a ceiling of at least 1,500 feet above the MDA and a visibility of at least 6 miles;

### **(3) Aerodrome of Intended Landing - Requirements**

The aerodrome of intended landing shall be:

- (a) equipped with a runway which shall be operational and suitable for a safe landing for the aeroplane type, taking into consideration the approved operational limitations; and



- (b) equipped with emergency or standby electrical power supply in support of the main electrical power supply used to operate all equipment and facilities that are essential to the safe landing of the aeroplane, whether such landing be by day or by night.

#### **(4) Fuel Requirements**

The minimum fuel required for a no alternate IFR flight plan shall consist of:

- (a) taxi fuel;
- (b) fuel to destination;
- (c) contingency fuel; and
- (d) holding reserve fuel;

#### **(5) Aerodrome Familiarization**

Pilots shall be thoroughly familiar with all suitable diversionary aerodromes which are available (within the fuel and oil reserve carried) in respect of any flight operated on a "no alternate IFR" basis.

#### **(6) Authority**

This authority is contingent on holding a valid civil aviation authority from the State of the operator or in the case of a foreign state aircraft, the applicable authority, for conducting a flight under IFR without naming an alternate aerodrome on the flight plan.

### **6. Take-off Minima Reported RVR 1,200 feet (1/4 mile) Visibility**

The standard for a foreign air operator or a foreign state operating turbine-powered aeroplanes to take-off in IMC below the weather minima specified in the Rwanda AIP or in an equivalent foreign publication is:

- (a) the Company Operations Manual or in the case of a foreign state aircraft, the applicable manual, shall contain detailed guidance on how to determine departure one engine inoperative climb gradient and obstacle clearance;
- (b) the runway is equipped with serviceable and functioning high intensity runway lights or runway centre line lights or with runway centre line markings that are plainly visible to the pilot throughout the take-off run;
- (c) the pilot-in-command is satisfied that the required RVR 1,200 feet (1/4 mile) visibility exists for the runway to be used before commencing take-off;

- (d) the pilot-in-command and second-in-command attitude instruments (artificial horizons) on the aeroplane shall incorporate pitch attitude index lines in appropriate increments above and below reference line to at least 15°, and be capable of ensuring ready depiction of total aeroplane attitude. The approved Failure Warning Systems which will immediately detect essential instrument and equipment failures or malfunctions shall be operative; and
- (e) contingent on holding a valid civil aviation authority from the State of the operator or in the case of a foreign state aircraft, the applicable authority, for operation of a turbine-powered aeroplane in IMC below the weather minima specified in the Rwanda AIP or an equivalent foreign publication.

## **Aeroplanes**

### **Take-off Minima Reported RVR 600 feet**

- (1) The Company Operations Manual or in the case of a foreign state aircraft, the applicable manual, shall contain detailed guidance on how to determine departure one engine inoperative climb gradient and obstacle clearance;
- (2) The runway has the following equipment:
  - (a) serviceable and functioning high intensity runway lights, runway centre line lights and centre line markings that are plainly visible to the pilot throughout the take-off run;
  - (b) at least two transmissometers, one situated at the approach end and one at the mid-point of the runway, each reading not less than RVR 600 feet; and
  - (c) if three transmissometers are available and the mid-point transmissometer is unserviceable, take-off is authorized provided the transmissometers at the approach end and the departure end of the runway, each is reading not less than RVR 600 feet;
- (3) The pilot-in-command is satisfied that the required RVR 600 feet visibility exists for the runway to be used before commencing take-off;
- (4) The pilot-in-command and second-in-command attitude instruments (artificial horizons) on the aeroplane shall incorporate pitch attitude index lines in appropriate increments above and below the zero pitch reference line to at least 15°, and be capable of ensuring ready depiction of total aeroplane attitude. The approved Failure Warning Systems which will immediately detect essential instrument and equipment failures or malfunctions shall be operative;
- (5) Contingent on holding a valid civil aviation authority from the State of the operator or in the case of a foreign state aircraft, the appropriate authority for operation of a turbine-powered aeroplane in IMC below the weather minima specified in the Rwanda AIP or an equivalent foreign publication.

## **Helicopters**

### **Take-off Minima Reported RVR 600 feet**

- (1) The company operations manual or in the case of a foreign state aircraft, the applicable manual, shall contain detailed guidance on how to determine departure one engine inoperative climb gradient and obstacle clearance.
- (2) The take-off runway is equipped with:
  - (i) serviceable and functioning high intensity runway lights, runway centre line lights and centre line markings that are plainly visible to the pilot throughout the take-off;
  - (ii) at least one transmissiometer, situated at either the approach end or mid-point of the take-off runway with a reading of not less than RVR 600 feet.
- (3) The pilot-in-command is satisfied that the required RVR 600 feet visibility exists for the take-off runway and visual reference to the runway can be maintained at least until  $V_{\text{toss}}$  (take-off safety speed) and  $V_{\text{mini}}$  (instrument flight minimum speed) have been attained.
- (4) The pilot-in-command and second-in-command attitude (artificial horizons) instruments incorporate pitch attitude index lines in appropriate increments above and below the zero pitch reference to at least 15 degrees and incorporate operative failure warning systems which will immediately detect essential instrument malfunction or failure.
- (5) Contingent on holding a valid civil aviation authority from the State of the operator or in the case of a foreign state aircraft, the applicable authority for operation of a helicopter in IMC below the weather minima specified in the Rwanda AIP or an equivalent foreign publication.

### ***7. Transport of Passengers in Single-Engined Aircraft in IFR Flight or in Night VFR Flight***

The standard for a foreign air operator operating aircraft for the transport of passengers in a single-engined aeroplane under IFR, or VFR at night is:

#### **(1) General**

- (a) only factory built, turbine-powered aeroplanes are permitted;
- (b) the turbine-engine of the aeroplane type must have a proven Mean Time Between Failure (MTBF) of .01/1000 or less established over 100,000 hours in service;

#### **(2) Aeroplane Equipment Requirements**

- (a) two attitude indicators which are powered separately and independently from each other;
- (b) two independent power generating sources, either of which is capable of sustaining essential flight instruments and electrical equipment;

- (c) an auto-ignition system, or alternatively, the company operations manual must specify that continuous ignition must be selected "ON" for take-off, landing and flight in heavy precipitation;
  - (d) a chip detector system to warn the pilot of excessive ferrous material in the engine lubrication system;
  - (e) a radar altimeter;
  - (f) a manual throttle which bypasses the governing regulation of the fuel control unit and permits continued unrestricted operation of the engine in the event of a fuel control unit failure.
- (3)** Contingent on holding a valid civil aviation authority from the State of the operator for operation of single-engined aircraft in IFR flight or in night VFR flight with passengers.

**SECOND SCHEDULE**  
**ADMINISTRATIVE FINES**

**[Regulation 27]**

<b>Column I</b>		<b>Column II</b>	
		<b>Fines (in Rwandan Francs)</b>	
<b>Provisions</b>		<b>Individual</b>	<b>Corporate</b>
3	Requirement for Rwanda foreign air operator certificate	900,000	4,000,000
7	Requirements for overflight and landing clearance permit	900,000	4,000,000
10	Authority to inspect	900,000	4,000,000
11	Production of documentation, manuals and records	900,000	4,000,000
12	Reporting of incidents and accidents	900,000	4,000,000
13	Preservation, production and use of flight recorder recordings	900,000	4,000,000
14	Air traffic rules and procedures	900,000	4,000,000
23	Carriage of dangerous goods by air	900,000	4,000,000
24	Carriage of weapons and munitions of war	900,000	4,000,000
25	Carriage of sporting weapons and ammunition	900,000	4,000,000
26	Drug and alcohol testing and reporting	900,000	4,000,000





*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux



*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA XV	ANNEX XV TO THE	ANNEXE XV A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

IMISORO N'AMAHORO MU BY'INDEGE	FEES AND CHARGES	DROITS ET REDEVANCES DANS LE DOMAINE AERONAUTIQUES
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## **CIVIL AVIATION (FEES AND CHARGES)**

### **ARRANGEMENT OF REGULATIONS**

#### **REGULATION**

1. Citation
2. Fees to be charged
3. Expenses for services or inspections outside Rwanda
4. Fees for licence or permit to operate air services
5. Aerodrome landing charges
6. Aircraft parking charges
7. Passenger service and security charges
8. Fees for exemption from any of the Civil Aviation Regulations.
9. Exemption from fees and charges
10. Air navigation and VSAT charges
11. Exemption from air navigation charges
12. Notice of the fees and charges
13. Penalties
14. Persons liable for the fees and charges
15. Detention for failure to pay
16. Default
17. Extent of detention
18. Restriction on detention
19. Sale of the aircraft or of any other property
20. Restriction on sale
21. Proceeds of sale of aircraft or of any other property
22. Purchase of Aeronautical information publication and other publications
23. Rent Charges on Authority's facilities

#### **Schedule**

**Proceedings To Detain And Sell Aircraft Or  
Any Other Property**

<b>Citation</b>	1.	These Regulations may be cited as Civil Aviation (Fees and Charges) Regulations 2017.
<b>Fees to be charged</b>	2.	The fees to be charged in connection with the issue, validation, renewal, extension or variation of any certificate, licence, permit, authorization, or other document, including the issue of a copy thereof, or the undergoing of any examination, test, inspection or investigation or the grant of any permission or approval, required by, or for the purpose of the Civil Aviation Regulations of Rwanda, shall be payable as prescribed by the Authority.
<b>Expenses for services or inspections outside Rwanda</b>	3.	An operator requesting services or inspection from the Authority or the Ministry in charge of Civil Aviation at any place outside Rwanda shall bear the expenses of the Authority or the Ministry in connection therewith, in addition to the payment of all other relevant fees and charges.
<b>Fees for licence or permit to operate air services</b>	4.	In respect of the issue, renewal or variation of a licence or permit to operate air services into, or from, or within Rwanda for the transportation of passengers, mail or cargo for hire and reward, fees shall be payable as prescribed by the Authority.
<b>Aerodrome landing charges</b>	5.	In respect of landing at public aerodromes in Rwanda, charges shall be payable as prescribed by the Authority.
<b>Aircraft parking charges</b>	6.	<ol style="list-style-type: none"> <li>(1) In respect of parking at public aerodromes in Rwanda, charges shall be payable prescribed by the Authority.</li> <li>(2) Operators or pilots of aircraft shall ensure that parking fees are paid promptly, and where no Government or Authority staff is available at the aerodrome, parking fees may be remitted to the Authority within 48 hours after departure of the aircraft from the aerodrome.</li> </ol>
<b>Passenger service and security charges</b>	7.	<ol style="list-style-type: none"> <li>(1) In respect of every departing passenger, both international and domestic, a passenger service and security charge shall be payable as prescribed by the Authority, which charge shall be collected by the carrier or operator at the point of sale of the relevant flight ticket and remitted to the Authority.</li> <li>(2) In the case of scheduled air services, the airline shall include the charge in the cost of the airline ticket, and in the case of chartered or private flights the charterer or the private operator concerned shall be responsible for the collection and payment of the full amount, which shall be the equivalent of the charge multiplied by the number of passengers on board, excluding the crew.</li> <li>(3) The Authority shall invoice the carrier or operator, on a monthly basis, for the full amount due.</li> </ol>
<b>Fees for</b>	8.	The application for exemption from any of the Civil Aviation Regulations shall

**exemption  
from any of  
the Civil  
Aviation  
Regulations.**

be accompanied by a fee prescribed by the Authority, for technical evaluation.

**Exemption  
from fees  
and charges**

- 9.** In any case where it may consider it to be in the public interest to do so, the Authority may, on application being made to it for that purpose, exempt any person from payment of any fee that would otherwise be payable in accordance with regulations 2 to 7.

**Air  
navigation  
and VSAT  
charges**

- 10.** (1) An aircraft flying over Rwanda whether under instrument or visual flight rules shall be charged a fee prescribed by the Authority for air navigation services provided by the Kigali Flight Information Region.
- (2) When flights cross international FIR boundaries or international border of States where air traffic control centres are equipped with a SADC VSAT satellite communications system, SAT Network flat rate charge for South African Development Community (SADC) is levied.

**Exemption  
from air  
navigation  
charges**

- 11.** (1) The following flights shall be exempt from charges under regulation 10—
- (a) flights made by the Rwanda Defence Force aircraft;
  - (b) flights for the purposes of search and rescue operations;
  - (c) flights carried out using gliders, power gliders and an ultra light aircraft;
  - (d) flights made by an aircraft which is the property of the Government of Rwanda including customs and police and which are not made for commercial purposes;
  - (e) flights made exclusively for the purpose of checking or testing equipment used as an aid to air navigation;
  - (f) flights arranged by the Authority exclusively for the purpose of instruction or testing of flight crew;
  - (g) flights made for the purpose of enabling an aircraft to qualify for the issue, renewal, modification or validation of a certificate of airworthiness;
  - (h) flights made for training purposes, terminating at the aerodrome from which the aircraft takes off; and
  - (j) flights operated within the Kigali Flight Information Region consisting of a distance of less than 50 nautical miles.
- (2) The Authority may by Notice in the Gazette, exempt the application of these regulations to any other flight in the public interest

**Notice of the  
fees and  
charges**

- 12.** (1) Fees payable under regulations 2, 3, 4 and 8 shall be payable immediately upon application or receipt of an invoice.
- (2) The Authority shall, within a reasonable time, send an invoice to a person liable for the fees and charges payable under regulations 7 and 10.
- (3) The Authority shall decide, as it sees fit:
- (a) if fees payable under regulations 5 and 6 shall be payable immediately upon receipt of an invoice; or

- (b) if it shall, within a reasonable time, send an invoice to a person liable for the fees.
- (4) The fees and charges payable in accordance with these Regulations shall be paid in Rwanda Francs or in any other convertible currency at such place and time as may be approved by the Authority.

**Penalties**

- 13.**
- (1) Any fee or charge payable under sub-regulations 12(2) and 12(3)(b) shall be paid within 30 days from the date of the invoice issued in respect thereof and failure to make such payment shall attract interest at the rate of 2 per cent per month from the due date of payment.
  - (2) The Authority may, without prejudice to any legal action that may be taken to recover any outstanding amount, suspend or revoke any certificate, licence, permit, authorization, or other document issued under the Civil Aviation Regulations of Rwanda, for non-payment of any fee or charge due under these Regulations

**Persons  
liable for the  
fees and  
charges**

- 14.**
- (1) The operator of an aircraft shall primarily be responsible for the fees and charges payable in accordance with regulations 3, 4, 5, 6, 7, and 10, and, if applicable, regulation 2.
  - (2) Where the Authority is unable to ascertain who the operator of the aircraft is, it shall charge the owner of the aircraft which owner shall be liable for the fee until such time as the operator is known to the Authority.
  - (3) In sub-regulation (2), “owner”, in respect of an aircraft, means:
    - (a) the person in whose name the aircraft is registered;
    - (b) a person in possession of an aircraft as purchaser under a conditional sale or hire-purchase agreement that reserves to the vendor the title to the aircraft until payment of the purchase price or the performance of certain conditions;
    - (c) a person in possession of the aircraft as chattel mortgagor under a chattel mortgage; and
    - (d) a person in possession of the aircraft under a bona fide lease or agreement of hire.

**Detention  
for failure to  
pay**

- 15.**
- (1) In addition to any other remedy available for the collection of an unpaid and overdue fee or charge imposed by the Authority, and whether or not a judgment for the collection of the fee or charge has been obtained, the Authority may apply to the Court in the legal district in which any aircraft owned or operated by the person liable to pay the amount is situated, where a default is made in the payment of any fees or charges, and interest thereon, under these Regulations, for an order, issued on such terms as the court considers appropriate, authorizing the Authority to seize and detain, either—
    - (a) the aircraft in respect of which the fees or charges were incurred, whether or not they were incurred by the person who is the operator of the aircraft at the time of the detention begins;
    - (b) any other aircraft of which the person in default is the operator at the time when the detention begins; or
    - (c) any other property of which the person in default is the owner at

the time when the detention begins, immovable or moveable, notwithstanding any rules of the Court to the contrary; until the fee or charge is paid or a bond or other security for the unpaid and overdue amount in a form satisfactory to the Authority is deposited with the Authority, and if the charges are not paid within 60 days after the date when the detention begins, to sell the aircraft or any other property in order to satisfy the charges, subject to these regulations.

- (2) An application for an order referred to in sub-regulation (1) may be made *ex parte* if the Authority has reason to believe that the person liable to pay the charge is about to leave Rwanda or take from Rwanda any aircraft owned or operated by the person.
- (3) The Authority may detain an aircraft in accordance with sub-regulation (1) at any time when the aircraft is on any aerodrome in Rwanda.
- (4) The Authority shall take such steps for the detention and sale as are set forth in the Schedule to these Regulations.

**Default**            16. For purposes of these Regulations, a person shall be in default by operation of law if an invoice or any part thereof issued in accordance with sub-regulations 12(2) and 12(3)(b) remains unpaid for a period of ninety days from the date of issue.

**Extent of detention**    17. Notwithstanding any stipulation to the contrary, the power of detention and sale conferred by these Regulations in respect of an aircraft, extends—

- (a) to the equipment of the aircraft and any stores for use in connection with its operation, carried in the aircraft, whether or not the equipment or stores is the property of the operator; and
- (b) to any aircraft documents carried in it, and any such documents may, if the aircraft is sold, be transferred by the Authority to the purchaser.

**Restriction on detention**    18. (1) The Authority shall not detain an aircraft or any other property under these Regulations if the operator of the aircraft or a person claiming an interest therein—

- (a) disputes that the fees or charges are due;
- (b) disputes that the fees or charges in question were incurred in respect of that aircraft; and
- (c) gives to the Authority pending the determination of the case, security sufficient to cover the payment of the fees or charges which are due.

(2) The Authority shall release from detention an aircraft or any other property seized under these Regulations if:

- (a) the amount in respect of which the seizure was made is paid;
- (b) a bond or other security in a form satisfactory to the Authority for the amount in respect of which the seizure was made is deposited with the Authority; or
- (c) an order of a court directs the Authority to do so.

**Sale of the**            19. (1) The Authority may, where the fee or charge remains unpaid for a period of

**aircraft or  
any other  
property**

60 days from the date of the detention, sell the aircraft or any other property in accordance with these Regulations and the Schedule to these Regulations.

- (2) Notwithstanding any stipulation to the contrary, process shall issue against the immovable property of any person liable to pay the amount due under these Regulations notwithstanding that the said person has sufficient movable property to satisfy the said amount or not.

**Restriction  
on sale**

**20.**

- (1) The Authority shall not sell an aircraft or any other property under these Regulations without leave of the Court; and the Court shall not give leave except on proof that a sum is due to the Authority for fees or charges under these Regulations, that default has been made in the payment thereof and that the aircraft or any other property which the Authority seeks leave to sell is liable to sale under these Regulations by reason of default.
- (2) If such leave is given, the Authority shall secure that the aircraft or any other property is sold for the best price that can reasonably be obtained; but failure to comply with any requirement of this regulation or of the Schedule to these regulations in respect of any sale, while actionable as against the Authority at the suit of any person suffering loss in consequence thereof, shall not, after the sale has taken place, be a ground for impugning its validity.

**Proceeds of  
sale of  
aircraft or  
any other  
property**

**21.**

- (1) Notwithstanding any stipulation to the contrary, the proceeds of sale of an aircraft under these Regulations shall be applied in the following order—
- (a) in payment of customs duty as a result of the aircraft having been brought into Rwanda;
  - (b) in payment of expenses incurred by the Authority in detaining and selling the aircraft, including expenses in connection with the application to court;
  - (c) in payment of fees in respect of an aircraft which the court has found to be due from the operator by virtue of these or any other Civil Aviation Regulations of Rwanda;
  - (d) in payment of any interest on unpaid fees incurred in respect of any aircraft which the court has found to be due from the operator by virtue of these Regulations;
  - (e) in payment of airport charges incurred in respect of the aircraft which are due from the operator of the aircraft to the person owning or managing the aerodrome at which the aircraft was detained under these Regulations; and
  - (f) the surplus if any shall be paid to or among the persons whose interests in the aircraft have been divested by reason of the sale.
- (2) Notwithstanding any stipulation to the contrary, the proceeds of sale of any other property than an aircraft under these Regulations shall be applied in the same order as specified in sub-regulation (1), with the necessary changes *mutatis mutandis*.

**Purchase of  
Aeronautical  
information  
publications  
and  
publications**

22. The purchase of Rwanda Aeronautical Information Publication and publications shall be in accordance with the fees prescribed by the Authority.

**Rent  
charges on  
Authority's  
facilities**

23. The Authority shall draw up a scheme prescribing charges to be paid to the Authority in respect of rent for its facilities.

**SCHEDULE  
PROCEEDINGS TO DETAIN AND SELL AIRCRAFT OR  
ANY OTHER PROPERTY**

(Regulations 15, 19 and 20)

**1. Notice of detention**

The Authority shall inform the Aeronautical Authorities of the State of registry about the detention and possible sale of an aircraft.

**2. Notice to other interested parties in the case of an application to sell the aircraft or any other property**

- (1) The Authority shall bring the application to sell the aircraft or any other property to the notice of persons whose interests may be affected by the determination of the court and for affording to any such person, an opportunity of becoming a party to the proceedings.
- (2) The Authority shall, at least 21 days before applying to the court, publish in at least one local newspaper, a notice in accordance with rule 3, and shall as far as is practical, serve such a notice on each of the following persons—
  - (a) a person under whose name the aircraft or any other property is registered;
  - (b) a person if any, who appears to the Authority to be the owner of the aircraft or any other property;
  - (c) a person who appears to the Authority to be a charterer of the aircraft whether or not by demise;
  - (d) a person who appears to the Authority to be the operator of the aircraft;
  - (e) a person who is registered as a mortgagee of the aircraft or of any other property under the laws of Rwanda or who appears to the Authority to be a mortgagee of the aircraft under the law of any country other than Rwanda; and



- (f) any other person who appears to the Authority to have a proprietary or financial interest in the aircraft or any other property.
- (3) If a person has been served with a notice in accordance with subparagraph 2, and the person informs the Authority in writing within 14 days of the service of the notice of his intention to be a party to the proceedings, the Authority shall cite the person as a defendant in the application. The delay is peremptory.

### **3. Content of notice**

A notice served in accordance with rule 2 shall—

- (a) state the nationality and registration marks on the aircraft;
- (b) state the type of aircraft;
- (c) in case any other property is detained for sale, description of the said property, the name of the district in which it is situated and the registered number, if any, of the land shall be given, and street number, if any;
- (d) state that by reason of default in the payment of a sum due to the Authority for charges imposed by these regulations, the Authority, on a specified date, detained the aircraft or any other property under these regulations and unless payment of the sum so due is made within a period of 60 days from the date when the detention began, or within 21 days of the date of service of the notice, whichever is the later, will apply to the Court for leave to sell the aircraft or any other property; and
- (e) invite the person to whom the notice is given to inform the Authority within 14 days of the service of the notice if he wishes to become a party to the proceedings on the application.



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
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Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde  
Sceaux

UMUGEREKA	WA	XVI	ANNEX	XVI	TO	THE	ANNEXE	XVI	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL		ORDER		MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHU		11/05/2017		DETERMINING		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	REGULATIONS	IMPLEMENTING			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	THE	LAW	N°75/2013	OF	DE	LA	LOI	N°75/2013
RYO	KU	WA	11/09/2013		ESTABLISHING		11/09/2013		PORTANT	
RIGENA	AMABWIRIZA	MU	REGULATION	GOVERNING			REGLEMENTATION		DE	
BY'INDEGE	ZA	GISIVIRI	CIVIL	AVIATION			L'AVIATION	CIVILE		

GUSHAKISHA NO GUTABARA INDEGE IRI MU KAGA	SEARCH AND RESCUE	RECHERCHE ET SECOURISME
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## **CIVIL AVIATION (SEARCH AND RESCUE)**

### **ARRANGEMENT OF REGULATIONS**

#### **Regulation**

- 1.** Citation
- 2.** Definitions
- 3.** Information concerning emergencies
- 4.** Procedures for rescue coordination centres during emergency phases
- 5.** Procedures where responsibility for operations extends to another Contracting State
- 6.** Procedures for authorities in the field
- 7.** Procedures for rescue coordination centres — termination and suspension of operations
- 8.** Procedures at the scene of an accident
- 9.** Procedures for a pilot-in-command intercepting a distress transmission
- 10.** Search and rescue signals
- 11.** Maintenance of records
- 12.** Administrative Sanctions

## CIVIL AVIATION (SEARCH AND RESCUE) REGULATIONS 2017

- Citation**      1.      These regulations can be cited quoted as Civil Aviation (Search and Rescue) Regulations 2017.
- Definitions**      2.      When the following terms are used in these Regulations for search and rescue, they have the following meanings:
- Alerting post.** Any facility intended to serve as an intermediary between a person reporting an emergency and a rescue coordination centre or rescue sub-centre.
- Alert phase.** A situation wherein apprehension exists as to the safety of an aircraft and its occupants.
- Distress phase.** A situation wherein there is a reasonable certainty that an aircraft and its occupants are threatened by grave and imminent danger and require immediate assistance.
- Emergency phase.** A generic term meaning, as the case may be, uncertainty phase, alert phase or distress phase.
- Operator.** A person, organization or enterprise engaged in or offering to engage in an aircraft operation.
- Pilot-in-command.** The pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.
- Rescue.** An operation to retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety.
- Rescue coordination centre (RCC).** A unit responsible for promoting efficient organization of search and rescue services and for coordinating the conduct of search and rescue operations within a search and rescue region.
- Rescue sub-centre (RSC).** A unit subordinate to a rescue coordination centre, established to complement the latter according to particular provisions of the responsible authorities.
- Search.** An operation normally coordinated by a rescue coordination

centre or rescue sub-centre using available personnel and facilities to locate persons in distress.

**Search and rescue aircraft.** An aircraft provided with specialized equipment suitable for the efficient conduct of search and rescue missions.

**Search and rescue facility.** Any mobile resource, including designated search and rescue units, used to conduct search and rescue operations.

**Search and rescue service.** The performance of distress monitoring, communication, coordination and search and rescue functions, initial medical assistance or medical evacuation, through the use of public and private resources, including cooperating aircraft, vessels and other craft and installations.

**Uncertainty phase.** A situation wherein uncertainty exists as to the safety of an aircraft and its occupants.

**Information concerning emergencies**

3. (1) Any person who knows or has reason to believe that an aircraft is in an emergency shall give immediately all available information to the rescue coordination centre concerned.
- (2) Rescue coordination centres shall, immediately upon receipt of information concerning aircraft in emergency, evaluate such information and assess the extent of the operation required.
- (3) When information concerning aircraft in emergency is received from other sources than air traffic services units, the rescue coordination centre shall determine to which emergency phase the situation corresponds and shall apply the procedures applicable to that phase.

**Procedures for rescue coordination centres during emergency phases**

4. (1) *Uncertainty phase:* Upon the occurrence of an uncertainty phase, the rescue coordination centre shall cooperate to the utmost with air traffic services units and other appropriate agencies and services in order that incoming reports may be speedily evaluated.
- (2) *Alert phase:* Upon the occurrence of an alert phase the rescue coordination centre shall immediately alert search and rescue units and initiate any necessary action.
- (3) *Distress phase:* Upon the occurrence of a distress phase, the rescue coordination centre shall:
- (a) immediately initiate action by search and rescue units in accordance

with the appropriate plan of operation;

- (b) ascertain the position of the aircraft, estimate the degree of uncertainty of this position, and, on the basis of this information and the circumstances, determine the extent of the area to be searched;
  - (c) notify the operator, where possible, and keep the operator informed of developments;
  - (d) notify other rescue coordination centres, the help of which seems likely to be required, or which may be concerned in the operation;
  - (e) notify the associated air traffic services unit, when the information on the emergency has been received from another source;
  - (f) request at an early stage such aircraft, vessels, coastal stations and other services not specifically included in the appropriate plan of operation and able to assist to:
    - (i) maintain a listening watch for transmissions from the aircraft in distress, survival radio equipment or an ELT;
    - (ii) assist the aircraft in distress as far as practicable; and
    - (iii) inform the rescue coordination centre of any developments;
  - (g) from the information available, draw up a detailed plan of action for the conduct of the search and/or rescue operation required and communicate such plan for the guidance of the authorities immediately directing the conduct of such an operation;
  - (h) amend as necessary, in the light of evolving circumstances, the detailed plan of action;
  - (i) notify the appropriate accident investigation authorities; and
  - (j) notify the State of Registry of the aircraft.
- (4) The order in which the actions in sub-regulation (3) are described shall be followed unless circumstances dictate otherwise.
- (5) In the event that an emergency phase is declared in respect of an aircraft whose position is unknown and may be in one of two or more search and rescue regions, the following shall apply:
- (a) When a rescue coordination centre is notified of the existence of an emergency phase and is unaware of other centres taking



appropriate action, it shall assume responsibility for initiating suitable and confer with neighbouring rescue coordination centres with the objective of designating one rescue coordination centre to assume responsibility forthwith.

- (b) Unless otherwise decided by common agreement of the rescue coordination centres concerned, the rescue coordination centre to coordinate search and rescue action shall be the centre responsible for:
  - (i) the region in which the aircraft last reported its position; or
  - (ii) the region to which the aircraft was proceeding when its last reported position was on the line separating two search and rescue regions; or
  - (iii) the region to which the aircraft was destined when it was not equipped with suitable two-way radio communication or not under obligation to maintain radio communication; or
  - (iv) the region in which the distress site is located as identified by the Cospas-Sarsat system.
- (c) After declaration of the distress phase, the rescue coordination centre with overall coordination responsibility shall inform all rescue coordination centres that may become involved in the operation of all the circumstances of the emergency and subsequent developments.

Likewise, all rescue coordination centres becoming aware of any information pertaining to the emergency shall inform the rescue coordination centre that has overall responsibility.

- (6) Whenever applicable, the rescue coordination centre responsible for search and rescue action shall forward to the air traffic services unit serving the flight information region in which the aircraft is operating, information of the search and rescue action initiated, in order that such information can be passed to the aircraft.

**Procedures  
where  
responsibility  
for  
operations  
extends to  
another**

- 5. Where the conduct of operations over the entire search and rescue region is a shared responsibility with another one Contracting State, action shall be taken in accordance with the relevant plan of operations when so requested by the rescue coordination centre of the region.

## **Contracting State**

- |  |           |   |
|--|-----------|---|
| <b>Procedures for authorities in the field</b>   | <b>6.</b> | The authorities immediately directing the conduct of operations or any part thereof shall: <ul style="list-style-type: none"><li>(a) give instructions to the units under their direction and inform the rescue coordination centre of such instructions; and</li><li>(b) keep the rescue coordination centre informed of developments.</li></ul>   |
| <b>Procedures for rescue coordination centres — termination and suspension of operations</b> | <b>7.</b> | <ul style="list-style-type: none"><li>(1) Search and rescue operations shall continue, when practicable, until all survivors are delivered to a place of safety or until all reasonable hope of rescuing survivors has passed.</li><li>(2) The rescue coordination centre shall normally be responsible for determining when to discontinue search and rescue operations.</li><li>(3) When a search and rescue operation has been successful or when a rescue coordination centre considers, or is informed, that an emergency no longer exists, the emergency phase shall be cancelled, the search and rescue operation shall be terminated and any authority, facility or service that has been activated or notified shall be promptly informed.</li><li>(4) If a search and rescue operation becomes impracticable and the rescue coordination centre concludes that there might still be survivors, the centre shall temporarily suspend on-scene activities pending further developments and shall promptly inform any authority, facility or service which has been activated or notified. Relevant information subsequently received shall be evaluated and search and rescue operations resumed when justified and practicable</li></ul> |
| <b>Procedures at the scene of an accident</b>  | <b>8.</b> | <ul style="list-style-type: none"><li>(1) When multiple facilities are engaged in search and rescue operations on-scene, the rescue coordination centre or rescue sub-centre shall designate one or more units on-scene to coordinate all actions to help ensure the safety and effectiveness of air and surface operations, taking into account facility capabilities and operational requirements.</li><li>(2) When a pilot-in-command observes that either another aircraft or a surface craft is in distress, the pilot shall, if possible and unless considered unreasonable or unnecessary:</li></ul>   |

- (a) keep the craft in distress in sight until compelled to leave the scene or advised by the rescue coordination centre that it is no longer necessary;
  - (b) determine the position of the craft in distress;
  - (c) as appropriate, report to the rescue coordination centre or air traffic services unit as much of the following information as possible:
    - (i) type of craft in distress, its identification and condition;
    - (ii) its position, expressed in geographical or grid coordinates or in distance and true bearing from a distinctive landmark or from a radio navigation aid;
    - (iii) time of observation expressed in hours and minutes Coordinated Universal Time (UTC);
    - (iv) number of persons observed;
    - (v) whether persons have been seen to abandon the craft in distress;
    - (vi) on-scene weather conditions;
    - (vii) apparent physical condition of survivors;
    - (viii) apparent best ground access route to the distress site; and
  - (d) act as instructed by the rescue coordination centre or the air traffic services unit.
- (3) If the first aircraft to reach the scene of an accident is not a search and rescue aircraft, it shall take charge of on-scene activities of all other aircraft subsequently arriving until the first search and rescue aircraft reaches the scene of the accident. If, in the meantime, such aircraft is unable to establish communication with the appropriate rescue coordination centre or air traffic services unit, it shall, by mutual agreement, hand over to an aircraft capable of establishing and maintaining such communications until the arrival of the first search and rescue aircraft.
- (4) When it is necessary for an aircraft to convey information to survivors or surface rescue units, and two-way communication is not available, it shall, if practicable, drop communication equipment that would enable direct contact to be established, or convey the information by dropping a hard copy message.

- (5) When a ground signal has been displayed, the aircraft shall indicate whether the signal has been understood or not by the means described in sub-regulation (4) or, if this is not practicable, by making the appropriate visual signal.
- (6) When it is necessary for an aircraft to direct a surface craft to the place where an aircraft or surface craft is in distress, the aircraft shall do so by transmitting precise instructions by any means at its disposal. If no radio communication can be established, the aircraft shall make the appropriate visual signal.

**Procedures  
for a pilot-in-  
command**

**intercepting a  
distress  
transmission**

- 9. Whenever a distress transmission is intercepted by a pilot-in-command of an aircraft, the pilot shall, if feasible:
  - (a) acknowledge the distress transmission;
  - (b) record the position of the craft in distress if given;
  - (c) take a bearing on the transmission;
  - (d) inform the appropriate rescue coordination centre or air traffic services unit of the distress transmission, giving all available information; and
  - (e) at the pilot's discretion, while awaiting instructions, proceed to the position given in the transmission.

**Search and  
rescue signals**

- 10. The air-to-surface and surface-to-air visual signals in the Schedule shall, when used, have the meaning indicated therein. They shall be used only for the purpose indicated and no other signals likely to be confused with them shall be used.

Upon observing any of the signals in the Schedule, aircraft shall take such action as may be required by the interpretation of the signal given in that Schedule.

**Maintenance  
of records**

- 11. The rescue coordination centre should keep a record of the operational efficiency of the search and rescue organization in its region.

The rescue coordination centre should prepare appraisals of actual search and rescue operations in its region. These appraisals should comprise any pertinent remarks on the procedures used and on the emergency and survival

equipment, and any suggestions for improvement of those procedures and equipment. Those appraisals which are likely to be of interest to other States should be submitted to ICAO for information and dissemination as appropriate.

**Administrative Sanctions**

Any person who contravenes to regulation 1 of these regulations shall be liable to hall be liable to an administrative fine of one million (1 000,000) francs.

## SCHEDULE: SEARCH AND RESCUE SIGNALS

### 1. Signals with surface craft

1.1 The following manoeuvres performed in sequence by an aircraft mean that the aircraft wishes to direct a surface craft towards an aircraft or a surface craft in distress:

- (a) circling the surface craft at least once;
- (b) crossing the projected course of the surface craft close ahead at low altitude and:
  - (i) rocking the wings; or
  - (ii) opening and closing the throttle; or
  - (iii) changing the propeller pitch.

*Note.— Due to high noise level on board surface craft, the sound signals in (ii) and (iii) may be less effective than the visual signal in (i) and are regarded as alternative means of attracting attention.*

- (c) heading in the direction in which the surface craft is to be directed.

Repetition of such manoeuvres has the same meaning.

1.2 The following manoeuvres by an aircraft means that the assistance of the surface craft to which the signal is directed is no longer required:

- (a) crossing the wake of the surface craft close astern at a low altitude and:
  - (i) rocking the wings; or
  - (ii) opening and closing the throttle; or
  - (iii) changing the propeller pitch.

*Note.— The following replies may be made by surface craft to the signal in 1.1:*

- (b) for acknowledging receipt of signals:
  - (i) the hoisting of the “code pennant” (vertical red and white stripes) close up (meaning understood);
  - (ii) the flashing of a succession of “T” s” by signal lamp in the Morse code;
  - (iii) the changing of heading to follow the aircraft.
- (c) for indicating inability to comply:



- (i) the hoisting of the international flag “N” (a blue and white checkered square);
- (iii) the flashing of a succession of “N” s” in the Morse code.

## 2. Ground-air visual signal code

### 2.1 Ground-air visual signal code for use by survivors

<i>No.</i>	<i>Message</i>	<i>Code symbol</i>
1	Require assistance	V
2	Require medical assistance	X
3	No or Negative	N
4	Yes or Affirmative	Y
5	Proceeding in this direction	↑

## 2.2 Ground-air visual signal code for use by rescue units

No.	Message	Code symbol
1	Operation completed	LLL
2	We have found all personnel	<u>LL</u>
3	We have found only some personnel	++
4	We are not able to continue. Returning to base	XX
5	Have divided into two groups. Each proceeding in direction indicated	
6	Information received that aircraft is in this direction	
7	Nothing found. Will continue to search	NN

2.3 Symbols shall be at least 2.5 metres (8 feet) long and shall be made as conspicuous as possible.

*Note 1.— Symbols may be formed by any means such as:*

*strips of fabric, parachute material, pieces of wood, stones or such like material; marking the surface by tramping, or staining with oil.*

*Note 2.— Attention to the above signals may be attracted by other means such as radio, flares, smoke and reflected light.*

## 3. Air-to-ground signals

3.1 The following signals by aircraft mean that the ground signals have been understood:



- (a) *during the hours of daylight:* by rocking the aircraft's wings;
- b) *during the hours of darkness:* flashing on and off twice the aircraft's landing lights or, if not so equipped, by switching on and off twice its navigation lights.

3.2 Lack of the above signal indicates that the ground signal is not understood.

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA XVII	ANNEX XVII TO THE	ANNEXE XVII A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

ANKETI N'IPEREREZA KU MPANUKA N'IBINDI BYAGO BY'INDEGE	AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION	ENQUETES ET INVESTIGATIONS SUR LES ACCIDENTS ET INCIDENTS D'AVIATION
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# **CIVIL AVIATION (AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION)**

## **ARRANGEMENT REGULATIONS**

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2.	Interpretation
3.	Application
4.	Objective of investigation

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6.	Format and content the report of accidents and serious incidents to the Aviation Accident Investigation Division
7.	Notification to other States and the International Civil Aviation Organization
8.	Notification received from other States
9.	Voluntary reporting

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19. Release from custody and disposal of aircraft and wreckage
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24. Accredited representatives of other Contracting States
25. Rwanda's accredited representative, adviser and expert
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28. Release of the Final Report
29. Safety recommendations
30. Action on safety recommendations
31. Keeping and preservation of information

#### **PART V – ADREP REPORTING**

32. Preliminary report
33. Accident/incident data report

## **PART VI – ACCIDENT PREVENTION MEASURES**

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Second Schedule: Format of the final report

Third Schedule: Protection of accident and incident investigation records

Fourth Schedule: Format of the Final Report

# Civil Aviation (Aircraft Accident and Incident Investigation) Regulations 2017

## PART 1- PRELIMINARY

**Citation**            1.    These Regulations may be cited as Civil Aviation (Aircraft Accident and Incident Investigation) Regulations 2017.

**Interpretation**    2.    When the following terms are used in these Regulations, they have the following meanings:

“**accident**” means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person is fatally or seriously injured as a result of:

- being in the aircraft, or
- direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
- direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew;  
or

b) the aircraft sustains damage or structural failure which:

- adversely affects the structural strength, performance or flight characteristics of the aircraft, and
- would normally require major repair or replacement of the affected

component,

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

c) the aircraft is missing or is completely inaccessible;

**“accredited representative”** means a person designated by another State, on the basis of his or her qualifications, for the purpose of participating in an investigation conducted by the Republic of Rwanda or in case of Rwanda, a person designated by the Minister for the purpose of participating in an investigation conducted by another State.

**“adviser”** means a person appointed by the Minister or by another State, on the basis of his or her qualifications, for the purpose of assisting its accredited representative in an investigation;

**“aircraft”** means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface;

**airport operator”** a person, organization or enterprise engaged in the operation, of an airport.

**air traffic control unit”** a term meaning variously, area control centre, approach control unit, or aerodrome control tower.

**Annex 13”** means Annex to the Convention on International Civil Aviation that contains the International Standards and Recommended Practices related to Aircraft Accident and Incident Investigation.

**“aviation accident investigation division (AAID)”** means an organ designated under Article 33, Paragraph Two of the Civil Aviation Law and responsible for investigation of civil aircraft accidents and incidents in accordance with these Regulations.

**“causes”** means actions, omissions, events, conditions, or a combination thereof, which led to the accident or incident. The identification of causes does not imply the assignment of fault or the determination of administrative, civil or criminal liability;

**collision”** An impact between aircraft, or between an aircraft and another object



**“contributing factors”** means actions, omissions, events, conditions, or a combination thereof, which, if eliminated, avoided or absent, would have reduced the probability of the accident or incident occurring, or mitigated the severity of the consequences of the accident or incident. The identification of contributing factors does not imply the assignment of fault or the determination of administrative, civil or criminal liability;

**crew member”** a person assigned by an air operator to duty on an aircraft during a flight duty period

**dangerous goods”** Articles or substances which are capable of posing a risk to health, safety, property or the environment.

**document”** Includes any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic, film, sound recording, video tape, electronic files and data, and any copy thereof.

**draft Final Report:** draft investigation report that is sent in confidence to AIID and other organs involved in the investigation, inviting their significant and substantiated comments on the report.

**Final Report”** conclusive an aircraft accident or incident investigation report. The Final Report is issued by the AAID and includes the pertinent factual information, analysis, conclusions and, associated safety recommendations.

**flight recorder”** means any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation;

**“incident”** means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation;

**interim Statement”** the public communication used by the AAID on each anniversary of the accident or incident for informing those having a direct interest in the investigation regarding the progress of an on-going investigation and any safety issues raised during the investigation.

**“investigation”** means a process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and/or contributing factors and, when appropriate, the making of safety recommendations;

**“investigator”** means a person appointed by the Minister to assist the Investigator-In- Charge in the conduct of investigations.

**“Investigator-in-charge ”** means a person designated by the Minister, on the

basis of his or her qualifications, with the responsibility for the organization, conduct and control of an investigation;

**“maximum mass”** means maximum certificated take-off mass;

**Observer”** a representative who is sent by State of Rwanda or other Contracting State authorized to attend an investigation as an observer, or an Contracting State investigator authorized to attend an investigation being conducted.

**occurrence”** Any accident or incident associated with the operation of an aircraft.

**“operator”** means a person, organization or enterprise engaged in or offering to engage in an aircraft operation;

**Participant”** a person authorized by the AAID to participate in an investigation being conducted because of his expertise to contribute to achieving the AAID mandate.

**Pilot-in-command”** the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight.

**“preliminary report”** means the communication used for the prompt dissemination of data obtained during the early stages of the investigation;

**Regulations”** Rwanda civil aviation regulations enabled by the civil aviation law

**“safety recommendation”** means a proposal of an accident investigation authority based on information derived from an investigation, made with the intention of preventing accidents or incidents and which in no case has the purpose of creating a presumption of blame or liability for an accident or incident. In addition to safety recommendations arising from accident and incident investigations, safety recommendations may result from diverse sources, including safety studies;

**“serious incident”** means an incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down;

**“serious injury”** means an injury which is sustained by a person in an

accident and which:

- (a) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
- (b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- (c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- (d) involves injury to any internal organ; or
- (e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or
- (f) involves verified exposure to infectious substances or injurious radiation;

**“State of Design”** means the State having jurisdiction over the organization responsible for the type design;

**“State of Manufacture”** means the State having jurisdiction over the organization responsible for the final assembly of the aircraft;

**“State of Occurrence”** means the State in the territory of which an accident or incident occurs;

**“State of the Operator”** means the State in which the operator’s principal place of business is located or, if there is no such place of business, the operator’s permanent residence;

**“State of Registry”** means the State on whose register the aircraft is entered;

**“state safety programme (SSP)”** means an integrated set of regulations and activities aimed at improving safety;

## **Application**

- 3.** (1) These regulations shall apply to all to activities following civil aircraft accidents and serious incidents, when the aircraft involved is of a maximum mass of over 2 250 kg or when the aircraft involved is of a maximum mass of 2 250 kg or less and it is expected to draw safety lessons from the investigation, wherever they occurred:
- (a) in or over Rwanda;
  - (b) in location which cannot definitely be established as being in the territory of any State and it involves a Rwanda registered aircraft; and

(c) in or over any other place if Rwanda is requested to investigate the accident or incident by an appropriate authority.

(2) In these Regulations, the State of the Operator apply only when an aircraft is leased, chartered or interchanged and when that State is not the State of Registry and if it discharges, in respect of these Regulations, in part or in whole, the functions and obligations of the State of Registry.

**Objective of investigation**

4. (1) The sole objective of the investigation of an accident or incident under these Regulations shall be the prevention of accidents and incidents.
- (2) It shall not be the purpose of an investigation to apportion blame or liability.

**PART II**

**MANDATORY AND VOLUNTARY REPORTING OF ACCIDENTS AND SERIOUS INCIDENTS**

**Mandatory reporting of accidents and serious incidents to the Aviation Accident Investigation Division**

5. (1) The owner, operator, pilot-in-command, any crew member of the aircraft, the operator of airport and any person providing air traffic services who has knowledge of the occurrence of an accident or serious incident listed in First Schedule shall, without delay, report to Aviation Accident Investigation Division.
- (2) The persons listed in sub-regulation (1) shall report the accident or incident as soon as possible but not later than 72 hours of becoming aware of the accident or incident, unless exceptional circumstances prevent this.

**Format and content the report of accidents and serious incidents to the Aviation Accident Investigation Division**

6. The report to the Aviation Accident Investigation Division referred to in Regulation 5 shall, as far as possible ,contain the following information:
- (a) the type, model, nationality and registration marks of the aircraft;
- (b) the name of the owner, operator, pilot-in-command and, if applicable, hirer of the aircraft;
- (c) the last point of departure and the intended destination of the aircraft, including the date and time of the departure;

- (d) the date and time (local time or UTC) of the occurrence;
- (e) the name of the person or entity providing air traffic services related to the occurrence;
- (f) the number of crew members, passengers and other persons involved in the occurrence and the number of those who were killed or sustained serious injuries as a result of the occurrence;
- (g) the location of the occurrence by reference to an easily defined geographical point, or by latitude and longitude;
- (h) a description of the occurrence and the extent of any resulting damage to the environment and to the aircraft and any other property;
- (i) a list of any dangerous goods carried on board or released from the aircraft, including the shipping name or UN number and consignor and consignee information;
- (j) if the aircraft is missing or inaccessible:
  - (i) the last known position of the aircraft by reference to an easily defined geographical point, or by latitude and longitude, including the date and time that the aircraft was at that position, and
  - (ii) the actions taken or planned to locate or gain access to the aircraft;
- (k) a description of any action taken or planned to protect persons, property and the environment;
- (l) physical characteristics of the accident or serious incident area, as well as an indication of access difficulties or special requirements to reach the site;
- (m) the name and title of the person making the report and the phone number and address at which they can be reached; and
- (n) any information specific to the occurrence that the Aviation Accident Investigation Division requires.

**Notification to  
other States and  
the International**

- 7.** (1) Where an accident or a serious incident occurs in Rwanda involving a civil aircraft of another State, the Chief Aviation Accident Investigator shall forward a notification of an accident or serious incident, with a minimum

## **Civil Aviation Organization**

of delay and by the most suitable and quickest means available, to:

- (a) the State of Registry;
  - (b) the State of the Operator;
  - (c) the State of Design;
  - (d) the State of Manufacture; and
  - (e) the International Civil Aviation Organization, when the aircraft involved is of a maximum mass of over 2 250 kg or is a turbojet-powered aeroplane.
- (2) The notification referred to in sub-regulation (1) shall be in plain English language and contain as much information as is readily available, but its dispatch shall not be delayed due to the lack of complete information:
- (a) for accidents the identifying abbreviation ACCID, for serious incidents INCID;
  - (b) manufacturer, model, nationality and registration marks, and serial number of the aircraft;
  - (c) name of owner, operator and hirer, if any, of the aircraft;
  - (d) qualification of the pilot-in-command, and nationality of crew and passengers;
  - (e) date and time (local time or UTC) of the accident or serious incident;
  - (f) last point of departure and point of intended landing of the aircraft;
  - (g) position of the aircraft with reference to some easily defined geographical point and latitude and longitude;
  - (h) number of crew and passengers; aboard, killed and seriously injured; others, killed and seriously injured;
  - (i) description of the accident or serious incident and the extent of damage to the aircraft so far as is known;
  - (j) an indication to what extent the investigation will be conducted;
  - (k) physical characteristics of the accident or serious incident area, as well as an indication of access difficulties or special requirements to reach the site;
  - (l) identification of the originating authority and means to contact the

investigator-in-charge and the accident investigation authority of the State of Occurrence at any time; and

(m) presence and description of dangerous goods on board the aircraft.

(3) The notification shall be prepared either in English or French, taking into account the language of the recipient(s), whenever it is possible to do so without causing undue delay.

(4) As soon as it is possible to do so, the Chief Aviation Accident Investigator shall dispatch the details omitted from sub-regulation (2) as well as other known relevant information.

**Notification  
received from  
other States**

8. (1) The Chief Aviation Accident Investigator shall, upon receipt of a notification of an accident or a serious incident which occurs outside Rwanda and involving a Rwanda registered aircraft or an aircraft operated by a Rwanda operator:

(a) acknowledge receipt of the notification;

(b) provide the State conducting the investigation with the following information, with a minimum of delay and by the most suitable and quickest means available:

(i) any relevant information he has regarding the aircraft and flight crew involved in the accident or serious incident; and

(ii) if Rwanda is the State of the Operator, details of any dangerous goods on board the aircraft;

(c) inform the State referred to in (b) whether Rwanda intends to appoint or has appointed an accredited representative and provide the contact details of the appointed accredited representative and the expected date of arrival of the accredited representative in such State.

**Voluntary  
reporting**

9. (1) Any person having knowledge of an, other than those persons required to report the occurrence to the Aviation Accident Investigation Division, may voluntarily report to the Aviation Accident Investigation Division any information that they believe to be relevant.

(2) If a person making a report under sub-regulation (1) requests that the Aviation Accident Investigation Division protect their identity, the Aviation Accident Investigation Division shall protect their identity.

- (3) A report made to the Aviation Accident Investigation Division under these Regulations shall not be used against the person who made the report in any legal, disciplinary or other proceedings if the person's.
- (4) Sub-regulation (3) does not prevent disciplinary action being taken, or an administrative decision being made, against a person if the information on which the action or decision is based is obtained from a source other than a report.
- (5) The person making the report should give the report to the Aviation Accident Investigation Division in writing.
- (6) If a report is initially made to the Aviation Accident Investigation Division in a non-written form such as by telephone, the Aviation Accident Investigation Division shall reproduce the report in writing.
- (7) The person making the report shall include the following information in the report:
  - (a) the name of the person making the report;
  - (b) a description of the reportable safety concern;
  - (c) at least one of the following:
    - (i) the person's postal address;
    - (ii) the person's email address;
    - (iii) the person's telephone number;
    - (iv) the person's fax number.
- (8) The Aviation Accident Investigation Division shall accept a report if:
  - (a) the Aviation Accident Investigation Division is satisfied that the voluntary reporting is the most appropriate way to make the report; and
  - (b) the Aviation Accident Investigation Division reasonably believes that the matter described in the report is a reportable safety concern; and
  - (c) the Aviation Accident Investigation Division reasonably believes the report to be true.
- (9) The Aviation Accident Investigation Division shall not disclose information relating to a voluntary report unless the Aviation Accident Investigation Division has removed all personal information from the



information that is to be disclosed.

- (10) Without prejudice sub-regulation (9), the Aviation Accident Investigation Division may disclose personal information if:
- (a) it is not possible to remove the personal information from the information to be disclosed without defeating the purpose for which the Aviation Accident Investigation Division proposes to disclose the information; and
  - (b) the Aviation Accident Investigation Division believes it necessary or desirable to disclose the information; and
  - (c) before disclosing the information, the Aviation Accident Investigation Division obtains the consent of the person to whom the personal information relates.
- (11) The Aviation Accident Investigation Division may also disclose personal information if:
- (a) the Aviation Accident Investigation Division reasonably believes the disclosure is necessary for the purpose of reporting, investigating or prosecuting for false or misleading information; or
  - (b) the Aviation Accident Investigation Division reasonably believes that disclosure is necessary to reduce or prevent a serious and imminent threat; or
  - (d) the Aviation Accident Investigation Division reasonably believes the disclosure is necessary for the purpose of reporting, investigating unlawful interference.
- (12) The Aviation Accident and Incident Investigation Division shall establish a voluntary reporting system to facilitate the collection of:
- (a) details of occurrences that may not be captured by the mandatory reporting system,
  - (b) other safety-related information which is perceived by the reporter as an actual or potential hazard to aviation safety.
- (13) The Aviation Accident and Incident Investigation Division shall designate one or more persons to handle independently the collection, evaluation, processing, analysis and storage of details of occurrences reported under sub-regulation (12).
- (14) The handling of the reports shall be done with a view to preventing the use of information for purposes other than safety, and shall appropriately

safeguard the confidentiality of the identity of the reporter and of the persons mentioned in occurrence reports, with a view to promoting a 'just culture'.

### **PART III – INVESTIGATION**

#### **Obligation to investigate**

- 10.** (1) Pursuant to Article 33 the Civil Aviation Law, every accident or serious incident listed in First Schedule shall be investigated for every aircraft of a maximum mass of over 2 250 kg and the accident or serious:
- (a) has occurred in the territory of Rwanda; or
  - (b) has occurred in any non-Contracting State which does not intend to carry out an investigation of the accident in accordance with Annex 13 and involves an aircraft registered in Rwanda or an aircraft operated by a Rwanda operator; or
  - (c) involves an aircraft registered in Rwanda or an aircraft operated by a Rwanda operator and the investigation has been delegated to Rwanda by another Contracting State by mutual arrangement and consent; or
  - (d) has occurred in a location which cannot be definitely established as being in the territory of any State and involves an aircraft registered in Rwanda or an aircraft operated by a Rwanda operator.
  - (e) other types of incidents may be investigated
- (2) The Aviation Accident Investigation Division may, when Aviation Accident Investigation Division expects to draw air safety lessons from it, institute an investigation into the circumstances of an accident or serious incident when the aircraft involved is of a maximum mass of 2 250 kg or less.
- (3) The Aviation Accident Investigation Division may, when Aviation Accident Investigation Division expects to draw air safety lessons from it, institute an investigation into the circumstances of an incident, other than a serious incident, which occurs:
- (a) in Rwanda; or
  - (b) outside Rwanda involving an aircraft registered in Rwanda or an aircraft operated by a Rwanda operator.

- (4) The investigations referred to in sub-regulation (1) shall in no case be concerned with apportioning blame or liability.

**The Aviation  
Accident  
Investigation  
Division**

- 11.** (1) Pursuant to Article 33, the Aviation Accident Investigation Division shall, either on its own or through agreements with other investigation authorities of other States, be responsible for the conduct of the investigation of civil aircraft accidents and serious incidents occurring in or outside Rwanda, to determine the probable causes thereof and to promote aviation safety by providing recommendations to prevent a similar occurrence.
- (2) The Aviation Accident Investigation Division shall be functionally independent in particular of aviation authorities responsible for airworthiness, certification, flight operation, maintenance, licensing, air traffic control or aerodrome operation and, in general, of any other party or entity the interests or missions of which could conflict with the task entrusted to the Aviation Accident Investigation Division or influence its objectivity.
- (3) The Aviation Accident Investigation Division shall have independence in the conduct of the investigation and have unrestricted authority over the conduct of an investigation in consistent with the provisions of these Regulations.
- (4) The investigation shall normally include:
- (a) the gathering, recording and analysis of all relevant information on accidents or serious incident;
  - (b) the protection of certain accident and incident investigation records in accordance with Regulation 20;
  - (c) if appropriate, the issuance of safety recommendations;
  - (d) if possible, the determination of the causes and/or contributing factors; and
  - (e) the completion of the final report.
- (5) Any investigation conducted in accordance with the provisions of these Regulations shall be separate from and without prejudice to any judicial or administrative proceedings to apportion blame or liability.
- (6) The extent of investigations and the procedure to be followed in carrying out investigations required or authorised under these Regulations shall be

determined by the Aviation Accident Investigation Division, depending on:

- (a) the objective of the investigation set out in these Regulations;
  - (b) the lessons expected to be drawn from the aircraft accident or incident for the improvement of safety; and
  - (c) the complexity of the investigation.
- (7) The Aviation Accident Investigation Division shall develop documented policies and procedures detailing its accident investigation duties. These shall include: organization and planning; investigation; and reporting
- (8) The Aviation Accident Investigation Division shall be provided with the means required to carry out its responsibilities independently and shall be able to obtain sufficient resources to do so. In particular:
- (a) the Chief Aviation Accident Investigator shall have the experience and competence in civil aviation safety to fulfil his or her tasks in accordance with these Regulations;
  - (b) the investigators shall be afforded status giving them the necessary guarantees of independence;
  - (c) the Aviation Accident Investigation Division shall comprise at least one available investigator able to perform the function of the investigator-in-charge in the event of a major air accident;
  - (d) the Aviation Accident Investigation Division shall be allocated a budget that enables it to carry out its functions;
  - (e) the Aviation Accident Investigation Division shall have at its disposal, either directly or by means of the cooperation, or through arrangements with other national authorities or entities, qualified personnel and adequate facilities, including offices and hangars to enable the storage and examination of the aircraft, its contents and its wreckage.

**Designation of Investigator-in-charge**

12. (1) The Chief Aviation Accident Investigator shall designate himself or one of the investigators as investigator-in-charge for the purpose of initiating the investigation immediately.
- (2) The Chief Aviation Accident Investigator shall call on the services of local authorities or other authorised persons to ensure protection of the accident site, including the aircraft and its contents, until such time as

the Investigator in charge is able to directly take over custody and determine the required security of the aircraft and its contents.

- (3) The Chief Aviation Accident Investigator may appoint any person as an adviser to assist an investigator-in-charge in a particular investigation carried out under these Regulations.
- (4) The Chief Aviation Accident Investigator shall appoint such number of investigators as he thinks fit to participate in the investigation under the control of the investigator-in-charge.
- (5) The Chief Aviation Accident Investigator may, with the approval of the Minister, delegate the whole task or any part of the task of carrying out an investigation into an accident or a serious incident to another Contracting State, or to a regional accident and incident investigation organization, by mutual arrangement and consent.
- (6) Where the task of carrying out an investigation has been delegated, the Chief Aviation Accident Investigator shall to the best of his ability, facilitate investigation carried out by the investigator-in-charge appointed by the Contracting State or the regional accident and incident investigation organisation conducting the investigation.

**Investigator-in-charge's rights**

- 13.** (1) The investigator-in-charge shall have unrestricted access to all relevant evidential material without delay.
- (2) Subject to the provision of sub-regulation (1), the investigator-in-charge shall:
- (a) have immediate unrestricted and unhampered access to the site of the accident or incident as well as to the aircraft, its contents or its wreckage the wreckage, including flight recorders and any other relevant recordings;
  - (b) have free access to any relevant information or records held by the owner, the operator, the operator's maintenance contractors and sub-contractors, the designer or the manufacturer of the aircraft and by the authorities for civil aviation or airport operation or air navigation service provider.
  - (c) ensure an immediate listing of evidence and controlled removal of debris, or components for examination or analysis purposes;
- (3) The Aviation Accident Investigation Division shall have unrestricted control over all evidential material referred to in sub-regulation (2) to ensure that a detailed examination can be made without delay by

accident investigators or other authorised personnel participating in the investigation.

- (4) The investigator-in-charge shall have the right to:
- (a) require any person to:
    - (i) furnish or produce information or evidence such as books, papers, documents and articles relevant to the safety investigation;
    - (ii) make copies of and retain any such books, papers, documents and articles until the completion of the investigation;
  - (b) take statements from all such persons as he thinks fit and require any such person to make and sign a declaration of the truth of the statement made by him;
  - (c) on production of his credentials:
    - (i) enter and inspect any place, building or aircraft where the entry or inspection whereof appears to him to be necessary for the purposes of the investigation;
    - (ii) remove, test, take measures for the preservation of any object or evidence or otherwise deal with any aircraft other than an aircraft involved in the accident or incident where it appears to him to be necessary for the purposes of the investigation;
  - (d) in the case of a fatal accident, require an expeditious and complete autopsy examination of fatally injured flight crew and, subject to the particular circumstances, of fatally injured passengers and cabin attendants, by a pathologist, preferably experienced in accident investigation and to have immediate access to the results of such examinations or of tests made on samples taken;
  - (e) where appropriate, require expeditious medical examination of the crew, passengers and aviation personnel involved in the accident or serious incident by a physician, preferably experienced in accident investigation and to have immediate access to the results of such examinations or tests; and
  - (f) seek such advice or assistance as he considers necessary for the purposes of the investigation.
- (5) Any statement sub-regulation (4) (b) shall be taken in a manner so that a complete and usable record of the statement is obtained.

- (6) On written request, a person making a statement under sub-regulation (4)(b) shall be provided with a copy of that statement.
- (7) Every person summoned as a witness in accordance with this paragraph shall be allowed such expenses as the Minister may, from time to time, determine.
- (8) Without prejudice to the generality of sub-regulation (4)(f), the investigator-in-charge may request another Contracting State to provide such information, facilities or experts as he may consider necessary for the purposes of an investigation.

**Obstruction of investigation**

**14.**

- (1) No person shall obstruct or impede an accident investigator or any person acting under the authority of the Minister or the Chief Aviation Accident Investigator in the exercise of any rights or duties under these Regulations.
- (2) No person shall without reasonable excuse, fail to comply with any summons of :
  - (a) an investigator-in-charge carrying out an investigation under these Regulations; or
  - (b) any person empowered to exercise the rights of the investigator-in-charge.
- (3) The onus of proving reasonable excuse for failing to comply with a summons shall lie on the person relying on such excuse.

**Flight recorders read out**

**15.**

- (1) Effective use shall be made of flight recorders in the investigation of an accident or an incident.
- (2) The Aviation Accident Investigation Division shall arrange for the read-out of the flight recorders without delay in accordance with guidelines contained in the Second Schedule.
- (3) The Aviation Accident Investigation Division shall use the facilities made available to it by other States, giving consideration to the following:
  - (a) the capabilities of the read-out facility;
  - (b) the timeliness of the read-out; and

(c) the location of the read-out facility.

**Coordination  
with judicial  
authorities**

- 16.** (1) When a judicial investigation is also instituted, the investigator-in-charge shall be notified thereof.
- (2) The investigator-in-charge shall cooperate with judicial authorities so that an investigation is not impeded by administrative or judicial investigations or proceedings.
- (3) The investigator-in-charge shall ensure traceability and retain custody of flight recorders and any physical evidence.
- (4) The judicial authority may appoint an official from that authority to accompany the flight recorders or physical evidence to the place of the read-out or treatment.
- (5) Where examination or analysis of physical evidence referred to in sub-regulation (4) may modify, alter or destroy it, prior agreement from the judicial authorities will be required.
- (6) Where an agreement referred to in sub-regulation (5) is not obtained within a reasonable time and not later than 2 weeks following the request, it shall not prevent the investigator-in-charge from conducting the examination or analysis.
- (7) Where the judicial authority is entitled to seize any evidence, the investigator-in-charge shall have immediate and unlimited access to and use of such evidence.

**Informing  
aviation security  
authorities**

- 17.** (6) If, in the course of an investigation into an accident or a serious incident, it becomes known or is suspected that an act of unlawful interference was involved, the Chief Aviation Accident Investigator shall, after consultation with the Minister:
- (a) immediately inform the competent security organs; or
- (b) take steps to ensure that the aviation security authorities of other Contracting States concerned are informed of the fact.

**Protection of  
evidence,**

- 18.** (1) The Aviation Accident Investigation Division shall be responsible for ensuring safe treatment of all evidence and for taking all reasonable



**custody and  
removal of  
aircraft**

measures to protect such evidence and for maintaining safe custody of the aircraft, its contents and its wreckage for such period as may be necessary for the purpose of a safety investigation.

- (2) The investigator-in-charge shall, for the purposes of preserving and protecting any item involved or likely to have been involved in an accident, whether or not the item has been seized, prohibit or limit access to the area immediately surrounding the place at which the item is located for such period as is necessary for the purposes of the investigation of the accident.
- (3) Protection of evidence referred to in sub-regulation (1) shall include the preservation, by photographic or other means, of any evidence which might be removed, effaced, lost or destroyed.
- (4) Safe custody shall include protection against further damage, access by unauthorised persons, pilfering and deterioration.
- (5) Pending the arrival of aviation accident investigators, no person shall modify the state of the site of the accident, take any samples therefrom, undertake any movement of or sampling from the aircraft, its contents or its wreckage, move or remove it, except where such action may be required for safety reasons or to bring assistance to injured persons, or under the express permission of the authorities in control of the site and, when possible, in consultation with the Aviation Accident Investigation Division.
- (6) Any person involved shall take all necessary steps to preserve documents, material and recordings in relation to the event, in particular so as to prevent erasure of recordings of conversations and alarms after the flight.
- (7) If a request is received from the State of Registry, the State of the Operator, the State of Design or the State of Manufacture that the aircraft, its contents, and any other evidence remain undisturbed pending inspection by an accredited representative of the requesting State, the Aviation Accident Investigation Division shall take all necessary steps to comply with such request, so far as this is reasonably practicable and compatible with the proper conduct of the investigation; provided that the aircraft may be moved to the extent necessary to extricate persons, animals, mail and valuables, to prevent destruction by fire or other causes, or to eliminate any danger or obstruction to air navigation, to other transport or to the public, and provided that it does not result in undue delay in returning the aircraft to service where this is practicable.

**Release from custody and disposal of aircraft and wreckage**

- 19.** (1) Any item seized, shall, unless:
- (a) the owner thereof or a person who appears on reasonable grounds to be entitled thereto consents otherwise in writing, or
  - (b) a court of competent jurisdiction orders otherwise,
- be returned to that owner or person, or to the person from whom it was seized, as soon as possible after it has served the purpose for which it was seized.
- (2) If a person to whom custody of the aircraft, parts, wreckage or contents is to be released refuses to take custody thereof or fails to take custody within a reasonable period, the aircraft, parts, wreckage or contents may be disposed of in such manner as the Chief Aviation Accident Investigator considers fit.
- (3) The expenses incurred by the Chief Aviation Accident Investigator in disposing of the aircraft, parts, wreckage or contents shall be recoverable from the owner or operator of the aircraft or both.
- (4) Subject to the provisions of Regulation 18 (1) and (7), the Aviation Accident Investigation Division shall facilitate access to the aircraft, its contents or any parts thereof, provided that, if the aircraft, its contents, or any parts thereof lie in an area within which the Aviation Accident Investigation Division finds it impracticable to grant such access, Aviation the Accident Investigation Division shall coordinate removal to a point where access can be given.
- (5) These Regulations shall not apply in respect of anything seized and tested to destruction.

