

Republic of Iraq
Ministry of Transport
Iraq Civil Aviation Authority



REGULATIONS
(3)
AIR OPERATOR
CERTIFICATION AND
ADMINISTRATION

INTRODUCTION

Regulations No. 3 "Air Operator Certification and Administration" is prepared to ensure the development of aviation companies while conducting, domestically and internationally, commercial air transport with the highest degree of safety.

These regulations include the regulatory requirements for air operator certification and continued validity, flight operations management, maintenance requirements, security management, and management of transportation of dangerous goods.

These requirements apply to the carriage of passengers, cargo or mail for remuneration or hire by Iraqi citizen whose principal place of business or permanent residence is located in Iraq.

This document contains regulations, schedules and implementing standards. The regulations are the regulatory requirements which the operator must comply with as applicable to his operations; the schedules are guidelines for specific regulations, while implementing standards presents a supplement to some regulations.

The Director General may amend these regulations whenever it is determined that the aviation safety requires such amendment.

From 3rd of July 2010, the numbering of items in these regulations changed to follow an odd numbering system, and the pages renumbered to be independent in each part and schedule. This was done to simplify amendments of the regulations and allow for more flexibility to update it following the rapid changes in the aviation industry.

Amendments

Location	Date	Description
Title Page	13 th April 2008	The page added.
Amendments	13 th April 2008	The page(s) added.
Amendments	25 th August 2009	The page(s) amended.
Amendments	3rd July 2010	The page(s) amended, relocated and renumbered.
Introduction	13 th April 2008	The page added.
Introduction	3rd July 2010	The page relocated, renumbered, and new paragraph added.
Table of Contents	13 th April 2008	Table added.
Table of Contents	25 th August 2009	Renumbering of pages.
Table of Contents	3rd July 2010	Renumbering of items based on the odd numbering system, renumbering of pages based on new numbering system, errors corrected, and the pages of the table renumbered.
All Items	3rd July 2010	Renumbered based on the odd numbering system, and references corrected.
3.1	13 th April 2008	Title added.
3.2	13 th April 2008	Title added and changed to "Definitions and Abbreviations".
3.2.1	13 th April 2008	The definition of the "Accountable Manager" edited.
3.2.1	13 th April 2008	New definitions added - Acceptance checklist, Cabin crew member, Configuration deviation list, Consignment, Dangerous goods accident, Dangerous goods incident, Dangerous goods transport document, Freight container, Maintenance Procedures Manual, Operational control, Overpack, Package, Packaging, person, Proper shipping name, Serious injury, State of Origin, State of the Operator, Technical instructions, UN number and Unit load device.
3.2.1	13 th April 2008	"operations manual" changed to "General Operations Manual".
3.2.1	3rd July 2010	New definitions added – Safety Management System, Flight safety document system, Human factors principles, Operational flight plan, Passenger aircraft, Visual Meteorological Conditions.
3.2.2	13 th April 2008	New abbreviations added – CAT, IFR, IMC, PIC, VFR and VMC.
3.3	13 th April 2008	Title added.
3.4	13 th April 2008	Side note added (Implementing Standards: 3.4).
3.4.1.a	13 th April 2008	Item edited, limiting the issuance of the air operator certificate to Iraqi citizens only.
3.4.2.a	13 th April 2008	Side note added (Statement of Compliance).
3.4.3.a	25 th August 2009	The minimum required number of aircrafts for initial issuance of AOC increased to two aircrafts.
3.6.1	13 th April 2008	Text added, "after investigation". Renumbering (a) to (f).
3.6.2.d	25 th August 2009	Time limit has been set to terminate the certification process in case of no progress made by the applicant.

Location	Date	Description
3.7.2	25 th August 2009	The details of the air operator certificate deleted and reference to schedule 1 added.
3.7.3	25 th August 2009	Reference to sub-item (2) corrected to sub-item (1)(a).
3.7.4	25 th August 2009	The details of the operations specifications deleted and reference to schedule 1 added.
3.8	13 th April 2008	"or until" replaced by "unless".
3.13	13 th April 2008	Added "inside Iraq".
3.14	13 th April 2008	Implementing Standards deleted, new sub-items: 6, 7, 8 and 9 added.
3.14.1	25 th August 2009	New condition added for the accountable manager.
3.14.6.b	25 th August 2009	The possibility of a person to serve in a similar management position has been restricted by the Authority approval.
3.15	13 th April 2008	Item moved to 3.16. Contents changed to cover "Requirements of Managements Personnel".
3.15.1.c	13 th April 2008	Text added, "under item 14.3.c".
3.15.1.d	13 th April 2008	Text added, "under item 14.3.d and e".
3.15.2	13 th April 2008	Moved to 3.15.3. New contents added.
3.16	13 th April 2008	Item moved to 3.17. Contents changed to cover "Company Indoctrination Training". Side note added (Implementing Standards: 3.16).
3.17	13 th April 2008	Item moved to 3.15. Contents changed to cover "Quality System".
3.17.10	13 th April 2008	Paragraph rephrased.
3.21.2	25 th August 2009	The word "operations" deleted from the end of the item.
3.23	13 th April 2008	Title changed to "Leasing an Iraq Aircraft by National Air Operator".
3.24	13 th April 2008	Title changed to "Leasing an Iraq Aircraft by Foreign Air Operator".
3.25	13 th April 2008	Title changed to "Leasing a Foreign Aircraft by a National Air Operator".
3.25.1.a.ii	13 th April 2008	Paragraph rephrased.
3.26	25 th August 2009	Sub-items (9) and (10) added.
3.28	13 th April 2008	Side note added (Implementing Standards: 3.28).
3.28.3.b	13 th April 2008	"its equivalent" replaced with "an Air Operator Certificate".
3.28.3.c	13 th April 2008	Paragraph rephrased.
3.55	3rd July 2010	Sub item added.
3.29	13 th April 2008	Side note added (Implementing Standards: 3.29).
3.29.2.b	13 th April 2008	"attendants" replaced with "cabin crew members".
3.31	13 th April 2008	Text added "This cruising speed may not be more than that resulting from the specified cruising output of the engines."
3.34	13 th April 2008	Title changed to "General Operation Manual". "operations manual" changed to "General Operations Manual" throughout the text. Side note added (Implementing Standards: 3.34).
3.36	13 th April 2008	Side note added (Implementing Standards: 3.36).
3.37	13 th April 2008	Side note added (Implementing Standards: 3.37).

Location	Date	Description
3.42.2.a	25 th August 2009	The minimum required number of cabin crew increased to two inconsistent with that required by the Civil Aviation Law.
3.83.2	3rd July 2010	The minimum required number of cabin crew changed to be one for each fifty passenger's seat.
3.48	13 th April 2008	Side note added (Implementing Standards: 3.48).
3.49	13 th April 2008	Edit the text of the side note, replaced "attendant" with "crew".
3.50	13 th April 2008	Side note added (Implementing Standards: 3.50).
3.52	13 th April 2008	Side note added (Implementing Standards: 3.52).
3.61	13 th April 2008	Side note added (Implementing Standards: 3.61).
3.78	13 th April 2008	Side note added (Implementing Standards: 3.78).
3.169.9	3rd July 2010	Reference to another item corrected.
Part VII	13 th April 2008	New part added "Management of Air Transport of Dangerous Goods". Parts renumbered accordingly. New items added 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104 and 105.
Part VIII	13 th April 2008	New part added "Safety Management System". New items added and reserved; 106, 107, 108, 109, and 110.
Part VIII	3rd July 2010	Requirements for safety management system are set in items 211, 213, 215 and 217.
3.89	13 th April 2008	Moved to 111.
3.90	13 th April 2008	Moved to 112.
3.91	13 th April 2008	Moved to 113.
3.92	13 th April 2008	Moved to 114.
3.93	13 th April 2008	Moved to 115.
3.94	13 th April 2008	Moved to 116.
3.111	13 th April 2008	Side note added (Implementing Standards: 3.111).
3.112	13 th April 2008	"Flight Deck" replaced by "Cockpit".
3.116	13 th April 2008	Title added.
3.117	13 th April 2008	Implementing Standards 3.14, 3.22, 3.27, 3.30, 3.51, 3.57 deleted. Implementing Standards 3.4 added. Moved Implementing Standards 3.89 to Implementing Standards 3.111.
3.233	3rd July 2010	Reference to implementing standards corrected based on the odd numbering system.
3.118	13 th April 2008	Title added.
All Schedules	3rd July 2010	Reference to items corrected based on the odd numbering system, and pages renumbered based on the new numbering system.
Schedule 1	25 th August 2009	The sample of the certificate and the operations specifications changed according to ICAO standards.
Schedule 2	13 th April 2008	The standards replaced with outlines of Quality System.
Schedule 10	13 th April 2008	Implementing Standards for item 3.4 added. Implementing Standards for items 3.14, 3.22, 3.27, 3.30, 3.51, 3.57 deleted. Implementing Standards for item 89 moved to item 3.111 following the changes made in the item.
Schedule 10	3rd July 2010	Errors corrected and references changed.

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REPUBLIC OF IRAQ

REGULATIONS

Made by the Authority with the approval of the Director General of Iraqi Civil Aviation Authority under Act 148 of 1974 "The Civil Aviation Act", Article 95 and Article 208.

REGULATIONS (NO. 3)
AIR OPERATOR CERTIFICATION AND ADMINISTRATION

Citation

Applicability of regulations No. 3

1. (1) These Regulations may be cited as the (Air Operator Certification and Administration) Regulations.

(2) These Regulations apply to the carriage of passengers, cargo or mail for remuneration or hire by persons whose principal place of business or permanent residence is located in Iraq.

(3) These Regulations prescribe requirements for the original certification and continued validity of air operator certificates issued by the Authority.

(4) Except where specifically noted, these Regulations apply to all commercial air transport operations by air operators for which Iraq is the State of the Operator under the definitions provided in Annex 6 to the Chicago Convention.

Definitions and Abbreviations

Definitions and Abbreviations

3. (1) In these Regulations:

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

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

“aeronautical product” means aircraft engine, propeller, or sub-assembly, appliance, material, part or component to be installed thereon any aircraft;

“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;

“Aircraft Technical Log,” means a document pertaining to an aircraft;

- (a) for recording defects and malfunctions discovered during operations;
- (b) for recording details of all maintenance carried out whilst the aircraft is operating between scheduled visits to the main maintenance base facility; and
- (c) which contains operating information relevant to flight safety and maintenance data needed by the operating crew;

“air operator” means a person, organization or enterprise which undertakes to engage in domestic commercial air transport or international commercial air transport, whether directly or indirectly or by a lease or any other arrangement;

“Air Operator Certificate” means a certificate authorizing an operator to carry out specified commercial air transport operations;

“aircraft category” means the classification of aircraft according to specified basic characteristics such as aeroplane, rotocraft, glider or lighter-than-air;

“aircraft type” means all aircraft of the same basic design;

“aircraft interchange” means an arrangement between two air operators in which the aircraft of the first air operator is crewed by the crew of the second air operator at an interchange point linking their respective routes where operational control is transferred to the second operator for the period of the interchange;

“Aircraft Maintenance Programme” means a maintenance programme approved by the Authority;

“airworthy” means that an aircraft or aeronautical product is in a fit and safe state for flight and is in conformity with its

type design;

“Airworthiness Release”. The air operator's aircraft are released for service following maintenance by a person specifically authorised by the air operator rather than by an individual or maintenance organisation on their own behalf. In effect, the person signing the release acts in the capacity of an authorised agent for the operator and is certifying that the maintenance covered by the release was accomplished according to the air operator's continuous maintenance program. Responsibility for each step of the accomplished maintenance is borne by the person signing for that step and the airworthiness release certifies the entire maintenance work package. This arrangement in no way reduces the responsibility of licensed aircraft maintenance technicians (AMT) / aircraft maintenance engineer (AME) or maintenance organisations for maintenance functions or tasks they perform or supervise. The air operator is obligated to designate, by name or occupational title, each licensed AMT / aircraft maintenance engineer (AME) or maintenance organisation authorised to execute the airworthiness release. In addition, the air operator should designate when a release is required. Normally, a release is required following inspections prescribed by the air operator's operations specifications and maintenance activities involving inspections, and any other significant maintenance;

“Authority” means the Civil Aviation Authority established under the Civil Aviation Law No. 148 of 1974;

“Aircraft Maintenance Engineer” means a person approved by the Authority to perform defined maintenance upon aeronautical products and includes persons similarly qualified by other Contracting States and referred to as “licenced mechanic”, “certificated mechanic” or “certified mechanic”, “aircraft maintenance licence holder”, “aviation maintenance engineer”, aviation repair specialist, or by any other term which means an Aircraft Maintenance Engineer;

“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;

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

- (a) A crewmember;
- (b) An operator's employee permitted by, and carried in accordance with, the instructions contained in the General operations manual.
- (c) An authorised representative of an Authority.
- (d) A person with duties in respect of a particular shipment on board.

“Certificate of Release to Service,” means a document certifying an aircraft as being released for service;

“commercial air transport” means the transport by air of passengers, cargo and mail for remuneration or hire;

“Configuration deviation list (CDL)” A list established by the organisation 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;

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

“co-pilot” means a licenced pilot serving in a piloting capacity other than the pilot in command who is designated as the second in command and who meets the requirements of a co-pilot;

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

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

deemed to constitute a dangerous goods incident;

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

“directly in charge,” means a person assigned to a position in which he is responsible for the work of a shop or station that performed maintenance, preventive maintenance, or modifications, or other functions affecting aircraft airworthiness;

“dry lease” means a contractual arrangement where a leased aircraft is operated by the flight crew members of the lessee;

“equivalent system of maintenance” means an air operator may conduct his own maintenance, preventive maintenance, or modification, as long as the maintenance system of the air operator is approved by the Authority and is equivalent to that of an approved maintenance organization, except that the Certificate of Release to Service of an aircraft or aeronautical product shall be made by an appropriately licensed Aircraft Maintenance Engineer or aviation repair specialists under Regulations No.8 “Personnel Licencing”, of Law 148 of 1974 as appropriate;

“Freight container” A freight container is an article of transport equipment for radioactive materials, designed to facilitate the transport of such materials, either packaged or unpackaged, by one or more modes of transport.;

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

“General Operations Manual” means a manual containing

procedures, instructions and guidance for use by operational personnel in the execution of their duties;

“handling agent” means an agency which performs on behalf of the operator some or all of the latter's functions including receiving, loading, unloading, transferring or other processing of passengers or cargo.

“holdover time” means the estimated time that de-icing or anti-icing fluid will prevent the formation of frost or ice and the accumulation of snow on the protected surfaces of an aircraft which begins when the final application of de-icing or anti-icing fluid commences and expires when the de-icing or anti-icing fluid applied to the aircraft loses its effectiveness;

“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.

“interchange agreement” means an arrangement which permits a national air operator to enter into a short term dry-lease and temporarily take or relinquish operational control of an aircraft at an airport during the life of the agreement;

“large aircraft” means an aeroplane having a maximum certified take-off mass of five thousand and seven hundred kilogrammes or more or a helicopter having a maximum certified take-off mass of three thousand one hundred and eighty kilogrammes or more;

“life limited part” means that a part, as a condition of the type certificate, shall not exceed a specified time or number of cycles in service;

“Maintenance Control Manual” A document that describes the operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner;

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

“modification” means the alteration of an aircraft or aeronautical product in conformity with an approved standard.

“national air operator” means a person who has been issued an Iraq Air Operator Certificate in accordance with item 11;

“Operational control” The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of 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 consideration of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes/heliports concerned.

“overhaul life part” means that a part as a condition of the type certificate, shall not exceed a specified time or number of cycles in service unless a complete overhaul is performed on it;

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

“Package” The complete product of the packing operation consisting of the packaging and its contents prepared for transport;

“Packaging” Receptacles and any other components or materials necessary for the receptacle to perform its containment function and to ensure compliance with the packing requirements;

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

“person” Any individual, firm, partnership, corporation, company, association, joint-stock association, or body politic, and includes any trustee, receiver, assignee, or other similar representative of these entities;

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

“pilot in command” means a pilot responsible for the operation and safety of the aircraft during flight time;

“release to service” means an aircraft or aircraft component is certified as either airworthy or serviceable and is permitted to return to normal operations;

“safety management system” means a documented process for managing risks that integrates operations and technical systems with the management of financial and human resources to ensure aviation safety or the safety of the public;

or

Means systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures;

“Serious injury” An injury which is sustained by a person in an accident and which:

- (a) Requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received;
- (b) Results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- (c) Involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
- (d) Involves injury to any internal organ; or
- (e) Involves second or third degree burns, or any burns affecting more than 5% of the body surface; or
- (f) Involves verified exposure to infectious substances or injurious radiation.

“small aircraft” means an aeroplane having a maximum certified take-off mass of less than five thousand and seven hundred kilogrammes and a helicopter of a maximum certified take-off mass of less than three thousand, one hundred and eighty kilogrammes

“State of Origin” The [STATE] in which dangerous goods were first loaded on an aircraft;

“State of Registry” means the Contracting State on whose register an aircraft is registered;

“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;

“Technical instructions” The latest effective edition of the *Technical Instructions for the Safe Transport of Dangerous Goods by Air* (Doc. 9284-AN/905), including the supplement and any addendum, approved and published by decision of the Council of the ICAO. The term "Technical Instructions" is used in these Regulations;

“training to proficiency,” means the process of the Flight Instructor administering each prescribed maneuver and procedure to a pilot as necessary until it is performed successfully during the training period; and

“UN number” The four-digit number assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods to identify a substance or a particular group of substances;

“Unit load device” Any type of aircraft container, aircraft pallet with a net, or aircraft pallet with a net over an igloo;

“Visual Meteorological Conditions” Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

“Wet lease” means a contractual arrangement where a leased aircraft is operated by the crew members of the lessor.

Abbreviations

(2) The following abbreviations are used in these regulations.

AOC – Air Operator Certificate (Civil Aviation Law)

AMO – Approved Maintenance Organisation

ATP – Air Transport Pilot

CAT – Commercial Air Transport or approach Category

CDL – Configuration Deviation List

IFR – Instrument Flight Rules

IMC – Instrument Meteorological Conditions

MEL – Minimum Equipment List

PIC – Pilot in Command

UN – United Nations

VFR – Visual Flight Rules

VMC – Visual Meteorological Conditions

PART I
GENERAL REQUIREMENTS

Prohibition on Operation of Aircraft in Iraq

Prohibition on
operation of
aircraft in Iraq

5. (1) A person shall not operate an aircraft in commercial air transport operations in Iraq, unless he-

(a) holds an Iraq Air Operator Certificate issued by the Authority, (hereinafter referred to as a “national air operator”); or

(b) holds an Air Operator Certificate issued by another contracting state which is accepted by the Authority under Civil Aviation, (hereinafter referred to as a “foreign air operator”), for the operations being conducted.

