STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2019/02/04 التـــاريـخ :

Ref : 19/204/DDGASD/4 الإشـارة :

REGULATORY CIRCULAR (NO. 2019-10)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. 2019-10 is to amend **KCASR 25 – SPECIAL AVIATION REGULATIONS.**

This Regulatory Circular No. 2019-10 is based on (NPA) No. 2018-58 dated on 25th Dec 2018.

Revisions:

This amendment will be included in revision (02) of the **KCASR 25 – Special Aviation Regulations.**

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorized to operate within the State of Kuwait:

1. Approved Maintenance Organizations (AMO) Holders;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC) & Private Operator Certificate (POC) Holders;
4. Airport Operators;
5. Ground Handling Service Providers;
6. Flying Training Organizations.

Effective Date:

This new revision will be in effect from **28th February 2019.**

Required Action:

All users of KCASR are required to comply with the provisions contained within this amendment from the effective date.

President of Civil Aviation

Eng. Emad F. Al-Jelwi
Deputy Director General for Aviation Safety , Air Transport , Civil Aviation Security Department & Safety Management Coordination Center Affairs

www.dgce.gov.kw
E-mail : info@dgca.gov.kw

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ص.ب : ١٧ الصفاة ـ الرمز البريدي ١٣٠٠١ دولة الكويت ـ البدالة : ٢٤٣٣٦٦٩٩ (٩٦٥+) ـ الرد الآلي : ١٦١ (٩٦٥+) ـ الفاكس : ٢٤٧١٣٥٠٤ (٩٦٥+)
P.O. Box 17 Safat - P.Code 13001 - Sate of Kuwait - Operator: (+965) 24336699 - IVR : (+965) 161 - Fax : (+965) 24713504

STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2019/02/04 التـــاريـــخ :

Ref : 19/194/DDGASD/4 الإشـارة :

Deputy Director General for Air Navigation Affairs,
Directorate General of Civil Aviation,
Kuwait.

Sub.: ***Regulatory Circular No. 2019-10.***
Revision Number 02 to Kuwait Civil Aviation Safety Regulations – KCASR 25 – SPECIAL AVIATION REGULATIONS.

Dear Sir,

With reference to Notice of Proposed Amendment (NPA) No. 2018-58 dated 25th of Dec 2018, Please find enclosed herewith the regulatory circular No. 2019-10 regarding the issuance of ***KCASR 25 – Special Aviation Regulations.*** This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (https://kcasr.dgca.gov.kw).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 25 – Special Aviation Regulations will be in effect from **28th February 2019.**

Yours Sincerely,

Deputy Director General for Aviation Safety,
Air Transport & S.M.C.C Affairs.

Eng. Emad F. Al-Jelwi
Deputy Director General for Aviation Safety , Air Transport , Civil Aviation Security Department & Safety Management Coordination Center Affairs

Cc: President of Civil Aviation.
Director General of Civil Aviation.
Aviation Safety Director.
Air Transport Director.
Inspection & oversight Superintendent.
Head of Standards & Aviation Safety Regulations Division

www.dgce.gov.kw
E-mail : info@dgca.gov.kw

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P.O. Box 17 Safat - P.Code 13001 - Sate of Kuwait - Operator: (+965) 24336699 - IVR : (+965) 161 - Fax : (+965) 24713504

الطيران المدني
Civil Aviation
State of Kuwait - دولـة الكويـت

Kuwait Civil Aviation Safety Regulations

KCASR 25 – SPECIAL AVIATION REGULATIONS

Contents

CHAPTER 1 - ARTICLE 83 BIS 4
1.1 TRANSFER OF CERTAIN FUNCTIONS AND DUTIES. 4

CHAPTER 2 – AIRCRAFT LEASE REQUIREMENTS AND PROCEDURES 5
2.1 DEFINITIONS 5
2.2 LEASE REQUIREMENTS AND PROCEDURES 5

CHAPTER 3 - AIRWORTHINESS FLIGHT TEST REQUIREMENTS 10
3.1 DEFINITIONS 10
3.2 BACKGROUND 10
3.3 REGULATORY REQUIREMENTS 10

CHAPTER 4 - HUMAN FACTORS IN AVIATION MAINTENANCE 12
4.1 DEFINITIONS 12
4.2 REGULATORY REQUIREMENTS 12

CHAPTER 5 – *RESERVED* 18

CHAPTER 6 19
6.1 GENERAL 19
6.2 CERTIFICATIONS RULES 20
6.3 ISSUANCE OF AN AIR OPERATOR CERTIFICATE. 21
6.4 CONTENTS OF AIR OPERATOR CERTIFICATE 22
6.5 GENERAL CONDITIONS OF AIR OPERATOR CERTIFICATE 23
6.6 MANAGEMENT PERSONNEL REQUIRED 23
6.7 MANAGEMENT PERSONNEL QUALIFICATIONS. 24
6.8 AVAILABILITY OF CERTIFICATE AND OPERATIONS SPECIFICATIONS MANUALS. 24
6.9 USE OF OPERATIONS SPECIFICATIONS MANUALS. 24
6.10 AMENDMENT OF CERTIFICATE 24
6.11 AMENDMENT OF OPERATIONS SPECIFICATIONS MANUALS. 24
6.12 INSPECTION AUTHORITY 25
6.13 APPROVAL OF ROUTES. 25

CHAPTER 7 – ISSUANCE OF ADDITIONAL DIRECTIVES ORDERS/ CIRCULARS/AND INSTRUCTIONS 30

APPENDIX "A" TO CHAPTER 4 32

APPENDIX "A" TO CHAPTER 6 34

APPENDIX "B" TO CHAPTER 6 41

APPENDIX "C" TO CHAPTER 6 45

APPENDIX "D" TO CHAPTER 6 46

APPENDIX "E" TO CHAPTER 6 48

APPENDIX "F" TO CHAPTER 6 50

Amendment Record

Amendment No	Date of Issue	Remarks
1	March 2018	NSRA 2018-03
2	May 2018	NSRA 2018-09 Implanted and Part Rename
3	Feb. 2019	NPA 2018-58 (Bis 83)

CHAPTER 1 - ARTICLE 83 BIS

1.1 Transfer of Certain Functions and Duties.

a) Notwithstanding the previous Articles 12, 30, 31 and 32(a) of the Chicago Convention of 1944 , when an aircraft registered in a Contracting State is operated pursuant to an agreement for the lease, charter, or interchange of the aircraft or any other similar arrangement by an operator who has his principal place of business or, if he has not such place of business, his permanent residence in another Contracting State, the State of Registry may, by agreement with such other State, transfer to it all or part of its functions and duties as State of Registry in respect of that aircraft under Articles 12, 30, 31 and 32(a). The State of Registry shall be relieved of responsibility in respect of the functions and duties transferred.

b) The transfer shall not have effect in respect of other Contracting State before either the agreement between States in which it is embodied has been registered with the Council and made public pursuant to Article 83, Or the existence and scope of the agreement have been directly communicated to the authorities of the other Contracting State or States concerned by a State party to the agreement.

c) The provisions of paragraph (a) and (b) above shall also be applicable to cases covered by Article 77.

1.2 Where delegation of responsibility is not a viable solution, the State of Kuwait SHOULD consider the following:-

a) Require cancellation of registration of the aircraft leased to foreign operators when that State is unwilling to accept delegated responsibility or whose safety programmes are not considered adequate for acceptance of delegated responsibility; **or**

b) To provide that aircraft on its registry leased to foreign operators, and it SHALL be operated in accordance with regulations of the State of the Operator; **and**

c) Endeavour to obtain additional technical staffing and funding to maintain acceptable surveillance over the operation of leased aircraft listed on its registry.

1.3 For further details concerning international leasing procedures, Refer to:

a) KCASR 25 Chapter 2 (Aircraft Lease Requirements and Procedures).

b) KCASR 00, Article 20

c) KCASR 1 - Part 66 Appendix III (66.A.70) for the recognition of personal licenses (Engineers).

d) KCASR 1 - Part FCL, for the recognition of personal licenses (Flight Crew).

e) KCASR 8 - Part M - Subpart C (M.A. 301-307) for Continuing airworthiness.

f) KCASR 8 - Part 21 - Certification of Aircraft.

Chapter 2 – Aircraft Lease Requirements and Procedures

2.1 Definitions

Lease:
Is an agreement in respect of the operation of an aircraft for reward or hire that specifies a commencement and a termination date and during the term of which the lessee has legal custody and control and the right to exclusive possession and use of the aircraft.