**Protection of accident and incident investigation records**

- 20.** (1) The following records shall not be made available or used for purposes other accident or incident investigation unless the judicial authorities determine, in accordance with applicable laws and subject to the Third Schedule and sub-regulation (7), that their disclosure or use outweighs the likely adverse domestic and international impact such action may have on that or any future investigations:
- (a) cockpit voice recordings and airborne image recordings and any transcripts from such recordings;
  - (b) records in the custody or control of the accident investigation authority being:

- (i) all statements taken from persons by the investigator-in-charge in the course of the investigation;
  - (ii) all communications between persons having been involved in the operation of the aircraft;
  - (iii) medical or information collected by the investigator-in-charge which is of a particularly sensitive and private nature regarding persons involved in the accident or incident;
  - (iv) all records revealing the identity of persons who have given evidence in the context of the investigation;
  - (iv) recordings and transcripts of recordings from air traffic control units; and
  - (v) analysis of and about information, including flight recorder information, made by the accident investigation authority and accredited representatives in relation to the accident or incident.; and;
  - (vi) the drafts of Preliminary or Final Reports of an accident or incident;
- (e) information and evidence provided by investigators from other States in accordance with the international standards and recommended practices, where so requested by their investigation authority;
- (g) cockpit voice recordings and transcripts from such recordings;
- (2) The Chief Aviation Accident Investigator shall determine whether any other records obtained or generated by the investigator-in-charge, as a part of an accident or incident investigation, need to be protected in the same way as the records listed in sub-regulation (1).
- (3) The records listed in sub-regulation (1) shall be included in the Final Report or its appendices only when pertinent to the analysis of the accident or incident. Parts of the records not relevant to the analysis shall not be disclosed.
- (4) The names of the persons involved in the accident or incident shall not be disclosed to the public by the Aviation Accident Investigation Division.
- (5) The Aviation Accident Investigation Division shall ensure that requests

for records in its custody or control are directed to the original source of the information, where available.

- (6) The Aviation Accident Investigation Division shall retain, where possible, only copies of records obtained in the course of an investigation.
- (7) The Aviation Accident Investigation Division take measures to ensure that audio content of cockpit voice recordings as well as image and audio content of airborne image recordings are not disclosed to the public.
- (8) The Aviation Accident Investigation Division shall take measures to ensure that, the draft Final Report it issues or receives is not disclosed to the public.

**Reopening of investigation**

- 21. (1) The Aviation Accident Investigation Division shall re-open the investigation, if new and significant evidence becomes available, after the investigation has been closed.
- (2) Where the investigation of an accident or a serious incident was instituted by another Contracting State, the Aviation Accident Investigation Division shall obtain the consent of that State before causing the investigation to be re-opened under sub-regulation (1).
- (3) Any re-opened investigation shall be carried out in accordance with these Regulations.

**Provision of information to the State conducting investigation**

- 22. (1) The Aviation Accident Investigation Division shall, on request from the State conducting the investigation of an accident or an incident, provide that State with all the relevant information available to it.
- (2) The Aviation Accident Investigation Division shall cooperate with other accident investigation authorities to determine the limitations on disclosure or use that will apply to information before it is exchanged between them for the purposes of an accident or incident investigation.
- (3) Any facility or services of which have been, or would normally have been, used by an aircraft prior to an accident or an incident, and which has information pertinent to the investigation, shall provide such information to the State conducting the investigation
- (4) The Aviation Accident Investigation Division shall, on request from the State conducting the investigation, provide pertinent information on any

organization whose activities may have directly or indirectly influenced the operation of the aircraft.

**Investigations  
involving  
military aircraft  
operating on  
civil aerodrome**

- 23.** (1) This paragraph shall apply to any accident or incident:
- (a) involving a military aircraft during a flying display; or
  - (b) occurring while a military aircraft was on, in the course of taking off from or landing on, an aerodrome controlled by the civil aerodromes in Rwanda.
- (2) If it appears to the investigator-in-charge that the investigation into an accident or incident referred to in sub-regulation (1) has been completed but for the investigation of matters relating to discipline or internal administration of the Rwanda Defence Forces which are more appropriate for investigation by some other person or body, the investigation may be treated as if it has been completed without such matters being investigated under these Regulations.
- (3) Where an investigation of matters relating to the discipline or internal administration has not been carried out by virtue of sub-regulation (2), the report of the investigation into the accident or incident shall state the matters to which the investigation has not been extended.

**Accredited  
representatives  
of other  
Contracting  
States**

- 24.** (1) Where an investigation into an accident or a serious incident is being carried out by an investigator-in-charge under these Regulations, each of the following States that is a Contracting State shall be entitled to appoint an accredited representative to participate in the investigation and one or more advisers, to assist the accredited representative:
- (a) the State of Registry;
  - (b) the State of the Operator;
  - (c) the State of Manufacture;
  - (d) the State of Design;
  - (e) a State which has, on request, provided information, facilities or experts to the investigator-in-charge in connection with the investigation
- (2) When the State of Registry, the State of the Operator, State of Manufacture or the State of Design does not appoint an accredited

representative, the Chief Aviation Accident Investigator shall invite the operator or the organizations responsible for the type design and the final assembly of the aircraft to participate, subject to the prescribed procedures.

- (3) When Rwanda is the State of Registry, the State of the Operator, the State of Design or the State of Manufacture of an aircraft of a maximum mass of over 2 250 kg involved in an accident and Rwanda specifically requested by the State conducting an investigation to participate, the Chief Aviation Accident Investigator shall participate or appoint an accredited representative.
- (4) An accredited representative shall be entitled to participate in all aspects of an investigation under the control of the investigator-in-charge, in particular, to:
  - (a) visit the scene of the accident;
  - (b) examine the wreckage;
  - (c) obtain witness information and suggest areas for questioning witnesses;
  - (d) have full access to all relevant evidence as soon as possible;
  - (e) receive copies of all pertinent documents;
  - (f) participate in readouts of recorded media;
  - (g) participate in off-scene investigative activities such as component examinations, tests and simulations;
  - (h) participate in investigation progress meetings, including deliberations related to analysis, findings, causes, contributing factors and safety recommendations; and
  - (i) make submissions in respect of the various elements of the investigation.
- (5) Advisers assisting accredited representatives shall be permitted, under the accredited representatives' supervision, to participate in the investigation to the extent necessary to enable the accredited representatives to make their participation effective.
- (6) Notwithstanding sub-regulations (2), the participation of the accredited representative of a Contracting State other than the State of Registry, the State of the Operator, the State of Design and the State of Manufacture may be limited to those matters in respect of which the

State has, on request, provided information, facilities or experts to the investigator-in-charge in connection with the investigation.

- (7) A State which has a special interest in an accident by virtue of fatalities or serious injuries to their citizens shall be entitled to appoint an expert who shall be entitled to:
  - (a) visit the scene of the accident;
  - (b) assisting in the identification of victims and in meetings with survivors from that State;
  - (b) have access to the relevant factual information which is approved for public release by Chief Aviation Accident Investigator, and information on the progress of the investigation; and
  - (c) receive a copy of the Final Report.
- (8) The Aviation Accident Investigation Division should release, at least during the first year of the investigation, established factual information and indicate the progress of the investigation in a timely manner.

**Rwanda's  
accredited  
representative,  
adviser and  
expert**

- 25. (1) The Chief Aviation Accident Investigator may participate as an accredited representative or appoint another qualified person as an accredited representative to participate in the investigation into an accident or incident which occurs in another Contracting State and one or more advisers to assist the accredited representative in any of the following cases:
  - (a) where Rwanda is the State of Registry, State of the Operator, State of Manufacture or State of Design of the aircraft involved in the accident or incident; or
  - (b) where Rwanda has, at the request of the Contracting State conducting the investigation, provided information, facilities or experts to the State in connection with the investigation.
  - (c) where Rwanda has a special interest in the accident by virtue of fatalities or injuries to citizens of Rwanda.
- (2) The accredited representative and the adviser appointed by the Chief Aviation Accident Investigator under sub-regulation (1), shall:
  - (a) provide the State conducting the investigation with all relevant information available to them; and

- (b) not divulge information on the progress and the findings of the investigation without the express consent of the State conducting the investigation.

**Information on persons and dangerous goods on board**

- 26.** (1) All airlines operating flights arriving to or departing from an airport in the territory of Rwanda, shall implement procedures which allow for the production:
- (a) as soon as possible, and at the latest within two hours of the notification of the occurrence of an accident to the aircraft, of a validated list, based on the best available information, of all the persons on board; and
  - (b) immediately after the notification of the occurrence of an accident to the aircraft, of the list of the dangerous goods on board.
- (2) The lists referred to in sub-regulation (1) shall be made available to the Aviation Accident Investigation Division and, where necessary, to search and rescue and medical units.
- (3) In order to allow passengers' relatives to obtain information quickly concerning the presence of their relatives on board an aircraft involved in an accident, airlines shall offer travellers the opportunity to give the name and contact details of a person to be contacted in the event of an accident. This information may be used by the airlines only in the event of an accident and shall not be communicated to third parties or used for commercial purposes.
- (4) The name of a person on board shall not be made publicly available before the relatives of that person have been informed by the relevant authorities. The list referred to in sub-regulation (1) (a) shall be kept confidential and the name of each person appearing in that list shall, subject thereto, only be made publicly available in so far as the relatives of the respective persons on board have not objected.

#### **PART IV – REPORTS AND RECOMMENDATIONS**

**Final report**

- 27.** (1) Each investigation shall be concluded with a Final Report in a format contained in the Third Schedule. However, it may be adapted to the circumstances of the accident or incident.



- (2) When the aircraft involved in an accident is of a maximum mass of over 2 250 kg, the Chief Aviation Accident Investigator shall send, as soon as practicable after the investigation, the Accident Data Report to the International Civil Aviation Organization.
- (3) The Chief Aviation Accident Investigator shall, upon request, provide other States with pertinent information additional to that made available in the Accident/Incident Data Report.
- (4) When an investigation is conducted into any of the incidents to an aircraft of a maximum mass of over 5 700 kg , the Chief Aviation Accident Investigator shall send, as soon as is practicable after the investigation, the Incident Data Report to the International Civil Aviation Organization.
- (5) The Final Report shall state that the sole objective of the investigation is the prevention of future accidents and incidents without apportioning blame or liability.
- (6) The report shall protect the anonymity of any individual involved in the accident or serious incident.

**Release of the  
Final Report**

- 28.** (1) In the interest of accident prevention, the Chief Aviation Accident Investigator shall make the Final Report publicly available as soon as possible and, if possible, within twelve months.
- (2) If the final report cannot be made publicly available within twelve months, the Chief Aviation Accident Investigator shall make an interim statement publicly available on each anniversary of the accident or serious incident, detailing the progress of the investigation and any safety issues raised.
- (3) Before publishing the Final Report, the investigator-in-charge shall, with a minimum of delay after the completion of an investigation and on a confidential basis, send a copy of the draft Final Report to the following States inviting their significant and substantiated comments on the report as soon as possible:
- (a) the State of Registry;
  - (b) the State of the Operator;
  - (c) the State of Design;
  - (d) the State of Manufacture; and

- (e) any State that participated in the investigation as per Part III of these Regulations.
- (4) Through the State of the Operator, a copy of the draft Final Report shall be sent to the operator to enable the operator to submit comments on the draft Final Report.
- (5) Through the State of Design and the State of Manufacture, a copy of the draft Final Report shall be sent to the organizations responsible for the type design and the final assembly of the aircraft to enable them to submit comments on the draft Final Report.
- (6) No person shall circulate, publish or give access to a draft report or any part thereof, or any documents obtained during an investigation of an accident or incident, without the express consent of the investigator-in-charge or the State which conducted the investigation, unless such reports or documents have already been published or released by that State.
- (7) If comments are received within 60 days of the date of the transmittal letter, the investigator-in-charge shall either amend the draft Final Report to include the substance of the comments received or, if desired by the State that provided comments, append the comments to the Final Report.
- (8) The investigator-in-charge shall:
  - (a) keep a record of those comments;
  - (b) notify in writing each of the persons who made those comments, indicating how the investigator-in-charge has disposed of that person's comments; and
- (8) If no comments received within sixty days of the date of the transmittal letter, the Chief Aviation Accident Investigator shall publish the Final Report, unless an extension of that period has been request by any States concerned.
- (9) The Final Report of the investigation of an accident or incident shall be sent with a minimum of delay to:
  - (a) the State of Registry;
  - (b) the State of the Operator;
  - (c) the State of Design;

- (d) the State of Manufacture;
  - (e) any State that participated in the investigation;
  - (f) any State having suffered fatalities or serious injuries to their citizens; and
  - (g) any State that provided relevant information, significant facilities or experts.
- (10) When a Final Report of an investigation into an accident or an incident involving an aircraft of a maximum mass of over 5 700 kg has been released, the Chief Aviation Accident Investigator shall send to the International Civil Aviation Organization a copy of the Final Report.

**Safety  
recommendations**

- 29.** (1) At any stage of the investigation of an accident or incident, the Chief Aviation Accident Investigator or the investigator-in-charge shall recommend in a dated transmittal correspondence to the appropriate authorities, including those in other States, any preventive action that he considers necessary to be taken promptly to enhance aviation safety.
- (2) The investigator-in-charge shall address, when appropriate, any safety recommendations arising out of his investigations in a dated transmittal correspondence to the accident investigation authorities of other State(s) concerned and, when International Civil Aviation Organisation documents are involved, to International Civil Aviation Organisation.
- (3) A safety recommendation shall in no case create a presumption of blame or liability for an accident, serious incident or incident.

**Action on safety  
recommendations**

- 30.** (1) The safety recommendations resulting from an accident or serious incident investigation or other sources, such as safety studies, shall always be considered by the Chief Aviation Accident Investigator and, as appropriate, acted upon to ensure adequate prevention of accidents and incidents in civil aviation.
- (2) On receipt of safety recommendations from the State that conducted the investigation, the Chief Aviation Accident Investigator shall inform the proposing State, within 90 days of the date of the transmittal correspondence, of the preventive action taken or under consideration, or the reasons why no action will be taken.
- (3) The Chief Aviation Accident Investigator shall establish procedures to

record the responses to the safety recommendation issued.

- (4) The Chief Aviation Accident Investigator shall implement procedures to monitor the progress of the action taken in response to safety recommendations.
- (5) Each aircraft operator or entity receiving a safety recommendation, including the Rwanda Civil Aviation Authority, shall implement procedures to monitor the progress of the action taken in response to the safety recommendations received.

**Keeping and  
preservation of  
information**

- 31. (1) If an investigation is conducted into an accident or incident, the Chief Aviation Accident Investigator shall open and maintain a file relating to the investigation.
- (2) An investigation file shall contain all of the information relevant to the accident or incident and records of representations required to be kept by the Chief Aviation Accident Investigator.
- (3) An investigation file shall be preserved for a period of not less than 20 years after the date of the accident or incident.
- (4) The Chief Aviation Accident Investigator shall establish and maintain an accident and incident database to facilitate the effective analysis of information on actual or potential safety deficiencies and to determine any preventive actions required.
- (5) The Chief Aviation Accident Investigator shall share the accident and incident database referenced in sub-regulation (4) with entities implementing SSP to support their safety responsibilities.
- (6) Safety recommendations addressed to an organization in another State, shall also be transmitted to that State's accident investigation authority.

**PART V – ADREP REPORTING**

**Preliminary  
report**

- 32. (1) When the aircraft involved in an accident is of a maximum mass of over 2 250 kg, the Chief Aviation Accident Investigator shall send the Preliminary Report to:
  - (a) the State of Registry;

- (b) the State of the Operator;
  - (c) the State of Design;
  - (d) the State of Manufacture;
  - (e) any State that provided relevant information, significant facilities or experts; and
  - (f) the International Civil Aviation Organization.
- (2) When the aircraft involved in an accident is of a maximum mass of 2 250 kg or less and when airworthiness or matters considered to be of interest to other States are involved, the Chief Aviation Accident Investigator shall forward the Preliminary Report to:
- (a) the State of Registry;
  - (b) the State of the Operator;
  - (c) the State of Design;
  - (d) the State of Manufacture; and
  - (e) any State that provided relevant information, significant facilities or experts.
- (3) The Preliminary Report shall be in plain English or French language and be sent by facsimile, e-mail, or airmail within thirty days of the date of the accident unless the Accident/Incident Data Report has been sent by that time.
- (4) The Preliminary Report shall be sent by facsimile, e-mail, or airmail within thirty days of the date of the accident unless the Accident/Incident Data Report has been sent by that time.
- (5) When matters directly affecting safety are involved, it shall be sent as soon as the information is available and by the most suitable and quickest means available.

**Accident/incident data report**

- 33.** (1) When the aircraft involved in an accident is of a maximum mass of over 2 250 kg, the Aviation Accident Investigation Division send, as soon as practicable after the investigation, the Accident Data Report to the International Civil Aviation Organization.
- (2) The Aviation Accident Investigation Division shall, upon request,

provide other States with pertinent information additional to that made available in the Accident/Incident Data Report.

- (3) If the Aviation Accident Investigation Division conducts an investigation into an incident to an aircraft of a maximum mass of over 5 700 kg, that it shall send, as soon as is practicable after the investigation, the Incident Data Report to the International Civil Aviation Organization.

## **PART VI – ACCIDENT PREVENTION MEASURES**

### **Database and preventive actions**

34. (1) The Aviation Accident Investigation Division shall establish and maintain an accident and incident database to facilitate the effective analysis of information on actual or potential safety deficiencies and to determine any preventive actions required.
- (2) All entities responsible for the implementation of the Rwanda State Safety Programme shall have access to the accident and incident database referenced in sub-regulation (1) to support their safety responsibilities.
- (3) In addition to safety recommendations arising from accident and incident investigations, safety recommendations may result from diverse sources, including safety studies. If safety recommendations are addressed to an organization in another State, they should also be transmitted to that State's investigation authority.

## **FIRST SCHEDULE**

### **Regulation 5 (1)**

#### **Accidents and Incidents to be notified to the Chief Aviation Accident Investigator**

- (1) In the case of an accident
  - (a) a person is killed or sustains a serious injury as a result of:
    - (i) being on board the aircraft,
    - (ii) coming into direct contact with any part of the aircraft, including parts that have become detached from the aircraft, or
    - (iii) being directly exposed to jet blast, rotor down wash or propeller wash,
  - (b) the aircraft sustains structural failure or damage that adversely affects the aircraft's structural strength, performance or flight characteristics and would normally require major repair or replacement of any affected component, except for
    - (i) engine failure or damage, when the damage is limited to the engine, its cowlings or accessories, or
    - (iii) damage limited to propellers, wing tips, antennae, tires, brakes, fairings or small dents or puncture holes in the aircraft's skin, or
  - (c) the aircraft is missing or inaccessible.
- (2) In the case of an incident involving an aircraft:
  - (a) Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate.
  - (b) Collisions not classified as accidents.
  - (c) Controlled flight into terrain only marginally avoided.
  - (d) Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway.
  - (e) Take-offs from a closed or engaged runway, from a taxiway or unassigned runway.
  - (f) Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway.
  - (g) Gross failures to achieve predicted performance during take-off or initial climb.

- (h) Fires and/or smoke in the cockpit, in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents.
- (i) Events requiring the emergency use of oxygen by the flight crew.
- (j) Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident.
- (k) Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft.
- (l) Flight crew incapacitation in flight.
- (m) Fuel quantity level or distribution situations requiring the declaration of an emergency by the pilot, such as insufficient fuel, fuel exhaustion, fuel starvation, inability to use all usable fuel on board or the aircraft is refuelled with the incorrect type of fuel or contaminated fuel.
- (n) Runway incursions classified with severity A. The Manual on the Prevention of Runway Incursions (Doc 9870) contains information on the severity classifications
- (o) Take-off or landing incidents. Incidents such as under-shooting, overrunning or running off the side of runways.
- (p) System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which caused or could have caused difficulties controlling the aircraft.
- (q) Failures of more than one system in a redundancy system mandatory for flight guidance and navigation.
- (r) The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft.
- (s) An engine fails or is shut down as a precautionary measure,
- (t) The aircraft fails to remain within the intended landing or take-off area, lands with all or part of the landing gear retracted or drags a wing tip, an engine pod or any other part of the aircraft,
- (u) A crew member declares an emergency or indicates an emergency that requires priority handling by air traffic services or the standing by of emergency response services,
- (v) Any dangerous goods are released in or from the aircraft.



## **SECOND SCHEDULE**

### **Regulation 15 (2)**

#### **GUIDELINES FOR FLIGHT RECORDER READ-OUT AND ANALYSIS**

##### **1. Initial response**

The aftermath of a major accident is a demanding time for any investigation. One of the immediate items requiring a decision is where to have the flight recorders read out and analysed. It is essential that the flight recorders be read out as early as possible after an accident. Early identification of problem areas can affect the investigation at the accident site where evidence is sometimes transient. Early identification of problem areas may also result in urgent safety recommendations which may be necessary to prevent a similar occurrence.

Rwanda does not have its own facilities for the playback and analysis of flight recorder information (both voice and data) and consequently the Aviation Accident Investigation Division shall request assistance from other States. It is essential, therefore, that the Aviation Accident Investigation Division shall make timely arrangements to read out the flight recorders at a suitable read-out facility.

##### **2. Choice of facility**

The Aviation Accident Investigation Division may request assistance from any State that, in its opinion, can best serve the investigation. The manufacturer's standard replay equipment and playback software, which are typically used by airlines and maintenance facilities, are not considered adequate for investigation purposes. Special recovery and analysis techniques are usually required if the recorders have been damaged.

Facilities for the read-out of flight recorders should have the following capabilities:

- (a) the ability to disassemble and read out recorders that have sustained substantial damage;
- (b) the ability to play back the original recording/memory module without the need for the use of a manufacturer's copy device or the recorder housing that was involved in the accident or incident;
- (c) the ability to manually analyse the raw binary waveform from digital tape flight data recorders;
- (d) the ability to enhance and filter voice recordings digitally by means of suitable software; and
- (e) the capability to graphically analyse data, to derive additional parameters not explicitly recorded, to validate the data by cross-checking and other analytical methods to determine data accuracy and limitations.

### **3. Participation by the State of Manufacture (or Design) and the State of the Operator**

The State of Manufacture (or Design) has airworthiness responsibilities and the expertise normally required to read out and analyse flight recorder information. Since flight recorder information can often reveal airworthiness problems, the State of Manufacture (or Design) should be requested to have a representative present when the flight recorder read-out and analysis are being conducted in a State other than the State of Manufacture (or Design).

The State of the Operator has regulatory responsibilities regarding the flight operation and can provide insights into operational issues which may be specific to the operator. Since flight recorder information can reveal operational problems, the State of the Operator should also have a representative present when the flight recorder read-out and analysis are being conducted.

### **4. Recommended procedures**

The flight data recorder and the cockpit voice recorder should be read out by the same facility, because they contain complementary data which can help validate each recording and aid in determining timing and synchronization.

Flight recorders should not be opened or powered up and original recordings should not be copied (particularly not by high-speed copy devices) prior to the read-out because of the risk of damage to the recordings.

The State which provided the facility for the flight recorders read out shall be given an opportunity to comment on the Final Report in order to ensure that the characteristics of the flight recorder analysis have been taken into account.

The facility at which the flight recorders are read out may require the expertise of the aircraft manufacturer and the operator in order to verify the calibration data and validate the recorded information.

The Aviation Accident Investigation Division may leave the original recordings, or a copy of them, with the read-out facility until the investigation is completed, in order to facilitate the timely resolution of additional requests or clarifications, providing that the facility has adequate security procedures to safeguard the recordings.

## **THIRD SCHEDULE**

### **Regulation 20 (1)**

#### **PROTECTION OF ACCIDENT AND INCIDENT INVESTIGATION RECORDS**

##### **1. INTRODUCTION**

- 1.1 The disclosure or use of records listed in Regulation 20, in criminal, civil, administrative or disciplinary proceedings, or their public disclosure, can have adverse consequences for persons or organizations involved in accidents and incidents, likely causing them or others to be reluctant to cooperate with accident investigation authorities in the future. The determination on disclosure or use required by Regulation 20 is designed to take account of these matters.
- 1.2 In accordance with Regulation 20, the provisions specified in this Appendix are intended to:
  - (a) assist States in developing national laws, regulations and policies to protect accident and incident investigation records appropriately; and
  - (b) assist the competent authority in making the determination as required by Regulation 20.
- 1.3 Throughout this Schedule:
  - (a) balancing test refers to the determination by the competent authority, in accordance with Regulation 20, of the impact the disclosure or use of accident and incident investigation records may have on current or future investigations; and
  - (b) record(s) refers to those listed in Regulation 20.

##### **2. GENERAL**

- 2.1 The Aviation Accident Investigation Division shall accord the protections in Regulation 20 and this Schedule to the entire recording of the cockpit voice recorder and airborne image recorder, and any transcripts from such recordings. These protections shall apply from the time an accident or incident occurs and continue after the publication of the Final Report.
- 2.2 The Aviation Accident Investigation Division shall accord the protections in Regulation 20 and this Schedule to the other records listed in Regulation 20 (1) (b). These protections shall apply from the time they come into the custody or control of the accident investigation authority and continue after the publication of the Final Report.

## **Non-disclosure of audio or image recordings to the public**

2.3 The Aviation Accident Investigation Division shall take action to achieve the non-disclosure of audio content of cockpit voice recordings as well as image and audio content of airborne image recordings to the public, as per Regulation 20 (7) of this these Regulation, such as:

- (a) prevention of disclosure through the adoption of national laws, regulations and policies; or
- (b) adoption of authoritative safeguards such as protective orders, closed proceedings or in-camera review; or
- (c) prevention of disclosure of recordings, through technical means such as encrypting or overwriting, before returning the cockpit voice recorders or airborne image recorders to the owners.

## **3. AVIATION ACCIDENT INVESTIGATION DIVISION**

In accordance with Regulation 20, Aviation accident Investigation Division shall be responsible for the task of administering the balancing test.

## **4. ADMINISTRATION OF THE BALANCING TEST**

4.1 Where the request is for a record to be disclosed or used in a criminal, civil, administrative or disciplinary proceeding, the judicial authorities shall be satisfied that a material fact in question in the proceedings cannot be determined without that record, before administering the balancing test.

4.2 When administering the balancing test, the competent authority shall take into consideration factors such as:

- (a) the purpose for which the record was created or generated;
- (b) the requester's intended use of that record;
- (c) whether the rights or interests of a person or organization will be adversely affected by the disclosure or use of that record;
- (d) whether the person or organization to whom that record relates has consented to make that record available;
- (e) whether suitable safeguards are in place to limit the further disclosure or use of that record;
- (f) whether that record has been or can be de-identified, summarized or aggregated;
- (g) whether there is an urgent need to access that record to prevent a serious risk to health or life;
- (h) whether that record is of a sensitive or restrictive nature; and

- (i) whether that record reasonably indicates that the accident or incident may have been caused by an act or omission considered, in accordance with national laws and regulations, to be gross negligence, wilful misconduct, or done with criminal intent.

## **5. RECORDS OF THE DECISIONS**

The judicial authorities shall record the reasons for its determination when administering the balancing test. The reasons should be made available and referred to as necessary for subsequent decisions.

## **6. FINAL REPORT**

In order to limit the use of the Final Report for purposes other than the prevention of accidents and incidents, States should consider:

- (a) instituting a separate investigation for those other purposes; or
- (b) differentiating between the parts of the Final Report in order to allow the use of factual information contained therein while preventing use of analysis, conclusions and safety recommendations for apportioning blame or liability; or
- (c) preventing the use of the Final Report as evidence in proceedings to apportion blame or liability.

## **7. ACCIDENT AND INCIDENT INVESTIGATION PERSONNEL**

In the interest of safety and in accordance with Regulation 4, of these Regulations, the accident investigation personnel shall not be compellable to give an opinion on matters of blame or liability in civil, criminal, administrative or disciplinary proceedings.

## FOURTH SCHEDULE

### Regulation 27 (1)

#### FORMAT OF THE FINAL REPORT

**Title.** The Final Report begins with a title comprising:

name of the operator; manufacturer, model, nationality and registration marks of the aircraft; place and date of the accident or incident.

**Synopsis.** Following the title is a synopsis describing briefly all relevant information regarding:

notification of accident to national and foreign authorities; identification of the accident investigation authority and accredited representation; organization of the investigation; authority releasing the report and date of publication;

and concluding with a brief résumé of the circumstances leading to the accident.

**Body.** The body of the Final Report comprises the following main headings:

1. Factual information
2. Analysis
3. Conclusions
4. Safety recommendations

each heading consisting of a number of subheadings as outlined in the following.

**Appendices.** Include as appropriate.

#### 1. FACTUAL INFORMATION

1.1 **History of the flight.** A brief narrative giving the following information:

- Flight number, type of operation, last point of departure, time of departure (local time or UTC), point of intended landing.

- Flight preparation, description of the flight and events leading to the accident, including reconstruction of the significant portion of the flight path, if appropriate.
- Location (latitude, longitude, elevation), time of the accident (local time or UTC), whether day or night.

1.2 ***Injuries to persons.*** Completion of the following (in numbers):

<i>Injuries</i>	<i>Crew</i>	<i>Passengers</i>	<i>Others</i>
Fatal			
Serious			
Minor/None			

1.3 ***Damage to aircraft.*** Brief statement of the damage sustained by aircraft in the accident (destroyed, substantially damaged, slightly damaged, no damage).

1.4 ***Other damage.*** Brief description of damage sustained by objects other than the aircraft.

1.5 ***Personnel information:***

- a) Pertinent information concerning each of the flight crew members including: age, validity of licences, ratings, mandatory checks, flying experience (total and on type) and relevant information on duty time.
- b) Brief statement of qualifications and experience of other crew members.
- c) Pertinent information regarding other personnel, such as air traffic services, maintenance, etc., when relevant.

1.6 ***Aircraft information:***

- a) Brief statement on airworthiness and maintenance of the aircraft (indication of deficiencies known prior to and during the flight to be included, if having any bearing on the accident).
- b) Brief statement on performance, if relevant, and whether the mass and centre of gravity were within the prescribed limits during the phase of operation related to the accident. (If not and if of any bearing on the accident give details.)
- c) Type of fuel used.

1.7 ***Meteorological information:***

a) Brief statement on the meteorological conditions appropriate to the circumstances including both forecast and actual conditions, and the availability of meteorological information to the crew.

b) Natural light conditions at the time of the accident (sunlight, moonlight, twilight, etc.).

1.8 ***Aids to navigation.*** Pertinent information on navigation aids available, including landing aids such as ILS, MLS, NDB, PAR, VOR, visual ground aids, etc., and their effectiveness at the time.

1.9 ***Communications.*** Pertinent information on aeronautical mobile and fixed service communications and their effectiveness.

1.10 ***Aerodrome information.*** Pertinent information associated with the aerodrome, its facilities and condition, or with the take-off or landing area if other than an aerodrome.

1.11 ***Flight recorders.*** Location of the flight recorder installations in the aircraft, their condition on recovery and pertinent data available therefrom.

1.12 ***Wreckage and impact information.*** General information on the site of the accident and the distribution pattern of the wreckage; detected material failures or component malfunctions. Details concerning the location and state of the different pieces of the wreckage are not normally required unless it is necessary to indicate a break-up of the aircraft prior to impact. Diagrams, charts and photographs may be included in this section or attached in the Appendices.

1.13 ***Medical and pathological information.*** Brief description of the results of the investigation undertaken and pertinent data available therefrom.

1.14 ***Fire.*** If fire occurred, information on the nature of the occurrence, and of the firefighting equipment used and its effectiveness.

1.15 ***Survival aspects.*** Brief description of search, evacuation and rescue, location of crew and passengers in relation to injuries sustained, failure of structures such as seats and seat-belt attachments.

1.16 ***Tests and research.*** Brief statements regarding the results of tests and research.

1.17 ***Organizational and management information.*** Pertinent information concerning the organizations and their management involved in influencing the operation of the aircraft. The organizations include, for example, the operator; the air traffic services, airway, aerodrome and weather service agencies; and the regulatory authority. The information could include, but not be limited to, organizational structure and functions, resources, economic status, management policies and practices, and regulatory framework.

1.18 ***Additional information.*** Relevant information not already included in 1.1 to 1.17.

1.19 ***Useful or effective investigation techniques.*** When useful or effective investigation techniques have been used during the investigation, briefly indicate the reason for using these



techniques and refer here to the main features as well as describing the results under the appropriate subheadings 1.1 to 1.18.

## **2. ANALYSIS**

Analyse, as appropriate, only the information documented in 1. — Factual information and which is relevant to the determination of conclusions and causes and/or contributing factors.

## **3. CONCLUSIONS**

List the findings, causes and/or contributing factors established in the investigation. The list of causes and/or contributing factors should include the immediate and the deeper systemic causes and/or contributing factors.

## **4. SAFETY RECOMMENDATIONS**

As appropriate, briefly state any recommendations made for the purpose of accident prevention and identify safety actions already implemented.

## **APPENDICES**

Include, as appropriate, any other pertinent information considered necessary for the understanding of the report.

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*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika:**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n° 01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République:**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA XVIII	ANNEX XVIII TO THE	ANNEXE XVIII A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

UMUTEKANO W'INDEGE N'ABANTU	SECURITY	SURETE DE L'AVIATION
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## **CIVIL AVIATION (SECURITY)**

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- Citation**            1.        These regulations may be cited as civil aviation (security) regulations, 2017
- Purpose of these Regulations**    2.    (1) These Regulations apply to-
- (a)    all aerodromes in Rwanda
  - (b)    civil aviation operations;
  - (c)    persons at airports;
  - (d)    persons working in the aviation industry;
  - (e)    persons who occupy land or buildings forming part of an airport; and
  - (f)    Persons on land adjoining or adjacent to, or within the vicinity of airports or air navigation installations which do not form part of an airport.
- (2) Notwithstanding the generality of sub regulation (1), these Regulations apply to-
- (a)    operators or owners of airports;
  - (b)    operators or owners of aircraft registered in [State]Rwanda or aircraft registered in another state and operating in [State];Rwanda
  - (c)    managers of air navigation installations;
  - (d)    persons permitted to have access to security restricted areas at an airport;
  - (e)    persons who offers goods for transport by air; and
  - (f)    any person whose conduct amounts to an act of unlawful interference or endangers aviation safety.
- (3) Nothing in these Regulations applies to or affects-
- (a)    a state aircraft; or
  - (b)    Military or police aviation operations in Rwanda.



**Application of Regulations**

3. (1) The purpose of these Regulations is-
- (a) to safeguard and enhance aviation security against acts of violence or unlawful interference by providing for the protection of-  
  
aircraft used for civil aviation, and persons and property on board such aircraft;  
  
airports, and persons and property at airports;  
  
air navigation installations which are not part of airports; and
  - (b) to regulate the conduct of persons at airports and persons on board aircraft for the purposes of aviation security.
- (2) Nothing in these Regulations applies to or affects-
- (a) a State aircraft; or
  - (b) Military or police aviation operations in Rwanda.

**Interpretation**

4. In these Regulations, unless the context requires otherwise-
- "Act" means law number 42/2011 of 31/10/2011 relating to civil aviation security;
- "Act of unlawful interference" means an act or attempted act to jeopardise the safety of civil aviation and air transport, including but not limited to-
- (a) unlawful seizure of an aircraft in flight or on the ground;
  - (b) destroying an aircraft in service or causing damage to the aircraft which renders it incapable of flight or which is likely to endanger its safety in flight;
  - (c) hostage taking on board an aircraft or at an airport;
  - (d) forcible intrusion on board an aircraft at an airport or on the premises of an aeronautical facility;
  - (e) introduction on board an aircraft or at an airport of a weapon or hazardous device or material intended for criminal purposes;
  - (f) use of an aircraft in service for the purpose of causing death, serious bodily injury, or serious damage to property or the environment,
  - (g) unauthorized possession, at an airport, or unauthorized introduction on board an aircraft, of a weapon or hazardous device or material ;

- (h) destroying or damaging air navigation facilities or interfering with their operation, if any such act is likely to endanger the safety of aircraft in flight;
- (i) violence against a person on board an aircraft in flight if that act is likely to endanger the safety of that aircraft;
- (j) communicating information which is known to be false, thereby endangering the safety of an aircraft in flight or on the ground, of passengers, crew, ground personnel or the general public at an airport or on the premises of a civil aviation facility;
- (k) unlawfully and intentionally using any device, substance or weapon-
- (i) to perform an act of violence against a person at an airport serving civil aviation which causes or is likely to cause serious injury or death;
- (ii) to destroy or seriously damage the facilities of an airport serving civil aviation or an aircraft not in service located at the airport or disrupting the services of the airport, if that act endangers or is likely to endanger safety at that airport;

“airport” means a defined area on land or water, including any buildings, installations and equipment, intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft; and includes an aerodrome;

"airport operator" includes an individual, organization or enterprise, however designated, for the time being responsible for the administration and operation of an airport;

“airport security permit” means a permit issued under regulation 23(3);

"airside" means the movement area of an airport, adjacent terrain and buildings or portions thereof, access to which is controlled;

“Air Navigation Service Provider”: a relevant authority designated with a responsibility for provision of air traffic services in Rwanda airspace

“Air Traffic Service Provider”: see Air Navigation Service Provider

"authorized person" means a person designated by the Authority under regulation 8 to be an authorized person for the purposes of these Regulations;

“authorized search” means a search carried out by a screening officer during the screening of persons and goods, other things in the possession or control of persons who are screened and vehicles under the care or control of persons who are screened

"Authority" means the Civil Aviation Authority established by law number

53/2011 of 14/12/2011;

“aviation security officer” means a person employed by an operator as defined in this regulation to carry out security controls;

“background check” means a check of a person’s identity and previous experience, including, where legally permissible, any criminal history as part of the assessment of an individual’s suitability to implement a security control or for unescorted access to a security restricted area;

“cargo” means any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage;

“catering stores” means all items, other than catering supplies, associated with passenger in-flight services, including newspapers, magazines, headphones, audio and video tapes, pillows, blankets and amenity kits;

“catering supplies” means all food, beverages, other dry stores and associated equipment used in air transport;

“certified” means a formal evaluation and confirmation by or on behalf of the Authority that a person possesses the necessary competencies to perform assigned functions to an acceptable level as defined by the Authority;

“civil aviation” includes-

- (a) commercial air transport operations; and
- (b) general aviation operations;

“COMAIL” means an abbreviation of commercial air transport operator company mail, shipped within its network of stations;

“COMAT” means an abbreviation of commercial air transport operator company materials, shipped within its network of stations;

“commercial air transport operations” means aircraft operations involving the transport of passengers, cargo or mail for remuneration or hire;

“disruptive passenger” means a passenger who fails to comply with the rules of conduct at an airport or on board an aircraft or to follow the instructions of the airport staff or aircraft crew members and thereby disturbs the good order and discipline at an airport or on board an aircraft;

“general aviation operation” means an aircraft operation other than a commercial air transport operation or an aerial work operation;

“goods” includes cargo and mail;

“Ground Handling Service Provider” means a provider of services provided to airport users at the airport that include baggage handling , freight and mail handling as regards the physical handling of freight and mail, whether incoming , outgoing or being transferred between the air terminal and the aircraft, fuel and oil handling and ramp handling”;

“High-risk cargo or mail” means cargo or mail presented by an unknown entity or showing signs of tampering if in addition, it meets one of the following criteria:

a) specific intelligence indicates that the cargo or mail poses a threat to civil aviation; or

b) the cargo or mail shows anomalies that give rise to suspicion; or

c) the nature of the cargo or mail is such that baseline security measures alone are unlikely to detect prohibited items that could endanger the aircraft.

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

“human performance” means human capabilities and limitations which have an impact on the safety, security and efficiency of aeronautical operations;

“In-flight security officer”: a person who is authorized by the government of the State of the Operator and the government of the State of Registration to be deployed on an aircraft with the purpose of protecting that aircraft and its occupants against acts of unlawful interference. This excludes persons employed to provide exclusive personal protection for one or more specific people travelling on the aircraft, such as personal bodyguards.

“Known consignor”: a consignor who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow the carriage of cargo or mail on any aircraft.

“known stores” means catering supplies and stores delivered to an aircraft operator and that have been subjected to appropriate security controls;

"landside" means an area of an airport and buildings on it to which the non-traveling public has free access;

“mail” means dispatches of correspondence and other items tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union (UPU);

“Minister” means the minister responsible for civil aviation;

3“operator” includes an airport operator, an aircraft operator, a regulated agent and a catering operator;

“prohibited item” means an item prescribed in regulation 35 and which can be used to commit an act of unlawful interference;

“regulated agent” means an agent, freight forwarder or other entity who conducts business with an operator and provides security controls that are accepted or required by the Authority;

“sabotage” means an act or omission, intended to cause malicious or wanton destruction of property, endangering or resulting in unlawful interference with civil aviation and its facilities;

"screening" means the application of technical or other means which are intended to identify or detect weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference;

"security" means safeguarding civil aviation against acts of unlawful interference through a combination of measures and human and material resources;

“security audit” means an in-depth compliance examination of all aspects of the implementation of the National Civil Aviation Security Programme;

“security control” is a means by which the introduction of weapons, explosives or other dangerous devices, articles or substances which may be used to commit an act of unlawful interference can be prevented;

“security inspection” means an examination of the implementation of relevant National Civil Aviation Security Programme requirements by an airline, airport, or other entity involved in security;

“security restricted area” means airside areas of an airport which are identified as priority risk areas where, in addition to access control, other security controls are applied and includes, inter alia, all passenger departure areas between the screening checkpoint and the aircraft, the ramp, baggage make-up areas, including those where aircraft are being brought into service and screened baggage and cargo are present, cargo sheds, mail centres, airside catering and aircraft cleaning premises;

“security survey” means an evaluation of security needs, including the identification of vulnerabilities which could be exploited to carry out an act of unlawful interference and the recommendation of corrective actions;

“security test” means a covert or overt trial of an aviation security measure which simulates an attempt to commit an unlawful act;

“supply chain assets” means cargo and mail, facilities, equipment, information

and personnel

“technical instructions” means the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, Doc.9284;

“Transfer cargo and mail” means cargo and mail departing on an aircraft other than that on which it arrived.

“unidentified baggage” means baggage at an airport, with or without a baggage tag which is not picked by or identified with a passenger, and includes unattended baggage;

“unknown stores” means supplies and stores that have not have been subjected to appropriate security controls.

“unpredictability” means the implementation of security controls in order to increase their deterrent effect and their efficiency, by applying them at irregular frequencies, different locations and/or with varying means, in accordance with a defined framework.

## **PART II – ORGANISATION**

### **Authority**

#### **5. Functions of Authority in relation to aviation security**

(1) The Authority shall have responsibilities as provided for in article 4 of the act.

(2) The Authority shall in respect of other states;-

- (a) cooperate in the development and exchange of information on National Civil Aviation Security Programmes in accordance with the laws of the Rwanda
- (b) subject to sub-regulation (a), the Authority may consider requests by States to share or exchange information on the development of security programmes.

(3) The Authority shall;-

- (a) share threat information that applies to the aviation security interests in accordance with the laws of the Rwanda;
- (b) subject to sub-regulation (a), the Authority may consider and share threat information of aviation interests with other states as deemed necessary for the purpose of protecting civil aviation against acts of unlawful interference”.

(4) the Authority shall where deemed necessary consider entering into collaborative arrangements in order to increase the sustainability of the aviation security system by avoiding unnecessary duplication of security controls. The arrangement should be based on verification of equivalence of the security

outcome ensured by the application of effective security controls of origin.

- |  |           |  |
|--|-----------|--|
| <b>Power to access and inspect airport, aircraft and operator's premises</b> | <b>6.</b> | The Authority shall have free and unobstructed access at all times to an airport, an aircraft operating from or within Rwanda, and the premises of an operator within Rwanda, for the purpose of inspecting security operations or to carry out security inspections and surveys, safety and security audits and testing function  |
| <b>Power of Authority to issue orders, circulars and directives</b>          | <b>7.</b> | The Authority may make and issue orders, circulars and directives prescribing any aviation security matter which, under these Regulations, is to be prescribed, and generally for the better carrying out or enhancing of the objects and purposes of these Regulations.   |
| <b>Authorized persons</b>  | <b>8.</b> | The Authority may, in writing, designate qualified persons, whether by name or by title of office, to be authorized persons for the purposes of these Regulations and shall state the functions and limits of operation of the authorized persons.   |
| <b>Airport Operators</b>   | <b>9.</b> | <p>(1) An operator of an airport serving civil aviation shall be responsible for coordinating the implementation of security controls.</p> <p>(2) Pursuant Article 11 of the act, the primary objective of the Airport Security programme shall be to ensure the safety of passengers, crew, ground personnel and the general public in all matters related to safeguarding against acts of unlawful interference with civil aviation at the Airport.</p> <p>(3) The Airport Security Programme shall be prepared in the following manner:</p> <p style="margin-left: 40px;">(a) a comprehensive written programme shall first be prepared, stating in clear, concise language what duties and responsibilities, measures and procedures are to be undertaken and by whom, for each type of security situation. Operational lines of succession shall be listed and notations made concerning aid agreements and off-airport sources of assistance. The action required of each task group shall be described under appropriate headings; and</p> <p style="margin-left: 40px;">(b) specific component parts of the programme shall be studied by supervisors whose personnel are required to take action in each security situation. These supervisors shall be required to produce standard operating procedures (SOPs) or instructions.</p> |

- (4) The Airport Security Programme shall provide for the incorporation of security features in the design of new airport facilities, particularly for those areas which on completion are likely to be vital to the continuity of operations.
- (5) The Airport Security Programme shall contain information on the security equipment and its deployment and shall also make reference to calibration and testing procedures, which may be contained in standard operating procedures (SOPs).
- (6) The Airport Security Programme shall also include or make reference to contingency plans of action/emergency plans designed to deal with any situation likely to jeopardize air transport security at the airport.
- (7) Once the draft Airport Security Programme is completed, it shall be reviewed and endorsed by the Airport Security Committee, established by the Prime Minister's Order N°122/03 of 30/04/2013, and then submitted for formal approval by the Authority.
- (8) The approved Airport Security Programme shall be published and issued as a controlled document, with individual copy numbers and a register of authorized copy holders who shall sign to acknowledge receipt of the document.
- (9) The Airport Security Programme copy holders shall be reminded of the document's security classification and the restrictions that are imposed.
- (10) All amendments to the Airport Security Programme shall be approved by the Authority.
- (11) The operator of an airport serving civil aviation shall ensure that airport design requirements, including architectural and infrastructure-related requirements necessary for the implementation of the security measures in the national civil aviation security programme, are integrated into the design and construction of new facilities and alterations to existing facilities at airports.
- (12) Facilities that require specific protection shall be identified as vulnerable points well in advance of an emergency, and the nature and extent of the protection shall be defined.
- (13) The protection referred to in sub-regulation (12) shall fall into two categories:
- (a) physical security measures and routine preventive security procedures; and
  - (b) contingency measures for a heightened threat or an emergency.



(14) Security measures and procedures shall be deployed in a manner to ensure that the most effective use is made of the available resources. Sources of additional staff and equipment resources available to assist in periods of higher than normal threat shall be identified and plans developed to access those resources when necessary.

**Aircraft  
Operators**

- 10.** (1) The requirement for Aircraft Operator Security Programme referred to in article 12 of the act shall apply to:
- (a) all commercial air transport operators providing service from Rwanda;
  - (b) each entity conducting general aviation operations, including corporate aviation operations, using aircraft with a maximum take-off mass greater than 5 700 kg; and
  - (c) each entity conducting aerial work operations.
- (2) The Aircraft Operator Security Programme shall contain operations features specific to the type of operations conducted.
- (3) All operators providing service from Rwanda and participating in code-sharing or other collaborative arrangements with other operators shall notify the Authority of the nature of these arrangements, including the identity of the other operators.
- (4) The Aircraft Operator Security Programme shall be in accordance with the requirements prescribed in the National Civil Aviation Security Programme.
- (5) All amendments to the Aircraft Operator Security Programme shall be approved by the Authority.

**Air  
Navigation  
service  
providers**

- 11.** Air Navigation service providers shall establish and implement appropriate security provisions to meet the requirements of the National Civil Aviation Security Programme.

**International  
cooperation**

- 12.** (1) The Authority shall, in consultation with the national civil aviation security committee:
- (a) ensure that requests from authorities of other Contracting States for additional security measures in respect of a specific flight(s) by operators of such other States are met, as far as may be practicable.
  - (b) cooperate with authorities other States in the development and

exchange of information concerning national civil aviation security programmes, training programmes and quality control programmes, as necessary.

- (c) establish and implement procedures to share with authorities of other Contracting States threat information that applies to the aviation security interests of those States, to the extent practicable.
- (d) establish and implement suitable protection and handling procedures for security information shared by authorities of other Contracting States, or security information that affects the security interests of other Contracting States, in order to ensure that inappropriate use or disclosure of such information is avoided.
- (e) make available to other Contracting States on request a written version of the appropriate parts of national civil aviation security Programme.
- (f) Consider entering into collaborative arrangements with authorities of other Contracting States in order to increase the sustainability of the aviation security system by avoiding unnecessary duplication of security controls.

(2) The authority shall ensure that a clause related to aviation security is include in each bilateral agreements on air transport, taking into account the security clause developed by International Civil Aviation Organisation.

### **PART III - SECURITY PROGRAMMES**

#### **National Civil Aviation Security Programme**

13. (1) Article 8 of the act establishes the National Civil Aviation |Security Programme National Civil Aviation Security Programme.
- (2) The National Civil Aviation Security Programme shall include the following matters -
- (a) allocation of responsibilities for implementation of the programme;
  - (b) co-ordination, facilitation and communications;
  - (c) protection of airports, aircraft and navigation facilities;
  - (d) co-ordination of landside security measures between relevant departments, agencies, other organizations of the State, and other entities, and identify appropriate responsibilities in its National Civil Aviation Security Programme

- (e) security control of persons and items being placed on board aircraft;
  - (f) security equipment;
  - (g) personnel, including selection criteria and training;
  - (h) management of response to acts of unlawful interference;
  - (i) evaluation of effectiveness of the programme;
  - (j) adjustment of the programme and contingency plans;
  - (k) financing of security; and
  - (l) Protection and handling procedures for security information shared by other states.
- (3) The National Civil Aviation Security Programme shall be reviewed and updated as the need may arise and at least once in each year.

**National Civil  
Aviation  
Security  
Quality  
Control  
Programme**

- 14.** (1) With reference to article nine of the act, a National Civil Aviation Security Programme shall be developed for purposes of;-
- (a) determining and monitoring compliance with and validating the effectiveness of the National Civil Aviation Security Programme;
  - (b) determining the adequacy and effectiveness of the National Aviation Security Programme through audits, tests, surveys, inspections and exercises;
  - (c) ensuring that all persons who are assigned aviation security duties or responsibilities are verifiably trained and instructed to carry out those duties
  - (d) ensuring that persons implementing security controls possess all competencies required to perform their duties and are appropriately trained and certified;
  - (e) ensuring that each entity responsible for the implementation of relevant elements of the National Civil Aviation Security Programme periodically verifies that the implementation of security measures outsourced to external service providers is in compliance with the entity's security programme;
  - (f) ensuring that acts of unlawful interference are investigated; and

(g) Reviewing and re-evaluating security measures and controls immediately following an act of unlawful interference.

(2) The National Civil Aviation Security Quality Control Programme shall contain appropriate methods, means and procedures for-

(a) ensuring that the personnel carrying out security audits, tests, surveys and inspections are trained to appropriate standards for these tasks in accordance with the National Civil Aviation Security Programme;

(b) ensuring that the personnel carrying out security audits, tests, surveys and inspections are afforded the necessary authority to obtain information to carry out those tasks, and to enforce corrective actions;

(c) supplementing the National Civil Aviation Security Quality Control Programme by establishing a confidential reporting system for analysing security information provided by sources including passengers, crew and ground personnel; and

(d) Establishing a process to record and analyse the results of the National Civil Aviation Security Quality Control Programme, to contribute to the effective development and implementation of the National Civil Aviation Security Programme, including identifying the causes and patterns of non-compliance and verifying that corrective actions have been implemented and sustained.

(3) The National Civil Aviation Security Quality Control Programme shall-

(a) provide for structures, responsibilities, processes and procedures that promote and establish an environment and culture of continuing improvement and enhancement of aviation security; and the means for ensuring that persons tasked with carrying out security duties do so effectively; and

(b) provide all persons assigned aviation security duties or responsibilities with direction for the effective application of aviation security controls, to prevent acts of unlawful interference.

**Regulated  
Agent  
Security  
Programme**

**15.** (1) with reference to article 13 of the act, a Regulated Agent Security Programme shall contain-

(a) Provisions to meet the requirements of the National Civil Aviation Security Programme and these Regulations; and

(b) Provisions to respond to orders, circulars and directives issued by the Authority under regulation 7;

(c) details of how the regulated agent plans to meet and maintain the requirements set out in the Regulated Agent Security Programme;

(d) procedures for:-

(i) (i) ensuring that where screening of cargo and mail is conducted, screening is carried out using an appropriate method or methods, taking into account the nature of the consignment;

(ii) ensuring the security of buildings, premises, transport facilities and access control;

(iii) recruitment and training of staff involved in the implementation of security controls;

(iv) physical separation of screened from unscreened cargo;

(v) Action to be taken in the event cargo and mail the integrity of cargo and mail is jeopardized, prior to carriage.

(vi) measures for the protection of cargo and mail from unauthorized interference, from the point screening or other security controls are applied, until departure of the aircraft

(vii) incident reporting;

(a) any other matter prescribed by the Authority.

(2) Approval of Regulated Agent Security Programme shall be based on the supply chain security process, which comprises management of applicable cargo and mail policies, procedures, and technology, as stipulated in the NCASP to protect supply chain assets from acts of unlawful interference, theft, damage, or terrorism, and to prevent the introduction of unauthorized contraband, people or weapons of mass destruction into the supply chain.

(3) The regulated agent shall ensure that cargo and mail that have been confirmed and accounted for have then been issued with a security status, either in an electronic format or in writing, to accompany the cargo and mail throughout the secure supply chain.

4) Without prejudice to article 13 of the act and regulation 13 (3) above, the authority shall have rights to disqualify, suspend and revoke the regulated agent designation in the following events:-

(a) Disqualification — shall result from an inability to meet the requirements for a regulated agent at the application phase, and failure to maintain or implement

security measures or procedures required by the authority after administrative warnings or fines have been imposed;

b) Suspension — shall result from a short-term inability to implement security controls required by the authority, or a voluntary request by an entity to suspend its designation for a specified period or permanently;

c) Revocation — shall result from continuous violations of national requirements or the entity's approved regulated agent security Programme, or the entity may no longer be involved in the handling, processing or storage of air cargo.

(5) The Regulated Agent Security Programme shall be reviewed and updated as the need may arise and at least once a year.

**Catering  
Operator  
Security  
Programme**

**16.** (1) Pursuant to article 14 of the act, a Catering Operator Security Programme shall contain-

(a) provisions to meet the requirements of the National Civil Aviation Security Programme and these Regulations;

(b) details of how the catering operator intends to comply with, and maintain the requirements set out in the Catering Operator Security programme;

(c) procedures for-

(i) ensuring that catering, stores and supplies intended for carriage on passenger aircraft are subjected to appropriate security controls and thereafter protected until loaded onto the aircraft ;

(ii) ensuring the security of buildings, premises and transport facilities;

(iii) recruitment and training of staff involved in the implementation of security controls;

(iv) reporting of incidents;

(d) any other matter prescribed by the Authority.

(2) A Catering Operator Security programme shall be set out in the manner prescribed in the National Civil Aviation Security Programme.

(3) The Catering Operator Security Programme shall be reviewed and updated as the need may arise and at least once a year.

**Training Programmes**

**National  
Aviation  
Security  
Training  
Programme**

- 17.** (1) with reference to article 15 of the act, The Authority shall develop a National Aviation Security Training Programme for personnel of all entities involved with or responsible for the implementation of various aspects of the National Civil Aviation Security Programme including periodic security awareness training for those authorised to have unescorted access to airside.
- (2) The Authority shall co-ordinate the implementation of the National Aviation Security Training Programme developed under sub regulation (1).
- (3) The Authority shall notify the entities concerned of the training requirements identified in the National Aviation Security Training Programme for their implementation.
- (4) The Authority shall ensure the development and implementation of training and certification programmes for screeners, supervisors, instructors and inspectors in accordance with the National Civil Aviation Security Programme
- (5) Person shall not operate a training centre whose purpose is to provide civil aviation security training in accordance with these regulations and the National Civil Aviation Security Training Programme without an Approved Training Organization certificate issued by the Authority.

**Operator  
Aviation  
Security  
Training  
Programme**

- 18.** (1) Every operator shall develop and implement an Aviation Security Training Programme to ensure the effective implementation of their respective security operations; and the training programme shall conform with the requirements of the National Aviation Security Training Programme and these Regulations.
- (2) A training programme referred to in sub regulation (1) shall include-
- (a) Training of appropriate employees, taking into account human factors principles and human performance; and
- (b) training to acquaint appropriate employees with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft to enable them to contribute to the prevention of acts of sabotage, unlawful seizure of aircraft or other forms of unlawful interference and to minimise the consequences of such events should they occur.
- (3) A training programme referred to in sub regulation (1) shall be submitted to the Authority for approval in accordance with the procedure prescribed in regulations 19 and 20.

**Application**

- 19.** (1) Where a security Programme is required to be approved by the Authority

**for approval  
of security  
programme**

under regulations 9, 10, 13, 14, 15, 16, 17 and 18 of these Regulations, the applicant shall-

(a) submit the Programme to the Authority, ensuring that it meets the requirements of the National Aviation Security Programme, these Regulations and any other relevant law; and

(b) Pay the fee prescribed by the Authority.

(2) A security Programme submitted to the Authority for approval under this regulation shall be in duplicate and signed by the applicant or on behalf of the applicant.

**Approval of  
security  
programme**

**20.** (1) Where the Authority is satisfied that a security Programme submitted under regulation 19, meets the requirements of these Regulations, the National Civil Aviation Security Programme and any other relevant law, the Authority shall, within thirty days after receipt of the Programme, approve the security Programme.

(2) Where the Authority determines that a security Programme submitted under regulation 19 does not meet the requirements of these Regulations, the National Civil Aviation Security Programme or relevant law, the Authority shall, within thirty days after receipt of the Programme, direct the applicant to modify and re-submit the security Programme to the Authority within thirty days after receipt of the Programme by the applicant.

(3) Where the Authority is satisfied that a security Programme re-submitted under sub regulation (2) meets the requirements of these Regulations, the National Civil Aviation Security Programme and any other relevant law, the Authority shall, within fifteen days, after receipt of the Programme, approve the security Programme.

**Changed  
conditions  
affecting  
security**

**21.** (1) Where a security Programme has been approved under regulation 20, the operator, where applicable, shall comply with the procedure prescribed by sub regulation (2), whenever the operator determines that-

(a) any description of the area set out in the security Programme is no longer accurate;

(b) Any description of the operations set out in the security Programme is no longer accurate, or that the procedures included, and the facilities and equipment described in the security Programme are no longer adequate.

(2) Whenever a situation described in sub regulation (1) occurs, the operator, where applicable shall-



(a) immediately notify the Authority of the changed conditions, and identify each interim measure being taken to maintain adequate security until approval is granted for an appropriate amendment of the security programme; and

(b) within thirty days after notifying the Authority in accordance with paragraph (a), submit for approval, in accordance with the procedure prescribed by regulation 19, an amendment to the security Programme to bring it into compliance with these Regulations.

(3) The Authority shall, where an amendment to a security Programme is submitted to it under sub regulation (2) (b), approve the amendment in accordance with the procedure prescribed by regulation 20.

**Power of  
Authority to  
direct  
amendment of  
security  
programme**

22. (1) Where the Authority determines that an operator's security programme requires amendment, the Authority may direct the respective operator to amend the security programme and submit it to the Authority for approval.
- (2) The Authority shall, where an amended security programme is submitted to it under sub regulation (1), approve the security programme in accordance with the procedure prescribed by regulation 20.

## **PART IV – PREVENTIVE SECURITY MEASURES**

### **Airport Security**

**Access control  
to security  
restricted  
areas**

23. (1) Pursuant to Article 20 of the act, an airport operator shall ensure that identification systems are established in respect of persons and vehicles in order to prevent unauthorized access to airside areas and security restricted areas.
- (2) Background checks shall be conducted on persons other than passengers granted unescorted access to security restricted areas of the airport prior to granting access to security restricted areas.
- (3) Background checks referred to in sub-regulation (3) shall be reapplied on a regular basis to all persons granted unescorted access to security restricted areas.
- (4) Identity of persons and vehicles shall be verified at designated checkpoints before access is allowed to airside areas and security restricted areas.
- (5) An airport operator shall ensure that the movement of persons and vehicles

to and from the aircraft is supervised in security restricted areas in order to prevent unauthorized access to aircraft.

(6) An airport operator shall ensure that persons other than passengers, together with items carried, prior to entry into airport security restricted areas serving civil aviation operations, are subject to screening and security controls.

(7) An airport operator shall ensure that vehicles being granted access to security restricted areas, together with items contained within them, are subject to screening or other appropriate security controls in accordance with a risk assessment carried out by the relevant national authorities.

(8) An airport operator shall use of random and unpredictable security measures to contribute to the deterrent effect of security measures.

(9) An airport operator shall ensure that various components of the practical implementation of aviation security measures, including equipment, personnel and procedures are tested regularly in order to monitor the effectiveness of the security measures in place.

(10) An airport operator shall carry out periodic inspections and audits of aviation security measures to determine that the terms and provisions of approved security programmes are being correctly applied.

(11) An airport operator shall ensure that exercises, designed to test aviation security measures shall be developed and carried out to determine the effectiveness of procedures and contingency plans and for the management of response to acts of unlawful interference.

(12) The Authority shall ensure that identity documents issued to aircraft crew members provide a harmonized and reliable international basis for recognition and validation of documentation to permit authorized access to airside and security restricted areas by conforming to the prescribed specifications.

## **Airport security controls**

**24.** (1) An airport operator shall maintain and carry out security measures and procedures including identification and resolution of suspicious activity that may pose a threat to civil aviation at the airport for the purpose of protecting passengers, crew members, aircraft, airports and aviation facilities and preventing acts of unlawful interference and ensuring that appropriate action is taken when an act of unlawful interference occurs or is likely to occur.

(2) Every operator of an airport serving civil aviation shall be responsible for the security of facilities and employment of security equipment, where appropriate, to the extent operationally, technically and financially practicable, to achieve civil aviation security objectives and shall:-

- (a) institute and maintain measures including the use of random and unpredictable security measures to prevent weapons, explosives or any other dangerous device which may be used to commit an act of unlawful interference, the carriage or bearing of which is not authorised, from being introduced, by any means, on board an aircraft engaged in civil aviation;
- (b) ensure that:-
  - (i) access to airside areas at the airport is controlled in order to prevent unauthorised entry;
  - (ii) security restricted areas are established at the airport, in accordance with regulation 25;
  - (iii) architectural and infrastructure related requirements necessary for the optimum implementation of security measures under the National Civil Aviation Security Programme are integrated into the design and construction of new facilities and alterations to existing facilities at airports;
  - (iv) security measures in landside areas are established to mitigate the risk of and prevent possible acts of unlawful interference in accordance with national and local risk assessments carried out by the relevant authorities;
  - (v) persons engaged to implement security controls are subject to background checks and selection procedures, are capable of fulfilling their duties and are adequately trained;
  - (vi) originating passengers and crew, and their baggage are screened before accessing restricted areas and before boarding an aircraft engaged in commercial air transport operations;
  - (vii) originating hold baggage is screened before being loaded into an aircraft engaged in commercial air transport operations;
  - (viii) all hold baggage to be carried on aircraft engaged in commercial air transport is protected from unauthorized interference from the point it is screened or accepted into the care of the carrier, whichever is earlier, until departure of the aircraft on which it is to be carried; and that where the integrity of hold baggage is jeopardized, the hold baggage is re-screened before being placed on board an aircraft;
  - (ix) commercial air transport operators do not transport the baggage of passengers who are not on board the aircraft unless that baggage is identified as unaccompanied and subjected to additional screening subsequent to it being established as unidentified;

- (x) transfer hold baggage is screened before being loaded into an aircraft engaged in commercial air transport operations, unless the airport operator has established a validation process and continuously implements procedures, in collaboration with the other Contracting State where appropriate, to ensure that such hold baggage has been screened at the point of origin and subsequently protected from unauthorized interference from the originating airport to the departing aircraft at the transfer airport;
- (xi) commercial air transport operators only transport items of hold baggage which have been individually identified as accompanied or unaccompanied, screened to the appropriate standard and accepted for carriage on that flight by the air carrier and that all such baggage is recorded as meeting these criteria and is authorized for carriage on that flight;
- (xii) transfer and transit passengers and their cabin baggage are subjected to adequate security controls to prevent unauthorized articles from being taken on board aircraft engaged in civil aviation;
- (xiii) there is no possibility of mixing or contact between passengers subjected to security control and other persons not subjected to such control after the security screening points at airports serving civil aviation have been passed; and that where mixing or contact does take place, the passengers concerned and their cabin baggage are re-screened before boarding an aircraft;
- (xiv) the persons carrying out security controls are certified according to the requirements of the National Civil Aviation Security Programme;
- (xv) luggage or personal belongings left unattended at an airport are subjected to appropriate security controls and disposal procedures;
- (xvi) persons other than passengers, together with their items being granted access to security restricted areas shall be screened or subjected to other security controls, including but not limited to proportional screening, randomness and unpredictability in accordance with a risk assessment carried out by relevant national authorities
- (xvii) vehicles being granted access to security restricted areas, together with items contained within them, shall be screened or subjected to other appropriate security controls in accordance with a risk assessment carried out by the relevant national authorities
- (xviii) measures are established to ensure that merchandise and supplies introduced into security restricted areas are subjected to appropriate security controls, including screening where applicable

(xix) security measures are established and implemented in landside areas to mitigate possible threats of acts of unlawful interference in accordance with a risk assessment carried out by the relevant authorities

(xx) Where practicable, in order to improve efficiency, modern screening or examination techniques shall be used to facilitate the physical examination of goods to be imported or exported.

(c) establish –

(i) storage areas where mishandled baggage may be held after screening until forwarded, claimed or disposed of;

(ii) bomb disposal areas where detected explosives may be disposed of;

(iii) person and vehicle identification systems;

(d) institute and implement adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas of the airport;

(e) provide adequate supervision over the movement of persons and vehicles to and from the aircraft in order to prevent unauthorized access to aircraft;

(f) investigate, render safe and dispose of, if necessary, suspected sabotage devices or other potential hazards at the airport;

(g) employ and deploy suitably trained personnel to assist in dealing with suspected or actual cases of unlawful interference with civil aviation;

(h) conduct a full scale contingency exercise that incorporates security scenarios at least once in every three years;

(i) conduct a table top contingency exercise at least once a year.

**Security  
restricted  
areas and  
airport  
security  
permits**

**25.** (1) The Authority, in conjunction with the airport operator and other responsible persons concerned, shall identify areas where, based on a security risk assessment carried out by the Authority, operations vital to the continued safe operation of civil aviation in Rwanda are carried out, and designate those areas as security restricted areas.

(2) A security restricted area shall-

(a) be marked and protected through physical or personnel protective measures or through a combination of physical and personnel protective measures

to prevent unauthorized access to it;

(a) be separated from public or non-security restricted areas by an appropriate physical barrier; and

(b) be inspected at regular intervals.

(3) Authorized access to a security restricted area at every airport and designated off airport facilities serving commercial air transport operations shall be controlled through the issuance of airport security permits.

(4) A person issued with an airport security permit under this regulation shall, while on duty, at all times properly display the security permit as prescribed in the relevant Airport Security Programme.

(5) The Airport Operator shall specify the recognized places of entry through the security restricted area barrier and ensure that the area has adequate physical protection, of at least the same quality as the barrier itself, or is enough to prevent unauthorized access.

(6) An airport operator shall keep, at the airport, a current scale map of the airport identifying security restricted areas, security barriers and security restricted area access points.

(7) An airport operator or a person in charge of any other restricted area mentioned in sub-regulation 25(3) shall not issue a restricted area permit to a person unless the person:

(a) applies in writing;

(b) is sponsored in writing by his/her employer;

(c) fulfills other requirements by the Airport Operator

(8) An airport operator or a person in charge of any other restricted area mentioned in sub-regulation 25(3) shall ensure that the following information is displayed on each restricted area identity card that it issues, in addition to any other requirements deemed necessary for the security of the restricted areas:

(a) the full name of the person to whom the card is issued;

(b) the height of the person to whom the card is issued;

(c) a photograph depicting a frontal view of the face of the person to whom the card is issued;

(d) the expiry date of the card;

(e) the name of the airport where the card is issued;

(f) the name of the employer of the person to whom the card is issued if that person has a single employer;

(g) the terms "multi-employer" if the person to whom the card is issued has more than one employer;

- (h) the occupation of the person to whom the card is issued if that person has a single occupation; and
- (i) the terms "multi-occupation" if the person to whom the card is issued has more than one occupation.