(2) A national air operator shall, at all times comply with-

(a) the specifications of his Iraq Air Operator Certificate;

(b) the terms and conditions of the issuance of the Iraq Air Operator Certificate specified in item 11; and

(c) maintenance requirements specified in Part VI, in order to hold such Iraq Air Operator Certificate.

(3) Where a national air operator fails to comply with any provision in these Regulations, the Authority may revoke or suspend his certificate.

(4) A national air operator shall conduct commercial air transport operations in accordance with such conditions and limitations as may be specified by the Authority.

(5) An Iraq Air Operator Certificate issued by the Authority under these Regulations shall be dependent upon a national air operator demonstrating adequate Organization, method of control and supervision of flight operations, training programme and maintenance arrangements consistent with the nature and extent of the operations specified.

Application for Iraq Air Operator Certificate

Application for an
Air Operator
Certificate

7. (1) Where a person (herein after referred to as “the applicant”), wishes to apply for an Iraq Air Operator Certificate, the applicant shall:

(a) be a citizen of the Republic of Iraq;

**Implementing
Standards: 3.7**

- (b) make such application to the Authority in the form and manner prescribed by the Authority; and
- (c) pay the prescribed fee.

Statement of
Compliance

(2) An application under (1), shall contain:

- (a) a detailed statement showing how the procedures and manuals required by these Regulations comply with these Regulations; and
- (b) any information the Director General requires the applicant to submit.

(3) An application under (1), shall be accompanied by:

- (a) documentation showing that the applicant has or can obtain use of at least two aircraft to be registered in Iraq and has or can obtain appropriate facilities in respect of such operation;
- (b) any partial or completed manuals required by these Regulations;
- (c) an aviation security programme in accordance with Annex 17 to the Chicago Convention and related documents;
- (d) curricula, syllabi of personnel training; and
- (e) a schedule of events.

(4) The Manuals referred to in (3)(b) are :

- (a) General Operations Manual;
- (b) Maintenance Control Manual;
- (c) Aircraft Maintenance Manual;
- (d) Aircraft Operating Manual; and
- (e) Training Manual.

(5) An applicant under these Regulations shall make the application for an initial issue of an Iraq Air Operator Certificate at least ninety days before the date of intended operation.

(6) Notwithstanding (3)(b) and (4), the General Operations Manual specified in item 67 and Maintenance Control Manual specified

in item 151 shall be submitted no less than sixty days before the date of intended operation.

(7) An applicant shall standardize company procedures for all aircraft operations, except where aircraft specific procedures may necessitate a deviation from standard procedure.

Aviation Manuals

Contents of
aviation manuals

9. (1) The manuals referred to in item 7(4) shall:

- (a) include instructions and information necessary to allow the personnel concerned 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 the current revision status of each manual;
- (c) have a date of the last revision on each page concerned;
- (d) not be contrary to any applicable law and the specific operating provisions of the Iraq Air Operator; and
- (e) include a reference, where applicable, to the appropriate civil aviation regulations.

(2) In addition to the matters set out in (1), the manuals referred to in item 7(4), may be produced either:

- (a) In a series of parts;
- (b) as a series of volumes; or
- (c) as a single document;

Conditions for Issue of an Iraq Air Operator Certificate

Issuance or denial
of Air Operator
Certificate

11.(1) The Director General may recommend the Authority issue, after investigation, an Air Operator Certificate where he is satisfied that the applicant:

- (a) is an Iraqi national;
- (b) has his principal place of business and its registered office within Iraq;
- (c) meets the applicable regulations and standards

for the holder of an Iraq Air Operator Certificate;

- (d) is properly and adequately equipped for safe operations in commercial air transport;
- (e) is properly and adequately equipped for maintenance of the aircraft; and
- (f) has sufficient financial resources to conduct safe operations.

(2) The Director General may refuse to recommend the issue of an Air Operator Certificate under (1), where he determines that:

- (a) the applicant has not met the requirements of (1);
- (b) the applicant previously held an Iraq Air Operator Certificate which was revoked; or
- (c) a person, who contributed to the circumstances causing the revocation of an Iraq Air Operator Certificate, obtains substantial ownership in the operations of the applicant or is employed by the applicant in a position required by these Regulations.
- (d) The applicant was unable to make any progress in the certification process within 60 days.

Contents of Iraq Air Operator Certificate

Contents of Iraq
Air Operator
Certificate
Schedule 1

13. (1) An Iraq Air Operator Certificate shall be in the form set out in schedule 1 and shall comprise:

- (a) a document for public display signed by the Authority; and
- (b) a document containing the Operations Specifications with the terms, conditions and the authorisations applicable to the Air Operator Certificate .

(2) The document for public display under (1)(a) shall contain the details specified in the sample air operator certificate in schedule 1.

(3) The Authority may by means of Operations Specifications under (1)(b), define which specific operations shall be authorised,

prohibited, limited or subject to certain conditions, in the interest of public safety.

(4) The document containing the Operations Specifications referred to in (1)(b), shall contain the details specified in the sample operations specifications in schedule 1.

Duration of an Iraq Air Operator Certificate

Duration of an Iraq
Air Operator
Certificate

15. An Iraq Air Operator Certificate, or any portion thereof, issued by the Authority shall be valid for twelve calendar months unless the:

- (a) Authority amends, suspends, revokes or otherwise terminates the certificate;
- (b) a national air operator surrenders it to the Authority; or
- (c) national air operator suspends operations for more than sixty days.

Amendment of an Iraq Air Operator Certificate

Amendment
of an Iraq Air
Operator
Certificate

17. (1) The Director General may recommend the Authority amend any Iraq Air Operator Certificate where:

- (a) the Director General determines that safety in commercial air transport and the public interest requires the amendment; or
- (b) a national air operator applies for an amendment, and the Director General determines that safety in commercial air transport and the public interest allows the amendment.

(2) Where the Director General recommends to the Authority that an emergency exists requiring immediate amendment to an Iraq Air Operator Certificate, in the public interest with respect to safety in commercial air transportation, a notification shall be issued to a national air operator and such an amendment is effective on the date that a national air operator receives such notification.

(3) A national air operator may appeal the amendment, under (2), but shall operate in accordance with it, unless it is subsequently withdrawn.

(4) Amendments under (1)(a), which are recommended by the Director General, other than emergency amendments, become effective thirty days after notification to a national air operator unless he appeals the proposal in writing prior to the effective date.

(5) The filing of an appeal under (4) stays the effective date until the appeal process is completed.

(6) Amendments proposed by a national air operator under (1)(b), shall be made at least thirty days prior to the intended date of any operation under that amendment.

(7) A national air operator shall not perform a commercial air transport operation for which an Iraq Air Operator Certificate amendment is required, unless he has received notice of approval from the Authority.

Access for Inspection

Air operator to give access for inspection

19.(1) A national air operator shall:

- (a) grant the Director General access to and co-operation with any of its Organizations, facilities, aircraft and records related to flight operations and maintenance;
- (b) ensure that the Director General is granted 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 Director General free and uninterrupted access to the flight deck of the aircraft during flight operations.

(2) A national air operator shall provide the Authority with a forward observer's seat on each aircraft of a national air operator from which the actions and conversations and radio communications of the flight crew may be easily observed.

(3) The suitability of the seat location under (2), to monitor crew members actions, conversations and radio communications shall be determined by the Director General.

(4) In this section "record" means all operations and maintenance manuals, lease agreements, exclusive of their financial components, and records pertaining to flight licencing and aircraft use.

Conducting Tests and Inspections

Director General to conduct tests and

21. (1) The Director General shall conduct on-going validation of

inspections

the continued eligibility of a national air operator to hold his Iraq Air Operator Certificate and associated approvals.

(2) A national air operator shall allow the Director General to conduct tests and inspections, at any time or place, to determine whether he is complying with the applicable laws, regulations and standards.

(3) A national air operator shall make available at his main base:

- (a) his current Iraq Air Operator Certificate;
- (b) all portions of his General Operations Manual and Maintenance Control Manual referred to in item 7(4);
- (c) a current listing that includes the persons responsible for each record, document and report required to be kept by the air operator under the applicable aviation law, regulations or standards and the position he holds in the Organization; and
- (d) records which are related to flight operations and maintenance.

(4) A national air operator shall:

- (a) give the Director General or person authorised by the Director General access to any records which are related to flight operations or maintenance; and
- (b) produce all such records, when requested to do so by the Director General within a reasonable period of time.

(5) A pilot in command shall, when requested to do so by a person authorised by the Authority or any other Civil Aviation Authority of an International Civil Aviation Organization Member State, produce to that person the documentation required to be carried on board an aircraft.

(6) Where a national air operator fails to:

- (a) make available to the Director General upon request, any portion of the -
 - (i) Iraq Air Operator Certificate;

- (ii) the manuals referred to in item 7(4); or
- (iii) any required record or report; or
- (b) grant access for inspection of the documents referred to in paragraph (a),

the Director General may recommend the Authority suspend all or part of the Iraq Air Operator Certificate.

PART II
IRAQ AIR OPERATOR CERTIFICATION AND CONTINUED
VALIDITY

Applicability

Applicability of
part II

23. This Part provides requirements applicable to the certification and continued validity of all national air operators.

Bases of Operations

Applicant for an
Iraq Air Operator
Certificate to
maintain base of
operations

25. (1) An applicant shall establish and maintain a main base of operations inside Iraq.

(2) An applicant may establish and maintain a main maintenance base facility at the same location as the main base of operations, or at separate locations.

(3) An applicant shall maintain operational and airworthiness support facilities at the main operations base, appropriate for the area and type of operation.

(4) An applicant shall arrange appropriate ground handling facilities at each airport used to ensure the safe servicing and loading of its flights.

(5) An applicant shall provide written notification to the Director General of his intention to establish or change the location of any of his bases at least thirty days before the proposed establishment or change.

Management Personnel of a National Air Operator

Management
personnel required
for commercial air
transport
operations of a
national air
operator

27. (1) A national air operator shall have a manager (hereinafter referred to as "the Accountable Manager"), acceptable to the Authority, who shall ensure that all prescribed actions are performed to the standards required by the Authority.

(2) An Accountable Manager under (1), shall have corporate authority for ensuring that all flight operations and maintenance activities can be financed and carried out to the highest degree of safety standards required by the Authority.

(3) When conducting commercial air transport operations, a national air operator shall have qualified personnel, with proven competency in civil aviation, available and serving in the following required management personnel positions or their equivalent:

- (a) Director of Operations;
- (b) Chief Pilot;

- (c) Safety Manager;
- (d) Director of Maintenance; and
- (e) Quality Manager or Chief Inspector.

(4) In this regulation “competency in civil aviation” means that an individual shall have a technical qualification and management experience acceptable to the Authority for the position served.

(5) The Director General may recommend the Authority approve positions, other than those listed in (3), where a national air operator is able to show that he can perform the operation with the highest degree of safety under the direction of a combination 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.

(6) A national air operator shall ensure that his recruitment of Management Personnel meets the following:

- (a) Required management personnel shall be contracted to work sufficient hours such that the management functions are fulfilled.
- (b) A person serving in a required management position for a national air operator shall not serve in a similar position for any other air operator, unless a deviation is issued by the Authority.

(7) A national air operator shall make arrangements to ensure continuity of supervision where operations are conducted in the absence of any required management personnel.

(8) A national air operator must:

- (a) State in the general policy provisions of the General Operations Manual the duties, responsibilities and authority of personnel required by this section;
- (b) List in the General Operations Manual the names and business addresses of the individuals assigned to those positions; and
- (c) Notify the Authority within 10 days of any change in

personnel or any vacancy in any position listed.

(9) The individuals who serve in the positions required or approved under this section 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) Have, to the extent of their responsibilities, a full understanding of the following materials with respect of the national air operator's operations:
 - i. Aviation safety standards and safe operating practices;
 - ii. These Regulations;
 - iii. The national air operator's operations specifications;
 - iv. All appropriate maintenance and airworthiness requirements of these regulations;
 - v. The manuals requirements of these regulations.

Requirements of Management Personnel

Minimum
qualifications of
management
personnel

29. (1) The minimum initial qualifications for:

- (a) a Director of Operations under item 27(3) (a) shall be:
 - (i) possession of an Airline Transport Pilot Licence; and
 - (ii) three years experience as a pilot in command in commercial air transport operations of large aircraft;
- (b) a Chief Pilot under item 27(3) (b) shall be:
 - (i) possession of an Airline Transport Pilot Licence with the appropriate ratings for at least one of the aircraft used in the operations

of the air operator; and

- (ii) three years experience as pilot in command in commercial air transport operations;
- (c) a Safety Manager under item 27(3) (c) shall be:
 - (i) extensive operational experience normally achieved as a flight crew member or equivalent experience in technical aviation management; and
 - (ii) successfully completed a recognized Air Safety training course acceptable to the Director General;
- (d) Director of Maintenance and Quality Manager under item 27(3) (c) and (d) shall be:
 - (i) possession of an Aircraft Maintenance Engineer licence; and
 - (ii) three years experience in maintaining the same aircraft category and aircraft class used by a national air operator including one year in the capacity of returning aircraft to service.

(2) No person shall serve in any of the required management positions under (1) unless he has obtained a recognized IATA courses related to his position.

(3) A national air operator may employ a person who does not meet the appropriate qualifications or experience required under (1) and (2), where the Authority issues a deviation that that person has comparable experience and can effectively perform the required management functions.

Company Indoctrination Training

Training requirements for company indoctrination training

Implementing Standards: 3.31

31. (1) A person shall not serve as a Quality Manager or the Director of Maintenance with a national air operator, unless he has completed the company indoctrination training approved by the Director General.

(2) The company indoctrination training under (1), shall include a complete review of the contents of the General operations manual and Maintenance Control Manual of the air operator and the procedures relating to the respective duties of the Quality Manager and Director of Maintenance;

Quality System

National air operator to establish a quality system

33. (1) A national air operator shall establish a quality system headed by a Quality Manager.

(2) The Quality Manager under (1), shall monitor compliance with, and adequacy of, the procedures required to ensure safe operational practices and airworthy aircraft.

(3) A national air operator may nominate one Quality Manager for operations and one Quality Manager for maintenance.

(4) Where a national air operator nominates one Quality Manager for operations and one Quality Manager for maintenance under (3), he shall establish one Quality Management unit to ensure that the quality system is applied uniformly throughout the entire operation.

(5) The monitoring of compliance under (2), shall include a feedback system to the Accountable Manager to ensure corrective action as necessary, which shall specify who is required to rectify discrepancies and non-compliance in each case and the procedure to be followed where corrective action is not completed within an appropriate timeframe.

(6) The quality system and the Quality Managers under this Part shall be acceptable to the Authority.

(7) A national air operator shall describe the quality system under (1), in relevant documentation.

(8) Notwithstanding (1), the Accountable Manager shall have overall responsibility for:

- (a) the quality system of the air operator including frequency, format and structure of the internal management evaluation activities; and
- (b) resourcing the corrective action and ensuring through the Quality Manager that the corrective action has re-established compliance with the standards required by the Authority.

(9) In carrying out the functions under (2), the Quality Manager shall verify that the standards required by the Authority and any additional requirements defined by a national air operator are being carried out by monitoring activities in the fields of flight operations, maintenance, crew training and ground operations.

(10) The quality system under (1), shall be based on the outlines set out in Schedule 2.

Schedule 2

(11) The Quality Manager shall ensure that the Quality Assurance programme is properly established, implemented and maintained.

Submission and Revision of Policy and Procedures

Requirements for submission and revision of policy and procedures

35. (1) An applicant shall submit any proposed policy or procedures or any revision thereof, to the Director General at least thirty days prior to the date of intended implementation.

(2) An applicant shall not cause the use of any policy and procedure for flight operations or airworthiness function without the approval of the Director General.

PART III

AIRCRAFT OPERATIONS

Applicability

Applicability of
Part III

37. This Part prescribes aircraft operations requirements and includes leasing and interchange operations by a national air operator.

Restrictions on Operation of Aircraft in Commercial Air Transport Operation

Restrictions on
operation of
aircraft in
commercial air
transport operation

39.(1) A national air operator shall not operate an aircraft in commercial air transport unless that aircraft:

- (a) has an appropriate current Certificate of Airworthiness;
- (b) is in airworthy condition; and
- (c) meets the applicable airworthiness requirements for these operations, including those related to identification and equipment.

(2) A national air operator 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 Iraq Air Operator Certificate listing that type of aircraft.

(3) A national air operator shall not operate additional or replacement aircraft of a type for which it is currently authorised or unauthorised unless it can show that for each aircraft, an evaluation process was completed for inclusion in the fleet of the air operator.

Leasing Operations

Leasing
operations

41. (1) A person wishing to operate a leased aircraft in Iraq, shall apply to the Authority in the form prescribed by the Director General for approval to so operate.

(2) A lease under (1) may be either a dry-lease or wet-lease.

Dry Leasing Operations

Dry Leasing
operations

43. The dry-lease operation under item 37 shall apply to the following persons in respect of the operation of a leased aircraft by the lessee where the aircraft is registered in the name of the lessor:

- (a) a national air operator that leases an Iraq aircraft;
- (b) a foreign air operator that leases an Iraq aircraft; and
- (c) a national air operator that leases an aircraft from a foreign State.

Leasing an Iraq Aircraft by National Air Operator

Evidence to be
provided by a dry-
lease operator
under item 43(a)

45. An applicant for a dry lease operation under item 43(a), shall provide the Authority with evidence establishing that:

- (a) throughout the term of the lease, the aircraft shall:
 - (i) be in the legal custody and control of the lessee; and
 - (ii) not be made the subject of another lease during the term of the lease except with the approval of the Authority;
- (b) the lessee of the aircraft holds an Iraq Air Operator Certificate or an approved Aviation Training Organization certificate issued under the Law 148 of 1974; and
- (c) the lessee is responsible for-
 - (i) the maintenance of the aircraft in accordance with the applicable standards of airworthiness;
 - (ii) the maintenance control system and maintenance schedules approved by the Authority; and
 - (iii) any requirements set out in the authorisation issued.