Lessee:
The party who has legal custody and control and the right to exclusive possession and use of the aircraft.

Lessor:
The party furnishes the aircraft under a lease.

Sub-Lease :
Is when during the actual lease period, the lessee leases the aircraft to a third party.

Split-Lease:
Is when the lessor calls back the leased aircraft for scheduled operation on behalf of the lessor from the lessee upon agreement for a specified period of time during the actual lease period.

Dry Lease:
The lease of an aircraft without crew. Under this type of agreement(s) the lessee who provides the crew is the responsible party who must exercise operational control over the aircraft with all the attendant responsibilities.

Wet Lease:
The lease of an aircraft with flight crew. Under this type of agreement(s), the lessor exercises the operational control over the aircraft and the aircraft shall be operated under an AOC issued by the State of Registry of the aircraft.

Operational Control, Operation of Aircraft, or Operate Aircraft:
Means the use of aircraft, for the purpose of air navigation and includes the navigation of aircraft. Any person who causes or authorizes the operation of aircraft with or without the right of legal control (in the capacity of owner, lessee, or otherwise) of the aircraft, shall be considered to be engaged in the operation of aircraft.

AOC:
Air Operator Certificate.

2.2 Lease Requirements and Procedures

I. LEASE-OUT

For any aircraft registered in the State of Kuwait, the lessor is required to provide the following 30 days in advance before commencing operation of such aircraft to Kuwait Directorate General of Civil Aviation/Aviation Safety Department (DGCA) for approval (Recognition of Aircraft Lease form No. DGCA Act/L-2/R dated June, 1999):-

Note: - *If 30 days advance notice cannot be met in all lease cases due to certain government formalities and/or restrictions such as government financial monitoring procedures, contractual/legal obligations etc, the lessor should provide a letter of intent and draft copy of the lease agreement as soon as possible.*

1. Copy of the Aircraft Lease Agreement;

2. Aircraft lease application;
3. Certificate of registration (Original to endorse the lease period);
4. Insurance certificate which covers the lessee;
5. Air Operator Certificate and operations specifications (Dry Lease Only);
6. Lessee operations manual (Dry Lease Only);
7. Applicable processing fees specified in Kuwait Civil Aviation Safety Regulation KCASR's Part 27;

A. <u>Wet Lease Procedures</u>

The lessor should meet the following:-

A.1. Operational Requirements

A.1.1. Deck Crew

1. Routes to be accepted by Kuwait DGCA;
2. Routes and Airport qualification as per the lessor procedures;
3. Operating policies and procedures as per the lessor operations manual;
4. Operational control of the aircraft with the lessor;
5. Routs and Airport Charts to be provided to the deck crew by the lessor.

A.1.2. Cabin Crew

1. If cabin crew are provided by the lessor and type rated as per the lessor policies which are approved by Kuwait DGCA – <u>No further requirements</u>.
2. If cabin crew are provided by the lessee, the training will be conducted by the lessor in accordance with the policies and procedures approved by Kuwait DGCA. After conducting the required training, cabin crew will be issued a temporary authorization by Kuwait DGCA.
3. The minimum number of cabin crew to be carried must satisfy the Kuwait Civil Aviation Safety Regulations Part 6.

A.2. Airworthiness Requirements

During the lease period, the aircraft must be maintained in accordance with the airworthiness requirements of the state of registration as required in the lessor maintenance practices and procedures.

B. <u>Dry Lease Procedures:</u>

The lessor should meet the following:-

B.1. Operational Requirements

B.1.1. Deck Crew

1. Pass DGCA Technical examination on Type.
2. Successfully complete a simulator training in a simulator approved by Kuwait DGCA.

3. The simulator training shall be conducted by Kuwait DGCA inspector and / or a Kuwait DGCA authorized examiner.
4. Successfully complete aircraft training to cover form Skill Test form conducted by Kuwait DGCA inspector and/or authorized examiner.
5. Hold a valid medical certificate.
6. All recency, recurrent, and training checks during the lease period are to be conducted by Kuwait DGCA inspector and/or an authorized examiner.
7. The age of the deck crew should be less than 65 years.

B.1.2. Cabin Crew

See paragraph A.1.2 in Wet lease procedure section.

B.2. Airworthiness Requirements

During the lease period, the aircraft must be maintained in accordance with the airworthiness requirements of the state of registration as required in the lessor maintenance practices and procedures.

C. <u>Continued Airworthiness and Operational Surveillance</u>:

For any lease, wet or dry of an aircraft registered in the State of Kuwait, a surveillance programme must be arranged between the Kuwait DGCA and the lessor (depending on the duration of the lease) to maintain the continued airworthiness and operational status of the aircraft leased. The lessor will be responsible of all expenses when such surveillance requires the DGCA inspectors to travel abroad.

II. LEASE-IN

A. <u>Requirements:</u>

For any aircraft not registered in the State of Kuwait and leased by an operator holding an Air Operator Certificate issued by the State of Kuwait, the operator (lessee) is required to provide DGCA the following 30 days in advance before commencing operation of such aircraft for approval (Recognition of aircraft lease form No. DGCA-ACT/L-2R dated June 1999): -

Note: - *If 30 days advance notice cannot be met in all lease cases due to certain government formalities and/or restrictions such as government financial monitoring procedures, contractual/ legal obligations etc, the lessor should provide a letter of intent and draft copy of the lease agreement as soon as possible.*

1. Copy of the Aircraft Lease agreement;
2. Aircraft Lease Application;
3. Air Operator Certificate and operation specifications of the lessor. In case the lessor is not an Air Operator Certificate (AOC) holder, the lessor shall be required to obtain an approval from the State of Registry for the lease. A copy of this approval shall be submitted to the DGCA;
4. Certificate of registration;
5. Valid certificate of airworthiness;
6. Noise level certificate;
7. Radio certificate;
8. Certificate of insurance including owner and operator of aircraft;

9. Flight crew operation's manual;
10. Flight crew credentials/licences/medical certificates;
11. The applicable processing fees specified in KCASR's Part 27;
12. The age of the deck crew should be less than 65 years.

B. <u>Dry/Wet Lease Procedures -Airworthiness, Operational Requirements & Continued Surveillance</u>:

The state of registry shall be responsible for all airworthiness and operational regulatory requirements. Upon mutual agreement between the Lessor's Civil Aviation Authority and the DGCA, the DGCA may impose regulatory requirements, which are more stringent than the lessor's Civil Aviation Authority.

III. LEASING OF AIRCRAFT AT SHORT NOTICE (AD-HOC)

This provision is applicable only to wet lease-in and its use is restricted in circumstances where an operator holding a valid Air Operator Certificate (AOC) issued by the State of Kuwait is faced with an immediate, urgent and unforeseen need for a replacement aircraft. The approval required by Part II above may be deemed to have been given provided that:-

1. The lessor is an operator holding an AOC issued by a state, which is a signatory to Chicago Convention;
2. The Wet Lease-in period does not exceed five (5) consecutive days and;
3. The DGCA should be notified immediately of the use of this provision in accordance with **(Para. *V)*** below.

IV. SUB-LEASE OR SPLIT LEASE

1. Sub-lease to a third party of an aircraft registered in the State of Kuwait will require the DGCA approval before entering a mutual contract/agreement between the lessee and the third party during the lease period. The DGCA reserves the right to cancel, revoke, and decline any agreement of this nature.
2. The lessor must specify split lease terms clearly in the agreement so that the legal status of the aircraft should be defined unambiguously.

   If such terms are not clearly specified the following is required: -

   a) Letter of authorization issued by the lessee and agreed upon by the local Civil Aviation Authority.

   b) Certificate of insurance of the lessee to cover the split lease period.

   c) Upon receiving such authorization(s), the DGCA will issue a written statement in a form of a letter to be attached to Certificate of Registration at all times during the split lease period only.

   d) The DGCA should be immediately notified at the end of the split lease period, and the original letter issued must be returned back to the DGCA office.

V. NOTIFICATION TO DGCA

In all normal circumstances, notification to DGCA will be in the form of written correspondence. However, in cases where urgency requires fast action, it will be

accepted by DGCA if the message is received via a SITA messages addressed to the Aviation Safety Department (SITA CODE: KWIASYA), Air Transport Department (SITA CODE: KWIAPYA), and Airport MCC (SITA CODE: KWIDDYA). The operational and scheduling authorization will be issued by the Air Transport Department after the confirmation by the Aviation Safety Department that the leasing procedures and requirements are fulfilled and met.