(9) An employer shall not:

- (a) sponsor an employee who does not require ongoing access to restricted areas in the course of their employment; or
- (b) knowingly sponsor an employee for more than one restricted area identity card at a time.

(10) The employer of a person to whom a restricted area identity card has been issued shall immediately notify the airport operator or a person in charge of any other restricted area mentioned in sub-regulation 25(3) that issued the card if the person ceases to be an employee or no longer requires ongoing access to restricted areas in the course of his or her employment.

(11) An airport operator or a person in charge of any other restricted area mentioned in sub-regulation 25(3) shall not issue more than one restricted area identity card at a time to a person.

(12) A person shall not enter or remain in a restricted area unless the restricted area pass issued to the person is visibly displayed on the person's outer clothing.

(13) A person shall not enter or remain in a restricted area with a vehicle unless the said vehicle has a permit which shall:

- (a) be permanently displayed in a prominent and visible position on the vehicle; and
- (b) contain, in addition to any other requirements deemed necessary for the security of the restricted areas:
  - (i) the registration number of the vehicle;
  - (ii) the owner/operator logo of the vehicle;
  - (iii) the validity period;
  - (iv) the security restricted areas for which the permit is valid;
  - (v) the access gates which the vehicle is allowed to use; and
  - (vi) the name of the organization to which the vehicle belongs.

(14) An airport operator and the person in charge of any other restricted area referred to in sub-regulation 25(3) shall ensure that drivers of vehicles issued with restricted area vehicle permits are qualified to drive the appropriate class of vehicle and have been given instruction in all safety requirements for the operation of a vehicle airside

(15) The holder of a restricted area pass who refuses to submit to an authorized search of their person or goods or other things in their possession or control or a vehicle under their care or control when requested to do so by a screening officer

shall, on demand, surrender the restricted area pass to the screening officer making the demand.

**Airport  
boundary**

**26.** An airport operator shall ensure that-

(1) the airport has a conspicuous physical barrier or means of indicating the airport boundary with posted signs in at least English, and Kinyarwanda bearing a warning to prevent incursions and trespassing. The signs posted on each security barrier shall be no more than 150 metres apart.

(2) measures are in place for the continuous protection and monitoring of the integrity of the perimeter to prevent incursions and trespassing.

**Carriage of  
firearms,  
explosives or  
incendiary  
materials in  
airport  
premises**

**27.** (1) without prejudice to article 22 of the act, an Airport Operator may allow a person to carry or have access to explosive substances or incendiary devices at an Airport if:

(a) the explosive substances or incendiary devices are to be used at the Airport premises:

(i) for excavation, demolition or construction;

(ii) in fireworks displays;

(iii) by persons operating explosives detection equipment or handling explosive detection dogs;

(iv) by a police service; or

(v) by military personnel; and

(b) the Airport Operator has reasonable grounds to believe that the safety of the Airport and persons and aircraft at the Airport will not be jeopardized by the presence of the explosive substances or incendiary devices at the airport.

(2) A person who is transporting explosive substances or incendiary devices or tendering them for transportation by an air carrier may have access to them at an airport.

(3) A person may transport or tender for transportation by an air carrier on board an aircraft explosive substances or incendiary devices if the person notifies the air carrier before the explosive substances or incendiary devices arrive at the Airport premises

(4) A person who is at an Airport or on board an aircraft shall not falsely declare that:

(a) they are carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an Airport or aircraft or that such an item is contained in goods or other things in their possession or control or in a vehicle under their care or control that they have



tendered or are tendering for screening or transportation; or

(b) another person who is at the Airport or on board an aircraft is carrying a weapon, an explosive substance, an incendiary device or other dangerous item that could be used to jeopardize the security of an Airport or aircraft or that such an item is contained in goods or other things in that person's possession or control or in a vehicle under their care or control and is being tendered or has been tendered for screening or transportation.

(5) Subject to regulation 163(4) of the Civil Aviation (Operation of Aircraft) Regulations, a person shall not transport or tender for transportation by an air carrier goods that contain a loaded firearm.

(6) Subject to sub-regulation (3) of this regulation, a person shall not transport or tender for transportation by an air carrier goods that contain an explosive substance or an incendiary device.

**Control of  
access by  
tenants**

**28.** (1) The airport operator shall ensure that tenants whose premises or facilities form part of the landside or airside boundary through which access can be gained to the airside are responsible for control of access through their premises, and shall carry on business in compliance with the Airport Operator Security Programme.

(2) In subregulation (1), "tenants" means-

(a) individuals or businesses granted a licence or other permit by the airport operator to conduct business operations at the airport, including concessionaires, cargo handlers, caterers, tour operators, taxi and bus operators, porters, aircraft maintenance organisations and fuel companies; and

(b) Government authorities and agencies at the airport, including customs, immigration, health, agriculture and meteorology.

**Operator and  
screening  
procedures**

**29.** (1) An Airport Operator shall not allow a passenger, a crew member, airport staff and other non-passengers to pass through the security screening point into a restricted area unless the said persons and all items carried by them have been screened in accordance with the Screening procedures issued by the Authority; provided that:

(i) the Authority may notify a special procedure for handling Heads of States and Heads of Foreign Mission, and diplomatic pouches; and

(ii) the material that is classified by appropriate agencies of Government shall be inspected only to the extent necessary to assure the absence of weapons or dangerous articles, except that if any question regarding safety remains, said classified material shall not be admitted in the restricted area and shall not be transported by an air carrier.

(2) A person who refuses to submit to an authorized search of their person or

goods or other things in their possession or control, or a vehicle under their care or control when requested to do so by a screening officer shall not enter into or remain inside a restricted area.

(3) A security officer, the manager of an Airport or a person acting on his behalf may use reasonable force to remove a person who fails to comply with a request under sub-regulation (2)

(4) A person who shall be screened under the National Aviation Security Programme shall not circumvent a screening of their person or goods or other things in their possession or control or a vehicle under their care or control or assist another person who shall be screened in circumventing a screening of that person or goods or other things in that person's possession or control or a vehicle under that person's care or control.

(5) A person who does not need to be screened under the National Aviation Security Programme shall not assist another person who shall undergo a screening of their person or goods or other things in their possession or control or a vehicle under their care or control in circumventing screening.

**informing the  
airport  
operator of  
threat against  
airport**

- 30.** Where a person authorised to conduct any screening activity at an airport is made aware of a threat against the airport, that person shall-
- (a) immediately notify the airport operator of the nature of the threat; and
  - (b) assist the airport operator in determining whether the threat affects the security of the airport.

**Airport  
operator to  
take measures  
in event of  
threat**

- 31.** (1) Where an airport operator determines that there is a threat that affects the security of the airport, the airport operator shall immediately take all measures necessary to ensure the safety of the airport and persons at the airport, including informing the relevant parties of the nature of the threat.
- (2) An airport operator upon assessment and determination of a credible bomb threat shall immediately inform the Authority of the bomb threat against an airport and its facilities, or an aircraft.

**Discovery of  
weapons,  
incendiary  
devices or**

- 32.** An airport operator shall immediately notify the Authority when there is-
- (a) discovery, at the airport, of a weapon other than a firearm allowed under article 22 of the act;

**explosives at  
airport**

- (b) discovery, at an airport of ammunition other than ammunition allowed under article 22 of the act.
- (c) discovery, at the airport, of an explosive substance or an incendiary device, other than an explosive substance or incendiary device allowed under article 22 of the act; or
- (d) an explosion at the airport, unless the explosion is known to be the result of an excavation, a demolition, construction or the use of fireworks displays.

**Airport  
operator to  
submit plans  
before  
renovation  
and expansion  
works**

- 33.** (1) Notwithstanding regulation 24(2)(b)(iii), an airport operator shall, before the implementation of any renovation, remodelling or expansion works at the airport, or the construction of new or additional airport facilities, submit to the Authority for its approval, the plans for the renovation and expansion works.
- (2) The Authority shall, in approving the plans submitted to it under sub regulation (1), assess the plans to ensure that security considerations are properly addressed and that the needs of aviation security are integrated in the configuration of the works.

**Record  
keeping by  
Operators**

- 34.** 1) a record required to be kept under article 25 of the act shall-
- (a) be kept for a minimum of ninety days;
  - (b) be submitted to the Authority within thirty days after the occurrence of the incident; and
  - (c) where relevant, include-
- (i) the number and type of weapons and incendiary devices discovered during any passenger screening process and the method of detection of each;
  - (ii) the number of acts and attempted acts of unlawful interference;
  - (iii) the number of bomb threats received, real and simulated bombs found and actual bombings or explosions at the airport; and

The number of detentions and arrests and the immediate disposition of each person detained or arrested.

- (2) The Airport operator and any person designated by the airport operator or the person in charge of any other restricted area mentioned in sub-regulation 25(3) to issue restricted area passes or keys shall:
- (a) keep at the airport or at the other restricted areas mentioned in sub-regulation 23(1) updated records of the passes and keys that have been issued for use at the airport or the other restricted areas mentioned in sub-regulation 25(3), respecting:

**Responsibilities of aircraft operators.**

**35.**

- (i) restricted area identity cards and keys that have been issued;
- (ii) the names of the persons to whom restricted area identity cards or keys have been issued;
- (iii) the names of the persons to whom combination codes or personal identification codes have been assigned;
- (iv) blank restricted area identity cards in the airport operator's possession;
- (v) restricted area identity cards that have been deactivated;
- (vi) keys, combination codes or personal identification codes that have been cancelled, removed or taken back;
- (vii) deactivated restricted area identity cards that have not been retrieved by the airport operator;
- (viii) restricted area identity cards that have been reported as lost or stolen.

(1) An aircraft operator providing service from Rwanda shall not-

- (a) transport the baggage of a passenger who is not on board the aircraft unless that baggage is subjected to appropriate security controls, including screening, after determining that the person is not on board;
- (b) accept consignments of cargo, courier and express parcels or mail, in-flight catering and stores, company mail and materials for carriage on passenger flights, unless the security of the consignments is accounted for by a regulated agent, or the consignments are subjected to security controls to meet the appropriate security requirements.

(2) An aircraft operator providing service in or from Rwanda shall-

- (a) carry out and maintain, at an airport, on an aircraft and at any aviation facility under the control of the operator, security measures including identification and resolution of suspicious activity that may pose a threat to civil aviation, and any other measures prescribed in the National Civil Aviation Security Programme and the Airport Security Programme;
- (b) ensure that-
  - (i) all its appropriate personnel are familiar with, and comply with the requirements of the National Civil Aviation Security Programme;
  - (ii) evaluation of travel documents presented by passengers, is conducted in order to deter fraud and abuse and ;
  - (iii) Necessary precautions are taken at the point of embarkation to ensure that passengers are in possession of valid documents prescribed by the state of transit and destination for control purposes.
  - (iv) All its aircraft carry a checklist of the procedures to be complied with for that type of aircraft in searching for concealed weapons, explosives or other dangerous devices.
- (c) be responsible for the security of his or her aircraft;

(d) ensure that persons engaged to implement security controls are subject to background checks and selection procedures, are capable of fulfilling their duties and are adequately trained; and

(e) institute and implement adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas of the airport.

“(f) institute measures to identify and remove any items:

(i) before departure of an aircraft engaged in commercial flights;

(ii) after passengers have disembarked from an airport engaged in commercial flights;

(iii) Left behind by passengers disembarking from transit flights.”

**Special  
protection for  
aircraft**

**36.** (1) An aircraft operator may, notwithstanding regulation 35(2) (c), request for special protection of an aircraft from an airport operator.

(2) Where special protection is offered to an aircraft operator under sub regulation (1), the protection shall be on terms and conditions determined by the airport operator.

**Control of  
prohibited  
items**

**37.** (1) No person shall, subject to regulation 25, possess or have with him or her a prohibited item while:-

(a) in a security restricted area;

(b) on board an aircraft; or

(c) in an air navigation installation.

(2) The prohibited items referred to in sub regulation (1) include-

(a) firearms or articles appearing to be firearms, whether or not they can be discharged;

(b) nuclear, chemical or biological agents adapted, or capable of being used for causing injury to or incapacitating persons or damaging or destroying property;

(c) ammunition and explosives;

(d) articles manufactured or adapted to have the appearance of explosives, whether in the form of a bomb, grenade or otherwise;

(e) articles made or adapted for causing injury to or incapacitating persons or damaging or destroying property; and

(f) Any other dangerous article or substance or other item prescribed by the Authority from time to time.

**Control of  
access to  
flight crew  
compartment**

**38.** (1) An aircraft operator engaged in commercial air transport shall:-

(a) where an aircraft is equipped with a flight crew compartment door, ensure that the door is lockable from the flight crew compartment only and remains locked during flight, except to permit access and exit by authorized persons; and

(b) where an aircraft is not equipped with a flight crew compartment door, ensure the implementation of measures as appropriate to prevent unauthorized persons from entering the flight crew compartment during flight

**Control of  
special  
categories of  
passengers**

**39.** (1) Law enforcement officers shall inform the aircraft operator and the pilot in command when passengers are obliged to travel because they have been the subject of judicial or administrative proceedings, in order that appropriate security controls can be applied.

(2) The aircraft operator shall inform the pilot in command of the number of armed or unarmed escort persons, the individuals whom they are escorting and their seat locations in the aircraft.

(3) An air carrier shall not transport a person suffering from a mental illness that is deemed to be a threat to the safety of a flight, unless:

(a) that person is accompanied by an attendant physically capable of coping with untoward actions by that person during the flight and skilled in administering sedatives as required and authorized by an appropriate doctor; and

(b) if that person requires sedation prior to departure, each portion of the flight should last no longer than the effective duration of the sedative administered.

(1) The carriage of weapons on board aircraft by law enforcement officers and other authorized persons, acting in the performance of their duties, shall be in accordance article 30 of the act.

(2) The Authority may:-

(a) approve, in writing, the carriage of weapons on board aircraft by law enforcement officers and other authorized persons acting in the performance of their duties;

(b) Consider requests by any other State to allow the travel of armed personnel on board aircraft of the requesting State, except that the Authority shall not allow the travel of armed personnel under this regulation unless there is an agreement between both States on such travel.

(3) Notwithstanding sub regulation (2), an aircraft operator may allow or refuse the carriage of weapons on board an aircraft in accordance with conditions issued by the Authority.

(4) Where an aircraft operator accepts the carriage of weapons removed from passengers, the aircraft shall have provision for stowing the weapons so that they are inaccessible to passengers during flight time and, in the case of a firearm, to ensure that it is not loaded.

(5) Where Rwanda decides to deploy in-flight security officers:-

(a) the officers shall be government personnel who are specially selected and trained, taking into account the safety and security aspects on board an aircraft; and

(b) the officers shall be deployed according to the threat assessment of the Authority.

(6) The deployment under sub regulation (5) shall be done in co-ordination with concerned States and shall be kept strictly confidential.

**Authorised  
carriage of  
weapons on  
board aircraft**

**40.** (1) The carriage of weapons on board aircraft by law enforcement officers and other authorized persons, acting in the performance of their duties, shall be in accordance article 30 of the act.

(2) The Authority may:-

(a) approve, in writing, the carriage of weapons on board aircraft by law enforcement officers and other authorized persons acting in the performance of their duties;

(b) Consider requests by any other State to allow the travel of armed personnel on board aircraft of the requesting State, except that the Authority shall not allow the travel of armed personnel under this regulation unless there is an agreement between both States on such travel.

(3) Notwithstanding sub regulation (2), an aircraft operator may allow or refuse the carriage of weapons on board an aircraft in accordance with conditions issued by the Authority.

(4) Where an aircraft operator accepts the carriage of weapons removed from passengers, the aircraft shall have provision for stowing the weapons so that they are inaccessible to passengers during flight time and, in the case of a firearm, to ensure that it is not loaded.

(5) Where Rwanda decides to deploy in-flight security officers:-

(a) the officers shall be government personnel who are specially selected and

trained, taking into account the safety and security aspects on board an aircraft; and

(b) the officers shall be deployed according to the threat assessment of the Authority.

(6) The deployment under sub regulation (5) shall be done in co-ordination with concerned States and shall be kept strictly confidential.

**Conditions for acceptance of goods for air transportation**

41. (1) A regulated agent shall, before accepting goods for transport in an aircraft:-
- (a) establish and register the name and address of the consignor;
  - (b) establish the credentials of the person who delivers the goods as an agent of the consignor;
  - (c) ensure, on the basis of appropriate security controls or security screening, that such goods do not contain any prohibited items;
  - (d) ensure the safeguarding of such goods from unauthorized interference after acceptance;
  - (e) ensure the goods are received by staff who are properly recruited and trained;
  - (f) designate a person to implement and supervise the screening process;
  - (g) ensure that the following categories of goods are not carried by air unless they have been subjected to screening-
    - (i) unaccompanied baggage;
    - (ii) goods from unknown consignors;
    - (iii) goods for which the contents do not coincide with the description delivered; and
  - (h) ensure that each shipment of goods is accompanied by documentation providing the statement of the security status of the shipment.
- (2) A regulated agent who offers goods to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of goods accepted and offered for air transport, employee training records and airway bills.
- (3) A regulated agent shall make available to the Authority, a report of any incident where a shipping document did not provide an accurate record of the goods being offered for air transport.
- (4) All cargo and mail intended for carriage on civil aviation flights shall be subjected to appropriate security controls by airport operators and regulated agents before being placed on board an aircraft.



**Conditions for acceptance of baggage, goods, COMAT and COMAIL for air transportation**

42. (1) For the purpose of protecting passengers, crew members, aircraft and airports and preventing acts of unlawful interference with civil aviation, every regulated agent shall establish measures to ensure that:-
- (a) only screened baggage is loaded into aircraft engaged in civil aviation;
  - (b) all hold baggage to be carried on commercial aircraft is protected from unauthorised interference from the point it is screened or accepted into the care of the carrier, whichever is earlier, until departure of the aircraft on which it is to be carried; and that if there are grounds to suspect that the integrity of hold baggage may be jeopardised, the hold baggage is re-screened before being placed on board an aircraft;
  - (c) persons engaged to implement security controls are subject to background checks and selection procedures, are capable of fulfilling their duties and are adequately trained; and
  - (d) the regulated agent institutes and implements adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas.
  - (e) COMAT and COMAIL are subjected to appropriate security controls prior to placement on board an aircraft engaged in passenger commercial flights.
  - (f) all cargo and mail to be carried on a commercial aircraft is protected from unauthorized interference from the point of screening or other security controls are applied until departure of the aircraft on which it is to be carried; and if there are grounds to suspect that the integrity of cargo and mail may be jeopardized, the cargo and mail is re-screened before being placed on board an aircraft.
  - (g) enhanced security measures apply to high-risk cargo and mail to appropriately mitigate the threats associated with it.

**Security measures to be taken by aircraft operators**

43. (1) The aircraft operator is responsible for ensuring that appropriate security controls have been carried out, and in so doing, the aircraft operator shall:-
- (a) not accept cargo or mail for carriage on an aircraft engaged in commercial air transport operations unless the application of screening or other security controls is confirmed and accounted for by a regulated agent, or an entity that is approved by the Authority.
  - (b) ensure that cargo and mail which cannot be confirmed and accounted for by a regulated agent or an entity that is approved by the Authority shall be subjected to screening;
  - (c) protect the consignment from unlawful interference while it is in the

custody of the aircraft operator;

- (d) ensure that all consignments have been secured to an appropriate level before being placed in the aircraft;
- (e) ensure that where screening of cargo and mail is conducted, screening is carried out using an appropriate method or methods, taking into account the nature of the consignment; and
- (f) ensure that all consignments placed on board the aircraft are recorded on the aircraft manifest.
- (g) ensure that cargo and mail that has been confirmed and accounted for shall then be issued with a security status which shall accompany, either in an electronic format or in writing, the cargo and mail throughout the secure supply chain.
- (h) ensure that transfer cargo and mail has been subjected to appropriate security controls prior to being loaded on an aircraft engaged in commercial air transport operations departing from its territory.

(2) The aircraft operator may delegate any of the functions under subregulation (1) to a regulated agent.

(3) For the avoidance of doubt, notwithstanding the delegation of any functions to a regulated agent under subregulation (2), the aircraft operator shall remain responsible for ensuring that the appropriate security controls have been carried out.

(4) The aircraft operator or the regulated agent shall ensure that all consignments due to be loaded into an aircraft are:-

- (a) delivered by an established employee of a handling agent;
- (b) covered by valid documentation that has been checked for inconsistencies and fully describes the contents;
- (c) covered by a valid consignment security declaration;
- (d) checked to establish that there is no evidence of having been tampered with;
- (e) kept secure until delivered into the aircraft operator's charge; or
- (f) subjected to the appropriate level of security screening.

(5) An aircraft operator shall make available to the Authority, a report of any incident where an airway bill or equivalent document did not provide an accurate record of the goods being offered for air transport.

(6) An aircraft operator shall require a regulated agent operator to comply with the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, Doc. 9284.

(7) Appropriate security controls referred to in this regulation shall be as prescribed by the Authority.

### **Catering Operators**

**Aviation  
security  
responsibilities  
of catering  
operator**

- 44.** (1) A catering operator shall, before accepting supplies and equipment for preparation as catering supplies for transport in an aircraft:-
- (a) establish and register the name and address of the supplier of the supplies and equipment;
  - (b) establish the credentials of the person who delivers the supplies and equipment as an agent of the supplier of the supplies and equipment;
  - (c) ensure, on the basis of appropriate security controls or security screening, that the supplies and equipment do not contain any prohibited items;
  - (d) ensure the safeguarding of the supplies and equipment from unauthorized interference after acceptance;
  - (e) ensure the supplies and equipment are received by staff who are properly recruited and trained by the operator;
  - (f) designate a person to implement and supervise the screening process;
  - (g) ensure that catering stores and supplies are not carried by air unless they have been subjected to screening;
  - (h) ensure that each shipment of catering stores and supplies is accompanied by documentation providing the statement of the security status of the shipment;
  - (i) ensure that persons engaged to implement security controls are subject to background checks and selection procedures, are capable of fulfilling their duties and are adequately trained;

(j) Institute and implement adequate security controls, including background checks on persons other than passengers granted unescorted access to security restricted areas of the airport.

(2) A catering operator who offers catering stores and supplies to an aircraft operator for transport by aircraft shall produce and make available to the aircraft operator, and the Authority on demand, shipping documents, records of supplies and equipment accepted and catering stores and supplies offered for air transport, employee training records and other accountable catering documents.

**Conditions for acceptance of catering stores and supplies for air transportation**

45. (1) An aircraft operator shall accept catering stores and supplies for transport on an aircraft only from a catering operator.
- (2) An aircraft operator shall, before accepting catering stores and supplies for transport on an aircraft, ensure:-
- (a) that the catering stores and supplies have been subjected to screening;
  - (b) the safeguarding of the catering supplies and stores against unlawful interference until the catering supplies and stores have been placed in the aircraft;
  - (c) that the shipments of catering supplies and stores are recorded; and
  - (d) that whenever the catering supplies and stores are received, those catering supplies and stores are delivered by an authorised employee of the catering operator.
- (3) An aircraft operator shall not accept any catering supplies and stores for transport by aircraft unless the documentation for those catering supplies and stores is examined for inconsistencies and is accompanied by a valid security declaration.
- (4) An aircraft operator shall require a catering operator to comply with the ICAO Technical Instructions for the Safe Transportation of Dangerous Goods by Air, Doc. 9284.
- (5) An aircraft operator shall make available to the Authority, a report of any incident where a catering or equivalent document did not provide an accurate record of the catering supplies and stores being offered for air transport.
- (6) An aircraft operator shall preserve, for not less than one year, a record of acceptance checklists and inspections carried out under this Part.

**Security of**

46. (1) Air Navigation Service providers (ANSP) shall develop written security

**Air  
Navigation  
Service  
Providers**

procedures on the security of their facilities and for response to acts of unlawful interference in accordance with the National Civil Aviation Security Programme.

- (2) The Authority shall in accordance with the risk assessment carried out, ensure that measures are developed in order to protect critical information technology and communication systems used for civil aviation purposes from interference that may jeopardize the safety of civil aviation.
- (3) The entities involved with or responsible for the implementation of various aspects of the national civil aviation security Programme shall identify their critical information technology and communications systems, including threats and vulnerabilities thereto, and develop protective measures to include, inter alia, security by design, supply chain security, network separation, and remote access control, as appropriate

**PART V – MANAGEMENT OF RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE**

**Prevention of  
acts of  
unlawful  
interference**

47. (1) The Authority shall take adequate measures, when reliable information exists that an aircraft may be subjected to an act of unlawful interference:-
- (a) if the aircraft is on the ground, to safeguard the aircraft and ensure that the aircraft is searched for concealed weapons, explosives or other dangerous devices, articles or substances; and prior notification of the search shall be provided to the operator concerned;
  - (b) if the aircraft is in flight, to provide as much prior notification as possible of the arrival of that aircraft to relevant airport authorities and air traffic services of the States and aircraft and airport operators concerned;
- (2) The Authority shall ensure that arrangements are made to investigate, render safe or dispose of, if necessary, suspected dangerous devices or other potential hazards at airports.
- (3) The Authority shall ensure that authorized and suitably trained personnel are readily available for deployment at every airport serving civil aviation to assist in dealing with suspected or actual cases of unlawful interference.

**Authority's  
response to  
acts of  
unlawful**

48. The Authority shall:-
- (a) take adequate measures for the safety of passengers and crew of an aircraft which is subjected to an act of unlawful interference while on the ground until

**interference**

their journey can be continued;

(b) collect all pertinent information on the flight which is the subject of an act of unlawful interference and transmit that information to all other States responsible or the Air Traffic Services units concerned, including those at the airport of known or presumed destination, so that timely and appropriate safeguarding action may be taken en-route and at the aircraft's known, likely or possible destination;

(c) provide such assistance to an aircraft subjected to an act of unlawful seizure, including the provision of navigation aids, air traffic services and permission to land as may be necessitated by the circumstances;

(d) to the extent practicable detain on the ground an aircraft subjected to unlawful seizure unless its departure is necessitated by the overriding duty to protect human lives;

(e) notify the State of registry of an aircraft and the State of the operator of the landing aircraft subjected to an act of unlawful interference, and shall similarly transmit, by the most expeditious means, all other relevant information to-

(i) the state of registry and the state of the operator;

(ii) each State whose citizens suffered fatalities or injuries;

(iii) each State whose citizens were detained as hostages;

(iv) each state whose citizens are known to be on board the aircraft; and

(v) the International Civil Aviation Organization

(f) re-evaluate security controls and procedures and in a timely fashion take action necessary to remedy weaknesses so as to prevent recurrence of an act of unlawful interference

**Mandatory reporting**

**49.** (1) Every operator shall, where an act of unlawful interference occurs, immediately notify the Authority.

(2) Every aircraft operator, pilot in command, airport operator or air navigation service provider shall submit to the Authority-

(a) a preliminary written report, within fifteen days after the occurrence of an act of unlawful interference, including sabotage, threats, hijacks, incidents and disruptive passengers; and

(b) a final written report, upon completion of investigations, but within thirty

days after the occurrence of an act of unlawful interference, including sabotage, threats, hijacks, incidents and disruptive passengers.

- Notification to the International Civil Aviation Organization**     **50.**     1) The Authority shall, where an act of unlawful interference has occurred, provide the International Civil Aviation Organisation with a report on each incident, whether successful or unsuccessful as follows-
- (a) a preliminary report, within thirty days after the occurrence of the act, containing all pertinent information concerning the security aspects of the occurrence; and
  - (b) a final report, within sixty days after completion of investigations.
- (2) The Authority shall provide copies of reports submitted to the International Civil Aviation Organization under this regulation to other States which may have an interest

## **PART VI - OFFENCES AND PENALTIES**

- Failure to establish and maintain security programmes**     **51.**     A person who operates without a security Programme referred to in regulations 9, 10, 13, 14, 15, 16, 17 and 18, or who fails to implement a security Programme, or a training Programme will be liable to penalties as shall be determined by a ministerial order.
- Offences by body corporate**     **52.**     Where an offence under these Regulations is committed by a body corporate and is proved to have been committed with the consent or connivance of, or is attributable to any neglect on the part of-
- (a) any director, manager, secretary or similar officer of the body corporate; or
  - (b) any person who was purporting to act in any such capacity,
- that person, as well as the body corporate, commits the offence and is liable to be proceeded against and punished accordingly.
- Power to enforce compliance**     **53.**     (1) The Authority or any authorized person may, for purposes of ensuring the Implementation of the National Aviation Security Quality Control Programme, or the requirements of the National Civil Aviation Security Programme, or any other operator security Programme, or requirements set out under these Regulations, and without prejudice to the provisions of Part VII, of these Regulations, adopt procedures for aviation security monitoring and enforcement approved by the National Aviation Security Committee.

(2) The procedures referred to in sub regulation (1) shall establish enforcement to ensure rectification of any matter, including but not limited to the following-

- (a) failure to comply with any order, circular or directive issued under these Regulations;
- (b) failure to comply with any requirement set out under the National Civil Aviation Security Programme or the respective operator security programme;
- (c) failure to comply with an oversight recommendation made by the Authority;
- (d) failure to take into account unique or exceptional circumstances which, although not expressly provided under the National Civil Aviation Security Programme, or the respective operator security Programme but may expose an airport, aircraft or catering facility to risk.

(3) The Authority or any authorized person may, without limiting the generality of this regulation, issue infringement notices set out in Part VIII of these Regulations on serious or prolonged breaches of security or failure to rectify security lapses that may endanger the safety of civil aviation.

(4) An infringement notice may require that the operations of a particular operator be halted until the breach has been rectified.

## **PART VII – INFRINGEMENT NOTICES**

### **Purpose and effect of infringement notices**

- 54.** (1) The purpose of this Part is to create a system of infringement notices for offences against these Regulations as an alternative to prosecution.
- (2) This Part does not-
- (a) require an infringement notice to be issued to a person for an offence;
  - (b) affect the liability of a person to be prosecuted for an offence if an infringement notice is not issued to the person for the offence;
  - (c) prevent the issue of two or more infringement notices to a person for an offence;
  - (d) affect the liability of a person to be prosecuted for an offence if the person does not comply with an infringement notice for the offence; or
  - (e) limit or otherwise affect the penalty that may be imposed by a court on a person convicted of an offence.

### **Penalty**

- 55.** The penalty for an offence payable under an infringement notice issued to the



**payable under  
infringement  
notice**

person for the offence is one-fifth of the maximum penalty that a court could impose on the person for the offence.

**Authorised  
persons may  
issue  
infringement  
notice**

- 56.** 1) In this regulation, “infringement notice offence” means an offence against regulations **49** and **51**.
- (2) Where an authorised person has reason to believe that a person has committed an infringement notice offence, the authorised person may issue a notice, called an infringement notice, to the person for the offence

**Issuance of  
infringement  
notice**

- 57.** (1) An infringement notice shall-
- (a) bear a unique number;
  - (b) state the name of the authorised person who issued it;
  - (c) state its date of issue;
  - (d) state the full name, or the surname and initials, and the address, of the person to whom it is issued;
  - (e) give brief details of the offence for which it is issued, including-
    - (i) the date and time of commission of the offence;
    - (ii) where the offence was committed;
    - (iii) the provision of these Regulations contravened;
  - (f) state the penalty for the offence payable under the notice;
  - (g) state where and how that penalty can be paid including, if the penalty can be paid by posting the payment, the place to which it should be posted;
  - (h) state that if the person to whom it is issued (the recipient) pays the penalty within twenty-eight days after the day on which the notice is served, or any longer time allowed in writing by an authorised person, then, unless the infringement notice is subsequently withdrawn and any penalty paid refunded-
    - (i) any liability of the recipient for the offence will be discharged;
    - (ii) the recipient will not be prosecuted in a court for the offence;
    - (iii) the recipient will not be taken to have been convicted of the offence;

- (i) state the greatest penalty that a court could impose on the recipient for the offence;
  - (j) state that if the recipient is prosecuted in court and found guilty of the offence, the recipient may be convicted of the offence and ordered to pay a penalty and costs, and be subject to any other order that the court makes;
  - (k) state how and to whom the recipient can apply to be allowed more time to pay the penalty; and
  - (l) be signed by the authorised person who issued it.
- (2) An infringement notice may contain any other information that the authorised person who issues it thinks necessary.

**Service of  
infringement  
notice**

- 58.** (1) An infringement notice shall be served on the person to whom it is issued.
- (2) An infringement notice may be served on an individual-
- (a) by giving it to the individual;
  - (b) by leaving it at, or by sending it by post, telex, fax or similar facility to, the address of the place of residence or business (the relevant place) of the individual last known to the authorised person who issues it;
  - (c) by giving it, at the relevant place, to someone who-
    - (i) lives or is employed, or apparently lives or is employed, there; and
    - (ii) is, or the authorised person who issued it has reason to believe is, eighteen years of age and above.
- (3) An infringement notice may be served on a corporation-
- (a) by leaving it at, or by sending it by post, telex, fax or similar facility to the address of the head office, a registered office or a principal office of the corporation;
  - (b) by giving it, at an office mentioned in paragraph (a), to someone who is, or the authorised person who issued it has reason to believe is, an officer or employee of the corporation.

**Time for**

- 59.** The penalty stated in an infringement notice shall be paid-

**payment of  
penalty**

- (a) within twenty-eight days after the day on which the notice is served on the person to whom it is issued;
- (b) if the person applied for a further period of time in which to pay the penalty, and that application is granted, within the further period allowed;
- (c) if the person applies a further period of time in which to pay the penalty, and the application is refused, within seven days after the notice of the refusal is served on the person;
- (d) If the person applies for the notice to be withdrawn, and the application is refused, within twenty-eight days after the notice of the refusal is served on the person.

**Extension of  
time to pay  
penalty**

- 60.** (1) The person to whom an infringement notice is issued may apply, in writing, to the Authority for a further period of up to twenty-eight days in which to pay the penalty stated in the notice.
- (2) Within fourteen days after receiving the application, the Authority shall-
- (a) grant or refuse a further period not longer than the period sought; and
  - (b) Notify the recipient in writing of the decision and, if the decision is a refusal, the reasons for it.
- (3) Notice of the decision may be served on the recipient in any way in which the infringement notice could have been served on the recipient.

**Effect of  
payment of  
penalty**

- 61.** (1) Where an infringement notice is not withdrawn, and the person to whom it is issued for an offence pays the penalty stated in the notice-
- (a) any liability of the person for the offence is discharged;
  - (b) the person shall not be prosecuted in a court for the offence;
  - (c) the person is not taken to have been convicted of the offence.
- (2) Where two or more infringement notices are issued to a person for the same offence, the person's liability to be prosecuted for the offence ceases if the person pays the penalty stated in any of the notices.

**Withdrawal  
of  
infringement**

- 62.** (1) A person may apply in writing to the Authority, before the end of twenty eight days after receiving an infringement notice, for the infringement notice to be withdrawn.

## **notice**

(2) The Authority shall, within fourteen days after receiving the application -

(a) withdraw or refuse to withdraw the notice;

(b) notify the person in writing of the decision and, if the decision is a refusal, the reasons for the decision.

(3) Where the Authority has not approved, or refused to approve, the withdrawal of the notice within the period allowed by sub regulation (2), the Authority is taken to have refused to approve the withdrawal of the notice.

(4) The Authority shall, before withdrawing or refusing to withdraw a notice, consider-

(a) whether the person has been convicted previously of an offence against these Regulations;

(b) the circumstances of the offence stated in the notice;

(c) whether the person has previously paid a penalty under an infringement notice issued to the person for an offence of the same type as the offence mentioned in the notice; and

(d) Any other relevant matter.

(5) The Authority may also withdraw an infringement notice without an application having been made.

## **Notice of withdrawal of infringement notice**

63. (1) Notice of the withdrawal of an infringement notice may be served on a person in any way in which the infringement notice could have been served on the person.

(2) A notice withdrawing an infringement notice served on a person for an offence-

(a) shall include the following information-

(i) the full name, or surname and initials, and address of the person;

(ii) the number of the infringement notice;

(iii) the date of issue of the infringement notice;

(b) shall state that the notice is withdrawn; and

(c) if the Authority intends to prosecute the person in a court for the offence, shall state that the person may be prosecuted in a court for the offence.

**Refund of penalty**

64. Where an infringement notice is withdrawn after the penalty stated in it has been paid, it must refund the amount of the penalty to the person who paid it, within sixty days after the withdrawal of the notice.

**PART VIII FACILITATION**

**Narcotics control measures**

65. Application of aviation security and narcotics control measures shall be taken into account, where appropriate, by developing procedures aimed at the efficient clearance of-
- (a) entering or departing aircraft; and
  - (b) border controls on passengers and crew.

**Travel documents**

66. (1) No documents other than travel documents shall be required of visitors for the entry into and departure from any territory.
- (2) Travel ravel documents for refugees and stateless persons are machine readable, in accordance with the specifications of ICAO Doc 9303.

**Security of travel documents**

- 67 (1) The security features shall be updated regularly in new versions of travel documents, to guard against misuse and to facilitate detection of cases where such documents have been unlawfully altered, replicated or issued.
- (2) Controls on the creation and issuance of travel documents shall be established in order to safeguard against the theft of stocks and the misappropriation of newly issued travel documents.

**Stolen, lost, and revoked travel documents**

- 68 Stolen, lost or revoked travel documents shall be reported to INTERPOL for inclusion in the Stolen and Lost Travel Documents (SLTD) database

<b>Machine Readable Travel Documents</b>	<b>69.</b> Machine Readable Passports in accordance with the specifications of ICAO Doc 9303, Part 1 and shall not be extendend the validity of the Machine Readable Travel Documents.
<b>Biometric data</b>	<b>70.</b> (1) Biometric data shall be incorporated into the machine readable passports, visas and other official travel documents, using one or more optional data storage technologies to supplement the machine readable zone as specified in ICAO Doc 9303.  (2) The biometric data stored on the integrated circuit chip shall be the same as that printed on the data page, that is, the data contained in the machine-readable zone plus the digitized photographic image;  (3) Fingerprint image or iris image are optional biometrics.  (4) Biometric data in the Machine Readable Passports store data in a contactless integrated circuit chip complying with ISO/IEC 14443 and programmed according to the Logical Data Structure.
<b>Inspection of travel documents</b>	<b>71.</b> The aircraft operators shall conduct evaluation of travel documents presented by passengers, in order to deter fraud and abuse and necessary precautions at the point of embarkation are carried out to ensure that persons are in possession of the documents prescribed by the Authority and other relevant authorities of transit and destination for control purposes.
<b>procedures and responsibilities</b>	<b>72</b> (1) Fraudulent, falsified or counterfeit travel document and travel documents of a person impersonating the rightful holder of the travel documents shall be seized.  (2) The documents referred to under subregulation (1) shall be removed from circulation immediately and returned to the appropriate authority of the State named as issuer or to the resident Diplomatic Mission of that State.
<b>Advance Passenger Information</b>	<b>73.</b> (1) International recognised standards for the transmission of Advance Passenger Information (API or APIS) are adhered to.  (2) Advance Passenger Information means Passport details, and in some instances

contact information, which has to be provided to the authorities before a person travel.

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|---|-----------|---|
| <b>Identification and entry of crew and other aircraft operators' personnel</b> | <b>74</b> | <p>(1) Crew Member Certificate (CMC) shall be issued to a crew member after a background check has been carried out.</p> <p>(2) Adequate controls shall be established on the issuance of CMCs and other official crew identity documents are put in place to prevent fraud.</p> <p>(3) The control referred under subregulation (2) are-</p> <p>(a) background check and certification of employment status of an applicant prior to issuance;</p> <p>(b) controls on blank card stock; and</p> <p>(c) accountability requirements for issuing personnel.</p>  |
| <b>Entry and departure of cargo and other articles</b>                          | <b>75</b> | <p>(1) A risk management shall be used to determine which goods shall be examined and the extent of that examination.</p> <p>(2) The following shall be ensured-</p> <p>(a) programmes for Authorised Economic Operators that enhance security shall be introduced, in order to create an environment for facilitative Customs control measures;</p> <p>(b) establishment of agreement or arrangement for the mutual recognition of their respective Authorised Economic Operator or equivalent programs with other States shall be encouraged;</p> <p>(c) for facilitation purposes, where feasible, the use of the available advance cargo information in subsequent import, export or transit customs procedures for the release and clearance of the goods shall be considered;</p> <p>(d) the introduction of arrangements to enable all parties involved in air cargo operations to submit all the information required by competent authority, in connection with arrival, stay and departure of an aircraft and air cargo, to a single entry point (Single Window) shall be considered;</p> <p>(e) all participants in the transport, handling and clearance of air cargo to simplify relevant procedures and documents and to cooperate or participate directly in the development of electronic air cargo community systems using internationally agreed standards with a view to enhance the exchange of</p> |

information relating to such traffic and assuring interoperability between the systems of all participants shall be encouraged; and

(f) special procedures, which provide for the expedited release of goods on arrival or departure for authorised persons meeting specified criteria, which may include an appropriate record of compliance with official requirements and a satisfactory system for managing their commercial records shall be established.

(3) Special procedures for authorised persons may include, but not be limited to-

(a) release of the goods for import or export on the provision of the minimum information necessary to identify the goods and permit the subsequent completion of the final goods declaration;

(b) clearance of the import or export goods at the authorised person's premises or at another place authorised by Customs;

(c) lodgement of a goods declaration for import or export, based on the entry into the records of the authorised person; and

(d) Lodgement of a single goods declaration for all imports or exports in a given period where goods are imported or exported frequently by the same person.

(4) Goods not afforded the simplified or special procedures shall be released or cleared promptly on arrival, subject to compliance with customs and other requirements.

(5) As a goal, the release of all goods that do not need any examination, within three hours of their arrival and the submission of the correct documentation shall be established.

(6) The competent authority and aircraft operators and importers or their authorized agents, shall coordinate their respective functions to ensure that this goal is met.

<b>Inadmissible persons</b>	<b>76.</b> Where the competent authority has reason to believe that an inadmissible person might offer resistance to his removal, it shall inform the aircraft operator concerned as far in advance as possible of scheduled departure so that the aircraft operator can take precautions to ensure the security of the flight.
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<b>Deportees</b>	<b>77</b> (1) Where the competent authority removes a deportee from its territory it shall assume all the obligations, responsibilities and costs associated with the removal.
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(2) The competent authority, when making arrangements with an aircraft operator for the removal of a deportee, shall make available the following information as soon as possible, but in any case not later than 24 hours before the scheduled time of departure of the flight-

- (a) a copy of the deportation order where applicable;
- (b) a risk assessment by the State or any other pertinent information that would help the aircraft operator assess the risk to the security of the flight; and
- (c) the names and nationalities of any escorts.

**Inadmissible persons and deportees**

- 78.** The competent authority shall not fine aircraft operators in the event that arriving and in-transit persons are found to be improperly documented where aircraft operators can demonstrate that they have taken necessary precautions to ensure that these persons had complied with the documentary requirements for entry into the receiving State.

**Assistance to aircraft accident victims and their families**

- 79.** (1) The competent authority shall ensure that policies in support of assistance to aircraft accident victims and their families are put in place.
- (2) The competent authority shall ensure that the clearance of unidentified, unclaimed or mishandled baggage, and its return to the aircraft operator for appropriate disposition are expedited.
- (3) The Authority shall ensure that the conditions laid down by the competent authority, aircraft operator may be permitted to open such baggage if necessary to ascertain its owner.
- (4) The Authority shall establish measures, with the cooperation of aircraft operator and airport operator, to expedite the inspection of crew members and their baggage, as required at departure and upon arrival.

**National facilitation programmes**

- 80.** (1) The Authority shall develop, maintain and implement a National Air Transport Facilitation Programme.
- (2) The Authority shall establish a National Air Transport Facilitation Committee and Airport Facilitation Committee as required, or similar coordinating bodies, for the purpose of coordinating facilitation activities between departments, agencies, and other organisations of the State concerned with, or responsible for, various aspects of civil aviation operations.





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Kigali, ku wa 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le 11/05/2017

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République:**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XIX	ANNEX XIX TO THE	ANNEXE XIX A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

<b>URUHUSHYA RWO GUTWARA IBINTU MU NDEGE</b>	<b>LICENSING OF AIR SERVICES</b>	<b>AUTORISATION DE TRANSPORT AERIEN</b>
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**CIVIL AVIATION (LICENSING OF AIR SERVICES) REGULATIONS**

**PART I - PRELIMINARY**

- |                                       |  |
|---------------------------------------|--|
| <b>Citation</b>                       | <b>1.</b> These Regulations may be cited as Civil Aviation (Licensing of Air Services) Regulations 2017.   |
| <b>Interpretation and application</b> | <b>2.</b> (1) In these Regulations, unless the context otherwise requires-<br>“ <b>air service</b> ” means any service performed by means of an aircraft for hire or reward and includes air transport service, aerial work and flight training;<br>“ <b>designation</b> ” means authorization granted by the Aeronautical Authority to an airline, whose principal place of business and place of registration is in Rwanda, to carry out international scheduled air service;<br>“ <b>domestic air service</b> ” means an air service operated within the territory of the airspace of Rwanda, and includes an air service which passes through the airspace over the territory of another State without providing an air service in the territory of that other State, and the route or journey of which started and ended within the territory of Rwanda.<br>“ <b>franchise</b> ” means the rights granted by a franchisor authorizing the franchisee to use various of the franchisors corporate identity elements and marketing symbols including trademarks, service marks, tradenames, logotypes, flight designator code, livery, subject to standards and control intended to maintain the quality desired by the franchisor;<br>“ <b>franchisee</b> ” means the airline granted a franchise;<br>“ <b>franchise licence</b> ” approval granted by Authority to an airline to operate franchise business;<br>“ <b>franchisor</b> ” means the airline granting a franchise;<br>“ <b>inclusive tour</b> ” means a tour which is sold as a package consisting of :<br>(a) such fixed accommodation and other land arrangements of services as may be appropriate for such persons in Rwanda; and<br>(b) the transport of persons by air to and from any destination in Rwanda.<br>“ <b>international air service</b> ” means an air service which passes through the airspace over the territory of Rwanda and at least one other State; provided that an air service which passes through the airspace over the territory of another State without providing an air service in the territory of that other State, and the route or journey of which started and ended within the territory of Rwanda, shall not be an international air service;<br>“ <b>international non scheduled air transport service</b> ” means an international air transport service other than an international scheduled air transport service undertaken with a specific flight or a specific series of flights. |

**“international scheduled air transport service”** means international air transport service where flights are undertaken:

- (a) between the same two or more airports;
- (b) according to a published flights timetable;
- (c) with each flight being open to use by members of the public;
- (d) with regularity and frequency consisting of a systematic series of flights;

Note: The flights may have slight variation on the route and times while serving the same two or more airports.

**“scheduled air service”** means one of a series of flights which are operated between the same two places and which together amount to a systematic service operated in such a manner that the benefits thereof are available to members of the public from time to time seeking to take advantage of them;

**“seat”** means any area in an aircraft designed to be occupied by a passenger, other than the area occupied by the luggage of such passenger;

**“short-term licence”** means a licence to be in force for a period not exceeding seven days.

(2) These Regulations do not apply in respect of any of the following air services:

- (a) aerial advertising services;
- (b) aerial fire-fighting services;
- (c) aerial survey services;
- (d) aerial movie services;
- (e) aerial photography services;
- (f) aerial reconnaissance services;
- (g) aerial sightseeing services;
- (h) aerial traffic reporting services;
- (i) aerial sport and game reporting services;
- (j) aerial fish spotting services;
- (f) aerial spreading services;
- (g) agricultural air operations;
- (h) aerial weather altering services;
- (i) transportation services for the retrieval of human organs for human transplants;
- (j) aircraft demonstration or exhibition services;
- (k) rotorcraft external load operations;
- (l) aerial banner towing services;
- (m) glider towing services;
- (n) hot air balloon services; and
- (o) parachute jumping services.

(2) An operator of an air service referred to in sub-regulation (1) who carries on board an aircraft persons who are not part of the air crew but who are required for the conduct of the air service is exempt from having to obtain a domestic licence or a non-scheduled international licence for the transportation of those persons.

## PART II – LICENSING OF DOMESTIC AIR SERVICES

- |   |    |   |
|---|----|---|
| <b>Domestic air services to be licensed</b> | 3. | <p>(1) No person shall use an aircraft within Rwanda for the provision of any air service except under and in accordance with the terms of a licence granted by the Authority under these Regulations to that person.</p> <p>(2) No air operator whose principal place of business and place of registration is in Rwanda shall use an aircraft for the provision of an air service anywhere in the world except under and in accordance with the terms of a licence granted by the Authority under these regulations.</p>  |
| <b>Air service to be licensed</b>           | 4. | <p>An application for a licence shall be made to the Authority where an applicant:</p> <ul style="list-style-type: none"> <li>(a) intends to commence any air service;</li> <li>(b) intends to continue with any air service whose licence is due to expire;</li> <li>(c) wishes to amend the type of air service or category of aircraft or base of operation specified on the current licence;</li> <li>(d) in the case of a partnership, wishes to amend the particulars of any member associated in the partnership or amend its legal status;</li> <li>(e) in the case of a company, wishes to amend the controlling shareholding of the company or amend its legal status; or</li> <li>(f) wishes to amend the particulars of the prescribed personnel appointed by the licensee to be responsible and accountable for the safety and reliability of the air service.</li> </ul>  |
| <b>Application for a licence</b>            | 5. | <p>(1) Every application for a licence shall be made to the Authority on a form to be obtained from it on demand and shall contain the particulars contained in First Schedule and any other particulars prescribed by the Authority.</p> <p>(2) Every application for a licence shall be signed by the person applying for the licence and if made by a corporate body or partnership firm shall be signed by a person authorized in that behalf by such body or by a partner of the partnership firm.</p> <p>(3) Every application for a licence, other than a licence to remain in force for a period not exceeding seven days, shall be sent to the Authority so as to reach it on a date not less than ninety days, and for a licence to remain in force for a period not exceeding seven days on a date not less than three days, before the date on which it is desired that the licence shall take effect, but the Authority may accept and deal with any application for a licence received by it after the specified date.</p> <p>(4) Where an application is made to the Authority for a licence to remain in force for a period not exceeding seven days, and the Authority is satisfied that it is in the public interest, that the application should be determined with expedition, it may so determine the application and grant a licence accordingly.</p> |
| <b>Grant of licence</b>                     | 6. | <p>An application shall be granted and a licence issued or amended if the applicant satisfies the Authority that:</p> <ul style="list-style-type: none"> <li>(a) the air service will be operated in a safe and reliable manner;</li> <li>(b) if he is a natural person, he is a citizen or resident of East African Community or if not a natural person, is incorporated in the East African Community and 51% of the voting rights in respect of such</li> </ul>   |

person is held by citizens and/or residents of the East African Community; and

- (c) the aircraft which will be used in operating the air service shall be registered in in any of the East Africa Community Partner States’.
- (d) The Authority may, after considering an application, accept such other foreign registered aircraft subject to the conditions deemed fit regarding the operations and maintenance of the aircraft concerned.

**Conditions attached to licence for domestic scheduled air services**

7. An undertaking whose principal place of business is within Rwanda shall establish a scheduled air service within Rwanda if it is licensed and meets the following requirements:

- (a) has reservation premises and facilities for ticket sales in each area to be served;
- (b) have toilet facilities on board aircraft operating on a sector with duration of 90 minutes or more flight time;
- (c) submits flight timetable for approval by the Authority and adheres to it;
- (d) files regular traffic statistics including tariffs;
- (e) has qualified for self-passenger handling or has engaged a qualified passenger handling entity at each airport of operation;
- (f) produces business plan for proposed routes;
- (g) has acceptable staffing levels, organization structure and training programme;

provided that:

- (i) ownership of aircraft shall not be a condition for establishing a scheduled air service but aircraft used by an air carrier shall be registered in Rwanda unless otherwise expressly authorized by the Authority
- (ii) in case of a leased aircraft, the agreement must be for a minimum duration of six months.

**Conditions attached to licence for domestic air service**

8. (1) The Authority may attach to a licence any condition which it considers desirable in the public interest, in the interest of safety, or in order to prevent uneconomic competition, and may impose conditions-

- (a) that the aircraft to be operated under the licence shall or shall not be used over specified routes or in specified areas;
- (b) that certain classes or descriptions of passengers or goods shall or shall not be carried;
- (c) that passengers or goods shall be carried between specified places;
- (d) that intermediate landings may or shall be made at specified places for the purpose of landing or loading passengers or goods;
- (e) that the schedule of air services from time to time approved by the Authority shall be observed;
- (f) as to the number and type of aircraft to be used;
- (g) limiting the loading of an aircraft over the whole or any portion of the route on which it is to be operated;
- (h) specifying any charges that may be made for the air service;
- (i) as to the conditions and hours of employment of any person employed in connection with the air service.

(2) It shall be a condition of every licence that the holder of the licence and any

person having a financial interest in the business of the holder of the licence shall refrain from stipulating that any other person shall refuse booking facilities to any other holder of a licence or shall refuse booking facilities to any other holder of a licence or shall grant such facilities to such other holder only on onerous terms.

- (3) The Authority may where one air carrier licensed by it has started to operate a scheduled passenger air service with aircraft of no more than 80 revenue seats on a new route between airports in Rwanda with a capacity not exceeding 30,000 seats per year, refuse a scheduled air service by another air carrier for a period of 2 years.

**Matters to be taken into account**

9. In exercising its discretion under regulation 6, the Authority shall have regard to the co-ordination and development of air services generally with the object of ensuring the most effective service to the public while avoiding uneconomical overlapping, and generally to the interests of the public, including those of persons requiring or likely to require facilities for air transport, as well as those of persons providing such facilities and in particular the Authority shall have regard to the following matters-

- (a) the existence of other air services in the area through which the proposed air service is to be operated;
- (b) the possibilities of air transport in that area;
- (c) the degree of efficiency and regularity of the air services, if any, already provided in that area, whether by the applicant or by other operators;
- (d) the period for which such services have been operated by the applicant or by other operators;
- (e) the extent to which it is probable that the applicant will be able to provide a satisfactory service in respect of continuity, regularity of operation, frequency, punctuality, reasonableness of charges and general efficiency;
- (f) the financial resources of the applicant;
- (g) the type of aircraft proposed to be used on the service;
- (h) the competence of the applicant, having regard to his previous conduct and experience, his equipment, organization, staffing, maintenance and other arrangements, to secure the safe operation of aircraft of the types specified in the application on flights of the description and for the purposes so specified.

**Universal service obligations**

10. (1) The Authority may, after consultation with the Minister with regard to incentives thereof and after having informed air carriers operating on a route, include in an air service licence a universal service obligation in respect of scheduled air services to an airport serving a peripheral region in Rwanda or on a thin route to any regional airport in Rwanda, any such route being considered vital for:

- (a) the availability of services to all consumers including low income, rural and disadvantaged passengers and shippers; and
- (b) economic development of the region in which the airport is located, to the extent necessary to ensure on that route the adequate provision of scheduled air services satisfying fixed standards of continuity, regularity,

capacity and pricing, which standards air carriers would not assume if they were solely considering their commercial interest.

- (2) The adequacy of scheduled air service shall be assessed by the Authority having regard to:
  - (a) the public interest;
  - (b) the possibility, in particular for the regions, of having recourse to other forms of transport and the ability of such forms to meet the transport needs under consideration;
  - (c) the airfares and conditions which can be quoted to users; and
  - (d) the combined effect of all air carriers operating or intending to operate on the route.
- (3) In instances where other forms of transport cannot ensure an adequate and uninterrupted service, the Authority may include in the universal service obligation the requirement that any air carrier intending to operate the route gives a guarantee that it will operate the route for certain period, to be specified, in accordance with the other terms of the universal service obligation.
- (4) If no air carrier has commenced or is about to commence scheduled air service on a route in accordance with the universal service obligation which has been imposed on that route, then the Authority may limit access to that route to only one air carrier for a period of up to three years, after which the situation shall be reviewed.
- (5) If the route is to be operated by a private undertaking or a person, the right to operate such services shall be offered by public tender either singly or for a group of such routes to air carrier entitled to operate such services.
- (6) The capacity limitations shall not apply to air services covered by this Regulation.

### **PART III LICENSING OF INTERNATIONAL AIR SERVICE**

#### **International air services to be licensed**

11. (1) No person shall use an aircraft for the provision of any international air service, to, from or in transit through, Rwanda, except under and in accordance with the terms and conditions of a licence or authorization granted and issued to the person.
- (2) Notwithstanding the provisions of sub-regulation (1), no licence shall be required in respect of an international scheduled air transport service operated by an airline of another State under and in accordance with:
  - (a) any bilateral or multilateral agreement concluded between the Government of Rwanda and such other State or States; and
  - (b) the requirements of regulation 3 of the Civil Aviation (Commercial Air Transport Operations by Foreign Air Operator in and out of Rwanda) Regulations.
- (3) International scheduled air transport service established under such bilateral or multilateral agreement or arrangement shall remain valid only while the relevant agreement or arrangement remains in force and the Authority may amend, suspend or revoke the operating authorization only in accordance with the terms and conditions of that agreement or arrangement.
- (4) An undertaking whose principal place of business is within Rwanda shall not establish a scheduled air transport service between Rwanda and any State or

territory except under and in accordance with the terms and conditions of a licence granted and issued to the undertaking.

- (5) An application for such a licence shall contain the particulars set out in paragraph (1) of First Schedule and any other particulars prescribed by the Authority.
- (6) An undertaking whose principal place of business is within Rwanda shall not be designated in order to establish a scheduled air transport service between Rwanda and any other State or territory except if:
  - (a) he is a natural person, he is a citizen or resident of Rwanda; or
  - (b) not a natural person, is incorporated in Rwanda and 51% of the voting rights in respect of such person are held by citizens and/or residents of Rwanda;
 provided that if an applicable bilateral or multilateral agreement provides otherwise, the bilateral or multilateral agreement shall prevail.

**Licence for international scheduled air service**

12. A licence for international scheduled air service shall be granted subject to the provisions of these Regulations, if the applicant satisfies the Authority that:-
  - (a) it is able to meet the requirements of the Authority for an air operator's certificate for the type of service and category of aircraft;
  - (b) it has interlining and co-operative arrangements with other air carriers on the established route network;
  - (c) it is a member of IATA (International Air Transport Airlines Association) and is connected to a Computer Reservations System;
  - (d) it meets the requirements of any law relating to safety, security, public health, environmental protection and business operations in general;
  - (e) it has duly been designated for the service by the Minister or by the entity designated by him.

**Non-scheduled flight by foreign aircraft not possessing nationality of a Contracting State**

13. (1) A foreign aircraft which does not possess the nationality of a Contracting State shall not fly in transit nonstop across Rwanda or land in Rwanda for non traffic purposes in the course of a non-scheduled flight except in accordance with the provisions of a licence or permission issued in accordance with:
  - (a) these Regulations;
  - (b) the requirements of regulation 3 of the Civil Aviation (Commercial Air Transport Operations by Foreign Air Operator in and out of Rwanda) Regulations; and
  - (c) the requirements of regulation 2 of the Civil Aviation (Aerial Work) Regulations.
- (2) In granting a licence or permission under sub-regulation (1), the Authority may impose such conditions and requirements as to the flight as it thinks fit, including such conditions and requirement as it considers necessary to ensure compliance with the general principles contained in the Chicago Convention, and the aircraft shall comply with such conditions and requirements

**Non-scheduled flight by foreign**

14. (1) Subject to the Civil Aviation (Aerial Work) Regulations, an aircraft which possesses the nationality of a Contracting State may, subject to observance of the terms of the Chicago Convention and the provisions of any written law, fly in transit non-stop across Rwanda or land in Rwanda for non-traffic

**aircraft  
possessing  
nationality  
of a  
Contractin  
g State**

- purposes, in the course of a non-scheduled flight, without the necessity of obtaining a licence but the Authority may refuse to grant any of the rights specified in this sub-regulation.
- (2) Where an aircraft which possesses the nationality of a Contracting State makes a non-scheduled flight into Rwanda it shall not take on or discharge passengers, cargo or mail in Rwanda (being passengers, cargo or mail that has been, or is to be carried for reward) except in accordance with a licence or permission issued under these Regulations and the Civil Aviation (Commercial Air Transport Operations by Foreign Air Operator in and out of Rwanda) Regulations.
  - (3) The Authority shall cause to be published in an aeronautical information publication or aeronautical information circular or notice to airmen the procedure to be followed and the particulars to be supplied by applicants and the applicable fee for a licence or permit referred to in this Regulation.
  - (4) In considering an application for a licence or permit referred to in sub-regulation (2) the Authority shall have regard to-
    - (a) the public interest;
    - (b) the need to provide reasonable protection for the operators of scheduled air services between Rwanda and other States so as to ensure the maintenance of regular air services for the carriage of passengers, cargo and mail between Rwanda and other States; and
    - (c) any resolution or decision of the International Civil Aviation Organization approved by Rwanda or of the International Air Transport Association that has been approved by the Authority and is relevant to the matter.
  - (5). The Authority in granting a licence or permit referred to in sub-regulation (2) may attach such conditions thereto as it sees fit.
  - (6). Notwithstanding anything contained in the provisions of this regulation, where it appears to the Authority that an aircraft which possesses the nationality of a Contracting State is intended in the course of a non-scheduled flight over Rwanda to proceed over regions which are without adequate air navigation facilities of safety, direct that the aircraft shall follow an established air route that the flight shall be conducted in accordance with such conditions as he may require and the aircraft shall comply with such direction.

**Matters to  
be taken  
into  
account**

- 15.** An application shall be granted or a permit issued or a licence varied, subject to the provisions of these regulations, if the applicant satisfies the Authority that:
- (a) the international air service concerned will be operated in such a manner that it will in all material respect, comply with the applicable international conventions which have been implemented in Rwanda;
  - (b) the applicant is fit and able to operate the international air service and the Authority may require the applicant to submit any of the prescribed documents in support hereof;
  - (c) the applicant is in possession of a valid foreign licence which pertains to the international air service for which application is being made and which has been granted to the applicant by the appropriate authority in any State or territory from which such international air service will be operated;



- (d) benefits may arise from the provision of an air service over the same route by two or more air service operators;
- (e) the proposed air service will not contravene any provision of any air service agreement in force and having a bearing on the application;

**Conditions attached to licences for international air service**

- 16.** (1) An applicant who has been granted and issued with a licence or authorization or variation thereof to operate international air service by the Authority shall:-
- (a) not take on any passengers, cargo or mail at any point in service Rwanda, for discharge at any other point in Rwanda, except those passengers who, or cargo or mail which, he originally brought into Rwanda on the same flight;
  - (b) furnish the Authority with any statistics which may be requested by the Authority, within 30 days after the date of request;
  - (c) have sufficient and appropriate experience in the operation of the air service concerned;
  - (d) make the necessary arrangements so that the specific flights to be undertaken in the operation of the air service can be accommodated at the terminal airport in Rwanda at the time of arrival and departure;
  - (e) for inclusive tour charters, transport only passengers who are part of an inclusive tour, unless the Authority specifically authorizes transport of other certain passengers;
  - (f) for non-scheduled air service for carrying passengers, cargo or mail or combination thereof between Rwanda and another State or territory, not cause unreasonable economic overlapping with established scheduled air service operated between Rwanda and the other State or territory.
- (2) Any person who contravenes the provisions of sub-regulation (1) shall be guilty of an offence and shall be liable, on conviction, for a first offence, to a fine not exceeding six hundred thousand (600,000) Francs and for every subsequent offence, to a fine not exceeding one million two hundred (1,200,000) Francs.

**PART IV- GENERAL PROVISIONS RELATING TO LICENCES**

**Financial Fitness**

- 17.** (1) An applicant for an air service licence to be granted for the first time and whose principal place of business and place of registration is within Rwanda must be able to demonstrate to the reasonable satisfaction of the Authority that he:
- a) can meet at any time its actual and potential obligations, established under realistic assumptions, for a period of 24 months from the start of operations; and
  - b) can meet its fixed and operational costs incurred from operations according to its business plan and established under realistic assumptions, for a period of three months from the start of operations without relying on revenue generated by the operations.
- (2) For the purpose of sub-regulation (1), each applicant shall submit a business plan for, at least, the first two years of operation, which shall also detail the applicant's financial links with any other commercial activities in which the applicant is engaged either directly or through related undertakings;

- (3) The applicant shall also provide all relevant information, in particular the data referred to in Part A of the Sixth Schedule, and any other information prescribed by the Authority.
- (4) In respect of air carriers of other States, the Authority shall accept as sufficient evidence, unless otherwise proved to the contrary, the production of licences, certificates and documents issued by competent authorities in the States of origin regarding the competence, technical and financial fitness of the air carriers.
- (5) An air carrier whose principal place of business and place of registration is within Rwanda shall provide to the Authority every financial year without undue delay the audited accounts relating to the previous financial year.
- (6) Upon request by the Authority, an air carrier shall provide the information relevant for the purposes of sub-regulation (4), and in particular the data referred to in Part C of the Sixth Schedule, and any other information prescribed by the Authority.
- (7) Sub-regulations (1), (2) and (3) shall not apply to air carriers exclusively engaged in operations with aircraft of less than ten tonnes MTOW (maximum take-off weight) and/or less than twenty seats; such air carriers shall at all times be able to demonstrate that their net capital is at least fifty million (50,000,000) Francs or to provide when required by the Authority the information relevant for the purposes of sub-regulation (5).
- (8) The Authority may apply the provisions of sub-regulations (1),(2),(3),(4) and (6) to air carriers licensed by it that operate scheduled air service or whose turnover exceeds twenty billion (20,000,000,000) Francs per year.

**Directors  
Integrity**

**18.**

- (1)(a) The Authority may require, for the purpose of issuing an air service licence, proof that the persons who will continuously and effectively control the operations of the undertaking are of good repute or that they have not been declared bankrupt;
- (b) the Authority shall accept as sufficient evidence in respect of nationals of other States the production of documents issued by competent authorities in the States of origin or the State from which the foreign national comes showing that those requirements are met.
- (2)(a) Where the competent authorities of the State of origin or of the State from which the foreign national comes do not issue the documents referred to in the sub-regulation (1), such documents shall be replaced by a declaration on oath or, where there is no provision for declaration on oath, by a solemn declaration – made by the person concerned before a competent judicial or administrative officer or, where appropriate, a notary or qualified professional body of the State of origin or the State from which the person comes;
- (b) such authority or notary shall issue a certificate attesting the authenticity of the declaration on oath or solemn declaration

**Notification of  
operational  
and  
organizational**

**19.**

- (1) An air carrier shall notify in advance the Authority plans for:
  - (a) operation of a new scheduled service or a non-scheduled service to a region not previously served;
  - (b) changes in the type or number of aircraft used or a substantial change in the scale of its activities; and

<b>onal changes</b>	<p>(c) any intended mergers or acquisitions or franchises.</p> <p>(2) An air carrier shall notify the Authority within fourteen days of any change in the ownership of any single shareholding which represents 10% or more of the total shareholding of the air carrier or of its parent or ultimate holding company.</p> <p>(3) The submission of a 12 month business plan two months in advance of the period to which it refers shall constitute sufficient notice under this regulation for the purpose of changes to current operations and/or circumstance which are included in that business plan.</p> <p>(4) If the Authority deems the changes notified under sub-regulation (2) to have a significant bearing on the finances of the air carrier, it shall require the submission of an application to revise the licence and upon request by the Authority, an air carrier shall provide the information relevant for the purposes of this regulation, and in particular the data referred to in Part B of the Sixth Schedule, and any other information prescribed by the Authority. .</p>
<b>Owned or leased aircraft</b>	<p>20. (1) Ownership of aircraft shall not be a condition for granting or maintaining a licence but the Authority shall require, in relation to air carriers licensed by it that they have one or more aircraft at their disposal and operational control, through ownership or appropriate form of lease agreement.</p> <p>(2) Without prejudice to sub-regulation (1), aircraft used by an air carrier shall be registered in its national register.</p> <p>(3) In the case of short-term aircraft lease agreements to meet temporary needs of the air carrier or otherwise in exceptional circumstances, the Authority may grant waivers to the requirement of the above sub-regulations.</p>
<b>Aircraft lease approval</b>	<p>21. (1)(a) For the purposes of ensuring safety and liability standards an air carrier using an aircraft from another undertaking or providing it to another undertaking shall obtain prior approval for the operation from the Authority;</p> <p>(b) the conditions of the approval shall be part of the lease agreement between the parties.</p> <p>(2) The Authority shall not approve agreements leasing aircraft with crew to an air carrier to which it has granted an air service licence unless safety standards equivalent to those imposed under the requirement for a valid air operator certificate are met.</p>
<b>Valid AOC a requireme nt</b>	<p>22. The validity at any time of an air service licence shall be dependent upon the possession of a valid air operator certificate specifying the activities covered by the air service licence.</p>
<b>Reasons for decision</b>	<p>23. In any case in which the Authority refuses to grant or amend a licence or grants or amends a licence which differs from the licence or variation for which application has been made, or imposes conditions to which the applicant objects, the Authority, shall, if required by the applicant so to do, state in writing the reasons for its decision upon the payment of the applicable fee as may be notified from time to time;</p> <p>provided that where the reasons for the decision relate to matters of national safety</p>

and security, the Authority shall not be obliged to disclose the same.