Leasing an Iraq Aircraft by Foreign Air Operator

Evidence to be
provided by a dry
lease operator
under item 43(b)

47. (1) An applicant for a dry lease operation under item 43(b) shall provide the Authority with evidence establishing that:

- (a) throughout the term of the lease the aircraft shall-
 - (i) be registered to the lessor;
 - (ii) be in the legal custody and control of the lessee; and
 - (iii) not be made the subject of another lease during the term of the lease authorised for that aircraft except with the approval of the Authority;
- (b) the lessee:
 - (i) is a citizen of a foreign state or an entity incorporated or formed by or under the laws of a foreign contracting state;
 - (ii) holds an Air Operator Certificate or equivalent document, issued by the foreign contracting state in respect of the aircraft type being leased;
 - (iii) shall operate the aircraft on such basis as approved by the Authority; and
 - (iv) has demonstrated the ability and qualification to maintain the aircraft in accordance with the maintenance control system and approved maintenance schedule;
- (c) the main operations base facility of the lessee, during the term of the lease, will be located in the state of the lessee;
- (d) the aircraft-
 - (i) has a valid certificate of airworthiness;
 - (ii) shall not undergo modification unless it is authorised by the Authority; and
 - (iii) shall continue to meet the maintenance control system and the maintenance schedule approved by the Authority;
 - (iv) shall be maintained in accordance with an inspection programme approved by the Authority and any additional requirements set out in the authorisation issued;
- (e) every crew member assigned to the aircraft by the

lessee-

- (i) where the aircraft will be operated by a lessee of a Contracting State, holds the licence appropriate to the duties of the crew member issued by the Authority or issued by the State of the lessee and validated by the Authority;
- (ii) where the aircraft will be operated outside the State of the lessee and that foreign state is not a contracting State, holds the licence appropriate to the duties of the crew member issued by the Authority;
- (iii) in the case of a large aircraft, has received training equivalent to that described in Annex 6 to the Chicago Convention.

(2) Where an aircraft is dry-leased under these regulations and is to be re-registered in the State of the lessee it shall be first de-registered by the Authority before such re-registration.

Leasing a Foreign Aircraft by a National Air Operator

Evidence to be provided by a dry lease operator under item 43(c)

49. (1) An applicant for a dry lease operation under item 43(c) shall provide the Authority with evidence establishing that:

- (a) the aircraft:
 - (i) is of a type and model designation to be eligible for an Iraq Certificate of Airworthiness and complies with all environmental and operational requirements;
 - (ii) has a valid Certificate of Airworthiness issued, in accordance with ICAO Annex 8, by the State of Registry and meets the registration and identification requirements of that country; and
 - (iii) will not be made the subject of another lease during the term of the lease except as approved by the Authority;
- (b) the lessee holds an Iraq Air Operator Certificate;
- (c) the lessee provides the Authority with evidence establishing that:

- (i) the aircraft complies with the type approval issued in respect of the aircraft or other equivalent document and meets the applicable standards of airworthiness and maintenance control system and the maintenance schedules approved by the Authority;
- (ii) the lease will not affect the registration of the aircraft or the certificate of airworthiness issued in respect of the aircraft by the state of registration;
- (d) the aircraft crew members are in the employ of the lessee; and
- (e) during the term of the lease authorised by the Authority, the aircraft shall be-
 - (i) in the legal custody and control of the lessee;
 - (ii) maintained in accordance with the applicable standards of airworthiness and maintenance control system and the maintenance schedules approved by the Authority; and
 - (iii) maintained in accordance with an inspection programme approved by the Authority and any requirements set out in the authorisation issued;

(2) Notwithstanding (1)(c)(ii) a lessee may apply for registration of an aircraft in Iraq which is the subject of a dry-lease operation under item 43(c).

Restrictions on Dry-Lease Operations

Restrictions on
dry-lease
operations

51.(1) A person shall not operate an aircraft as part of a dry-lease operation unless:

- (a) the maintenance control system and the maintenance schedule approved by the Authority are, during the term of the lease, equivalent for the lessor and the lessee;
- (b) the crew members of the aircraft are employed by the lessee; and
- (c) a national air operator provides the Authority in writing with the following information:
 - (i) the registration mark, manufacturer model designation and serial number of the

aircraft;

- (ii) the names, addresses and telephone numbers, and any other contact means as applicable, of the registered owner;
- (iii) the Iraq Air Operator Certificate number of an Iraq lessee and details of the maintenance arrangements pertinent to the aircraft as agreed between the lessor and lessee, including the name of the person who is responsible for the maintenance of the aircraft during the term of the lease, and the address of the main maintenance base for the aircraft;
- (iv) the certificate of airworthiness and statement from the registered owner that the aircraft fully complies with the continuing airworthiness requirements of the State of Registry;
- (v) the name address and signature of the lessee or person responsible for operational control of the aircraft under the lease agreement, including a statement that such individual and the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations; and
- (vi) the commencement and termination dates of the lease.

(2) A national air operator may dry-lease an aircraft for commercial air transport to any air operator of a Contracting State.

(3) A national air operator shall provide the Authority with a copy of the dry lease agreement to be executed.

(4) Notwithstanding (2), a person shall not operate a foreign registered aircraft unless there is in existence an agreement between the Authority and the State of Registry that:

- (a) while the aircraft is operated by a national air operator, the operations regulations of Iraq are applicable;
- (b) while the aircraft is operated by a national air

operator, the airworthiness regulations of the State of Registry are applicable; or,

- (c) where the State of Registry agrees to transfer some or all of the responsibility for airworthiness to the Authority under Article 83 bis of the Chicago Convention, the airworthiness regulations of Iraq shall apply to the extent agreed upon by the Authority and State of Registry.

(5) The agreement under (4), shall provide that the Authority shall have free and uninterrupted access to the aircraft at any place and any time.

(6) Where an authorisation has been issued in respect of an Iraq aircraft, the registered owner of the aircraft shall, immediately on receipt of the authorisation, forward to the lessee all airworthiness directives that apply to the aircraft.

(7) Where an authorisation has been issued in respect of an aircraft registered in a foreign state, the Iraq lessee shall ensure that the aircraft conforms with all applicable airworthiness directives.

(8) A copy of the lease authorisation pursuant to this regulation shall be carried on board the aircraft at all times during the period of the lease.

(9) A national air operator engaged in a dry-leasing operation shall apply to the Authority for an amendment to his operations specifications to contain 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;
- (d) the expiration date of the dry-lease agreement;
- (e) any other item, condition or limitation that the Authority deems necessary

(10) A national air operator shall not dry-lease all his aircrafts at the same time to national or foreign air operators.

Aircraft Interchange

Aircraft Interchange

53. (1) A national air operator shall not interchange his aircraft with another air operator without the approval of the Authority.

(2) Before operating under an interchange agreement under (1), an air operator shall satisfy the Authority that:

- (a) the procedures of the interchange operation conform to safe operating practices;
- (b) the required crew members and flight operations officers meet approved training requirements for the aircraft and equipment used and are familiar with the communications and dispatch procedures to be used;
- (c) maintenance personnel meet training requirements for the aircraft and equipment and are familiar with the maintenance procedures to be used;
- (d) flight crew members and flight operations officers meet appropriate route and airport qualifications;
- (e) the aircraft to be operated is essentially similar to the aircraft of a national air operator 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 authority determines that a national air operator has adequate trainings to ensure that any potentially hazardous dissimilarities are safely overcome by flight crew familiarization.

(3) Where a national air operator conducts an interchange agreement he shall:

- (a) ensure that the pertinent provisions and procedures of the agreement are included in his General operations manual; and
- (b) apply to the Authority for the amendment of his operations specifications to reflect an interchange agreement.

(4) A national air operator shall comply with the applicable regulations of the State of registry of an aircraft involved in an interchange agreement while he has operational control of that aircraft.

Wet Leasing Operations

Wet-leasing
operations

***Implementing
Standards: 3.55***

55. (1) A national air operator shall not 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 conditions imposed by the Authority.

(2) A national air operator shall not allow another air operator to conduct wet-lease operations on his behalf unless:

- (a) such a lease is approved by the Authority; and
- (b) the air operator holds an air operator certificate that is issued in respect of the same aircraft type as the aircraft intended to be subject of the wet-lease operations.

(3) A national air operator shall in allowing another air operator to conduct wet lease operations on his behalf under (2), ensure that:

- (a) the safety standards of the lessor with respect to maintenance and operations are equivalent to Regulations made under the Law 148 of 1974;
- (b) the air operator holds an Iraq Air Operator Certificate or an Air Operator Certificate from a Contracting State that authorises those operations; and
- (c) the aircraft has a Certificate of Airworthiness issued, in accordance with Annex 8 of the Chicago Convention, by the State of Registry and meets the registration and identification requirements of that country.

(4) A national air operator engaged in a wet leasing operation shall apply to the Authority for an amendment to his operations specifications to contain 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;
- (d) the expiration date of the wet-lease

agreement;

- (e) a statement specifying the party deemed to have operational control; and
- (f) any other item, condition or limitation that the Authority deems necessary

Emergency Evacuation Demonstrations

Requirement for national air operator to carry out full capacity emergency evacuation demonstration

57. (1) A person shall not use an aircraft of a particular type and model in commercial air transport passenger-carrying operations unless he has first applied to and conducted for the Authority, an actual full capacity emergency evacuation demonstration for the configuration, in ninety seconds or less.

(2) The actual full capacity emergency evacuation demonstration under (1), may not be required, where the applicant provides a written petition for deviation with evidence that:

Implementing Standards: 3.57

- (a) a satisfactory full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification by another air operator; and
- (b) there is an engineering analysis which shows that an evacuation is still possible within the 90-second standard, where the aircraft configuration of the applicant differs with regard to number of exits or exit types or number of cabin crew or location of the cabin crew members.

(3) Where an actual full capacity emergency evacuation demonstration is not required, under this regulation an applicant may not use an aircraft of a particular type and model in commercial air transport passenger-carrying operations unless he has first demonstrated to the Authority that his available personnel, procedures and equipment are able to provide sufficient open exits for evacuation in fifteen seconds or less.

(4) An applicant shall not use a land plane in extended over-water operations unless he has first demonstrated to the Authority in respect of that aircraft type, that he has the ability and equipment to efficiently carry out his ditching procedures.

(5) Cabin crew who participate in emergency evacuation demonstrations shall:

- (a) be selected randomly by the Authority;
- (b) have completed the approved training of the Authority for the type and model of aircraft; and
- (c) have passed the drills and competency check on the emergency equipment and procedures.

Demonstration Flights

Demonstration flights

59. (1) A person shall not operate an aircraft type in commercial air transport unless he first conducts satisfactory demonstration flights for the Authority in that aircraft type.

(2) A person shall not operate an aircraft in a designated special area, or using a specialized navigation system, unless he conducts a satisfactory demonstration flight for the Authority.

(3) Demonstration flights required under (1) and (2), shall be conducted in accordance with the regulations applicable to the type of operation and aircraft type used.

(4) Demonstration flights under this regulation shall comprise at least:

- (a) one hundred total hours of flight time unless the Authority determines that a satisfactory level of proficiency has been demonstrated in fewer hours;
- (b) five hours of night time, where night flights are authorised;
- (c) five instrument approach procedures under simulated or actual instrument weather condition, where Instrument Flight Rules flights are to be authorised; and
- (d) entry into a representative number of en route airports, as determined by the Authority.

(5) No person other than those needed to make a demonstration flight or these designated by the Authority may be carried as passengers on an aircraft during demonstration flights.

(6) Where an aeroplane is less than five thousand, seven hundred kilogrammes maximum certified take-off mass and a helicopter

is less than three thousand, one hundred and eight kilogrammes the necessity and extent of demonstration under this regulation shall be determined by the Authority.

(7) An applicant shall arrange appropriate ground handling facilities to ensure the safe servicing and loading of its demonstration flights.

(8) The Authority may authorise deviations from this regulation where it finds that special circumstances make full compliance with this regulation unnecessary.

Time for Proper Servicing of Aircraft

National air
operator to allow
time for proper
servicing of aircraft

61. In establishing flight operations schedules, a national air operator conducting scheduled operations shall ensure the safe servicing and loading of its aircraft allow enough time for the proper servicing of aircraft at intermediate stops, and shall consider the prevailing winds en route and cruising speed for the type of aircraft. This cruising speed may not be more than that resulting from the specified cruising output of the engines.

PART IV
AIR OPERATOR CERTIFICATE FLIGHT OPERATIONS
MANAGEMENT

Applicability

Applicability of
part IV

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

Provisions for Flight Operation Management

National air
operator to ensure
safe and efficient
flight operations
management

65. (1) A national air operator shall ensure safe and efficient flight operations management.

(2) In ensuring safe and efficient Flight Operations Management an air operator shall make provision for the following areas:

- (a) operations administration and supervision;
- (b) accident prevention and flight safety programmes;
- (c) personnel training;
- (d) crew fatigue and flight time limitations;
- (e) flight operations;
- (f) aircraft performance;
- (g) route guides and charts;
- (h) minimum flight altitudes;
- (i) aerodrome operating minima;
- (j) search and rescue;
- (k) dangerous goods;
- (l) navigation;
- (m) communications;
- (n) security;
- (o) human factors;
- (p) an Operational Flight Plan; and
- (q) a chain of command appropriate to ensure proper supervision and accountability at all times.

General Operations Manual

National air
operator
prepare and keep
General operations

67. (1) A national air operator shall prepare and keep a general operations manual which contains a description of how he plans to meet the provisions of item 65.

manual

(2) A general operations manual shall contain the procedures and policies of a national air operator for the use and guidance of its personnel regarding the flight operations it conducts to include but not limited to critical functions such as flight planning data acquisition, flight following, operational control, aircraft fuelling and airport emergency duties.

**Implementing
Standards: 3.67**

(2) A national air operator shall:

- (a) maintain and keep current;
- (b) issue to members of the crew and all persons required to use it;
- (c) assign to person responsible for operational functions, station and ground handling personnel, a complete general operations manual or pertinent portions of a general operations manual together with all amendments and revisions.

(4) A national air operator shall not provide for use of its personnel in commercial air transport any general operations manual or portion thereof which has not been reviewed and found acceptable or approved for use of a national air operator by the Authority.

(5) The general operations manuals under (4), shall be numbered and assigned to specific personnel by number.

Schedule 3

(6) Notwithstanding the generality of (2), the general operations manual under this regulation shall be based on the outline set out in Schedule 3.

Flight Supervision and Journey Record

National air operator to have adequate system for flight supervision and Journey Record

69. (1) A national air operator shall, for operations on a published schedules have an adequate system approved by the Authority for proper dispatch and monitoring of the progress of the scheduled flights.

(2) The dispatch and monitoring system under (1) shall have enough dispatch centers, 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) A national air operator shall provide enough qualified flight operations officers at each dispatch center to ensure proper operational control of each flight for scheduled operations.

(4) A national air operator shall maintain a Journey Record which may be part of the Technical Log.

(5) A Journey Record under (4), shall contain the following information for each flight:

- (a) aircraft nationality and registration;
- (b) date;
- (c) names of crew members;
- (d) duty assignments of crew members
- (e) place of departure;
- (f) place of arrival;
- (g) time of departure;
- (h) time of arrival;
- (i) hours of flight;
- (j) nature of flight (private, aerial work, scheduled, non-scheduled);
- (k) incidents, observations; and
- (l) signature of person in charge

Charter Flight Supervision

National air operator to have flight following system

71.(1) A national air operator shall have for charter flight operations, a flight following system approved by the Authority providing flight preparation documents and determining the departure and arrival times of its flights at all airports.

Implementing Standards: 3.71

(2) The system described in (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) A national air operator shall not be required for aeroplane under 5,700 kilogrammes maximum certificated take-off mass or a helicopter under three thousand, one hundred and eighty kilogrammes to have a flight following system for each flight in which an Air Traffic Control flight plan is filed and remains active until arrival at destination.

(4) Where a national air operator conducting charter operations arranges to have flight following facilities provided by persons other than his employees, he shall continue to be primarily responsible for operational control of each flight.

(5) A national air operator conducting charter operations using a flight following system shall show that:

- (a) the system has adequate facilities and personnel to provide the information necessary for the initiation and safe conduct of each flight to -
 - (i) the flight crew of each aircraft; and
 - (ii) the persons designated by the certificate holder to perform the function of operational control of the aircraft;
- (b) the personnel required to perform the function of operational control are able to perform their duties.

Accident Prevention and Flight Safety

National air operator to establish and maintain accident Prevention and Flight Safety

73.(1) A national air operator shall establish and maintain an accident prevention and flight safety system, which may be integrated with the Quality System under item 33, including:

- (a) procedures to achieve and maintain risk awareness by all persons involved in operations; and
- (b) an occurrence reporting scheme to enable the collation and assessment of relevant incident and accident reports in order to identify adverse trends or to address deficiencies in the interests of flight safety;
- (c) a system for the evaluation of relevant information relating to incidents and accidents and the promulgation of related information, but not the attribution of blame; and
- (d) the appointment of a person accountable for managing the system.

Implementing Standards: 3.73

(2) A Flight Safety system under this regulation shall include the following elements which shall also be described in the appropriate manuals:

- (a) qualifications of the Flight Safety Person;
- (b) responsibilities of the Flight Safety Person;
- (c) training for the Flight Safety Person;

- (d) incident management;
- (e) flight safety committee;
- (f) emergency response planning; and
- (g) communication and safety education.

Training

National air operator to ensure operations personnel know their duties and responsibilities

75.(1) A national air operator shall have a Training Programme Manual approved by the Authority containing the general training, checking and record keeping policies and the items listed in Schedule 4.

(2) A national air operator shall ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole.

Schedule 4

(3) A national air operator shall provide adequate ground and flight training facilities and properly qualified instructors as determined by Authority.

(4) A national air operator shall have a training curriculum, which is approved by the Authority and any revisions thereto, for the purpose of qualifying and maintaining proficiency as a crew member, or person performing operational control functions, for duties in commercial air transport.

(5) A national air operator shall submit to the Authority the schedule of training, proficiency checks and other qualification checks and revisions prior to the conduct of these activities.

(6) A national air operator shall submit to the Authority for approval initial, transition and recurrent training programme for all crew member duty positions.

(7) A training programme under (6) shall include records to show completion of training and qualifications to the satisfaction of the Authority.

Training to Proficiency – Pilots

National air operator to train pilots to proficiency

77. A national air operator shall train its pilots to proficiency on those manoeuvres and procedures that are prescribed by the Authority for pilot to meet the requirements of each check.