Chapter 3 - Airworthiness Flight Test Requirements

3.1 Definitions

For the purpose of this regulatory requirement the following definitions shall apply;

1. " Flight tests" means the flying of an aircraft, without any passenger or cargo on board, for the purpose of ensuring that:
   (a) the aircraft handling characteristics have not deteriorated with time;
   (b) the aircraft performance remains in accordance with the limitations mentioned in the approved type certificate data sheet.
   (c) aircraft and its equipment function properly.
2. "Approved" means approved by the Directorate General of Civil Aviation.
3. DGCA means State of Kuwait Directorate General of Civil Aviation.

3.2 Background

Due to the considerable advancement in modern aircraft maintenance and reliability programmes coupled with the redundancy and self analyzing capabilities of modern aircraft systems where the required essential data for airworthiness determinations can be easily ascertained on ground by simulations, extrapolations of ACMS logged data and by other ground observations based on the effective system of maintenance control by reliability methods on aircraft, engines, and components that reflect the continuous monitoring, recording and analysis of the operation and condition of aircraft, engines and components, the results of which are measured against established norms so that intelligent preventive actions can be taken, the need to remove the requirements for Airworthiness flight tests in respect of the renewal of Certificate of Airworthiness is therefore essential in order to eliminate duplication of tests which have produced consistently satisfactory results over several number of years as such duplication cannot be justified.

3.3 Regulatory Requirements

All Kuwait registered aircraft operated and maintained by holders of Kuwait DGCA approved Air Operator & Maintenance Organization certificates need not meet the requirements regarding the periodic Airworthiness flight tests in accordance with KCASR Part 8, provided the following is fulfilled;

1) Aircraft is certified in the public transport category and have a certified maximum take off weight over 5700 kg.
2) Aircraft is operated and maintained by a common air operator and a common maintenance organization.
3) Aircraft have produced consistently satisfactory results in previous Airworthiness flight tests for an acceptable period of time.
4) For newly operated aircraft, the acceptable period of time can be agreed upon by the DGCA, but in all cases is not less than two years from the date of operation of that aircraft by DGCA approved Air Operator Certificate holder.
5) Each aircraft type will be subjected to Airworthiness flight tests in accordance with KCASR Part 8, at the end of first and second years of operation and if data from such tests are sufficient to confirm compliance with the contents of the approved test schedule, it may then be exempted from any further Airworthiness flight test

requirements. However if the data in respect of a particular aircraft / type do not confirm compliance then that aircraft /type will be subjected to further Airworthiness flight tests at the end of subsequent year(s) until it is proven satisfactory to the DGCA.

6) The Air Operator and/or the Approved Maintenance Organization must have a functional flight performance division within their operation /engineering organization acceptable to the DGCA.

7) The Air Operator and/or the Approved Maintenance Organization must have a reliability control programme applicable to all its types of aircraft supervised by a reliability control committee acceptable to the DGCA.

The reliability control committee shall produce monthly reports regarding data collection, recording and reporting data analysis and corrective action implementation, all of which must be addressed to the DGCA in monthly basis.

8) Flight testing may be required at the following circumstances.

a) Subsequent to maintenance, repair or modification which affect the operational or flight characteristics of the aircraft.

b) For the purpose of evaluation in respect of fuel consumption, engine power and performance of radio/radar/navigational equipment or instruments whenever these are doubted and cannot be satisfactorily checked on ground.

c) Subsequent to an engine change when it is stated by the approved maintenance manual for a particular type of aircraft or in accordance with the technical advise of the type certificate holder.

d) To satisfactorily determine the cause of a defect so as to assess the maintenance required to rectify the defect.

e) Not withstanding the circumstances mentioned above, DGCA may require any aircraft or any type series of an aircraft to undergo such flight testing and at such frequency as considered necessary.

Chapter 4 - Human Factors In Aviation Maintenance

4.1 Definitions

For the purpose of this notice the following definitions shall apply;

1. *Human Factors Principles*;

   Principles which may apply to aeronautical design certification, training, operations and maintenance which seek safe interface between the human and other system components by proper consideration to human performance.

2. *Human performance;*

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

4.2 Regulatory Requirements

All Kuwait DGCA Approved Maintenance Organizations are required to comply with the contents of this notice.

1. Design / Maintenance Interface

Inaccuracies, ambiguities, etc in airworthiness data may lead to maintenance errors. Indirectly they may also encourage or give good reasons to maintenance personnel to deviate from those instructions. It is therefore required that inaccurate, ambiguous, incomplete maintenance procedures, practices, information or maintenance instructions contained in the maintenance data used by personnel be notified to the type certificate holder responsible for the data.

Procedures shall be established to ensure that when maintenance personnel discover inaccurate, incomplete or ambiguous information in the maintenance data they should record the details. The procedures should then ensure that the Approved Maintenance Organization notifies the problem to the type certificate holder in a timely manner. A record of such communications to the type certificate holder shall be retained by the Approved Maintenance Organization until such time as the type certificate holder has classified the issue, e.g., amending the maintenance data. The reference procedures shall be specified in the maintenance organization exposition.

2. Safety Culture

While it is recognized that it is impractical to write a requirement which demands a "safety culture", one can write requirements and guidance material that demand the ELEMENTS that would enable one to flourish. It is therefore required that Approved Maintenance Organizations establish and publish the Organizations safety policy identifying the accountable manager as the person responsible for establishing and promoting safety policy. A key element for the development of a Safety Culture is an "internal occurrence reporting system" which consists of a closed loop occurrence & safety hazard reporting, recording and investigation system.

A statement signed by the accountable manager confirming that the Approved Maintenance Organization exposition and any referenced associated manuals defines the Approved Maintenance Organizations compliance with Kuwait Civil Aviation Safety Regulations, Instructions and Notices will be complied with at all times.

The Safety and Quality policy shall as a minimum, include a statement committing the Organization to:

- Recognize Safety as a prime consideration at all times.

- Apply Human Factors principles.
- Encourage personnel to report maintenance related errors / incidents.
- Recognize that compliance with procedures, quality standards, safety standards and regulations is the duty of all personnel.
- Recognize the need for all personnel to cooperate with Quality Auditors.

3. Procedural Non-Compliance

Failure to comply with good maintenance procedures cannot be completely covered by regulation. It is a matter of education, Safety Culture and discipline. However, failure to comply with procedures can be minimized in addition to quality system by focusing the requirement on a system that ensures procedures are accurate, appropriate and reflect best practices.

It is therefore required that Human Factors principles be taken into account when establishing and writing procedures. Among other things, the involvement of the end users in writing the procedures, the verification and validation of the procedures, and an effective mechanism for reporting errors and ambiguities and changing /updating the procedures. Once taken into account, Human Factors and Human Performance will ensure good maintenance practices and compliance with all the relevant existing regulations.

4. Shift and Task Handover

This is a routine process that repeatedly appears in accident and incident reports. It is therefore required that a shift and task handover procedure acceptable to the DGCA is established and complied with. The shift and task handover must show the continuation or completion of a maintenance action, relevant information must be adequately communicated between outgoing and incoming personnel.

a. The primary objective of the changeover information is to ensure effective communication at the point of handing over the continuation or completion of maintenance actions. Effective task and shift handover depends on three basic elements:
   - The outgoing person's ability to understand and communicate the important elements of the job or task being passed over to the incoming person.
   - The incoming person's ability to understand and assimilate the information being provided by the outgoing person.
   - A formalized process for exchanging information between outgoing and incoming persons and a place for such exchanges to take place.

b. The referenced procedure should be specified in the Maintenance Organization Exposition.

