

APPENDIX

GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP. SAFDARJUNG AIRPORT, NEW DELHI-110003
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CIRCULAR

Subject:- Duties/Responsibilities in respect of the DGCA Directorates for issuance of Scheduled/Non-Scheduled Operators Permit.

During recent ICAO USOAP Audit of India, the auditors have pointed out that even though, records of all works carried out by different Directorates associated with issue of AOC (AOP) are available, but there is no documented accountability fixed or laid down on individual Directorates or the officers of the Directorate certifying the said work. The following procedures will henceforth be carried out to ensure that only designated officers of the related Directorate look into specific area :

1. **Air Transport Directorate**

- 1.1 Scrutiny of application for completion (on receipt);
- 1.2 Respond to the Ministry's query for import of commercial aircraft with the consent of DDG concerned after obtaining confirmation of type certificate acceptance by R&D Directorate;
- 1.3 Once the NOC from Ministry of Civil Aviation has been received, the same will be retained in Air Transport Directorate in the file already opened during the receipt of application;
- 1.4 In case Operations Manual has already been received, Air Transport Directorate will send a copy of Operations Manual each to :
 - i) Airworthiness Directorate (Headquarters)
 - ii) Flight Inspection Directorate
 - iii) Research & Development Directorate (Hqrs.)
 - iv) Air Safety Directorate (Hqrs.)
 - v) Directorate of Regulations and Information

- 1.5 On hearing from the operator that they are ready for attending preparedness meeting, operator will be called with seven days notice period.
- 1.6 Coordinate for preparedness meeting and call the following Directorate for the same :-
 - i. Flight Inspection Directorate
 - ii. Airworthiness Directorate (Headquarters)
 - iii. Airworthiness Directorate (Region of operation)
 - iv. Training and Licensing Directorate
 - v. Air Safety Directorate
 - vi. Research and Development Directorate
 - vii. Directorate of Regulations & Information
- 1.7 Preparation of minutes of the meeting and circulation thereof;
- 1.8 Issue NOC for import of aircraft subject to the intended operator's compliance to the minutes of the preparedness meeting.
- 1.9 On receipt of the documents as per checklist for issue of permit, prepare file and documents for issue of permit;

2. **Directorate of Airworthiness**

- 2.1 Ensure that applications received for expatriate Engineers has been sent for security clearance and authentication/verification from country of issue.
- 2.2 Specifically look at MEL compliance from technical point of view, special operations like ETOPS, RVSM, MNPS, RNAV from equipment availability, compilation of manual for ETOPS, CAT II, CAT III operations.
- 2.3 Ensure compliance of all issues as given in CAR Section 2 Series O Part II particularly relating to Airworthiness and other related issues.

3. **DAW Region**

- 3.1 Ensure maintenance facility, ground handling equipment including adequate trained manpower, approval of M.O.E., C.O.S.L., etc.
- 3.2 Approval of load and trim personnel;
- 3.3 Ensure that Cabin Crew Training Manual and Cabin Crew instructors have been approved, Load & Trim Sheet Manual has been reviewed, approval has been granted and Marshalls have been approved.

4. **Flight Inspection Directorate**

- 4.1 Ensure for operations aspect of MEL,
- 4.2 Approval of Syllabus for training of Pilots;
- 4.3 Training of Cockpit Crew for ETOPS, MNPS, RVSM, RNAV etc.;
- 4.4 Ensure approval of flight dispatcher on the type.

5. **Air Safety Directorate**

- 5.1 Ensure approval of Flight Safety Manual;
- 5.2 Ensure compliance of Flight Safety documentation system and compliance of CAR Section 5 Series F Part L.

6. **Directorate of Training & Licensing**

Ensure that if any request has been received for expatriate Pilots, the process for Security clearance has been started and authenticity has been verified from country issuing the licence.

7. **Directorate of Information and Regulations**

Ensure that the intended operator has got their D.G. training done for their crew & various other staff members involved in handling and checking-in the Dangerous Goods.

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8. **Directorate of Research and Development**

Approval of Schedule based on the route dispersal guidelines issued by Government of India.

PROCEDURE FOR VETTING OPERATIONS MANUAL

The head of each Directorate will carry out scrutiny of the specific area of the manual related to his Directorate through an officer trained on the subject. The Directorate heads through their office order will distribute the work at identified individual level (depending on his training) and ensure that only such officers, who are trained on the specific issue are allotted the work. At the preparedness meeting, inputs from various Directorate will be taken.

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(P.K. Chattopadhyay)
Joint Director General
For Director General of Civil Aviation

All Directorates (DAW/DTL/DAS/DDR&D/DRI/FID and all Regional DAW)

DDG (AKC)/DDG(RPS)/DDG(AKS)

PS TO DG