Flight and Duty Time Schemes

National air operator to submit flight and duty time scheme

79. A national air operator shall submit a flight duty time scheme in accordance with the Law 148 of 1974 and Regulations made thereunder for approval by the Authority.

Designation of Pilot in Command

National air operator to designate pilot in command

81. A national air operator shall, for each commercial air transport operation, designate in writing one pilot as the pilot in command.

Cabin crew

Required cabin crew and qualifications

83. (1) A national air operator shall schedule, and the pilot in command shall ensure that at least the minimum number of required cabin crew are on board a passenger-carrying flight.

(2) The number of cabin crew shall not be less than one cabin crew for each fifty passenger's seat or part thereof.

(3) Where passengers are on board a parked aircraft, the minimum number of cabin crew shall be no less than one-half of that required for the flight operation rounded down to the next whole number where a fraction, but never less than one cabin crew or another person qualified in the emergency evacuation procedures for the aircraft.

(4) A national air operator shall ensure that each member of the cabin crew:

- (a) is at least eighteen years of age;
- (b) has passed an initial medical examination or assessment and is found medically fit to discharge the duties specified in the General operations manual; and
- (c) remains medically fit to discharge the duties specified in the Operations Manual.

(5) A national air operator shall ensure that each member of the cabin crew is competent to perform his duties in accordance with procedures specified in the General operations manual.

Carriage Of Inadmissible Passengers, Deportees or Persons in Custody

Restrictions and exceptions to the carriage of inadmissible passengers, deportees or

85. A national air operator shall not permit the transportation of inadmissible passengers, deportees or persons in custody except:

- (a) as provided in his General operations manual; and

persons in custody

- (b) with the knowledge and concurrence of the pilot in command.

Crewmember checking and standardization Program

National air operator to have crew member checking and standardization programme

87. A national air operator shall have a programme approved by the Authority with respect to the checking and standardization of crew members.

Cockpit Checklist

National air operator shall cause cockpit check list procedure to be made available

89. (1) A national air operator shall issue to the flight crew and make available on each aircraft, a condensed check-list of cockpit procedures approved by the Authority appropriate to the type and variant of aircraft.

(2) A national air operator shall ensure that approved procedures under (1), include each item necessary for members of the flight crew to check for safety before starting engines, taking off, or landing, and for engine and systems abnormalities and emergencies.

(3) A national air operator shall ensure that the check-list of cockpit procedures is designed to observe human factor principles so that a member of the flight crew shall not need to rely upon his memory for items to be checked.

(4) A national air operator shall make the approved procedures readily useable, accounting for human factor principles, in the cockpit of each aircraft and the flight crew shall be required to follow them when operating the aircraft.

Minimum Equipment List and Configuration Deviation List

National air operator to provide Minimum Equipment List and Configuration Deviation List

91.(1) A national air operator shall provide as part of his Aircraft Operations Manual, a Minimum Equipment List approved by the Authority, for the use of:

- (a) the members of the fight crew;
- (b) maintenance personnel; and
- (c) persons assigned operational control functions during the performance of their duties.

(2) The Minimum Equipment List shall be specific to the aircraft type and variant and shall contain the circumstances, limitations and procedures for release or continuance of flight of the aircraft with inoperative components, equipment, systems or instruments.

(3) The following instruments and equipment may 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; and
- (c) instruments and equipment required for specific operations.

(4) A national air operator may, for an aircraft of more than 5,700 kilogrammes maximum certificated mass, provide a Configuration Deviation List specific to the aircraft type, where applicable, for the use of:

- (a) flight crew;
- (b) maintenance personnel; and
- (c) persons assigned operational control functions, during the performance of their duties.

(5) The Aircraft Operating Manual of a national air operator shall contain the procedures acceptable to the Authority for operations in accordance with the requirements of the Configuration Deviation List.

Aircraft Loading and Handling Manual

National air
operator to provide
Aircraft
Loading and
Handling Manual

93.(1) A national air operator shall provide an Aircraft Handling and Loading manual acceptable to the Authority, for the use of:

- (a) members of the flight crew;
- (b) ground handling personnel; and
- (c) persons assigned operational control functions, during the performance of their duties,.

(2) A manual under (1), shall be specific to the aircraft type and variant which contains the procedures and limitations for servicing and loading of the aircraft.

Mass and Balance Data Control System

National air
operator to have

95. A national air operator shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate

Mass and Balance
Data Control
System

personnel current information regarding the mass and balance of each aircraft operated.

**Implementing
Standards: 3.95**

Cabin Crew Manual

National air
operator to issue
Cabin
Crew Manual

97. (1) A national air operator shall issue to each cabin crew and provide to passenger agents during the performance of their duties, a current Cabin Crew Manual, which is acceptable to the Authority.

(2) A Cabin crew shall have the current Cabin crew Manual under (1), in his possession on assigned flights.

(3) The Cabin Crew Manual under (1), shall contain those operational policies and procedures applicable to cabin crew duties and the carriage of passengers.

(4) A national air operator shall issue to a cabin crew, a Cabin Crew Manual specific to the aircraft type and variant which shall contain the details of his normal, abnormal and emergency procedures and the location and operation of emergency equipment.

(5) A Cabin Crew Manual under (1) to (3), and the manuals under (4), may be combined into one manual for use by a cabin crew.

Passenger Briefing Cards

National air
operator to carry
passenger briefing
cards on aircraft

99.(1) A national air operator shall carry on each passenger carrying aircraft, in convenient locations for the use of each passenger, printed cards supplementing the oral briefing required by the Authority and containing:

**Implementing
Standards: 3.99**

- (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) A national air operator shall ensure that each card contains information that is pertinent only to the type and variant of aircraft used for that flight.

Weather Reporting Sources

Approved weather

101. (1) The sources approved for weather reports and forecasts

reporting sources used for decisions regarding flight preparation, routing and terminal operations are listed in Schedule 5.

Schedule 5

(2) The Director General may by Order amend Schedule 5 to remove or add sources for the weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.

(3) For passenger carrying operations on a published schedule, a national air operator shall have an approved system for obtaining forecasts on each route to be flown and airport to be used and reports of adverse weather phenomena that may affect safety of flight.

De-icing and Anti-icing

National air operator to adhere to certain requirements in frost, ice or snow

103. A national air operator planning to operate an aircraft in conditions where frost, ice, or snow may reasonably be expected to adhere 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 as prescribed by the Authority.

Implementing Standards: 3.103

Knowledge of the Law

Employees shall comply with state legislation

105.(1) A national air operator shall ensure that all his employees are aware, that when performing duties out of the jurisdiction, they shall comply with the laws, regulations and procedures of the State in which operations are conducted.

(2) A national air 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.

(3) A national air 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 aircraft.

Aircraft Operating Manual

National air operator to submit Aircraft Operating Manual

107.(1) A national air operator shall submit proposed Aircraft Operating Manuals for each type of aircraft operated, containing the normal, abnormal and emergency procedures relating to the operation of

the aircraft for approval by the Authority.

(2) An Aircraft Operating Manual shall be based upon the aircraft manufacturer's data for the specific aircraft type and variant operated by a national air operator and shall include specific operating parameters, details of the aircraft systems, and of the numerically standardized, abbreviated and expanded check-lists to be used applicable to the operations of the Iraq Air Operator Certificate, that are approved by the Authority.

(3) The design of the manual under this regulation shall observe human factors principles.

(4) An Aircraft Operating Manual shall be issued to the flight crew members and persons assigned operational control functions to each aircraft operated by a national air operator.

Schedule 6

(5) Notwithstanding the foregoing an Aircraft Operating Manual under this regulation shall contain the items listed in Schedule 6.

Aircraft Performance Planning Manual

National air operator to provide Performance Planning Manual

109. (1) A national air operator shall provide for the use of members of the flight crew and persons assigned operational control functions during the performance of their duties, a Performance Planning Manual acceptable to the Authority.

(2) The Performance Planning Manual under (1), shall be specific to the aircraft type and variant which contains adequate performance information to accurately calculate the performance in all normal phases of flight operation.

Aircraft Performance Data Control System

National air operator to have aircraft performance Data System

111.(1) A national air operator shall have a system approved by the Authority for obtaining, maintaining and distributing to appropriate personnel current performance data for each aircraft, route and airport that it uses.

(2) The system under (1), shall provide current obstacle data to assist in the preparation of take off and landing performance calculations.

(3) A national air operator shall take account of charting accuracy when charting obstacle data.

Aeronautical Data Control System

National air operator to have Aeronautical Data Control System

113. (1) A national air operator shall have a system approved by the Authority, for obtaining, maintaining and distributing to appropriate personnel, current aeronautical data for each route and the airport that he uses.

Schedule 7

(2) A national air operator shall provide aeronautical data for each airport used by him in respect of the areas listed in Schedule 7.

Route Guide

National air operator to provide certain information Guide

115.(1) A national air operator shall provide for the use of members of the flight crew and persons assigned operational control functions during the performance of their duties:

- (a) a route guide acceptable to the Authority; and
- (b) aeronautical charts approved by the Authority.

(2) The route guide and aeronautical charts under (1), shall be current and appropriate for the proposed types and areas of operations to be conducted by a national air operator.

Routes and Areas of Operation

Restriction on the conduct of routes

117.(1) A national air operator may conduct operations only along such routes and within such areas for which:

- (a) ground facilities and services, including meteorological services, are provided which 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) where two-engine aircraft are used, adequate airports are available with the time and distance limitations; and
- (f) where single-engine aircraft are used, surfaces are

available which permit a safe forced landing to be executed.

(2) A person shall not conduct commercial air transport operations on any route or area of operation unless those operations are in accordance with any restrictions imposed by the Authority.

Navigational Accuracy

Requirements in respect of navigational systems and facilities

119.(1) A national air operator shall have, for each proposed route or area that he uses, the navigational systems and facilities capable of navigating the aircraft:

- (a) within the degree of accuracy required for Air Traffic Control; and
- (b) to the airports in the operational flight plan as defined by the Authority within the degree of accuracy necessary for the operation involved.

(2) Where adequate navigation systems reference does not exist, the Authority may authorise day Visual Flight Rules operations that can be conducted safely by pilotage because of the characteristics of the terrain.

(3) The Director General shall recommend the Authority list in a national air operator operations specification for non-visual ground aids required for the approval of routes outside of controlled airspace.

(4) The list under (3) shall not be required to contain the navigational aids required for routes to alternate airports within the controlled airspace.

(5) Non-visual ground aids shall not be required for night visual flight rules operations on routes that a national air operator can show have reliably lighted landmarks adequate for safe operation.

(6) Operations on route segments where the celestial or other specialised means of navigation are used, shall be approved by the Authority.

Communications

National air operator have two-way radio communications

121. (1) The flights of a national air operator shall be capable of two-way radio communications with all Air Traffic Control facilities along the routes and alternate routes to be used.

Implementing Standards: 3.121

(2) A national air operator shall in respect of passenger carrying operations on a published schedule, be capable of timely, direct and reliable radio communications with all flights over the entire route structure of a national air operator, under normal operating conditions.

Definition of Communication Clauses

Definition of
certain clauses

123. In this Part:

“timely communication” means the ability to establish communications domestically within thirty minutes of first trying and internationally within one hour when the flight is in cruise; and

“direct communication” means the ability of the flight operations officer and flight dispatcher and the pilot in command to communicate using the facilities of a national air operator, an electronic data link facility, or a facility operated by a third party according to an agreement.

PART V
AIR OPERATOR SECURITY MANAGEMENT

Applicability

Applicability of Part V 125. This Part provides the certification requirements that apply to air operator protection of aircraft, facilities and personnel from unlawful interference.

Security Requirements

Security requirements 127. An air operator shall ensure that all appropriate personnel are familiar, and comply with:

- (a) such security requirements as required by the Authority; and
- (b) such relevant national security requirements as established from time to time by the Minister with responsibility for national security.

Security Training Program

Security training programmes 129.(1) An air operator shall establish and maintain an approved security training programme, which enables crew members to act appropriately to minimize the consequences of acts of unlawful interference.

Schedule 8 (2) As a minimum an approved security training programme shall include the subject matters set out in Schedule 8.

(3) In addition to the training under (1), an air operator shall also establish and maintain a training programme to familiarize appropriate employees with the preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft in order to prevent acts of sabotage, or other forms of unlawful interference

Acts of unlawful Interference

Reporting acts of unlawful interference 131. Where an act of unlawful interference occurs on board an aircraft the pilot in command or, in his absence, a national air operator shall submit, without delay, a report of such an act to the civil aviation authority of the relevant Contracting State and the Authority.

Search Procedure Check-list

Aircraft search procedure 133.(1) An air operator shall ensure that there is on board an aircraft a check-list of the procedures to be followed where:

check-list

- (a) searching for a bomb in case of suspected sabotage; and
- (b) for inspecting an aircraft for concealed weapons, explosives or other dangerous devices when a well founded suspicion exists that the aircraft or its occupants may be the object of an act of unlawful interference.

(2) The check-list shall be supported by guidance on the course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aircraft.

(3) Where a least-risk bomb location is identified on an aircraft, the operator shall provide instructions at that location for disposal of bombs and explosive devices and for attenuating and directing an explosion.

***Preventive Measures against Unauthorised Persons,
Cargo and Prohibited Items***

Air operator to
establish
procedures to
secure flight crew
compartment

135.(1) An air operator shall establish procedures to ensure that during flight unauthorised persons are prevented from entering the flight crew compartment.

(2) An air operator shall ensure that there exists on all his aircraft a means by which cabin crew may discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.

(3) The flight crew compartment door on aircraft operated for the purpose of carrying passengers shall be capable of being locked only from within the compartment in order to prevent unauthorized access.

(4) From November 1, 2005, all passenger carrying aeroplanes of a maximum certificated take-off mass in excess of 45,500 kilograms 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 and to resist forcible intrusions by unauthorized persons.

(5) A flight crew compartment door under (4), shall be capable of being locked and unlocked from either pilot station.

(6) In all aeroplanes which are equipped with a flight crew compartment door under (5),

- (a) such 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 authorised 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.

(7) An air operator shall establish operational procedures to ensure the flight crew compartment access is co-ordinated in advance of the cabin inter-phone system. Where a request has been made by the cabin crew to enter the flight crew compartment, the flight crew shall visibly positively verify who is at the flight crew compartment door and the exact circumstances existing prior to unlocking the door.

(8) Where a person wishes to exit the flight crew compartment, such person, prior to unlocking the door shall:

- (a) verify with the cabin crew that the adjacent lavatory is not occupied by a passenger;
- (b) visually determine the exact circumstances existing outside the door particularly on high risk flights or where unknown passengers are within easy access of the flight crew compartment door;
- (c) confirm that cabin crew are positioned to block passenger access to the door area when it is unlocked.

(9) An air operator shall take measures to ensure that persons do not conceal themselves, cargo or prohibited items on board an aircraft.

Weapons of War or Munitions of War

Carriage of
weapons of
war or munitions of
war

137.(1) A national air operator shall not transport weapons of war or munitions of war by air unless:

- (a) an approval to do so has been granted by all States concerned; and
- (b) limitations are applied in accordance with any ICAO, Iraqi, or other applicable Technical Instructions for Safe Transport of Dangerous Goods by Air.

(2) A national air operator shall ensure that during air transportation, weapons of war and munitions of war approved for transportation under (1), are stowed in the aircraft in a place which is inaccessible to passengers during flight.

(3) A national air operator shall ensure that firearms approved for carriage are unloaded, unless before the commencement of the flight, approval has been granted by all States concerned that such firearms may be carried in circumstances that differ in part or in total from those

indicated in these Regulations.

(4) A national air operator shall ensure that the pilot in command of an aircraft, is notified, before a flight begins, of the details and location on board the aircraft of any weapons of war and munitions of war intended to be carried.

Sporting Weapons

Carriage of
sporting
weapons and
ammunitions

139.(1) A national air operator shall take all appropriate measures to ensure that a sporting weapon and its ammunition intended to be carried by air are reported to him.

(2) A national air operator accepting the carriage of sporting weapons shall ensure that such sporting weapon are:

- (a) stowed in the aeroplane in a place which is inaccessible to passengers during flight unless the Authority has determined that compliance is impracticable and has accepted that other procedures may apply; and
- (b) unloaded, in the case of firearms or other weapons that can contain ammunitions.

(3) Ammunition for sporting weapons may be carried in checked baggage of passengers, subject to certain limitations in accordance with the Technical Instructions.

Definition of Sporting Weapons and Firearms

Definition of
certain clauses

141. For the purpose of this Part:

- (a) a firearm is any gun, rifle or pistol which fires a projectile;
- (b) the following firearms are generally regarded as being sporting weapons:
 - (i) those designed for shooting game, birds and other animals;
 - (ii) those used for target shooting, clay-pigeon shooting and competition shooting, providing the weapons are not those on standard issue to military forces; and
- (iii) airguns, dart guns, starting pistols; and
- (c) weapon of war or munition of war means any device

containing an explosive or any noxious gas, liquid or other thing designed or made for use in warfare against persons, including parts – whether components or accessories for such weapon ammunition or article and does not include a firearm.

PART VI
MAINTENANCE REQUIREMENTS

Applicability

Applicability of Part VI 143. This Part provides certification and maintenance requirements that apply to an air operator utilizing an Approved Maintenance Organization or an equivalent system of maintenance.

Maintenance Responsibility

Maintenance responsibility 145.(1) A national air operator shall ensure the airworthiness of an aircraft and the serviceability of both operational and emergency equipment by:

- (a) assuring the accomplishment of pre-flight inspections;
- (b) assuring the correction of any defect and damage affecting safe operation of an aircraft to an approved standard, taking into account the Minimum Equipment List and where available, Configuration Deviation List for the aircraft type;
- (c) determining what maintenance, if any, is required, when it is to be performed, by whom and to what standard;
- (d) assuring the accomplishment of all maintenance in accordance with the approved aircraft maintenance programme;
- (e) the analysis of the effectiveness of the approved aircraft maintenance programme;
- (f) assuring the accomplishment of any operational directive, airworthiness directive and any other continued airworthiness requirement made mandatory by the Authority; and
- (g) assuring the accomplishment of modifications in accordance with an approved standard and, for non-mandatory modifications, the establishment of an embodiment policy.

(2) A national air operator shall ensure that the certificate of airworthiness issued by the Authority for each aircraft operated remains valid in respect of:

- (a) the requirements under (1);

(b) the expiration date of the Certificate of Airworthiness; and

(c) any other maintenance condition specified in the Certificate of Airworthiness.