5. Fatigue

The effect of Human fatigue on maintenance errors is a well established fact. It is required that the maintenance organization procedures to take into account the limitations of Human performance, focusing in the fatigue aspect, i.e. the planning of maintenance tasks, including the organizing of shifts, must take into account Human performance limitations. Limitation on Human performance in the context of planning safety related tasks, refers to the upper and lower limits and variations of certain aspects of Human

performance (circadian rhythm /24 hrs body cycle) which planners should be a ware of when planning work and shifts. In all cases the following shall be considered;

a. Depending on the amount and complexity of work generally performed by the maintenance organization, the planning system may range from a very simple procedure to a complex organizational set-up including a dedicated planning function in support of the production function.

b. For the purpose of Approved Maintenance Organizations, the product planning function includes two complimentary elements:

- Scheduling the maintenance work ahead, to ensure that it will not adversely interfere with other maintenance work as regards to the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities.
- During maintenance work, organizing maintenance teams and shifts and providing all necessary support to ensure the completion of maintenance without undue time pressure.

c. When establishing the production planning procedure, consideration should be given to the following:

- Logistics,
- Inventory control
- Square meters of accommodation
- Man-hours estimation
- Man-hours availability
- Preparation of work
- Hangar availability
- Co-ordination with internal and external suppliers, etc.
- Scheduling of safety-critical tasks during periods when staff are likely to be most alert

6. Error capturing & Duplicate Inspections

Error capturing forms an important element of Safety Net in the Approved Maintenance Organization. Duplicate Inspections may be a means of capturing maintenance error, but not necessarily the only means. It is recommended that duplicate inspections be considered as a possible means of error capturing, providing additional guidance as to the circumstances where this may be warranted. The following is a guidance line which shall be considered;

a. The maintenance procedures shall cover all aspects of carrying out the maintenance activity including the provision and control of specialized services and in reality lay down the standards to which the Approved Maintenance Organization intends to work. Such standards need at a minimum to be those required by the existing regulations.

b. Specialized services include any specialized activity, such as, but not limited to non-destructive testing requiring particular skills and/or qualification. The existing regulations cover the qualification of personnel but, in addition, there is a need to establish maintenance procedures that cover the control of any specialized process.

c. In the case of aircraft line and base maintenance, in order to minimize the risk of multiple errors and capture errors on critical systems:

i) Procedures shall be established to ensure that no one person be required to carry out and inspect in relation to a maintenance task involving some element of dis-assembly / re-assembly of several aircraft components of the same type fitted to more than one system on the same aircraft during a particular maintenance check. The purpose of this procedure is to minimize the rare possibility of an error being repeated whereby the identical aircraft components are not re-assembled thereby compromising more than one system. One example is the remote possibility of failure to re-install engine gearbox access covers or oil filler caps on all engines of a multi-engined aircraft resulting in major oil loss from all engines.

Alternatively when only one person is available to carry out these same tasks then the work card / worksheet shall include an additional stage for re-inspection of the work by the person after completion of all the same tasks. This means for example, that in the case of removal and re-fitment of oil filler caps, a re-inspection of all oil filler caps should be carried out after the last oil filler cap has supposedly been refitted.

ii) Procedures shall be established to detect and rectify maintenance errors that could, as minimum, result in a failure, malfunction, or defect endangering the safe operation of the aircraft if not performed properly. The procedure shall identify the method for capturing errors, and the maintenance tasks or processes concerned. A typical procedure could include the performance of duplicate inspections where the task or process is performed by one suitably qualified person and then, independently checked and verified by a second suitably qualified person or e.g. the inclusion of an additional functional or leak check. In order to determine the work items to be considered, the following maintenance tasks should primarily be reviewed for their criticality:

- Installation, rigging and adjustments of flight controls.
- Installation of aircraft engines, propellers and rotors.
- Overhaul, calibration or rigging of components such as engines, propellers, transmissions and gearboxes, but additional information should also be processed, such as:
- Previous experience of maintenance errors, depending on the consequence of the failure.
- Information arising from the ‘occurrence reporting system’ required by the existing regulations.

iii) In order to prevent omissions, every maintenance task or group of tasks should be signed-off. To ensure the task or group of tasks are completed, it should be signed-off after completion of work by non-competent personnel (i.e. temporary staff, trainees, mechanics etc… should be checked by authorized personnel before they sign-off). The grouping of tasks or the purpose of signing-off should allow critical steps to be clearly identified.

Note: *A “Sign-Off" is a statement by the competent person performing or supervising the work, that the task or group of tasks has been correctly performed. A sign-off relates to one step*

in the maintenance process and is therefore different to the release to service of the aircraft.

iv) The referenced procedure(s), if applicable, should be specified in the Approved Maintenance Organization Exposition and;

a) Written technical procedures should be held up to date such that they reflect best practice within the organization. It is the responsibility of all organization's employees to report such differences via their organization's internal occurrence reporting mechanisms.

b) All procedures, and changes to those procedures, should be verified and validated before use where practicable.

c) All technical procedures should be designed and presented in accordance with good human factors principles.

7. Poor planning of tasks, equipment and spares

The absence of effective planning may contribute towards increased work pressure, which itself may lead to deviation from procedures. Deviation from procedures is known as a contribution factor in any aircraft accidents. Maintenance organizations must have a system appropriate to the amount and complexity of work to plan the availability of all necessary personnel, tools, equipment, material, maintenance data and facilities in order to ensure the safe completion of maintenance work.

Note: *Item 5 "Fatigue" of this notice includes guidance on elements to consider when establishing the planning procedures.*

8. Signing off tasks not seen or checked

Recent research proved that many maintenance tasks are signed off while not seen or checked by authorized personnel, potentially leading to incomplete maintenance.

Note: *To elaborate on the meaning of sign off and the need to self check or inspect the task before signing off please refer to item "6" above (error capturing and duplicate inspections)*

9. Competence in Human Factors

In order to ensure that human factors principles are effectively applied within the maintenance organization, it should be ensured that "competence" should include the ability to apply human factors principles.

The competence of personnel involved in maintenance, management and /or quality audits must be established and controlled in accordance with a procedure and to a standard acceptable to the Directorate General of Civil Aviation. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of Human Factors and Human Performance issues appropriate to that "Persons Function" in the Approved Maintenance Organization. In respect to the understanding of the application of human factors and human performance issue, maintenance, management and quality audit personnel should receive initial Human Factors training. All maintenance, management and quality audit personnel should also receive continuation training. This should concern to a minimum:

i) Post-holders, managers, supervisors

ii) Certifying staff, technicians and mechanics

iii) Technical support personnel such as, planners, engineers, technical record staff

iv) Quality control /assurance staff

v) Specialized services staff

vi) Human Factors staff /Human Factors trainers

vii) Store department staff, Purchasing department staff

viii) Ground equipment operators

Initial Human Factors training should cover all the topics of the Training Syllabus in Appendix 1 to this notice, either as a dedicated course or else integrated within other training. Depending on the composition of the group of trainees the syllabus could be adjusted to meet the particular nature of work for each function within the organization. For example planners may cover in more depth the scheduling and planning objective of the syllabus and in less depth the objective of developing skills for shift working. Initial training should be provided to personnel within 6 months of joining the Approved Maintenance Organization. The purpose of Human Factors continuation training is primarily to ensure that staff remains current in terms of Human Factors and secondarily to collect feedback on Human Factors issues. Consideration should be given to the possibility that such training has the involvement of the quality department. There should be a procedure to ensure that feedback is formally passed from the training department to the quality department to initiate action where necessary.

Human Factors continuation training should be of sufficient duration in each two year period in relation to relevant quality audit findings and other internal /external courses of information available to the organization on Human errors in maintenance. The Human Factors training procedure should be specified in the Approved Maintenance Organization Exposition.

The introduction of the training element could have an impact on the Approved Maintenance Organization in regards to financial and man hour planning. However in the medium term this training cost should be balanced by the reduction in maintenance errors and incidents that should normally result from the effective implementation of this notice. This had been confirmed by a number of Approved Maintenance Organizations that have already implemented Human Factors programmes. The initial training is an estimated 3 to 5 days course, depending in the category of personnel and the size and scope of the Approved Maintenance Organization. Other requirements consist of improving existing procedures, therefore their impact is limited.

Note: *Appendix "A" to this Part gives a guideline to the introduction of a training syllabus that should be followed by all DGCA, Approved Maintenance Organizations.*

Chapter 5 – *RESERVED*

Chapter 6

6.1 General

6.1.1. sufficient financial resources;

6.1.2. a route structure for the proposed operation;

6.1.3. an intended level of service that meets a need or demand and is in the public interest;

6.1.4. Proposed type and level of operation that is in accordance with bilateral or multilateral air transport agreements relating to traffic rights, frequencies, capacity, routes, etc., to which the State of Kuwait is a party;

6.1.5. presented traffic studies or other data indicating that the proposed operation should be economically successful;

6.1.6. management structure and suitable personnel, equipment, facilities, manuals, buildings, service agreements, etc., or will be able to obtain them;

6.1.7. aircraft suitable for the proposed operation. In this connection the following factors should be considered:

a) the aircraft shall be operated at realistic power settings and speeds;
b) the aircraft's operating mass shall not be critical for the proposed operation;
c) operating flight levels, stage lengths and aerodrome dimensions shall be within the aircraft's performance capability;
d) the aircraft shall be suitably instrumented and equipped for the proposed operation;
e) the aircraft shall be properly maintained, inspected and supported with the available maintenance and spare parts resources;

6.1.8. the potential ability to conduct the proposed operation. In this connection the following factors should be considered:

a) the operation as outlined shall be safely executed with resources available;
b) the flight crew establishment shall be sufficient to enable the proposed operation to be carried out without infringement of flight or duty time limitations;
c) the requirement for aircraft utilization shall be reasonable;
d) the plan of operations permit shall be in compliance with aircraft maintenance schedules.