- Conditions for issue of licence**    **24.** (1) A licence shall be issued on condition that:
- (a) the licensee shall not commence or continue with an air service, unless he is in possession of a valid air operator certificate issued by the Authority or competent authority of another State and acceptable by the Authority;
  - (b) the licensee shall commence with the air service and the operation of that air service shall not be interrupted for a period exceeding six conservative months;
  - (c) the licence shall lapse as soon as the estate of the licensee is sequestrated or wound up as the case may be; and
  - (d) the licensee is insured as prescribed in relation to the type of air service and the category of aircraft prescribed on the licence and in respect of 3<sup>rd</sup> party liability insurance.
- (2) It shall be a condition of every licence that the requirements of any law relating to aviation for the time being in force in Rwanda and of any air traffic control procedure for the time being in force in Rwanda shall be complied with at all times during the currency of the licence in connection with all flights performed under the licence.
- (3) The right to embark and disembark air traffic within Rwanda shall be subject to national laws and rules relating to safety, security, and protection of the environment, customs, immigration and public health.
- Six month lapse**    **25.** When an air carrier has ceased operations for six consecutive months or has not started operations for six consecutive months after the granting of a licence, the licensee shall resubmit its application for approval by the Authority and operations may commence according to the directions given by the Authority.
- Insolvency**    **26.** An air carrier against which insolvency or similar proceedings are opened shall not be permitted by the Authority to retain its licence if the Authority is convinced that there is no realistic prospect of a satisfactory financial reconstruction within a reasonable time.
- Amendment, variation, suspension or revocation of licence**    **27.** (1) The Authority may, during the currency of a licence, of its own motion or on the application of the holder of the licence, vary or revoke any of the terms or conditions of the licence or add any new terms and conditions which it may consider necessary.
- (2) The Authority may, at any time and in any event whenever there are clear indications that problems exist with an air carrier licensed by it and whose principal place of business and place of registration is within Rwanda, assess its financial performance and may suspend or revoke the licence if the Authority is no longer satisfied that the air carrier can meet its actual and potential obligations for a twelve month period.
- (3) A licence may also be revoked or suspended by the Authority on the ground-
- (a) that the licence holder has been convicted of an offence under regulation 53 or regulation 54 in respect of his licence; or
  - (b) that any condition subject to which the licence was granted has not been observed.

- (4) The Authority may amend a licence to correct errors of administrative nature during the currency of a licence.
- (5) The Authority shall not vary, revoke or suspend the licence or terms or conditions of the licence unless satisfied that, having regard to the fact constituting the offence under these Regulations, or necessitating the variation, or revocation of terms or conditions, or owing to the frequency of the failures on the part of the holder to comply with conditions or to the failure having been willful, the licence should be varied, revoked or suspended.

**Action to vary, suspend or revoke licence**

- 28.** (1) The Authority may,
- (a) direct a licensee to comply with such conditions as it may specify within the period determined by the Authority; or
  - (b) vary the licence concerned; or
  - (c) suspend the licence concerned for a period not exceeding two years; or
  - (d) cancel the licence concerned.
- (2) In any case where a licence is revoked or suspended the Authority shall, if required by the holder of the licence to do so, state in writing the reasons for its decision.

**Provisional licence**

- 29.** (1) The Authority may consider a request to grant and issue a temporary licence immediately after the receipt of, and pending determination of an application for a licence, for a period that it may determine but for the period not exceeding 90 days.
- (2) There shall be paid in respect of the grant of a provisional licence the fee as shall be notified by the Authority in respect of each type of air service for a category of aircraft.

**Grant and duration of licence**

- 30.** (1) The Authority may grant licences in accordance with the provisions of these Regulations and such licences shall, subject to regulation 27, continue in force for such period, not exceeding seven years from the date on which any licence is expressed to take effect, as may be specified by the Authority ; provided that if, on the date of the expiration of a licence, an application has been made for the grant of a new licence in substitution for the existing licence held by the applicant, such existing licence shall continue to be in force until such application has been determined.
- (2) A licence shall lapse as soon as the estate of the licensee is sequestrated or wound up as the case may be.

**Conditions, limitations or refusal to exercise traffic rights**

- 31.** (1) When physical constraints or environmental problems exist, the Authority may, subject to this Regulation, impose conditions, limit or refuse the exercise of traffic rights in particular when other modes of transport can provide satisfactory levels of service.
- (2) Action taken by the Authority in accordance with sub-regulation (1) shall:
- (a) be non discriminatory on grounds of identity of air carriers;
  - (b) have a limited period of validity, not exceeding three years, after which it shall be reviewed;
  - (c) not unduly affect the objectives of these Regulations;
  - (d) not distort competition between air carriers; and

(e) not be more restrictive than necessary in order to relieve the problems.

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| <b>Form of licence</b>                       | <b>32.</b> | <p>(1) A licence and an operating authorization shall be in such form as the Authority considers suitable to meet the requirements of any particular application approved by the Authority and, if the Authority considers it convenient, it may grant to the operator of more than one service a licence or operating authorization in a consolidated form.</p> <p>(2) Where a licence is granted in a consolidated form, the provisions of these Regulations relating to the payment of fees and to the imposition and variation of conditions shall apply in respect of each separate service authorized under the licence as if the licence in its application to that service were a separate licence.</p> |
| <b>Transfer of licence</b>                   | <b>33.</b> | <p>A licence shall not be capable of being transferred or assigned; but in the event of the death, incapacity, bankruptcy, sequestration or liquidation of the holder of a licence, or of the appointment of a receiver or manager or trustee in relation to the business of the holder, the person for the time being carrying on that business shall, if within fourteen days application is made for a new licence, be entitled to perform the air service authorized by the licence subject to the conditions and the obligations thereof until the application is determined.</p>  |
| <b>Confidential information</b>              | <b>34.</b> | <p>Nothing in these Regulations shall require a disclosure by the applicant for a licence to any person, other than the Authority, of information as to his financial resources, and any such information received by the Authority from an applicant shall be treated as confidential.</p>   |
| <b>Carriage of mail</b>                      | <b>35.</b> | <p>(1) The holder of a licence shall perform all such reasonable services as the Iposita Department of Rwanda may from time to time require in regard to the conveyance of mails (and of any persons who may be in charge thereof) upon air services operated under the licence.</p> <p>(2) The remuneration for any services performed in pursuance of this regulation shall be such as may from time to time be determined by agreement between the Iposita Department of Rwanda and the licence holder.</p>  |
| <b>Returns</b>                               | <b>36.</b> | <p>(1) The holder of a licence or operating authorization shall make a monthly return in writing to the Authority giving, in respect of the month to which the return relates, the particulars set out in the Second Schedule with regard to all air services authorized by the licence or operating authorization, and any other particulars that the Authority may prescribe.</p> <p>(2) The returns to be made in accordance with sub-regulation (1) shall be sent to the Authority not later than two months after the expiration of the month to which the return relates.</p>   |
| <b>Surrender and cancellation of licence</b> | <b>37.</b> | <p>(1) In the event of the holder of a licence ceasing to operate the air service authorized thereby he shall forthwith notify the Authority and return the licence to it for cancellation; provided that where, owing to the death, incapacity, bankruptcy, sequestration or liquidation of the holder of a licence or to the appointment of a receiver or manager or trustee in relation to the</p>   |

business of the holder, he ceases to operate the air service authorized by the licence, then if the business of the holder is being carried on by some other person, that person shall forthwith notify the Authority and unless application has been made within fourteen days for a new licence, shall return the licence to it for cancellation.

- (2) A licence may at any time be surrendered by the holder to the Authority for cancellation.
- (3) If a licence ceases to have effect, otherwise than by the effluxion of time, or is suspended or revoked, the holder thereof shall send or deliver the licence to the Authority for retention during the time of suspension or cancellation, and the Authority shall on the removal of a suspension return the licence to the holder.

#### **Records**

- 38. (1) The Authority shall keep a record of all applications for licences showing whether the licence was granted or refused, and an entry shall be made in such record whenever a licence is revoked or suspended or expired and the record shall contain such particulars as will enable the application to be identified and shall show-
  - (a) the date from which any licence is expressed to operate;
  - (b) the date on which it is expressed to expire;
  - (c) any condition attached to the licence under the provisions of these Regulations;
  - (d) in the case of a scheduled air service, the terminal places and the intermediate landing places to which the application relates; and
  - (e) in the case of an air service other than a scheduled air service, a detailed description of the type of air service and the area of operation.
- (2) In this regulation the term licence includes operating authorization.

#### **Passenger manifests**

- 39. (1) The holder of a licence shall before each flight compile or cause to be compiled a passenger list in respect of the flight and shall keep such list in a safe place for a period of at least 12 months as from the date on which the flight to which it relates has taken place.
- (2) A passenger list compiled in terms of sub-regulation (1) shall at least contain the name of each passenger.
- (3) On the written request of the Authority, a licensee shall, subject to the provisions of sub regulation (1), forthwith furnish Authority with copies of any passenger lists compiled by the licensee for such period as may be determined by the Authority.

#### **Insurance**

- 40. (1) No licensee shall operate a domestic air service or an international air service unless, for every accident or incident related to the operation of that service, it has:
  - (a) liability insurance covering risks of injury to or death of passengers, damage to or loss of luggage and cargo in an amount that is not less than the amount determined in Third Schedule; and
  - (b) insurance covering risks of third party liability in an amount that is not less than the amount determined in Third Schedule.
- (2) The insurance coverage required by sub-regulation(1)(a) need not extend to any passenger who is an employee of an air carrier if workers' compensation

- legislation governing a claim for damages against that air carrier by the employee is applicable.
- (3) No licensee shall take out liability insurance to comply with sub-regulation (1) that contains an exclusion or waiver provision reducing insurance coverage for any accident or incident below the applicable minima determined pursuant to that sub-regulation, unless that provision
    - (a) consists of standard exclusion clauses adopted by the international aviation insurance industry dealing with
      - (i) war, hijacking and other perils,
      - (ii) noise and pollution and other perils, or
      - (iii) aviation radioactive contamination;
    - (b) is in respect of chemical drift;
    - (c) is to the effect that the insurance does not apply to liability assumed by the air carrier under any contract or agreement unless such liability would have attached to the air carrier even in the absence of such contract or agreement; or
    - (d) is to the effect that the entire policy shall be void if the air carrier has concealed or misrepresented any material fact or circumstance concerning the insurance or the subject thereof or if there has been any fraud, attempted fraud or false statement by the air carrier touching any matter relating to the insurance or the subject thereof, whether before or after a loss.
  - (4) An air carrier may have a comprehensive single limit liability coverage where liability risks are covered by a single policy or a combination of primary and excess policies, but no single limit liability coverage of that air carrier shall be for an amount that is less than the applicable combined insurance minima determined pursuant to sub-regulations (1)(a) and (b).
  - (5) Every applicant for a licence or for an amendment to or renewal of a licence, and every licensee, shall file with the Authority, in respect of the service to be provided or being provided, as the case may be, a valid certificate of insurance in the form set out in Fourth Schedule.
  - (6) A person referred to in sub-regulation (5) who files a certificate of insurance electronically shall, on the request of the Authority, file forthwith a certified true copy of the certificate.

## **PART V – PROVISIONS FOR FRANCHISING IN AIR TRANSPORT**

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|----------------------------------|--|
| <b>Franchisee to be licenced</b> | <b>41.</b> No airline registered in Rwanda shall operate as a franchisee or enter into a franchise agreement except under and in accordance with the terms of a franchise licence granted by the Authority in accordance with these Regulations.   |
| <b>Foreign Franchisee</b>        | <b>42.</b> No foreign registered airline shall operate as a franchisee within Rwanda except under and in accordance with the terms of a franchise licence granted by the Authority in accordance with these Regulations.   |
| <b>Condition for Franchising</b> | <b>43.</b> It shall be a condition to the grant of a franchise licence that the prospective franchisee and the prospective franchisor shall be a holder of, in the case of an airline registered in Rwanda, an air service licence and in the case of a foreign registered airline, an operating authorization issued in accordance with these |



## Regulations.

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| <b>Application for Franchise Licence</b>      | <b>44.</b> | <p>(1) Every application for a franchise licence shall be made to the Authority and shall contain the particulars of Fifth Schedule and those prescribed by the Authority.</p> <p>(2) The Authority may grant franchise licences in accordance with these Regulations and impose such conditions as the Authority may deem appropriate.</p> <p>(3) In exercising its discretion the Authority shall have regard to all relevant factors including;</p> <ul style="list-style-type: none"> <li>(a) the need to ensure safety in air transport;</li> <li>(b) the need to protect the interests and welfare of the public; and</li> <li>(c) the prevention of unfair competition.</li> </ul>   |
| <b>Disclosure of information of franchise</b> | <b>45.</b> | <p>(1) The disclosure document shall be updated within (60) days of the end of the franchisors fiscal year.</p> <p>(2) Where there has been a material change in the information required to be disclosed under the Fifth Schedule the disclosure document shall be updated within (30) days of the occurrence of that material change.</p> <p>(3) If the disclosure document contains a misrepresentation of a material fact or if there is an omission of a material fact required to be disclosed under the Fifth Schedule the Authority without prejudice to any other action may revoke or suspended the franchise license.</p> <p>(4). The franchisee shall ensure that every marketing, promotional and/or advertisement of its business shall contain a clear, unequivocal and prominent disclosure that the franchisee is the actual operator.</p> <p>(5) The franchisee shall cause to be disclosed to the public at the time of booking, ticketing, check-in and in the aircraft the identity of the actual operator of the flight</p> |
| <b>Standards for Franchise</b>                | <b>46.</b> | Whenever the Conditions of Carriage for the franchisor contain more favorable terms to a passenger/shipper than the Conditions of Carriage of the franchisee, then those favorable terms in the conditions of carriage of the franchisor (including liability limitation) shall apply to operations by the franchisee.  |
| <b>Retrospective Application</b>              | <b>47.</b> | Airlines that already operate a franchise prior to the publication of these Regulations shall within a period of twelve months of the coming into effect of these Regulations apply to the Authority for grant of a franchise licence in accordance with these Regulations.   |
| <b>Content of Franchise Agreement</b>         | <b>48.</b> | <p>(1) The franchise arrangement shall be subject to the existing competition policy, rules and legislation as may be amended or modified from time to time provided that the Authority may approve the franchise if the public interest benefits of the arrangement outweigh the possible loss of competition.</p> <p>(2) All franchise agreements involving foreign franchisors and local franchisees shall have a provision therein to the effect that the terms of such agreements shall be governed by the laws of Rwanda.</p>   |

**No  
Cabotage  
in  
Franchise  
operation**

- 49.** The approval of a franchise operation involving a foreign franchisor and local franchisee shall not imply in any way that the franchisor is licensed to operate domestic services between any such two points within Rwanda.

## **PART VI- TARIFFS AND COMPETITION**

**Approval  
of tariffs**

- 50.** (1) Except if exempted by any bilateral or multilateral air services agreement to which Rwanda is a party or by a permission of the Minister granted under the Civil Aviation (Commercial Air Transport Operations by Foreign Air Operator in and out of Rwanda) Regulations, undertakings entrusted with the provision of air service shall submit their tariffs for approval at least thirty working days prior to the proposed date of application.
- (2) The Authority shall consider the proposed tariff and may, if it thinks fit, approve or disapprove it; in case no disapproval is issued, after expiry of thirty working days after submission of proposal, approval shall be presumed.
- (3) A decrease in tariff shall be applied without need for approval, except if otherwise prescribed in any bilateral or multilateral air services agreement to which Rwanda is a party.
- (4) In considering request for approval of tariff, the Authority shall prevent application of tariffs that may be discriminatory, excessively high or low due to abuse of dominant position or due to direct or indirect State subsidy.
- (5) For the purposes of this regulation, "tariff" means a condition as to any of the following matters—
- (a) the price to be charged for the carriage of passengers, baggage or cargo on flights;
  - (b) any additional goods, services or other benefits to be provided in connection with such carriage;
  - (c) the prices, if any, to be charged for any such additional goods, services or benefits; and
  - (d) the commission, or rates of commission, to be paid in relation to the carriage of passengers, baggage or cargo;
- and includes any condition as to the applicability of any such price, the provision of any such goods, services or benefits or the payment of any such commission or of commission at any such rate.

**Compatibl  
e with  
universal  
service  
obligation.**

- 51.** Undertakings entrusted with the operation of services of general economic interest or having the character of revenue producing monopoly shall be subject to the provisions for fair competition in so far as the application of such provisions do not obstruct the performance, in law and in fact, for the particular tasks assigned to them and the development of air services trade must not be affected to such an extent as would be contrary to the public interest.

**Jurisdiction  
of  
Authority**

- 52.** The Authority shall have jurisdiction to review agreements, decisions or practices that may affect competition in air service and may examine books, other business records, take copies from extracts, ask for oral explanations and enter any premises, land and aircraft used by concerned parties.



## **FIRST SCHEDULE**

### **PARTICULARS TO BE FURNISHED IN CONNECTION WITH AN APPLICATION FOR A LICENCE**

#### *1. Scheduled Air Services*

- (a) Name and address of applicant, nationality of applicant,
- (b) Names of places between which the air service is to be operated
- (c) Names of the regular stage stopping places for the purpose of taking on or setting down passengers, or goods
- (d) Times and frequencies of air service
- (e) Number and type or types of aircraft to be used.
- (f) Type of load to be carried.
- (g) Maximum and minimum fares to be charged to passengers or for goods in respect of the total journey or any portion of the journey for which separate charges are made.
- (h) Date of commencement of air service
- (i) Period for which licence is required.
- (j) If air service is already in operation-
  - (i) period for which the air service has been operated;
  - (ii) details as per monthly return for a period of operation or last 12 months, whichever be the less.
- (k) List of other air services operated by the applicant at the time of application, past and present.
- (l) Particulars of any working arrangement with any other company operating an air service.
- (m) Particulars of any financial interest which the applicant has in any other undertaking providing passenger transport facilities or controlling the business of any person who provides such facilities.
- (n) The nature of the person making the application, whether an individual, partnership firm or corporate body, public or private, with or without limited liability, and if a company, public or private-
  - (i) the nominal and issued capital;
  - (ii) the names and nationality of the directors;
  - (iii) the names and state of incorporations of any other companies holding shares in the applicant's business;
  - (iv) the names and state of incorporation of any subsidiary companies of the applicant.

#### *2. Charter and Aerial Work, Other than Scheduled Air Services and Instruction*

- (a) Name and address of applicant
- (b) Numbers and types of aircraft and engines to be used.
- (c) Types of work to be carried out and the areas in which it is proposed to operate each type of service.
- (d) Maximum charges to be made for such type of work.
- (e) Date of commencement of air service.
- (f) Period for which licence is required
- (g) If air service is already in operation-
- (h) The period for which the air service has been operated;
- (i) Details as per monthly return for period of operation or last 12 months whichever be the less.
- (j) List of other air services operated by applicant at the time of application, past and present.

- (k) Particulars of working arrangements with other air service companies.
- (l) Particulars of any financial interest which the applicant has in any other undertaking providing passenger transport facilities or controlling the business or any person who provides such facilities.
- (m) The nature of the person making the application, whether individual, partnership firm or corporate body, public or private, with or without limited liability, and if a company, public or private-
  - (i) the nominal and issued capital;
  - (ii) the names and nationality of the directors;
  - (iii) the names and state of incorporation of any other companies holding shares in the applicant's business;
  - (iv) the names and state of incorporation of any other subsidiary companies of the applicant.
- (n) Such particulars of the accounts of the applicant's business during the last 12 months as the Authority shall require.

### *3. Instructional*

- (a) The names and address of applicant
- (b) The numbers and types of aircraft and engines to be used.
- (c) The types of instruction to be carried out and place where it is proposed to operate.
- (d) Maximum charges to be made for each type of instruction.
- (e) Date of commencement of air service
- (f) Period for which licence is required
- (g) If air service is already in operation-
  - (i) Period for which the air service has been operated;
  - (ii) Details as per monthly return for period of operation or last 12 months, whichever be the less.
- (h) List of other air services operated by the applicant at the time of application, past and present.
- (i) Particulars of working arrangements with other air service companies.
- (j) Particulars of any financial interest which the applicant has in any other undertaking providing instructional facilities or controlling the business of any person who provides such facilities.
- (k) The nature of the person making the application, whether an individual, partnership firm or corporate body, public or private, with or without limited liability, and if a company, public or private-
  - (i) the nominal and issued capital;
  - (ii) the names and nationality of the directors;
  - (iii) the names and state of incorporation of any other companies holding shares in the applicant's business;
  - (iv) the names and state of incorporation of any subsidiary companies of the applicant.
- (l) Such particulars of the accounts for the applicant's business during the last 12 months as the Authority shall require.

### *Documents to be submitted with Application*

1. A plan setting out in detail the manner in which the applicant will ensure that a safe and reliable air service is operated.
2. A certified true copy of the existing foreign licence held by foreign applicant.
3. Certified true copy of the memorandum and articles of association or any other founding document of the applicant.
4. A valid guarantee or security of the applicant and insurance policy which may arise from the operation of the air service.
5. Any other document in support of the applicant's ability to operate the air service.

## SECOND SCHEDULE

### **PARTICULARS TO BE GIVEN BY HOLDER OF LICENCES AND OPERATING AUTHORIZATIONS IN MONTHLY RETURNS (EXCEPT WHERE OTHERWISE SPECIFIED)**

#### *1. Scheduled Air Services*

- (a) A list of the service numbers of all flights operated giving the names of the places between which services are operated, the names of the regular staging points on the route, the types of aircraft used and the number of flights operated by each type.
- (b) A copy of the current timetable
- (c) A copy of current tariffs
- (d) For services operated under an international airline licence or an operating authorization for each service number-
  - (i) Total passengers, goods and mail, terminating and in transit, arriving in Rwanda by point of discharge within Rwanda (showing in addition the point of discharge of passengers outside Rwanda for each point of uplift)
  - (ii) Total passengers, goods and mail, originating and in transit, departing from Rwanda by point of uplift within Rwanda (showing in additions the point of discharge of passengers outside Rwanda for each point of uplift).
  - (iii) In transit passengers at each staging point in Rwanda on international services not included above, i.e. those whose airports of uplift and discharge are both within Rwanda.
  - (iv) Total number of passenger seats offered and the number filled, on flights arriving in and/or departing from Rwanda.
  - (v) Total capacity of commercial cargo offered and the weight carried on flights arriving in and/or departing from Rwanda.
  - (vi) Total passengers, goods and mail carried only within Rwanda by points of uplift and discharge separately for traffic between each airport in each direction.
- (e) For services operated under an international airline licence and on sectors not wholly within Rwanda:-
  - (i) For each staging point outside Rwanda, the passengers, goods and mail in transit.
  - (ii) For each sector-
    - (aa) the total passenger-miles offered, and carried; and
    - (bb) the total commercial cargo load-miles offered, and carried.
- (f) For services operated under the local licence the following shall be submitted for each period of four weeks commencing 1st January each year, and in for each 13 week period throughout the year, the last complete four-week and 13-week periods in the year shall, however, be extended to include 31st December, or for such periods as shall be determined from time to time:-
  - (i) By service number-
    - (aa) the total passenger-miles offered and carried;
    - (bb) the total load miles offered and carried.
  - (ii) The Passengers, goods and mail carried in each direction, between all combinations of staging points.

#### *2. Charter, Aerial Work and Non-Scheduled Flights*

- (a) Numbers and type or types of aircraft and engines operated during the month, actual dates of any changes made to be given.
- (b) Average daily service ability of aircraft complete.

- (c) Total number of miles flown on each class of work.
- (d) Total number of flights made on each class of work.
- (e) Passenger miles and total number of passengers carried.
- (f) Ton-miles and total weight of goods carried.
- (g) Number of flights commenced but not completed, giving cause.
- (h) Total number of requests for air service made.
- (i) Total number of requests for air service made which were not accepted given reasons.
- (j) Number of pilots, navigators, radio operators, flight engineers, stewards, photographers and any other personnel employed on flying duties, and their salaries by grade.
- (k) Copy of current schedule of charges for air services.

### 3. *Instructional*

- (a) The numbers and types of aircraft and engines operated during the month, the actual dates of any changes to be given.
- (b) The average daily service ability of aircraft complete
- (c) The total number of hours flown;
  - (i) dual instruction; and
  - (ii) solo; and
  - (iii) the total number of hours of not-flying instruction, per type of instruction.
- (e) The total number of flights made;
  - (i) dual instruction;
  - (ii) solo.
- (f) The number of instructors employed and their salaries by grade.
- (g) A copy of the current schedule for instructional charges.
- (h) The total number of pupils under instruction, according to the class of pilot licence for which instruction is being given.
- (i) The total number of pilot licences, per class, gained during the month.
- (j) The total number of pilot licences, per class, held by pupils or members of the club.
- (k) The total number of pupils or members.

## THIRD SCHEDULE

### [Regulation 40]

#### INSURANCE REQUIREMENTS FOR AIR CARRIERS AND AIRCRAFT OPERATORS

In addition to the 3<sup>rd</sup> Party requirements listed below, the following minimum insurance covers are required:

- Passengers at 250,000 SDRs per passenger or in respect of non-commercial operations with aircraft with MTOM of less than 2,700 kg, not less than 100,000 SDRs per passenger.
- Baggage at 1,000 SDRs per passenger
- Cargo at 17 SDRs per kg

CATEGORY	MTOM (kg)	MINIMUM INSURANCE
		(MILLION SDRs)
1	Up to 499 ^	0.75
2	500 - 999	1.5
3	1,000 - 2,699	3
4	2,700 - 5,999	7
5	6,000 - 11,999	18
6	12,000 - 24,999	80
7	25,000 - 49,999	150
8	50,000 - 199,999	300
9	200,000 - 499,999	500
10	500,000 plus	700

The minimum combined single limit (CSL) liability cover for each aircraft will be calculated as follows:

- 3<sup>rd</sup> Party for relevant category (see table)
- + 250,000 SDRs x maximum number of passengers carried on that aircraft or in respect of non-commercial operations with aircraft with MTOM of less than 2,700 kg, not less than 100,000 SDRs per passenger.
- + 1,000 SDRs x maximum number of passengers
- + 17 SDRs x kilograms of cargo carried



## FOURTH SCHEDULE

### CERTIFICATE OF INSURANCE

#### INSURANCE COVERING AIR CARRIER LIABILITY TO PASSENGERS, LUGGAGE, CARGO AND THIRD PARTY LIABILITY

1. This is to certify that

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (insurer) (Name, address and participation percentages of insurer or insurers)

has/have issued the policies listed in this certificate covering risks of liability to passengers, luggage, cargo and third party liability to

\_\_\_\_\_  
\_\_\_\_\_ (air carrier) (Name and address of air carrier)  
effective from \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
to \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year).

2. The insurer has assumed, under the policies listed in this certificate, liability insurance covering risks of injury to or death of passengers, damage to or loss of luggage and cargo, and insurance covering risks of third party liability in accordance with the requirements of regulation 40 of the Civil Aviation (Licensing of Air Services) Regulations.

3. The air carrier has been insured against the risks described in section 2 for each incident or accident related to the operation of a (a domestic, an international, or domestic and international) service in the following amounts:

Type of Liability	Amount	Policy No
Passenger		
Luggage		
Cargo		
Third Party		
Single limit coverage		

4. The policies listed in this certificate insure (fill in the appropriate service in either (a) or (b)):

(a) all aircraft operated by the air carrier in (domestic, international, or domestic and international) services; or

(b) (domestic, international, or domestic and international) services operated by the air carrier with the following aircraft:

Registration Marking	Type and Model

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5. The Insurer undertakes to notify the Director-General of the Civil Aviation Authority of Rwanda forthwith in writing when

- (a) the air carrier's coverage has been cancelled or is intended to be cancelled;
- (b) the air carrier's coverage has been altered or is intended to be altered in a manner that results in the failure by the air carrier to comply with the requirements of regulation 40 of the Civil Aviation (Licensing of Air Services) Regulations; or
- (c) the air carrier's operations have been changed or are intended to be changed in a manner that results in the failure by the air carrier to comply with the requirements of regulation 40 of the Civil Aviation (Licensing of Air Services) Regulations.

6. The insurer (*check (a) or (b)*)

- (a) is registered and/or licensed in Rwanda to issue aircraft insurance policies; or
- (b) is licensed or approved by a foreign government to issue aircraft insurance policies.

Date	On behalf of the insurer:
	<i>(Signature, name and title of authorized person or agent)</i>

#### FILING DIRECTIONS:

- (1) An original of this certificate and any notification made pursuant to section 5 are to be filed with the Director-General, Rwanda Civil Aviation Authority, P.O. 1112, Kigali, Rwanda
- (2) An air carrier may file a certificate that contains one or more of the three conditions and the table set out in the attachment hereto.

#### ATTACHMENT

NAME OF AIR CARRIER:

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The Air Carrier has been insured against the risks described in section 2 under Policy no. , which is issued on one or more of the following conditions:

- (a) the aircraft are as described, and are insured for the amounts shown, in the table below;
- (b) the number of passengers carried does not exceed the number of passenger seats insured for each aircraft as shown in the table below; and
- (c) the aircraft will be used for the following purposes:

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TABLE

Registration Marking	Type & Model	No. of Passenger Seats Insured	Amount of Passenger Liability	Amount of Luggage Liability	Amount of Cargo Liability	Amount of Third Party Liability

## **FIFTH SCHEDULE**

### **INFORMATION TO BE DISCLOSED FOR FRANCHISES**

#### *Disclosure Document*

1. The franchisor/franchisee shall provide the following information in the disclosure document.
  - (a) the legal name, legal form and legal address of the franchisor and the address of the principal place of business of the franchisor;
  - (b) any name other than the legal name under which the franchisor carries on or intends to carry on business.
  - (c) the address of the franchisor's principal place of business in Rwanda;
  - (d) a description of the airline experience of the franchisor including the length of time during which the franchisor has offered franchises;
  - (e) details of shareholding, directorship and senior management of franchisor/franchisee.
  - (f) the names, business addresses, positions held, business experience and qualifications of any person who has senior management responsibilities for the franchisor's business operations in relation to the franchise;
  - (g) relevant details relating to any criminal convictions or any finding of liability in a civil action involving franchises or other businesses relating to fraud, misrepresentation, or similar acts or practices of:
    - (i) the franchisor;
    - (ii) any affiliate of the franchisor who is engaged in franchising; and
    - (iii) any of the persons indicated in sub-paragraph(e)
  - (h) relevant details concerning any bankruptcy, insolvency or comparable proceeding involving the franchisor for the previous five years;
    - (i) the total number of franchises in the franchisor network.
    - (j) the names and business addresses of all the franchisees.
  - (k) information about the franchisees that have ceased to be franchisees of the franchisor during the five proceeding fiscal years, with an indication of the reasons for which the franchisees have ceased to be franchisees of the franchisor. Disclosure of the following categories would fulfill the disclosure requirement: voluntarily terminated or not renewed; reacquired by purchase by the franchisor; otherwise reacquired by the franchisor; refused renewal by the franchisor; terminated by the franchisor;
  - (I) the following information regarding the franchisor's intellectual property relevant for the franchise, in particular trademarks, service marks, trademarks, logotypes and designator codes:
    - (i) the registration and/or the application for registration, if any, and
    - (ii) litigation or other legal proceedings, if any, which could have a material effect on the franchisee's legal right, exclusive or nonexclusive, to use the intellectual property under the franchise agreement in the State in which the franchised business is to be operated;
  - (m) financial matters, including:
    - (i) financing offered or arranged by the franchisor, if any;
    - (ii) audited or otherwise independently verified financial Statements of the franchisor, including balance sheets and statements of profit and loss, for the previous three years. If the most recent audited financial statements are as of a date more than 180 days before the date of delivery of the disclosure document, then unaudited financial statements as of a date within 90 days of the date of delivery of the disclosure document;

- (iii) a description of the franchise to be operated by the franchisees;
- (iv) the term and conditions of renewal of the franchise;
- (v) a description of the initial and on-going training programme
- (vi) the nature and extent of exclusive rights granted, if any, including rights relating to territory and/or customers;
- (vii) the conditions under which the franchise agreement may be terminated by the franchisor and the effects of such termination;
- (viii) the conditions under which the franchise agreement may be terminated by the franchisee and the effects of such termination;
- (ix) the limitations imposed on the franchisee, if any, in relation to territory and/or to customers;
- (x) in-term and post-term non-compete covenants;
- (xi) any reservation by the franchisor of the right
  - (aa) to use, or to license the use of, the trademarks covered by the franchise agreement;
  - (bb) to sell or distribute the goods and/or services authorized for sale by the franchisee directly or indirectly through the same or any other channel of distribution, whether under the trademarks covered by the agreement or any other trademark;
- (xii) restrictions or conditions imposed on the franchisee in relation to services that the franchisee may offer.
- (xiii) certified copies of air services licence, air operators certificate issued to franchisee and franchisor.
- (xiv) certified copies of the current conditions of carriage for passenger baggage and mail of the prospective franchisor and the prospective franchisee.
- (xv) certified copies of the current conditions of carriage for cargo of the prospective Franchisee and the prospective franchisee and the prospective franchisor.
- (xvi) description of the safety record of the Franchisor for the past ten years.
- (xvii) details of the financing of aircraft purchase/leasing of franchisee.
- (xviii) a draft of the proposed franchise agreement (excluding financial clauses).

Any other information, date, certification or document the Authority may request.

## SIXTH SCHEDULE

### INFORMATION FOR USE IN ASSOCIATION WITH FINANCIAL FITNESS OF AIR CARRIERS

***(A) Information to be provided by a first-time applicant from a financial fitness point of view***

1. The most recent internal management accounts and, if available, audited accounts for the previous financial year.
2. A projected balance sheet, including profit and loss account, for the following two years.
3. The basis for projected expenditure and income figures on such items as fuel, fares and rates, salaries, maintenance, depreciation, exchange rate fluctuations, airport charges, insurance, etc. Traffic/revenue forecasts.
4. Details of the start-up costs incurred in the period from submission of application to commencement of operations and an explanation of how it is proposed to finance these costs.
5. Details of existing and projected sources of finance.
6. Details of shareholders, including nationality and type of shares to be held, and the Articles of Association. If part of a group of undertakings, information on the relationship between the group.
7. Projected cash-flow statements and liquidity plans for the first two years of operation
8. Details of the financing of aircraft purchase, leasing including, in the case of leasing, the terms and conditions of contract.

***(B) Information to be provided for assessment of the continuing financial fitness of existing licence holders planning a change in their structures or in their activities with a significant bearing on their finances.***

1. If necessary, the most recent internal management balance sheet and audited account for the previous financial year.
2. Precise details of all proposed changes e.g. change of type of service, proposed takeover or merger; modifications in share capital, changes in shareholders, etc.
3. A projected balance sheet, with a profit and loss account, for the current financial year, including all proposed changes in structure or activities with a significant bearing on finances.
4. Past and projected expenditure and income figures on such items as fuel, fares and rates, salaries, maintenance, depreciation, exchange rate fluctuations, airport charges, insurance, etc. Traffic/revenue forecasts.
5. Cash-flow statements and liquidity plans for the following year, including all proposed changes in structure or activities with a significant bearing on finances.
6. Details of the financing of aircraft purchase/leasing including, in the case of leasing, the terms and conditions of contract.

***(C) Information to be provided for assessment of the continuing financial fitness of existing licence holders.***

1. Audited accounts not later than six months after the end of the relevant period and, if necessary, the most recent internal management balance sheet.
2. A projected balance sheet, including profit and loss account for the forthcoming year.



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux



*Official Gazette n° Special of 19/05/2017*

UMUGEREKA	WA	XX	ANNEX	XX	TO	THE	ANNEXE	XX	A	L'ARRETE
W'ITEKA	RYA	MINISITIRI	MINISTERIAL			ORDER	MINISTERIEL			
N°01/MoS/Trans/017	RYO	KU	N°01/MoS/Trans/017		OF		N°01/MoS/Trans/017		DU	
WA 11/05/2017	RISHYIRAHO		11/05/2017		11/05/2017		11/05/2017		PORTANT	
AMABWIRIZA	ASHYIRA	MU	DETERMINING	REGULATIONS			REGLEMENTS	D'APPLICATION		
BIKORWA	ITEGEKO	N°75/2013	IMPLEMENTING	THE	LAW		DE	LA	LOI	N°75/2013
RYO	KU	WA	N°75/2013	OF	11/09/2013		11/09/2013		PORTANT	
RIGENA	AMABWIRIZA	MU	ESTABLISHING	REGULATION			REGLEMENTATION		DE	
BY'INDEGE	ZA	GISIVIRI	GOVERNING		CIVIL		L'AVIATION	CIVILE		
			AVIATION							

UBURYO BWO KUGENZURA UMUTEKANO	SAFETY MANAGEMENT SYSTEM	SYSTEME DE GESTION
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## **THE CIVIL AVIATION (SAFETY MANAGEMENT SYSTEM)**

### **ARRANGEMENT OF REGULATION**

#### **Regulation**

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2. Interpretation.
3. Application

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4. Establishing a Safety Management System (SMS).
5. Appoint of Accountable Executive
6. Hazard identification and safety risk assessment
7. Management of safety risks
8. Surveillance obligations
9. Safety performance
10. Safety promotion

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11. Requirements
12. Person managing the safety management system
13. Components of the Safety Management System
14. Person Managing the Safety Management System
15. Holder of more than one certificate

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16. Requirements

- 17. Components of the Safety Management System
- 18. Person Managing the Safety Management System

#### **PART V - SAFETY MANAGEMENT SYSTEM AERODROMES**

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- 21. Quality Assurance Programmeme
- 22. Duties of the aerodrome certificate holder
- 23. Person Managing the Safety Management System

#### **PART VI - SAFETY MANAGEMENT SYSTEM FOR AIR TRAFFIC SERVICES**

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- 25. Components of the Safety Management System
- 26. Quality Assurance Programmeme
- 27. Duties of the ATS certificate holder
- 28. Person managing the safety management system

#### **PART VII – SAFETY MANAGEMENT SYSTEM FOR APPROVED TRAINING ORGANISATION**

- 29. Requirements
- 30. Components of the Safety Management System
- 31. Person Managing the Safety Management System

#### **Schedule: Framework for a Safety Management System (SMS)**

# THE CIVIL AVIATION (SAFETY MANAGEMENT SYSTEM) REGULATIONS 2017

## PART I – PRELIMINARY

**Citation.**        1.        These Regulations may be cited as the Civil Aviation (Safety Management System) Regulations 2017.

**Interpretation.** 2.        In these Regulations, unless the context otherwise requires:

“Accident” means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

a) a person is fatally or seriously injured as a result of:

- being in the aircraft, or
- direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
- direct exposure to jet blast,

*except* when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

b) the aircraft sustains damage or structural failure which:

- adversely affects the structural strength, performance or flight characteristics of the aircraft, and
- would normally require major repair or replacement of the affected component,

*except* for engine failure or damage, when the damage is

limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windcreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

c) the aircraft is missing or is completely inaccessible.

“Acceptable level of safety (ALoS)” means the acceptable level of safety which expresses the safety goals of an oversight authority, an operator, or a services provider. From the perspective of the relationship between oversight authorities and operators/services providers, it provides the minimum safety objective(s) acceptable to the oversight authority to be achieved by the operators/services providers while conducting their core business functions;

“Acceptable performance” means normal expected behaviour and includes unintended errors and some minor violations or deviations;

“Accountable executive” means a single, identifiable person who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the organization, for the implementation and maintenance of the SMS;

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

“Aircraft” means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth’s surface.

“Authority” means the Rwanda Civil Aviation Authority established by article 1 of the law n° 53/2011;

“consequence” means potential outcome(s) of a hazard;

“Gap analysis” means an analysis of the safety arrangements already existing within the organization as compared to those necessary for the SMS to function;

“Hazard” means condition or object with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function;

“Helicopter” means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

“Inappropriate use” means the use of safety information for purposes different from the purposes for which it was collected, namely, use of the information for disciplinary, civil, administrative and criminal proceedings against operational personnel, and/or disclosure of the information to the public;

“Incident” means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation;

“Industry codes of practice” means guidance material developed by an industry body, for a particular sector of the aviation industry to comply with the requirements of the Rwanda Civil Aviation Regulations, other aviation safety requirements and the best practices deemed appropriate.

“ Internal safety investigations” means investigations that are conducted by the service provider of occurrences or events that are not required to be investigated by the state;

“Minister” means the minister for the time being responsible for civil aviation;

“Mitigation” means measures to address the potential hazard or to reduce the risk probability or severity;

“Non-acceptable performance” means behaviour or acts such as gross negligence, deliberate or wilful disregard of procedures, substance abuse;

“Operational personnel” means personnel involved in aviation activities who are in a position to report safety information

“Predictive” means capturing the system performance as it happens in real time normal operations so as to identify potential future problems;

“Prescribed” means prescribed by the Authority;

“Proactive” means actively identifying safety risks through the analysis of the organization’s activities;

“Probability” means the likelihood that an unsafe event or condition might occur;

“Process” means a series of steps followed in a methodical manner to complete an activity (what shall be done and by whom; when, where and how it shall be completed; what materials, equipment, and documentation shall be used, and how it shall be controlled);

“Protection” means providing defence;

“Reactive” means responding to events that have already happened such as incidents and accidents;

“Risk assessment” means the assessment in terms of predicted probability and severity, of the consequence(s) of a hazard taking as a reference the worst foreseeable situation;

“Safety” means a state in which the risk of harm to persons or property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management;

“Safety assurance” means what the State performs with regard to the safety performance of its SSP and operators/service providers perform with regard to the safety performance of their SMS, including monitoring and measurement;

“Safety audits” means activities that focus on the integrity of the organization’s SMS and periodically assess the status of safety risk controls and is what the State performs with regard to the structure of its SSP and the operators and what service providers perform with regard to the structure of their SMS;

“Safety information” means information contained in safety data collection and processing systems established for the sole purpose of improving aviation safety, and qualified for protection under specified conditions;

“Person managing the safety management system ” means the individual, responsible for the development, operation and continuous improvement of the safety management system deployed by an operator/service provider. He/she acts as a focal point for safety management issues in the organisation;

“Safety management system (SMS)” means an organised approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures;

“Safety measurement” means the quantification of the outcomes of selected high-level, high-consequence events, such as

accident and serious incident rates and is a spot check, normally conducted following pre-specified time frames and also means quantification of high level state functions;

“Safety oversight” means a function by means of which the Authority ensures effective implementation of the of Rwanda Civil Aviation Regulations with regard to the SMS of the operators/service providers;

“Safety performance indicator” means short term tactical measurable objectives reflecting the safety performance of an SMS, expressed in numerical terms and include safety performance measurement exclusively;

“Safety performance measurement” means the quantification of the outcomes of selected low-level, low consequence processes and is a continuous process that also provides a measure of the actual performance of an SMS or SSP;

“Safety performance target” means long term strategic measurable objectives reflecting the safety performance of an SMS, expressed in numerical terms and include safety performance measurement exclusively;

“Safety reviews” means activities conducted during introduction and deployment of new technologies, change or implementation of procedures, or in situations of a structural change in operations and are a fundamental component of the management of change;

“Safety risk” means the probability and resulting severity of the damaging potential of the identified consequences;

“Safety studies” means analyses by a service provider that encompass broad safety concerns and are more appropriate in addressing system safety deficiencies rather than identify specific, individual hazards;

“Safety surveys” means subjective activities that utilise checklists, questionnaires or informal confidential interviews to examine particular elements or procedures of specific operations, such as problem areas or bottlenecks in daily operations, perceptions and opinions of operational personnel and areas of dissent or confusion;

“Serious injury” means an injury which is sustained by a person in an accident and which:

- a) requires hospitalization for more than 48 hours, commencing within seven days from the date the



injury was received; or

- b) results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- d) involves injury to any internal organ; or
- e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or
- f) involves verified exposure to infectious substances or injurious radiation.

“Severity” means the possible effects of an unsafe event or condition, taking as reference the worst foreseeable situation;

“State of Design” means The State having jurisdiction over the organization responsible for the type design.

“State of Manufacture” means the State having jurisdiction over the organization responsible for the final assembly of the aircraft.

“State of the Operator” means the State in which the operator’s principal place of business is located or, if there is no such place of business, the operator’s permanent residence.

“State safety programme (SSP)” means an integrated set of regulations and activities aimed at improving safety (a system for the management of safety by the state);

**Application      3.**

These Regulations shall apply to an applicant for, or a holder of, one of the following certificates:

- (a) air operator certificate issued in Civil Aviation (Air Operator Certification and Administration) Regulations;
- (b) approved maintenance organizations (AMO) certificate issued in accordance with Rwanda Civil Aviation (Approved Maintenance Organisations) Regulations;
- (c) approved training organizations (ATO) certificate issued in accordance with Civil Aviation (Approved Training Organisations) Regulations;
- (d) an aerodrome certificate issued in accordance with Rwanda Civil Aviation (Aerodromes) Regulations; and

- (e) air traffic services providers certificate issued in accordance with Rwanda Civil Aviation (Air Traffic Services) Regulations.

## **PART II – GENERAL**

**Establishing a  
Safety  
Management  
System (SMS).**

**4.**

- (1) The applicant for, or the holder of, a certificate referred to in regulation 3 shall establish and maintain a safety management system.
- (2) A safety management system for an applicant or the holder of a document referred to in regulation 3 shall be established in accordance with the framework elements contained in Schedule.
- (3) A safety management system shall be adapted to the size, nature and complexity of the operations, activities, hazards and risks associated with the operations of the holder of a document referred to in regulation 3.
- (4) A safety management system shall include:
  - (a) a safety policy on which the system is based;
  - (b) a process for setting goals for the improvement of aviation safety and for measuring the attainment of those goals;
  - (c) a process for identifying hazards to aviation safety and for evaluating and managing the associated risks;
  - (d) a process for ensuring that personnel are trained and competent to perform their duties;
  - (e) a process for the internal reporting and analyzing of hazards, incidents and accidents and for taking corrective actions to prevent their recurrence;
  - (f) a document containing all safety management system processes and a process for making personnel aware of their responsibilities with respect to them;
  - (g) a quality assurance programme;
  - (h) a process for conducting periodic reviews or audits of the safety management system and reviews or audits, for cause, of the safety management system; and
  - (i) any additional requirements for the safety management system that are prescribed under these Regulations.
- (5) The applicant for a certificate referred to in regulation 3 shall develop a plan to facilitate safety management system implementation.
- (6) The safety management system shall be approved by the Authority.

**Appoint of  
Accountable  
Executive**

- 5.**
- (1) The applicant for, or the holder of, a certificate referred to in regulation 3 shall:
    - (a) appoint an individual as accountable executive to be responsible for operations or activities authorized under the certificate and accountable on their behalf for meeting the requirements of these Regulations;
    - (b) notify the Director General of the name of the person appointed; and
    - (c) ensure that the accountable executive submits to the Director General a signed statement that they accept the responsibilities of their position within 30 days after their appointment.
  - (2) No person shall be appointed under sub-regulation (1) unless they have control of the financial and human resources that are necessary for the activities and operations authorized under the certificate.
  - (3) If a certificate holder is the holder of more than one certificate referred to in regulation 3, only one accountable executive shall be appointed under paragraph (1)(a) to be responsible for the operations or activities authorized under the certificates.

**Hazard  
identification  
and safety risk  
assessment**

- 6.**
- (1) The Authority shall establish and maintain a process to identify hazards from collected safety data.
  - (2) The Authority shall develop and maintain a process that ensures the assessment of safety risks associated with identified hazards.

**Management  
of safety risks**

**7.**

- (1) The Authority shall establish mechanisms for the resolution of safety issues in accordance with sub-regulations (3) and (4).
- (2) The Authority shall develop and maintain a process to manage safety risks.
- (3) The Authority shall use a documented process to take appropriate actions, up to and including enforcement measures, to resolve identified safety issues.
- (4) The Authority shall ensure that identified safety issues are resolved in a timely manner through a system which monitors and records progress, including actions taken by individuals and organizations performing an aviation activity in resolving such issues.

**Surveillance  
obligations**

**8.**

- (1) The Authority shall meet the surveillance obligations in accordance with sub-regulations (2) and (3).
- (2) The Authority shall implement documented surveillance processes, by defining and planning inspections, audits and monitoring activities on a continuous basis, to proactively assure that aviation licence, certificate, authorization and approval holders continue to meet the established requirements.
- (3) This surveillance processes referred to in sub-regulation (2) shall include the surveillance of personnel designated by the Authority to perform safety oversight functions on its behalf.
- (4) The Authority shall prioritize inspections, audits and surveys towards those areas of greater safety concern or need.
- (5) The Authority shall periodically review the safety performance of an individual certificate holder.

**Safety  
performance**

- 9.**
- (1) The Authority shall establish the acceptable level of safety performance to be achieved through National Aviation Safety Programme.
  - (2) The Authority shall develop and maintain a process to evaluate the effectiveness of actions taken to manage safety risks and resolve safety issues.
  - (3) Authority shall evaluate the effectiveness of the National Aviation Safety Programme to maintain or continuously improve their overall level of safety performance.

**Safety  
promotion**

- 10.**
- The Authority shall promote safety awareness and the sharing and exchange of safety information with the aviation community to foster the maintenance and improvement of safety and to support the development of a positive safety culture for an effective National Aviation Safety Programme.

**PART III - SAFETY MANAGEMENT SYSTEM AIR  
OPERATORS**

**Requirements    11.**

- The safety management system required under regulation 4 (1) in respect of an applicant for, or a holder of, an air operator certificate shall:
- (a) meet the requirements of regulation 4 and regulation 13;
  - (b) be under the control of the safety manager appointed under regulation 12 (1)(a); and
  - (c) cover the maintenance control activities undertaken under Part III of the Civil Aviation (Operations of Aircraft) Regulations.

**Person  
managing the  
safety  
management  
system**

- 12.** (1) The holder of an air operator certificate shall:
- (a) appoint a person managing the safety management system ; and
  - (b) ensure that the person managing the safety management system meets the following qualification requirements:
    - (i) holds or has held the appropriate licence and ratings for which a pilot-in-command is required to hold for one of the aeroplanes operated; or
    - (ii) has acquired not less than 3 years related supervisory experience with an operator of a commercial air transport whose flight operations are similar in size and scope; and
    - (iii) demonstrates knowledge to the Director General with respect to the content of the operations manual, the air operator's certificate and operations specifications, the provision of the regulations and standards necessary to carry out the duties and responsibilities to ensure safety.
  - (c) ensure that the person managing the safety management system is knowledgeable in respect of the air operator's policies approved by the Minister and the topics listed below:

- (i) duties and responsibilities of the appointed position;
- (ii) duties of persons who have been assigned functional responsibilities;
- (iii) responsibilities of the Operator in relation to those of the AMO;
- (iv) identification of acceptable reference data for maintenance schedules;
- (v) use of fleet sampling techniques;
- (vi) control of repetitive inspections;
- (vii) reliability programmes;
- (viii) types and methods of control of mandatory maintenance tasks;
- (ix) defect control;
- (x) technical dispatch requirements;
- (xi) maintenance release requirements;
- (xii) control of elementary work and servicing;
- (xiii) responsibility for record keeping; and
- (xiv) the function of quality assurance.



- (d) provide the person managing the safety management system with the financial and human resources necessary to ensure that the holder of the air operator certificate meets the requirements of these Regulations;
  - (e) authorize the safety manager to remove aircraft from operation, where the removal is justified because of non-compliance with the requirements of these Regulations or because of a risk to aviation safety or the safety of the public;
  - (f) ensure that corrective actions are taken in respect of any findings resulting from a safety management system; and
  - (g) conduct reviews of the safety management system to determine its effectiveness.
- (2) The person managing the safety management system appointed under sub-regulation (1)(a) shall be the person responsible for the operations and maintenance control system of the air operator.
- (3) The person managing the safety management system shall report directly to the Accountable Executive on the performance of the safety management system and on any need for improvement.

**Components  
of the Safety  
Management  
System**

- 13.** (1) The safety management system shall include, among others, the following components:
- (a) a safety management policy signed by the accountable executive and communicated to all employees that includes:
    - (i) organizational commitment regarding safety, including the promotion of a positive safety culture;
    - (ii) a clear statement about the provision of the necessary resources for the implementation of the safety policy;
    - (iii) the roles and responsibilities of personnel assigned duties under the safety management system,
    - (iv) performance goals and a means of measuring the attainment of those goals,
    - (v) a policy for the internal reporting of a hazard, an incident or an accident, including the conditions under which immunity from disciplinary action will be granted, and
    - (vi) a periodic review of the safety management system to determine its effectiveness;
  - (b) procedures for reporting a hazard, an incident or an accident to the appropriate manager;
  - (c) procedures for the collection of data relating to hazards, incidents and accidents;
  - (d) procedures for analysing data obtained under paragraph (c) and during an audit conducted under regulation 23 (3) of the Civil Aviation (Operations of Aircraft) Regulations and for taking corrective actions;
  - (e) an audit system referred to in under regulation 23 (3) of the Civil Aviation (Operations of Aircraft) Regulations;
  - (f) training requirements for the person managing the safety management system and personnel assigned duties under the safety management system; and
  - (g) procedures for making progress reports to the accountable executive at intervals determined by the accountable executive and other reports as needed in urgent cases.

- (2) The components specified in sub-regulation (1) shall be set

**Person  
Managing the  
Safety  
Management  
System**

- 14.** The person managing the safety management system shall:
- (a) establish and maintain a reporting system to ensure the timely collection of information related to hazards, incidents and accidents that may adversely affect safety;
  - (b) identify hazards and carry out risk management analyses of those hazards;
  - (c) investigate, analyze and identify the cause or probable cause of all hazards, incidents and accidents identified under the safety management system;
  - (d) establish and maintain a safety data system, either by electronic or by other means, to monitor and analyze trends in hazards, incidents and accidents;
  - (e) monitor and evaluate the results of corrective actions with respect to hazards, incidents and accidents;
  - (f) monitor the concerns of the civil aviation industry in respect of safety and their perceived effect on the air operator;
  - (g) determine the adequacy of the training required by regulation 13 (1)(f); and
  - (h) where the person managing the safety management system has assigned the management functions for the safety management system to another person, report to the safety manager the hazards, incidents and accidents identified under the safety management system.

**Holder of  
more than one  
certificate**

- 15.** The holder of an air operator certificate who is also the holder of an approved maintenance organization (AMO) certificate, shall adhere to the requirements referred to in regulation 16 with respect to a safety management system when undertaking maintenance control activities under Part III of the Civil Aviation (Operations of Aircraft) Regulations.

## **PART IV - SAFETY MANAGEMENT FOR APPROVED MAINTENANCE ORGANIZATION**

- Requirements 16.** The safety management system required under regulation 4 (1) in respect of an applicant for, or a holder of, an approved maintenance organization (AMO) certificate shall:
- (a) meet the requirements of regulation 4 and regulation 16; and
  - (b) be under the control of the person responsible for maintenance.

**Components  
of the Safety  
Management  
System**

**17.**

- (1) The safety management system shall include, among others, the following components:
  - (a) a safety management policy signed by the accountable executive and communicated to all employees that includes:
    - (i) organizational commitment regarding safety, including the promotion of a positive safety culture;
    - (ii) a clear statement about the provision of the necessary resources for the implementation of the safety policy;
    - (iii) the roles and responsibilities of personnel assigned duties under the safety management system,
    - (iv) performance goals and a means of measuring the attainment of those goals,
    - (v) a policy for the internal reporting of a hazard, an incident or an accident, including the conditions under which immunity from disciplinary action will be granted, and
    - (vi) a periodic review of the safety management system to determine its effectiveness;
  - (b) procedures for reporting a hazard, an incident or an accident to the appropriate manager;
  - (c) procedures for the collection of data relating to hazards, incidents and accidents;
  - (d) procedures for analysing data obtained under paragraph (c) and during an audit conducted under regulation 23 (3) of the Civil Aviation (Operations of Aircraft) Regulations and for taking corrective actions;
  - (e) an audit system referred to in regulation 23 (3) of the Civil Aviation (Operations of Aircraft) Regulations;
  - (f) training requirements for the person responsible for maintenance and for personnel assigned duties under the safety management system; and
  - (g) procedures for making progress reports to the accountable executive at intervals determined by the accountable executive and other reports as needed in urgent cases.
- (2) The components specified in sub-regulation (1) shall be set

**Person  
Managing the  
Safety  
Management  
System**

- 18.**
- (1) The person managing the safety management system in respect of an approved maintenance organization (AMO) shall:
    - (a) establish and maintain a reporting system to ensure the timely collection of information related to hazards, incidents and accidents that may adversely affect safety;
    - (b) identify hazards and carry out risk management analyses of those hazards;
    - (c) investigate, analyze and identify the cause or probable cause of all hazards, incidents and accidents identified under the safety management system;
    - (d) establish and maintain a safety data system, by either electronic or other means, to monitor and analyse trends in hazards, incidents and accidents;
    - (e) monitor and evaluate the results of corrective actions with respect to hazards, incidents and accidents;
    - (f) monitor the concerns of the civil aviation industry in respect of safety and their perceived effect on the AMO;
    - (g) determine the adequacy of the training required by regulation 17 (1)(f); and
    - (h) where the person responsible for safety management system has assigned the management functions for the safety management system to another person, report to the person responsible for maintenance the hazards, incidents and accidents identified as a result of an audit required under regulation 17 (1)(e).
  - (2) The person managing the safety management system shall report directly to the Accountable Executive on the performance of the safety management system and on any need for improvement.

## **PART V - SAFETY MANAGEMENT SYSTEM AERODROMES**

- |   |            |   |
|---|------------|---|
| <b>Requirements</b>                               | <b>19.</b> | <p>The safety management system required under regulation 4 (1) in respect of an applicant for, or a holder of, an aerodrome certificate shall:</p> <ul style="list-style-type: none"><li>(a) meet the requirements of regulation 4 and regulation 20; and</li><li>(b) be under the control of the accountable executive appointed under regulation 5 (1)(a).</li></ul>   |
| <b>Components of the Safety Management System</b> | <b>20.</b> | <p>The safety management system shall include, among others, the following components:</p> <ul style="list-style-type: none"><li>(a) a safety management policy signed by the accountable executive and communicated to all employees that includes:<ul style="list-style-type: none"><li>(i) organizational commitment regarding safety, including the promotion of a positive safety culture;</li><li>(ii) a clear statement about the provision of the necessary resources for the implementation of the safety policy;</li><li>(iii) the roles and responsibilities of personnel assigned duties under the safety management system,</li><li>(iv) performance goals and a means of measuring the attainment of those goals,</li><li>(v) a policy for the internal reporting of a hazard, an incident or an accident, including the conditions under which immunity from disciplinary action will be granted, and</li><li>(vi) a periodic review of the safety management system to determine its effectiveness;</li></ul></li></ul> |

- (b) procedures for reporting hazards, incidents and accidents to the appropriate manager;
- (c) procedures for the collection of data relating to hazards, incidents and accidents;
- (d) procedures for the exchange of information in respect of hazards, incidents and accidents among the operators of aircraft and the provider of air traffic services at the aerodrome and the aerodrome operator;
- (e) procedures for analysing data obtained under paragraph (c) and during an audit conducted under a quality assurance programme required under regulation 4 (4)(g) and for taking corrective actions;
- (f) training requirements for the person managing the safety management system and for personnel assigned duties under the safety management system;
- (g) procedures for making progress reports to the accountable executive at intervals determined by the accountable executive and other reports as needed in urgent cases; and
- (h) procedures for involving employees in the implementation and ongoing development of the safety management system.



**Quality  
Assurance  
Programme**

**21.**

- (1) The quality assurance programme required under regulation 4 (4) (g) in respect of an applicant for, or a holder of, an aerodrome certificate shall include a process for quality assurance that includes periodic reviews or audits of the activities authorized under a certificate and reviews or audits, for cause, of those activities.
- (2) The holder of an aerodrome certificate shall ensure that records relating to the findings resulting from the quality assurance programme are distributed to the appropriate manager for corrective action and follow-up in accordance with the policies and procedures specified in the aerodrome operations manual.
- (3) The holder of an aerodrome certificate shall establish an audit system in respect of the quality assurance programme that consists of the following:
  - (a) an initial audit conducted within 12 months after and the day on which the aerodrome certificate is issued;
  - (b) an audit of the entire quality assurance programme carried out every three years, calculated from the initial audit, in one of the following ways:
    - (i) a complete audit, or
    - (ii) a series of audits conducted at intervals set out in the aerodrome operations manual;
  - (c) checklists of all activities controlled by the aerodrome operations manual;
  - (d) a record of each occurrence of compliance or non-compliance with the aerodrome operations manual found during an audit referred to in paragraph (a) or (b);
  - (e) procedures for ensuring that each finding of an audit is communicated to the accountable executive;
  - (f) follow-up procedures for ensuring that corrective actions are effective; and
  - (g) a system for recording the findings of an audit referred to in paragraph (a) or (b), corrective actions and follow-ups.
- (4) The records resulting from a system required under sub-regulation (3)(g) shall be retained for the greater of:
  - (a) <sup>24</sup>two audit cycles, and
  - (b) <sup>1701</sup>two years.

- (5) The duties related to the quality assurance programme that involve specific tasks or activities among the activities of an aerodrome shall be fulfilled by persons who are not responsible for carrying out those tasks or activities unless:
  - (a) the size, nature and complexity of the operations and activities authorized under the aerodrome certificate justify the fulfilling of those duties by the person responsible for carrying out those tasks or activities;
  - (b) the holder of the aerodrome certificate demonstrates to the Director General, by means of a risk analysis, that the fulfilling of those duties by the person responsible for carrying out those tasks or activities will not result in an unacceptable risk to aviation safety; and
  - (c) the holder of the aerodrome certificate provides the Director General, in writing, with the information required under paragraphs (a) and (b).

**Duties of the  
aerodrome  
certificate  
holder**

**22.**

The holder of an aerodrome certificate shall:

- (a) ensure that corrective actions are taken in respect of any findings resulting from the safety management system referred to in regulation 19;
- (b) appoint a person to manage the safety management system; and
- (c) ensure that the person managing the safety management system performs the duties required under regulation 23.

**Person  
Managing the  
Safety  
Management  
System**

- 23.**
- (1) The person managing the safety management system shall
    - (a) establish and maintain a reporting system to ensure the timely collection of information related to hazards, incidents and accidents that may adversely affect safety;
    - (b) identify hazards and carry out risk management analyses of those hazards;
    - (c) investigate, analyze and identify the cause or probable cause of all hazards, incidents and accidents identified under the safety management system;
    - (d) establish and maintain a safety data system, by either electronic or other means, to monitor and analyse trends in hazards, incidents and accidents;
    - (e) monitor and evaluate the results of corrective actions with respect to hazards, incidents and accidents;
    - (f) monitor the concerns of the civil aviation industry in respect of safety and their perceived effect on the holder of the aerodrome certificate; and
    - (g) determine the adequacy of the training required by regulation 20 (f).
  - (2) The person managing the safety management system shall, if a finding resulting from the safety management system referred to in regulation 19 is reported to them:
    - (a) determine what, if any, corrective actions are required and carry out those actions;
    - (b) keep a record of any determination made under paragraph (a) and the reason for it;
    - (c) if management functions have been assigned to another person under sub-regulation (3), communicate any determination regarding a corrective action to that person; and
    - (d) notify the certificate holder of any systemic deficiency and of the corrective action taken.
  - (3) The person managing the safety management system may assign the management functions for the safety management system referred to in regulation 19 to another person if the assignment and its scope are described in the aerodrome operations manual.

- (4) The person managing the safety management system shall

- (4) The person to whom management functions have been assigned under sub-regulation (3) shall notify the person managing the safety management system of any systemic deficiency and of the corrective action taken.
- (5) The responsibility of the accountable executive is not affected by the appointment of a person to manage the safety management system under regulation 22(b) or the assignment of management functions to another person under sub-regulation (3).

## **PART VI - SAFETY MANAGEMENT SYSTEM FOR AIR TRAFFIC SERVICES**

### **Requirements 24.**

- (1) The safety management system required under regulation 4 (1) in respect of an applicant for, or a holder of, an air traffic services (ATS) certificate shall:
  - (a) meet the requirements of regulation 4 and regulation 25; and
  - (b) be under the control of the accountable executive appointed under regulation 5 (1)(a).

**Components  
of the Safety  
Management  
System**

**25.**

- (1) The safety management system shall include, among others, the following components:
  - (a) a safety management policy signed by the accountable executive and communicated to all employees that includes:
    - (i) organizational commitment regarding safety, including the promotion of a positive safety culture;
    - (ii) a clear statement about the provision of the necessary resources for the implementation of the safety policy;
    - (iii) the roles and responsibilities of personnel assigned duties under the safety management system,
    - (iv) performance goals and a means of measuring the attainment of those goals,
    - (v) a policy for the internal reporting of a hazard, an incident or an accident, including the conditions under which immunity from disciplinary action will be granted, and
    - (vi) a periodic review of the safety management system to determine its effectiveness;
  - (b) procedures for reporting hazards, incidents and accidents to the appropriate manager;
  - (c) procedures for the collection of data relating to hazards, incidents and accidents;
  - (d) procedures for the exchange of information in respect of hazards, incidents and accidents among the operators of aircraft and the provider of air traffic services at an aerodrome and the aerodrome operator;
  - (e) procedures for analysing data obtained under paragraph (c) and during an audit conducted under regulation 23 (3) and for taking corrective actions;
  - (f) training requirements for the accountable executive and for personnel assigned duties under the safety management system;
  - (g) procedures for making progress reports to the accountable executive at intervals determined by the accountable executive and other reports as needed in urgent cases; and
  - (h) procedures for involving employees in the

- (2) The components specified in sub-regulation (1) shall be set out in a manual or another document established by the holder of the ATS certificate that includes:
  - (a) a record of any amendments to the manual or document;
  - (b) a description of the procedures for amending the manual or document; and
  - (c) a statement, signed by the accountable executive, certifying that the manual or document is complete and its content accurate.
- (3) The Director General shall approve the manual or document if it contains the information and statement required under sub-regulation (2).

**Quality  
Assurance  
Programme**

- 26.**
- (1) The quality assurance programme required under regulation 4 (4) (g) in respect of an applicant for, or a holder of, an ATS certificate shall include a process for quality assurance that includes periodic reviews or audits of the activities authorized under a certificate and reviews or audits, for cause, of those activities.
  - (2) The holder of an ATS certificate shall ensure that records relating to the findings resulting from the quality assurance programme are distributed to the appropriate manager for corrective action and follow-up in accordance with the policies and procedures specified in the manual or document established under regulation 25 (2).
  - (3) The holder of an ATS certificate shall establish an audit system in respect of the quality assurance programme that consists of the following:
    - (a) an initial audit conducted within 12 months after the day on which the ATS certificate is issued;
    - (b) an audit of the entire quality assurance programme carried out every three years, calculated from the date of the initial audit;
    - (c) checklists of all activities carried out under the certificate;
    - (d) a record of each occurrence of compliance or non-compliance with the checklists in respect of the activities carried out under the certificate that is found during an audit referred to in paragraph (a) or (b);
    - (e) procedures for ensuring that each finding of an audit is communicated to the accountable executive;
    - (f) follow-up procedures for ensuring that corrective actions are effective; and
    - (g) a system for recording the findings of an audit referred to in paragraph (a) or (b), corrective actions and follow-ups.