(3) A national air operator shall ensure that the requirements specified in (1), are performed in accordance with procedures approved by or acceptable to the Authority.

(4) A failure to perform any of the requirements under (1), in accordance with (3), shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition.

(5) A national air operator shall ensure that the maintenance, preventive maintenance, and modification of its aircraft and aeronautical products are performed in accordance with its Maintenance Control Manual and current instructions for continued airworthiness, and applicable aviation regulations.

(6) Notwithstanding any arrangements made by a national air operator with another person or entity for the performance of any maintenance, preventive maintenance, or modifications, the responsibility for all work performed under such arrangement shall remain that of a national air operator.

(7) A national air operator of an aeroplane over 5,700 kilogrammes, and a helicopter above 3,180 kilogrammes maximum certificated take-off mass, shall monitor and assess maintenance and operational activities with respect to continuing airworthiness and provide the information as prescribed by the Director General.

(8) A national air operator of an aeroplane over 5,700 kilogrammes, and a helicopter above 3,180 kilogrammes maximum certificated take-off mass shall obtain and assess continuing airworthiness information and recommendations available from the Organization responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the Authority.

Equivalent System of Maintenance

National air
operator
maintenance
activities

147.(1) A national air operator may conduct:

(a) maintenance activities of aircraft and aircraft components through an arrangement with an Approved Maintenance Organization; or

(b) its own maintenance, preventive maintenance, or

modifications, on aircraft and aircraft components, so long as the maintenance system of a national air operator is approved by the Authority and is equivalent to that of an Approved Maintenance Organization,

(2) Notwithstanding (1)(b), an approval for release to service of an aircraft and an aeronautical product may be made by an appropriately licensed Aircraft Maintenance Engineer or aviation repair specialists.

(3) Where a national air operator complies with (1) (b) and (2), such system shall be referred to as “an equivalent system of maintenance”.

Approval and Acceptance of Maintenance Organization Systems

Approval and acceptance of maintenance organization systems

149.(1) A national air operator shall not operate an aircraft, except for pre-flight inspections, unless it is maintained and released to service by an Aircraft Maintenance Organization or equivalent system of maintenance that is approved by the Authority.

(2) The Authority shall, in respect of aircraft registered in Iraq, approve a Maintenance Organization or an equivalent system of maintenance.

(3) The State of Registry of an aircraft shall, in respect of such an aircraft which is not registered in Iraq, approve an Aircraft Maintenance Organization or an equivalent system of maintenance, and the Authority shall accept such approval.

(4) When the Authority or the State of Registry accepts an equivalent system of maintenance, the persons designated to sign the certificate of release to service shall meet the requirements set out by the Authority, as appropriate to their licence.

Maintenance Control Manual

National air operator to provide Maintenance Control Manual

151.(1) A national air operator shall submit to the Authority for review and acceptance, a Maintenance Control Manual and all its subsequent amendments, which is to be used for the guidance of his maintenance and operational personnel.

(2) The manual under (1), shall contain details of the structure of the Organization including:

(a) the accountable manager and designated person responsible for the maintenance system as required by item 14;

- (b) procedures to be followed to satisfy the maintenance requirements under item 145, except where the air operator is an approved Maintenance Organization, the quality functions of item 155 may be included in the Approved Maintenance Organization Procedures Manual;
- (c) procedures for the reporting of failures, malfunctions, and defects approved by the Authority, to the Authority, the aircraft manufacturer and the State of Design within seventy-two hours of discovery.

(3) Where making a report to the Authority under (3)(c), a national air operator may do so by telephone, telex, or facsimile or other appropriate means of communication, with a written follow-on report as soon as possible but no later than within seventy-two hours of discovery.

(4) A report under this regulation is required in the following circumstances:

- (a) primary structural failure;
- (b) control system failure;
- (c) fire in the aircraft;
- (d) engine structure failure; and
- (e) any other condition considered an imminent hazard to safety.

Schedule 9

(5) In addition to the matters set out in (2), the Maintenance Control Manual under this regulation shall include items set out in Schedule 9 as well as the following information which may be issued in separate parts:

- (a) a description of the administrative arrangements between a national air operator and the approved Maintenance Organization, or a description of the maintenance procedures and the procedures for completing and signing a certificate of release to service when maintenance is based on a system other than that of an Approved Maintenance Organization;
- (b) a description of the procedures to ensure that each aircraft he operates is in an airworthy condition;
- (c) a description of the procedures to ensure that the operational emergency equipment for each flight is

serviceable;

- (d) 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;
- (e) a reference to the maintenance programme required in item 169;
- (f) a description of the methods for completion and retention of the maintenance records of a national air operator required by item 159;
- (g) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience for all aeroplanes over 5,700 kilograms maximum certificated take-off mass and helicopter over three thousand, and one hundred and eighty kilogrammes certified take-off mass;
- (h) a description of the procedures for obtaining and assessing continued airworthiness information from the Organization responsible for the type design and implementing any resulting actions for all aeroplanes over 5,700 kilograms maximum certificated take-off mass and helicopter over three thousand, and one hundred and eighty kilogrammes certified take-off mass;
- (i) a description of the procedures for implementing mandatory continuing airworthiness information as required in item 145(1) (f);
- (j) a description of how a system of analysis shall be established and maintained for the continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme;
- (k) a description of aircraft types and models to which the manual applies;
- (l) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified; and
- (m) a description of the procedures for advising the Authority of significant in-service occurrences.

(6) A national air operator shall not provide for the use of his personnel in commercial air transport any Maintenance Control Manual or portion thereof which has not met the requirements of (1).

(7) A national air operator shall ensure that the Maintenance Control Manual under this regulation is amended as necessary to keep the information therein up to date and shall incorporate in it such mandatory material as the Authority may require.

(8) Copies of all amendments under this regulation shall be furnished promptly to all Organizations or persons to whom the manual has been issued.

Maintenance Management

Maintenance
management

153.(1) An air operator that is approved as an Approved Maintenance Organization, may carry out the requirements specified in item 145(1)(b),(c),(e) and (f).

(2) Where a national air operator is not an Approved Maintenance Organization, he shall meet its responsibilities under item 145(1)(b),(c),(e) and (f) by using -

(a) an equivalent system of maintenance approved or accepted by the Authority; or

(b) through an arrangement with an Aircraft Maintenance Organization with a written maintenance contract agreed between a national air operator and the contracting approved Maintenance Organization detailing the required maintenance functions and defining the support of the quality functions approved or accepted by the Authority.

(3) A national air operator shall employ such person or persons, acceptable to the Authority, to ensure that all maintenance is carried out to an approved standard such that the maintenance requirements of this Part and requirements of the Maintenance Control Manual of a national air operator are satisfied, and to ensure the functioning of the quality system.

(4) In employing persons under (3), a national air operator shall designate one person to be accountable for any corrective action resulting from the quality monitoring

(5) The person designated under (4), for maintenance shall not be employed by an Approved Maintenance Organization under contract, unless specifically agreed by the Authority.

(6) Where a national air operator is not appropriately approved

by the Authority written arrangements shall be made with such an Organization to carry out the requirements specified in item 145.

(7) The arrangement under (6), shall be in the form of a written Maintenance Contract between a national air operator and the approved maintenance Organization detailing the functions specified in item 145 and defining the support of the quality functions.

(8) The written Maintenance Contracts under (7), shall include either an:

(a) aeroplane base and scheduled line maintenance; or

(b) engine maintenance contracts, together with all amendments,

which shall be acceptable to the Authority.

(9) Notwithstanding (6), (7) and (8), in the case of an aircraft needing occasional line maintenance the contract may be in the form of individual work orders to the Approved Maintenance Organization.

(10) Notwithstanding (6), (7) and (8), in the case of aircraft component maintenance, including engine maintenance the contract may be in the form of individual work orders to the Approved Maintenance Organization.

(11) A national air operator shall provide suitable office accommodation at appropriate locations for the personnel specified in (3).

Quality Management System

Quality
Management
System and Quality
Manager

155.(1) A quality system of a national air operator required by item 33 shall, for maintenance purposes, additionally include at least the following functions:

(a) monitoring that the activities of item 145 are being performed in accordance with the accepted procedures;

(b) ensure that all contracted maintenance is carried out in accordance with the contract;

(c) monitoring the continued compliance with the requirements of this Part;

(d) monitoring compliance with, and adequacy of, procedures required; and

(e) ensuring safe maintenance practices, airworthy aircraft and aeronautical products.

***Implementing
Standards: 3.155***

(2) Compliance monitoring under (1)(d), shall include a feedback system to the Accountable Manager to ensure corrective action is taken.

(3) A quality system of a national air operator required by item 33 shall, for maintenance purposes, include a quality assurance that contains procedures designed to verify that all maintenance operations are being conducted in accordance with all applicable requirements, standards and procedures.

(4) Where the air operator is also an approved Maintenance Organization, the quality management system of the air operator may be combined with the quality management system requirements of an approved Maintenance Organization and submitted for approval and acceptance to the Authority, and State of Registry for an aircraft not registered in Iraq.

Aircraft Technical Log Entries

Aircraft
technical
log entries

157. (1) A person who takes action in the case of a reported or observed failure or malfunction of an aircraft and an aeronautical product, that is critical to the safety of flight shall make, or have made, a record of that action in the maintenance section of the aircraft technical log.

(2) A national air operator shall have a procedure for keeping adequate copies of required records to be carried on board an aircraft, in a place readily accessible to each member of the flight crew and shall ensure that such procedures are recorded in the General operations manual of a national air operator.

Preservation of Technical Records

Requirement for
maintenance of
records

159.(1) A national air operator shall ensure that the Aircraft Technical Log is retained for twenty-four months after the date of the last entry.

(2) A national air operator shall establish a system and keep in a form acceptable to the Authority:

- (a) all detailed maintenance records in respect of the aircraft and any aircraft component fitted thereto to show that all the requirements for the signing of a maintenance release has been met, for twelve months after the aircraft or aircraft component was released to service;

- (b) the total time and flight cycles as appropriate, of the aircraft and all life limited aircraft components for ninety days after the aircraft has been permanently withdrawn from service;
- (c) the time and flight cycles as appropriate, since the last overhaul of the aircraft or aircraft component subject to mandatory overhaul life for ninety days after the aircraft or aircraft component has been permanently withdrawn from service;
- (d) the current aircraft inspection status such that compliance with the approved operator's aircraft maintenance can be established for ninety days after the aircraft or aircraft component has been permanently withdrawn from service;
- (e) the current status of airworthiness directives and all mandatory continuing airworthiness information applicable to the aircraft and aircraft component for ninety days months after the aircraft had been permanently withdrawn from service; and
- (f) details of current modifications and repairs to the aircraft, engines, propellers and any other aircraft component vital to the flight safety for ninety days after the aircraft has been permanently withdrawn from service.

(3) Where an aircraft is temporarily transferred from one air operator to another, the records specified in (1) and (2), shall be made available to the new air operator.

(4) An air operator shall ensure that when an aircraft is permanently transferred from one air operator to another air operator the records specified in (1) and (2), are also transferred.

Air Operator's Aircraft Technical Log

Maintenance
record
section of aircraft
technical log

161.(1) A national air operator shall use an aircraft technical log which shall include an aircraft maintenance record section containing the following for each aircraft:

- (a) information about each previous flight necessary to ensure continued flight safety;
- (b) the current certificate of release to service;
- (c) the current inspection status of the aircraft, to include inspections due to be performed on an

established schedule and inspections that are due to be performed that are not on an established schedule;

- (d) the current maintenance status of the aircraft, to include maintenance due to be performed on an established schedule and maintenance that is due to be performed that is not on an established schedule except that the Authority may agree to the maintenance statement being kept elsewhere; and
- (e) all deferred defects that affect the operation of the aircraft.

(2) An Aircraft Technical Log and any subsequent amendment shall be approved by the Authority.

Release to Service

Release to service
after maintenance

163. (1) A national air operator shall not operate an aircraft unless it is maintained and released to service by an approved Maintenance Organization or under an equivalent system, either of which shall be acceptable to the Authority.

(2) A national air operator using an equivalent system shall not operate an aircraft after release under (1), unless a certificate of release to service is prepared or caused to be prepared by an appropriately licensed and rated individual.

(3) The certificate of release to service shall be made in accordance with a national air operator maintenance control manual procedures.

(4) A national air operator using an Aircraft Maintenance Organization shall not operate an aircraft after it is released to service, under (1) unless an appropriate entry is made in accordance with a national air operator Maintenance control manual procedures acceptable to the Authority.

(5) A national air operator shall give a copy of the certificate of release to service for an aircraft to the pilot in command or ensure that an entry, noting the release, is made in the maintenance section of the aircraft technical log.

Modifications and Repairs

Modifications and
repairs

165. (1) All modifications and repairs to an aircraft shall comply with airworthiness requirements acceptable to the Authority.

(2) Procedures shall be established to ensure that the substantiating data supporting compliance with the airworthiness requirements are retained.

(3) In the case of a major repair or major modification, such repairs and modifications shall be done in accordance with approved technical data and approved by the Authority.

(4) An air operator who is authorised to perform maintenance, preventive maintenance, and modifications of any aircraft, airframe, aircraft engine, propeller, appliance, component, or part thereof, in accordance with the approved Air Operator Certificate's specific operating provisions, and wishes to issue certificates of release to service for major repairs or major modifications to an aircraft registered in Iraq, shall use personnel who hold current and valid aircraft maintenance licence.

(5) An air operator shall, promptly upon its completion of repairs and modifications, prepare a report of each major modification or major repair of an airframe, aircraft engine, propeller, or appliance of an aircraft it operated.

(6) An air operator shall submit a copy of each report of a major modification to the Authority, and shall keep a copy of each report of a major repair available for inspection.

(6) Repetitive maintenance tasks that are specified in mandatory intervals as a condition of approval of the type design shall be identified as such.

Continued Airworthiness

Continuing
airworthiness
information

167.(1) A national air operator of an aeroplane over 5,700 kilogrammes maximum certificated take-off mass or helicopter over three thousand, one hundred and eighty kilogrammes maximum certified take-off mass shall monitor and assess maintenance and operational experience with respect to continued airworthiness and provide the information as prescribed by the State of Registry.

(2) A national air operator of an aeroplane over 5,700 kilogrammes maximum certificated take-off mass or helicopter over three thousand, one hundred and eighty kilogrammes maximum certified take-off mass shall obtain and assess continuing airworthiness information and recommendations available from the Organization responsible for the type design and shall implement resulting actions considered necessary in accordance with the procedures acceptable to the Authority.

Aircraft Maintenance Programme

Aircraft
maintenance
Programme

169.(1) A national air operator shall provide for the use and guidance of maintenance and operational personnel an aircraft maintenance programme, the design and application of which shall observe human factors principles.

(2) An aircraft maintenance programme of a national air operator and any subsequent amendments shall be submitted to the Authority.

(3) An aircraft maintenance programme under (2) shall only be accepted by the Authority where it has first been approved by the State of Registry or where appropriate, upon the air operator complying with recommendations provided by the State of Registry.

(4) The Authority shall require a national air operator to include a reliability programme when the Authority determines that such a reliability programme is necessary.

(5) Where a determination that a reliability programme is necessary, is made by the Authority under (4), a national air operator shall provide such procedures and information in the maintenance control manual of a national air operator.

(6) A national air operator shall ensure that each aircraft is maintained in accordance with an approved aircraft maintenance programme of a national air operator which shall include:

- (a) maintenance tasks and the intervals in which these are to be performed, taking into account the anticipated utilization of the aircraft;
- (b) where applicable, a continuing structural integrity programme;
- (c) procedures for changing or deviating from paragraphs (a) and (b); and
- (d) where applicable, condition monitoring and reliability programme, descriptions for aircraft systems, components, and power plants.

(7) A national air operator shall not provide for the use of its personnel in commercial air transport a Maintenance Programme or portion thereof which has not been reviewed and approved for a national air operator by the Authority.

(8) Copies of all amendments to the maintenance programme shall be furnished promptly to all Organizations or persons to whom the

maintenance programme has been issued.

(9) Approval by the Authority of a maintenance programme of a national air operator and any subsequent amendments shall be noted in the Iraq Air Operator Certificate pursuant to item 13.

(10) A national air operator shall have an inspection programme and a programme covering other maintenance, preventive maintenance and modifications to ensure that-

- (a) maintenance, preventive maintenance and modifications performed by it, or by other persons, are performed in accordance with the maintenance control manual; and
- (b) each aircraft released to service is airworthy and has been properly maintained for operation.

(11) The Authority may amend any specifications issued to a national air operator to permit deviation from those provisions of these regulations that would prevent the return to service and use of airframe components, power-plants, appliances, and spare parts thereof because those items have been maintained, modified or inspected by persons employed outside Iraq who do not hold an Iraq Aircraft Maintenance Licence.

(12) A national air operator who is granted authority to deviate under (11) shall provide for surveillance of facilities and practices to assure that all work performed under these Regulations is accomplished in accordance with the maintenance control manual of a national air operator.

Maintenance, Preventive Maintenance and Modification

Authority to perform and approve maintenance, preventive maintenance and modification

171. (1) A national air operator who is not an Approved Maintenance Organization may perform and approve maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or a part thereof for return to service, where approved in the specific operating provisions, as provided in its maintenance programme and maintenance control manual.

(2) A national air operator may make arrangements with an appropriately rated Aircraft 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.

(3) A national air operator which is not approved as an Aircraft

Maintenance Organization may use an appropriately licenced and authorised individual to approve maintenance, preventive maintenance, or modifications of any aircraft, airframe, aircraft engine, propeller, or appliance for return to service after performing or supervising in accordance with technical data approved by the Authority.

Aircraft Maintenance Licence

Aircraft maintenance licence requirements for a national air operator using equivalent system

173. (1) A person who is directly in charge of maintenance, preventive maintenance, or modification, of any aircraft, airframe, aircraft engine, propeller, appliance, or component, or part thereof and each person performing required inspections and approving release to service shall be a appropriately licensed and acceptable to the Authority.

(2) A person who is directly in charge shall be on site but need not physically observe and direct each worker constantly, but shall be available for consultation and decision on matters requiring instruction or decision from higher authority than that of the persons performing the work.

(3) In this regulation “a person directly in charge” means a person who is assigned to a position in which he is responsible for the work of a shop or station that performs maintenance modification or other functions affecting the airworthiness of an aircraft.

Rest and Duty Limitations and Maintenance Personnel

Rest and duty limitations for persons performing maintenance functions on aircraft of national air operator

175. (1) A national air operator shall not assign, nor shall any person perform maintenance functions for aircraft certified for commercial air transport, unless that person has had a minimum rest period of eight hours prior to the beginning of duty.