6.1.9. designated destination and alternate aerodromes, areas and routes to be used;

6.1.10. selected routes or areas of operation and minimum flight altitudes that can be navigated safely with the navigation equipment available;

6.1.11. proposed aerodrome operating minima associated with designated destination and alternate aerodromes;

6.1.12. outlined the duties and responsibilities of management and key executive staff with sufficient precision to provide a reasonable assurance that the safety of the flight operations will not be adversely affected through lack of organization and management ability and control;

6.1.13. full appreciation for the responsibilities of the operator under the regulatory requirements including the obligation as a potential holder of an AOC;

6.1.14. the over-all fitness to safely conduct the proposed operation. This shall include a comprehensive review of the applicant's compliance history, if any, and the background of any individuals holding responsible positions in management or any position of significant control over the applicant's activities. As a minimum, the background and qualifications of the following personnel shall be examined:

a) Directors or board members; and
b) management and executive staff.

6.1.15. Issuance of an Air Operator Certificate.

An applicant under this part is entitled to an AOC if;

1. he holds permission from the Kuwait DGCA to operate a commercial aircraft in the State of Kuwait;
2. the DGCA, after investigation, finds that the applicant is properly and adequately staffed and equipped to conduct a safe and efficient operation in accordance with the regulations and the operations specification manuals approved by the DGCA.

6.1.16. Duration and Return of Certificate

1. An Air Operator Certificate/Operations Specifications issued by the DGCA is valid for two years or as prescribed in the AOC Certificate; **or**
2. The DGCA, for technical reasons, suspends or revoke the operator certificate; **or**
3. The holder of an AOC, once terminated, suspended, or revoked, then the certificate shall be returned to the DGCA within seven days.

Note: *Refer to Appendix "E" to Chapter 6 for a sample of the Application for renewal/ Variation of the Air Operator Certificate/ Operations Specifications Form No. (DGCA Form 8/AOC/OPS SPEC).*

6.2 Certifications Rules

6.2.1 Responsibilities of the Operator

1. the operator has the ultimate responsibility for the safe conduct, and efficiency of the operations;
2. the operator must comply with any laws of the State of Kuwait and the DGCA regulations and safety standards;
3. the operator must develop the necessary operating instructions for the safety, regularity and efficiency of the operations;
4. the operator must ensure that these operating instructions does not conflict with the laws and regulations of the State of Kuwait, the DGCA or those of other States regularity bodies into or which the operations are conducted.

6.2.2 The Authority of DGCA

1. The DGCA has the full right and power to refuse, withdraw, revoke or vary any operations authorized by the AOC and related operations specifications that is considered contrary to the interests of safety, whereby the operator will be provided with due notice and opportunity for consultation and appeal.
2. Any person authorized by the DGCA in that regard shall have access to any premises in the occupation or control of the holder of this certificate for the purpose of examining the premises and any document, equipment, tools, material or other thing of whatsoever nature relating to the operation of aircraft there under kept, used or intended to be used in connection with the operation of the aircraft.
3. Any person authorized by the DGCA to conduct flight operations and/or cabin inspection, shall be permitted at anytime to board, enter, and/or remain in the cockpit/cabin of an aircraft operated under this certificate, to observe general crew compliance with safety regulations.
4. Any person authorized by the DGCA to conduct flight operations and/or cabin inspections or examination shall be permitted to board and remain in the aircraft cockpit/cabin, in which any person is given a periodical test by or on behalf of the holder of this certificate.

6.2.3 Scheduled Air Service Requirements

Every Air Operator that operates a scheduled air service for the purpose of transporting passengers and cargo shall operate the service between airports approved by the Kuwait DGCA.

6.2.4 Category of Operations - Different Categories and Conditions

1. Scheduled passenger operations;
2. scheduled cargo operations;
3. scheduled mixed passenger and cargo operations;
4. non-scheduled passenger operations;
5. non-scheduled cargo operations
6. non-scheduled passenger and cargo operations;
7. air taxi operations – passenger, cargo or mixed.

6.3 Issuance of an Air Operator Certificate.

1. The applicant shall demonstrate to the Kuwait DGCA the ability to:
   a) maintain an adequate organizational structure;
   b) maintain a safety management system;
   c) maintain a quality control system;
   d) maintain an operational control system;
   e) meet training program requirements;
   f) comply with maintenance requirements;
   g) meet the requirements of the Kuwait DGCA for the commercial operation of aircraft; and
   h) maintain an effective security system; and
   i) conduct the operation safely and efficiently.
2. For the purposes of Subsection (1), an applicant shall have:
   a) a management organization capable of exercising an effective operational control;

b) managerial personnel, competent with suitable experience, who meet the requirements and are approved by the Kuwait DGCA are employed on a full-time basis to perform the functions related to key management role.

c) an Accident Prevention and Flight Safety Program that complies with the requirements of the Kuwait DGCA which should include a flight data analysis programme for any aircraft of a Certified Take off Mass in excess of 20,000 Kilograms and maintain an effective flight operation quality assurance (FOQA) system.

d) operational support services and equipment that meet the requirements of the Kuwait DGCA;

e) aircraft that are properly equipped for and crew members who are qualified for the area of operation and the type of operation;

f) an operational control system that meets the requirements of the Kuwait DGCA;

g) a training program that meets the requirements of the Kuwait DGCA;

h) a Company Operations Manual that meets the requirements of the Kuwait DGCA;

i) a maintenance control system approved by the Kuwait DGCA;

j) a quality control system approved by the Kuwait DGCA;

k) where a Master Minimum Equipment List (MMEL) has been established for a type of aircraft, a Minimum Equipment List for each aircraft of that type approved by the Kuwait DGCA; and

l) a common language, communicated by all flight crew members.

6.4 Contents of Air Operator Certificate

An Air Operator Certificate shall contain:

1. The legal name, trade name and address of the Air Operator;
2. The number of the Air Operator Certificate;
3. The expiry date of the certificate;
4. The date of issue of the certificate;
5. The operational points of contact;
6. Operations Specifications for each aircraft model or types of operations containing the following:
   a) The legal name, trade name and address of the Air Operator,
   b) The aircraft model,
   c) The types of operations passengers, cargo and/or other types of operations (e.g. emergency medical services),
   d) The areas of operation listing the geographical areas of authorized operations including the main and ancillary of operations,
   e) Special limitations (e.g. VFR only, day only),
   f) Special authorizations:
      i. Dangerous Goods.
      ii. Low Visibility Operations.
      iii. RVSM.

iv. ETOPS.

v. Navigation specification for PBN operations.

vi. The organization responsible for insuring that the Continuing Airworthiness of the aircraft is maintained and the reference KCASR part.

vii. Other authorizations or data (e.g. special approach authorization, MNPS, approved navigation performance).

7. Any other condition pertaining to the operation that the Kuwait DGCA deems necessary for aviation safety.

Note: *Refer to Appendix "F" to Chapter 6 for a Sample of the Air Operator Certificate form No. DGCA/AOC/03 and the Operations Specifications form No. DGCA/AOC/OS/03.*

6.5 General Conditions of Air Operator Certificate

An Air Operator shall comply with the following general conditions:

1. conduct flight operations in accordance with its approved Company Operations Manual;
2. maintain an adequate organizational structure;
3. employ managerial personnel who meet the requirements of the Kuwait DGCA;
4. conduct training in accordance with its approved training program;
5. maintain aircraft that are properly equipped for the area of operation and the type of operation;
6. employ crew members who are qualified for the area of operation and the type of operation;
7. maintain its aircraft in accordance with the requirements;
8. maintain operational support services and equipment that meet the requirements of the Kuwait DGCA;
9. operators shall obtain prior written approval from Kuwait DGCA before any change in its legal name, trade name, base of operations or managerial personnel;
10. continue to conduct safe and efficient operation; and
11. Air Operator shall establish and maintain a security policy in compliance with DGCA requirements.