- (4) The audit referred to in paragraph (3)(b) shall be carried out in one of the following ways:
  - (a) as a complete audit, or
  - (b) as a series of audits conducted at intervals determined by the holder of the ATS certificate and set out in the manual or document established under regulation 25 (2).
- (5) The records resulting from a system required under paragraph (3)(g) shall be retained for the greater of:
  - (a) two audit cycles, and
  - (b) two years.
- (6) The duties related to the quality assurance programme that involve specific tasks or activities among the activities of an ATS certificate holder shall be fulfilled by persons who are not responsible for carrying out those tasks or activities unless
  - (a) the size, nature and complexity of the operations and activities authorized under the ATS operations certificate justify the fulfilling of those duties by the person responsible for carrying out those tasks or activities;
  - (b) the holder of the ATS operations certificate demonstrates to the Director General by means of a risk analysis, that the fulfilling of those duties by the person responsible for carrying out those tasks or activities will not result in an unacceptable risk to aviation safety; and
  - (c) the holder of the ATS operations certificate provides the Director General, in writing, with the information required under paragraphs (a) and (b).

**Duties of the  
ATS  
certificate  
holder**      **27.**

The holder of an ATS certificate shall ensure that:

- (a) corrective actions are taken in respect of any findings resulting from the safety management system referred to in regulation 24; and
- (b) the accountable executive performs the duties prescribed regulation 28.



**Person  
managing the  
safety  
management  
system**

- 28.**
- (1) Person managing the safety management system shall:
    - (a) establish and maintain a reporting system to ensure the timely collection of information related to hazards, incidents and accidents that may adversely affect safety;
    - (b) identify hazards and carry out risk management analyses of those hazards;
    - (c) investigate, analyze and identify the cause or probable cause of all hazards, incidents and accidents identified under the safety management system;
    - (d) establish and maintain a safety data system, by either electronic or other means, to monitor and analyse trends in hazards, incidents and accidents;
    - (e) monitor and evaluate the results of corrective actions with respect to hazards, incidents and accidents;
    - (f) monitor the concerns of the civil aviation industry in respect of safety and their perceived effect on the holder of the ATS certificate; and
    - (g) determine the adequacy of the training required by regulation 25 (1)(f).
  - (2) The person managing the safety management system shall, if a finding resulting from a quality assurance programme referred to in regulation 26 (1) or a safety management system referred to in regulation 24 is reported to them:
    - (a) determine what, if any, corrective actions are required and carry out those actions;
    - (b) keep a record of any determination made under paragraph (a) and the reason for it;
    - (c) if management functions have been assigned to another person under sub-regulation (3), communicate any determination regarding a corrective action to that person; and
    - (d) notify the certificate holder of any systemic deficiency and of the corrective action taken.

- (3) The person managing the safety management system may assign the management functions of the safety management system to another person if the assignment and its scope are described in the manual or document referred to in regulation 25 (2).
- (4) The person to whom management functions have been assigned under sub-regulation (3) shall notify the person managing the safety management system of any systemic deficiency and of the corrective action taken.
- (5) The responsibility of the person managing the safety management system is not affected by the assignment of management functions to another person under sub-regulation (3).

## **PART VII – SAFETY MANAGEMENT SYSTEM FOR APPROVED TRAINING ORGANISATION**

### **Requirements 29.**

- (1) The safety management system required under regulation 4 (1) in respect of an applicant for, or a holder of, approved training oerorganisation certificate shall:
  - (a) meet the requirements of regulation 4 and regulation 30; and
  - (b) be under the control of the accountable executive appointed under regulation 5 (1)(a).

**Components  
of the Safety  
Management  
System**

**30.**

- (1) The organisation shall establish, implement and maintain a management system that includes:
  - (a) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable executive;
  - (b) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
  - (c) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
  - (d) maintaining personnel trained and competent to perform their tasks;
  - (e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
  - (f) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable executive to ensure effective implementation of corrective actions as necessary; and
  - (g) any additional requirements that are prescribed by the Director General

**Person  
Managing the  
Safety  
Management  
System**

**31**

- (1) The safety management system of an organisation shall encompass safety by including a person managing the safety management system in the organisational structure.
- (2) The person managing the safety management system shall act as the focal point and be responsible for the development, administration and maintenance of an effective safety management system.
- (3) The functions of the person managing the safety management system shall be to:
  - (a) facilitate hazard identification, risk analysis and management;
  - (b) monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan;
  - (c) provide periodic reports on safety performance;
  - (d) ensure maintenance of safety management documentation;
  - (e) provide advice on safety matters; and
  - (f) ensure initiation and follow-up of internal occurrence / accident investigations.

## **SCHEDULE**

### **FRAMEWORK FOR A SAFETY MANAGEMENT SYSTEM (SMS)**

[Regulation 4 (2)]

This Schedule specifies the framework for the implementation and maintenance of an SMS. The framework comprises four components and twelve elements as the minimum requirements for SMS implementation:

#### **1. Safety policy and objectives**

- 1.1 Management commitment and responsibility
- 1.2 Safety accountabilities
- 1.3 Appointment of key safety personnel
- 1.4 Coordination of emergency response planning
- 1.5 SMS documentation

#### **2. Safety risk management**

- 2.1 Hazard identification
- 2.2 Safety risk assessment and mitigation

#### **3. Safety assurance**

- 3.1 Safety performance monitoring and measurement
- 3.2 The management of change
- 3.3 Continuous improvement of the SMS

#### **4. Safety promotion**

- 4.1 Training and education
- 4.2 Safety communication







*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n° 75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)

**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XXI	ANNEX XXI TO THE	ANNEXE XXI A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

SERVERISI Y'ITUMANAHU RYO MU KIRERE	AERONAUTICAL TELECOMMUNICATION SERVICES	SERVICES DE LA TELECOMMUNICATION AERONAUTIQUE
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## **CIVIL AVIATION (AERONAUTICAL TELECOMMUNICATION SERVICES)**

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**CIVIL AVIATION (AERONAUTICAL TELECOMMUNICATION SERVICES)  
REGULATIONS, 2017**

**PART I**

**PRELIMINARY PROVISIONS**

- |  |   |
|--|---|
| <b>Citation</b>                            | <b>1.</b> These Regulations may be cited as the Civil Aviation (Aeronautical Telecommunication Services) Regulations, 2016  |
| <b>Applicability</b>                       | <b>2.</b> (1) These regulations prescribe: <ul style="list-style-type: none"><li>(a) requirements for the certification of organizations providing aeronautical telecommunication services; and</li><li>(b) requirements for operation and maintenance aeronautical telecommunication services facilities.</li></ul> (2) These regulations do not apply in respect of any aeronautical telecommunication services that are provided by or under the authority of the Minister of Defence.   |
| <b>Identification codes and call signs</b> | <b>3.</b> (1) No person shall operate: <ul style="list-style-type: none"><li>(a) a radio navigation aid, unless it has been allocated an identification code by the Authority under sub-regulation (3); or</li><li>(b) a radio communication transmitter on an aeronautical radio frequency, unless it has been allocated a call sign by the Authority under sub-regulation (3).</li></ul> (2) An applicant for the allocation of an identification code or a call sign under sub-regulation (1), complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with, if applicable, a payment of the appropriate application fee prescribed by the Authority. |
|  | (3) The Authority may allocate an identification code for a radio navigation aid or a call sign for a radio communication   |

transmitting aeronautical facility if the Authority is satisfied that the allocation of a code or call sign is not contrary to the interests of aviation safety.

**Aeronautical  
telecommunication services  
standards**

- 4.**
- (1) The Director General may, in such manner as he thinks fit, publish a manual of standards (*MOS*) – *Aeronautical Telecommunication Services*, containing such standards, recommended practices and guidance material on Air Traffic Services as he may determine to be applicable in Rwanda.
  - (2) With limiting the generality of sub-regulation (1), the *MOS – Aeronautical Telecommunication Services*, shall prescribe standards and recommended practices for these Regulations that provides for the following matters:
    - (a) standards, including procedures, systems and documents used to provide aeronautical telecommunication services;
    - (b) standards for facilities and equipment used to provide an aeronautical telecommunication services;
    - (c) standards for the training and checking of an aeronautical telecommunication services provider's personnel;
    - (d) any matter required or permitted by these Regulations to be provided for by the Manual of Standards;
    - (e) any matter necessary or convenient to be provided for the effective operation of these Regulations.
  - (3) Any reference in these regulations to Aeronautical Telecommunication Services standards and practices is a reference to the standards and practices for Aeronautical Telecommunication Services that are set out in the *MOS – Aeronautical Telecommunication Services* as amended from time to time.
  - (4) An Aeronautical Telecommunication Services certificate holder or Aeronautical Telecommunication Services certificate applicant shall, for the safety of air navigation, comply with the standards, practices and procedures that are required by the *MOS – Aeronautical Telecommunication Services*, as appropriate to the Aeronautical

Telecommunication Services.

- (5) The Authority shall also publish advisory circulars prescribing acceptable methods and procedures for compliance with these regulations and the prescribed standards in the *MOS – Aeronautical Telecommunication Services*.

## **PART II**

### **CERTIFICATION REQUIREMENTS**

- |                                    |           |  |
|------------------------------------|-----------|--|
| <b>Requirement for certificate</b> | <b>5.</b> | No person shall provide an aeronautical telecommunication service or operate an aeronautical facility except under the authority of, and in accordance with the provisions of, an aeronautical telecommunication service certificate.  |
| <b>Application for certificate</b> | <b>6.</b> | <p>An applicant for an aeronautical telecommunication service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with:</p> <ul style="list-style-type: none"><li>(a) the applicant's manual of operations required under regulation 13; and</li><li>(b) if applicable, a payment of the appropriate application fee prescribed by the Authority.</li></ul>   |
| <b>Issue of certificate</b>        | <b>7.</b> | <p>The Authority shall issue an aeronautical telecommunication service certificate to an applicant if the Authority is satisfied that:</p> <ul style="list-style-type: none"><li>(a) the applicant meets the requirements of these Regulations and standards prescribed by the Authority; and</li><li>(b) the applicant and the senior person or senior persons required under regulation 11 (1)(a) and (b) are fit and proper persons; and</li><li>(c) the granting of the certificate is not contrary to the interests of aviation safety.</li></ul> |



**Privileges of  
certificate holder**

- 8.**
- (1) An aeronautical telecommunication service certificate shall specify the aeronautical telecommunication services and aeronautical facility types that the certificate holder is authorized to operate.
  - (2) Subject to regulation 30, the holder of an aeronautical telecommunication service certificate may operate any of the aeronautical facility types specified on the holder's certificate so long as:
    - (a) each aeronautical facility operated is listed in the certificate holder's manual of operations; or
    - (b) if the aeronautical facility is not listed in the manual of operations, its operation is for site test purposes controlled by the procedures required under regulation 15 (2).

**Duration of  
certificate**

- 9.**
- (1) An aeronautical telecommunication service certificate shall be granted or renewed for a period of up to 2 years.
  - (2) An aeronautical telecommunication service certificate shall remain in force until it expires, or is suspended or revoked.
  - (3) The Authority may, by written notice given to the holder of an aeronautical telecommunication service certificate, suspend or revoke the certificate if there are reasonable grounds for believing that:
    - (a) a condition to which the certificate is subject has been breached; or
    - (b) the holder has failed to comply with these Regulations.
  - (4) Before suspending or cancelling an aeronautical telecommunication service certificate, the Authority shall:
    - (a) give to the holder a show cause notice that:
      - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
      - (ii) invites the holder to show cause, in writing, within 30

days after the date of the notice, why the certificate should not be suspended or revoked; and

(b) take into account any written submissions that the holder makes to the Authority within 30 days.

(5) The holder of an aeronautical telecommunication service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority immediately.

**Renewal of  
certificate**

- 10.** (1) An application for the renewal of an aeronautical telecommunication service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.
- (2) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

**Personnel and  
Training  
requirements**

- 11.** (1) An applicant for an aeronautical telecommunication service certificate shall employ, contract, or otherwise engage:
- (a) a senior person identified as the chief executive who:
- (i) has the authority within the applicant's organization to ensure that all activities undertaken by the organization can be financed and carried out to meet applicable operational requirements; and
- (ii) is responsible for ensuring that the organization complies with the requirements and standards prescribed by these Regulations; and
- (b) a senior person or persons responsible to the chief executive and who are responsible for:
- (i) ensuring that the applicant's organization complies with its manual of operations; and
- (ii) the system for safety management required under regulation 24; and
- (c) sufficient personnel to inspect, supervise, and maintain the facilities listed in the applicant's manual of operations.

- (3) The senior person or persons required by sub-regulation (1)(b)(ii) shall be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.
- (4) An applicant for an aeronautical telecommunication service certificate shall establish procedures for personnel, who are authorized by the holder of the aeronautical telecommunications service certificate to place into operational service any of the facilities listed in the manual of operations, to:
  - (a) assess the competency of those authorized personnel; and
  - (b) maintain the competency of those authorised personnel; and
  - (c) establish a means to provide those authorised personnel with written evidence of the scope of their authorization.
- (5) An Applicant shall ensure that all its personnel possess the skills and competencies required in the provision of the aeronautical telecommunication service.
- (6) The applicant shall develop an overall training policy and programme for each of its staff.
- ((7) The training policy and programme shall lay down the training courses that different levels of staff have to undergo to perform their duties, including initial, recurrent, specialized and on-job (OJT) training.
- (7) An Applicant shall maintain individual training records for each of its staff, which should include a training plan detailing the courses completed by each staff as well as the time-frame for attending future courses as required under his training plan

## **Documentation**

### **12.**

- (1) An applicant for an aeronautical telecommunication service certificate shall hold copies of relevant equipment manuals, technical standards, practices, instructions, and any other documentation that are necessary for the provision and operation of the facilities listed in the applicant's manual of operations.

- (2) An applicant for an aeronautical telecommunication service certificate shall establish a procedure for the control of the documentation required under sub-regulation (1) and any other applicable Regulations.
- (3) The procedure required under sub-regulation (2) shall require that:
  - (a) all documentation is reviewed and authorised by an appropriate senior person referred to in regulation 11 before issue; and
  - (b) current issues of all relevant documentation are accessible to staff at all locations if required for the provision and operation of aeronautical facilities; and
  - (c) all obsolete documentation is promptly removed from all points of issue or use; and
  - (d) changes to documentation are reviewed and authorised by an appropriate senior person referred to in regulation 11; and
  - (e) the current version of each item of documentation can be identified.

**Aeronautical  
telecommunication  
service  
organisation  
manual of  
operations**

- 13. (1) An applicant for an aeronautical telecommunication service certificate shall provide the Authority with an manual of operations that contains:
  - (a) a statement signed by the chief executive, on behalf of the applicant's organisation confirming that:
    - (i) the manual of operations defines the organization and demonstrates its means and methods for ensuring ongoing compliance with these Regulations; and
    - (ii) the manual of operations, and all associated manuals, operating, and maintenance instructions, shall be complied with by the organisation's personnel at all times; and
  - (b) in relation to the system for safety management required by regulation 24,;

- (i) all of the documentation required by Civil Aviation (Safety Management System) Regulations; and
  - (ii) for an applicant that is not applying for a renewal of an aeronautical telecommunication service certificate, an implementation plan that describes how the system for safety management will be implemented; and
- (c) the titles and names of the senior person or persons required by regulation 11 (1)(a) and (b); and
- (d) the duties and responsibilities of the senior person or persons required by regulation 11 (1)(a) and (b), including:
  - (i) matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
  - (ii) responsibilities for safety management; and
- (e) an organisation chart showing lines of responsibility of each senior person or persons required by regulation 11 (1)(a) and (b) and covering each location listed under (i); and
- (f) a summary of the organisation's staffing structure at each location listed under (i); and
- (g) information identifying the lines of safety responsibility within the organisation; and
- (h) a list of each type of aeronautical facility to be operated under the authority of the aeronautical telecommunication service certificate; and
- (i) a summary of the scope of activities at each location where the organisation's personnel are based for the purpose of providing or maintaining the types of facilities listed under h (h); and
- (j) a summary of the operational details of each aeronautical facility associated with each location listed under (i); and
- (k) details of the security programme required under

regulation 23; and

- (l) the detailed procedures, or an outline of the procedures including information that identifies the documentation that contains the detailed procedures, that are required under:
    - (i) regulation 11 (1)(a) and (b) regarding the competence of personnel; and
    - (ii) regulation 15 (1) regarding the design, installation, and commissioning of facilities; and
    - (iii) regulation 15 (2) regarding the operation of temporary facilities for site tests; and
    - (iv) regulation 12 (2) regarding the control of documentation; and
    - (v) regulation 19 (1) regarding periodic inspections and testing of facilities; and
    - (vi) regulation 18 regarding facility performance; and
    - (vii) regulation 20 regarding the control, calibration, measuring, and test equipment; and
    - (viii) regulation 17 (1) regarding the notification of facility information; and
    - (ix) regulation 21 (1) regarding facility checks after notification of an accident or incident; and
    - (x) regulation 22 regarding facility malfunction incidents; and
    - (xi) regulation 25 (1) regarding the identification, collection, indexing, storage, maintenance, and disposal of records; and
    - (xii) regulation 16 regarding the operating procedures; and
  - (m) detailed procedures to control, amend, and distribute the manual of operations.
- (2) The applicant's manual of operations shall be approved by the Authority.

**Amendment of  
certificate and  
manual of  
operations**

- 14.** (1) A holder of an aeronautical telecommunication service certificate shall:
- (a) ensure that the manual of operations is amended, as required, to remain a current description of the certificate holder's organisation, aeronautical telecommunication services, and facilities; and
  - (b) ensure that any amendment made to its manual of operations meets the applicable requirements of these regulations and the standards prescribed by the Authority; and
  - (c) comply with the amendment procedures contained in manual of operations; and
  - (d) forward to the Authority for approval and retention a copy of each amendment to manual of operations before incorporating the amendment into manual of operations; and
  - (e) make such amendments to its manual of operations as the Authority may consider necessary in the interests of aviation safety.
- (2) Before a holder of an aeronautical telecommunication service certificate changes any of the following, prior approval by the Authority is required:
- (a) the chief executive;
  - (b) the listed senior persons;
  - (c) the security programme;
  - (d) the types of aeronautical facility operated under the authority of the certificate; and
  - (e) the system for safety management, if the change is a material change.
- (3) The Authority may impose any conditions that the Authority considers necessary in the interests of aviation safety, under which the holder of an aeronautical telecommunications service certificate shall operate during or following any

change specified in sub-regulation (2).

- (4) The holder of an aeronautical telecommunication service certificate shall comply with any conditions imposed by the Authority under sub-regulation (3).
- (5) If any of the changes under sub-regulation (2) requires an amendment to the aeronautical telecommunication service certificate, the certificate holder shall forward the certificate to the Authority for endorsement of the change as soon as practicable.

**Aeronautical  
facility  
requirements**

- 15.** (1) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to ensure that:
- (a) each aeronautical facility listed in the applicant's manual of operations:
    - (i) is designed, installed, and commissioned to meet the applicable operational specification for that facility; and
    - (ii) conforms with the applicable system characteristics and specification standards prescribed in ICAO Annex 10, Volumes I, III, and IV, where there is a difference between a standard prescribed in ICAO Annexes and the Manual of Standards (MOS), the MOS standard shall prevail; and
    - (iii) conforms with the applicable specifications and requirements of Part IV; and
    - (iv) has been allocated an identification code or call sign, if a code or call sign is required under regulation 3; and
  - (b) information on the operational status of each radio navigation aid listed in the applicant's manual of operations, that is essential for the approach, landing, and take-off at an aerodrome, is provided to meet the operational needs of:
    - (i) the air traffic control unit providing an aerodrome control service for that aerodrome while that service is being provided; and



- (ii) the air traffic control unit providing an approach control service for that aerodrome while that service is being provided; and
  - (c) each aeronautical facility listed in the applicant's manual of operations is installed with suitable power supplies and means to ensure continuity of operation appropriate to the needs of the air traffic service or radio navigation service being supported; and
  - (d) each aeronautical facility listed in the applicant's manual of operations is installed in accordance with the security programme required under regulation(23) to minimize any risk of destruction, damage, or interference with the operation of the facility; and
  - (e) any critical site area of any aeronautical facility listed in the applicant's manual of operations is:
    - (i) clearly identified on the site drawings for the aeronautical facility; and
    - (ii) physically protected by suitable signposts on the site; and
    - (iii) protected by written agreements with the site owner, aerodrome operator, and air traffic control unit, as appropriate, to ensure that site restrictions are not infringed by buildings, fences, vehicles, machinery, or aircraft.
- (2) An applicant for an aeronautical telecommunication service certificate who intends to operate a temporary aeronautical facility to carry out site tests shall establish a procedure for conducting those tests.
- (3) The procedure required under sub-regulation (2) shall require that:
- (a) the operation of the temporary facility does not cause any interference with any other operating aeronautical facility; and
  - (b) appropriate information regarding the operation of the temporary facility is forwarded to the provider of the AIS for the issue of a NOTAM, and if appropriate the publication of a Supplement to the AIP; and

- (c) an appropriate NOTAM has been published.

**Operating  
procedures**

- 16.** An applicant for an aeronautical telecommunication service certificate shall ensure that the procedures for operating the facilities listed in the applicant's manual of operations are in accordance with the applicable operating procedures prescribed in ICAO Annex 10, Volumes I, II, III, IV and V, where there is a difference between a standard prescribed in ICAO Annexes and the Manual of Standards (MOS), the MOS standard shall prevail.

**Notification of  
aeronautical  
facility  
information**

- 17.** (1) A person operating an aeronautical facility shall forward to the provider of the aeronautical information services (AIS):
- (a) information on the operational details of the aeronautical facility, for publication in the Rwanda aeronautical information publication (AIP) ; and
  - (b) information concerning any change in the operational status of the aeronautical facility, for the issue of a NOTAM; and
- (2) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to ensure that the requirements of sub-regulation (1) are met for each applicable aeronautical facility listed in the applicant's manual of operations.
- (3) The procedure required under sub-regulation (2) shall include a means to confirm that:
- (a) the operational details of the aeronautical facility as notified to AIS have been accurately published in the AIP; and
  - (b) any change to the operational status of the aeronautical facility has been published by NOTAM.

**Aeronautical  
facility  
performance**

- 18.** An applicant for an aeronautical telecommunication service certificate shall establish a procedure to ensure that no aeronautical facility listed in the applicant's manual of operations is placed into operational service unless:

- (a) the person placing the aeronautical facility into operational service is assessed as competent and authorized according to the procedures required under regulation 11 (1); and
- (b) the appropriate checks detailed in the operating and maintenance instructions required under regulation 27 have been carried out to verify the performance of the aeronautical facility; and
- (c) the aeronautical facility record has been completed according to the procedures required under regulation 25.
- (d) An aeronautical telecommunication provider shall keep, for each aeronautical telecommunication service that it provides from a particular location, a logbook in accordance with the standards set out in the Manual of Standards.

**Periodic  
inspection and  
testing**

- 19.**
- (1) An applicant for an aeronautical telecommunication service certificate shall establish a procedure for the periodic inspection and testing of the aeronautical facilities listed in the applicant's manual of operations to verify that each aeronautical facility meets the applicable operational requirements and performance specifications for that facility.
  - (2) The procedure required under sub-regulation (1) shall:
    - (a) include ground inspections and tests, and if necessary, flight tests; and
    - (b) include the criteria for establishing or changing the interval between the periodic tests for each aeronautical facility listed in the manual of operations, having regard to:
      - (i) any applicable information published by ICAO; and
      - (ii) any applicable reliability data for the aeronautical facility; and
      - (iii) information on the proven reliability performance of the aeronautical facility, and of other similar aeronautical facilities, and the stability of the aeronautical facility's operating environment; and

- (c) ensure that the grounds for establishing or changing the interval between the periodic tests for each aeronautical facility listed in the manual of operations are documented.
- (3) An applicant for an aeronautical telecommunication service certificate shall establish:
  - (a) a programme of periodic ground inspections for each aeronautical facility listed in the applicant's manual of operations; and
  - (b) a programme of periodic ground tests for each aeronautical facility listed in the applicant's manual of operations; and
  - (c) a programme of periodic flight tests for each radio navigation aid listed in the applicant's
- (4) The programmes required by sub-regulations (3)(b) and (3)(c) shall be based on the criteria required under sub-regulation (2)(b) and shall specify the maximum interval between the tests for each aeronautical facility.
- (5) An applicant for an aeronautical telecommunication service certificate shall notify the Authority of any radio navigation aid that is not subjected to periodic flight tests.

**Equipment for  
Inspection, testing  
and calibration**

**20.**

- (1) An applicant for an aeronautical telecommunication service certificate shall ensure that appropriate inspection, measuring, and test equipment are available for personnel to maintain the operation of each aeronautical facility listed in the applicant's manual of operations.
- (2) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to control, calibrate, and maintain all the inspection, measuring, and test equipment required under sub-regulation (1) to ensure that each item of equipment has the precision and accuracy that is necessary for the measurements and tests to be performed.
- (3) The procedure required under sub-regulation (2) shall require that each item of test equipment required for the measurement of critical performance parameters is:

- (a) calibrated before use or at prescribed intervals with the calibration traceable to an appropriate national standard; and
- (b) identified with a suitable indicator to show its calibration status; and
- (c) controlled to:
  - (i) safeguard against adjustments that would invalidate the calibration setting; and
  - (ii) ensure that the handling, preservation, and storage of the test equipment are such that its accuracy and fitness for use is maintained.
- (4) If hardware and software systems are used for the performance testing of any aeronautical facility, the procedures under sub-regulation (2) shall require the functions of those testing systems to be checked:
  - (a) before being released for use; and
  - (b) at prescribed intervals to establish that those testing systems are capable of verifying the true performance of the aeronautical facility.

**Aeronautical  
facility check  
after accident or  
incident**

- 21.**
- (1) An applicant for an aeronautical telecommunication service certificate shall establish a procedure to check and accurately record the operating condition of any aeronautical facility operated under the authority of the certificate that may have been used by an aircraft, or an air traffic service, that is involved in an accident or incident.
  - (2) The procedure required under sub-regulation (1) shall require that:
    - (a) the check of the aeronautical facility's operating condition is carried out as soon as practicable after notification to the holder of the aeronautical telecommunication certificate of the accident or incident; and
    - (b) the record of that check, and the recorded history of the aeronautical facility, is kept in a secure place for

possible use by any subsequent accident or incident investigation; and

- (c) the records required to be secured under sub-regulation (b) are retained for 3 years from the date of the last entry made on that record.

**Facility  
malfunction  
incidents**

- 22.**
- (1) A person operating an aeronautical facility shall not permit the facility to continue in operational service if that person suspects or has any cause to suspect that the information being provided by that facility is erroneous
  - (2) An applicant for the grant of an aeronautical telecommunication service certificate shall establish procedures:
    - (a) to notify, investigate, and report facility malfunction incidents; and
    - (b) to implement corrective actions to eliminate the cause of a facility malfunction incident and prevent its recurrence.

**Security  
programme**

- 23.**
- (1) An applicant for the grant of an aeronautical telecommunication service certificate shall establish a security programme for the facilities listed in the applicant's manual of operations.
  - (2) The security programme required under sub-regulation (1) shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of any aeronautical facility operated under the authority of the aeronautical telecommunication service certificate, if such destruction, damage, or interference could endanger the safety of aircraft.
  - (3) The security programme required under sub-regulation (1) shall include such physical security requirements, practices, and procedures as may be necessary:
    - (a) to ensure that each aeronautical facility is subject to positive access control at all times to prevent unauthorized entry; and

- (b) for personnel to follow in the event of a bomb threat or other threat of damage to an aeronautical facility; and
  - (c) to monitor an unattended aeronautical facility building to ensure that any intrusion or interference is immediately detected.
- (4) The security programme required under sub-regulation (1) shall include procedures to notify, investigate and report security incidents to the Authority

**Safety  
management**

- 24.** An applicant for the grant of an aeronautical telecommunication service certificate shall establish, implement, and maintain a system for safety management in accordance with Civil Aviation (Safety Management System) Regulations

**Records**

- 25.** (1) An applicant for an aeronautical telecommunication service certificate shall establish procedures to identify, collect, index, store, maintain, and dispose of the records that are necessary to record:
- (a) the safe provision of the aeronautical telecommunication services; and
  - (b) the safe operation of each aeronautical facility listed in the applicant's manual of operations.
- (2) The procedures required under sub-regulation (1) shall require that accurate records of the following are maintained:
- (a) for each aeronautical facility, a record:
    - (i) documenting the operating performance of the aeronautical facility; and
    - (ii) providing a history of the maintenance, and the periodic inspections and tests of the aeronautical facility, that are traceable to the person or persons responsible for each of the recorded activities; and
  - (b) for each aeronautical facility, a record of the establishment of, or a change in, the periodic tests required under regulation 19 (1); and

- (c) for each item of test equipment required under regulation 20 (1) that is used for the measurement of an aeronautical facility's critical performance parameters, a record that includes a traceable history of the location, maintenance, and the calibration checks for the item of test equipment; and
  - (d) for each facility malfunction incident reported to the Authority, a record that includes:
    - (i) details of the nature of the malfunction; and
    - (ii) the findings of the investigation; and
    - (iii) the follow up corrective actions; and
    - (iv) a copy of the report submitted to the Authority; and
  - (e) for each person who is authorised in accordance with regulation 11 (2) to place aeronautical facilities into operational service, a record that includes details of the person's experience, qualifications, training, competence assessments, and current authorizations.
- (3) The procedures required under sub-regulation (1) shall require:
- (a) all records to be legible and of a permanent nature; and
  - (b) all aeronautical facility records required under sub-regulation (2)(a) to be retained for a period of at least three years unless a longer period is required:
    - (i) by the Authority; or
    - (ii) to establish a performance history for the aeronautical facility.

### **PART III**

#### **OPERATING REQUIREMENTS**

#### **Continued compliance**

- 26.** The holder of an aeronautical telecommunication service certificate shall:



- (a) continue to meet the standards and comply with the requirements of Part II prescribed for certification under these Regulations; and
- (b) comply with all procedures referred to in the manual of operations; and
- (c) hold at least one complete and current copy of the manual of operations at each location listed in its manual of operations where a senior person is based; and
- (d) make each applicable part of the manual of operations available to personnel who require those parts to carry out their duties; and
- (e) notify the Authority on form of any change of address for service, telephone number, or facsimile number or email within 28 days of the change.

**Operating and  
maintenance  
instructions**

- 27.**
- (1) The holder of an aeronautical telecommunication service certificate shall:
    - (a) have operating and maintenance instructions that set out the requirements for operating and maintaining each aeronautical facility listed in the manual of operations; and
    - (b) provide the operating and maintenance instructions required under (a) for the use and guidance of its personnel.
  - (2) The operating and maintenance instructions required under sub-regulation (1)(a) shall include:
    - (a) details of the critical performance parameters for each aeronautical facility; and
    - (b) the associated minimum performance levels for those critical performance parameters referred to in (a); and
    - (c) details of the test equipment required for the measurement of those critical performance parameters referred to in (a); and
    - (d) details of the mandatory inspections and test procedures

for the operational service; and

- (e) details of the mandatory inspection and test procedures for the operation and maintenance of each aeronautical facility.

**Deviations**

- 28.**
- (1) If an emergency necessitates immediate action for the protection of life or property, and the action involves an aircraft operation, the holder of an aeronautical telecommunication service certificate may, subject to regulation 30 (1), deviate from any requirement of these Regulations.
  - (2) The holder of an aeronautical telecommunication service certificate who deviates from a requirement of these Regulations under sub-regulation (1) shall:
    - (a) provide a written report to the Authority as soon as practicable, but in any event not later than 14 days, after the emergency; and
    - (b) include in the report required under (a) the nature, extent, and duration of the deviation.

**Temporary  
aeronautical  
facility**

- 29.**
- If a temporary aeronautical facility is operated for the purpose of a site test, the holder of an aeronautical telecommunication service certificate is not required to comply with any requirements of Part II, except for regulation 15 (2) and (3).

**Prohibition**

- 30.**
- (1) Except for the operation of a temporary aeronautical facility for site tests according to the procedures required under regulation 15 (2), the holder of an aeronautical telecommunication service certificate may not permit an aeronautical facility to continue in operational service under the authority of the certificate if the holder has any cause to suspect the integrity of the information being provided by the facility.
  - (2) Except if a deviation is required under regulation 28 (1) or a site test is carried out according to the procedures required under regulation 15 (2), the holder of an aeronautical telecommunication service certificate shall not operate an

aeronautical facility under the authority of that certificate unless:

- (a) the aeronautical facility is listed in the certificate holder's manual of operations; and
- (b) the performance of the aeronautical facility meets the applicable information published for that facility under regulation 17; and
- (c) the performance of the aeronautical facility meets the applicable requirements in regulation 15 (1); and
- (d) any integrity monitoring system for the aeronautical facility is fully functional; and
- (e) all the periodic tests for the aeronautical facility are completed according to the programmes established under regulation 19 (3)(b) and (c); and
- (f) the aeronautical facility is included in the certificate holder's security programme required under regulation 23 (1) if the destruction, damage, or interference with the aeronautical facility is likely to endanger the safety of an aircraft in flight; and
- (g) if (f) applies, the requirements of the security programme for the aeronautical facility are being complied with.

## **PART IV**

### **FACILITY SPECIFICATIONS AND REQUIREMENTS**

#### **Specifications and Requirements 31.**

Each radio navigation aid listed in an aeronautical telecommunication service certificate holder's manual of operations shall be provided with a monitoring system that will remove the aeronautical facility from operational service and transmit a warning to an appropriate control point upon detection of any of the following conditions;

- (a) navigation information outside the prescribed tolerance for the facility;

- (b) failure of the identification signal:
- (c) failure of the monitoring system.

## **PART V**

### **SAFETY OVERSIGHT REQUIREMENTS**

#### **Safety Oversight Function**

- 32.** The Authority shall exercise safety oversight as part of its supervision of requirements applicable to the aeronautical telecommunication services in order to monitor the safe provision of these activities and to verify that the applicable safety regulatory requirements and their implementing arrangements are met.

#### **Verification of compliance with safety regulatory requirements**

- 33.** (1) The Authority shall establish a process in order to verify compliance with applicable safety regulatory requirements prior to the issue or renewal of a certificate necessary to provide aeronautical telecommunication services including safety-related conditions attached to it.
- (2) The process referred to in paragraph (1) shall:
- (a) be based on documented procedures;
  - (b) be supported by documentation specifically intended to provide safety oversight personnel with guidance to perform their functions;
  - (c) provide the organisations concerned with an indication of the results of the safety oversight activity;
  - (d) be based on safety regulatory audits and reviews conducted;
  - (e) provide competent authorities with the evidence needed to support further action.

**Safety regulatory  
audits**

**34.**

- (1) The Authority shall conduct safety regulatory audits of all the aeronautical telecommunication services activities.
- (2) The safety regulatory audits referred to in paragraph (1) shall:
  - (a) provide the Authority with evidence of compliance with applicable safety regulatory requirements and with implementing arrangements by evaluating the need for improvement or corrective action;
  - (b) be independent of internal auditing activities undertaken by the service provider concerned as part of its safety or quality management systems;
  - (c) be conducted by qualified inspectors;
  - (d) apply to complete implementing arrangements or elements thereof, and to processes, products or services;
  - (e) determine whether:
    - (i) implementing arrangements comply with safety regulatory requirements;
    - (ii) actions taken comply with the implementing arrangements;
    - (iii) the results of actions taken match the results expected from the implementing arrangements;
  - (f) lead to the correction of any identified non-conformities
- (3) Within the inspection programme, the Authority shall establish and update at least annually a programme of safety regulatory audits in order to:
  - (a) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;
  - (b) cover all the aeronautical telecommunication service providers, services;
  - (c) ensure that audits are conducted in a manner commensurate to the level of risk posed by the aeronautical telecommunication service providers' activities;

- (d) ensure that sufficient audits are conducted over a period of 2 years to check the compliance of all these aeronautical telecommunication service providers with applicable safety regulatory requirements in all the relevant areas of the functional system;
  - (e) ensure follow up of the implementation of corrective actions.
- (4) The Authority may decide to modify the scope of pre-planned audits and to include additional audits, wherever that need arises.
  - (5) The Authority shall decide which arrangements, elements, services, functions, products, physical locations and activities are to be audited within a specified time frame.
  - (6) Audit observations and identified non-conformities shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable safety regulatory requirements and their implementing arrangements against which the audit has been conducted.
  - (7) An audit report, including the details of the non-conformities, shall be drawn up.

**Corrective actions**

- 35. (1) The Authority shall communicate the audit findings to audited aeronautical telecommunication service providers and shall simultaneously request corrective actions to address the non-conformities identified without prejudice to any additional action required by the applicable safety regulatory requirements.
- (2) Audited aeronautical telecommunication service providers shall determine the corrective actions deemed necessary to correct non-conformities and the time frame for their implementation.
- (3) The Authority shall assess the corrective actions as well as their implementation as determined by audited aeronautical telecommunication service providers and accept them if the assessment concludes that they are sufficient to address the non-conformities.
- (4) Audited aeronautical telecommunication service providers

shall initiate the corrective actions accepted by the Authority. These corrective actions and the subsequent follow-up process shall be completed within the time period accepted by competent authorities.

**Safety oversight  
of changes to  
functional  
systems**

- 36.** (1) The aeronautical telecommunication service providers shall only use procedures accepted by the Authority when deciding whether to introduce a safety-related change to their functional systems. In case of communication, navigation or surveillance service providers, the Authority shall accept these procedures in the framework of these regulations.
- (2) The aeronautical telecommunication service providers shall notify the Authority of all planned safety-related changes.

**Contingency  
plan  
requirements**

- 37.** (1) An aeronautical telecommunication service provider shall have in place contingency plan for all the services it provides in the case of events which result in significant degradation or interruption of its services.
- (2) The plan shall include:
- (a) the actions to be taken by the members of the aeronautical telecommunication service provider's personnel responsible for providing the service;
  - (b) possible alternative arrangements for providing the service; and
  - (c) the arrangements for resuming normal operations for the service.





*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA**

**Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République:**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XXII	ANNEX XXII TO THE	ANNEXE XXII A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

SERVICES ZIYOBORA INDEGE	AIR TRAFFIC SERVICES	SERVICES DE LA CIRCULATION AERIENNE
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## **CIVIL AVIATION (AIR TRAFFIC SERVICE)**

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3.	Applicability
4.	Air Traffic Services Standards

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# CIVIL AVIATION (AIR TRAFFIC SERVICE) REGULATIONS, 2016

## PART I

### PRELIMINARY PROVISIONS

**Citation**                    1.    These Regulations may be cited as the Civil Aviation (Air Traffic Service) Regulations, 2016

**Definitions**                2.    In these Regulations:

**Annex 1** means Annex 1 to the Convention;

**Annex 2** means Annex 2 to the Convention;

**Annex 3** means Annex 3 to the Convention;

**Annex 10** means Annex 10 to the Convention;

**Annex 11** means Annex 11 to the Convention;

**Area of responsibility** means the airspace, and in the case of an aerodrome, the manoeuvring area, within which a particular operating position is responsible for the provision of an air traffic service;

**ATS Letter of Agreement** means a document formalising matters of operational significance between ATS units;

**ATS messages** means emergency messages, movement and control messages, and flight information messages as described in Part IX of Document 4444;

**Authority** means Rwanda Civil Aviation Authority (the Authority);

**Director General** means the Chief Executive of Rwanda Civil Aviation Authority

**Document 4444** means the ICAO document titled *Procedures for Air Navigation Services – Regulations of the Air and Air Traffic Services*;

**Document 7030** means the ICAO document titled *Regional Supplementary Procedures* as applicable to the Africa-Indian

Ocean (AFI) Regions;

**Document 9432** means the ICAO document titled Manual of Radiotelephony;

**Essential traffic** means any controlled traffic that is not separated by the prescribed minima in relation to other controlled flights where separation is required;

**Filed flight plan** means the flight plan as filed with an ATS unit by the pilot or a designated representative, without any subsequent changes;

**Flow control** means measures designed to adjust the flow of traffic into a given airspace, along a given route, or bound for a given aerodrome, to ensure the most effective utilization of the airspace;

**Air Traffic Services Standards** means standards and recommended practices contained in the document called *MOS – Air Traffic Service* published by Rwanda Civil Aviation Authority as amended from time to time.

**Operating position** means the work station from which one or more air traffic controllers or flight service operators provide air traffic services within an allocated area or areas of responsibility;

**Rated air traffic controller** means an air traffic controller holding a current licence, and a rating, or ratings, validated for the particular location, issued in accordance with the Civil Aviation (Personnel Licensing) Regulations;

**Rated flight service operator** means a flight service operator holding a current licence, and a rating, or ratings, validated for the particular location, issued in accordance with the Civil Aviation (Personnel Licensing) Regulations;

**Strayed aircraft** means an aircraft that has deviated significantly from its intended track or reports that it is lost;

**Traffic avoidance advice** means advice provided by an ATS unit specifying manoeuvres to assist a pilot to avoid a collision;

**Traffic information** means information issued by an ATS unit, to alert a pilot to other known or observed air traffic which may be in proximity to the position, or intended route of flight, and to help the pilot avoid a collision.



**Applicability**

- 3.** (1) These regulations prescribe:
- (a) the requirements for certification and operation of organisations providing an air traffic service in Kigali Flight Information Region; and
  - (b) the requirements for operating and technical standards for providing an air traffic service by those organisations.
- (2) These regulations do not apply in respect of any air traffic services that are provided by or under the authority of the Minister of Defence.
- (3) For the purpose of these regulations, in addition to definitions provided for in Regulation 1, the definitions as contained in ICAO Annexes 1 through to 19, as amended from time to time, shall apply.

**Air Traffic Services Standards**

- 4.** (1) The Director General may, in such manner as he thinks fit, publish a *MOS – Air Traffic Services*, containing such standards, recommended practices and guidance material on Air Traffic Services as he may determine to be applicable in Rwanda.
- (2) With limiting the generality of sub-regulation (1), the *MOS – Air Traffic Services*, shall prescribe standards and recommended practices for these Regulations that provides for the following matters:
- (a) standards, including procedures, systems and documents used to provide an air traffic service;
  - (b) standards for facilities and equipment used to provide an air traffic service;
  - (c) standards for the training and checking of an ATS provider's personnel;
  - (d) any matter required or permitted by these Regulations to be provided for by the Standards;
  - (e) any matter necessary or convenient to be provided for the effective operation of these Regulations.

- (3) Any reference in these regulations to Air Traffic Services standards and practices is a reference to the standards and practices for Air Traffic Services that are set out in the *MOS – Air Traffic Services* as amended from time to time.
- (4) An Air Traffic Services certificate holder or Air Traffic Services certificate applicant shall, for the safety of air navigation, comply with the standards, practices and procedures that are required by the *MOS – Air Traffic Services*, as appropriate to the Air Traffic Services.
- (5) The Authority shall also publish advisory circulars prescribing acceptable methods and procedures for compliance with these regulations and the prescribed standards in the *MOS – Air Traffic Services*.

## PART II

### CERTIFICATION REQUIREMENTS

- |                                    |           |  |
|------------------------------------|-----------|--|
| <b>Requirement for certificate</b> | <b>5.</b> | No person shall provide an air traffic service except under the authority of, and in accordance with the provisions of, an air traffic service certificate issued under these Regulations.   |
| <b>Application for certificate</b> | <b>6.</b> | <p>An applicant for the grant of an air traffic service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with:</p> <ol style="list-style-type: none"> <li>(a) the applicant's manual of operations required under and</li> <li>(b) if applicable, a payment of the appropriate application fee prescribed by the Authority.</li> </ol> |
| <b>Issue of certificate</b>        | <b>7.</b> | <p>(1) Subject to sub-regulation (2), Authority shall issue an air traffic service certificate to an applicant if the Authority is satisfied that:</p> <ol style="list-style-type: none"> <li>(a) the applicant meets the requirements of these Regulations and standards prescribed by the Authority;</li> </ol>  |

and

- (b) the applicant, and the applicant's senior person or persons required by regulation 11, are fit and proper persons; and
  - (c) the granting of the certificate is not contrary to the interests of aviation safety.
- (2) The Authority shall ensure, in the interests of aviation safety that only one certificate for the same air traffic service is current at any time.

**Privileges  
certificate**

**of 8.**

- (1) An air traffic service certificate shall specify which of the following air traffic services, and which training and assessment for such services, the certificate holder is authorized to provide:
- (a) area control service;
  - (b) approach control service;
  - (c) aerodrome control service;
  - (d) flight information service; and
- ;
- ( e) alerting service.
- (2) An air traffic service certificate:
- (a) shall state the aerodrome or airspace at, or within which, the service is to be provided; and
  - (b) shall include such conditions as the Authority considers appropriate.

**Duration  
certificate**

**of 9.**

- (1) An air traffic service certificate shall be granted or renewed for a period of up to 2 years.
- (2) An air traffic service Certificate shall remain in force until it expires, or is suspended or revoked.
- (3) The Authority may, by written notice given to the holder of an air traffic service certificate, suspend or revoke the certificate

if there are reasonable grounds for believing that:

- (a) a condition to which the certificate is subject has been breached; or
  - (b) the holder has failed to comply with these Regulations.
- (4) Before suspending or cancelling an air traffic service certificate, the Authority shall:
- (a) give to the holder a show cause notice that:
    - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
    - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or revoked; and
  - (b) take into account any written submissions that the holder makes to the Authority within 30 days.
- (5) The holder of an air traffic service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority immediately.

**Renewal  
certificate**

- of 10.**
- (1) An application for the renewal of an air traffic service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.
  - (2) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

**Personnel  
requirements**

- 11.**
- (1) An applicant for the grant of an air traffic service certificate shall employ, contract, or otherwise engage:
    - (a) a senior person identified as the chief executive who has the authority within the applicant's organisation to ensure that every air traffic service listed in the manual of operations;
      - (i) can be financed; and
      - (ii) is provided in accordance with the requirements and standards prescribed by these Regulations; and
    - (b) a senior person or persons ultimately responsible to the

chief executive who is or are responsible for the following functions:

- (i) ensuring that the applicant's organisation complies with the requirements of these Regulations; and
    - (ii) the system for safety management required under regulation 46; and
  - (c) sufficient personnel to manage, support, and provide the air traffic services and any associated training or assessment listed in the applicant's manual of operations.
- (2) The senior person required by sub-regulation (1)(b) shall be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.
- (3) The applicant shall establish procedures to:
- (a) ensure the continued competence of those personnel who are authorised by the applicant to provide the air traffic services, and training and assessment for those services, listed in the applicant's manual of operations; and
  - (b) provide those authorised personnel with written evidence of the scope of their authorisation; and
  - (c) ensure that those authorised personnel hold appropriate current licences and ratings issued in accordance with Civil Aviation (Personnel Licensing) Regulations; and
  - (d) ensure, where practicable, that authorised personnel only exercise the privileges of their rating or ratings if they are familiar with all relevant and current information; and
  - (e) facilitate, for rated air traffic service licence holders, compliance with the recent experience requirements of Civil Aviation (Personnel Licensing) Regulations; and
  - (f) ensure, where practicable, that an air traffic controller does not exercise the privileges of their rating or ratings:

- (i) unless they comply with any endorsements on their medical certificate; and
- (ii) when any decrease in their medical fitness might render them unable to safely exercise these privileges.

**ATS personnel training 12.**

- (1) Each applicant for the grant of an air traffic service certificate shall establish procedures and programmes for the training and assessment of the following personnel:
  - (a) air traffic controllers; and
  - (b) personnel directly involved in activities supporting rated air traffic controllers;
- (2) The applicant shall establish procedures to ensure that personnel giving instruction in an operational environment hold an appropriate current ATS instructor rating issued under Civil Aviation (Personnel Licensing) Regulations.
- (3) The applicant shall establish procedures to ensure that personnel carrying out assessment for the issue of licences, or the issue or validation of ratings, hold an appropriate current ATS instructor or examiner rating issued under Civil Aviation (Personnel Licensing) Regulations.

**Documentation 13.**

- (1) An applicant for the grant of an air traffic service certificate shall hold copies of the relevant technical manuals, and all other documents, necessary for the provision and operation of the services listed in the manual of operations.
- (2) The applicant shall establish a procedure to control all the documentation required by sub-regulation (1). The procedure shall ensure that:
  - (a) all incoming documentation is reviewed, and actioned as required, by authorised personnel; and
  - (b) all documentation is reviewed and authorised before issue; and
  - (c) current issues of all relevant documentation are

available to personnel at all locations where they need access to such documentation for the provision and operation of air traffic services; and

- (d) all obsolete documentation is promptly removed from all points of issue or use; and
- (e) any obsolete documents retained as archives are suitably identified as obsolete; and
- (f) changes to documentation are reviewed and approved by authorised personnel who shall have access to pertinent background information upon which to base their review and approval. ; and
- (g) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

**Air traffic service organisation manual of operations**

**14.** An applicant for the grant of an air traffic service certificate shall submit to the Authority, for approval, a manual of operations containing:

- (1) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the manual of operations and any included manuals:
  - (i) define the organisation and demonstrate means and methods for ensuring ongoing compliance with these Regulations and any other applicable Regulations; and
  - (ii) are to be complied with by its personnel at all times; and
- (2) in relation to the system for safety management required by regulation 46
  - (i) all of the documentation required by Civil Aviation (Safety Management System) Regulations; and
  - (ii) for an applicant that is not applying for a renewal of an air traffic service certificate, an implementation plan that describes how the system for safety management will be implemented; and
- (3) the titles and names of the senior person or persons required by regulation 11(1)(a) and (b); and

- (4) the duties and responsibilities of the senior person or persons required by 11(1)(a) and (b), including:
  - (i) matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
  - (ii) responsibilities for safety management; and
- (5) an organisation chart showing lines of responsibility of the senior person or persons required by regulations 11(1)(a) and (b), and extending to each location listed in (f)(i); and
- (6) in the case of an organisation providing air traffic services from more than 1 ATS unit, a table listing:
  - (i) locations of ATS units; and
  - (ii) the aerodrome or airspace being serviced; and
  - (iii) the services provided; and
- (7) details of the applicant's staffing structure for each ATS unit; and
- (8) details of procedures required by regulation 11(2) Personnel Requirements regarding the competency, qualifications, maintenance of current operating practice, and fitness of personnel; and
- (9) details of procedures required by regulation 12 regarding the training and assessment of ATS personnel, and regarding the qualifications of ATS training personnel; and
- (10) information identifying the lines of safety responsibility within the organization; and
- (11) a description of the display systems to be used in meeting the requirements of regulations 16 (2)(e)(i) and 16 (3)(b)(i); and
- (12) the information required by regulation 17 regarding hours of service, the establishment of an air traffic service, and any transitional arrangements; and
- (13) procedures regarding shift administration required by regulation 18; and
- (14) details of the procedures required by regulation 13 regarding



the control of documentation; and

- (15) the contingency plan required by regulation 19; and
- (16) details of the systems and procedures required by regulation 20 regarding co-ordination requirements; and
- (17) details of the procedures required by regulation 21 regarding the notification of facility status; and
- (18) details of the systems and procedures required by regulation 22 regarding general information requirements; and
- (19) details of the systems and procedures required by regulation 23 regarding meteorological information and reporting; and
- (20) details of systems and procedures required by regulation 24 regarding the provision of area control and approach control services; and
- (21) details of systems and procedures required by regulation 25 regarding the provision of aerodrome control service; and
- (22) details of systems and procedures required by regulation 26 regarding the separation of controlled flights and active special use airspace; and
- (23) details of the procedures required by regulation 27 regarding responsibility for control; and
- (24) details of the procedures required by regulation 28 regarding the application of priorities; and
- (25) details of the procedures required by regulation 29 regarding flow control; and
- (26) details of the procedures required by regulation 30 regarding ATC clearances; and
- (27) details of the procedures required by regulation 31 regarding the allocation of cruising levels; and
- (28) details of the procedures required by regulation 32 regarding deviations from an ATC clearance; and
- (29) details of systems and procedures required by regulations 33 and 34 regarding the provision of flight information service; and

- (30) details of systems and procedures required by regulation 35 regarding the provision of alerting service; and
- (31) details of the procedures required by regulation 36 regarding the processing of flight plans; and
- (32) details of the procedures required by regulation 37 regarding time; and
- (33) details of altimeter setting procedures required by regulation 38 and
- (34) details of the radio and telephone procedures required by regulation 39; and
- (35) details of the procedures required by regulation 40 ATS Surveillance Service regarding the provision of radar services; and
- (36) details of the procedures required by regulation 41 regarding aircraft emergencies and irregular operation; and
- (37) details required by regulation 42 regarding procedures following a serious incident or accident; and
- (38) details of the procedures required by regulation 43 regarding incidents; and
- (39) details of systems and procedures required by regulation 49 regarding the gathering and management of records; and
- (40) details of the procedures required by regulation 45 regarding the keeping of logbooks and position logs; and
- (41) details of the programme required by regulation 47 regarding security arrangements; and
- (42) details of the procedures required by regulation 44 Service disruptions regarding disruptions to service; and
- (43) procedures to control, amend and distribute the manual of operations.

**Amendment of 15.  
certificate and  
manual of**

- (1) A holder of an air traffic service certificate shall ensure that the manual of operations is amended so as to remain a current description of the holder's organisation and services.

## **operations**

- (2) The holder of an air traffic service certificate shall ensure that any amendment made to the holder's manual of operations:
  - (a) meets the applicable requirements of these Regulations and the standards prescribed by the Authority; and
  - (b) complies with the amendment procedures contained in the manual of operations.
- (3) The holder of an air traffic service certificate shall forward to the Authority for approval and retention a copy of each amendment to manual of operations before incorporating the amendment into the manual of operations. The holder shall forward to the Authority:
  - (a) a copy of each amendment, at least 15 working days in advance of the effective date; and
  - (b) an amendment of an urgent or immediate nature, without delay, and no later than the date on which it is effective.
- (4) Before a holder of an air traffic service certificate changes any of the following, prior approval by the Authority shall be required:
  - (a) the chief executive;
  - (b) the listed senior person or persons;
  - (c) any aspect of air traffic management that may have an adverse impact on air traffic services provided by a State responsible for adjacent airspace; and
  - (d) the system for safety management, if the change is a material change.
- (5) The Authority may impose conditions under which the holder of the air traffic service certificate shall operate during or following any of the changes specified in sub-regulation (4).
- (6) The holder of an air traffic service certificate shall comply with any condition imposed by the Authority under sub-regulation (5).
- (7) If any change referred to in this regulation requires an amendment to the certificate, the holder of the air traffic

service certificate shall forward the certificate to the Authority for endorsement of the change as soon as practicable.

- (8) The holder of an air traffic service certificate shall make amendments to the manual of operations as the Authority considers necessary in the interests of aviation safety.

**Facility  
requirements**

- 16.** (1) An applicant for the grant of an air traffic service certificate shall establish the following facilities that are appropriate to the air traffic services listed in the applicant's manual of operations:
- (a) aerodrome control towers;
  - (b) approach control offices;
  - (c) area control centres;
  - (d) flight information centres; and
  - (e) dedicated training and assessment facilities.
- (2) Except as provided in sub-regulation (8), an applicant for an aerodrome control service, or, shall establish procedures to ensure that any aerodrome control tower including any temporary tower or office, listed in the applicant's manual of operations, is:
- (a) constructed and situated to provide:
    - (i) the maximum practicable visibility of aerodrome traffic; and
    - (ii) protection from glare and reflection; and
    - (iii) protection from noise; and
  - (b) safeguarded from any development that would affect the requirements of (a); and
  - (c) at solo watch locations, provided with:
    - (i) toilet facilities that ensure the minimum possible interruption to, or degradation of, air traffic services; and
    - (ii) storage and preparation facilities for food and

drink in the visual control room; and

- (d) provided with equipment for two-way voice communication with:
  - (i) any aircraft, in or adjacent to airspace for which the applicant has responsibility; and
  - (ii) any aircraft, vehicle, and person, on, or adjacent to, the manoeuvring area; and
- (e) provided with the following minimum equipment:
  - (i) a display system or systems designed to show the disposition of current and pending aerodrome traffic together with ancillary information for individual aircraft;
  - (ii) a power supply;
  - (iii) appropriate and current maps and charts;
  - (iv) binoculars;
  - (v) clocks;
  - (vi) log keeping system;
  - (vii) outside temperature indicator;
  - (viii) QNH display;
  - (ix) signal lamp with green, red, and white functions;
  - (x) telephone communications;
  - (xi) status monitors for approach and landing aids and any road or rail signalling equipment affecting the use of a runway;
  - (xii) visibility and cloud height checkpoints;
  - (xiii) voice and, if applicable, data recording equipment;
  - (xiv) wind direction and wind speed display;
  - (xv) an audible emergency alerting system;

- (xvi) an AFTN terminal or, if provided for in an ATS letter of agreement, an alternative means of reception and transmission of information normally conveyed by AFTN; and
    - (xvii) if applicable, airfield lighting controls panel; and
  - (f) provided with 2 independent sources of the current altimeter setting, at least 1 of which shall be an aneroid barometer or barometric altimeter situated in the visual control room.
- (3) The applicant shall establish procedures to ensure that an area control centre, a flight information centre, and an approach control office is:
- (a) provided with equipment enabling:
    - (i) to the fullest extent practical, two-way voice communication; and
    - (ii) if applicable, data communication

with any aircraft in, or adjacent to, airspace for which the applicant has responsibility; and
  - (b) provided with the following minimum equipment:
    - (i) a display system or systems designed to show the disposition of current and pending flights together with ancillary information for individual aircraft:
    - (ii) a power supply:
    - (iii) appropriate and current maps and charts:
    - (iv) clocks:
    - (v) log keeping system:
    - (vi) status monitors as appropriate for navigation, approach, and landing aids:
    - (vii) telephone communications:
    - (viii) voice recording equipment and, if applicable, data recording equipment:

- (ix) an AFTN terminal:
  - (x) for an approach control operating position, an ILS/MLS status monitor at the approach control or approach control radar operating position for the aerodrome concerned:
  - (xi) for an approach control operating position responsible for aircraft on final approach, or aircraft landing or takingoff, a wind direction and wind speed display fed from the same source as the corresponding equipment in the aerodrome control tower.
- (4) The applicant shall establish procedures to ensure that the aeronautical telecommunications equipment required by sub-regulations (2) and (3) are operated in accordance with the requirements of the Civil Aviation (Aeronautical Telecommunication Services) Regulations.
- (5) The applicant shall establish procedures to ensure that any visual display unit used by an air traffic service is positioned with due regard to the relative importance of the information displayed and ease of use by the staff concerned.
- (6) The equipment required by sub-regulations (2)(d) and (e), and (3)(a) and (b), shall have a level of reliability, availability, and redundancy, that minimises the possibility of failure, non-availability, or significant degradation of performance.
- (7) The applicant shall establish procedures to ensure that the status monitors required by sub-regulation (2)(e)(xi) and sub-regulations (3)(b)(vi) and (x) are fitted with:
  - (a) an aural signal to indicate a change of status; and
  - (b) a visual indication of the current status.
- (8) A temporary aerodrome control tower is not required to be provided with the equipment required under sub-regulations (2)(e)(xi), (xvi) and (xvii) if it is impracticable to do so and other appropriate measures are taken, as the case may be, to:
  - (a) provide the person providing the air traffic service from the temporary tower or office with the information that would be available from the equipment required under sub-regulations (2)(e)(xi) and (xvi); and

- (b) control the airfield lighting if applicable.

**Establishment  
and transfer of  
service**

- 17.** (1) An applicant for the grant of an air traffic service certificate shall include with the application:
- (a) for each aerodrome and airspace, a schedule of the proposed hours of service for the first 12 months of operation; and
  - (b) in respect of an aerodrome, or airspace, not currently provided with an air traffic service, a summary of safety factors considered before seeking certification.
- (2) An applicant for the grant of an air traffic service certificate intending to assume responsibility for providing any air traffic service from an existing certificate holder, shall include with the application, full details of transitional arrangements endorsed by the chief executives of both organisations.

**Shift  
administration**

- 18.** An applicant for the grant of an air traffic service certificate shall establish a procedure to ensure that:
- (a) adequate time is provided at the beginning and end of each shift, for the performance of those duties required:
    - (i) before providing an air traffic service; and
    - (ii) after ceasing to provide an air traffic service; and
  - (b) a minimum of 15 minutes is provided for each transfer of watch at an ATS operational position.

**Contingency  
plan**

- 19.** An applicant for the grant of an air traffic service certificate shall establish a contingency plan providing for the safe and orderly flow of traffic in the event of a disruption, interruption, or temporary withdrawal of an air traffic service or related supporting service.

**Co-ordination  
requirements**

- 20.** (1) An applicant for the grant of an air traffic service certificate shall establish systems and procedures for ensuring, if applicable, co-ordination between each ATS unit listed in the



applicant's manual of operations and the following agencies:

- (a) each holder of an aeronautical telecommunication service certificate issued in accordance with the Civil Aviation (Aeronautical Telecommunication Services) Regulations; and
  - (b) each holder of an instrument flight procedure service certificate issued in accordance with the Civil Aviation (Instrument Flight Procedure Service) Regulations; and
  - (c) each holder of a meteorological service certificate issued in accordance with the Civil Aviation (Aeronautical Meteorological Service) Regulations; and
  - (d) each holder of an aeronautical information service certificate issued in accordance with the Civil Aviation (aeronautical information service) Regulations; and
  - (e) aircraft operators; and
  - (f) the Rwanda Defence Force; and
  - (g) search and rescue authorities; and
  - (h) if the listed ATS unit is an aerodrome control
    - (i) the aerodrome operator; and
    - (ii) the apron management service, if the service is not provided by the aerodrome control unit.
- (2) An applicant shall establish procedures for ensuring that an ATS letter of agreement is in place between each ATS unit listed in the applicant's manual of operations and:
- (a) each ATS unit responsible for adjoining airspace, and
  - (b) any other ATS unit with which regular operational co-ordination is required.
- (3) An applicant shall establish procedures for ensuring that each ATS letter of agreement:
- (a) details matters that are necessary for effective co-ordination between the units party to the agreement; and

- (b) is kept current; and
  - (c) is signed by senior representatives of the participating units; and
  - (d) is part of the applicant's manual of operations.
- (4) An applicant shall provide systems and procedures for facilitating communications between those ATS units that have an operational requirement to communicate with each other.
  - (5) An applicant shall provide systems and procedures for ensuring that ATS units, aircraft operators, and aeronautical meteorological service providers, if they require the information, are provided, through the exchange of ATS messages, with details of:
    - (a) the intended movement of each aircraft for which a flight plan has been filed, and any amendments to the flight plan; and
    - (b) current information on the actual progress of the flight.
  - (6) An applicant shall establish procedures for ensuring that ATS messages are prepared and transmitted in accordance with procedures detailed and cross-referenced in Document 4444 (Part IX – Air Traffic Services Messages), except that the term *CAVOK* shall not be used.

**Notification of 21.  
facility status**

- (1) An applicant for the grant of an air traffic service certificate shall establish procedures to notify the users of its air traffic services of relevant operational information and of any changes in the operational status of each facility or service listed in the applicant's manual of operations.
- (2) The applicant shall ensure that procedures established under sub-regulation (1) require:
  - (a) operational information for each of the applicant's air traffic services to be forwarded to the holder of the aeronautical information service certificate issued in accordance with the Civil Aviation (aeronautical information service) Regulations for the AIP service; and

- (b) the users of the applicant's air traffic services to be notified without delay of any change in operational status of a facility or service that may affect the safety of air navigation, and, except if the change is temporary in nature, information concerning any change in operational status is forwarded to the holder of the aeronautical information service certificate for the NOTAM service.

**General  
information  
requirements**

- 22.** (1) An applicant for the grant of an air traffic service certificate shall establish procedures for the receipt of information on the following activities when the activity could affect airspace used by flights within the applicant's area of responsibility:
- (a) pre-eruption volcanic activity; and
  - (b) volcanic eruptions; and
  - (c) volcanic ash-cloud; and
  - (d) release into the atmosphere of radioactive materials or toxic chemicals.
- (2) The applicant shall establish systems and procedures to ensure that each ATS unit, as appropriate to the applicant's intended area of responsibility, is kept informed of the operational status of:
- (a) non-visual navigation aids; and
  - (b) visual aids essential for take-off, departure, approach, and landing procedures; and
  - (c) visual and non-visual aids essential for surface movement.
- (3) An applicant for the grant of an air traffic service certificate for an:
- (a) aerodrome control unit; or
  - (b) approach control unit; or

shall establish procedures to ensure the unit is kept informed of operationally significant conditions on the movement area.

The information shall include the existence of temporary hazards and the operational status of any associated facilities at the aerodrome

**Meteorological  
information and  
reporting**

- 23.** (1) An applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure that all meteorological information provided as part of any flight information service is supplied by the holder of an aeronautical meteorological service organisation certificate issued under the Civil Aviation (aeronautical meteorological service) Regulations.
- (2) The applicant shall establish systems and procedures to ensure that ATS units are supplied with the meteorological information necessary for the performance of their respective functions, in a form that requires a minimum of interpretation by ATS personnel.
- (3) The applicant shall establish procedures to ensure that equipment used in the compilation of *basic weather reports*:
- (a) supplies data representative of the area for which the measurements are required; and
  - (b) where that equipment consists of multiple wind direction and speed indicators, identifies the runway, or section of the runway, monitored by each instrument.
- (4) The applicant shall establish a procedure to ensure that the information contained in a meteorological bulletin remains unchanged through onward transmission.

**Area and  
approach  
control services**

- 24.** (1) An applicant for the grant of an air traffic service certificate in respect of an area or approach control service shall establish systems and procedures to:
- (a) determine from information received the positions of known aircraft relative to each other; and
  - (b) provide for the issue of ATC clearances, instructions, and information in accordance with the airspace classification and type of flight for the purpose of preventing collisions between aircraft under the control of the unit, and for expediting and maintaining a safe

and efficient flow of traffic; and

- (c) co-ordinate clearances with other ATC units as necessary; and
  - (d) display information on aircraft movements together with a record of clearances issued, in a manner that permits ready analysis of such information.
- (2) Except as provided in sub-regulation (4) and regulation 32, the procedures required by sub-regulation (1)(b) shall specify that vertical or horizontal or composite separation in accordance with sub-regulation (3) shall be provided between:
- (a) all flights in classes A and B airspace; and
  - (b) IFR flights in classes C, D, and E airspace; and
  - (c) IFR flights and VFR flights in class C airspace; and
  - (d) IFR flights and Special VFR flights in classes B, C, and D airspace; and
  - (e) Special VFR flights in classes B, C, and D airspace when the flight visibility is reported to be less than 5 km.
- (3) The separation required by sub-regulation (2) shall be in accordance with the applicable criteria and minima prescribed by:
- (a) Part IV of these regulations; or
  - (b) Annex 11; or
  - (c) Document 4444; or
  - (d) Document 7030.
- (4) In Class D or E airspace, the ATC separation required by sub-regulation (2)(b) does not apply to an IFR flight if the pilot has been cleared to maintain own separation from other IFR flights. The clearance shall not be issued unless:
- (a) the clearance is in response to a specific request from the pilot of the aircraft; and
  - (b) the flight is during the day and visual meteorological

conditions exist; and

- (c) a radar control service is not available; and
- (d) the clearance is for a specific portion of the flight; and
- (e) the pilots of all flights that will be essential traffic agree with the application of the procedure; and
- (f) essential traffic information is passed to the pilots of all affected flights; and
- (g) the flights concerned are on the same ATC frequency.

**Aerodrome  
control service**

**25.** (1) An applicant for the grant of an air traffic service certificate in respect of an aerodrome control service shall establish systems and procedures to:

- (a) determine, from information received and visual observation, the relative positions of known aircraft to each other; and
- (b) provide for the issue of ATC clearances, instructions, and information, for the purpose of preventing collisions between:
  - (i) aircraft flying in the vicinity of an aerodrome; and
  - (ii) aircraft landing and taking off; and
  - (iii) aircraft operating on the manoeuvring area; and
  - (iv) aircraft, vehicles, and persons, operating on the manoeuvring area; and
  - (v) aircraft on the manoeuvring area and obstructions on that area; and
- (c) provide for the issue of ATC clearances, instructions, and information, for the purpose of expediting and maintaining a safe and efficient flow of traffic; and
- (d) except as provided in regulations 32, provide runway and wake turbulence separation in accordance with criteria and minima prescribed by:
  - (i) Annex 11; or

- (ii) Document 4444; or
  - (iii) Document 7030; or
  - (iv) Part IV; and
- (e) ensure that emergency vehicles responding to an aircraft emergency are given priority over all other surface movement traffic; and
- (f) provide for the control of the movement of persons or vehicles, including towed aircraft, on the manoeuvring area, as necessary to avoid hazard to them or to aircraft landing, taxiing, or taking off; and
- (g) co-ordinate as necessary with other ATS units; and
- (h) display, at operating positions, continuously updated information on aircraft movements.
- (2) The applicant shall establish a procedure to ensure that, when radio communication is not available, basic clearances, instructions, and information required by sub-regulation (1)(b) can be conveyed.
- (3) The applicant shall establish procedures to ensure that when required by either the weather, or category of approach, or both;
  - (a) aircraft on an ILS or MLS approach are informed of ILS/MLS critical area incursions, or the imminent possibility of an incursion; or
  - (b) the applicable ILS/MLS critical areas are protected from incursion when an aircraft is on an ILS or MLS approach, or has reached a point on the approach from which protection from incursion is necessary.
- (4) The applicant shall establish a procedure to ensure that, except as provided in regulation 32, and subject to authorisation by the applicable approach control unit, aerodrome control units provide separation between:
  - (a) IFR flights and Special VFR flights; and
  - (b) Special VFR flights when the flight visibility is reported to be less than 5 km.