(2) A national air operator shall not schedule a person performing maintenance functions for aircraft certified for commercial air transport for more than twelve consecutive hours of duty.

(3) In situations involving unscheduled aircraft unserviceabilities, persons performing maintenance functions for aircraft certified for commercial air transport may continue on duty for:

(a) up to sixteen consecutive hours; or

(b) twenty cumulative 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.

(2) A national air operator shall relieve the person performing maintenance functions from all duties for twenty-four consecutive hours during any seven consecutive day periods.

PART VII
**MANAGEMENT OF AIR TRANSPORT OF DANGEROUS
 GOODS**

Applicability

Applicability of
part VII

177. This part provides those certification requirements that apply to management of flight operations personnel and their functions regarding dangerous goods.

Approval to Transport Dangerous Goods

179. A national air operator may not transport dangerous goods unless approved to do so by the Authority.

Scope

National air
operator to comply
with ICAO
technical
instructions for the
safe transport of
dangerous goods.

181. (1) Each national air operator shall comply with the provisions contained in the "ICAO Technical Instructions for the Safe Transport of Dangerous Goods By Air", ICAO Doc. 9284 (Technical Instructions) on all occasions when dangerous goods are carried, irrespective of whether the flight is wholly or partly within or wholly outside the territory of Iraq. Where dangerous goods are to be transported outside the territory of Iraq, a national air operator shall review and comply with the appropriate variations noted by contracting states contained in Attachment 3 to the Technical Instructions.

(2) Articles and substances which would otherwise be classed 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 aboard 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 PIC in the interests of safety; or
- (v) They are carried by passengers or crewmembers.

(3) Articles and substances intended as replacements for those in paragraph (2)(a) may be transported on an aircraft as specified in the Technical Instructions.

Limitations on The Transport of Dangerous Goods

National air operator is required to ensure not to carry forbidden goods.

183. (1) A national air operator shall take all reasonable measures to ensure that articles and substances that are specifically identified by name or generic description in the Technical Instructions as being forbidden for transport under any circumstances are not carried on any aircraft.

(2) A national air operator shall take all reasonable measures to ensure that articles and substances or other goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances are transported only when:

- (a) They are exempted by the States concerned under the provisions of the Technical Instructions; or
- (b) The Technical Instructions indicate they may be transported under an approval issued by the State of Origin.

Classification

Classification of dangerous goods by a national air operator.

185. A national air operator shall take all reasonable measures to ensure that articles and substances are classified as dangerous goods as specified in the Technical Instructions.

Packing

Packing specifications of dangerous goods.

187. A national air operator shall take all reasonable measures to ensure that dangerous goods are packed as specified in the Technical Instructions.

Labeling And Marking

National air operator to ensure

189. (1) A national air operator shall take all reasonable measures to ensure that packages, overpacks and freight containers are labeled and marked as specified in the Technical Instructions.

labeling and marking of containers that contain dangerous goods.

(2) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of Iraq, a national air operator shall ensure that labeling and marking are in the English language in addition to any other language requirements.

Dangerous Goods Transport Document

National air operator to ensure that dangerous goods accompanied by transport document.

191. (1) A national air operator shall ensure that, except when otherwise specified in the Technical Instructions, dangerous goods are accompanied by a dangerous goods transport document.

(2) Where dangerous goods are carried on a flight which takes place wholly or partly outside the territory of a State, a national air operator shall ensure that the English language is used for the dangerous goods transport document in addition to any other language requirements.

Acceptance of Dangerous Goods

National air operator to inspect dangerous goods before acceptance.

193. (1) A national air operator may not accept dangerous goods for transport until the package, overpack or freight container has been inspected in accordance with the acceptance procedures in the Technical Instructions.

(2) A national air operator, or its handling agent, shall use an acceptance check list which:

- (a) Shall allow for all relevant details to be checked; and
- (b) Shall be in such form as will allow for the recording of the results of the acceptance check by manual, mechanical or computerized means.

Inspection for Damage, Leakage or Contamination

National air operator to inspect dangerous goods for damage, leakage or contamination.

195. A national air operator holder shall ensure that:

(1) Packages, overpacks and freight containers are inspected for evidence of leakage or damage immediately prior to loading on an aircraft or into a unit load device, as specified in the Technical Instructions;

(2) A unit load device is not loaded on an aircraft unless it has been inspected as required by the Technical Instructions and found free from any evidence of leakage from, or damage to, the dangerous goods contained therein;

(3) Leaking or damaged packages, overpacks or freight containers are not loaded on an aircraft;

(4) Any package of dangerous goods found on an aircraft and which appears to be damaged or leaking is removed or arrangements made for its removal by an appropriate authority or organisation.

(5) After removal of any leaking or damaged goods, the remainder of the consignment is inspected to ensure it is in a proper condition for transport and that no damage or contamination has occurred to the aircraft or its load; and

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

Removal of Contamination

197. A national air operator shall ensure that:

Contamination to be removed from the dangerous goods and the aircraft.

(1) Any contamination found as a result of the leakage or damage of dangerous goods is removed without delay; and

(2) An aircraft which has been contaminated by radioactive materials is immediately taken out of service and not returned until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.

Loading Restrictions

Loading restrictions for dangerous goods.

199. (1) A national air operator shall ensure that dangerous goods are not carried in an aircraft cabin occupied by passengers or on the cockpit, unless otherwise specified in the Technical Instructions.

(2) A national air operator shall ensure that dangerous goods are loaded, segregated, stowed and secured on an aircraft as specified in the Technical Instructions.

(3) A national air operator shall ensure that packages of dangerous goods bearing the "Cargo Aircraft Only" label are carried on a cargo aircraft and loaded as specified in the Technical Instructions.

Provision of Information

201. (1) A national air operator shall ensure that:

National air operator to provide required information to passengers and operation personnel regarding carriage of dangerous goods and the aircraft.

(a) Information is provided to enable ground staff to carry out their duties with regard to the transport of dangerous goods, including the actions to be taken in the event of incidents and accidents involving dangerous goods; and

(b) Where applicable, the information referred to in paragraph (1) (a) is also provided to the handling agent.

(2) A national air operator shall ensure that information is promulgated as required by the Technical Instructions so that passengers are warned as to the types of goods which they are forbidden from transporting aboard an aircraft.

(3) A national air operator and, where applicable, the handling agent shall ensure that notices are provided at acceptance points for cargo giving information about the transport of dangerous goods.

(4) A national air operator shall ensure that information is provided in the General operations manual to enable crew members to carry out their responsibilities in regard to the transport of dangerous goods, including the actions to be taken in the event of emergencies arising involving dangerous goods.

(5) A national air operator shall ensure that the PIC is provided with written information, as specified in the Technical Instructions.

(6) A national air operator which is involved in an aircraft incident shall:

- (a) As soon as possible, inform the appropriate authority of the State in which the aircraft accident occurred of any dangerous goods carried; and
- (b) On request, provide any information required to minimize the hazards created by any dangerous goods carried.

Dangerous Goods Training Programme and Manuals

National air operator to establish staff training programmes.

203. (1) A national air operator shall establish, maintain, and have approved by the Authority, staff training programmes, as required by the Technical Instructions

(2) A national air operator 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 I of Table I to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and how to identify such goods.
- (b) Crew members, passenger handling staff, and security staff employed by a national air operator who deal with the screening of a passengers and their baggage, have received training which covers as a minimum, the areas

identified in Column 2 of Table I to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers.

Table I

Area of Training	1	2
General Philosophy of dangerous goods in air transport	X	X
Limitations on dangerous goods in air transport	X	X
Package marking and labeling	X	X
Dangerous goods in passengers baggage	-----	X
Emergency procedures	X	X

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

(3) A national air operator 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 I of Table 2 to a depth sufficient to ensure the staff can take decisions on the acceptance or refusal of dangerous goods offered for carriage by air.
- (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; security staff employed by the operator who deal with the screening of passengers and their baggage; and crew members other than flight crew members, have received training which covers as a minimum, the areas identified in Column 5 of Table 2

to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and what requirements apply to the carriage of such goods by passengers or, more generally, their carriage on an aircraft.

Table II

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

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

(4) A national air operator shall ensure that all staff who require dangerous goods training receive recurrent training at intervals of not longer than 2 years.

(5) A national air operator shall ensure that records of dangerous goods training are maintained for all staff trained in accordance with paragraph (4).

(6) A national air operator shall ensure that its handling agent's staff are trained in accordance with the applicable column of Table I or Table 2.

(7) A national air Operator shall provide dangerous goods training manuals which contain adequate procedures and information to assist personnel in identifying packages marked or labelled as containing hazardous materials including:

- (a) Instructions on the acceptance, handling, and carriage of hazardous materials;
- (b) Instructions governing the determination of proper shipping names and hazard classes;
- (c) Packaging, labelling, and marking requirements;

- (d) Requirements for shipping papers, compatibility requirements, loading, storage, and handling requirements; and
- (e) Restrictions.

Dangerous Goods Incident and Accident Reports

205. (1) A national air operator shall report dangerous goods incidents and accidents to the Authority within 72 hours of the event, unless exceptional circumstances prevent this.

(2) A national air operator shall report undeclared or misdeclared dangerous goods discovered in cargo or passenger's baggage to the Authority within 72 hours of the discovery, unless exceptional circumstances prevent this.

Shipper's Responsibilities

207. (1) No person shall offer a package, overpack or freight container containing dangerous goods for shipment by air unless that person has, in accordance with the Technical Instructions, ensured that the dangerous goods are properly:

- (a) classified;
- (b) packed;
- (c) labeled and
- (d) accompanied by a properly executed dangerous good transport document.

(2) In completing the dangerous goods transport document for a national air operator, the shipper shall, in accordance with the Technical Instructions and any other regulations of Iraq:

- (a) Declare that the dangerous goods are fully and accurately described by their proper shipping names;
- (b) Declare that the dangerous goods are classified, packed, marked and labeled and in the proper condition for transport;
- (c) Complete the form in both the official language of Iraq and in English when the dangerous goods are to be carried either wholly or partly outside Iraq; and
- (d) Sign the form.

Dangerous Goods Security Provisions

209. Each person engaged in the transport of dangerous goods by air shall establish security measures, consistent with these regulations, to minimize theft or misuse of dangerous goods that may endanger persons, property or the environment.

PART VIII
SAFETY MANAGEMENT SYSTEM

Applicability

Applicability of
part VIII

211. This part provides those certification requirements that apply to the establishment of safety management system in compliance with Regulations No. 22 "Safety Management System".

General Requirements

Responsibility of
an AOC holder

213. (1) A national air operator shall establish and maintain a safety management system.

(2) The safety management system under (1) shall include, among others, the following components:

- (a) a safety management plan that includes
 - (i) a safety policy that the accountable executive has approved and communicated to all employees,
 - (ii) the roles and responsibilities of personnel assigned duties under the quality assurance program established under item 33 or the safety management system,
 - (iii) performance goals and a means of measuring the attainment of those goals,
 - (iv) 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
 - (v) a 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 item 33 and for taking corrective actions;
- (e) an audit system referred to in item 33;

- (f) training requirements for the operations manager, the maintenance manager 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.

(3) The components specified in (2) shall be set out in the air operator's company general operations manual and maintenance control manual.

Flight Data Monitoring and Analysis Programme

National air operator to include flight data monitoring and analysis programme

215. (1) A national air operator that operates aircraft with a maximum certificated take-off mass of more than 27,000 kg shall include a flight data monitoring programme as part of its safety management system.

(2) The national air operator holder flight data analysis programme shall be non-punitive and contain adequate safeguards to protect the source(s) of the data.

Safety Manager

Requirements for safety manager

217. 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 analysis 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 these

regulations; and

Reserved

219. Reserved.

PART IX RECORDS

Retention and Maintenance of Personnel Records

National air
operator to
maintain
personnel records

221. (1) A national air operator shall maintain current records which detail the qualifications and training of all its employees and contract employees, involved in the operational control, flight operations, ground operations and maintenance of a national air operator.

*Implementing
Standards: 3.221*

(2) A national air operator shall maintain records for those employees performing crew member or Flight Operations Officer duties in sufficient detail to determine whether the employee meets the experience and qualification for duties in commercial air transport operations.

(3) Where a crew member in respect of whom a national air operator has kept a record becomes a crew member for another operator, that record shall be made available to the new operator.

(4) A national air operator shall retain records of the flight time, flight duty periods and rest periods of all its crew members and fuel and oil records for each flight.

(5) A national air operator shall maintain records for each flight of an aeroplane above forty-nine thousand feet so that the total cosmic radiation dosage received by each crew member over a period of twelve consecutive months can be determined.

Cockpit Voice and Flight Data Recorder Records

National air
operator to retain
flight data
Recorder records

223. A national air operator 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 a national air operator:

- (i) that is 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.

Preservation, production and use of flight recorder recording

Operator of
aeroplane to
preserve original
recorded data after
accident

225. (1) Where an accident involving an aircraft occurs, a national air operator of an aeroplane on which a flight recorder is carried shall, as far as possible, preserve the original recorded data pertaining to that accident, for a period of sixty days unless otherwise directed by the Authority.

(2) A national air operator of an aeroplane on which a flight recorder is carried shall as far as possible, following an incident that is subject to mandatory reporting, preserve the original recorded data pertaining to that incident, for a period of sixty days unless otherwise directed by the Authority.

(3) Where the Authority so directs, a national air operator of an aircraft on which a flight recorder is carried shall preserve the original recorded data for a period of sixty days unless otherwise directed by the investigating authority.

(4) When a flight data recorder is required to be carried aboard an aeroplane, a national air operator of that aeroplane shall:

- (a) save the recordings for the period of operating time as required except that, for the purpose of testing and maintaining flight data recorders, up to one hour of the oldest recorded material at the time of testing may be erased; and
- (b) keep a document which presents the information necessary to retrieve and convert the stored data into engineering units.

(5) A national air operator of an aeroplane on which a flight recorder is carried shall, within a reasonable time after being requested to do so by the Authority, produce any recording made by a flight recorder which is available or has been preserved.

(6) The cockpit voice recorder recordings may not be used for purposes other than for the investigation of an accident or incident which is subject to mandatory reporting.

(7) The flight data recorder recordings may not be used for purposes other than for the investigation of an accident or incident which is subject to mandatory reporting except when such recordings are:

- (a) used by a national air operator for airworthiness or

maintenance purposes only;

(b) de-identified; or

(c) disclosed under secure procedures.

Aircraft Listing

National air operator to maintain current list of aircraft being operated

227. (1) A national air operator conducting international or domestic operations shall maintain a current list of each aircraft that it operates in scheduled air transportation and shall send a copy of such record and each change to the Director General.

(2) An aircraft of another national air operator operated under an interchange agreement shall also be included in the list referred to in (1)

National Air Operator Aircraft Technical log

National air operator to have aircraft technical log

229. (1) A national air operator shall have an aircraft technical log as prescribed under item 157 which shall be carried on the aircraft.

(2) An aircraft technical log under (1) may contain a journey record referred to in item 69(4) and an aircraft maintenance record section.

(3) Completed aircraft technical log shall be retained to provide a continuous record of at least the last six months of operations.

General Certificate and Licences Requirements

National air operator to comply with general certificate and licences requirements

231. (1) A national air operator shall comply with the general requirements for the:

(a) display of licences;

(b) change of name of licence certificate holder;

(c) change of address;

(d) replacement of aviation documents;

(e) non-falsification reproducer or alteration of licences;

(f) surrender of licences;

(g) re-application of licences;

(h) drug and alcohol testing and reporting,

required by relevant regulations.

(2) A request for a deviation from any requirements of these Regulations shall be made in the same manner as required by the Regulations No.8 “Personnel Licencing”, of Law 148 of 1974.

Implementing Standards

National air operator to comply with minimum implementing standards Schedule 10

233. A national air operator in meeting the requirements of items 7, 31, 55, 57, 67, 71, 73, 95, 99, 103, 121, 155 and 221, shall ensure that he complies with the minimum implementing standards set out in Schedule 10.

Amendments of Schedules


Director General may amend the Schedules

235. The Director General may by Order amend the Schedules.

SCHEDULE 1

(item 13(1))

Sample of Air Operator Certificate and Operations Specifications

	<p align="center">REPUBLIC OF IRAQ MINISTRY OF TRANSPORTATIONS IRAQI CIVIL AVIATION AIR OPERATOR CERTIFICATE</p>		
<p>AOC#:</p>	<p align="center">Flight Safety Department</p>		
	<p>Telephone: Fax: E-mail:</p>		
<p>Expiry Date:</p>	<p align="center">Name of Operator Address of operator Telephone: Fax: E-mail:</p>	<p align="center">Operational Points of Contact Contact details, at which operational management can be contacted without undue delay, are listed in Attachment 1.</p>	
<p>This certificate certifies that _____ is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual and the Iraqi Civil Aviation Regulations No. 3.</p>			
<p align="center">Date of issue:</p>		<p align="center">Director General</p>	

REPUBLIC OF IRAQ MINISTRY OF TRANSPORTATIONS IRAQI CIVIL AVIATION Operations Specifications				
Telephone:		Fax:		E-mail:
AOC#:	Operator's name:			Date:
Db a trading name:			Signature:	
Aircraft Model:			Aircraft Registration:	
Types of Operation: Commercial air transport				
<input type="checkbox"/> Passengers		<input type="checkbox"/> Cargo		<input type="checkbox"/> Other
Areas of Operation:				
Special Limitations:				
Special Authorization	Yes	No	Special Approval	Remarks
Dangerous Goods	<input type="checkbox"/>	<input type="checkbox"/>		
Low Visibility Operations	<input type="checkbox"/>	<input type="checkbox"/>		
Approach and Landing	<input type="checkbox"/>	<input type="checkbox"/>	CAT: RVR(m): DH(ft):	
Take-off	<input type="checkbox"/>	<input type="checkbox"/>	RVR(m):	
RVSM	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	
ETOPS	<input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Maximum diversion time:
Navigation Specifications for PBN operations	<input type="checkbox"/>	<input type="checkbox"/>		
Continuing Airworthiness	✕	✕		
Other	<input type="checkbox"/>	<input type="checkbox"/>		

SCHEDULE 2*(Item 33(10))***Quality System**

The quality system of a national air operator may be based on the following outlines:

1.0. General.**1.1 Terminology.**

The terms used in the context of the requirement for the quality system of a national air operator have the following meaning:

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

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 applicable regulations together with any additional standards specified by the operator.