6.6 Management Personnel Required

1. Each applicant for a certificate under this section must show that it has enough qualified and competent management personnel to provide the highest degree of safety and efficiency in its operations and that those personnel are employed on a full-time basis in the following or equivalent positions:
   a) General Manager (Accountable Manager)
   b) Operations Director
   c) Maintenance/Engineering Director
   d) Flight Safety Manager or Officer
   e) Chief Pilots.
   f) Training Manager
   g) Engineering Section Manager
   h) Quality Control Manager

2. Upon application by the Operator, the DGCA may approve different positions or numbers of positions other than those listed in (1) above of this section for a particular operation if the Operator shows that it can perform the operation with the highest degree of safety.

3. Each Operator shall:

   a) Set forth the duties, responsibilities, and authority of the personnel required by this section, in the general policy section of the air operator manual.

   b) List in the manual the names and addresses of the persons assigned to those positions, and

   c) Within at least 15 days, notify the DGCA of any change made in the assignment of persons to the listed positions.

6.7 Management Personnel Qualifications.

See Appendix "A"

6.8 Availability of certificate and operations specifications manuals.

Each certificate holder shall make its operating certificate and operations specifications available for inspection by the DGCA representative.

6.9 Use of operations specifications manuals.

1. Each certificate holder shall keep each of its employees informed of the provisions of its operations specifications that apply to the employee's duties and responsibilities.

2. Each certificate holder shall maintain a complete and separate set of its operations specifications manuals. In addition, each certificate holder shall insert pertinent excerpts of its operations specifications, or reference thereto, in its manual in such a manner that they retain their identity as operations specifications.

6.10 Amendment of Certificate

1. An Operating Certificate issued under this part may be amended:

   a) Upon application by the holder, if the DGCA determines that safety in air transportation and the public interest allows the amendment, or

   b) If the DGCA determines that safety in air transportation and the public interest requires the amendment.

2. An applicant for an amendment to an Operating Certificate must file its application with the DGCA at least 15 days before the proposed effective date of that amendment, unless a shorter filing period is allowed by the DGCA.

6.11 Amendment of Operations Specifications Manuals.

1. DGCA may amend any operations specifications issued under this part, except those that are a part of the Air Operator Certificate:

   a) Upon application by the holder and if the public interest allows that amendment;

   b) If the DGCA and the public interest requires that amendment.

2. In the case of an amendment under subsection(1) (a) of this section, the DGCA Aviation Safety Department notifies the holder, in writing, of the proposed

amendment, fixing a reasonable period (but not less than seven days) within which the holder may submit written information, views, and arguments on the amendment. After considering all relevant material presented, the Aviation Safety Department notifies the holder of any amendment adopted, or rescinds the notice. The amendment becomes effective not less than 30 days after the holder receives notice of it.

3. An applicant must file his application for an amendment of operations specifications with the Aviation Safety Department at least 15 days before the date that it proposes for the amendment to become effective, unless a shorter filing period is allowed by that office.

4. Within 30 days after receiving a notice of refusal to approve the application for amendment from the ASD, the applicant may petition the Director to reconsider.

6.12 Inspection Authority

Each certificate holder shall allow DGCA representatives, at any time or place, to make any inspections or tests to determine its compliance with the DGCA Regulations, its operating certificate and operations specifications manuals, or its eligibility to continue to hold its certificate

6.13 Approval of Routes.

This Subpart prescribes rules for obtaining approval of routes by Air Operators.

6.13.1 Route requirements: General.

1. Each Air Operator seeking a route approval must show--
   a) That it is able to conduct satisfactorily-scheduled operations between each regular, provisional, and refueling airport over that route or route segment, and
   b) That the facilities and services required by subsection 6.13.3 through subsection 6.14.9 are available and adequate for the proposed operation.

2. Subsection (1) (a) of this section does not require actual flight over a route or route segment if the Air Operator shows that the flight is not essential to safety, considering the availability and adequacy of airports, lighting, maintenance, communication navigation, fueling, ground and aircraft radio facilities, and the ability of the personnel to be used in the proposed operation.

6.13.2 Route width

1. Approved routes and route segments over Kuwait or foreign airways and advisory routes have a width equal to the designated width of these airways or routes. Whenever the DGCA finds it necessary to determine the width of other approved routes, the following will be considered:
   a) Terrain clearance;
   b) Minimum en route altitudes;
   c) Ground and airborne navigation aids;
   d) Air traffic density;
   e) ATC procedures.

2. Any route widths of other approved routes determined by the DGCA are specified in the Air Operator's operations specifications manuals.

6.13.3 Data required by airports

1. Each Air Operator must show that each route it submits for approval has enough airports that are properly equipped and adequate for the proposed operation, considering such items as size, surface, obstructions, facilities, public protection, lighting, navigational and communications aids, and ATC (air traffic control).

2. Each Air Operator must show that it has an approved system for obtaining, maintaining, and distributing to all concerned current aeronautical data for each airport it uses to ensure safe operation at that airport. The aeronautical data must include the following:

a. Airports.
- (I) Facilities;
- (II) Public protection;
- (III) Navigational and Communications aids;
- (IV) Construction affecting take-off, landing, or ground operations;
- (V) Air traffic facilities.

b. Runways, clearways and stopways.
- (i) Dimensions;
- (ii) Surface;
- (iii) Marking and lighting systems;
- (iv) Elevation and gradient;

c. Displaced thresholds.
- (i) Location;
- (ii) Dimensions;
- (iii) Take-off or landing or both.

d. Obstacles.
- (i) Those affecting take-off and landing performance computations in accordance with aircraft performance operating limitations;
- (ii) Controlling obstacles;

e. Instrument flight procedures.
- (i) Departure procedure;
- (ii) Approach procedure;
- (iii) Missed approach procedure.

f. Special information.
- (i) Runway visual-range measurement equipment;
- (ii) Prevailing winds under low visibility conditions.

3. If the DGCA finds that revisions are necessary for continued adequacy of the certificate holder's system collection, dissemination, and usage of aeronautical data that has been granted approval, the certificate holder shall, after notification by the DGCA, make these revisions in the system within 30 days after the certificate holder receives such notice.

6.13.4 Communications facilities

Each Air Operator must show that a two-way air/ground radio communication system is available at points that will ensure reliable and rapid communications under normal operating conditions over the entire route between each aircraft and the appropriate dispatch office, and between each aircraft and the appropriate air traffic control unit.

6.13.5 Weather-reporting facilities

1. Each Air Operator must show that enough weather reporting services are available along each route to ensure weather reports and forecasts necessary for the operation.

2. No Air Operator may use any weather report to control flight unless it was prepared by a source approved by the DGCA.

6.13.6 En route navigational facilities

1. Each Air Operator must show, for each proposed route, that non-visual ground aids are:

   a) Available over the route for navigating aircraft within the degree of accuracy required for ATC, and

   b) Located to allow navigation to any regular, provisional, refueling, or alternate airport, within the degree of accuracy necessary for the operation involved. Except for those aids required for routes to alternate airports, non-visual ground aids required for approval of routes outside of controlled airspace are listed in the Air Operator's operations specifications manuals.

2. Non-visual ground aids are not required for:

   a) Day VFR operations that the Air Operator shows can be conducted safely by pilot age because of the characteristics of the terrain.

   b) Night VFR operations on routes that the Air Operator shows have reliably-lighted landmarks adequate for safe operation, and

   c) Operations on route segments where the use of celestial or other specialized means of navigation is approved by the DGCA.

6.13.7 Servicing and maintenance facilities

Each Air Operator must show that competent personnel and adequate facilities and equipment (including spare parts, supplies, and materials) are available at such points along the Air Operator's route as are necessary for the proper servicing, maintenance, and preventive maintenance of aircraft and auxiliary equipment.

6.13.8 Flight-following system

1. Each Air Operator must show that it has:

   a) An approved flight-following system established in accordance with this Part and adequate for the proper monitoring of each flight, considering the operations to be conducted, and

   b) Flight-following centers located at those points necessary:

      (i) To ensure the proper monitoring of the progress of each flight with respect to its departure from the point of origin and arrival at its destination, including intermediate stops and diversions there-from, and maintenance or mechanical delays encountered at these points or stops; and

      (ii) To ensure that the Pilot-in-command is provided with all information necessary for the safety of the flight.