- (5) The applicant shall establish a procedure to ensure that, when authority has been delegated by, and accepted from, the applicable area or approach control unit, aerodrome control units provide separation between controlled flights in accordance with the delegation.
- (6) The separation required by sub-regulations (4) and (5) shall be obtained by the use of vertical or horizontal or composite separation, in accordance with criteria and minima prescribed by:
  - (a) Annex 11; or
  - (b) Document 4444; or
  - (c) Document 7030; or
  - (d) Part IV;
  - (e) The applicant shall establish procedures to ensure that the designated preferred runway is that most suitable for the particular operation.

**Special  
airspace**

- use 26.** An applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish systems and procedures to ensure that separation in accordance with regulation 59 is provided between controlled flights and active special use airspace, except when:
- (a) the pilot has approval from the administering authority to operate in the airspace; or
  - (b) in the case of a danger area or a volcanic hazard zone, the pilot has notified an express intention to operate in the danger area or the volcanic hazard zone, as the case may be; or
  - (c) it is known, or reasonably believed, that the pilot of a VFR flight or an IFR flight navigating by visual reference is aware that the airspace is active; or
  - (d) on a request by the pilot, the flight is cleared to maintain its own separation from the airspace.



**Responsibility  
for control**

- 27.** (1) An applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that any controlled flight is under the control of only one ATC operating position at any given time.
- (2) The applicant shall establish procedures to ensure that responsibility for the control of all aircraft operating within a given block of airspace is vested in a single operating position. Control of an aircraft or groups of aircraft may be delegated to other operating positions provided that coordination between all affected operating positions is assured.
- (3) The applicant shall establish procedures for the transfer of responsibility for the control of an aircraft.
- (4) The procedures required by sub-regulation (3) shall ensure that:
- (a) transfer arrangements are:
    - (i) agreed between ATC units responsible for adjacent airspaces and published in ATS letters of agreement; and
    - (ii) in place for separate operating positions within an ATC unit and promulgated in the holder's manual of operations; and
  - (b) responsibility for control of an aircraft is not transferred from one ATC unit to another without:
    - (i) communication of appropriate parts of the current flight plan; and
    - (ii) any relevant control information; and
    - (iii) the consent of the accepting unit.

**Priorities**

- 28.** (1) An applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that, providing safety is not jeopardised, ATC units apply the following priorities:

- (a) an aircraft known or believed to be in a state of emergency or impaired operation has priority over other aircraft:
  - (b) an aircraft landing, or in the final stages of an approach to land, has priority over a departing aircraft:
  - (c) an aircraft landing or taking off has priority over a taxiing aircraft.
- (2) The applicant shall establish procedures to ensure that, where practical, following a request from a pilot, an aircraft involved in, or positioning for, the following activities is granted priority:
  - (a) ambulance or mercy mission:
  - (b) search and rescue:
  - (c) civil defence or police emergency:
  - (d) carriage of head-of-State, head-of-government, or equivalent dignitary.
- (3) The applicant shall establish procedures to ensure that an aircraft at a cruising level generally has priority over other aircraft requesting that level.
- (4) An applicant for an air traffic service certificate in respect of an area control service may establish procedures regarding priorities to be applied in airspace designated as RNP airspace.
- (5) Subject to the requirements of sub-regulations (1) and (2), an applicant may put in place schemes for the determination of priorities for arriving and departing flights, provided that consultation with interested parties is undertaken prior to implementing the scheme.
- (6) The applicant shall establish procedures to ensure that, if priorities are established under sub-regulations (4) or (5), relevant information including details regarding the handling of complaints, is published in the Rwanda AIP.
- (7) The applicant shall establish procedures to ensure that, providing safety is not jeopardised, due regard is given to those priorities determined in conjunction with the

aerodrome operator for:

- (a) aircraft arriving and departing the aerodrome; and
  - (b) other operations in a control zone associated with the aerodrome.
- (8) The applicant shall establish procedures to ensure that, except when applying priority in accordance with other provisions of this regulation, priority for arriving and departing flights is allocated on a first-come first-served basis.
- (9) The applicant shall establish procedures to ensure that the provision of an ATC service takes precedence:
- (a) over the provision of a flight information service whenever the situation so requires; and
  - (b) over the performance of any other non-ATS tasks.

**Flow control**

- 29.** (1) Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish flow control procedures where, due to limitations in ATS system capacity or aerodrome capacity, the applicant considers the procedures necessary.
- (2) The procedures shall take account of:
- (a) the requirements of affected aerodrome operators including their traffic handling priorities; and
  - (b) the needs of aircraft operators, and other ATS providers, who will be affected by the procedures; and
  - (c) the requirements of the aeronautical information service, including advance notice, and information on the method of activation and de-activation.

**ATC clearances**

- 30.** (1) Each applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures for the provision of ATC clearances.
- (2) The procedures shall ensure that:

- (a) no person knowingly issues an ATC clearance or instruction that requires or invites a pilot to violate the provisions of any other regulation; and
- (b) clearances and instructions contain positive and concise data and are, where practicable, phrased in a standard manner; and
- (c) if a pilot advises that a clearance or instruction is unsuitable, an amended clearance or instruction is, if practicable, issued; and
- (d) an ATC clearance for an enroute flight consists of:
  - (i) the aircraft identification as shown in the flight plan or, where similarity with another flight might cause confusion, an alternative identification provided by ATC; and
  - (ii) the clearance limit; and
  - (iii) the route of flight; and
  - (iv) the level(s) of flight for the entire route, or part thereof, and changes of level if required; and
  - (v) any necessary instructions or information on other matters such as approach or departure manoeuvres, communications, and the time of validity or expiry of the clearance; and
- (e) an ATC clearance for a local flight, a flight operating in defined areas, or a flight operating in a random manner, includes those elements detailed in (d) that are appropriate; and
- (f) an ATC clearance for a transonic flight:
  - (i) extends at least to the end of the transonic acceleration phase; and
  - (ii) provides for uninterrupted descent during deceleration from supersonic cruise to subsonic flight.

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| <b>Cruising levels</b>                     | <p><b>31.</b> An applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that cruising levels allocated within the Kigali FIR are selected in accordance with prescribed standards for IFR or VFR flights, except that, within controlled airspace:</p> <ul style="list-style-type: none"> <li>(a) for both IFR and VFR flights, correlation of cruising level with track need not apply; and</li> <li>(b) VFR flights may be allocated IFR levels.</li> </ul>  |
| <b>Deviation from an ATC clearance</b>     | <p><b>32.</b> (1) Subject to sub-regulation (2), an applicant for the grant of an air traffic service certificate in respect of an air traffic control service shall establish procedures to ensure that instructions issued by ATC to restore a loss of separation do not hinder the responses of a pilot to:</p> <ul style="list-style-type: none"> <li>(a) an ACAS resolution advisory; or</li> <li>(b) a GPWS or TAWS alert; or</li> <li>(c) a weather, or other emergency situation that necessitates a deviation from an ATC clearance.</li> </ul> <p>(2) The procedures required by sub-regulation (1) shall specify that if any separation has been lost it is restored once the emergency situation has been resolved.</p> |
| <b>Flight information service: General</b> | <p><b>33.</b> (1) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that a flight information service is provided to the following:</p> <ul style="list-style-type: none"> <li>(a) each aircraft being provided with an ATC service that is likely to be affected by the information in sub-regulation (2):</li> <li>(b) each aircraft being provided with an aerodrome flight information service that is likely to be affected by the information in sub-regulation (2):</li> <li>(c) each aircraft operating IFR that is likely to be affected by the information in sub-regulation (2):</li> </ul>  |

- (d) any aircraft operating VFR for which the pilot has submitted a VFR flight plan to an ATS unit:
  - (e) any aircraft operating VFR if the pilot makes a specific request to an ATS unit for flight information.
- (2) The applicant shall ensure that the procedures required by sub-regulation (1) for the provision of the flight information service includes the provision of available and relevant:
- (a) SIGMET information; and
  - (b) information on weather conditions reported or forecast at departure, destination, and alternate aerodromes; and
  - (c) information concerning pre-eruption volcanic activity, volcanic eruptions, and volcanic ash clouds; and
  - (d) information concerning the release into the atmosphere of radioactive materials or toxic chemicals; and
  - (e) information on changes in the serviceability of navigation aids; and
  - (f) information on changes in the condition of aerodromes and associated facilities, including information on the state of the aerodrome movement areas when they are affected by snow, ice, or water; and
  - (g) information on unmanned free balloons; and
  - (h) other information likely to affect safety.
- (3) An applicant for the grant of an air traffic service certificate for an aerodrome control service or shall establish procedures to ensure that, whenever water is present on a runway, a description of the runway surface conditions on the centre half of the width of the runway is made available using one of the following terms:
- (a) DAMP – the surface shows a change of colour due to moisture:
  - (b) WET – the surface is soaked but there is no standing water:
  - (c) WATER PATCHES – significant patches of standing

water are visible:

(d) FLOODED – extensive standing water is visible.

- (4) An applicant for the grant of an air traffic service certificate for an aerodrome control service, approach control service, or shall establish procedures to ensure that, if practical, local aircraft operators likely to be affected by the information are advised of short-notice changes to published hours of service if they are unlikely to have the information from any other source.

**Flight  
information  
service: Traffic  
Information**

- 34.** (1) An applicant for the grant of an air traffic service certificate for an air traffic control service shall establish procedures to ensure that essential traffic information is passed to all affected traffic.
- (2) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that each ATS unit operating under that certificate provides traffic information to flights that are known to the ATS unit and are likely to be affected by the information as follows:
- (a) in class C airspace, between VFR flights, together with traffic avoidance advice on request:
  - (b) in class D airspace, between IFR and VFR flights, and between VFR flights, together with traffic avoidance advice on request:
  - (c) if practical, in class E airspace, between IFR and VFR flights, and between VFR flights on request:
  - (d) in class G airspace, between IFR flights, and, if practical, between other flights on request.

**Alerting service**

- 35.** (1) In this regulation:

**ALERFA** means the Alert phase;

**DETRESFA** means the Distress phase;

**INCERFA** means the Uncertainty phase;

**RCC** means the rescue co-ordination centre.

- (2) An applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure the provision of an alerting service within its areas of responsibility:
  - (a) for all aerodrome traffic when an aerodrome control service or e is being provided; and
  - (b) for all aircraft:
    - (i) operating under the submitted a flight plan; or
    - (ii) otherwise known by any air traffic service to be in need of assistance; or
    - (iii) known or believed to be the subject of unlawful interference.
- (3) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, in the event of a state of emergency described in sub-regulation (6):
  - (a) immediate declaration of an INCERFA, ALERFA, or DETRESFA is made, in accordance with sub-regulation (6); and
  - (b) the declaration is notified to the APP or FIC responsible, except where the emergency can be dealt with by local emergency organisations.
- (4) An applicant for the grant of an air traffic service certificate in respect of an approach control service shall establish procedures to ensure that, in the event of a state of emergency, an APP :
  - (a) serves as the central point within the FIR concerned for collecting all information relevant to the state of emergency; and
  - (b) forwards such information without delay to the RCC.
- (5) Notwithstanding sub-regulation (3), an applicant for an air traffic service certificate for an aerodrome control service, approach control service, or, shall establish procedures to ensure that whenever the urgency of the situation so requires, those services shall first alert appropriate local emergency organisations.



- (6) The declaration required by sub-regulation (3) shall be made in the following circumstances, and in any other circumstances that warrant such a declaration:

(a) *INCERFA* when:

- (i) no communication has been received from an IFR or controlled VFR aircraft within a period of 30 minutes after the time a communication should have been received, or from the time an unsuccessful attempt to establish communication with the aircraft was first made, whichever is the earlier; or
- (ii) a pilot fails to terminate the flight plan or amend the nominated SARTIME and immediate checks have failed to locate the aircraft; or
- (iii) a VFR aircraft on a VFR flight plan for which a SARTIME has not been provided fails to arrive within 30 minutes of the estimated time of arrival

—

except when no doubt exists as to the safety of the aircraft and its occupants; or

(b) *ALERFA* when—

- (i) an aircraft is known or believed to be subject to unlawful interference; or
- (ii) following the uncertainty phase, subsequent attempts to establish communication with the aircraft or inquiries to other relevant sources have failed to reveal any news of the aircraft; or
- (iii) an aircraft has been cleared to land, and fails to land within five minutes of the estimated time of landing, and communication has not been re-established with the aircraft; or
- (iv) information has been received that indicates that the operating efficiency of the aircraft has been impaired, but not to the extent that a forced landing is likely—

except, in the case of (ii), (iii), and (iv), when evidence exists

that would allay apprehension as to the safety of the aircraft and its occupants; or

(c) *DETRESFA* when:

- (i) following the alert phase further unsuccessful attempts to establish communication with the aircraft and more widespread unsuccessful inquiries point to the probability that the aircraft is in distress; or
- (ii) the fuel on board is considered to be exhausted, or to be insufficient to enable the aircraft to reach safety; or
- (iii) information is received that indicates that the operating efficiency of the aircraft has been impaired to the extent that a forced landing is likely; or
- (iv) information has been received that, or it is reasonably certain that, the aircraft is about to make or has made a forced landing—

except when there is reasonable certainty that the aircraft and its occupants are not threatened by grave and imminent danger and do not require immediate assistance.

(7) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure the notification of an emergency situation required by sub-regulation (3)(b) includes such of the following information as is available, in the order listed:

- (a) *INCERFA*, *ALERFA*, or *DETRESFA* as appropriate to the phase of the emergency:
- (b) agency and person calling:
- (c) nature of the emergency:
- (d) significant information from the flight plan:
- (e) unit that made last contact, time, and radio frequency used:
- (f) last position report and how determined:

- (g) colour and distinctive marks of aircraft:
  - (h) any action taken by the reporting office.
- (8) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, following the notification of an emergency situation, the RCC is provided, without delay, with:
- (a) any useful additional information; and
  - (b) notification when the emergency situation no longer exists.
- (9) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure, as necessary, the use of all available means to establish and maintain communication with, and surveillance of, an aircraft in a state of emergency.
- (10) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, when a state of emergency is considered to exist, the last known position of any aircraft involved is established and recorded.
- (11) An applicant for the grant of an air traffic service certificate in respect of an approach control service or shall establish procedures to ensure that:
- (a) when an APP declares an INCERFA or ALERFA it shall, where practical, advise the aircraft operator prior to notifying the RCC; and
  - (b) all information notified to the RCC by an APP shall, where practical, also be communicated without delay to the aircraft operator.

## **Flight plans**

- 36.** (1) An applicant for the grant of an air traffic service certificate shall establish procedures for the acceptance and actioning of flight plans.
- (2) An applicant shall ensure that the acceptance procedures required by sub-regulation (1) include, for the first ATS unit receiving a filed flight plan:
- (a) a check for compliance with any prescribed flight plan

format and data conventions; and

- (b) a check for completeness, and to the extent practical, for accuracy; and
  - (c) provision for any action necessary to make the plan acceptable to ATS.
- (3) Any applicant intending to provide air traffic services from more than one location may nominate a single ATS unit within the applicant's organisation to accept filed flight plans on behalf of any or every unit.
- (4) An applicant for the grant of an air traffic service certificate intending to operate a centralised flight planning office shall ensure the office is equipped with:
- (a) AFTN, facsimile, and computer data-link connection facilities, for the acceptance of flight plans from aircraft operators and any other ATS unit; and
  - (b) facilities for the advance filing, retention, and activation of standard or repetitive elements of flight plan information.

## **Time**

- 37.** (1) An applicant for the grant of an air traffic service certificate shall establish a procedure to ensure that ATS unit clocks and other time recording devices:
- (a) use Co-ordinated Universal Time and express that time in hours and minutes of the 24-hour day beginning at 0000 UTC; and
  - (b) are correct to within 5 seconds of UTC as determined by reference to a standard time station or GPS time standard.
- (2) The applicant shall establish a procedure to ensure that the correct time, to the nearest half minute, is provided:
- (a) in respect of any aerodrome control service, to IFR aircraft prior to taxiing for take-off unless arrangements have been made for the pilot to obtain it from other sources; and
  - (b) to any aircraft on request.

**Altimeter setting procedures** 38. An applicant for the grant of an air traffic service certificate shall establish a procedure to ensure that:

- (a) QNH altimeter settings are in hectopascals rounded down to the nearest whole hectopascal; and
- (b) the appropriate aerodrome QNH altimeter setting or area QNH zone altimeter setting is provided to all aircraft on initial radio contact, including aircraft that advise having received the current applicable ATIS broadcast, except when it is known the aircraft has already received the information; and
- (c) ATS units provide to an aircraft on request, the current applicable aerodrome QNH altimeter setting or

**Radio telephone procedures** and 39. (1) Each applicant for the grant of an air traffic service certificate shall establish systems and procedures to ensure that:

- (a) the standard telephony and radiotelephony phraseology prescribed in sub-regulation (2) is used; and
  - (b) in all radiotelephony communications discipline is observed, by transmitting only those messages that are necessary for the provision of an air traffic service, or that otherwise contribute to safety; and
  - (c) communications procedures are in accordance with the applicable communication procedures prescribed in Annex 10 Volume II.
- (2) The applicant shall establish procedures to ensure that, for the purposes of sub-regulation 1 (a), the standard phraseology, and the circumstances in which it is used, is that published in:
- (a) Part V of these regulations; or
  - (b) Annex 10; or
  - (c) Document 4444; or

(d) Document 9432.

- (3) For the purposes of sub-regulation (2), where differences occur between the stated documents, the particular phraseology shall be selected according to the order of precedence of the documents as listed.

**ATS  
Surveillance  
Service**

**40.** An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that, where an ATS surveillance system is used to support the provision of an air traffic service:

- (a) all ATS surveillance services are provided in accordance with procedures published in:
  - (i) Document 4444; or
  - (ii) Document 7030 (as applicable to the Africa-Indian Ocean (AFI) Region); or
  - (iii) Part VI; and
- (b) SSR code allocation for international flights is in accordance with the code assignment system published in the applicable ICAO Air Navigation Plan; and
- (c) an SSR code management plan is in place for domestic flights that conforms to the applicable principles contained in Document 4444; and
- (d) full information is made available to pilots and aircraft operators on:
  - (i) the nature and extent of the ATS surveillance services provided; and
  - (ii) any significant limitations regarding such ATS surveillance services; and
- (e) the information displayed at individual ATS surveillance service operating positions is that required for the air traffic services to be provided.

**Aircraft  
emergencies and**

**41.** (a) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure maximum assistance and

**irregular  
operation**

priority is given to an aircraft known, or believed to be, in a state of emergency.

- (b) An applicant shall, where appropriate, establish procedures to assist strayed aircraft, unidentified aircraft, and aircraft subject to military interception

**Action after  
serious incident  
or accident**

**42.** An applicant for the grant of an air traffic service certificate shall establish procedures regarding a serious incident or accident to:

- (a) determine if any air navigation facilities have contributed to the event; and
- (b) ensure immediate action is taken to:
  - (i) warn other aircraft that may be using or intending to use the facilities; and
  - (ii) advise the operator of the facility of the occurrence, and that the facility may be implicated; and
- (c) assist the operator of the facility with the prompt promulgation of any decision to withdraw the equipment from service; and
- (d) ensure that any facility identified in (a) is not used in the provision of separation to IFR aircraft until cleared for use by the relevant holder of an aeronautical telecommunications service certificate issued under the Civil Aviation (Aeronautical Telecommunications Service) Regulations.

**Incidents**

**43.** An applicant for the grant of an air traffic service certificate shall establish procedures for:

- (a) the notification, investigation, and reporting of incidents; and
- (b) the forwarding of facility malfunction reports to the applicable aeronautical telecommunication service certificate holder.

**Service  
disruptions**

**44.** (1) An applicant for the grant of an air traffic service certificate shall establish procedures to:

- (a) advise the Authority of any planned disruption to the provision of air traffic services that could have an impact on safety; and
  - (b) investigate any unplanned disruption to the provision of air traffic services; and
  - (c) report to the Authority, within 48 hours of the occurrence, the circumstances surrounding any unplanned disruption to air traffic services when the disruption affected, or could have affected, the safety of air traffic.
- (2) Disruptions reportable under sub-regulation (1) shall include, but are not limited to, any:
- (a) failure to open watch within 15 minutes of the promulgated opening time; and
  - (b) any interruption, of greater than 10 minutes, to the normal provision of an air traffic service; and
  - (c) curtailment of watch, by greater than 30 minutes, from the promulgated off watch time.

**Logbooks and position logs**

45. (1) An applicant for the grant of an air traffic service certificate shall establish procedures to ensure that a logbook, with sequentially numbered pages, is kept at each ATS unit, and, where a unit has physically separate operations areas, at each such location within the unit.
- (2) The procedure shall ensure that:
- (a) the logbook is maintained by the senior person on duty, or the person on watch at a nominated operating position; and
  - (b) the logbook is maintained throughout the hours of watch of the unit or operations room; and
  - (c) all entries include the time of entry; and
  - (d) the person responsible for maintaining a logbook signs *On Watch*, and effects transfer of responsibility by successive *On Watch* entries; and



- (e) logbook entries are:
    - (i) in chronological sequence and in ink; and
    - (ii) without erasure, defacement, or obliteration; and
    - (iii) corrected by drawing a single line through the erroneous information and initialling the correction; and
  - (f) actual times of opening and closing watch are recorded in the logbook, together with the reason for every variation from published hours of service; and
  - (g) logbooks are retained for a period of 3 years from the date of final entry.
- (3) An applicant shall establish a procedure to ensure the keeping of an operating position log, when such information is not available in the logbook required by sub-regulation (1).
- (4) The procedure shall ensure that the operating position log:
- (a) contains sufficient information to identify:
    - (i) when that position was in operation; and
    - (ii) the services being provided from that position; and
    - (iii) the identity of the individual providing the service; and
  - (b) is retained for a period of 31 days from the date of filing.

**Safety  
management  
System**

- 46.** An applicant for the grant of an air traffic service certificate shall establish, implement, and maintain a system for safety management in accordance with Civil Aviation (Safety Management System) Regulations.

**Security**

- 47.** (1) An applicant for the grant of an air traffic service certificate shall prepare an ATS security programme.

- (2) An ATS security programme shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of, any ATS unit operated by the applicant where such destruction, damage, or interference is likely to endanger the safety of aircraft.
- (3) Without limiting the generality of sub-regulation (2), the security programme shall specify such physical security requirements, practices, and procedures as may be necessary:
  - (a) to ensure that entrances to permanent ATS facilities operated by the applicant are subject to positive access control at all times, so as to prevent unauthorised entry; and
  - (b) to protect personnel on duty; and
  - (c) to be followed in the event of a bomb threat or other threat of violence against an ATS unit; and
  - (d) to monitor unattended ATS unit buildings to ensure that any intrusion or interference is detected.

**Security training programme 48.**

- (1) A holder of an air traffic service certificate shall establish a security training programme and procedures for ensuring that every person who is employed, engaged, or contracted by the applicant has the appropriate level of security awareness applicable to the person's function.
- (2) The training programme required by sub-regulation (1) shall contain:
  - (a) applicable segments for initial training and recurrent training; and
  - (b) knowledge testing or competency assessment as appropriate for the training conducted.
- (3) The holder shall establish procedures for ensuring that each segment required by sub-regulation (2)(a):
  - (a) includes a syllabus that is acceptable to the Authority; and

- (b) is conducted in a structured and coordinated manner by a person authorised by the certificate holder.
- (4) The holder of an air traffic service certificate shall establish procedures for ensuring that every person who is required to be trained under sub-regulation (1) undertakes the recurrent training segment of the training programme at an interval of not more than 3 years.

## **Records**

- 49.** (1) An applicant for the grant of an air traffic service certificate shall establish systems and procedures for identifying, collecting, indexing, filing, storing, securing, maintaining, accessing, and disposing of, records necessary for:
- (a) the operational provision of air traffic services; and
  - (b) the purpose of assisting with any accident or incident investigation.
- (2) The records referred to in sub-regulation (1) shall include:
- (a) telephone communications; and
  - (b) radio broadcasts and communications; and
  - (c) air-ground digital data exchanges; and
  - (d) radar information; and
  - (e) filed flight plans including standard and repetitive plans; and
  - (f) flight progress strips; and
  - (g) staff duty rosters; and
  - (h) appropriate meteorological and aeronautical information, except where the information is retained for an equivalent period by a meteorological or AIS organisation; and
  - (i) a record for every person who is required to be trained under these regulations, including details of:
    - (i) each segment of training that is undertaken; and

- (ii) knowledge testing or competency assessment as appropriate for the training conducted.
  - (j) Job descriptions of air traffic services personnels
- (3) The applicant shall establish systems and procedures for ensuring the automatic electronic recording of:
  - (a) all ATS radio and telephone communications; and  
; and
  - (b) all relevant data from primary and secondary radar equipment, or obtained through automatic dependent surveillance (ADS), used in providing or supporting an ATC service; and
  - (c) for any equipment coming into service after the date these Regulations comes into force, any transfer and acceptance of control process not conducted by telephone.
- (4) The applicant shall establish systems and procedures to ensure that electronic records referred to in sub-regulation (3):
  - (a) include time recording, correct to within 5 seconds of UTC, as determined by reference to a standard time station or GPS time standard; and
  - (b) either:
    - (i) replicate the voice communications, and, if applicable, the radar picture, applying at the particular operating position; or
    - (ii) are accompanied by a statement fully describing the differences between the recording supplied and a recording in accordance with (i).
- (5) For the purposes of sub-regulation (4)(b) the term radar picture includes any visual presentation of aircraft position, however derived.
- (6) The applicant shall establish systems and procedures for ensuring that all records, except where replication is required by sub-regulation (4)(b)(i), are sufficiently clear to convey

the required information.

- (7) The applicant shall establish procedures for ensuring that the records referred to in sub-regulation (2) are retained for 31 days from the date of entry, except for:
  - (a) staff duty rosters which shall be retained for 2 years; and
  - (b) written records associated with the requirements of regulations 44(1)(b) and (c) which shall be retained for 2 years; and
  - (c) training records which shall be retained for a period of 3 years from the date the affected person ceases to work or be associated with the air traffic service organisation.

### **PART III**

#### **OPERATING REQUIREMENTS**

#### **Continued compliance**

- 50.** Each holder of an air traffic service certificate shall:
  - (1) hold at least one complete and current copy of the manual of operations at each ATS unit listed in its manual of operations, except that manuals relating solely to a particular location need only be held at principal locations and the unit concerned ; and
  - (2) comply with all procedures and standards detailed in its manual of operations; and
  - (3) make each applicable part of the manual of operations available to personnel who require those parts to carry out their duties; and
  - (4) continue to meet the standards and comply with the requirements of Part II prescribed for certification under these Regulations; and
  - (5) promptly notify the Authority of any change of address for service.



to maintain adequate separation, between:

- (a) an aircraft continuously in sight of the controller, and within 10 nm of the aerodrome; and
- (b) an aircraft not in sight of the controller, but whose current position has been determined by radar or a pilot position report

**Visual  
separation  
beyond the  
vicinity of an  
aerodrome**

**55.** Separation minima may be reduced by approving visual separation when, by day:

- (a) a specific request is made by a pilot; and
- (b) each aircraft is under the control of:
  - (i) the same operating position; or
  - (ii) physically adjacent operating positions, provided both pilots agree; and
- (c) each aircraft remains in VMC; and
- (d) either:
  - (i) each aircraft is continuously visible to the pilot of the other aircraft and both pilots concur with the application of visual separation; or
  - (ii) the pilot of a following aircraft reports the preceding aircraft is in sight and that pilot can maintain visual separation from the preceding aircraft.

**Longitudinal  
separation by  
time**

**56.** When separating aircraft that are on the same track, and on the opposite sides of an , VOR/DME, , at which both aircraft are required to report, 10 minutes minimum separation may be applied, provided:

- (a) one aircraft is in level flight and the other aircraft is climbing or descending to achieve vertical separation; and
- (b) confirmation is obtained from the following aircraft that it has not yet reached the, VOR/DME, or.

**Longitudinal  
separation by  
distance**

- 57.** (1) A minimum separation of 20 nm may be applied, between aircraft climbing or descending on the same track, provided separation is assured by obtaining frequent, and immediately consecutive, DME readings from both aircraft.
- (2) A minimum separation of 10 nm may be applied—
- (a) between aircraft climbing or descending on the same track provided:
    - (i) the preceding aircraft maintains a true airspeed speed of 20 knots or more faster than the following aircraft; and
    - (ii) the effect of slant-range is taken into consideration; and
    - (iii) separation is assured, by obtaining frequent, and immediately consecutive, DME readings from both aircraft; or
  - (b) when changing from longitudinal to vertical separation, where the following aircraft is instructed to reach a vertical separation level 10 nm prior to the last DME report of the preceding aircraft; or
  - (c) when separating an aircraft beyond, and flying away from, a DME, from an aircraft on the arc, using the same DME.

**Lateral  
separation**

- 58.** (1) DME distance may be used, in the provision of lateral separation when:
- (a) both aircraft are flying tracks based on the same navigation aid; and
  - (b) the DME distance reported is from the same navigation aid on which the lateral separation is based.
- (c) Lateral separation may only be applied in accordance with criteria and minima approved by the holder of an instrument flight procedure service certificate issued in accordance with the civil Aviation (instrument flight procedure service) Regulations.



**Separation  
between aircraft  
on an instrument  
approach**

- 59.** Successive aircraft may be cleared for an instrument approach when the leading aircraft:
- (a) has crossed the middle marker of an ILS or LOC approach or the final NDB of a twin NDB or VOR/NDB approach, provided separation can be maintained in the event of a missed approach; or
  - (b) is on final approach and has crossed the radio navigation aid from which the initial approach of the following aircraft commences, and the missed approach procedure is separated from the initial, intermediate, and final approach.

**Radar  
separation from  
holding aircraft**

- 60.** A minimum radar separation of 5 nm may be applied between an identified aircraft that is not holding, and other identified aircraft that are holding, notwithstanding that individual identity of the holding aircraft may be lost.

**Formation  
flights**

- 61.** Separation need not be applied between individual aircraft in formation flight when:
- (a) prior notice of the flight has been given to ATC by the formation leader; or
  - (b) the flight consists of an aircraft in distress and its escort.

**Operations on  
parallel runways**

- 62.** Same direction parallel runway operations may be permitted by day when:
- (a) the aerodrome control provider and the aerodrome operator are the same, or there is written agreement between them regarding the operation; and
  - (b) the visibility is at least 5 km; and
  - (c) neither runway is adversely affected by contaminants; and
  - (d) both aircraft are in two-way communication with aerodrome control; and
  - (e) pertinent traffic information is issued; and
  - (f) the adjacent runway edges are clearly defined; and

- (g) one of the following applies:
  - (i) the adjacent edges of the two runways are not less than 165 metres apart; or
  - (ii) both aircraft have an MCTOW of 5700 kg or less, and the adjacent edges of the two runways are not less than 90 metres apart; or
  - (iii) both aircraft have an MCTOW of 2300 kg or less, and the adjacent edges of the two runways are not less than 60 metres apart.

**Separation from an aircraft dumping fuel**

**63.** The minimum separation from an aircraft dumping fuel is:

- (a) 10 nm horizontally; or
- (b) vertical separation if behind the aircraft dumping fuel within 15 minutes flying time or a distance of 93 km (50 NM) by:
  - (i) at least 300 m (1 000 ft) if above the aircraft dumping fuel; and
  - (ii) at least 900 m (3 000 ft) if below the aircraft dumping fuel

**Separation involving military aircraft**

**64.** The separation criteria and minima prescribed in these regulations shall be applied to military aircraft unless there is written agreement between the ATS provider and the Rwanda Defence Force, or a military agency of a foreign state, authorizing the use of reduced military separation when it is:

- (a) between military aircraft; and
- (b) agreed to by the pilots of the aircraft involved; and
- (c) in accordance with the written agreement.

**Separation of successive IFR departures**

**65.** A following IFR aircraft may be cleared for take-off when the initial departure track differs by at least 45 degrees from the departure track of the leading aircraft, and visual observation by the aerodrome controller confirms that the leading aircraft:

- (a) has turned to clear the departure track of the following aircraft; or
- (b) has reached a point where adequate separation will exist from the following aircraft, or
- (c) the leading aircraft is 1 minute ahead of the following aircraft, and confirmed by visual or radar observation as having turned to clear the departure track of the following aircraft.

**Helicopters and unpowered aircraft**

**66.** The runway separation required by regulation 25(1)(d) may be waived or varied to take account of the particular operating characteristics of helicopters and unpowered aircraft, provided safety is not jeopardised.

**Wake turbulence separation**

**67** A specific pilot request for a waiver from any wake turbulence separation may be granted provided:

- (a) the air traffic controller does not prompt, instigate, or invite a pilot to request a waiver from wake turbulence separation; and
- (b) when the other aircraft is a heavy category, the air traffic controller reminds the pilot requesting the waiver of the category or type of the other aircraft.

**Separation from active special use airspace**

**68.** (1) Except as provided in sub-regulation (2), when applying the separation required by regulation 26, the minimum separation shall be:

- (a) when aircraft within the active special use airspace may be operating in IMC:
  - (i) 1000 feet vertical separation up to FL290; or
  - (ii) 2000 feet vertical separation above FL 290; or
  - (iii) 5 nm radar separation; or
- (b) achieved by the use of minima or instrument flight procedures approved by the holder of an instrument flight procedure service certificate issued in accordance

with the Civil Aviation (Instrument Flight Procedure Service) Regulations; .

## **PART V**

### **STANDARD PHRASEOLOGY**

- |                                     |            |   |
|-------------------------------------|------------|---|
| <b>Applicability</b>                | <b>69.</b> | <p>(1) This subpart prescribes standard phraseology to be used in the particular circumstances stated, in accordance with the requirements of regulation 40.</p> <p>(2) In this subpart, words in brackets indicate an appropriate insertion is required and an oblique stroke indicates a choice is required to be made from the alternatives separated by the stroke.</p>   |
| <b>Controller/pilot phraseology</b> | <b>70.</b> | <p>(1) <b>Unavailability of route or cruising level</b></p> <p>When it is not possible to clear a flight via the preferred route or cruising level:</p> <p style="padding-left: 40px;">“(route and/or level) <i>NOT AVAILABLE DUE</i> (reason)”</p> <p>(2) <b>Block levels</b></p> <p style="padding-left: 40px;">(a) When approving a requested block level:</p> <p style="padding-left: 80px;">“<i>MAINTAIN BLOCK</i> (level) <i>TO</i> (level)”</p> <p style="padding-left: 40px;">(b) When cancelling a block level:</p> <p style="padding-left: 80px;">“<i>CANCEL BLOCK CLEARANCE ...</i>”</p> <p>(3) <b>DME climbs and descents</b></p> <p style="padding-left: 40px;">(a) When authorising a DME step climb procedure:</p> <p style="padding-left: 80px;">“<i>CLIMB ABOVE DME STEPS</i>” or</p> <p style="padding-left: 80px;">“<i>CLIMB ABOVE VORSEC DME STEPS</i>”</p> |

(b) When authorising a DME step descent procedure:

*“DESCEND DME STEPS TO (level)”* or

*“DESCEND VORSEC DME STEPS TO (level)”*

**(4) Visual departures**

When authorising a visual departure:

*“VISUAL DEPARTURE”*

**(5) Holding**

When issuing a holding instruction where more than one holding pattern is published for a specified geographical location:

*“HOLD AT (designator). ENTER THE (descriptor)  
HOLDING*

*PATTERN”*

**(6) Precautionary holding**

When issuing a holding instruction to Rwanda operators, when that instruction is likely to be cancelled before the aircraft reaches the designated holding point:

*“PRECAUTIONARY HOLD”*

**(7) Runway operations**

(a) When approving a request for a stop and go landing:

*“CLEARED STOP AND GO”*

(b) When emphasising the runway to be used for landing:

*“RUNWAY (designator) CLEARED TO LAND”*

(c) When an expeditious take-off is required:

*“CLEARED IMMEDIATE TAKE-OFF”*

**(8) Land and hold short operations**

When requiring an aircraft to terminate its landing run in less than the available runway length:

*“LAND AND HOLD SHORT BY (taxiway or other specified point)”*

**(9) Visual separation**

When requiring a pilot to maintain visual separation from another aircraft:

*“MAINTAIN VISUAL SEPARATION FROM (traffic)  
TO/UNTIL (clearance limit)”*

**(10) Terrain clearance**

- (a) When advising a pilot that a descent clearance is based on a radar terrain contour map use the suffix:

*“... RADAR TERRAIN”*

- (b) When requiring pilots to arrange their own terrain clearance:

*“MAINTAIN TERRAIN CLEARANCE VISUALLY”*

**(11) Confirmation of unlawful interference**

When seeking verification that the SSR transponder Mode A code 7500 has been set intentionally:

*“CONFIRM SQUAWKING 7500”*

**(12) Helicopter operations**

When approving helicopter operations at a controlled aerodrome, but outside the manoeuvring area:

*“LAND/TAKEOFF/AIR TAXI AT YOUR DISCRETION”*

**(13) Traffic avoidance advice**

When initiating, or responding to a request for, traffic avoidance advice:

*“SUGGEST ....”*

**(14) Traffic information**

When indicating there is no pertinent IFR traffic information:

*“NO REPORTED IFR TRAFFIC”*

**(15) Joining the circuit**

- (a) When instructing an aircraft to make the standard overhead joining procedure:

*“MAKE STANDARD OVERHEAD JOIN”*

- (b) When instructing an aircraft to cross over the aerodrome, then follow specific joining instructions:

*“CROSS OVERHEAD, JOIN (specific instructions)”*

**ATS  
ordination  
phraseology**

**co- 71. (1) Release instructions to aerodrome control**

- (a) When there are no restrictions:

*“RELEASED”*

- (b) When the aircraft is to be held on the ground:

*“HOLD”*

- (c) When a release is based on clock time:

*“CLEARANCE VALID/EXPIRES AT (time)”*

- (d) When a release is based on time interval:

*“RELEASED (number of minutes) MINUTES  
BEHIND (leading aircraft)”*

- (e) When a release is based on the application of vertical separation: *“RELEASED AFTER (leading aircraft callsign) HAS PASSED (level)”*

- (f) When a release is subject to aerodrome control providing separation from specified traffic, where *RYS* means *“Released, your separation”*:

*“RYS (callsign of conflicting traffic) (details of conflicting traffic, if not already passed)”*

**(2) Clarification of responsibility for providing separation**

When assigning or clarifying who is providing separation, and to acknowledge the arrangement:

*“MY SEPARATION/YOUR SEPARATION (callsign of conflicting traffic)”*

(3) **Co-ordination between radar controllers**

(a) When effecting a radar transfer of control:

*“RADAR RELEASE (details)”*

(b) When radar identity only is being transferred:

*“RADAR IDENT (details)”*

(4) **Negotiation of revised estimate messages**

(a) Invitation by transferring controller:

*“WILL YOU ACCEPT (details)”*

(b) Refusal by accepting controller:

*“NEGATIVE, WILL ACCEPT (alternative details)”*

## **PART VI**

### **RADAR PROCEDURES**

- |   |            |  |
|---|------------|--|
| <b>Verification of SSR transponder Mode C level information</b> | <b>72.</b> | <p>(1) Subject to sub-regulation (2), aerodrome control may verify the Mode C level information of a departing aircraft when the tower radar indicates a positive rate of climb from the aerodrome elevation.</p> <p>(2) Mode C information shall not be used when the displayed level varies by more than 300 feet from the aerodrome elevation during the take-off roll.</p> |
| <b>Speed control</b>  | <b>73.</b> | <p>Speed control shall not be applied or continued after a point 4 nm from the runway threshold on final approach.</p>   |



## PART VII SAFETY OVERSIGHT REQUIREMENT

<b>Safety Oversight Function</b>	<b>74</b>	<p>The Authority shall exercise safety oversight as part of its supervision of requirements applicable to the air traffic services in order to monitor the safe provision of these activities and to verify that the applicable safety regulatory requirements and their implementing arrangements are met</p>
<b>Verification of compliance with safety regulatory requirements</b>	<b>75</b>	<p>(1) The Authority shall establish a process in order to verify compliance with applicable safety regulatory requirements prior to the issue or renewal of a certificate necessary to provide air traffic services including safety-related conditions attached to it.</p> <p>(2) The process referred to in paragraph (1) shall:</p> <ul style="list-style-type: none"> <li>(a) be based on documented procedures;</li> <li>(b) be supported by documentation specifically intended to provide safety oversight personnel with guidance to perform their functions;</li> <li>(c) provide the organisations concerned with an indication of the results of the safety oversight activity;</li> <li>(d) be based on safety regulatory audits and reviews conducted;</li> </ul> <p>provide competent authorities with the evidence needed to support further action.</p>
<b>Safety regulatory audits</b>	<b>76</b>	<p>(1) The Authority shall conduct safety regulatory audits of all the air traffic services activities.</p> <p>(2) The safety regulatory audits referred to in paragraph (1) shall:</p> <ul style="list-style-type: none"> <li>(a) provide the Authority with evidence of compliance with applicable safety regulatory requirements and with implementing arrangements by evaluating the need for improvement or corrective action;</li> <li>(b) be independent of internal auditing activities undertaken by the service provider concerned as part of its safety or quality management systems;</li> <li>(c) be conducted by qualified inspectors;</li> <li>(d) apply to complete implementing arrangements or elements thereof, and to processes, products or services;</li> <li>(e) determine whether: <ul style="list-style-type: none"> <li>(i) implementing arrangements comply with safety regulatory requirements;</li> </ul> </li> </ul>

**Corrective  
actions**

**77**

- (ii) actions taken comply with the implementing arrangements;
  - (iii) the results of actions taken match the results expected from the implementing arrangements;
- (f) lead to the correction of any identified non-conformities
- (3) Within the inspection programme, the Authority shall establish and update at least annually a programme of safety regulatory audits in order to:
  - (a) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;
  - (b) cover all the air traffic services;
  - (c) ensure that audits are conducted in a manner commensurate to the level of risk posed by the service providers' activities;
  - (d) ensure that sufficient audits are conducted over a period of 2 years to check the compliance of all these service providers with applicable safety regulatory requirements in all the relevant areas of the functional system;
  - (e) ensure follow up of the implementation of corrective actions.
- (4) The Authority may decide to modify the scope of pre-planned audits and to include additional audits, wherever that need arises.
- (5) The Authority shall decide which arrangements, elements, services, functions, products, physical locations and activities are to be audited within a specified time frame.
- (6) Audit observations and identified non-conformities shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable safety regulatory requirements and their implementing arrangements against which the audit has been conducted.
- (7) An audit report, including the details of the non-conformities, shall be drawn up
  - (1) The Authority shall communicate the audit findings to audited air traffic service provider and shall simultaneously request corrective actions to address the non-conformities identified without prejudice to any additional action required by the applicable safety regulatory requirements.
  - (2) Audited air traffic service providers shall determine the corrective actions deemed necessary to correct non-conformities and the time frame for their implementation.
  - (3) The Authority shall assess the corrective actions as well as their implementation as determined by audited service

**Safety oversight of changes to functional systems 78**

providers and accept them if the assessment concludes that they are sufficient to address the non-conformities.

- (4) Audited air traffic service providers shall initiate the corrective actions accepted by the Authority. These corrective actions and the subsequent follow-up process shall be completed within the time period accepted by Authority.
- (1) Air traffic service providers shall only use procedures accepted by the Authority when deciding whether to introduce a safety-related change to their functional systems. In case of communication, navigation or surveillance service providers, the Authority shall accept these procedures in the framework of these regulations.
- (2) Service providers shall notify the Authority of all planned safety-related changes



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XXIII	ANNEX XXIII TO THE	ANNEXE XXIII A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

ISHYIRWAHO RY'INZIRA ZO MU KIRERE	INSTRUMENT FLIGHT PROCEDURE DESIGN	PROCEDURES DE NAVIGATION AUX INSTRUMENTS
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# **THE CIVIL AVIATION (INSTRUMENT FLIGHT PROCEDURE DESIGN)**

## **ARRANGEMENT OF REGULATIONS**

### **PART I PRELIMINARY PROVISIONS**

Regulation	Title
1.	Citation
2.	Applicability
3.	Instrument Flight Procedure Design Standards

### **PART II CERTIFICATION REQUIREMENTS**

4.	Requirement for certificate
5.	Application for certificate
6.	Issue of certificate
7.	Privileges of certificate
8.	Duration of Certificate
9.	Renewal of certificate
10.	Personnel requirements
11.	Resource requirements
12.	Instrument flight procedure service organisation operations manual
13.	Amendment of certificate and operations manual
14.	Design of instrument flight procedures
15.	Authorisation of persons to certify instrument flight procedures

- 16. Certification of instrument flight procedures
- 17. Approval of instrument flight procedures
- 18. Maintenance of instrument flight procedures
- 19. Errors in published instrument flight procedures
- 20. Quality management system
- 21. Management of records

**PART III  
OPERATING REQUIREMENTS**

- 22. Continued compliance

**PART IV  
DESIGN CRITERIA—INSTRUMENT FLIGHT PROCEDURE**

- 23. Design

**SCHEDULE: QUALIFICATIONS AND EXPERIENCE FOR SENIOR PERSONS**



# THE CIVIL AVIATION (INSTRUMENT FLIGHT PROCEDURE DESIGN) REGULATIONS 2017

<b>Citation</b>	<b>1.</b>	These Regulations may be cited as the Civil Aviation (Instrument Flight Procedure Design) Regulations 2017
<b>Applicability</b>	<b>2.</b>	<p>(1) These Regulations prescribe:</p> <ul style="list-style-type: none"> <li>(a) the requirements for the certification and operation of an organisation that provides services for the design and maintenance of instrument flight procedures; and</li> <li>(b) the technical standards for the design of instrument flight procedures.</li> </ul> <p>(2) For the purpose of these Regulations:</p> <ul style="list-style-type: none"> <li>(a) the definitions as contained in <i>Manual of Standards (MOS) – Instrument Flight Procedure Design</i>, as amended from time to time, shall apply;</li> <li>(b) Instrument Flight Procedure Design Standards mean standards and recommended practices contained in the document called <i>MOS – Instrument Flight Procedure Design</i> published by Rwanda Civil Aviation Authority as amended from time to time;</li> <li>(c) Authority means Rwanda Civil Aviation Authority (the Authority); and</li> <li>(d) Director General means the Chief Executive of Rwanda Civil Aviation Authority.</li> </ul>
<b>Instrument Flight Procedure Design Standards</b>	<b>3.</b>	<p>(1) The Director General shall, in such manner as he thinks fit, publish a <i>MOS – Instrument Flight Procedure Design</i>, containing such standards and recommended practices and guidance material on Instrument Flight Procedure Design as he may determine to be applicable in Rwanda.</p> <p>(2) Without limiting the generality of sub-regulation (1), the <i>MOS – Instrument Flight Procedure Design</i>, shall prescribe</p>

standards and recommended practices for these Regulations that provides for the following matters:

- (a) standards relating to the procedures, systems and documents required for the provision for design and maintenance of instrument flight procedures;
  - (b) standards, including competency standards and minimum qualifications, for a technician or, if a service provider is an individual, a service provider;
  - (d) any matter required or permitted by these Regulations to be provided for by the Standards;
  - (e) any matter necessary or convenient to be provided for the effective operation of these Regulations.
- (3) Any reference in these regulations to Instrument Flight Procedure Design standards and practices is a reference to the standards and practices for Instrument Flight Procedure Design that are set out in the *MOS – Instrument Flight Procedure Design* as amended from time to time.
- (4) An Instrument Flight Procedure Design certificate holder or Instrument Flight Procedure Design certificate applicant shall, for the safety of air navigation, comply with the standards, practices and procedures that are required by the *MOS – Instrument Flight Procedure Design*, as appropriate to the Instrument Flight Procedure Design.
- (5) The Authority shall also publish advisory circulars prescribing acceptable methods and procedures for compliance with these regulations and the prescribed standards in the *MOS – Instrument Flight Procedure Design*.

## **PART**

### **CERTIFICATION REQUIREMENTS**

**Requirement for  
certificate**      **4.**

A person shall not provide an instrument flight procedure service for the Rwanda FIR except under the authority of an instrument flight procedure service certificate issued in accordance with these Regulations.

**Application for  
certificate**

5. An applicant for an instrument flight procedure service shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with:
- (a) the applicant's operations manual required under regulation 11; and
  - (b) if applicable, a payment of the appropriate application fee prescribed by the Authority.

**Issue of  
certificate**

6. The Authority shall issue an instrument flight procedure service certificate to an applicant if the Authority is satisfied that:
- (a) the applicant meets the requirements of these Regulations and standards prescribed by the Authority; and
  - (b) the applicant and the senior person or senior persons required under regulation 10 (1)(a) and (b) are adequate and qualified; and
  - (c) the granting of the certificate is not contrary to the interests of aviation safety.

**Privileges of  
certificate**

7. An instrument flight procedure service certificate:
- (a) authorises the holder of the certificate to:
    - (i) design, flight validate, certify, and maintain an instrument flight procedure; and
    - (ii) make aeronautical information including aeronautical data relating to an instrument flight procedure that has been certified by the certificate holder, available for publication and operational use by an aircraft; and
  - (b) shall specify the types of instrument flight procedure that the certificate holder is authorised to design, flight validate, certify and maintain.

**Duration of Certificate**

- 8.**
- (1) An instrument flight procedure service certificate shall be granted or renewed for a period of up to 2 years.
  - (2) An instrument flight procedure service certificate shall remain in force until it expires or is suspended or revoked.
  - (3) The Authority may, by written notice given to the holder of an instrument flight procedure service certificate, suspend or revoke the certificate if there are reasonable grounds for believing that:
    - (a) a condition to which the certificate is subject has been breached; or
    - (b) the holder has failed to comply with these Regulations.
  - (4) Before suspending or cancelling an instrument flight procedure service certificate, the Authority shall:
    - (a) give to the holder a show cause notice that:
      - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
      - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or revoked; and
    - (b) take into account any written submissions that the holder makes to the Authority within 30 days.
  - (5) The holder of an instrument flight procedure service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority.

**Renewal of certificate**

- 9.**
- (1) An application for the renewal of an instrument flight procedure service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.
  - (2) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

**Personnel  
requirements**

- 10.** (1) An applicant for the grant of an instrument flight procedure service certificate shall employ, contract, or otherwise engage:
- (a) a senior person identified as the chief executive who:
    - (i) has the authority within the applicant's organisation to ensure that the organisation's instrument flight procedure services can be financed and carried out in accordance with the requirements these Regulations and standards prescribed by the Authority; and
    - (ii) is responsible to the chief executive who are responsible for ensuring that the organisation complies with the requirements these Regulations and standards prescribed by the Authority; and
  - (b) a senior person or persons responsible to the chief executive for:
    - (i) ensuring that the applicant's organisation complies with the organisation's operations manual; and
    - (ii) the certification of every instrument flight procedure provided by the applicant's organisation and made available for publication and operational use; and
    - (iii) the quality management system required under regulation 20; and
  - (c) sufficient personnel to plan, design, verify, and maintain the instrument flight procedures provided by the applicant's organisation.
- (2) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for initially assessing, training, and for maintaining, the competence of:
- (a) those personnel involved in the planning, design, verification, and maintenance of instrument flight

procedures; and

- (b) those senior personnel who are authorised to certify instrument flight procedures.
- (3) The senior person or persons responsible for the certification of instrument flight procedures shall be authorised in accordance with regulation 15 to certify the procedures.
- (4) The qualifications and experience for the senior persons referred to in sub-regulation (1)(b) are specified in the Schedule.

**Resource  
requirements**

- 11.**
- (1) An applicant for the grant of an instrument flight procedure service certificate shall:
    - (a) have available equipment that is appropriate for the design, design verification, certification, flight validation, and maintenance of the types of instrument flight procedure that are specified in the applicant's operations manual; and
    - (b) have access to relevant and current data including, but not limited to, aeronautical data, land contour data, and obstacle data for the design, design verification, flight validation, and maintenance of the instrument flight procedures certified by, and maintained by, the applicant's organisation; and
    - (c) hold or have ready access to copies of relevant documentation comprising technical standards, practices, and instructions, and any other documentation that may be necessary for the design, design verification, certification, flight validation, and maintenance of the types of instrument flight procedure that are specified in the applicant's operations manual.
  - (2) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for ensuring that:
    - (a) personnel have access to the data referred to in sub-regulation (1)(b) for the types of instrument flight procedure specified in the applicant's operations manual; and

- (b) the data referred to in sub-regulation (1)(b) is current, traceable, and meets the required level of verifiable accuracy for the design, design verification, flight validation, and maintenance of instrument flight procedures specified in the applicant's operations manual.
- (3) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for controlling all documentation required by sub-regulation (1)(c) to ensure that:
  - (a) the documentation is reviewed and authorised by an appropriate person before issue and use; and
  - (b) current issues of relevant documentation are available to personnel at every location if they need access to the documentation; and
  - (c) every obsolete document is promptly removed from every point of issue and use; and
  - (d) a change to documentation is reviewed and authorised by an appropriate person before issue and use; and
  - (e) the current version of every item of documentation can be identified to prevent the use of superseded material.

**Instrument flight procedure service organisation operations manual 12.**

- (1) An applicant for the grant of an instrument flight procedure service certificate shall provide the Authority with an operations manual that contains:
  - (a) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the operations manual and any included manuals:
    - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with these Regulations; and
    - (ii) are to be complied with by the applicant's organisation's personnel at all times; and
  - (b) in relation to the quality management system required by regulation 20 for an applicant that is not applying for

a renewal of an instrument flight procedure service certificate, an implementation plan that describes how the quality management system will be implemented; and

- (c) the titles and names of the senior person or persons required by regulation 10 (1)(b); and
- (d) details of the duties and responsibilities of the senior person or persons required by regulations 10 (1)(a) and (b) including:
  - (i) matters for which they have responsibility to deal directly with the Authority or the Authority on behalf of the organisation; and
  - (ii) responsibilities for safety management; and
- (e) if there is more than one senior person listed in (c), an organisation chart showing the lines of responsibility of those persons; and
- (f) information identifying the lines of safety responsibility within the organisation; and
- (g) the name of every senior person who is authorised in accordance with regulation 15 to certify instrument flight procedures; and
- (h) details of the scope of the authorisation issued to every person listed in (g); and
- (i) a list of the types of instrument flight procedure to be designed, certified, or maintained by the applicant's organisation; and
- (j) details of the applicant's means of meeting the requirements of regulation 11 (1) regarding:
  - (i) equipment; and
  - (ii) access to relevant and current data; and
  - (iii) access to copies of relevant documentation; and
- (k) details of the applicant's means of meeting the requirements of regulation 11 (2) regarding instrument flight procedures not requiring flight validation; and



- (l) details of the applicant's procedures as required by:
  - (i) regulation 10 (2) regarding assessment and competence of personnel; and
  - (ii) regulation 11 (2) (a) regarding access to data; and
  - (iii) regulation 11(2)(b) regarding currency and accuracy of data; and
  - (iv) regulation 11(3) regarding control of documentation; and
  - (v) regulation 14(1) regarding design, verification and flight validation of instrument flight procedures; and
  - (vi) regulation 14(3) regarding flight validation of instrument flight procedures; and
  - (vii) regulation 14(5) regarding the justification for instrument flight procedures not requiring flight validation; and
  - (viii) regulation 14 (6) or (7) regarding the compliance with standards; and
  - (ix) regulation 15 regarding authorisation of senior persons; and
  - (x) regulation 16 regarding certification of instrument flight procedures; and
  - (xi) regulation 17 regarding approval of instrument flight procedures and the means to provide details of each procedure to the Authority; and
  - (xii) regulation 18 regarding maintenance of instrument flight procedures; and
  - (xiii) regulation 19 regarding errors in published instrument flight procedures; and
  - (xiv) regulation 21 regarding management of records; and
- (m) procedures for controlling, amending, and distributing the operations manual.

- (2) The applicant's operations manual shall be approved by the Authority.
- Amendment of certificate and operations manual**
- 13.**
- (1) A holder of an instrument flight procedure service certificate shall:
- (a) subject to sub-regulation (2), ensure that the holder's organisation's operations manual is amended so that it remains a current description of the holder's organisation; and
  - (b) ensure that any amendment made to the operations manual meets the applicable requirements of these Regulations; and
  - (c) comply with the amendment procedures contained in its operations manual; and
  - (d) forward to the Authority for approval and retention a copy of each amendment to operations manual before incorporating the amendment into the operations manual; and
  - (e) amend the operations manual as the Authority considers necessary in the interests of aviation safety.
- (2) Before a holder of an instrument flight procedure service certificate changes any of the following, prior acceptance by the Authority is required:
- (a) the person identified as the chief executive;
  - (b) the title or name of any senior person specified in the operations manual required by regulation 12 (1)(c);
  - (c) the types of instrument flight procedure specified on the holder's certificate;
  - (d) the system for safety management, if the change is a material change.
- (3) The Authority may impose conditions under which the holder of the instrument flight procedure certificate shall operate during or following any of the changes specified in sub-regulation (2).

- (4) The holder of an instrument flight procedure certificate shall comply with any condition imposed by the Authority under sub-regulation (3).
- (5) If any of the changes under sub-regulation (2) requires an amendment to the instrument flight procedure certificate, the holder of the certificate shall forward the certificate to the Authority for endorsement of the change as soon as practicable.

**Design of  
instrument flight  
procedures**

**14.**

- (1) An applicant for the grant of an instrument flight procedure service certificate shall establish procedures for ensuring that every instrument flight procedure certified under the authority of the applicant's certificate in accordance with regulation 16, is:
  - (a) designed or amended using methods ensuring that the procedure meets the applicable requirements and standards prescribed in Part IV; and
  - (b) independently verified, before certification, by a qualified person who is independent of the person directly responsible for the design; and
  - (c) except as provided in sub-regulation (2), flight validated in accordance with the procedures required under sub-regulation (3), to ensure that:
    - (i) the instrument flight procedure allows aircraft using the procedure to manoeuvre consistently within safe operating practices and pilot workloads for the categories of aircraft that the procedure is intended for; and
    - (ii) the instrument flight procedure provides azimuth and distance information, and vertical guidance information for a precision approach, in accordance with ICAO or other standards for the operation of aircraft to ensure that an aircraft using the procedure remains clear of obstacles; and
    - (iii) the instrument flight procedure is not affected by any radio frequency interference; and

- (iv) visual guidance systems and cues for the runway are appropriate for the instrument flight procedure and are not confused by lighting, laser sky displays, or any other visual distraction.
- (2) The following instrument flight procedures do not require flight validation if it can be shown that current obstacle data meets the design requirements of the instrument flight procedure:
  - (a) an en-route or an instrument arrival procedure unless:
    - (i) there is doubt about the coverage of the navigation system supporting the requirements of the procedure; or
    - (ii) the procedure limits the flyability and performance characteristics of the class of aircraft the procedure is designed for:
  - (b) an instrument departure procedure unless the procedure limits the flyability and performance characteristics of the class of aircraft the procedure is designed for:
  - (c) an amendment of a previously flight validated instrument approach procedure if:
    - (i) the design change can be verified during the design process; and
    - (ii) a safety assessment of the proposed amendment has been completed and confirms that no additional risks to the safety of the procedure are introduced by the amendment.
- (3) An applicant for the grant of an instrument flight procedure service certificate shall establish procedures for conducting the flight validation of an instrument flight procedure as required by sub-regulation (1)(c).
- (4) The flight validation procedures required under sub-regulation (3) shall include the use of equipment that:
  - (a) has the precision, and accuracy traceable to appropriate standards, that are necessary for the validation being performed; and

- (b) has known measurement uncertainties including, but not limited to, the software, firmware and crosswind uncertainties; and
  - (c) records the actual flight path of the validation aircraft, and
  - (d) is checked before being released for use, and at intervals not exceeding the calibration intervals recommended by the manufacturer, to establish that the system is capable of verifying the integrity of the instrument flight procedure, and
  - (e) is operated in accordance with flight validation system procedures and criteria by persons who are competent and current on the system used.
- (5) An applicant for the grant of an instrument flight procedure service certificate shall establish procedures for justifying the application of sub-regulation (2) to an instrument flight procedure.
- (6) An applicant for the grant of an instrument flight procedure service certificate shall establish procedures for ensuring that during the processes of design, maintenance, or transfer of data of an instrument flight procedure:
- (a) the applicable aeronautical data and aeronautical information complies with the standards specified in RTCA Inc. document number RTCA/DO-201A Standards for Aeronautical Information; and
  - (b) manipulation or processing of aeronautical data complies with the standards specified in RTCA Inc. document number RTCA/DO-200A Standards for Processing Aeronautical Data; and
  - (c) any transfer of aeronautical information within the certificate holder's organisation, or to or from external entities, complies with the standards specified in the Aeronautical Information Transfer Model (AIXM-5).
- (7) An applicant for the grant of an instrument flight procedure service certificate may use alternative standards equivalent to the standards specified in sub-regulation (6).

**Authorisation of persons to certify instrument flight procedures**

- 15.**
- (1) Subject to sub-regulations (2), (3), and (4), an applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for authorising a senior person or persons to certify that an instrument flight procedure has been designed in accordance with and meets, every applicable standard and requirement prescribed by Part IV.
  - (2) An authorisation shall not be issued to a person unless the person meets the applicable training and experience requirements specified in the Schedule.
  - (3) Every authorisation that is issued to a person shall be in writing and shall specify the types of instrument flight procedure that the person is authorised to certify.
  - (4) An instrument flight procedure type that is specified on an authorisation shall not be inconsistent with the types of instrument flight procedures specified on the instrument flight procedure service certificate.

**Certification of instrument flight procedures**

- 16.**
- (1) Subject to sub-regulations (2) and (3) an applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for the certification of every instrument flight procedure that the applicant's organisation proposes to design, make available for operational use, and publish in the Rwanda Aeronautical Information Publication.
  - (2) The procedure required by sub-regulation (1) shall include details of the checks to be carried out by a senior person, who is authorised to certify the particular type of instrument flight procedure, to ensure that the instrument flight procedure meets the applicable requirements and standards prescribed by these Regulations.
  - (3) A person who is authorised in accordance with regulation 15 to certify an instrument flight procedure shall not certify an instrument flight procedure that the person has designed.

**Approval of instrument flight procedures**

- 17.**
- (1) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure ensuring that:
    - (a) the information required in sub-regulation (3) is provided to the Authority; and

- (b) an instrument flight procedure is not published or made available for operational use unless the Authority has notified the holder of the instrument flight procedure service certificate that the instrument flight procedure has been approved, and the date for operational use of the instrument flight procedure has been published.
- (2) The procedure required by sub-regulation (1) shall include:
  - (a) details of the means for coordinating with the aeronautical information service provider on publishing of the instrument flight procedure in the Rwanda AIP; and
  - (b) details of the means to check that the initial publication of, or any change to, an instrument flight procedure published under sub-regulation (1) has been accurately published in the Rwanda AIP.
- (3) The following information is required by the Authority for approval of an instrument flight procedure:
  - (a) the name or other appropriate identifier that is acceptable to the Authority to uniquely identify the instrument flight procedure:
  - (b) aeronautical data that is acceptable to the Authority to define and describe the instrument flight procedure:
  - (c) the date that the instrument flight procedure is intended to come into effect:
  - (d) a statement signed by the senior person referred to in regulation 16(2), certifying that the instrument flight procedure meets the applicable standards and requirements prescribed by these Regulations:
  - (e) a statement signed by a senior person, of an appropriate instrument flight procedure service organisation certifying that the instrument flight procedure is to be maintained in accordance with the organisation's procedures required by regulation 17.
- (4) For the purpose of sub-regulation (3)(e), an appropriate instrument flight procedure organisation is an organisation that is certificated in accordance with these Regulations and whose certificate authorises the design, flight validation,

certification, and maintenance of the particular type of instrument flight procedure.

**Maintenance of instrument flight procedures**

**18.**

- (1) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for maintaining, in accordance with the requirements of these Regulations, every instrument flight procedure that, in accordance with the statement required under regulation 17 (3)(e), is maintained under the authority of the certificate.
- (2) The procedure required by sub-regulation (1) shall include details for every instrument flight procedure to be reviewed, and flight validated if necessary,:
  - (a) on a periodic basis ensuring that the instrument flight procedure continues to meet the applicable standards and requirements of these Regulations; and
  - (b) if there is a change in any of the data referred to in regulation 10 (1)(b) that may affect the integrity of the instrument flight procedure.
- (3) The procedure required under sub-regulation (1) shall include and document the grounds and criteria for establishing or changing the interval between the periodic maintenance reviews for each instrument flight procedure.

**Errors in published instrument flight procedures**

**19.**

- (1) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for recording, investigating, correcting, and reporting, to the Authority, any identified error, and any identified non-conformance or suspected non-conformance with the standards and requirements of these Regulations, in an instrument flight procedure that is certified or maintained under the authority of the certificate.
- (2) The procedure required by sub-regulation (1) shall require that:
  - (a) an instrument flight procedure is immediately withdrawn from operational use if the error or non-conformance referred to in sub-regulation (1) affects, or may affect, the safety of an aircraft operation; and



- (b) the error or non-conformance is corrected, and certified by a senior person who is appropriately authorised in accordance with regulation 15; and
- (c) the correction required in (b) is clearly identified and promulgated by the most appropriate means relative to the operational significance of the error or non-conformance; and
- (d) the source of the error or non-conformance is identified, and:
  - (i) if possible, eliminated to prevent a recurrence; and
  - (ii) preventive action is taken to ensure that the source of the error or non-conformance has not affected the integrity of any other instrument flight procedure; and
- (e) the Authority is notified of a promulgated information incident relating to an error or nonconformance referred to in sub-regulation (1).

**Quality  
management  
system**

- 20.** An applicant for the grant of an instrument flight procedure service certificate shall establish, implement, and maintain a quality management system that:
- (a) is based on the elements of the latest edition of the ISO 9001 standard, as in force from time to time, that are relevant to the provision of instrument flight procedure service; and
  - (b) includes quality management procedures that address the quality management requirements mentioned in the RTCA Inc. document number RTCA/DO-200A aeronautical data processing standards.

**Management of  
records**

- 21.** (1) An applicant for the grant of an instrument flight procedure service certificate shall establish a procedure for the management of records that are required for the applicant organisation's functions relating to the design, certification and maintenance of instrument flight procedures.

- (2) The management of records under sub-regulation (1) includes the identification, collection, indexing, storage, safekeeping, accessibility, maintenance and disposal of records.
- (3) The procedure required by sub-regulation (1) shall provide for the following to be recorded for every instrument flight procedure that is certified in accordance with regulation 16 and every instrument flight procedure that is maintained in accordance with regulation 17:
  - (a) the details required by regulation 17 (3) for the instrument flight procedure; and
  - (b) details of the instrument procedure design carried out in accordance with regulation 14, including but not limited to design verification, amendment, validation, justification for not validating, and certification activities; and
  - (c) details of the promulgation and checking activities; and
  - (d) details of any actions taken under regulation 19 regarding errors and non-conformances in an instrument flight procedure; and
  - (e) details of every maintenance review and flight validation carried out, in accordance with the procedures required by regulation 18.
- (4) The procedure required by sub-regulation (1) shall also provide for the following:
  - (a) a record, that includes details of the qualifications, experience, training, assessments, and authorisations if applicable, for
    - (i) every senior person required by regulation 10 (1)(b); and
    - (ii) personnel required by regulation 10 (1)(c); and
  - (b) the records shall be legible, accurate, permanent, and retrievable in a legible format; and
  - (c) the records required by sub-regulation (3) to be retained for at least 5 years after the associated instrument flight procedure is withdrawn from use.