1.2.2 The accountable manager is an essential part of the operators management organisation. 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 operators 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 Authority, 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 programs.

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 Authority, 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.

2.1.2 The operator's quality system should ensure compliance with and adequacy of operational and maintenance activities requirements, standards, and operational procedures.

2.1.3 The operator should specify the basic structure of the quality system applicable to the operation.

2.1.4 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 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 program;

- (i) The required financial, material and human resources;
- (j) Training requirements.

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) Accident prevention and flight safety programme;
- (h) The quality assurance programme, reflecting:
 - 1. Schedule of the monitoring process;
 - 2. Audit procedures;
 - 3. Reporting procedures;
 - 4. Follow-up and corrective action procedures;
 - 5. Recording system;
 - 6. The training syllabus; and
 - 7. 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 Authority. 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:

- (a) Perform quality inspections and audits as part of ongoing quality assurance;
- (b) Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
- (c) Initiate or recommend solutions to concerns or findings through designated reporting channels;
- (d) Verify the implementation of solutions within specific timescales;
- (e) 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:

- (a) Organisation;
- (b) Plans and company objectives;
- (c) Operational procedures;
- (d) Flight safety;
- (e) Operator certification (AOC/Operations specifications)
- (f) Supervision;
- (g) Aircraft performance;
- (h) All weather operations;
- (i) Communications and navigational equipment and practices;
- (j) Mass, balance and aircraft loading;
- (k) Instruments and safety equipment;
- (l) Manuals, logs, and records;
- (m) Flight and duty time limitations, rest requirements, and scheduling;
- (n) Aircraft maintenance/operations interface;
- (o) Use of the MEL;
- (p) Maintenance programmes and continued airworthiness;
- (q) Airworthiness directives management;

- (r) Maintenance accomplishment;
- (s) Defect deferral;
- (t) Flight crew;
- (u) Cabin crew;
- (v) Dangerous goods;
- (w) Security;
- (x) Training.

3.7 Audit Scheduling.

3.7.1 A quality assurance program 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 Authority. 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 Authority, 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 requirement to establish and document a quality system, and to employ a quality manager applies to all operators. References to large and small operators elsewhere in these 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.

SCHEDULE 3

(Item 67(6))

Outlines of General Operations Manual

The General operations manual may be based on the following outline:

Administration and Control of General Operations Manual

1.1 Introduction

- (a) A statement that the manual complies with all applicable Authority regulations and requirements and with the terms and conditions of the applicable Iraq 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 general operations manual parts, their contents, applicability and use.
- (d) Explanations and definitions of terms and words used in the manual.

1.2 System of Amendment and Revision

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

2.0 Organization and Responsibilities

2.1 Organizational Structure

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

2.2 Responsible Manager

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

2.3 Responsibilities and Duties of Operations Management Personnel

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

2.4 Authority, Duties and Responsibilities of a pilot in command

A statement defining the authority, duties and responsibilities of the pilot in command shall be listed.

2.5 Duties and Responsibilities of Crew Members Other than the pilot in command

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

3.0 Operational Control and Supervision

3.1 Supervision of the Operation by a national air operator

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

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

3.2 System of Promulgation of Additional Operational Instructions and Information

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

3.3 Accident Prevention and Flight Safety

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

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

3.4 Operational Control

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

4.0 Quality System

A description of the quality system adopted.

5.0 Crew Composition

5.1 Crew Composition

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

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

5.2 Designation of the pilot in command

The rules applicable to the designation of a pilot in command.

5.3 Flight Crew Incapacitation

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

6.0 Qualification Requirements

6.1 Qualifications

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

6.2 Flight Crew

Operation on more than one type or variant.

6.3 Cabin Crew

- (a) Senior cabin crew member.
- (b) Cabin crew member.
 - (i) Required cabin crew member.
 - (ii) Additional cabin crew member; and
 - (iii) Cabin crew member during familiarization flights.
- (c) Operation on more than one type or variant.

6.4 Other Operations Personnel

7.0 Crew Health Precautions

7.1 Crew Health Precautions

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

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

8.0 Operating Procedures

8.1 Flight Preparation Instructions

As applicable to the operation:

8.1.1 Criteria for Determining the Usability of Airports

8.1.2 En route Operating Minima for Visual Flight Rules Flights

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

8.1.3 Presentation and Application of Airport and En route Operating Minima.

8.1.4 Interpretation of Meteorological Information.

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

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

The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in flights. 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 re-planning and of failure of one or more of the aircraft's power plants. The system for maintaining fuel and oil records shall be described.

8.1.6 Mass and Centre of Gravity.

The general principles of mass and center of gravity including:

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

8.1.7 List of Documents, Forms and Additional Information to be Carried During a Flight.

8.2 Ground Handling Instructions

8.2.1 Fuelling Procedures.

A description of fuelling procedures, including:

- (a) Safety precautions during refueling and de-fueling including when an Auxiliary Power Unit is in operation or when a turbine engine is running and the prop rakes are on;
- (b) Refueling and de-fueling when passengers are embarking, on board or disembarking; and
- (c) Precautions to be taken to avoid mixing fuels.
- (d) Method to ensure required amount of fuel is loaded.

8.2.2 Aircraft, Passengers and Cargo Handling Procedures related to Safety.

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

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

8.2.3 Procedures of the Refusal of Embarkation.

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

8.2.4 De-icing and Anti-Icing on the Ground

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

- (a) Proprietary or commercial names;
- (b) Characteristics;
- (c) Procedures in the event of system degradation.

8.3 Flight Procedures

8.3.1 Navigation Procedures

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

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

8.3.2 Policy and Procedures for In-flight Fuel Management.

8.3.3 Adverse and Potentially Hazardous Atmospheric Conditions.

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

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

8.3.4 Operating Restrictions

- (a) Cold weather operations;

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

8.3.5 Incapacitation of Crew Members

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

8.3.6 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;
- (d) Procedures for fuelling with passengers on board, embarking or disembarking;
- (e) Smoking on board; and
- (f) Use of portable electronic equipment and cellular telephones.

8.3.7 Passenger Briefing Procedures

The contents, means and timing of passenger briefing.

8.3.8 Procedures for Use of Cosmic or Solar Radiation Detection Equipment

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

8.4 All Weather Operations

8.5 Use of the Minimum Equipment and Configuration Deviation List

8.6 Non Revenue Flights

Procedures and limitations for:

- (a) Training flights;

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

8.7 Oxygen Requirements

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

9.0 Dangerous Goods and Weapons

9.1 Transport of Dangerous Goods

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

- (a) The policy of national air operator on the transport of dangerous goods;
- (b) Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods;
- (c) Procedures for responding to emergency situations involving dangerous goods;
- (d) Duties of all personnel involved; and
- (e) Instructions on the carriage of the employees of national air operator.

9.2 Transport of Weapons

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

10.0 Security

10.1 Security Policies and Procedures

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

10.2 Security Instructions and Guidance

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

10.3 Preventive Security Measures and Training

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

11.0 Handling of Accidents and Occurrences

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

- (a) Definitions of accidents and occurrences and the relevant responsibilities of all persons involved;

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

12.0 Rules of the Air

12.1 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) Air Traffic Control clearances, adherence to flight plan and position reports;
- (d) the ground and air visual codes for use by survivors, description and use of signal aids; and
- (e) distress and urgency signals.

SCHEDULE 4*(Item 75(1))***Outlines of Training Programme Manual**

The following items shall be included in the Training Programme Manual of a national air operator:

1. Training Syllabi**1.1 General Requirements**

Training Syllabi for all operations personnel assigned to operational duties in connection with the preparation and conduct of a flight shall be developed to meet the respective requirements of the Authority. A national air operator may not use, nor may any person serve in a required crew member capacity or operational capacity unless that person meets the training and currency requirements established by the Authority for that respective position.

1.2 Flight Crew

The training syllabi for flight crew members shall include:

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

1.3 Cabin Crew

The training syllabi for cabin crew members shall include:

- (a) Basic initial ground training covering duties and responsibilities.
- (b) Appropriate Authority rules and regulations.
- (c) Appropriate portions of the operating manual of a national air operator.
- (d) Appropriate emergency training as required by the Authority and the operating manual of a national air operator.
- (e) Appropriate flight training.

- (f) Appropriate recurrent, upgrade, or difference training, as required, to maintain currency in both type and any variance the crew member may be required to work in.
- (g) Maintain a training record system acceptable to the Authority to show compliance with all required training.

1.4 All Aircraft Crew

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

- (a) Instruction in emergency procedures, assignments and crew co-ordination.
- (b) Individual instruction in the use of onboard emergency equipment such as fire extinguishers, emergency breathing equipment, first aid equipment and its proper use, emergency exits and evacuation slides, and the aircraft's oxygen system including the use of portable emergency oxygen bottles. Flight deck 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, fire fighting, aircraft evacuation, medical emergencies, hijacking, and disruptive passengers.
- (d) Scheduled recurrent training to meet Authority requirements.

1.5 All Operations Personnel

The training syllabi for all operations personnel shall include:

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

1.6 Operations Personnel Other Than Aircraft Crew

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

2.0 Procedures for Training and Checking

2.1 Proficiency Checking Procedures

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

2.2 Procedures Involving the Simulation of Abnormal or Emergency Situations

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

3.0 Document Retention

3.1 Documentation to be Stored and Storage Periods

A national air operator shall retain all documentation required by appropriate Authority or the Authority of a foreign country in which a national air operator is operating for the time specified by the respective Authority or for the time period needed to show compliance with appropriate regulations or this general operations manual, which is longer.

SCHEDULE 5*(Item 101(1))***Approved Sources for Weather Reports**

The following are the approved sources for weather reports under Item 101:

- (a) Iraq Meteorological Services at Baghdad International Airport;
- (b) Iraq-operated automated surface observation stations.
Note: Some automated systems cannot report all required items for a complete surface aviation weather report.
- (c) Iraq-operated supplemental aviation weather reporting stations.
- (d) observations taken by Baghdad International Airport traffic control tower;
- (e) Iraq-contracted weather observatories;
- (f) any active meteorological office listed in the Meteorological tables located in Civil Aviation Regional Navigational Plans;
- (g) any military weather reporting sources approved by the Authority, but limited to control of those flight operations which use military airports as departure, destination, alternate, or diversionary airports;
- (h) near real time reports such as pilot reports, radar reports, radar summary charges, and satellite imagery reports made by commercial weather sources or other sources specifically approved by the Authority; and
- (i) a national air operator operated and maintained weather-reporting system approved by the Authority.

SCHEDULE 6*(Item 107(5))***Outlines of Aircraft Operating Manual**

An AIRCRAFT OPERATING MANUAL under Item 107 shall include the following items:

1.0 General Information and Unites of Measurement

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

2.0 Limitations**2.1 Certification and Operational Limitations**

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

- (a) Certification status;
- (b) Passenger seating configuration for each aircraft type including a pictorial presentation.
- (c) Types of operation that are approved (for example, Instrument Flight Rules/Visual Flight Rules, CAT II, CAT III, flights in known icing conditions);
- (d) Crew composition;
- (e) Operating within mass and centre of gravity limitations;
- (f) Speed limitations;
- (g) Flight envelopes;
- (c) Wind limits including operations on contaminated runways;
- (d) Performance limitations for applicable configurations;
- (e) Runway slope;
- (f) Limitations on wet or contaminated runways;
- (g) Airframe contamination; and
- (h) Post landing.

3. Normal Procedures**3.1 Normal Procedures**

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

- (a) Pre-flight;
- (b) Pre-departure and loading;

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

3.2 Specific flight deck Procedures

- (a) Determining airworthiness of aircraft;
- (b) Obtaining flight release;
- (c) Initial cockpit preparation;
- (d) Standard operating procedures;
- (e) Cockpit discipline;
- (f) Standard call-outs;
- (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 adverse weather;
- (n) Use and limitations of weather radar;
- (o) Use of landing lights;
- (p) Monitoring of flight instruments;
- (q) Power settings for take-off;
- (r) Malfunctions during take-off;
- (s) Rejected take-off decision;
- (t) Climb, best angle, best rate;

- (u) Sterile cockpit procedures;
- (v) En route and holding procedures;
- (w) Cruise control;
- (x) Navigation log book;
- (y) Descent, approach and landing procedures;
- (z) Standard call-outs;
- (aa) Reporting maintenance problems; and
- (bb) How to obtain maintenance and service en route.

2.0 Abnormal and Emergency Procedures

Abnormal and Emergency Procedures and Duties

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

- (a) Crew incapacitation;
- (b) Fire and smoke drills;
- (c) Unpressurised and partially pressurised flight;
- (d) Exceeding structural limits such as overweight landing;
- (e) Exceeding cosmic radiation limits;
- (f) Lightning strikes;
- (g) Distress communications and alerting Air Traffic Control to emergencies;
- (h) Engine failure;
- (i) System failures;
- (j) Guidance for diversion in case of serious technical failure;
- (k) Ground proximity warning;
- (l) TCAS warning;
- (m) Wind shear;
- (n) Emergency landing/ditching;
- (o) Aircraft evacuation;
- (p) Fuel Jettisoning and Overweight Landing:
 - (i) General considerations and policy
 - (ii) Fuel jettisoning procedures and precautions;
- (q) Emergency Procedures:
 - (i) Emergency decent

- (ii) Low fuel
- (iii) Dangerous goods incident or accident
- (r) Interception procedures;
- (s) Emergency signal for cabin crews;
- (t) Communication Procedures; and
- (u) Radio listening watch

5.0 Performance Data

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

5.1 Performance Data

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

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

5.1.1 Supplementary Performance Data

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

5.1.2 Other acceptable Performance Data

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

5.2 Additional Performance Data

Additional performance data where applicable including -

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

6.0 Flight Planning

6.1 Flight Planning Data

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, Extended Twin-engine Operations flights to isolated airports shall be included.

6.2 Fuel Calculation

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

7. Mass and Balance

7.1 Calculating Mass and Balance

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

- (a) Calculation system (e.g. Index system);
- (b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;
- (c) Limiting mass and center of gravity of the various versions;
- (d) Dry operating mass and corresponding centre of gravity or index.

8. Loading

8.1 Loading Procedures

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

8.2 Loading Dangerous Goods

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

9.0 Survival and Emergency Equipment including Oxygen

9.1 List of Survival Equipment to be Carried

A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the

location, accessibility and use of survival and emergency equipment and its associated check list(s) shall also be included.

9.2 Oxygen Usage

The procedure for determining the amount of oxygen required and the quantity that 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.

9.3 Emergency Equipment Usage

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

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

10.0 Emergency Evacuation Procedures

10.1 Instructions for Emergency Evacuation

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

10.2 Emergency Evacuation Procedures

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

11.0 Aircraft Systems

11.1 Aircraft Systems

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

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

12.1 Instructions and Information

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

- (a) Minimum flight level/altitude;

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

SCHEDULE 7**(Item 113(2))****Aeronautical Data Control System**

The aeronautical data required to be provided under item 113 (2) shall include in relation to –

- (a) airports:
 - (i) facilities;
 - (ii) navigational and communications aids;
 - (iii) construction affecting take-off, landing, or ground operations;and
 - (iv) air traffic facilities;
- (b) runways, clearways and stopways –
 - (i) dimensions;
 - (ii) surface;
 - (iii) markings and lighting systems; and
 - (iv) elevations and gradient;
- (c) displaced thresholds:
 - (i) locations;
 - (ii) dimensions; and
 - (iii) take-off or landing or both;
- (d) obstacles:
 - (i) those affecting take-off and landing performance computations;
 - (ii) controlling obstacles;
 - (iii) departure procedure;
 - (iv) instruments flight procedures
 - (v) approach procedure; and
 - (vi) missed approach procedure; and

- (e) special information:
 - (i) runway visual range measurement equipment; and
 - (ii) prevailing winds under low visibility conditions.

SCHEDULE 8

(Item 129)

Outlines of Security Training Programme

The following syllabus with appropriate updating, shall be used as a basis for a security training programme:

1. Security of the flight crew compartment
2. Aeroplane search procedure check-list
3. Determination of the seriousness of any occurrence
4. Crew communication and coordination
5. Appropriate self-defence responses
6. Use authorized by the state of the operator of non-lethal protective devices assigned to crew members
7. Understanding of behavior of terrorists so as to facilitate the ability of crew members to cope with hijacking behavior and passenger responses
8. Live situational training exercises regarding various threat conditions
9. Flight crew compartment procedure to protect the aeroplane
10. Post flight concerns for the crew

SCHEDULE 9*(Item 151(5))***Outlines of Maintenance Control Manual**

The following items shall be included in the Maintenance Control Manual of a national air operator:

Part I: Administration and Control of the Maintenance Control Manual**1.1 Introduction**

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

1.2 System of Amendment and Revision

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

PART II: GENERAL ORGANISATION

2.1 Corporate commitment by the air operator.

2.2 General information:

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

PART III: MAINTENANCE PROCEDURES

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

- (b) Sub-contracted Ground Handling functions
 - (c) Security of Cargo and Baggage loading
 - (d) Control of refueling, Quantity/Quality
 - (e) Control of snow, ice, dust and sand contamination to an approved aviation standard.
- 3.12 Aircraft weighing.
- 3.13 Flight test procedures.
- 3.14 Sample of documents, tags and forms used.
- 3.15 Appropriate portions of the national air operator general operations manual.

SCHEDULE 10*(Item 233)***Implementing Standards**

The following standards are numbered to correspond numerically with the relevant provisions in the Regulations:

Item 3.7

An applicant shall make the application for issuance of an Iraq Air Operator Certificate in the form and manner acceptable to the Authority. The following approved guidance materials cover some important aspects of the certification process which help the applicant / operator to understand and comply with the requirements of these Regulations.

1. Advisory Pamphlet ICAA-AP-001, "Certification of an Air Operator".
2. Advisory Pamphlet ICAA-AP-002, "Quality System Programme".
3. Advisory Pamphlet ICAA-AP-003, "Aircraft Mass and Balance Control".
4. Advisory Pamphlet ICAA-AP-004, "Aircraft Ground Handling and Servicing".
5. Advisory Pamphlet ICAA-AP-005, "Aircraft Fuel Control".
6. Advisory Pamphlet ICAA-AP-006, "Passenger Safety Information Briefing and Briefing Cards".

Item 3.31

A national air operator shall ensure that his Company Procedures Indoctrination training meets the following minimum standards:

- (a) national air operators organization, scope of operation and maintenance, and administrative practices as applicable to their assignments and duties.
- (b) appropriate provisions of these regulations and other applicable regulations and guidance materials.
- (c) national air operator policies and procedures.
- (d) appropriate portions of the air operator's general operations manual and maintenance control manual.