2. The Air Operator's operation specifications manuals specify the flight following system it is authorized to use and the locations of the centers.

6.13.9 Flight-following system: Requirements

Each Air Operator using a flight-following system must 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 Air Operator to perform the function of operational control of the aircraft.

b) The system has a means of communications by adequate facilities to monitor the progress of each flight with respect to its departure from the point of origin and arrival at its destination, including intermediate stops and diversions there-from, and maintenance or mechanical delays encountered at those points or stops.

- The Air Operator must show that personnel designated to perform the function of operational control of the aircraft are able to perform their required duties.

6.13.10 Minimum Flight Altitude

1. An operator shall establish minimum flight altitudes for those routes flown for which minimum flight altitudes have been established by the State flown over or the state responsible, provided that they shall not be less than those established by that State

2. An operator shall specify the method by which it is intended to determine minimum flight altitude for operations conducted over routes for which minimum flight altitude have not been established by the State flown over or the responsible State, and shall include this method in the operations manual. This minimum flight altitude determined in accordance with the above method shall not be lower than specified in KCASR Part 2.

3. The method of establishing the minimum flight altitudes shall be approved by the following factors:

a. The accuracy and reliability with which the position of the aircraft can be determined;

b. The inaccuracies in the indications of the altimeters used;

c. The characteristics of the terrain (e.g. sudden changes in the elevation);

d. The probability of encountering unfavourable meteorological conditions (e.g. severe turbulence and descending air currents);

e. Possible inaccuracies in aeronautical charts; and

f. Airspace restrictions.

6.13.11 Aerodrome Operating Minima

1. An operator shall establish aerodrome operating minima for each aerodrome to be used in operations, and the DGCA shall approve method of determination such minima. Such minima shall not be lower than any that may be established for such aerodromes by the State in which the aerodrome is located, except when specifically approved by the State.

2. The operator is required to take full account of the following in establishing the aerodrome operating minima which will apply to the particular operation:

a. The type, performance and handling characteristics of the aircraft;
b. The composition of the flight crew, their competence and experience;
c. The dimensions and characteristics of the runways which may be selected for use;
d. The adequacy and performance of the available visual and non-visual ground aids;
e. The equipment available on the aircraft for the purpose of navigation and/or control of the flight path during the approach to landing and the missed approach;
f. The obstacles in the approach and missed approach areas and the obstacle clearance altitude/height for the instrument approach procedures;
g. The means used to determine and report meteorological conditions; and
h. The obstacles in the climb-out areas and necessary clearance margins.

Note: *Guidance on the establishment of aerodrome operating minima is contained in the Manual of All-Weather Operations (ICAO Doc. 9365).*

3. Category II and Category III instrument approach and landing operations shall not be authorized unless RVR information is provided.

6.13.12 Threshold Crossing Height for Precision Approaches

An operator shall establish operational procedures designed to ensure that an aircraft being used to conduct precision approaches crosses the threshold by a safe margin, with the aircraft in the landing configuration and altitude.

Chapter 7 – Issuance of Additional Directives Orders/ Circulars/and Instructions

The DGCA shall be responsible for the organization of the Civil Aviation in the State of Kuwait, and shall have the capacity of issuing rules, regulations and directives necessary for the discharge of such functions including the safety oversight activities.

Appendix "A" to Chapter 4

Training Syllabus - Human Factors in Aviation Maintenance

The training syllabus below identifies the topics and subtopics to be addressed during the Human Factors training.

Note 1: *The maintenance organization may combine, divide, change the order of any subject of the syllabus to suit its own needs so long as all subjects are covered to a level of detail appropriate to the maintenance organization and its personnel and with reference to the level of knowledge required as indicated against each topic.*

Note 2: *Some of the topics may be covered in separate training (health and safety, management, supervisory skill, etc.) in which case duplication of training is not required.*

Note 3: *Topics should be related to existing guidance / advisory material, where relevant (e.g. ICAO HF Digests, ICAO training manual, UK CAA HF training Manual and JAA Guidance Material).*

Note 4: *Topics should be related to maintenance engineering where possible, too much unrelated theory should be avoided.*

Note 5: *Level of details referred to at note-1 above is as follows:*

A- Level – 1. A familiarization with the principal elements of the subject

B- Level – 2. A general knowledge of the theoretical and practical aspects of the subject

C- Level – 3. A detailed knowledge of the theoretical and practical aspects of the subject.

S.No.	Details	Level
1	**General / Introduction to human factors**	**2**
1.1	Need to address Human Factors	
1.2	Statistics	
1.3	Incidents	
2	**Safety Culture / Organizational factors**	**2**
3	**Human Error**	**2**
3.1	Error models and theories	
3.2	Types of errors in maintenance tasks	
3.3	Violations	
3.4	Implications of errors	
3.5	Avoiding and managing errors	
3.6	Human Reliability	
4	**Human Performance & Limitations**	**2**
4.1	Vision	
4.2	Hearing	
4.3	Information-Processing	
4.4	Attention and Perception	
4.5	Situation awareness	
4.6	Memory	
4.7	Claustrophobia and physical access	
4.8	Motivation	
4.9	Fitness / Health	
4.10	Stress	
4.11	Workload management	
4.12	Fatigue	
4.13	Alcohol, medication, drugs	
4.14	Physical work	

4.15	Repetitive tasks / complacency	
5	**Environment**	**2**
5.1	Peer pressure	
5.2	Stressors	
5.3	Time pressure and deadlines	
5.4	Workload	
5.5	Shift Work	
5.6	Noise and fumes	
5.7	Illumination	
5.8	Climate and temperature	
5.9	Motion and vibration	
5.10	Complex systems	
5.11	Hazards in the workplace	
5.12	Lack of manpower	
5.13	Distractions and interruptions	
6	**Procedures, Information, Tools and Practices**	**3**
6.1	Visual Inspection	
6.2	Work logging and recording	
6.3	Procedure – practice / mismatch / Norms	
6.5	Technical documentation – access and quality	
7	**Communication**	**2**
7.1	Shift / Task Handover	
7.2	Dissemination of information	
7.3	Cultural differences	
8	**Teamwork**	**2**
8.1	Responsibility	
8.2	Management, supervision and leadership	
8.3	Decision making	
9	**Professionalism and integrity**	**2**
9.1	Keep up to date; currency	
9.2	Error provoking behavior	
9.3	Assertiveness	
10	**Organization's HF Program**	**2**
10.1	Reporting errors	
10.2	Disciplinary policy	
10.3	Error investigation	
10.4	Action to address problems	
10.5	Feedback	

Appendix "A" to Chapter 6

Issuance or Amendment of Air Operator Certificate and Management Qualification

1. Application for an Air Operator Certificate

   The following constitutes an application for an Air Operator Certificate:

   a) Airports - information required to determine the suitability of the base of operations and all scheduled points. The operator shall be able to demonstrate that operations are suitable at each base and scheduled point. This will normally be done by an inspection of the nominated airport. The inspection will be conducted by the Kuwait DGCA;

   b) Aircraft - information with respect to each aircraft by registration;

   c) Personnel - information on required personnel. These shall be supported by resumes and statements of qualification for each position;

   d) Maintenance Facilities;

   e) Maintenance Control Procedures;

   f) Company Operations Manual;

   g) Standard Operating Procedures;

   h) Minimum Equipment List(s);

2. Qualifications and Responsibilities of Managerial Personnel

   Operations Director

   Any nominated personnel required to be approved by the DGCA for a key management position within the holder of an air operator certificate of Kuwait DGCA shall be subjected to an interview by DGCA as a part of the evaluation process.

   a) Qualifications

      i) holds a current State of Kuwait Airline Transport Pilot Licence and ratings for which a pilot-in-command is required to hold for one of the aircraft operated;

      ii) has acquired not less than 10 years command experience on large/medium turbine powered aircraft and holds a DGCA-ASD Authorized Examiners “A/C” category

      iii) demonstrates knowledge to the Kuwait DGCA with respect to the content of the Operations Manual, the Air Operator's Certificate and Operations specifications, the provision of the regulations and standards necessary to carry out the duties and responsibilities to ensure safety;

      iv) have completed Crew Resource Management and Human Factors courses.

   b) Responsibilities

      The Operations Director is responsible for safe flight operations. In particular, the responsibilities of the position include:

      i) control of operations and operational standards of all aircraft operated;

      ii) the identification of operations coordination functions which impact on operational control;

      iii) supervision, organization, manning and efficiency of the following:

         A) flight operations;

         B) training programs;

C) flight safety program;

D) cabin safety; and

E) crew scheduling and rostering.

iv) the contents of the Air Operator's Company Operations Manual;

v) the supervision of and the production and amendment of the Company Operations Manual;

vi) liaison with the regulatory authority on all matters concerning flight operations, including any variations to the Air Operator's Operator Certificate;

vii) liaison with any external agencies which may affect Air Operator operations;

viii) ensuring that the Air Operator's operations are conducted in accordance with current regulations, standards and Air Operator policy;

ix) ensuring that crew scheduling complies with flight and duty time regulations, and that all crew members are kept informed of any changes to the regulations and standards;

x) the receipt and actioning of any aeronautical information affecting the safety of flight;

xi) the dissemination of aircraft safety information, both internal and external, in conjunction with the flight safety program; and

xii) qualifications of flight and cabin crews;

xiii) in his absence all responsibilities for operational duties shall be delegated to another qualified individual.