**PART**  
**OPERATING REQUIREMENTS**

**Continued  
compliance**

- 22.** The holder of an instrument flight procedure service certificate shall:
- (a) hold at least one complete and current copy of the certificate holder's operations manual required by regulation 12 at the certificate holder's principal location; and
  - (b) comply with every procedure and standard detailed in the operations manual; and
  - (c) make each applicable part of the operations manual available to personnel who require the applicable part to carry out their duties; and
  - (d) continue to comply with the requirements of these Regulations and standards prescribed by the Authority for certification of an instrument flight procedure service; and
  - (e) notify the Authority of any change of the certificate holder's postal address, address for service, telephone number, or facsimile number within 28 days of the change.

**PART**  
**DESIGN CRITERIA—INSTRUMENT FLIGHT  
PROCEDURE**

**Design**

- 23.** (1) Every instrument flight procedure shall be designed in accordance with the requirements of these Regulations and in accordance with the appropriate design processes, standards, guidelines, and aeronautical data quality requirements contained in the following:
- (a) ICAO Documents:
    - (i) Doc 8168, Procedures for Air Navigation Services – Aircraft Operations — Volume I Flight Procedures, and Volume II, Construction of

- Visual and Instrument Flight Procedures;
- (ii) Doc 8697, Aeronautical Chart Manual;
- (iii) Doc 9365, Manual of All-Weather Operations;
- (iv) Doc 9613 Performance Based Navigation Manual — Volume I Concept and Implementation Guidance, and Volume II Implementing RNAV and RNP;
- (v) Doc 9881, Guidelines for Electronic Terrain, Obstacle and Aerodrome Mapping Information;
- (b) ICAO Annexes:
  - (i) Annex 4, Aeronautical Charts;
  - (ii) Annex 6, Operation of Aircraft;
  - (iii) Annex 11, Air Traffic Services;
  - (iv) Annex 14, Volumes I & II Aerodromes;
  - (v) Annex 15, Aeronautical Information Services;
  - (c) Any other guideline or standard that is applicable to a particular type of instrument flight procedure and is acceptable to the Authority.
- (2) For the purposes of sub-regulation (1), if there is a conflicting difference between any of the applicable design processes, standards, guidelines, or aeronautical data quality requirements, the particular design process, standard or guideline to be used shall be acceptable to, or specified by, the Authority.
- (3) The design of an instrument flight procedure shall:
  - (a) be coordinated with all appropriate air traffic service providers; and
  - (b) be compatible with any air traffic service and associated procedure that is provided within the area or areas of airspace where the instrument flight procedure is intended to be established; and
  - (c) take into account:

- (i) any noise abatement procedure; and
  - (ii) any bylaws or other legislation restricting aircraft operations; and
  - (iii) the classification and any associated designation of the airspace in which the instrument flight procedure is to be established and any adjacent airspace that may be affected by the procedure; and
  - (iv) the effect that the proposed instrument flight procedure may have on any other instrument flight procedure established in the airspace.
- (4) An instrument flight procedure shall not be designed for an aerodrome or heliport unless the operator of the aerodrome or heliport agrees in writing that the aerodrome or heliport may be used for IFR operations using the intended instrument flight procedure.
- (5) An instrument flight procedure shall not be designed on or use a ground based aeronautical facility unless:
  - (a) the aeronautical facility is operated under the authority of an aeronautical telecommunication service certificate issued in accordance with the Civil Aviation (Aeronautical Telecommunication Services) Regulations; and
  - (b) the holder of the aeronautical telecommunication service certificate agrees in writing that the aeronautical facility can be used for the intended instrument flight procedure.

## SCHEDULE

### QUALIFICATIONS AND EXPERIENCE FOR SENIOR PERSONS

This appendix specifies the qualifications and experience for the senior person or persons required by regulation 10 (1)(b).

#### 1 Senior person to certify instrument flight procedures

- (a) **Training** — have successfully completed an ICAO PANS-OPS training course, or a training course accepted by the Authority as an equivalent, for the design of instrument flight procedures.
- (b) **Experience in application of instrument flight procedures** — have at least 10 years' experience in the application of instrument flight procedures through experience gained in air traffic control, as a flight crew member on IFR operations, in operational control of IFR operations, or other experience accepted by the Authority as equivalent.
- (c) **Experience in design of instrument flight procedures** — at least 2 years' experience designing instrument flight procedures which shall include:
  - (i) under supervision by a procedure designer whose qualifications are accepted by the Authority, the design of at least 3 instrument flight procedures of the type that the person is to be authorised to certify; or
  - (ii) for a new instrument flight procedure type, experience accepted by the Authority in designing or certifying similar instrument flight procedure types.

#### 2 Senior person responsible for the quality management system

The senior person or persons required by regulation 10 (1) (b) (iii) shall be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.

*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA XXIV	ANNEX XXIV TO THE	ANNEXE XXIV A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

SEREVISI Y'UBUMENYI BW'IKIRERE MU BY'INDEGE	AERONAUTICAL METEOROLOGICAL SERVICES	SERVICES METEOROLOGIQUES AERONAUTIQUES
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## **CIVIL AVIATION (AERONAUTICAL METEOROLOGICAL SERVICES)**

### **ARRANGEMENT REGULATIONS**

#### **PART I PRELIMINARY PROVISIONS**

Regulation	Title
1.	Citation
2.	Applicability
3.	Aeronautical Meteorological Service Standards

#### **PART II CERTIFICATION REQUIREMENTS**

4.	Requirement for certificate
5.	Basic weather reporting
6.	Application for certificate
7.	Issue of certificate
8.	Privileges of certificate holder
9.	Duration of certificate
10.	Renewal of certificate
11.	Personnel requirements
12.	Documentation
13.	Aeronautical meteorological service organisation manual of operations
14.	Amendment of certificate and manual of operations
15.	Site requirements

- 16. Communication requirements
- 17. Input requirements
- 18. Output requirements
- 19. Facility requirements
- 20. Verification, periodic inspection, testing and calibration
- 21. Release of meteorological information
- 22. Notification of meteorological office and facility status
- 23. Meteorological information check after accident or incident
- 24. Malfunctions and erroneous information
- 25. Quality management system
- 26. Records

### **PART III OPERATING REQUIREMENTS**

- 27. Continued compliance
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### **PART IV SAFETY OVERSIGHT OF AERONAUTICAL METEOROLOGICAL SERVICES**

- 30 Safety oversight function
- 31 Verification of compliance with safety regulatory requirements
- 32 Safety regulatory audits
- 33 Corrective actions
- 34 Safety oversight of changes to functional systems

**CIVIL AVIATION (AERONAUTICAL METEOROLOGICAL SERVICE)  
REGULATIONS 2017**

**PART I**

**PRELIMINARY PROVISIONS**

- |                      |  |
|----------------------|--|
| <b>Citation</b>      | <b>1.</b> These Regulations may be cited as the Civil Aviation (Aeronautical Meteorological Service) Regulations 2017  |
| <b>Applicability</b> | <b>2.</b> <ul style="list-style-type: none"><li>(1) These regulations prescribe:<ul style="list-style-type: none"><li>(a) requirements for the certification and operation of organisations providing aeronautical meteorological services for aviation; and</li><li>(b) requirements governing the provision of basic weather reports for aviation.</li></ul></li><li>(2) For the purpose of these Regulations:<ul style="list-style-type: none"><li>(a) the definitions as contained in <i>Manual of Standards (MOS) – Aeronautical Meteorological Service</i>, as amended from time to time, shall apply;</li><li>(b) <b>Aeronautical Meteorological Service Standards</b> means standards and recommended practices contained in the document called <i>MOS – Aeronautical Meteorological Service</i> published by Rwanda Civil Aviation Authority as amended from time to time;</li><li>(c) <b>Authority</b> means Rwanda Civil Aviation Authority (the Authority); and</li><li>(d) <b>Director General</b> means the Chief Executive of Rwanda Civil Aviation Authority.</li></ul></li></ul> |

**Aeronautical  
Meteorological  
Service  
Standards**

3. (1) The Director General shall, in such manner as he thinks fit, publish a *MOS – Aeronautical Meteorological Service*, containing such standards and recommended practices and guidance material on Aeronautical Meteorological Service as he may determine to be applicable in Rwanda.
- (2) Without limiting the generality of sub-regulation (1), the *MOS – Aeronautical Meteorological Service*, shall prescribe standards and recommended practices for these Regulations that provides for the following matters:
- (a) procedures, systems and documents required for the provision of Aeronautical Meteorological Service;
  - (b) facilities and equipment used to provide Aeronautical Meteorological Service
  - (c) competency standards and minimum qualifications for technical personnel;
  - (d) any matter required or permitted by these Regulations to be provided for by the Standards;
  - (e) any matter necessary or convenient to be provided for the effective implementation of these Regulations.
- (3) Any reference in these regulations to Aeronautical Meteorological Service standards and practices is a reference to the standards and practices for Aeronautical Meteorological Service that are set out in the *MOS – Aeronautical Meteorological Service* as amended from time to time.
- (4) An Aeronautical Meteorological Service certificate holder or Aeronautical Meteorological Service certificate applicant shall, for the safety of air navigation, comply with the standards, practices and procedures that are required by the *MOS – Aeronautical Meteorological Service*, as appropriate to the Aeronautical Meteorological Service.
- (5) The Authority shall also publish advisory circulars prescribing acceptable methods and procedures for compliance with these regulations and the prescribed standards in the *MOS – Aeronautical Meteorological Service*.

## **PART II**

### **CERTIFICATION REQUIREMENTS**

- |                                    |           |  |
|------------------------------------|-----------|--|
| <b>Requirement for certificate</b> | <b>4.</b> | <p>(1) No person shall provide aeronautical meteorological service except under the authority of, and in accordance with the provisions of, an aeronautical meteorological service certificate issued under these Regulations.</p> <p>(2) The Authority may grant a certificate authorising the provision of aeronautical meteorological services varying from a single meteorological service to a range of aeronautical meteorological services supported by a network of meteorological offices intended for interacting with the Rwanda air navigation system.</p> |
| <b>Basic weather reporting</b>     | <b>5.</b> | <p>Every person who provides a basic weather report shall:</p> <ul style="list-style-type: none"><li>(a) utilise equipment that is suitable for the observations being made; and</li><li>(b) employ a system for checking that equipment; and</li><li>(c) be trained to provide accurate basic weather reports.</li></ul>  |
| <b>Application for certificate</b> | <b>6.</b> | <p>An applicant for the grant of an aeronautical meteorological service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with:</p> <ul style="list-style-type: none"><li>(a) the applicant's manual of operations required under regulation 13; and</li><li>(b) if applicable, a payment of the appropriate application fee prescribed by the Authority.</li></ul>   |
| <b>Issue of certificate</b>        | <b>7.</b> | <p>An applicant is entitled to an aeronautical meteorological service certificate if the Authority is satisfied that:</p>  |

- (a) the applicant meets the requirements of these Regulations and standards prescribed by the Authority in the *MOS – Aeronautical Meteorological Service*; and
- (b) the applicant, and the applicant's senior person or persons required by regulation 11, are adequate and qualified; and
- (c) the granting of the certificate is not contrary to the interests of aviation safety.

**Privileges of  
certificate  
holder**

- 8.**
- (1) An aeronautical meteorological service certificate specifies the types of facilities that the certificate holder is authorised to operate.
  - (2) Subject to regulation 28, the holder of an aeronautical meteorological service certificate shall provide the aeronautical meteorological services listed on the holder's certificate provided that each meteorological service, and the meteorological information supplied for each meteorological service, and the location and airspace covered by each meteorological service is listed in the certificate holder's manual of operations.

**Duration of  
certificate**

- 9.**
- (1) An aeronautical meteorological service certificate shall be granted or renewed for a period of up to 2 years.
  - (2) An aeronautical meteorological service certificate shall remain in force until it expires or is suspended or revoked.
  - (3) The Authority may, by written notice given to the holder of an aeronautical meteorological service certificate, suspend or revoke the certificate if there are reasonable grounds for believing that:
    - (a) a condition to which the certificate is subject has been breached; or
    - (b) the holder has failed to comply with these Regulations.
  - (4) Before suspending or cancelling an aeronautical meteorological service certificate, the Authority shall:
    - (a) give to the holder a show cause notice that:

- (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
  - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or revoked; and
- (b) take into account any written submissions that the holder makes to the Authority within 30 days.
- (5) The holder of an aeronautical meteorological service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority.

**Renewal  
certificate**

**of 10.**

- (1) An application for the renewal of an aeronautical meteorological service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.
- (2) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

**Personnel  
requirements**

- 11.** (1) An applicant for the grant of an aeronautical meteorological service certificate shall employ, contract, or otherwise engage:
- (a) a senior person identified as the chief executive who has the authority within the applicant's organisation to ensure that every aeronautical meteorological service listed in the manual of operations can be financed and carried out to meet the operational requirements, and the requirements and standards prescribed by these Regulations and the *MOS – Aeronautical Meteorological Service*; and
  - (b) a senior person or persons ultimately responsible to the chief executive who are responsible for:
    - (i) ensuring that the organisation complies with the manual of operations; and
    - (ii) the quality management system required under regulation 25; and
  - (c) sufficient personnel to plan, operate, supervise, inspect, and certify the meteorological offices and facilities and provide the aeronautical meteorological services listed in the applicant's manual of operations.
- (2) The senior person required by sub-regulation (1) (b) (ii) shall be able to demonstrate competency and experience relevant to the quality management system and the activities of the certificate holder.
- (3) The applicant shall:
- (a) establish a procedure to assess the competence of those personnel who are authorised by the applicant to:
    - (i) place facilities listed in the applicant's manual of operations into operational service; and
    - (ii) supervise the production and release of meteorological information; and
  - (b) establish a procedure to maintain the competence of those authorised personnel; and



- (c) Ensure that competence assessment is in accordance to the guidelines developed and endorsed by the WMO commission of aeronautical Meteorology (CAeM);and
- (d) provide those authorised personnel with written evidence of the scope of the authorization

(4) Qualification and trainings

- a) ICAO Annex 3 requires a State to ensure that Met service providers  
comply with the requirements of the World Meteorological Organization in respect of qualifications and training of meteorological personnel providing service for international air navigation.
- b) The Authority shall ensure that all personnel engaged in Met observing and forecasting for civil aviation meet the WMO appropriate requirements of qualification and training
- c) WMO Publication No. 1083 (Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology) provides guidelines on the desirable standards for the education and training of personnel working in aeronautical meteorology

- Documentation 12.**
- (1) Each applicant for the grant of an aeronautical meteorological service certificate shall hold copies of meteorological office manuals, facility manuals, technical standards and practices, procedures manuals, and any other documentation that is necessary for the provision of the aeronautical meteorological services listed in the manual of operations.
  - (2) The applicant shall establish a procedure to control the documentation required by sub-regulation (1). The procedure shall ensure that:
    - (a) the documentation is reviewed and authorised by appropriate personnel before issue; and
    - (b) current issues of relevant documentation are available to

personnel at all locations where they need access to such documentation for the provision of the aeronautical meteorological services listed in the applicant's manual of operations; and

- (c) obsolete documentation is promptly removed from all points of issue or use; and
- (d) changes to documentation are reviewed and approved by appropriate personnel; and
- (e) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

**Aeronautical  
meteorological  
service  
organisation  
manual of  
operations**

- 13.** (1) An applicant for the grant of an aeronautical meteorological service certificate shall provide the Authority with an manual of operations that contains:
- (a) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the manual of operations and any included manuals;
    - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with these Regulations; and
    - (ii) are to be complied with at all times; and
  - (b) in relation to the quality management system required by regulation 25,:
    - (i) all of the documentation required by regulation 25; and
    - (ii) for an applicant that is not applying for a renewal of an aeronautical meteorological service certificate, an implementation plan that describes how the system for quality management will be implemented; and
  - (c) the titles and names of the senior person or persons required by regulations 11 (1)(a) and (b); and
  - (d) the duties and responsibilities of the senior person or persons required by regulations 11 (1)(a) and (b) including:

- (i) matters for which they have a responsibility to deal directly with the Authority on behalf of the organisation; and
  - (ii) responsibilities for quality management system; and
- (e) an organisation chart showing lines of responsibility of the senior person or persons required by regulations 11 (1)(a) and (b); and
- (f) a summary of the applicant's staffing structure at each meteorological office listed (i); and
- (g) information identifying the lines of safety responsibility within the organisation; and
- (h) a list of the aeronautical meteorological services to be covered by the certificate; and
- (i) a list providing—
  - (i) the location of each meteorological office operated by the applicant; and
  - (ii) the location of each facility operated by the applicant that provides meteorological information directly to the users; and
  - (iii) the aeronautical meteorological services provided by each of those meteorological offices and facilities; and
  - (iv) the locations and airspace covered by such meteorological services; and
- (j) details of the applicant's output meteorological information identified under regulation 18 (1)(a) and the standards and formats for that information determined under regulation 18 (1)(b); and
- (k) details of the applicant's procedures and systems required by:
  - (i) regulation 11 (2) regarding competence of personnel; and
  - (ii) regulation 15 regarding site requirements; and

- (iii) regulation 16 regarding communication requirements; and
- (iv) regulation 17 regarding meteorological service input requirements; and
- (v) regulation 18 regarding meteorological service output requirements; and
- (vi) regulation 19 regarding facility requirements; and
- (vii) regulation 12 (2) regarding control of documentation; and
- (viii) regulation 20 regarding verifications, inspections, tests and calibrations; and
- (ix) regulation 21 regarding release of meteorological information and the placing of facilities into operational service; and
- (x) regulation 22 regarding notification of meteorological office and facility status; and
- (xi) regulation 23 regarding meteorological information checks after notification of an accident or incident; and
- (xii) regulation 24 regarding malfunctions and erroneous information; and
- (xiii) regulation 26 regarding identification, collection, indexing, storage, maintenance and disposal of records; and
- (l) procedures to control, amend and distribute the manual of operations.
- (2) The applicant's manual of operations shall be approved by the Authority.

**Amendment of certificate and manual of operations**

- 14.** (1) A holder of an aeronautical meteorological service certificate shall ensure that the manual of operations is amended so as to remain a current description of the holder's organisation and aeronautical meteorological services provided.

- (2) The certificate holder shall ensure that any amendment made to its manual of operations meets the applicable requirements of these Regulations, the standards prescribed by the Authority in the *MOS – Aeronautical Meteorological Service* and complies with the amendment procedures contained in the manual of operations.
- (3) The certificate holder shall forward to the Authority for approval and retention a copy of each amendment to manual of operations before incorporating the amendment into the manual of operations.
- (4) Before a certificate holder changes any of the following, prior acceptance by the Authority is required:
  - (a) the chief executive;
  - (b) the listed senior persons;
  - (c) the aeronautical meteorological services the holder provides;
  - (d) the locations and airspace covered by each of the aeronautical meteorological services the holder provides; and
  - (e) the quality management system, if the change is a material change;
- (5) The Authority may impose conditions under which a certificate holder shall operate during or following any of the changes specified in sub-regulation (4).
- (6) The certificate holder shall comply with any condition imposed by the Authority under sub-regulation (5).
- (7) If any change referred to in this regulation requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority for endorsement of the change as soon as practicable.
- (8) The certificate holder shall make such amendments to the manual of operations as the Authority may consider necessary in the interests of aviation safety.

**Site  
requirements**

- 15.** Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures to ensure that:
- (a) each of the meteorological offices and facilities listed in the manual of operations is:
    - (i) sited and configured in accordance with security measures designed to prevent unlawful or accidental interference; and
    - (ii) provided with suitable power supplies and means to ensure appropriate continuity of service; and
  - (b) each of the remote weather sensing facilities listed in the manual of operations is installed and maintained in a technically appropriate position to ensure that the facility provides an accurate representation of the local meteorological conditions.

**Communication  
requirements**

- 16.**
- (1) Each applicant for the grant of an aeronautical meteorological service certificate shall establish communication systems and procedures to ensure that each of the meteorological offices and facilities listed in the applicant's manual of operations can provide the meteorological information for which it is intended.
  - (2) The communication systems and procedures shall be able to handle the volume and nature of the meteorological information being communicated so that no meteorological information is delayed to the extent that the information becomes out-of-date.

**Input  
requirements**

- 17.**
- (1) Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures to obtain input meteorological information appropriate for the aeronautical meteorological services being provided.
  - (2) The procedures shall ensure that:
    - (a) each meteorological office and facility listed in the applicant's manual of operations that provides a forecast service has continuing access to appropriate historical, real-time, and other meteorological information for the applicant's forecast areas; and

- (b) each meteorological office and facility listed in the applicant's manual of operations that provides a meteorological briefing service in person or by any other interactive visual means, has adequate display and briefing resources available for the briefings; and
- (c) each meteorological office and facility listed in the applicant's manual of operations that provides a meteorological reporting service has adequate observing systems to supply adequate, accurate and timely meteorological reports; and
- (d) each meteorological office listed in the applicant's manual of operations that provides a meteorological watch service has adequate meteorological information to supply an adequate, accurate and timely meteorological watch service; and
- (e) each meteorological office and facility listed in the applicant's manual of operations that provides a climatology service has adequate meteorological information for the preparation of climatological information.

**Output requirements**

- 18.** (1) Each applicant for the grant of an aeronautical meteorological service certificate shall:
- (a) identify the output meteorological information provided by each meteorological service listed in the manual of operations; and
  - (b) determine the standards and formats for that output meteorological information.
- (2) The applicant shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in the manual of operations complies with the standards and formats determined under sub-regulation (1)(b).

**Facility requirements**

- 19.** 1) Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures to ensure that all electronic data processing facilities used in the acquisition,

compilation, computing, access or dissemination of meteorological information are of a nature, configuration and capability to ensure the adequacy, accuracy and timeliness of that meteorological and related information.

**Verification,  
periodic  
inspection,  
testing and  
calibration**

- 20.** (1) Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures for:
- (a) the routine verification of meteorological information obtained and provided by the applicant; and
  - (b) the periodic inspection of each meteorological office listed in the applicant's manual of operations; and
  - (c) the periodic inspection, testing and calibration of each facility listed in the applicant's manual of operations.
- (2) The procedures shall ensure that:
- (a) the systems required for the routine verification of meteorological information have the capability and integrity necessary for verifying the meteorological information; and
  - (b) appropriate inspection equipment and systems are available to personnel for the inspection of each meteorological office; and
  - (c) appropriate inspection, measuring and test equipment and systems are available to personnel for the inspection, testing and calibration of each facility; and
  - (d) the inspection, measuring and test equipment and systems have the precision and accuracy necessary for the inspections, measurements and tests being carried out; and
  - (e) all meteorological sensing facilities are calibrated and configured so that the environmental sensors fitted or incorporated yield, as far as possible, reliable, accurate and representative meteorological information.

**Release of  
meteorological**

- 21.** (1) Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures for:



## **information**

- (a) the release of meteorological information from each meteorological office listed in the manual of operations; and
  - (b) the placing of facilities listed in the manual of operations into operational service.
- (2) The procedures shall ensure that persons authorised to supervise the production and release of meteorological information and persons authorised to place meteorological facilities into operational service have been assessed as competent under the procedures required by 11 (2).

## **Notification of meteorological office and facility status**

22. (1) An applicant for an aeronautical meteorological service certificate shall establish procedures to notify the users of the applicant's aeronautical meteorological services of relevant operational information and of any change in the operational status of each meteorological office or facility listed in the applicant's manual of operations.
- (2) The applicant shall ensure that the procedures established under sub-regulation (1) require:
- (a) the operational information for each of the applicant's aeronautical meteorological services that support the Rwanda air navigation system or an air traffic service to be forwarded to the Aeronautical Information Service for publication in the Rwanda Aeronautical Information Publication; and
  - (b) the users of a meteorological office or facility to be notified without delay of any change in the operational status of the meteorological office or facility if the change may affect the safety of air navigation. For those meteorological offices and facilities published in the Rwanda Aeronautical Information Publication, the information concerning any change to their operational status shall be forwarded to the Aeronautical Information Service for the issue of a NOTAM.

## **Meteorological information check after**

23. (1) Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures for checking the adequacy, accuracy and timeliness of any of the

**accident or  
incident**

meteorological information that may have been used by an aircraft or an air traffic service involved in an accident or incident.

- (2) The procedures shall ensure that:
  - (a) the checks are carried out as soon as practicable after notification to the applicant's organisation of such an accident or incident; and
  - (b) Copies of the meteorological information are kept in a secure place for possible use by any subsequent investigation.

**Malfunctions  
and erroneous  
information**

- 24. Each applicant for the grant of an aeronautical meteorological service certificate shall establish procedures:
  - (a) to identify, record, notify, investigate and rectify any report of erroneous meteorological information; and
  - (b) to identify, record, notify, investigate and rectify any detected malfunction in the facilities and aeronautical meteorological services listed in their manual of operations that may result in the supply of erroneous meteorological information; and
  - (c) to notify without delay all users that have received the erroneous meteorological information; and
  - (d) to notify the Authority, within 12 hours, of those malfunctions that cannot be remedied within 72 hours; and
  - (e) for the continuation of malfunction status reports in the event that such reports are required by the Authority.

**Quality  
management  
system**

- 25. An applicant for the grant of an aeronautical meteorological service certificate shall establish, implement, and maintain a quality management system that:
  - (a) is based on the elements of the latest edition of the ISO 9001 standard, as in force from time to time, that are relevant to the provision of Meteorological services ; and
  - (b) includes quality management procedures that address the quality management requirements mentioned in the ICAO

Annex 3.

**Records**

- 26.** (1) An applicant for the grant of an aeronautical meteorological service certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the supply of the aeronautical meteorological services listed in the manual of operations.
- (2) The procedures shall ensure that:
- (a) there is a record of the input meteorological information obtained under the procedures required by regulation 17; and
  - (b) there is a record of all output meteorological information identified under regulation 18 ; and
  - (c) the records specified in (a) and (b) are retained for a period of at least 90 days or for such longer period as may be required by the Authority; and
  - (d) there is a record for each meteorological office and facility listed in the applicant's manual of operations, in order to document the performance of each meteorological office and facility and to provide a traceable history of its maintenance, service and product quality, its periodic inspections, and the persons responsible for each of these activities; and
  - (e) there is a record of the equipment and systems used for verification, inspection, testing and calibration under the procedures required by regulation 20. The record shall provide a traceable history of the location, maintenance, and calibration checks for the equipment and systems; and
  - (f) there is a record of each occurrence of erroneous meteorological information reported and of each malfunction detected under the procedures required by regulation 24. The record shall detail the nature of the erroneous meteorological information or malfunction and the findings of the investigation and the follow-up corrective actions; and
  - (g) there is a record for each person who is authorised by the applicant to supervise the production and release of

meteorological information and for each person who is authorised by the applicant to place facilities into operational service. The record shall include details of their experience, qualifications, training and current authorisations; and

- (h) all records are legible, and of a permanent nature; and
- (i) all records other than those required in (a) and (b) are retained for at least one year, or for such longer period as may be required by the Authority, in order to establish a history of the performance of the meteorological services.

### **PART III**

#### **OPERATING REQUIREMENTS**

##### **Continued compliance**

- 27.** Each holder of an aeronautical meteorological service certificate shall:
- (a) hold at least one complete and current copy of the manual of operations at each meteorological office specified in the manual of operations; and
  - (b) comply with all procedures and systems detailed in the manual of operations; and
  - (c) make each applicable part of the manual of operations available to personnel who require those parts to carry out the duties; and
  - (d) continue to meet the standards and comply with the requirements of Part II prescribed for certification under these Regulations and the standards set out in the *MOS – Aeronautical Meteorological Service*; and
  - (e) notify the Authority of any change of address for service, telephone number, or facsimile number required within 28 days of the change.

##### **Prohibition**

- 28.** The holder of an aeronautical meteorological service certificate shall not:

- (a) provide meteorological information where the meteorological input information required to provide that meteorological information is not available; or
- (b) provide meteorological information where the operational performance of the meteorological office or facility producing that meteorological information does not meet the applicable requirements; or
- (c) provide meteorological information where any integrity monitoring system associated with that meteorological information is not fully functional; or
- (d) provide meteorological information where any required verification, inspection, test or calibration relating to that meteorological information has not been completed; or
- (e) provide meteorological information where there is any cause whatsoever to suspect the integrity of that meteorological information.

**Security  
programme**

- 29.** (1) An applicant for the grant of aeronautical meteorological service certificate shall establish a security programme for the facilities listed in the applicant's manual of operations.
- (2) The security programme required under sub-regulation (1) shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of any aeronautical facility operated under the authority of the aeronautical meteorological service certificate, if such destruction, damage, or interference could endanger the safety of aircraft.
- (3) The security programme required under sub-regulation (1) shall include such physical security requirements, practices, and procedures as may be necessary:
- (a) to ensure that each aeronautical facility is subject to positive access control at all times to prevent unauthorized entry; and
  - (b) for personnel to follow in the event of a bomb threat or other threat of damage to an aeronautical facility; and
  - (c) to monitor an unattended aeronautical facility building to ensure that any intrusion or interference is immediately detected.
- (4) The security programme required under sub-regulation (1) shall include procedures to notify, investigate and report security incidents to the Authority

**PART IV**

**SAFETY OVERSIGHT OF AERONAUTICAL  
METEOROLOGICAL SERVICES**

**Safety oversight  
function**

- 30.** The Authority shall exercise safety oversight as part of its supervision of requirements applicable to aeronautical meteorological services in order to monitor the safe provision of these activities and to verify that the applicable safety regulatory requirements and their implementing arrangements are met.

**Verification of compliance with safety regulatory requirements**

**31.**

- (1) The Authority shall establish a process in order to verify compliance with applicable safety regulatory requirements prior to the issue or renewal of a certificate necessary to provide aeronautical meteorological services including safety-related conditions attached to it.
- (2) The process referred to in paragraph (1) shall:
  - (a) be based on documented procedures;
  - (b) be supported by documentation specifically intended to provide safety oversight personnel with guidance to perform their functions;
  - (c) provide the organisations concerned with an indication of the results of the safety oversight activity;
  - (d) be based on safety regulatory audits and reviews conducted;
  - (e) provide competent authorities with the evidence needed to support further action.

**Safety regulatory audits**

**32.**

- (1) The Authority shall conduct safety regulatory audits of meteorological service provider.
- (2) The safety regulatory audits referred to in paragraph (1) shall:
  - (a) provide the Authority with evidence of compliance with applicable safety regulatory requirements and with implementing arrangements by evaluating the need for improvement or corrective action;
  - (b) be independent of internal auditing activities undertaken by the Meteorological service provider concerned as part of its safety or quality management systems;
  - (c) be conducted by qualified inspectors;
  - (d) apply to complete implementing arrangements or elements thereof, and to processes, products or services;
  - (e) determine whether:
    - (i) implementing arrangements comply with safety regulatory requirements;

- (ii) actions taken comply with the implementing arrangements;
    - (iii) the results of actions taken match the results expected from the implementing arrangements;
  - (f) lead to the correction of any identified non-conformities.
- (3) Within the inspection programme, the Authority shall establish and update at least annually a programme of safety regulatory audits in order to:
- (a) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;
  - (b) cover all the MET service providers, services;
  - (c) ensure that audits are conducted in a manner commensurate to the level of risk posed by the service providers' activities;
  - (d) ensure that sufficient audits are conducted over a period of 2 years to check the compliance of all these service providers with applicable safety regulatory requirements in all the relevant areas of the functional system;
  - (e) ensure follow up of the implementation of corrective actions.
- (4) The Authority may decide to modify the scope of pre-planned audits and to include additional audits, wherever that need arises.
- (5) The Authority shall decide which arrangements, elements, services, functions, products, physical locations and activities are to be audited within a specified time frame.
- (6) Audit observations and identified non-conformities shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable safety regulatory requirements and their implementing arrangements against which the audit has been conducted.
- (7) An audit report, including the details of the non-conformities,



shall be drawn up.

**Corrective  
actions**

- 33.** (1) The Authority shall communicate the audit findings to audited service providers and shall simultaneously request corrective actions to address the non-conformities identified without prejudice to any additional action required by the applicable safety regulatory requirements.
- (2) Audited service providers shall determine the corrective actions deemed necessary to correct non-conformities and the time frame for their implementation.
- (3) The Authority shall assess the corrective actions as well as their implementation as determined by audited service providers and accept them if the assessment concludes that they are sufficient to address the non-conformities.
- (4) Audited service providers shall initiate the corrective actions accepted by the Authority. These corrective actions and the subsequent follow-up process shall be completed within the time period accepted by competent authorities.

**Safety oversight  
of changes to  
functional  
systems**

- 34.** (1) Service providers shall only use procedures accepted by the Authority when deciding whether to introduce a safety-related change to their functional systems. In case of air traffic service providers and communication, navigation or surveillance service providers, the Authority shall accept these procedures in the framework of these regulations.
- (2) Service providers shall notify the Authority of all planned safety related changes.



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n° 01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XXV W'ITEKA RYA MINISITIRI N°01/MoS/Trans/017 RYO KU WA 11/05/2017 RISHYIRAHU AMABWIRIZA ASHYIRA MU BIKORWA ITEGEKO N°75/2013 RYO KU WA 11/09/2013 RIGENA AMABWIRIZA MU BY'INDEGE ZA GISIVIRI	ANNEX XXV TO THE MINISTERIAL ORDER N°01/MoS/Trans/017 OF 11/05/2017 DETERMINING REGULATIONS IMPLEMENTING THE LAW N°75/2013 OF 11/09/2013 ESTABLISHING REGULATION GOVERNING CIVIL AVIATION	ANNEXE XXV A L'ARRETE MINISTERIEL N°01/MoS/Trans/017 DU 11/05/2017 PORTANT REGLEMENTS D'APPLICATION DE LA LOI N°75/2013 DU 11/09/2013 PORTANT REGLEMENTATION DE L'AVIATION CIVILE
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SERIVISI ITANGA AMAKURU MU BY'INDEGE	AERONAUTICAL INFORMATION SERVICES	SERVICES D'INFORMATION AERONAUTIQUE
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## **CIVIL AVIATION (AERONAUTICAL INFORMATION SERVICES)**

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7.	Privileges of certificate holder
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SERVICES**

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37. Verification of compliance with safety regulatory requirements
38. Safety regulatory audits
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40. Safety oversight of changes to functional systems

**CIVIL AVIATION (AERONAUTICAL INFORMATION SERVICE) REGULATIONS  
2017**

**PART I**

**PRELIMINARY PROVISIONS**

- Citation**            1.    These Regulations may be cited as the Civil Aviation (Aeronautical Information Service) Regulations 2017
- Applicability**    2.    (1)   These Regulations prescribe:
- (a)   the requirements for the certification and operation of organisations providing Aeronautical Information Service provider in Rwanda; and
- (b)   the requirements for the Rwanda Aeronautical Information Publication, Aeronautical Information Circulars and Notices to Airmen (NOTAMs).
- (2)   For the purpose of these Regulations:
- (a)   the definitions as contained in *Manual of Standards (MOS) – Aeronautical Information Service*, as amended from time to time, shall apply;
- (b)   **Aeronautical Information Service standards** means standards and recommended practices contained in the document called *MOS – Aeronautical Information Service* published by Rwanda Civil Aviation Authority as amended from time to time;
- (c)   **Authority** means Rwanda Civil Aviation Authority (the Authority); and
- (d)   **Director General** means the Chief Executive of Rwanda Civil Aviation Authority.
- Aeronautical Information Service Standards**    3.    (1) The Director General may, in such manner as he thinks fit, publish a *MOS – Aeronautical Information Service*, containing such standards, recommended practices and guidance material on Aeronautical Information Service as he may determine to be



applicable in Rwanda.

- (2) With limiting the generality of sub-regulation (1), the *MOS – Aeronautical Information Service*, shall prescribe standards and recommended practices for these Regulations that provides for the following matters:
  - (a) procedures, systems and documents required for the provision of Aeronautical Information Service;
  - (b) facilities and equipment used to provide Aeronautical Information Service;
  - (c) competency standards and minimum qualifications, for a technician or, if a service provider is an individual, a service provider;
  - (d) any matter required or permitted by these Regulations to be provided for by the Standards;
  - (e) any matter necessary or convenient to be provided for the effective implementation of these Regulations.
- (3) Any reference in these regulations to Aeronautical Information Service standards and practices is a reference to the standards and practices for Aeronautical Information Service that are set out in the *MOS – Aeronautical Information Service* as amended from time to time.
- (4) An Aeronautical Information Service certificate holder or Aeronautical Information Service certificate applicant shall, for the safety of air navigation, comply with the standards, practices and procedures that are required by the *MOS – Aeronautical Information Service*, as appropriate to the Aeronautical Information Service.
- (5) The Authority shall also publish advisory circulars prescribing acceptable methods and procedures for compliance with these regulations and the prescribed standards in the *MOS – Aeronautical Information Service*.

## PART II

### CERTIFICATION REQUIREMENTS

- |   |           |   |
|---|-----------|---|
| <b>Requirement for Certificate</b>      | <b>4.</b> | No person shall provide an Aeronautical Information Service for the Rwanda FIR except under the authority of, and in accordance with the provisions of, an Aeronautical Information Service certificate issued under these Regulations.   |
| <b>Application for Certificate</b>      | <b>5.</b> | <p>An applicant for an Aeronautical Information Service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority with:</p> <ul style="list-style-type: none"><li>(a) the applicant's manual of operations required under regulation 12; and</li><li>(b) if applicable, a payment of the appropriate application fee prescribed by the Authority.</li></ul>  |
| <b>Issue of certificate</b>             | <b>6.</b> | <p>The Authority shall issue an Aeronautical Information Service certificate to an applicant if the Authority is satisfied that:</p> <ul style="list-style-type: none"><li>(a) the applicant meets the requirements of these Regulations and standards prescribed by the Authority in the <i>MOS – Aeronautical Information Service</i>; and</li><li>(b) the applicant and the senior person or senior persons required under regulation 10 (1)(a) and (b) are fit and proper persons; and</li><li>(c) the granting of the certificate is not contrary to the interests of aviation safety.</li></ul> |
| <b>Privileges of certificate holder</b> | <b>7.</b> | The Aeronautical Information Service certificate shall specify the Aeronautical Information Services that the certificate holder is authorised to provide.  |
| <b>Duration of Certificate</b>          | <b>8.</b> | <ul style="list-style-type: none"><li>(1) An Aeronautical Information Service certificate shall be granted or renewed for a period of up to 3 years.</li><li>(2) An Aeronautical Information Service certificate shall remain in</li></ul>  |

force until it expires or is suspended or revoked.

- (3) The Authority may, by written notice given to the holder of an Aeronautical Information Service certificate, suspend or revoke the certificate if there are reasonable grounds for believing that:
  - (a) a condition to which the certificate is subject has been breached; or
  - (b) the holder has failed to comply with these Regulations.
- (4) Before suspending or cancelling an Aeronautical Information Service certificate, the Authority shall:
  - (a) give to the holder a show cause notice that:
    - (i) sets out the facts and circumstances that, in the opinion of the Authority, would justify the suspension or cancellation; and
    - (ii) invites the holder to show cause, in writing, within 30 days after the date of the notice, why the certificate should not be suspended or revoked; and
  - (b) take into account any written submissions that the holder makes to the Authority within 30 days.
- (5) The holder of an Aeronautical Information Service certificate that has been suspended or revoked shall forthwith surrender the certificate to the Authority.

**Renewal of  
Certificate**

9. (1) An application for the renewal of an Aeronautical Information Service certificate shall complete an application, in a form and in the manner prescribed by the Authority, and submit it to the Authority.
- (2) The application for the renewal shall be made not less than 90 days before the expiry date specified on the certificate.

**Personnel  
Requirements**

10. (1) An applicant for the grant of an Aeronautical Information Service certificate shall employ, contract, or otherwise engage:
  - (a) a senior person identified as the chief executive who has the

authority within the organisation to ensure that every Aeronautical Information Service listed in the applicant's manual of operations:

- (i) can be financed and is provided to meet operational requirements; and
    - (ii) is provided in accordance with the requirements prescribed by these Regulations and the *MOS – Aeronautical Information Service* ; and
  - (b) a senior person or persons ultimately responsible to the chief executive who are responsible for:
    - (i) ensuring that the organisation complies with its manual of operations; and
    - (ii) the quality management system required under regulation 19; and
  - (c) sufficient personnel to collect, collate, check, coordinate, edit, and publish aeronautical information for the Aeronautical Information Services listed in the applicant's manual of operations.
- (2) The senior person required by sub-regulation (1)(b)(ii) shall be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.
- (3) The applicant shall:
- (a) establish a procedure for initially assessing the competence of personnel authorised by the applicant to check, edit, and publish aeronautical information for the Aeronautical Information Services listed in the manual of operations ; and
  - (b) establish a procedure to maintain the competence of those authorised personnel; and
  - (c) provide those authorised personnel with written evidence of the scope of their authorisation.

**Documentation** 11. (1) Each applicant for the grant of an Aeronautical Information Service certificate shall:

- (a) document the format and standards for the aeronautical information published under the authority of the certificate; and
- (b) ensure that the format and standards take into account the circumstances under which the information will be used; and
- (c) hold copies of relevant reference material, standards, practices and procedures, and any other documentation that is necessary for the Aeronautical Information Services listed in the manual of operations.

(2) The applicant shall establish a procedure to control all the documentation required by sub-regulation (1), to ensure that —

- (a) the documentation is reviewed and authorised by appropriate personnel before issue; and
- (b) current issues of relevant documentation are available to staff at all locations where they need access to such documentation for the Aeronautical Information Services listed in the manual of operations; and
- (c) all obsolete documentation is promptly removed from all points of issue or use; and
- (d) changes to documentation are reviewed and approved by appropriate personnel; and
- (e) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

**Aeronautical  
Information  
Service  
organization  
manual of  
operations**

12. (1) An applicant for the grant of an Aeronautical Information Service certificate shall provide the Authority with a manual of operations that contains:

- (a) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the manual of operations and any included manuals:
  - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with the

these Regulations; and

- (ii) are to be complied with at all times; and
- (b) in relation to the quality management system required by regulation 19:
  - (i) all of the required documentation; and
  - (ii) for an applicant that is not applying for a renewal of an information aeronautical service certificate, an implementation plan that describes how the quality safety management system will be implemented; and
- (c) the titles and names of the senior person or persons required by regulation 10 (1)(a) and (b); and
- (d) the duties and responsibilities of the senior person or persons required regulation 10 (1)(a) and (b) including:
  - (i) matters for which they have responsibility to deal directly with the Authority on behalf of the organisation; and
  - (ii) responsibilities for quality management; and
- (e) an organisation chart showing lines of responsibility of the senior person or persons referred to in regulation 10 (1)(a) and (b); and
- (f) a summary of the staffing structure for each Aeronautical Information Service listed in (h); and
- (g) information identifying the lines of safety responsibility within the organisation; and
- (h) a list of the Aeronautical Information Services to be covered by the certificate; and
- (i) for a pre-flight information service, details of the area, aerodromes and air routes required by regulation 15; and
- (j) the location and address details of the applicable offices required by regulations 22 (2)(a) and 23 (a); and
- (k) details of the applicant's format and standards required by regulation 11(1)(a) for their published aeronautical information; and

- (l) details of the applicant's procedures regarding:
  - (i) the competence of personnel; and
  - (ii) the control of documentation; and
  - (iii) the collection of information; and
  - (iv) the publication of aeronautical information; and
  - (v) the correction of errors in published information; and
  - (vi) the identification, collection, indexing, storage, maintenance, and disposal of records; and
- (m) procedures to control, amend and distribute the manual of operations.
- (2) The applicant's manual of operations shall be approved by the Authority

**Amendment of certificate and manual of operations**

- 13. (1) A holder of an Aeronautical Information Service certificate shall ensure that the holder's manual of operations is amended so as to remain a current description of the holder's organisation and services.
- (2) The certificate holder shall ensure that any amendment made to manual of operations meets the applicable requirements of these Regulations, the standards prescribed by the Authority in the *MOS – Aeronautical Information Service* and complies with the amendment procedures contained in the manual of operations.
- (3) The certificate holder shall forward to the Authority for approval and retention a copy of each amendment to manual of operations before incorporating the amendment into the manual of operations.
- (4) Before a certificate holder changes any of the following, prior approval by the Authority shall be required:
  - (a) the chief executive;
  - (b) the listed senior persons;
  - (c) the Aeronautical Information Services provided by the holder;

- (d) the format and standards for the aeronautical information published under the authority of the certificate; and
  - (e) the quality management system, if the change is a material change.
- (5) The Authority may impose conditions under which a certificate holder shall operate during or following any of the changes specified in sub-regulation (4).
  - (6) A certificate holder shall comply with any condition imposed by the Authority under sub-regulation (5).
  - (7) If any change referred to in this regulation requires an amendment to the certificate, the certificate holder shall forward the certificate to the Authority for endorsement of the change as soon as practicable.
  - (8) The certificate holder shall make such amendments to the manual of operations as the Authority may consider necessary in the interests of aviation safety.

**Facility  
Requirements**

- 14.** Each applicant for the grant of an Aeronautical Information Service certificate shall establish offices and facilities that:
  - (a) are appropriate for the Aeronautical Information Services listed in their manual of operations; and
  - (b) meet the applicable requirements of regulations 22 (2) , 23 and 32.

**Scope of Pre-flight  
Information  
Service**

- 15.** Each applicant for the grant of an Aeronautical Information Service certificate for a pre-flight information service shall, for the pre-flight services listed in the manual of operations, specify:
  - (a) the geographic area; and
  - (b) the aerodromes and the air routes originating from those aerodromes.

**Collection of  
Information**

- 16.** (1) Each applicant for the grant of an Aeronautical Information Service certificate shall establish procedures to collect and collate the information required for the Aeronautical Information



Services listed in the manual of operations.

- (2) The procedures shall ensure that:
  - (a) applicable information is obtained from organisations that provide services in support of the Rwanda air navigation system; and
  - (b) applicable information is obtained from the Aeronautical Information Services of other States relevant to the requirements of international aircraft operators operating:
    - (i) in the areas in which Rwanda is responsible for air traffic services; and
    - (ii) on international air routes originating from Rwanda; and
  - (c) arrangements for the timely provision of information are made with the information originators prescribed in (a) and (b); and
  - (d) information received from the information originators prescribed in (a) is certified as accurate by a person identified by the originator to be responsible for the accuracy of that information.
- (3) The procedures for the NOTAM service shall, in addition to sub-regulation (2), ensure that any originator's request for the issue of a NOTAM does not require the NOTAM to be effective for more than 3 months.

**Publication of  
aeronautical  
information**

17. (1) An applicant for the grant of an Aeronautical Information Service certificate shall establish procedures for checking, co-ordinating, editing, publishing and disseminating aeronautical information for the services listed in the applicant's manual of operations.
- (2) The applicant shall ensure that the procedures established under sub-regulation (1) provide for the following:
  - (a) the information received under regulation 16 to be checked against available information is verified as accurate before its publication; and
  - (b) the information received under regulation 16 to be edited,

accurately published, and disseminated:

- (i) in the format applicable to the operational significance of the information; and
  - (ii) if applicable, in accordance with Parts IV, V, or VI; and
  - (iii) is in a format that takes account of the circumstances under which the information is to be used; and
- (c) except for (d), permanent publications and long-term temporary publications to be clearly identified as being published under the authority of the applicant's Aeronautical Information Service certificate; and
- (d) if aeronautical information obtained from the Aeronautical Information Services of other States under regulation 16 (2)(b) Collection of Information is disseminated, that information to be clearly identified as having the authority of the originating State; and
- (e) if information that has not been certified as accurate under regulation 16 (2)(d) is disseminated, that information shall be clearly identified as unverified; and
- (f) any permanent change to published information to be coordinated with other applicable information originators before the change is published; and
- (g) temporary information that is published without a defined expiry date to be reviewed at an appropriate time to ensure that the originator takes the required action to cancel or reissue the information; and
- (h) the aeronautical information to be published in the English language; and
- (i) place names to be spelt according to local usage, transliterated when necessary into the Latin alphabet; and
- (j) units of measurement to be consistent with those prescribed the Authority; and
- (k) abbreviations, consistent with those prescribed in *MOS – Aeronautical Information Service*, to be used in the published aeronautical information if:

- (i) their use is appropriate; and
    - (ii) their use facilitates the dissemination of the information; and
  - (l) any of the aeronautical information published to be promptly made available to the Aeronautical Information Services of other States, upon request by those States; and
  - (m) the aeronautical information to be made available in a form that is suitable for the operational requirements of:
    - (i) flight operations personnel, including flight crew members and the services responsible for pre-flight briefing; and
    - (ii) the air traffic service units responsible for flight information services.
- (3) The applicant shall ensure that the procedures for the AIP service, in addition to sub-regulation (2), require:
- (a) aeronautical charts, and operationally significant information published in AIP Amendments and AIP Supplements, to be published in accordance with the AIRAC system; and
  - (b) the information published under the AIRAC system to be clearly identified with the acronym AIRAC; and
  - (c) the information published under the AIRAC system to be distributed so that recipients receive the information at least 28 days before its effective date; and
  - (d) the information published under the AIRAC system to not change for at least 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period; and
  - (e) if an AIP Supplement is published to replace a NOTAM, the supplement to include a reference to the serial number of the NOTAM; and
  - (f) if an AIP Amendment or AIP Supplement is published under the AIRAC system, a NOTAM to be originated giving a brief description of the operationally significant contents, the effective date and the reference number of

each amendment or supplement. The NOTAM shall:

- (i) come into force on the same effective date as the amendment or supplement; and
- (ii) remain in force for a period of 14 days; and
- (g) if there is no applicable information to be published by the AIRAC date, a NIL notification to be issued; and
- (h) a NOTAM to be originated if information to be published as an AIP Amendment or AIP Supplement takes effect prior to the effective date of the amendment or supplement.

**Error  
Correction in  
Published  
Information**

- 18.** (1) Each applicant for the grant of an Aeronautical Information Service certificate shall establish procedures to record, investigate, correct, and report any errors that are detected in the aeronautical information published under the authority of the certificate.
- (2) The procedures shall ensure that:
- (a) the error is corrected by the most appropriate means relative to the operational significance of the error; and
  - (b) the correction is clearly identified in the republished information; and
  - (c) the source of the error is identified and, where possible, eliminated; and
  - (d) the Authority is notified of a promulgated information errors.

**Quality  
management  
system**

- 19.** An applicant for the grant of an Aeronautical Information Service certificate shall establish, implement, and maintain a quality management system that:
- (a) is based on the elements of the latest edition of the ISO 9001 standard, as in force from time to time, that are relevant to the provision of AIS; and
  - (b) includes quality management procedures that address the quality management requirements mentioned in the RTCA Inc. document

number RTCA/DO-200A aeronautical data processing standards.

**Records**

- 20.** (1) An applicant for the grant of an Aeronautical Information Service certificate shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the Aeronautical Information Services listed in the manual of operations.
- (2) The procedures shall ensure that:
- (a) there are records enabling all incoming and outgoing aeronautical information to be readily identified by serial number and date, and that supplementary information can be similarly verified and, where necessary, authenticated; and
  - (b) there is a record of each person who is authorised by the applicant to check, edit, and publish aeronautical information; and
  - (c) there is a record of each occurrence of error correction under the procedures required by regulation 18; and
  - (d) all records are legible and of a permanent nature; and
  - (e) all records are retained for at least 5 years except NOTAM, AIP Supplements and Aeronautical Information Circulars, which need only be retained for 60 days after cancellation.

**PART III**

**OPERATING REQUIREMENTS**

**Continued  
Compliance**

- 21.** Each holder of an Aeronautical Information Service certificate shall:
- (a) hold at least one complete and current copy of the manual of operations at each office listed in the manual of operations; and
  - (b) comply with all procedures and standards detailed in the manual of operations; and
  - (c) make each applicable part of the manual of operations available to personnel who require those parts to carry out their duties; and

- (d) continue to meet the standards and comply with the requirements of Part II of these Regulations and applicable standards prescribed by the Authority in the *MOS – Aeronautical Information Service*; and
- (e) notify the Authority of any change of address for service, telephone number, or facsimile number required within 28 days of the change.

**AIP service**

**22.** (1) The holder of the Aeronautical Information Service certificate for the AIP service shall publish:

- (a) the Rwanda AIP in accordance with Part IV; and
- (b) AIP Amendments in accordance with regulation 27; and
- (c) AIP Supplements in accordance with regulation 28 for notification of:
  - (i) temporary changes that are effective for 3 months or longer; and
  - (ii) information of less than 3 months duration which contains extensive text or graphics; and
- (d) the AIC in accordance with Part V.

(2) The certificate holder shall, in addition to sub-regulation (1):

- (a) designate an office or a person as Rwanda's point of contact with the Aeronautical Information Services of other States for the interchange of the Integrated Aeronautical Information Package, except NOTAM; and
- (b) make the Rwanda AIP, AIP Amendments, AIP Supplements and AIC available to any person upon payment of a charge that may apply to the supply of the publications; and
- (c) establish a system to disseminate the Rwanda AIP, AIP Amendments, AIP Supplements, aeronautical charts, and AIC in accordance with regulation 17(3)(c); and
- (d) ensure that every aeronautical chart published as part of the Rwanda AIP conforms to the applicable standards for the charts; and

- (e) coordinate the input of all aeronautical information from the originators prescribed in regulation 16 (2)(a), except:
  - (i) information which is of immediate operational significance necessitating the immediate issue of a NOTAM; and
  - (ii) temporary information of a duration of less than 3 months, that only requires the issue of a NOTAM.

**NOTAM  
Service**

**23.** The holder of the Aeronautical Information Service certificate for the NOTAM service shall:

- (a) designate a NOF for Rwanda; and
- (b) operate the NOF on a 24-hour basis; and
- (c) establish agreements with other international NOTAM offices for the exchange of NOTAM; and
- (d) ensure that:
  - (i) the NOF is connected to the AFTN; and
  - (ii) the AFTN connection provides for printed communication; and
  - (iii) the NOF has appropriate facilities to issue and receive NOTAM distributed by means of telecommunication; and
- (e) promptly issue a NOTAM that is in accordance with Part VI, whenever information received under regulation 16 requires the issue of a NOTAM; and
- (f) at intervals of not more than 1 month, issue a checklist over the AFTN of the NOTAM that are currently in force.

**Pre-flight  
Information  
Service**

**24.** (1) A holder of an Aeronautical Information Service certificate for a preflight information service shall make available to flight operations personnel and flight crew members, aeronautical information that:

- (a) is essential for the safety, regularity and efficiency of air navigation; and

- (b) relates to the geographic area, aerodromes and air routes listed in the certificate holder's manual of operations.
- (2) The aeronautical information provided under sub-regulation (1) shall include, where applicable:
- (a) a summary of current NOTAM and other information of an urgent character, in a plain text PIB; and
  - (b) relevant elements of the Integrated Aeronautical Information Package; and
  - (c) relevant maps and charts; and
  - (d) current information relating to the aerodrome of departure concerning any of the following:
    - (i) construction or maintenance work on or immediately next to the manoeuvring area;
    - (ii) rough portions of any part of the manoeuvring area, whether marked or not, including broken parts of the surface of runways and taxiways;
    - (iii) presence and depth of water on runways and taxiways, including its effect on surface friction;
    - (iv) parked aircraft or other objects on or immediately next to taxiways;
    - (v) the presence of other temporary hazards including those created by birds;
    - (vi) failure or irregular operation of part or all of the aerodrome lighting system including approach, threshold, runway, taxiway, and obstruction lights, and manoeuvring area unserviceability lights, and aerodrome power supply; and
    - (vii) failure, irregular operation or changes in the operational status of air navigation facilities including ILS and markers, PSR, SSR, VOR, NDB, VHF aeromobile channels, RVR observing system, and secondary power supply.
- (3) The holder of an Aeronautical Information Service certificate for a preflight information service shall make provision for flight crew



members to report post-flight information at those aerodromes listed in the holder's manual of operations.

- (4) The holder of an Aeronautical Information Service certificate for a pre-flight information service shall forward any post-flight information reported by flight crew members under sub-regulation (3) concerning the state and operation of air navigation facilities, to the operator of the navigation facility.

## **PART IV**

### **RWANDA AERONAUTICAL INFORMATION PUBLICATION (AIP)**

#### **Contents of 25. Rwanda AIP**

- (1) The Rwanda AIP shall contain current information, data and aeronautical charts relating to:
- (a) the regulatory and airspace requirements for air navigation in the Rwanda FIR and the areas in which Rwanda is responsible for air traffic services; and
  - (b) the Rwanda services and facilities that support international air navigation to and from Rwanda; and
  - (c) the services and facilities that support air navigation within the Rwanda flight information region; and
  - (d) aerodromes operating under an aerodrome certificate issued in accordance with the Civil Aviation (Aerodrome) Regulations.
- (2) The Rwanda AIP shall contain current information, data, and aeronautical charts relating to aerodromes not operating under an aerodrome operating certificate, if:
- (a) the aerodrome operator provides the holder of the Aeronautical Information Service certificate for the AIP service with the required data and information relating to the aerodrome; and
  - (b) the aerodrome operator accepts responsibility for the accuracy and currency of that data and information.
- (3) The Rwanda AIP shall include at an appropriate location:

- (a) a statement to advise which certificated organisations are responsible for the air navigation facilities, services and procedures covered by the Rwanda AIP; and
- (b) the general conditions under which those services and facilities are available for use; and
- (c) a list of the differences with the ICAO Standards, Recommended Practices and Procedures that the Authority has filed under Article 38 of the Convention; and
- (d) a summary of any significant standards, practices and procedures followed by Rwanda, where the ICAO Standards, Recommended Practices and Procedures allow alternative courses of action.

**Specifications  
for Rwanda  
AIP**

- 26.** (1) Each publication that forms part of the Rwanda AIP shall:
- (a) specify the purpose of the publication, the geographic area covered and that the publication is part of the Rwanda AIP; and
  - (b) be self-contained, include a table of contents with page numbers, and be paginated clearly; and
  - (c) specify that it is published:
    - (i) by the holder of the Aeronautical Information Service certificate for the AIP service; and
    - (ii) under the authority of the holder's certificate issued by the Authority; and
  - (d) not duplicate information unnecessarily and if duplication is necessary, there shall be no difference in the duplicated information in respect of the same facility, service or procedure; and
  - (e) be dated, or if the publication is in loose-leaf form, each page shall be dated. The date shall consist of the day, month by name, and the year when the aeronautical information becomes effective; and
  - (f) be updated by means of AIP Amendments or by reissue at regular intervals; and

- (g) show clearly the degree of reliability of any unverified information.
- (2) A publication published in loose-leaf form shall:
  - (a) specify on each page, which publication the page belongs to and that the page is part of the Rwanda AIP; and
  - (b) contain a checklist that:
    - (i) gives the current date, and page number or chart title of each page or chart in the publication; and
    - (ii) is issued with each AIP Amendment; and
    - (iii) specifies which publication it belongs to; and
    - (iv) is printed with a page number and the date as prescribed in sub-regulation (1)(e).

**Specifications  
for AIP  
Amendments**

- 27.** Each AIP Amendment shall:
- (a) clearly identify, by a distinctive symbol or annotation, all changes to the published information, and all new information on a reprinted page; and
  - (b) be allocated a serial number, which shall be consecutive and based on the calendar year.

**Specifications  
for AIP  
supplements**

- 28.**
- (1) Each AIP Supplement shall be allocated a serial number which shall be consecutive and based on the calendar year.
  - (2) The AIP Supplement pages shall remain part of the Rwanda AIP while any parts of their contents remain valid.
  - (3) A checklist of AIP Supplements currently in force shall be issued with each AIP Supplement or at intervals of not more than one month. The checklist shall be given the same distribution as the supplement.

## **PART V**

### **AERONAUTICAL INFORMATION CIRCULARS (AIC)**

#### **Specifications for an AIC**

- 29.** (1) Each AIC shall:
- (a) be issued in printed form; and
  - (b) be allocated a serial number which should be consecutive and based on the calendar year.
- (2) An AIC affecting international aircraft operators shall be given the same distribution as the AIP.
- (3) Where AIC are distributed in more than one series, each series shall be separately identified by a prefix letter.
- (4) A checklist of AIC currently in force shall be issued at least once a year and distributed as an AIC.

## **PART VI**

### **NOTICES TO AIRMEN (NOTAM)**

#### **Specifications for NOTAM**

- 30.** (1) Each NOTAM shall be allocated a serial number by the NOTAM Office in either an **A** series or a **B** series. The serial number within each series shall be consecutive and based on the calendar year.
- (2) The **B** series of NOTAM shall only contain aeronautical information that:
- (a) is operationally significant to operators operating within the Rwanda FIR; and
  - (b) is not published in the **A** series of NOTAM.
- (3) The **A** series of NOTAM shall contain aeronautical information that is operationally significant to international operators operating in:
- (a) the Rwanda FIR; and

- (b) the areas in which Rwanda is responsible for air traffic services.
- (4) Each NOTAM shall be brief, deal with only 1 subject, and be compiled so that its meaning is clear without reference to another document.
- (5) If a NOTAM contains information that requires an amendment to the Rwanda AIP or an AIP Supplement, the NOTAM shall contain a cross-reference to the affected Rwanda AIP text or AIP Supplement.
- (6) If a NOTAM is issued which cancels or supersedes a previous NOTAM, the serial number of the previous NOTAM shall be specified.
- (7) If an error is detected in a NOTAM, a replacement NOTAM which cancels the original shall be issued.
- (8) Location indicators included in the text of a NOTAM shall conform to those approved by ICAO.
- (9) A curtailed form of location indicator shall not be used.
- (10) If no location indicator is assigned to the location, the name of the place, spelt in accordance with regulation 17 (2)(i), shall be entered in the text of the NOTAM.
- (11) The NOTAM checklist required under regulation 23 (f) shall:
  - (a) refer to the latest AIP Amendments, AIP Supplements and the internationally distributed AIC; and
  - (b) have the same distribution as the actual NOTAM series to which the checklist refers and shall be clearly identified as a checklist.
- (12) Each NOTAM in the A series shall be prepared and composed in a manner suitable for international distribution.

**Distribution of NOTAM**

31. (1) Each NOTAM shall:
- (a) where possible, be transmitted as a single telecommunication message; and
  - (b) be distributed to addressees to whom the information is of direct operational significance, and who would not otherwise have at least seven days prior notification.
- (2) The **B** series of NOTAM shall be distributed within Rwanda.
- (3) The **A** series of NOTAM shall be distributed within Rwanda and to those international NOTAM offices with whom agreements have been established under regulation 23 (c).
- (4) The AFTN shall be employed for NOTAM distribution, whenever practicable.
- (5) When a NOTAM exchanged under the agreement established under 23 (c), is sent by means other than the AFTN, a six-digit date-time group indicating the date and time of filing the NOTAM and the identification of the originator shall precede the text of the NOTAM.
- (6) A predetermined distribution system for NOTAM transmitted on the AFTN shall be used, whenever possible, subject to the agreements established under regulation 23 (c) with other international NOTAM offices.

**PART VII AERONAUTICAL CHARTS**

**Availability**

32. (1) An Aeronautical Information Service provider shall ensure:
- (a) the availability of the required charts containing information relevant to the function of the chart; and
  - (b) the design of the charts observe human factors principles as prescribed by the Authority in the *MOS – Aeronautical Information Service*.
- (2) Each type of chart shall provide accurate and adequate information appropriate to the phase of flight.
- (3) The aeronautical charts shall be produced and maintained in a

form prescribed by the Authority.

## **PART VIII UNIT OF MEASUREMENT**

### **Units of measurement to be used in air and ground operations**

- 33** The units of measurement used in air and ground operations shall be as prescribed by the Authority in the *MOS – Aeronautical Information Service*.

## **PART IX**

### **SECURITY PROGRAMME**

### **Security programme**

- 34** (1) An applicant for the grant of an Aeronautical Information Service certificate shall establish a security programme for the facilities listed in the applicant's manual of operations.
- (2) The security programme required under sub-regulation (1) shall specify the physical security requirements, practices, and procedures to be followed for the purposes of minimising the risk of destruction of, damage to, or interference with the operation of any aeronautical facility operated under the authority of the Aeronautical Information Service certificate, if such destruction, damage, or interference could endanger the safety of aircraft.
- (3) The security programme required under sub-regulation (1) shall include such physical security requirements, practices, and procedures as may be necessary:
- (a) to ensure that each aeronautical facility is subject to positive access control at all times to prevent unauthorized entry; and
  - (b) for personnel to follow in the event of a bomb threat or other threat of damage to an aeronautical facility; and
  - (c) to monitor an unattended aeronautical facility building to ensure that any intrusion or interference is immediately detected.

- (4) The security programme required under sub-regulation (1) shall include procedures to notify, investigate and report security incidents to the Authority

## **PART X**

### **CONTINGENCY PLAN**

- |                             |           |  |
|-----------------------------|-----------|--|
| <b>Contingency<br/>plan</b> | <b>35</b> | <p>(1) An AIS provider shall have in place contingency plan for all the services it provides in the case of events which result in significant degradation or interruption of its services.</p> <p>(2) The plan shall include:</p> <ul style="list-style-type: none"><li>(a) the actions to be taken by the members of the AIS provider's personnel responsible for providing the service;</li><li>(b) possible alternative arrangements for providing the service; and</li><li>(c) the arrangements for resuming normal operations for the service.</li></ul> |
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## **PART XI**

### **SAFETY OVERSIGHT OF AERONAUTICAL INFORMATION SERVICES**

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|--|-----------|--|
| <b>Safety<br/>oversight<br/>function</b> | <b>36</b> | <p>The Authority shall exercise safety oversight as part of its supervision of requirements applicable to Aeronautical Information Services in order to monitor the safe provision of these activities and to verify that the applicable safety regulatory requirements and their implementing arrangements are met.</p> |
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- |                                       |           |   |
|---------------------------------------|-----------|---|
| <b>Verification of<br/>compliance</b> | <b>37</b> | <p>(1) The Authority shall establish a process in order to verify compliance with applicable safety regulatory requirements prior to the issue or renewal of a certificate necessary to provide</p> |
|---------------------------------------|-----------|---|



**with safety  
regulatory  
requirements**

Aeronautical Information Services including safety-related conditions attached to it.

- (2) The process referred to in paragraph (1) shall:
  - (a) be based on documented procedures;
  - (b) be supported by documentation specifically intended to provide safety oversight personnel with guidance to perform their functions;
  - (c) provide the organisations concerned with an indication of the results of the safety oversight activity;
  - (d) be based on safety regulatory audits and reviews conducted;
  - (e) provide competent authorities with the evidence needed to support further action.

**Safety  
regulatory  
audits**

**38**

- (1) The Authority shall conduct safety regulatory audits of all Aeronautical Information Services provider.
- (2) The safety regulatory audits referred to in paragraph (1) shall:
  - (a) provide the Authority with evidence of compliance with applicable safety regulatory requirements and with implementing arrangements by evaluating the need for improvement or corrective action;
  - (b) be independent of internal auditing activities undertaken by the service provider concerned as part of its safety or quality management systems;
  - (c) be conducted by qualified inspectors;
  - (d) apply to complete implementing arrangements or elements thereof, and to processes, products or services;
  - (e) determine whether:
    - (i) implementing arrangements comply with safety regulatory requirements;
    - (ii) actions taken comply with the implementing arrangements;

(iii) the results of actions taken match the results expected from the implementing arrangements;

(f) lead to the correction of any identified non-conformities

(3) Within the inspection programme, the Authority shall establish and update at least annually a programme of safety regulatory audits in order to:

(a) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;

(b) cover all the service providers, services;

(c) ensure that audits are conducted in a manner commensurate to the level of risk posed by the service providers' activities;

(d) ensure that sufficient audits are conducted over a period of 2 years to check the compliance of all these service providers with applicable safety regulatory requirements in all the relevant areas of the functional system;

(e) ensure follow up of the implementation of corrective actions.

(4) The Authority may decide to modify the scope of pre-planned audits and to include additional audits, wherever that need arises.

(5) The Authority shall decide which arrangements, elements, services, functions, products, physical locations and activities are to be audited within a specified time frame.

(6) Audit observations and identified non-conformities shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable safety regulatory requirements and their implementing arrangements against which the audit has been conducted.

(7) An audit report, including the details of the non-conformities, shall be drawn up.

## **Corrective actions**

**39**

(1) The Authority shall communicate the audit findings to audited service providers and shall simultaneously request corrective actions to address the non-conformities identified without prejudice to any additional action required by the applicable safety regulatory requirements.