Item 3.55

A national air operator shall in wet leasing an aircraft for the purpose of commercial air transportation to any air operator of a State which is signatory to the Chicago Convention ensure that he meets the following minimum standards:

- (1) A national air operator shall provide the Authority with a copy of the wet lease to be executed.
- (2) The Authority will determine which party to a wet lease agreement has operational control considering the extent and control of certain operational functions such as:

- (a) Initiating and terminating flights.
 - (b) Maintenance and servicing of aircraft.
 - (c) Scheduling crew members.
 - (d) Paying crew members.
 - (e) Training crew members.
- (3) A national air operator engaged in a wet leasing arrangement shall amend its operations specifications to contain 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.
 - (d) The expiration date of the lease agreement.
 - (e) A statement specifying the party deemed to have operational control.
 - (f) Any other item, condition, or limitation the Authority determines necessary.

Item 3.57

A national air operator shall in conducting partial emergency evacuation and ditching demonstration ensure that he meets the following minimum standards:

- (1) A national air operator shall conduct a partial emergency evacuation and ditching evacuation, observed by the Authority, that demonstrates the effectiveness of its crew member emergency training and evacuation procedures.
- (a) Prior to conducting an emergency evacuation demonstration, a national air operator shall apply for and obtain approval from the Authority.
 - (b) Cabin crews used in the emergency evacuation demonstrations shall—
 - (i) be selected at random by the Authority;
 - (ii) have completed a national air operator training approved by the Authority for the type and model of aircraft; and
 - (iii) have passed the drills and competence check on the emergency equipment and procedures.
- (2) To conduct the partial emergency evacuation demonstration, the assigned cabin crews of a national air operator shall, using the line operating procedures of a national air operator
- (i) 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 is defined as an emergency evacuation duty) and deployment of fifty percent of the exit slides, selected by the Authority; and
 - (ii) prepare for use those exits and slides within fifteen seconds.
- (3) To conduct the ditching evacuation demonstration, the assigned cabin crew of the air operator shall:
- (i) demonstrate their knowledge and use of each item of required emergency equipment;
 - (ii) prepare the cabin for ditching within six minutes after the intention to ditch is announced;

- (iii) remove each life raft from storage (one life raft, selected by the Authority, shall be launched and properly inflated or one slide life raft properly inflated); and
- (iv) enter the raft (the raft shall include all required emergency equipment) and completely set it up for extended occupancy.

Item 3.67

A national air operator shall ensure that the contents and structure of the General operations manual meets the following minimum standards:

- (1) A national air operator shall ensure that the contents and structure of the general operations manual are in accordance with rules and regulations of the Authority, and is relevant to the area(s) and type(s) of operation.
- (2) A national air operator may design a manual to be more restrictive than the Authority's requirements.
- (3) A national air operator shall ensure that the general operations manual presents the items of information listed below. The manual may consist of two or more parts containing together all such information in a format and manner based upon the outline presented in paragraph (d) below.
- (4) Each part of the general operations manual shall contain the following information required by each group of personnel addressed in that part:
 - (a) general policies.
 - (b) duties and responsibilities of each crew member, appropriate members of the ground Organization, and management personnel.
 - (c) reference to appropriate Civil Aviation Regulations.
 - (d) flight dispatching and operational control, including procedures for co-ordinated dispatch or flight control or flight following procedures and maintenance control procedures, as applicable.
 - (e) en route flight, navigation, and communication procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route.
 - (f) appropriate information from the en route specific operating provisions, including for each approved route the types of aircraft authorised, the type of operation such as Visual Flight Rules, Instrument Flight Rules, day, night, etc., and any other pertinent information.
 - (g) appropriate information from the airport specific operating provisions, including for each airport—

- (i) its location (domestic and flag operations only);
 - (ii) its designation (regular, alternate, provisional, etc.) (domestic and flag operations only);
 - (iii) the types of aircraft authorised (domestic and flag operations only);
 - (iv) instrument approach procedures;
 - (v) landing and takeoff minimums; and
 - (vi) any other pertinent information.
- (h) procedures for familiarizing passengers with the use of emergency equipment, during flight.
- (i) Emergency equipment and procedures.
- (j) The method of designating succession of command of flight crew members.
- (k) Procedures for determining the usability of landing and takeoff areas, and for disseminating pertinent information thereon to operations personnel.
- (l) Procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition.
- (m) Airman training programmes, including appropriate ground, flight, and emergency phases.
- (n) Procedures for refueling aircraft, eliminating fuel contamination, protection from fire (including electrostatic protection), and supervising and protecting passengers during refuelling.
- (o) Methods and procedures for maintaining the aircraft weight and centre of gravity within approved limits.
- (p) Where applicable, pilot and dispatcher route and airport qualification procedures.
- (q) Accident notification procedures.
- (r) Procedures and information to assist personnel to identify packages marked or labelled as containing hazardous materials and, if these materials are to be carried, stored, or handled, procedures and instructions relating to the carriage, storage, or handling of hazardous materials, including the following:
- (i) Procedures for determining the proper shipper certification and proper packaging, marking, labelling, shipping documents, compatibility of materials, and instructions on the loading, storage, and handling.
 - (ii) Notification procedures for reporting hazardous material incidents.

- (iii) Instructions and procedures for the notification of the pilot in command when there are hazardous materials aboard.
- (iv) Other information or instructions relating to safety.

Item 3.71

A national air operator shall in conducting charter flights ensure that he meets the following minimum standards:

1. A national air operator 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 national air operators having flight following centers, these centers 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 pilot in command is provided with all information necessary for the safety of the flight.
3. A national air operator conducting charter operations may arrange to have flight following facilities provided by persons other than its employees, but in such a case national air operator continues to be primarily responsible for operational control of each flight.
4. A national air operator 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. A national air operator conducting charter operations shall show that the personnel required to perform the function of operational control are able to perform their duties.

Item 3.73

A national air operator shall ensure that the contents and structure of his Accident Prevention and Flight Safety Programme meets the following minimum standards

(1) National air operator Flight Safety Program

A national air operator shall on a continuing basis maintain a Flight Safety Program. This standard specifies the programme elements.

A person accountable for managing the programme shall be appointed full-time or part-time. As an alternative, the programme may be managed by a consulting company approved by the Authority to provide flight safety services. The individual in the consulting company who is

responsible for managing the flight safety programme shall meet the qualification and training requirements of a Flight Safety Person as set out below in item (b), Qualifications of the Flight Safety Person, and item (d), Training of the Flight Safety Person, below.

(2) Program Elements

The following elements shall be included in a national air operator's Flight Safety Program and described in the appropriate Manuals:

- National air operator's Management Plan
- Qualifications of the Flight Safety Person
- Responsibilities of the Flight Safety Person
- Training for the Flight Safety Person
- Incident Management
- Flight Safety Committee
- Emergency Response Planning
- Communication and Safety Education

(3) Description of Program Elements

(a) National air operator's Management Plan

The plan shall identify the management position responsible for ensuring that:

- (i) all the necessary elements of the programme have been developed, properly integrated, and coordinated;
- (ii) the Program has been disseminated to all appropriate personnel;
- (iii) a detailed description of the programme is incorporated in the appropriate air operator's manuals; and
- (iv) adequate Program management is maintained.

(b) Qualifications of the Flight Safety Person

- (i) extensive operational experience, normally achieved as a flight deck crew member or equivalent experience in aviation technical management; and
- (ii) training in accordance with paragraph (d) of this standard;

(c) Responsibilities of the Flight Safety Person

This person shall have direct access to the operations manager in flight safety matters and shall be responsible for managing the flight safety programme by:

- (i) monitoring and advising on all national air operator flight safety activities which may have an impact on flight safety;
- (ii) establishing a reporting system which provides for a timely and free flow of flight safety related information;
- (iii) conducting safety surveys;
- (iv) soliciting and processing flight safety improvement suggestions;
- (v) developing and maintaining a safety awareness programme;

- (vi) monitoring industry flight safety concerns which may have an impact on air operator operations;
- (vii) maintaining close liaison with aeroplane manufacturers;
- (viii) maintaining close liaison with the Authority on Safety issues;
- (ix) maintaining close liaison with industry safety associations;
- (x) developing and maintaining the air operator accident response plan;
- (xi) identifying flight safety deficiencies and making suggestions for corrective action;
- (xii) investigating and reporting on incidents/accidents and making recommendations to preclude a recurrence;
- (xiii) developing and maintaining a flight safety database to monitor and analyze trends;
- (xiv) making recommendations to the air operator senior management on matters pertaining to flight safety; and
- (xv) monitoring the response and measuring the results of flight safety initiatives.

(d) Training of the Flight Safety Person

This person shall successfully complete a training course that shall include the following subjects:

- (i) flight safety philosophy;
- (ii) human factors and the decision making process;
- (iii) accident prevention;
- (iv) the role of the flight safety officer as advisor to senior management;
- (v) risk management;
- (vi) accident or incident management;
- (vii) the aviation safety survey;
- (viii) emergency response plan; and
- (ix) incident investigation.

(e) Incident Management

A national air operator shall be responsible for providing employees with a timely means of reporting any unsafe conditions. The person responsible for the flight safety programme shall institute and maintain an incident reporting system. This system will provide for:

- (i) a process of reporting incidents;
- (ii) investigation of incidents;
- (iii) the means of advising management; and
- (iv) information feedback to employees.

(f) Flight Safety Committee

A national air operator shall establish a Flight Safety Committee.

(i) Responsibilities

The responsibilities of the Committee shall be to monitor all areas of the operation, identify safety concerns and deficiencies, and make recommendations for corrective measures to senior management where applicable.

(ii) Members

The Committee shall be chaired by the operations manager or designate. Members shall include representatives of all operating departments in the Organization.

(iii) Meetings

The Committee shall meet on a regular basis (at least twice a year) as established by the committee chairperson. Special meetings on urgent matters may be called by any Committee member.

(iv) Minutes

Minutes of the Committee meetings shall provide a record of agenda items, decisions and corrective actions taken where applicable.

(g) Emergency Response Planning

A national air operator shall develop and maintain a national air operator Emergency Response Plan that shall include the following elements:

- (i) national air operator policy;
- (ii) national air operator mobilization and agencies notification;
- (iii) passenger and crew welfare;
- (iv) casualty and next-of-kin coordination;
- (v) accident investigation on behalf of a national air operator;
- (vi) national air operator team's response to the accident site;
- (vii) preservation of evidence;
- (viii) media relations;
- (ix) claims and insurance procedures;
- (x) aeroplane wreckage removal; and
- (xi) emergency response training.

(h) Communication and Safety Education

A national air operator shall be responsible for an efficient system of distributing appropriate safety material.

Item 3.95

A national air operator shall ensure that the mass and balance data control system meets the following minimum standards:

(1) The mass and balance system required by item 95 of these Regulations shall specify for each flight how the air operator will establish and be responsible for the accuracy of:

- (a) aircraft basic empty mass and centre of gravity determined in accordance with the Airplane Flight Manual;

- (b) aircraft operational empty weight and centre of gravity. The aircraft operational empty weight is the actual weight of the aircraft before loading for dispatch consisting of the aircraft basic empty weight and may include removable equipment, flight crew members (including baggage), crew members (including baggage and supplies) water, toilet fluids and chemicals, oil, unusable fuel and emergency equipment and shall be defined by the air operator;
- (c) weight of passengers, carry-on baggage and checked baggage, determined either by actual weight, by using approved standard weights or by using approved survey weights, and the actual weight of cargo;
- (d) weight of the fuel load determined by using either the actual specific gravity or a standard specific gravity.

Item 3.99

A national air operator shall ensure that his passenger briefing cards meets the following minimum standards:

1. A national air operator shall, at each emergency exit passenger seat, provide passenger information cards that include the following information in English language, in which emergency commands are given by the crew:
 - (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) Recognize 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 request that a passenger identify himself or herself to allow reseating if he or she:
 - (i) Cannot perform the emergency functions stated in the information card;
 - (ii) Has a non-discernible condition that will prevent him or her from performing the functions;
 - (iii) May suffer bodily harm as the result of performing one or more of those functions; or
 - (iv) Does not wish to perform those functions;
 - (v) Lacks the ability to read, speak, or understand the language or the graphic forms in which instructions are provided by the air operator.

Item 3.103

A national air operator shall ensure that his ground de-icing and anti-icing procedures meets the following minimum standards:

1. Contents of a national air operator's ground de-icing and anti-icing shall include a detailed description of:
 - (a) how a national air operator determines that conditions are such that frost, ice, or snow may reasonably be expected to adhere to the aircraft and that ground de-icing and anti-icing operational procedures shall be in effect;
 - (b) who is responsible for deciding that ground de-icing and anti-icing operational procedures shall be in effect;
 - (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.
2. A national air operator's shall include procedures for flight crew members to increase or decrease the determined holdover time in changing conditions. The holdover time shall be supported by data acceptable to the Authority. If the maximum holdover time is exceeded, take-off is 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 , are free of frost, ice, or snow;
 - (b) it is otherwise determined by an alternate procedure, approved by the Authority and in accordance with the approved of a national air operator, 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.

Item 3.121

A national air operator shall ensure that his communications facilities meet the following minimum standards:

(1) In-flight Communications

Timely and direct communication between the responsible flight operations officer/flight dispatcher, if applicable, and the pilot-in-command of a flight shall be maintained during flight time over all or almost all the route structure. Where direct communication is not practical for mid-route communications a private agency under contract to the air operator may be approved to provide the required communications services. The use of Air Traffic Service communications is permitted if the services of a private agency are not available

(2) On-ground Communications

- (a) A direct communications capability between the pilot-in-command and the flight dispatcher shall be provided at any station regularly served by the air operator. The

equipment used shall be accessible to the pilot-in-command and may include the following:

- (i) Very High Frequency and High Frequency Radio voice;
 - (ii) telephone;
 - (iii) data link;
 - (iv) teletype;
 - (s) any other approved communications medium.
- (b) This requirement may be waived by the Authority at those stations where a lack of facilities prevents communication between the pilot-in-command and operations control.
- (c) Timely communication means the ability to establish communications domestically within thirty minutes of first trying and internationally within one hour when the flight is in cruise.
- (d) Direct communication means the ability of the flight operations officer/flight dispatcher and the pilot-in-command to communicate using the air operator's facilities, an electronic data link facility, or a facility operated by a third party according to an agreement.

Item 3.155

A national air operator shall ensure that his Quality Management System and Quality Manager meet the following minimum standards

1. A national air operator shall establish a plan acceptable to the Authority to show when and how often the activities required in item 155 of these regulations will be monitored. In addition, reports should be produced at the completion of each monitoring investigation and include details of discrepancies of non-compliance with procedures or requirements.
2. The feedback part of the system shall address who is required to rectify discrepancies and non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate time scales. The procedure should lead to the Accountable Manager.
3. To ensure effective compliance, the applicant should use the following elements:
 - 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 (for example: flying hours, calendar time, and flight cycles,) aircraft and their components are brought in for maintenance;
 - e) Sample report of unairworthy conditions and maintenance errors on aircraft and components.

Note: The primary purpose of the Quality System for maintenance is to monitor compliance with the approved procedures specified in an operators maintenance

control manual to ensure compliance and thereby ensure the maintenance aspects of the operational safety of the aircraft. In particular, this part of the Quality System provides a monitor of the effectiveness of maintenance, and should include a feedback system to ensure that corrective actions are identified and carried out in a timely manner.

Item 3.221

A national air operator shall ensure that his procedures for the retention and maintenance of personnel meet the following minimum standards

- (a) Unless otherwise prescribed by the Authority, a national air operator shall require the use of crew duty and flight time records with the following information:
- (1) A national air operator's company name;
 - (2) The crew members' full name and employee identification number, if applicable;
 - (3) A running summary of number of hours flown in the past:
 - (i) 12 months;
 - (ii) 28 days;
 - (iii) 24 hours; and
 - (4) A running summary of the landings in the past 24 hours.
 - (5) If the flight time is scheduled more than 24 hours in advance, a daily record by date, of the assigned duty times, flight times and projected rest periods;
 - (6) A daily record by date, with an hourly display of the actual time spent showing the beginning and the end of each period of:
 - (i) Duty, including duty aloft;
 - (ii) Flight time in commercial air transport, aerial work activities; and any other activity that required the application of the crew member's commercial or airline transport pilot privileges.
 - (iii) Required rest.
 - (7) A provision for the certification of each 28 days of records by the crew member and the person making the assignments and entries.

(b) Document Storage Periods

A national air operator shall ensure that the following information / documentation is stored in an acceptable form, accessible to the Authority, for the periods shown in the Tables below.

Table 1 - Information used for the preparation and execution of a flight

Operational flight plan	3 months
Aeroplane Technical log	24 months after the date of the last entry
Route specific NOTAM/AIS briefing documentation if edited by the operator	3 months
Mass and balance documentation	3 months
Notification of special loads including written information to the commander about dangerous goods	3 months

Table 2 – Reports

Journey log	3 months
Flight report(s) for recording details of any	3 months

occurrence, as prescribed by the DGCA, or any event which the commander deems necessary to report/record	
Reports on exceedances of duty and/or reducing rest periods	3 months

Table 3 - Flight crew records

Flight, Duty and Rest time	15 months
Licence	As long as the flight crew member is exercising the privileges of the licence for the operator
Conversion training and checking	three years
Command course (including checking)	three years
Recurrent training and checking	three years
Training and checking to operate in either pilot's seat	three years
Recent experience	15 months
Route and aerodrome competence	three years
Training and qualification for specific operations when required by the Authority (e.g ETOPS CATII/III operations)	three years
Dangerous Goods training as appropriate	three years

Table 4 - Cabin crew records

Flight, Duty and Rest time	15 months
Initial training, conversion and differences training (including checking)	As long as the cabin crew member is employed by the operator
Recurrent training and refresher (including checking)	Until 12 months after the cabin crew member has left the employ of the operator
Dangerous Goods training as appropriate	three years

Table 5 - Records for other operations personnel

Training/qualification records of other personnel for whom an approved training is required by the Authority	Last 2 training records
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Table 6 - Other records

Records on cosmic solar radiation dosage	Until 12 months after the crew member has left the employ of the operator
Quality System records	5 years
Dangerous Goods Transport Document	3 months after completion of the flight
Dangerous Goods Acceptance Checklist	3 months after completion of the flight