(2) Audited service providers shall determine the corrective actions

deemed necessary to correct non-conformities and the time frame for their implementation.

- (3) The Authority shall assess the corrective actions as well as their implementation as determined by audited service providers and accept them if the assessment concludes that they are sufficient to address the non-conformities.
- (4) Audited service providers shall initiate the corrective actions accepted by the Authority. These corrective actions and the subsequent follow-up process shall be completed within the time period accepted by competent authorities.

**Safety  
oversight  
changes  
functional  
systems**

**40**

**of  
to**

- (1) Aeronautical Information Services provider shall only use procedures accepted by the Authority when deciding whether to introduce a safety-related change to their functional systems.
- (2) Aeronautical Information Services provider shall notify the Authority of all planned safety-related changes.



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

*Official Gazette n° Special of 19/05/2017*

UMUGEREKA WA XXVI	ANNEX XXVI TO THE	ANNEXE XXVI A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

INDEGE ZIGURUKA ZIFASHISHIJEJE IMITAKA N'UMUYAGA	GYROGLIDERS, PARASAILS, MICROLIGHT AIRCRAFT, GLIDERS & HANG GLIDERS	GIRO PLANEURS, PARASAILS, AVION ULM, PLANEURS & DELTAPLANES
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**CIVIL AVIATION (GYROGLIDERS, PARASAILS, MICROLIGHT AIRCRAFT,  
GLIDERS & HANG GLIDERS)**

**ARRANGEMENT OF REGULATIONS**

Regulations	Title
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**PART I  
PRELIMINARY**

1.	Definitions
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2.	Citation
----	----------

**PART II  
GYROGLIDERS AND PARASAILS**

3.	Applicability
----	---------------

4.	Registration
----	--------------

5.	Restricted areas
----	------------------

6.	Low flying zones
----	------------------

7.	Controlled airspace
----	---------------------

8.	Hazard and risk minimisation
----	------------------------------

9.	Dropping of articles
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10.	Aerodromes
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11.	Airspace
-----	----------

12.	Meteorological limitations
-----	----------------------------

13.	Night operations
-----	------------------

14.	Airworthiness
-----	---------------

- 15. Safety equipment
- 16. Pre-flight briefing
- 17. Emergency towline release
- 18. Operating procedures
- 19. Wind speed
- 20. Passenger age limitation

### **PART III MICROLIGHT AIRCRAFT**

- 21. Applicability
- 22. Pilot requirements
- 23. Flight instruction
- 24. Flight radiotelephone operator requirements
- 25. Registration
- 26. Documents to be carried
- 27. Placards
- 28. Fuel requirements
- 29. Maximum operating altitude
- 30. Minimum altitude
- 31. Flight criteria
- 32. Towing hang gliders
- 33. Carriage of passengers



- 34. Requirement for flight permit
- 35. Application for flight permit
- 36. Issue of flight permit
- 37. Modification
- 38. Maintenance and inspection requirements
- 39. Instrument and equipment requirements
- 40. Hang glider towing aircraft

#### **PART IV GLIDERS**

- 41. Purpose
- 42. Pilot requirements
- 43. Test flights
- 44. Flight manuals
- 45. Simulated instrument flight
- 46. Ground signal
- 47. Right of way rules
- 48. Instrument meteorological conditions
- 49. Clearance below cloud
- 50. Fuel requirements
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- 53. VFR cruising altitude and flight level
- 54. Aircraft equipment
- 55. General maintenance requirements
- 56. Maintenance inspections
- 57. Maintenance programmes
- 58. Authorisation and Approval of maintenance programme
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## **PART V HANG GLIDERS**

- 61. Applicability
- 62. Pilot requirements
- 63. Aircraft Airworthiness
- 64. Registration
- 65. Aircraft documents
- 66. Fuel requirements
- 67. Aircraft equipment
- 68. Aircraft maintenance
- 69. Safety equipment
- 70. Right-of-way rules
- 71. Clearance below cloud
- 72. Maximum operating altitude

- 73. Minimum altitude
- 74. Conditions for flight
- 75. Launch sites
- 76. Callsigns
- 77. Towing a Hang Glider in flight

**CIVIL AVIATION (GYROGLIDERS, PARASAILS, MICROLIGHT AIRCRAFT,  
GLIDERS & HANG GLIDERS) REGULATIONS 2016**

**PART I  
PRELIMINARY**

**Definitions**

**1. Class 1 microlight aircraft** means a 1 seat aircraft with maximum take-off weight of 510kg.

**Class 2 microlight aircraft** means a 2 seat aircraft with maximum take-off weight of 600kg.

**Danger area** means a designated portion of airspace notified to operators that there is a potential danger to aircraft flying in the area.

**Glider—**

(1) means a non-power-driven heavier-than-air aircraft that derives its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight; and

(2) includes a powered glider whether the engines are operating or not.

**Gyroglider** means a ground or water towed non-power-driven heavier-than air aircraft supported in flight by the reaction of the air on one or more rotors which rotate freely on substantially vertical axes, capable of carrying a person or persons.

**Hang glider** means a glider, including a powered glider, that is capable of being launched and landed solely by the use of the pilot's legs, and includes paragliders.

**Low flying zones** means a designated a portion of airspace where pilot training in low level manoeuvres may be conducted.

**Microlight aircraft** means a basic low performance aircraft designed to carry not more than 2 persons which meets low momentum parameters that are acceptable to the Authority.

**Parasail** means an aerodyne, having the general form of an open, circular parachute carrying a person or persons towed behind a vehicle or motorboat to sustain flight:

- |                 |   |
|-----------------|---|
| <b>Citation</b> | <b>2.</b> Civil Aviation (Gyrogliders, Parasails, Microlight Aircraft, Gliders and Hang Gliders) Regulations 2017 |
|-----------------|---|

## PART II GYROGLIDERS AND PARASAILS

- |                      |  |
|----------------------|--|
| <b>Applicability</b> | <b>3.</b> This Part prescribes regulations governing the operation of gyrogliders and parasails. |
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|---------------------|--|
| <b>Registration</b> | <b>4.</b> A person must not operate a gyroglider or parasail unless it has been registered by the Authority. |
|---------------------|--|

- |                         |  |
|-------------------------|--|
| <b>Restricted areas</b> | <b>5.</b> <ul style="list-style-type: none"> <li>(1) A person must not operate a gyroglider, or parasail within a restricted area unless the person has approval to do so from the administering authority responsible for the restricted area.</li> <li>(2) A person must not operate a gyroglider or parasail within a designated military operating area unless the person has approval to do so from the administering authority responsible for the military operating area.</li> <li>(3) A person must not operate a gyroglider or parasail within a designated danger area unless the person has established that the activity associated with the danger area will not affect the safety of the gyroglider or parasail.</li> </ul> |
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| <b>Low flying zones</b> | <b>6.</b> A person must not operate a gyroglider or parasail within a designated low flying zone. |
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- |                            |   |
|----------------------------|---|
| <b>Controlled airspace</b> | <b>7.</b> A person must not operate a gyroglider, or parasail in controlled airspace without prior authorisation from the ATC unit responsible for that airspace. |
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- |                                     |   |
|-------------------------------------|---|
| <b>Hazard and risk minimisation</b> | <b>8.</b> No person may operate a gyroglider, or parasail over any congested area of a city, town, or settlement, or over any open air assembly of persons. |
|-------------------------------------|---|

A person operating a gyroglider, or parasail must take all practicable steps to minimize hazards to persons, property and other aircraft.

**Dropping of  
articles**

- 9.** A person operating a gyroglider, or parasail must not allow any object to be dropped in flight if such action creates a hazard to other persons or property.

**Aerodromes**

- 10.** (1) A person must not operate a gyroglider or parasail on an aerodrome or within 5 km of an aerodrome boundary unless—
- (a) at an uncontrolled aerodrome, the gyroglider or parasail is operated—
    - (i) in accordance with an agreement with the aerodrome operator; and
    - (ii) at a height not exceeding 400 feet AGL; or
  - (b) at a controlled aerodrome, the gyroglider or parasail is operated in accordance with an authorisation from the aerodrome air traffic control service.
- (2) A person must not operate a gyroglider or parasail—
- (a) on or over any aircraft movement area of an aerodrome; or
  - (b) on or over any active runway or runway strip area of an aerodrome.

**Airspace**

- 11.** A person shall operate a gyroglider or parasail above a height of 500 feet AGL and must—
- (a) ensure that the gyroglider or parasail remains more than 5 km from any aerodrome boundary; and
  - (b) operate in Class G airspace; and
  - (c) provide the following information to the ATC unit responsible for that airspace and the NOTAM office at least 24 hours before the operation:
    - (i) the name, address, and telephone number of the operator;
    - (ii) the date, time, and duration of the operation;
    - (iii) a brief description of the gyroglider or parasail (including size and predominant colour); and
    - (iii) the height to which the gyroglider or parasail will be operated.

**Meteorological limitations**

- 12.** A person operating a gyroglider or parasail must—
- (a) not operate closer than 500 feet below cloud; and
  - (b) limit operations to an area where the ground visibility is at least 5 km.

**Night operations**

- 13.** A person must not operate a gyroglider or parasail at night.

- Airworthiness**      **14.**    A person who operates a gyroglider or parasail must ensure that it is fit for the intended purpose and is maintained in an airworthy condition in accordance with the manufacturer's instruction.
- Safety equipment**    **15.**    A person operating a gyroglider or parasail must ensure that each person carried by the gyroglider or parasail—
- (a)    when flying over water, or within gliding distance of water, wears a positive buoyancy aid; and
  - (b)    wears a rigid protective helmet; and
  - (c)    is secured to the gyroglider or parasail by a harness.
- Pre-flight briefing**    **16.**    A person operating a gyroglider or parasail must ensure that each person carried by the gyroglider or parasail receives a pre-flight briefing on—
- (a)    the nature of the flight; and
  - (b)    the standard operating procedures; and
  - (c)    the emergency procedures including:
    - (i)    the location and use of emergency equipment;
    - (ii)   the procedures to be followed in the event of a water landing, or towline separation; and
    - (iii)  the method for communicating with the gyroglider or parasail operator if an emergency occurs.
- Emergency towline release**    **17.**    A person must not release the towline of a gyroglider or a parasail in flight except in an emergency.
- Operating procedures**      **18.**    A person operating a gyroglider or parasail must do so in accordance with the operating procedures and limitations recommended by the manufacturer.



**Wind speed**

- 19.** A person operating a parasail must—
- (a) use a method or device to accurately determine and monitor the wind speed at the location where the parasailing operation is being conducted; and
  - (b) not conduct a parasailing operation in conditions where the sustained wind speed exceeds 20 knots.

**Passenger age limitation**

- 20.** A person operating a parasail must not—
- (a) perform a parasailing operation with an extended towline length of more than 300 feet, as measured from the winch drum to the parasail canopy yoke, when carrying any solo passenger who is below 12 years old; and
  - (b) perform a parasailing operation with a passenger carried by a parasail who is less than 12 years old unless the passenger is accompanied by another passenger who is at least 18 years old, and is able to assist the younger passenger if an emergency occurs.

**PART III  
MICROLIGHT AIRCRAFT**

**Applicability**

- 21.** This Part prescribes—
- (a) regulations, additional to Civil Aviation Regulations (Operations of Aircraft, Air Operator Certification and Administration, and Instruments and Equipment) for the operation of microlight aircraft; and
  - (b) exceptions from Civil Aviation Regulations (Operations of Aircraft, Air Operator Certification and Administration, and Instruments and Equipment), for the operation of microlight aircraft; and
  - (c) the airworthiness and maintenance requirements for microlight aircraft.

- Pilot requirements**    **22.**    (1)    Each person shall not act as the pilot of a microlight aircraft unless—
- (a)    holds an appropriate current microlight pilot certificate with an appropriate type rating; or
  - (b)    holds a current pilot licence issued under Civil Aviation (Personnel Licensing) Regulations with an appropriate type rating; or
  - (c)    operates under the direct supervision of the holder of a microlight pilot instructor certificate meeting the requirements of regulation 22.
- (2)    Each pilot shall comply with the privileges and limitations of the licence or certificate, and any applicable ratings.

- Flight instruction**    **23.**    No person shall exercise the privileges of a microlight flight instructor unless that person holds a type rating for the microlight aircraft being used, and holds the qualification being taught, and—
- (a)    that person—
    - (i)    holds a microlight pilot instructor certificate; and
    - (ii)    complies with the procedures established in the operations manual of the microlight operator controlling the operation; or
  - (b)    that person—
    - (i)    holds an instructor rating issued under Civil Aviation (Personnel Licensing) Regulations; and
    - (ii)    has demonstrated competence in the piloting of a microlight aircraft to a microlight pilot instructor specified in (a).

- Flight radiotelephone operator requirements**    **24.**    A person operating a microlight aircraft must not use an aeronautical radiotelephone transceiver unless the person holds a pass in the flight radiotelephony written examination required under Civil Aviation (Personnel Licensing) Regulations, Regulation 40 (2) (i).

- Registration**
- 25.** (1) A person must not operate a microlight aircraft unless it has been registered by the Authority
- (2) Each applicant for the grant of a certificate of registration under Civil Aviation (Aircraft Registration and Marking) Regulations for a microlight aircraft shall provide the Authority with evidence that the aircraft meets a type design standard listed in Regulation 34 (1)(a)(ii).
- (3) Each operator of a microlight aircraft accepted for registration shall ensure that the aircraft continues to conform to the requirements of sub-regulation (2).
- Documents to be carried**
- 26.** (1) The requirements of Civil Aviation (Operations of Aircraft) Regulations, regulation 10 shall not apply to a person operating a microlight aircraft provided these documents are available to the pilot for pre-flight planning.
- (2) No person shall operate a Class 2 microlight aircraft or a Class 1 microlight helicopter unless the flight permit required by Regulation 32 (2) is carried in the aircraft.
- Placards**
- 27.** (1) Each operator of a Class 2 microlight aircraft shall ensure that a legible placard is installed in clear view of the pilot stating—
- (a) the certificated or design gross weight, whichever is the lesser; and
- (b) the maximum and minimum payload for the aircraft.
- (2) Each operator of a Class 2 microlight aircraft shall ensure that a legible placard is installed in clear view of the seated passenger—
- (a) with a title advising that the placard is a passenger warning; and
- (b) stating that the aircraft does not require an airworthiness certificate.

- Fuel requirements**    **28.**    A person shall not commenced a flight unless the aircraft carries sufficient fuel and oil including any reserve carried for contingencies to ensure that it can safely complete the flight taking into account both the meteorological conditions and any delays that are expected in flight.
- Maximum operating altitude**    **29.**    The pilot of a glider shall not operate a glider a maximum operating altitude of more than 3,000 feet AGL.
- Minimum altitude**    **30.**    A pilot of a microlight aircraft may operate a microlight aircraft below 500 feet AGL for the purpose of—
- (a) microlight gyroplane circuit training, provided such operations are not carried out below 200 feet AGL; and
  - (b) practice for, and participation in, microlight aircraft competition flying, provided such operations are—
    - (i) conducted with the knowledge and approval of a microlight organisation; and
    - (ii) carried out in accordance with any conditions imposed by a microlight organisation; and
    - (iii) not carried out below 200 feet AGL.

**Flight criteria**

- 31.** (1) A pilot shall only operate a microlight aircraft—
- (a) by day; and
  - (b) in VFR meteorological minima.
- (2) A pilot of a microlight aircraft shall not operate—
- (a) over any congested area of a city, town, or settlement;  
or
  - (b) in controlled airspace or within 3 nautical miles (5.5 km) of an aerodrome unless—
    - (i) the pilot has gained a pass in the air law examination required by Civil Aviation (Personnel Licensing) Regulations, regulation 40 (2) (a); or
    - (ii) the pilot is under the direct supervision of the holder of a microlight pilot instructor certificate who meets the requirement of (i).
- (3) A pilot shall not operate in accordance with sub-regulation (2)(b)(ii), and the supervising instructor shall not permit such an operation, unless—
- (a) the instructor fully briefs the pilot on compliance with the regulations for the applicable airspace in which the aircraft will be operated; and
  - (b) a pre-flight briefing for the operation is obtained from ATS.

**Towing hang  
gliders**

- 32.** (1) Each pilot of a microlight aircraft towing a hang glider in flight shall hold at least an advanced microlight pilot certificate or a licence issued under Civil Aviation (Personnel Licensing) Regulations, and a microlight tow rating issued by a microlight organisation in the form of a statement of competence in their pilot logbook.
- (2) The holder of an advanced microlight pilot certificate or a licence issued under Civil Aviation (Personnel Licensing) Regulations, is eligible for the issue of a microlight tow rating if the pilot—
- (a) has at least 100 hours flight time experience including—
    - (i) at least 80 hours as pilot-in-command of a microlight; and
    - (ii) at least 20 hours as the pilot of the type of microlight aircraft being used; and
  - (b) has been briefed on hang glider towing emergencies and procedures by the holder of a hang glider instructor certificate issued by the Authority operating within a hang glider organisation; and
  - (c) has been briefed on microlight towing emergencies and procedures by the holder of a microlight pilot instructor certificate.
- (3) A pilot of a microlight aircraft shall not tow a hang glider in flight unless—
- (a) the towing aircraft is of a type that is capable of controlled flight at speeds below the maximum permissible aero-tow speed prescribed in the specifications of the towed hang glider; and
  - (b) the towing aircraft complies with the equipment requirements of regulation 38; and
  - (c) release mechanisms on both aircraft have been checked for serviceability prior to the first flight of the day.

**Carriage of  
passengers**

- 33.** A pilot must not carry another person in a microlight aircraft unless—
- (a) the pilot has been authorised by the Authority to do so; and
  - (b) the aircraft is a Class 2 microlight aircraft;

**Requirement for  
flight permit**

- 34.** (1) The requirements of Civil Aviation (Operations of Aircraft) Regulations, Regulation 119 (1) (a) do not apply to a person operating a microlight aircraft.
- (2) A person must not fly a Class 2 microlight aircraft unless there is in force for the aircraft, a flight permit issued in accordance with these regulations.

**Application for  
flight permit**

- 35.** Each applicant for a flight permit for a Class 2 microlight aircraft shall submit the information required by regulation 34 to the Authority with a payment of the appropriate fee prescribed by the Authority.

**Issue of flight permit 36.**

- (1) The Authority may issue a microlight flight permit for a Class 2 microlight aircraft if—
  - (a) the applicant for the flight permit provides documented evidence that—
    - (i) a microlight flight permit, or equivalent document acceptable to the Authority, has been issued for the type by the competent authority of an ICAO Contracting State; or
    - (ii) the aircraft conforms to a type design that complies with 1 of the following standards:
      - (A) European Aviation Safety Agency (EASA): CS-VLA
      - (B) LAMAC and Transport Canada: DS 10141E Issue 002
      - (C) any other equivalent standard acceptable to the Authority; or
    - (iii) 6 or more aircraft of the type have been operated and the aircraft type has achieved a documented satisfactory airworthiness history of at least 150 hours of flight including at least 50 hours of flight on one aircraft; or
  - (b) the applicant provides—
    - (i) satisfactory evidence that the aircraft complies with every applicable requirement prescribed under Civil Aviation Regulations (Aircraft Registration and Marking, Operations of Aircraft), and these regulation; and
    - (ii) a statement of hours flown by the aircraft both in total and since any previous flight permit or equivalent document was issued; and
    - (iii) a statement that any inspection, replacement, overhaul, or other maintenance of the microlight aircraft or its engine or engine components that is considered mandatory by the manufacturer has been complied with; and
  - (c) the aircraft has been inspected by a person authorised by the Authority and that person has certified that the



aircraft has no hazardous design features.

- (2) A microlight flight permit remains in force for 1 year.

**Modification**

- 37.** Where a Class 2 microlight is modified in any manner that may affect the airworthiness of the aircraft, the operator shall ensure regulation 34 before further flight.

**Maintenance and  
inspection  
requirements**

- 38.** (1) An operator of a microlight aircraft must ensure that—
- (a) the aircraft is maintained in an airworthy condition; and
  - (b) every applicable airworthiness directive is complied with; and
  - (c) between required inspections, every defect is rectified.
- (2) An operator of a microlight aircraft that meets a type design standard listed in regulation 34 (1) (a), must ensure that the aircraft is maintained in accordance with the designer or kitset manufacturer maintenance requirements.
- (3) Subject to sub-regulations (4) and (6), a person must not operate a microlight aircraft unless—
- (a) an annual inspection of the conditions of the aircraft has been carried out within the preceding 12 months; and
  - (b) the requirements of regulation 36 (1)(b) are complied with.
- (4) The annual condition inspection required by sub-regulation (3)(a) must be—
- (a) performed by—
    - (i) a person authorised by a microlight organisation to perform annual condition inspections; or
    - (ii) the Authority; or
    - (iii) a person who holds a current aircraft maintenance engineer licence with appropriate aircraft and engine group ratings issued in accordance with Part 66; and
  - (b) acceptable to the Authority with regard to the items and components inspected.
- (5) The person who performs the annual condition inspection required by sub-regulation (3)(a) must, if the person finds the aircraft to be in an airworthy condition,—
- (a) certify in an inspection form that the aircraft is

airworthy; and

- (b) permanently affix the inspection form required under (a) to the aircraft in a prominent place adjacent to the point of entry; and
  - (c) retain a copy of the inspection form required under (a) as a record of the certification; and
  - (d) for a class 2 microlight aircraft, enter the details of the certification in the applicable maintenance record .
- (6) The aircraft inspection form required under sub-regulation (5)(a) must include the—
- (a) aircraft registration markings; and
  - (b) aircraft type; and
  - (c) due date for the next annual condition inspection; and
  - (d) date, signature, and licence or certificate number of the engineer or inspector who carried out the annual condition inspection.
- (7) If the annual condition inspection that is required under sub-regulation (3)(a) shows that the aircraft is not airworthy, the operator of the aircraft must not permit the aircraft to be flown until it has been reinspected and certified as airworthy in accordance with sub-regulations (4), (5), and (6).

**Instrument and  
equipment  
requirements**

- 39.** Each operator of a microlight aircraft shall equip the aircraft with—
- (a) instruments and equipment required—
    - (i) to conform with the aircraft type design; and
    - (ii) by the aircraft designer or kit manufacturer; and
  - (b) the means of indicating—
    - (i) airspeed; and
    - (ii) altitude in feet; and
    - (iii) magnetic heading.

**Hang glider  
towing aircraft**

- 40.** Each person operating a microlight aircraft towing a hang glider in flight shall, in addition to regulation 37, ensure that—
- (a) the aircraft is equipped with—
    - (i) a towing installation enabling the tow pilot to release the tow rope at any time, comprising a tow hook and attachment assembly which meets the aircraft's design standard; and
    - (ii) a rear vision mirror; and
    - (iii) a tow line, which has a weak link incorporated at the tow plane end, with a breaking strength of not more than 100 kg; and
  - (b) the hang glider is equipped with a quick release mechanism for hang glider pilot activation with a simple and positive releasing action with tow rope loads of up to 100 kg rearward from the tow hook within a cone of 45 degrees upwards, 30 degrees downwards, and 30 degrees sideways.

## **PART IV GLIDERS**

### **Purpose**

- 41.** (1) This Part prescribes—
- (a) regulations, additional to Civil Aviation (Operations of Aircraft) Regulations, for the operation of gliders; and
  - (b) regulations, additional to Civil Aviation (Airworthiness) Regulations, for the maintenance of gliders; and
  - (c) exceptions from Civil Aviation (Operations of Aircraft) Regulations for the operation of gliders; and
  - (d) exceptions from Civil Aviation (Airworthiness) Regulations for the maintenance of gliders.
- (2) This Part does not apply to hang gliders.

- Pilot requirements 42.**
- (1) A pilot of a glider must—
    - (a) hold—
      - (i) a current glider pilot certificate; or
      - (ii) a current private pilot licence (glider) issued in accordance with Civil Aviation (Personnel Licensing) Regulations; or
      - (iii) a current commercial pilot licence (glider) issued in accordance with Civil Aviation (Personnel Licensing) Regulations; and
    - (b) be—
      - (i) at least 21 years of age; or
      - (ii) individually authorised for each flight by glider instructor; and
    - (c) comply with the privileges and limitations of the pilot licence or pilot certificate, and any applicable rating; and
    - (d) comply with the operational standards and procedures of a gliding organisation.
  - (2) Notwithstanding sub-regulation (1), a person may act as a pilot of a glider without complying with sub-regulation (1)(a), (b), and (c) if the person acts as a pilot of the glider under the direct supervision of the holder of an instructor rating issued by the Authority.
  - (3) No person may operate a glider over any congested area of a city, town, or settlement, or over any open air assembly of persons.

- Test flights**      **43.**    (1)    The holder of a current glider pilot certificate and an applicable type rating may act as pilot-in-command of a glider that is operated in accordance with Civil Aviation (Airworthiness) Regulations, regulation 18 for the purpose of demonstrating the eligibility of the glider for the issue, renewal, or reinstatement of an airworthiness certificate.
- (2)    The holder of a glider pilot certificate and an applicable type rating may perform an operational flight check of a glider under Civil Aviation (Airworthiness) Regulations, regulation 18 if the glider requires an operational flight check.
- Flight manuals**      **44.**    A person may operate a glider without carrying a flight manual in the glider if—
- (a)    the flight manual is available to the pilot for pre-flight planning; and
- (b)    cockpit decals provide the reference information necessary for a pilot to safely operate the glider.
- Simulated instrument flight**      **45.**    The holder a glider pilot certificate may act as a safety pilot in a glider for the purpose of simulated instrument flight.
- Ground signal**      **46.**    If a ground signal is used to indicate that gliding operations are taking place, that signal shall consist of a large white arrow pointing in the direction of take-off and landing.
- Right of way rules**      **47.**    (1)    The pilot of a glider soaring on a ridge, where the ridge is to the right of the glider, shall not be required to turn right when approaching another glider head on.
- (2)    The pilot of a glider overtaking another glider soaring on a ridge shall pass on the ridge side of the glider being overtaken.
- (3)    Where two gliders are on final landing approach, the pilot of the higher performance glider shall give way to the lower performance glider.



<b>Instrument meteorological conditions</b>	<p><b>48.</b> The pilot of a glider may fly in IMC if the flight is conducted within—</p> <ul style="list-style-type: none"> <li>(a) a restricted area designated for cloud flying; or</li> <li>(b) Class G airspace and the pilot confirms with the appropriate ATS unit at intervals not exceeding 15 minutes that there is no known IFR traffic in or near the proposed area of cloud flying.</li> </ul>
<b>Clearance below cloud</b>	<p><b>49.</b> The pilot of a glider shall fly no closer than 500 feet below cloud within Class E or G airspace.</p>
<b>Fuel requirements</b>	<p><b>50.</b> A person shall not commenced a flight unless the aircraft carries sufficient fuel and oil including any reserve carried for contingencies to ensure that it can safely complete the flight taking into account both the meteorological conditions and any delays that are expected in flight.</p>
<b>Maximum operating altitude</b>	<p><b>51.</b> The pilot of a glider shall not operate a glider a maximum operating altitude of more than 3,000 feet AGL.</p>
<b>Minimum altitude</b>	<p><b>52.</b> The pilot of a glider may operate the glider below a height of 500 feet above the surface—</p> <ul style="list-style-type: none"> <li>(a) for ridge soaring, if the flight does not create a hazard to a person or property on the ground; or</li> <li>(b) if a gliding instructor is conducting launch failure training.</li> </ul>
<b>VFR cruising altitude and flight level</b>	<p><b>53.</b> The pilot of a glider shall not be required to maintain the cruising altitude or flight level for their magnetic track.</p>

**Aircraft  
equipment**

- 54.** A person shall not operate a glider unless the following equipment and operative instruments are installed—
- (a) an airspeed indicator; and
  - (b) a pressure sensitive altimeter adjustable for barometric pressure; and
  - (c) a magnetic compass; and
  - (d) a safety harness for each seat; and
  - (e) a first aid kit; and
  - (f) for powered gliders—
    - (i) a quantity gauge for each main fuel tank; and
    - (ii) an oil pressure gauge or warning device for each engine other than a two-stroke engine; and
    - (iii) a tachometer, RPM indicator, or engine governor light for each engine; and
  - (g) for IMC flight—
    - (i) a variometer; and
    - (ii) a turn and slip indicator or artificial horizon; and
    - (iii) a radio communications transceiver that is capable of communication with the appropriate ATS unit.

**General  
maintenance  
requirements**

- 55.** An operator of a glider must ensure that—
- (a) the glider is maintained in an airworthy condition; and
  - (b) every applicable airworthiness directive is complied with; and
  - (c) the glider is inspected in accordance with—
    - (i) these regulations; and
    - (ii) the applicable requirements; and
  - (d) mandatory replacement times, inspection intervals, and related procedures specified in the airworthiness limitations of the manufacturer's maintenance manual or instructions for continued airworthiness issued for the glider are

complied with; and

- (e) between required inspections, a defect is rectified in accordance with Civil Aviation (Airworthiness) Regulations.

**Maintenance inspections**

**56.** A person must not operate a glider unless, within the preceding 12 months, the glider—

- (a) has been inspected in accordance with a maintenance programme required under regulation 54 and has been certified for released-to-service in accordance with Civil Aviation (Airworthiness) Regulations; or
- (b) has passed an inspection for the issue of an airworthiness certificate.

**Maintenance programmes**

**57.** An operator of a glider must maintain the glider, including the airframe, any engine or propeller, component, survival equipment, and emergency equipment, in accordance with the applicable requirements prescribed in Civil Aviation (Operations of Aircraft) Regulations, Part III and—

- (a) the current maintenance schedule recommended by the manufacturer; or
- (b) a maintenance programme—
  - (i) authorised by a gliding organisation in accordance with regulation 55 and the applicable procedures in the gliding organisation's exposition; or
  - (ii) approved by the Authority in accordance with regulation 55.

**Authorisation  
and Approval of  
maintenance  
programme**

- 58.** (1) An operator of a glider who wishes to maintain the glider in accordance with a maintenance programme under regulation 54 (b) must submit the programme in writing to a gliding organisation for authorisation or, to the Authority for approval.
- (2) The programme required under regulation 54 (b) must include the following information:
- (a) a statement as to whether or not the glider is to be used for a training operation:
  - (b) a schedule for performing the inspections proposed by the programme expressed in terms of the time in service, calendar time, or any combination of these:
  - (c) instructions and procedures for the conduct of maintenance for the particular make and model of the glider, including necessary tests and checks. The instructions and procedures must detail the parts and areas of the airframe, engine, propeller and component, including survival and emergency equipment, required to be inspected.
- (3) If the operator of a glider amends the maintenance programme that is authorised or approved under sub-regulation (a), the operator must apply the time-in-service or calendar times accumulated under the previous programme when determining inspection due times under the new programme.
- (4) An operator of a glider who maintains the glider in accordance with a maintenance programme required under regulation 54 (b) must amend the maintenance programme in accordance with any instruction issued by the gliding organisation that authorised the programme, or the Authority, if the gliding organisation or the Authority determines that an amendment is required to ensure the continued adequacy of the programme.

**Technical log**

- 59.** (1) Each operator of a glider shall provide a technical log for the aircraft which has provision for recording—
- (a) the name and address of the operator; and
  - (b) the identity of the maintenance programme to which the glider is maintained; and
  - (c) a statement of the inspection status of the glider including the identity of the next due inspection and the date of that inspection; and
  - (d) the date the last annual review of airworthiness was performed; and
  - (e) the daily hours flown including the total time in service; and
  - (f) the pilot daily inspection signature; and
  - (g) the first and second control check signatures after rigging; and
  - (h) any defects found by the pilot during or following a flight; and
  - (i) details of rectification of defects occurring between scheduled inspections and the certificate of release to service for that rectification; and
  - (j) details of any deferred rectification including any inoperative equipment allowed to be inoperative under Civil Aviation (Operations of Aircraft) Regulations, regulation 7.
- (2) The operator shall record the information specified in sub-regulation (a) in the technical log and ensure that the information is current, except that the daily hours flown, and total time in service, may be recorded in daily flying sheets that are of a permanent nature.



registered by the Authority.

- (2) A pilot shall not operate a hang glider unless it is identified by hang glider identification mark.

<b>Aircraft documents</b>	<b>65.</b>	The requirements of Civil Aviation (Operations of Aircraft) Regulations, regulation 10 shall not apply to a person operating a microlight aircraft provided these documents are available to the pilot for pre-flight planning.
<b>Fuel requirements</b>	<b>66.</b>	A person shall not commenced a flight unless the aircraft carries sufficient fuel and oil including any reserve carried for contingencies to ensure that it can safely complete the flight taking into account both the meteorological conditions and any delays that are expected in flight.
<b>Aircraft equipment</b>	<b>67.</b>	Each person operating a hang glider shall be equipped with an altimeter that shows height above the ground to an accuracy of 100 feet.
<b>Aircraft maintenance</b>	<b>68.</b>	Each person operating a hang glider shall ensure that the hang glider is maintained in an airworthy condition at all times and the hang glider has a current certificate of fitness issued by a qualified person.
<b>Safety equipment</b>	<b>69.</b>	Each pilot and passenger of a hang glider shall wear a—  (a) serviceable rigid protective helmet conforming to the standards of a hang glider manufacture; and  (b) a harness of a type conforming to the standards of a hang glider manufacturer.
<b>Right-of-way rules</b>	<b>70.</b>	(1) A pilot of a hang glider soaring on a ridge, where the ridge is to the right of the hang glider, is not required to turn right when approaching another hang glider head on.  (2) A pilot of a hang glider overtaking another hang glider soaring on a ridge shall pass on the ridge side of the hang glider being overtaken.

<b>Clearance below cloud</b>	<b>71.</b>	A person shall fly a hang glider no closer than 500 feet below cloud in—  (a) Class G airspace; or  (b) Class E airspace, except in transponder-mandatory airspace.
<b>Maximum operating altitude</b>	<b>72.</b>	The pilot of a glider shall not operate a glider a maximum operating altitude of more than 3,000 feet AGL.
<b>Minimum altitude</b>	<b>73.</b>	A person may fly a hang glider below a height of 500 feet for ridge soaring, if such flight does not hazard persons or property on the ground.
<b>Conditions for flight</b>	<b>74.</b>	A person shall not fly a hang glider at night.
<b>Launch sites</b>	<b>75.</b>	(1) Each pilot of a hang glider shall only launch the hang glider from a launch site authorised by the Authority.  (2) No person may operate a hang glider over any congested area of a city, town, or settlement, or over any open air assembly of persons.
<b>Callsigns</b>	<b>76.</b>	Each pilot of a hang glider shall use their pilot identification number for all two-way radio communications with ATS.
<b>Towing a Hang Glider in flight</b>	<b>77.</b>	A person, other than the pilot of a microlight aircraft, must not tow a hang glider in flight.





*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho  
Ikirango cya Repubulika :**

(sé)

**BUSINGYE Johnston**

Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n°01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n°75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of  
the Republic:**

(sé)

**BUSINGYE Johnston**

Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)

**Dr. NZAHABWANIMANA Alexis**

Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la  
République :**

(sé)

**BUSINGYE Johnston**

Ministre de la Justice / Garde des  
Sceaux

UMUGEREKA WA XXVII	ANNEX XXVII TO THE	ANNEXE XVII A L'ARRETE
W'ITEKA RYA MINISITIRI	MINISTERIAL ORDER	MINISTERIEL
N°01/MoS/Trans/017 RYO KU	N°01/MoS/Trans/017 OF	N°01/MoS/Trans/017 DU
WA 11/05/2017 RISHYIRAHU	11/05/2017 DETERMINING	11/05/2017 PORTANT
AMABWIRIZA ASHYIRA MU	REGULATIONS IMPLEMENTING	REGLEMENTS D'APPLICATION
BIKORWA ITEGEKO N°75/2013	THE LAW N°75/2013 OF	DE LA LOI N°75/2013 DU
RYO KU WA 11/09/2013	11/09/2013 ESTABLISHING	11/09/2013 PORTANT
RIGENA AMABWIRIZA MU	REGULATION GOVERNING	REGLEMENTATION DE
BY'INDEGE ZA GISIVIRI	CIVIL AVIATION	L'AVIATION CIVILE

KWANDIKISHA UBUGWATE KU NDEGE	REGISTRATION OF INTEREST IN AIRCRAFT	ENREGISTREMENT D'INTERET DANS LES AERONEFS
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## **RWANDA CIVIL AVIATION (REGISTRATION OF INTEREST IN AIRCRAFT)**

### **ARRANGEMENT OF REGULATIONS**

1. Citation and coming into force
2. Interpretation
3. Deed of mortgage
4. Discharge of mortgage
5. Transfer of mortgage
6. Declaration of transmission of rights in mortgage
7. Certificate of mortgage
8. Register of aircraft mortgages
9. Fees
10. Powers of attorney and completion of documents

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### **SCHEDULES**

- 
- First Schedule
  - Second Schedule
  - Third Schedule
  - Fourth Schedule
  - Fifth Schedule
  - Six Schedule
  - Seventh Schedule

<b>Citation and coming into force</b>	1. These Regulations may be cited as the Civil Aviation (Registration of Interest in Aircraft) Regulations, 2017.
<b>Interpretation</b>	<p>2. In these regulations a word or expression to which a meaning has been assigned in the Law Governing Civil Aviation, shall have the meaning so assigned to it, and unless the context otherwise indicates-</p> <p>“<b>aircraft</b>” includes a share in the aircraft</p> <p>“<b>Authority</b>” means Rwanda Civil Aviation Authority established under the laws of Rwanda</p>
<b>Deed of mortgage</b>	<p>3. (1) A deed of mortgage referred in the Law Governing Civil Aviation shall—</p> <p>(a) if it is intended to secure payment of a capital sum, be made on a form prescribed in First Schedule; and</p> <p>(b) if it is intended to secure payment of the amount that may be due under a current account, be made on a form prescribed in Second Schedule.</p> <p>(2) A deed of mortgage referred to in sub-regulation (1) shall be submitted in triplicate to the Authority.</p> <p>(3) A deed of mortgage referred to in sub-regulation (1) is produced for recording upon the date and at the time it is received by the Authority.</p> <p>(4) For the purposes of these regulations the Authority shall return the original deed of mortgage to the mortgagee and send a copy thereof to the mortgagor.</p>
<b>Discharge of mortgage</b>	<p>4. (1) A notification of the discharge of a mortgage shall be given on a form prescribed in Third Schedule.</p> <p>(2) A notification of the discharge of a mortgage referred to in sub-regulation (1) shall be submitted in triplicate to the Authority.</p> <p>(3) The Authority shall return one copy of the original notification referred to in sub-regulation (1) to the mortgagee and send another copy to the mortgagor.</p>
<b>Transfer of</b>	<p>5. (1) A transfer of a mortgage by deed of cession shall be made on a form</p>

**mortgage**

prescribed in Fourth Schedule.

- (2) A deed of cession referred to in sub-regulation (1) shall be submitted in quadruplicate to the Authority.
- (3) The Authority shall return the original deed of cession to the transferor and a copy thereof to the transferee and the mortgagor, respectively.

**Declaration of transmission of rights in mortgage**

- 6. (1) The declaration of transmission shall be—
  - (a) executed in the form prescribed in Fifth Schedule; and
  - (b) accompanied by—
    - (i) the original deed of mortgage; and
    - (ii) if the transmission takes place by virtue of a marriage, a certified true copy of the marriage certificate or other legal evidence of the marriage, and if the transmission takes place by virtue of an antenuptial contract, a notarially certified copy of the antenuptial contract; or
    - (iii) if the transmission is consequent on death, a certificate signed by the Master having jurisdiction in respect of the estate of the deceased person from whom the rights in a mortgage over an aircraft has been transmitted, and the letter of administration of the executor or, if no Master has such jurisdiction, any other proof of the transmission to the satisfaction of the Authority.
- (2) A declaration of transmission referred to in sub-regulation (1) shall be submitted in triplicate to the Authority.
- (3) The Authority shall return one copy of the original declaration referred to in sub-regulation (1) to the declarant and send another copy to the mortgagor.

**Certificate of mortgage**

- 7. (1) An application for a certificate of mortgage shall be made on a form prescribed in Sixth Schedule.
- (2) A certificate of mortgage shall contain the following particulars:
  - a. The full name and address of the person who is to enter into the mortgage on behalf of the registered owner;

- b. the maximum amount of the mortgage, if it is intended to fix any such maximum;
- c. the place where the relevant power of attorney is to be exercised or, if no place is specified, a declaration that it may be exercised anywhere, subject to the provisions of these regulations; and
- d. the limit of time within which the relevant power of attorney may be exercised.

(3) An application for a new certificate of mortgage shall be made on a form prescribed in Seventh Schedule.

**Register of  
aircraft  
mortgages**

8. (1) The register of aircraft mortgages referred to in the Law Governing Civil Aviation shall contain the following particulars:
- a. In respect of the recording of a deed of mortgage—
    - (i) the full name of the mortgagor;
    - (ii) the identity or registration number of the mortgagor;
    - (iii) the full business or residential address of the mortgagor;
    - (iv) the postal address of the mortgagor;
    - (v) the full name of the mortgagee;
    - (vi) the identity or registration number of the mortgagee;
    - (vii) the full business or residential address of the mortgagee;
    - (viii) the date of the mortgage;
    - (ix) a description of the mortgaged aircraft, including its type, nationality and registration marks and aircraft serial number; and
    - (x) the sum secured by the mortgage and where the sum secured is a fluctuating amount, the upper and lower limits, if any;
  - b. in the case of the recording of a discharge of an aircraft mortgage, the date on which the Authority cancels the deed of mortgage;
  - c. in the case of the recording of a deed of cession of aircraft mortgage—

- (i) the full name of the transferee;
  - (ii) the identity or registration number of the transferee;
  - (iii) the full business or residential address of the transferee; and
  - (iv) the postal address of the transferee;
- d. in the case of the recording of a declaration of transmission of rights in aircraft mortgage—
- (i) the full name of the declarant;
  - (ii) the identity number of the declarant;
  - (iii) the full business or residential address of the declarant;
  - (iv) the postal address of the declarant; and
  - (v) the date on which the interest has been transmitted; and
- e. in the case of the issuing of a certificate of mortgage—
- (i) the full name of the person who is to enter into the mortgage on behalf of the registered owner;
  - (ii) the full business or residential address of the person referred to in subparagraph (i);
  - (iii) the full name of the registered owner;
  - (iv) the full business or residential address of the registered owner;
  - (v) a description of the aircraft to be mortgaged;
  - (vi) the maximum amount of the mortgage, if it is intended to fix any such maximum;
  - (vii) the country where the relevant power of attorney is to be exercised; and
  - (viii) the limit of time within which the power of attorney may be



exercised.

(2) The particulars referred to in sub-regulation (1) shall be recorded in the register within 7 days from the date of receipt thereof by the Authority.

(3) The register shall be kept in a safe place at the office of the Authority.

**Fees**

9. The application for registration of interest in aircraft shall be accompanied by a fee prescribed by the Authority, in line with the provisions of Civil Aviation (Fees and Charges) Regulations.

**Powers of attorney and completion of documents**

10. (1) All documents shall be signed in black ink of durable quality.
- (2) All documents and copies thereof shall be completed in clearly legible writing, printing or typescript of good quality.
- (3) All copies of the documents to be submitted to the Authority shall be certified true copies.
- (4) The Authority may refuse to accept any document or copy thereof which does not comply with any provision of this regulation.
- (5) In every case where—
- (a) a partner has been authorised to act on behalf of a partnership; or
- (b) an officer has been authorised to act on behalf of a company, close corporation, organisation or other juristic person,

the relevant power of attorney shall be submitted to the Authority.

### First Schedule

<b>RWANDA CIVIL AVIATION AUTHORITY</b> <b>CONVENTION ON THE INTERNATIONAL RECOGNITION OF RIGHTS IN AIRCRAFT</b> <b>DEED OF MORGAGE (TO SECURE CAPITAL SUM AND INTEREST) REGULATION 3(a)</b>				
<b>(A) GENERAL INFORMATION</b> (i) The original deed of mortgage, accompanied by two certified true copies thereof, must be submitted to the Director General, Rwanda Civil Aviation Authority, Private Box 1122, Kigali, Rwanda. (ii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto. (iii) The deed of mortgage must be signed by*— (a) the mortgager, if a natural person; (b) the partner duly authorised to execute documents on its behalf, if the mortgagor is a partnership; or (c) the officer(s) duly authorised to execute documents on its behalf, if the mortgagor is a company, or organisation.  * Delete if not applicable.				
<b>(B) PARTICULARS REGARDING THE MORTGAGOR</b>				
(i) Full Name				
(ii) Identity Number/ Company Registration Number				
(iii) Full Business / Residential Address				
(iv) Postal Address				
(v) Telephone and Email Address				
(vi) Legal Status (Natural Person/ Partnership/ Company/ Member/ Office Bearer/ Other-Specify				
<input type="checkbox"/> Natural Person		<input type="checkbox"/> Company		<input type="checkbox"/> Others -Specify
<input type="checkbox"/> Partnership		<input type="checkbox"/> Organization		
(vii) Full Particulars in Respect of * the Individual/ Each Director/ shareholder/partner/member/office bearer				
Name	Position	Identity Number	Nationality	Country of Permanent Residence

<b>(C) PARTICULARS REGARDING THE MORTGAGEE</b>				
(i) Full Name				
(ii) Identity Number/ Company Registration Number				
(iii) Full Business / Residential Address				
(iv) Postal Address				
(v) Telephone and Email Address				
(vi) Legal Status (Natural Person/ Partnership/ Company/ Member/ Office Bearer/ Other-Specify				
<input type="checkbox"/> Natural Person	<input type="checkbox"/> Company	<input type="checkbox"/> Others -Specify		
<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization			
(vii) Full Particulars in Respect of * the Individual/ Each Director/ shareholder/partner/member/office bearer				
Name	Position	Identity Number	Nationality	Country of Permanent Residence
<b>(D) PARTICULARS REGARDING THE AIRCRAFT</b>				
Manufacturer of Aircraft	Manufacturer's designation of aircraft		Aircraft Serial number	
Present Nationality & Registration Marks of the aircraft	Rwandan Registration Marks, if registered		Particulars of amount of mortgaged shares in the aircraft, if any:	

\*I/We

(Name(s) of signatory (signatories))

in \*my/our capacity as

(Position)

of

(Name of mortgagor)

hereinafter referred to as the mortgagor, in consideration for

(Amount)

hereinafter referred to as the capital sum, this day lent to \*me/us/the mortgagor by

(Name of mortgagee)

hereinafter referred to as the mortgagee, do hereby for \*myself/ourselves/ the mortgagor and \*my/our/his/her successors and assigns, contract with the mortgagee and \*his/her successors and assigns –

(a)that \*I/we/the mortgagor or \*my/our/his/her successors and assigns will pay to the mortgagee or \*his/her successors and assigns, sum together with interest thereon at the rate of .....(%)percent per annum on ..../...../.....(date), and

(b)if the capital sum is not paid on the said date, \*I/we/the mortgagor or \*my/our/his/her successors and assigns, will during such time as the capital sum or any part thereof remains unpaid, pay to the mortgagee or \*his/her successors and assigns, interest on the whole or such part thereof as may for the time being remain unpaid, at the rate of ..... (%)per cent per annum, in payments..... on (date) in every year, and for better securing to the mortgagee the repayment in the manner aforesaid of the capital sum and interest, \*I/we/the mortgagor hereby mortgage to the mortgagee the above-mentioned aircraft, of which \*I am/we are/he/she is the owners(s).

\*I/We/The mortgagor, for \*myself/ourselves/himself/herself and \*my/our/his/her successors and assigns, warrant to the mortgagee and \*his/her successors and assigns, and hereby declare that \*I/we have/the mortgagor has the power to mortgage in the manner aforesaid the above-mentioned aircraft and that the said aircraft is free from encumbrances \*save as appears in the register of aircraft mortgages.

Signed at (place)

On (date)

Name(s) of signatory (signatories)	Signature(s)

I certify that the deponent(s) \*has/have acknowledged that \*he/she knows and understands/they know and understand the contents of this statement, which was signed and \*affirmed/sworn to before me at

(Place) on (date)

Commissioner of Oaths Full name:

Commissioner of Oaths Business  
address:

Commissioner of Oaths Capacity:

Commissioner of Oaths Area:

I certify that this mortgage has been recorded in the register of aircraft mortgages.

Date of recording:

Time of recording: (local time)

Register number:

DIRECTOR GENERAL RWANDA CIVIL AVIATION  
AUTHORITY

## Second Schedule

<b>RWANDA CIVIL AVIATION AUTHORITY</b> <b>CONVENTION ON THE INTERNATIONAL RECOGNITION OF RIGHTS IN AIRCRAFT</b> <b>DEED OF MORGAGE (TO SECURE CURRENT ACCOUNT) REGULATION 3(b)</b>										
<b>(A) GENERAL INFORMATION</b>										
(i) The original deed of mortgage, accompanied by two certified true copies thereof, must be submitted to the Director General, Rwanda Civil Aviation Authority, Private Box 1122, Kigali, Rwanda.										
(ii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.										
(iii) The deed of mortgage must be signed by—*										
(a) the mortgager, if a natural person;										
(b) the partner duly authorised to execute documents on its behalf, if the mortgagor is a partnership; or										
(c) the officer(s) duly authorised to execute documents on its behalf, if the mortgagor is a company, or organisation.										
* Delete if not applicable.										
<b>(B) PARTICULARS REGARDING THE MORTGAGOR</b>										
(i) Full Name										
(ii) Identity Number/ Company Registration Number										
(iii) Full Business / Residential Address										
(iv) Postal Address										
(v) Telephone and Email Address										
(vi) Legal Status (Natural Person/ Partnership/ Company/ Member/ Office Bearer/ Other-Specify										
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Natural Person</td> <td style="width: 33%;"><input type="checkbox"/> Company</td> <td style="width: 33%;"><input type="checkbox"/> Others -Specify</td> </tr> <tr> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Organization</td> <td></td> </tr> </table>					<input type="checkbox"/> Natural Person	<input type="checkbox"/> Company	<input type="checkbox"/> Others -Specify	<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization	
<input type="checkbox"/> Natural Person	<input type="checkbox"/> Company	<input type="checkbox"/> Others -Specify								
<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization									
(vii) Full Particulars in Respect of * the Individual/ Each Director/ shareholder/partner/member/office bearer										
Name	Position	Identity Number	Nationality	Country of Permanent Residence						

<b>(C) PARTICULARS REGARDING THE MORTGAGEE</b>				
(i) Full Name				
(ii) Identity Number/ Company Registration Number				
(iii) Full Business / Residential Address				
(iv) Postal Address				
(v) Telephone and Email Address				
(vi) Legal Status (Natural Person/ Partnership/ Company/ Member/ Office Bearer/ Other-Specify				
<input type="checkbox"/> Natural Person <input type="checkbox"/> Partnership		<input type="checkbox"/> Company <input type="checkbox"/> Organization		<input type="checkbox"/> Others -Specify
(vii) Full Particulars in Respect of * the Individual/ Each Director/ shareholder/partner/member/office bearer				
Name	Position	Identity Number	Nationality	Country of Permanent Residence
<b>(D) PARTICULARS REGARDING THE AIRCRAFT</b>				
Manufacturer of Aircraft		Manufacturer's designation of aircraft		Aircraft Serial number
Present Nationality & Registration Marks of the aircraft		Rwandan Registration Marks, if registered		Particulars of amount of mortgaged shares in the aircraft, if any:
<b>(E) CERTIFICATION</b>				
Whereas there is a current account between				
Name of mortgagor,		and	Name of mortgagee	
By virtue of (Description of the nature of the transaction so as to show how the amount of capital and interest due at any given time is to be ascertained, and the manner and time of payment)				

Now therefore *I/we, in *my/our capacity as			
Name(s) of signatory (signatories)- mortgagor		Position of mortgagor	
hereinafter referred to as the mortgagor, in consideration of the premise regarding *myself/ourselves/the mortgagor and *my/our/his/her successors and assigns, contract with			
(Name of Position of mortgagee)			
hereinafter referred to as the mortgagee, and *his/her successors and assigns, to pay to *him/her the sums for the time being due on this security, whether by way of capital or interest, at the times and in the manner aforesaid, and for the purpose of better securing to the mortgagee the payment of such sums as aforesaid, *I/we/the mortgagor do hereby mortgage to the mortgagee the above-mentioned aircraft, of which *I am/we are/the mortgagor is the owner(s).			
*I/we/The mortgagor, for *myself/ourselves/himself/herself and *my/our/his/her successors and assigns, warrant to the mortgagee and *his/her successors and assigns, and hereby declare the *I/we have/the mortgagor has the power to mortgage in the manner aforesaid the above-mentioned aircraft and that the said aircraft is free from encumbrances *save as appears in the register of aircraft mortgages.			



Signed at (Place)		On (Date)	
Name(s) of signatory (signatories)		Signature(s)	
(F) COMMISSIONER OF OATH			
I certify that the deponent(s) *has/have acknowledged that *he/she knows and understands/they know and understand the contents of this statement, which was signed and *affirmed/sworn to before me at			
Signed at (Place)		On (Date)	
Declaration by Commissioner of Oath			
Full name:	Business address:	Recording Date	Recording Time
For Authority Official Use:			
Full Name	Business Address	Date & Time of Recording	Register Number
Signature And Stamp			
DIRECTOR GENERAL RWANDA CIVIL AVIATION AUTHORITY			

### Third Schedule

#### NOTIFICATION OF DISCHARGE OF AIRCRAFT MORTGAGE (REGULATION 4)

Notes:

- (i) The original notification accompanied by two certified true copies thereof, must be submitted to the Director General, Rwanda Civil Aviation Authority, P O Box 1122, Kigali, Rwanda.
- (ii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.
- (iii) The original notification must be accompanied by the original deed of mortgage.
- (iv) The original notification must be signed by—
  - a. the mortgagee, if a natural person;
  - b. the partner duly authorized to execute documents on its behalf, if the mortgagee is a partnership; or
  - c. the officer(s) duly authorized to execute documents on its behalf, if the mortgagor is a company, close corporation or organization .

(v) \* Delete if not applicable.

\*I/we

(Name(s) of signatory (signatories))

in \*my/our capacity as

(Position)

of

(Name of mortgagee)

acknowledge receipt of the sum of

in \*(partial) discharge of the aircraft mortgage granted by

(Name of mortgagor)

in \*my/our favour/favour of

(Name of mortgagee)

dated .....and recorded in the register of aircraft mortgages on.....(date)  
under register number .....

Signed at (place)

on (date)

Name(s) of signatory (signatories)	Signature(s)

I certify that the deponent(s) \*has/have acknowledged that \*he/she knows and understands/they know and understand the contents of this statement, which was signed and \*affirmed/sworn to before me at (place) on (date)

Commissioner of Oaths Full name:

Commissioner of Oaths Business address:

Commissioner of Oaths Capacity:

Commissioner of Oaths Area:

<b>For Authority Official Use:</b> I certify that the discharge of this mortgage has, in terms of the Convention on the International Recognition of Rights in Aircraft, has been recorded in the register of aircraft mortgages.			
<b>Full Name</b>	<b>Business Address</b>	<b>Date &amp; Time of Recording</b>	<b>Register Number</b>
Signature And Stamp  DIRECTOR GENERAL, RWANDA CIVIL AVIATION AUTHORITY			

## Fourth Schedule

### NOTIFICATION OF CESSION OF AIRCRAFT MORTGAGE (REGULATION 5)

<b>RWANDA CIVIL AVIATION AUTHORITY</b> <b>CONVENTION ON THE INTERNATIONAL RECOGNITION OF RIGHTS IN AIRCRAFT</b> <b>DEED OF CESSION OF AIRCRAFT MORTGAGE ( REGULATION 5)</b>			
<b>(A) GENERAL INFORMATION</b>			
(i) The original deed of cession accompanied by two certified true copies thereof, must be submitted to the Director General, Rwanda Civil Aviation Authority, Private Box 1122, Kigali, Rwanda.			
(ii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.			
(iii) The deed of cession must be accompanied by the original deed of mortgage			
(iv) The deed of cession must be signed by <ul style="list-style-type: none"> <li>(a) the transferor, if a natural person;</li> <li>(b) the partner duly authorised to execute documents on its behalf, if the transferor is a partnership; or</li> <li>(c) the officer(s) duly authorised to execute documents on its behalf, if the transferor is a company, or organisation.</li> </ul>			
(v) * Delete if not applicable.			
<b>(B) PARTICULARS REGARDING THE TRANSFEROR</b>			
(i) Full Name			
(ii) Identity Number/ Company Registration Number			
(iii) Full Business / Residential Address			
(iv) Postal Address			
(v) Telephone and Email Address			
(vi) Legal Status (Natural Person/ Partnership/ Company/ Member/ Office Bearer/ Other-Specify			
<input type="checkbox"/> Natural Person <input type="checkbox"/> Partnership	<input type="checkbox"/> Company <input type="checkbox"/> Organization	<input type="checkbox"/> Others -Specify	
(vii) Full Particulars in Respect of * the Individual/ Each Director/ shareholder/partner/member/office bearer			

Name	Position	Identity Number	Nationality	Country of Permanent Residence

**(C) PARTICULARS REGARDING THE TRANSFEREE**

(i) Full Name				
(ii) Identity Number/ Company Registration Number				
(iii) Full Business / Residential Address				
(iv) Postal Address				
(v) Telephone and Email Address				
(vi) Legal Status (Natural Person/ Partnership/ Company/ Member/ Office Bearer/ Other-Specify				
<input type="checkbox"/> Natural Person	<input type="checkbox"/> Company	<input type="checkbox"/> Others -Specify		
<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization			
(vii) Full Particulars in Respect of * the Individual/ Each Director/ shareholder/partner/member/office bearer				

Name	Position	Identity Number	Nationality	Country of Permanent Residence

**(D) PARTICULARS REGARDING THE AIRCRAFT**

Manufacturer of Aircraft	Manufacturer's designation of aircraft	Aircraft Serial number
Present Nationality & Registration Marks of the aircraft	Rwandan Registration Marks, if registered	Particulars of amount of mortgaged shares in the aircraft, if any:

\*I/We

(Name(s) of signatory (signatories))

in \*my/our capacity as

(Position)

of

(Name of transferor)

hereinafter referred to as the transferor, in consideration for

(Amount)

this day paid to \*me/us/the transferor by

(Name of transferee)

hereinafter referred to as the transferee, hereby transfer to the transferee all \*my/our/the transferor’s rights in, to and under the deed of mortgage executed by

(Name of mortgagor)

over the above-mentioned aircraft and recorded in the register of aircraft mortgages on  
under register number

(Date)

Signed at (place) on (date)

Name(s) of signatory (signatories)	Signature(s)

I certify that the deponent(s) \*has/have acknowledged that \*he/she knows and understands/they know and understand the contents of this statement, which was signed and \*affirmed/sworn to before me at

(place) on (date)

Commissioner of Oaths Full name:  
Commissioner of Oaths Business address:

Commissioner of Oaths Capacity:  
Commissioner of Oaths Area:

**For Authority Official Use:**

I certify that the discharge of this mortgage has, in terms of the Convention on the International Recognition of Rights in Aircraft, has been recorded in the register of aircraft mortgages.			
<b>Full Name</b>	<b>Business Address</b>	<b>Date &amp; Time of Recording</b>	<b>Register Number</b>
Signature And Stamp			
DIRECTOR GENERAL, RWANDA CIVIL AVIATION AUTHORITY			

## **Fifth Schedule**

### **DECLARATION OF TRANSMISSION OF RIGHTS IN AIRCRAFT MORTGAGE (REGULATION 6)**

Notes:

- (i) This declaration must comply with the provisions of regulation 5 when it is submitted to the Commissioner for Civil Aviation.
- (ii) The original declaration, accompanied by two certified true copies thereof, must be submitted to the Director General Rwanda Civil Aviation Authority, Box 1122, Kigali, Rwanda
- (iii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.

#### **1. PARTICULARS REGARDING THE DECLARANT**

1.1 Full name:			
1.2 *Identity number:			
1.3 Full *business/residential address:			1.4 Postal address:
			Postal code:
1.5 Telephone number:	1.6 Telefax number:		

#### **2. PARTICULARS REGARDING THE AIRCRAFT**

2.1 Present nationality and registration mark(s) of the aircraft:			
2.2 Rwandan registration letters, if registered:			
2.3 Manufacturer of the aircraft:			
2.4 Manufacturer's type designation:			
2.5 Aircraft serial number			



\*I

(Full name of declarant)

hereby declare that

(Full name of mortgagee)

whose name appears in the register of aircraft mortgages under register number

as mortgagee of the above-mentioned aircraft, \*died/married me on

(Date)

and that by virtue of such \*death/marriage the rights in the said mortgage has been transmitted to me.

Signed at (place)

on (date)

NAME OF DECLARANT

SIGNATURE OF DECLARANT

I certify that the deponent has acknowledged that \*he/she knows and understands the contents of this statement, which was signed and \*affirmed/sworn to before me at

(place)

on (date)

Commissioner of Oaths Full name:

Commissioner of Oaths Business address:

Commissioner of Oaths Capacity:

Commissioner of Oaths Area:

<b>For Authority Official Use:</b> I certify that the discharge of this mortgage has, in terms of the Convention on the International Recognition of Rights in Aircraft, has been recorded in the register of aircraft mortgages.			
<b>Full Name</b>	<b>Business Address</b>	<b>Date &amp; Time of Recording</b>	<b>Register Number</b>
Signature And Stamp  DIRECTOR GENERAL, RWANDA CIVIL AVIATION AUTHORITY			



## Sixth Schedule

### APPLICATION FOR CERTIFICATE OF MORTGAGE (REGULATION 7)

Notes:

- (i) The original application must be submitted to the Director General for Rwanda Civil Aviation Authority, P O Box 1122, Kigali, Rwanda.
- (ii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.
- (iii) The original application must be accompanied by a certified true copy of the power of attorney granted to the person who is to enter into the mortgage on behalf of the registered owner.
- (iv) The original application must be signed by\*—
  - a. the registered owner, if a registered owner is a natural person;
  - b. the partner duly authorised to execute documents on its behalf, if the registered owner is a partnership; or
  - c. the officer(s) duly authorised to execute documents on its behalf, if the registered owner is a company, close corporation or organisation.

\* Delete if not applicable.

#### 1. PARTICULARS REGARDING THE REGISTERED OWNER

1.1 Full name:		
1.2 *Identity number/Company registration number:		
1.3 Full *business/residential address:	1.4 Postal address:	
	Postal code:	
1.5 Telephone number:	1.6	Telefax number:
1.7 Legal status (natural person/partnership/close corporation/company/organisation/ other – specify):		
<input type="checkbox"/> Natural Person <input type="checkbox"/> Partnership	<input type="checkbox"/> Company <input type="checkbox"/> Organization	<input type="checkbox"/> Others -Specify

1.8 Full particulars in respect of \*the individual/each director/shareholder/partner/member/office bearer:

Name	Position	Identity number	Nationality	Country of permanent residence

## 2. PARTICULARS REGARDING THE PERSON WHO IS TO ENTER INTO THE MORTGAGE ON BEHALF OF THE REGISTERED OWNER

2.1	Full name:			
2.2	Nationality:			
2.3	Full *business/residential address:	2.4 Postal address:		
		Postal code:		
2.5	Telephone No:		2.6	Telefax number:
2.7	Legal status (natural person/partnership/close corporation/company/organisation/ other – specify):			
	<input type="checkbox"/> Natural Person	<input type="checkbox"/> Company	<input type="checkbox"/> Others -Specify	
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization		

## 3. PARTICULARS REGARDING THE AIRCRAFT

3.1	Present nationality and registration mark(s) of the aircraft:	
3.2	Rwandan registration letters, if registered:	
3.3	Manufacturer of the aircraft:	
3.4	Manufacturer's type designation:	
3.5	Aircraft serial number:	
3.6	Particulars of amount of shares in the aircraft to be mortgaged, if any:	

---

\*I/We

(Name(s) of signatory(signatories))

in \*my/our capacity as

(Position)

of

(Name of registered owner)

wish to mortgage the above-mentioned aircraft by a deed of mortgage to be executed \*in

(Name of country)

anywhere outside the Republic of Rwanda for \*the maximum amount of

(Amount)

no fixed maximum amount, which mortgage is to be entered into on \*my/our behalf  
under my/our power of attorney granted from

(Commencement date)

to (expiry date)

Signed at (place)

on (date)

Name(s) of signatory (signatories)	Signature(s)

I certify that the deponent(s) \*has/have acknowledged that \*he/she knows and understands/they know  
and understand the contents of this statement, which was signed and \*affirmed/sworn to before me at

(place)

on (date)

Commissioner of Oaths Full name:

Commissioner of Oaths Business address:

Commissioner of Oaths Capacity:

Commissioner of Oaths Area:

### Seventh Schedule

## APPLICATION FOR COPY OF LOST, DESTROYED OR DAMAGED CERTIFICATE OF MORTGAGE (REGULATION 7)

Notes:

- (i) The original application must be submitted to the Director General for Rwanda Civil Aviation Authority, P O Box 1122, Kigali, Rwanda.
- (ii) Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.
- (iii) The original application must be signed by—
  - a. the registered owner, if a natural person;
  - b. the partner duly authorised to execute documents on its behalf, if the registered owner is a partnership; or
  - c. the officer(s) duly authorised to execute documents on its behalf, if the registered owner is a company, close corporation or organisation.

(iv)\* Delete if not applicable.

### 1. PARTICULARS REGARDING THE REGISTERED OWNER

1.1	Full name:			
1.2	*Identity number/Company or CC registration number:			
1.3	Full *business/residential address:	1.4 Postal address:		
		Postal code:		
1.5	Telephone number:	1.6 Telefax number:		
1.7 Legal status (natural person/partnership/close corporation/company/organisation/ other – specify):				
<input type="checkbox"/>	Natural Person	<input type="checkbox"/>	Company	<input type="checkbox"/> Others -Specify

<input type="checkbox"/> Partnership	<input type="checkbox"/> Organization	
--------------------------------------	---------------------------------------	--

1.8 Full particulars in respect of \*the individual/each director/shareholder/partner/member/office bearer:

Name	Position	Identity number	Nationality	Country of permanent residence

\*I/We

(Name(s) of signatory(signatories))

in \*my/our capacity as

(Position)

of

(Name of registered owner)

hereby apply for the issue to \*me/the registered owner of a certified copy of certificate of mortgage number

The said certificate of mortgage has been \*lost/destroyed/damaged under the following circumstances:

The said certificate of mortgage has not been pledged and is not being detained by anyone as a security for debt or otherwise, but has been actually \*lost and cannot be found though diligent search has been made thereof/destroyed/damaged.

\*I/We undertake that if the said certificate of mortgage should come into my/our possession or custody I/we shall deliver it to the Director General for Rwanda Civil Aviation Authority.

Signed at (place)

on (date)

Name(s) of signatory (signatories)	Signature(s)



--	--

I certify that the deponent(s) \*has/have acknowledged that \*he/she knows and understands/they know and understand the contents of this statement, which was signed and \*affirmed/sworn to before me at

(Place)

on (date)

Commissioner of Oaths Full name:

Commissioner of Oaths Business address:

Commissioner of Oaths Capacity:

Commissioner of Oaths Area:



*Official Gazette n° Special of 19/05/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri n°01/MoS/Trans/017 ryo ku wa 11/05/2017 rishyiraho amabwiriza ashyira mu bikorwa Itegeko n°75/2013 ryo ku wa 11/09/2013 rigena amabwiriza mu by'indege za gisiviri**

Kigali, ku wa **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**

Umunyamabanga wa Leta  
Ushinzwe Gutwara Abantu n'Ibintu

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera / Intumwa  
Nkuru ya Leta

**Seen to be annexed to the Ministerial Order n° 01/MoS/Trans/017 of 11/05/2017 determining regulations implementing the Law n° 75/2013 of 11/09/2013 establishing regulation governing civil aviation**

Kigali, on **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Minister of State in Charge of  
Transport

**Seen and Sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice / Attorney  
General

**Vu pour être annexé à l'Arrêté Ministériel n°01/MoS/Trans/017 du 11/05/2017 portant règlements d'application de la Loi n° 75/2013 du 11/09/2013 portant réglementation de l'aviation civile**

Kigali, le **11/05/2017**

(sé)  
**Dr. NZAHABWANIMANA Alexis**  
Secrétaire d'Etat chargé des  
Transports

**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice / Garde des  
Sceaux