Chief Pilot(s) /Training Manager

Any nominated personnel required to be approved by the DGCA for a key management position within the holder of an air operator certificate of Kuwait DGCA shall be subjected to an interview by DGCA as a part of the evaluation process.

a) Qualifications

i) holds a current State of Kuwait Airline Transport Pilot Licence and ratings for which a pilot-in-command is required to hold for one of the aircraft operated;

ii) has acquired not less than 7 years command experience on large/medium turbine powered aircraft and hold a DGCA-ASD Authorized Examiners “A/C” category;

iii) demonstrates knowledge to the Kuwait DGCA with respect to the content of the operations manual, the Air Operator's Certificate and Operations Specifications, the provision of the regulations and standards necessary to carry out the duties and responsibilities to ensure safety;

iv) have completed Crew Resource Management and Human Factors courses.

b) Responsibilities

The chief pilot is responsible for the professional standards of the flight crews under his authority, and in particular:

i) developing standard operating procedures;

ii) developing and/or implementing all required approved training programs for the Air Operator flight crews;

iii) issuing directives and notices to the flight crews as required;

iv) the operational suitability and requirements of all aerodromes and routes served by the Air Operator;

v) the actioning and distribution of accident, incident, and other occurrence reports;

vi) the processing and actioning of any flight crew reports;

vii) the supervision of flight crews; and

viii) in his absence, all responsibilities for duties shall be delegated to another qualified individual.

Maintenance/Engineering Director.

Any nominated personnel required to be approved by the DGCA for a key management position within the holder of an air operator certificate of Kuwait DGCA shall be subjected to an interview by DGCA as a part of the valuation process.

a) Qualifications

i) holds a valid DGCA licence in either Airframe and Powerplant category or Avionics category, and/or a degree in Aeronautical Engineering.

ii) has at least 15 years of aircraft maintenance experience as licensed /approved engineer at the time of appointment as Director of Maintenance/Engineering and his experience and training record should be acceptable to the authority (Kuwait DGCA)

iii) demonstrate knowledge to the Kuwait DGCA with respect to the DGCA regulations and requirements and the contents of Air Operator's Certificate, Operations Specifications, the provisions of the regulations and the standards necessary to carry out his duties and responsibilities to ensure safety and efficiency.

b) Responsibilities

i) The Director of Maintenance/Engineering supervises, directs and co-ordinate all activities on engineering department and to ensure high safety standards of all maintenance engineers under his authority in accordance with KCASR Part 8 and DGCA requirements.

ii) The development and implementation of company's policies and standards as applicable to quality assurance and cooperate with the quality control manager to ensure compliance;

iii) To ensure that the requirements of Airworthiness Authorities are understood and implemented as applicable;

iv) To foster good working relationship between departments;

v) To ensure compliance with Kuwait Civil Aviation Safety Regulations and International Standards, as applicable;

vi) Develop and implement all required approved training programmes for maintenance personnel;

vii) In his absence, all responsibilities for duties shall be delegated to another qualified individual.

Quality Control Manager.

Any nominated personnel required to be approved by the DGCA for a key management position, within the holder of an air operator certificate issued by Kuwait DGCA, shall be subjected to an interview by DGCA as a part of the evaluation process.

a) Qualifications

i) holds a valid DGCA licence in either Airframe and Powerplant category or Avionics category, and/or a degree in Aeronautical Engineering;

ii) has at least 12 years of maintenance experience on aircraft with recent experience in the same category and class of aircraft as used by the Air Operator;

iii) demonstrate knowledge to the Kuwait DGCA with respect to the DGCA Regulations and content of Air Operator's Certificate and Operations Specifications, the Maintenance Organization Exposition documents, the provision of regulations and the standards necessary to carry out his duties and responsibilities to ensure safety and efficiency;

iv) have completed a management course acceptable the DGCA;

v) have completed a human factor course acceptable to the DGCA.

b) Responsibilities

Quality Control Manager's duties and responsibilities shall be in accordance with KCASR and Kuwait DGCA Approved Maintenance Organization Requirements.

3. Persons or Group of Persons who are required to hold key Managerial Posts.

a) Qualifications

i) holds a valid DGCA licence and ratings;

ii) acquired minimum years of maintenance experience shall be as per approved Maintenance Organization Exposition and Engineering Quality Control Procedures.

iii) demonstrate knowledge to the Kuwait DGCA with respect to DGCA Regulations and the content of Air Operator's Certificate and Operations Specifications, the Maintenance Organization Exposition documents, the provision of regulations and the standards necessary to carry out his duties and responsibilities to ensure safety and efficiency.

b) Responsibilities

Duties and responsibilities shall be as per DGCA approved Maintenance Organization Exposition and Engineering Quality Control Procedures.

4. Air Operator Accident Prevention and Flight Safety Program.

a) An Air Operator shall on a continuing basis maintain a Flight Safety Program. This standard specifies the program elements.

b) A person accountable for managing the program shall be appointed full-time. The individual who is responsible for managing the flight safety program must meet the qualification and training requirements of Flight Safety Person as detailed below.

Program Elements

The following elements shall be included in an Air Operator's Flight Safety Program and described in the appropriate Manuals:

a) Air Operator's Management Plan

b) Qualifications of the Flight Safety Person

c) Responsibilities of the Flight Safety Person

d) Training for the Flight Safety Person

e) Incident Management

f) Flight Safety Committee

g) Emergency Response Planning

h) Communication and Safety Education

i) A flight data analysis programme

Note: *Refer to ICAO Doc. 9422, Accident Prevention Manual.*

Description of Program Elements

Air Operator's Management Plan

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

a) all the necessary elements of the Program have been developed, properly integrated, and coordinated;

b) the Program has been disseminated to all appropriate personnel;

c) a detailed description of the Program is incorporated in the appropriate Air Operator's manuals; and

d) adequate Program management is maintained.

5. Qualifications of the Flight Safety Person

a) extensive operational experience, normally achieved as a flight deck crew member or equivalent experience in aviation management; and

b) training in accordance with paragraph (d) of this standard;

6. Responsibilities of the Flight Safety Person

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

a) monitoring and advising on all Air Operator flight safety activities which may have an impact on flight safety;

b) establishing a reporting system which provides for a timely and free flow of flight safety related information;

c) conducting safety surveys;

d) soliciting and processing flight safety improvement suggestions;

e) developing and maintaining a safety awareness program;

f) monitoring industry flight safety concerns which may have an impact on Air Operator operations;

g) maintaining close liaison with aircraft manufacturers;

h) maintaining close liaison with the Directorate General of Civil Aviation – Aviation Safety Department;

i) maintaining close liaison with industry safety associations;

j) developing and maintaining the Air Operator accident prevention and response plan;

k) identifying flight safety deficiencies and making suggestions for corrective action;

l) investigating and reporting on incidents/accidents and making recommendations to preclude a recurrence;

m) developing and maintaining a flight safety database to monitor and analyze trends;

n) making recommendations to the Air Operator senior management on matters pertaining to flight safety; and

o) monitoring the response and measuring the results of flight safety initiatives.

7. Training of the Flight Safety Person

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

a) flight safety philosophy;
b) human factors and the decision making process;
c) accident prevention;
d) the role of the flight safety officer as advisor to senior management;
e) risk management;
f) accident/incident management;
g) the aviation safety survey;
h) emergency response plan; and
i) incident investigation.

8. Incident Management

The Air Operator shall be responsible for providing employees with a timely means of reporting any unsafe conditions. The person responsible for the flight safety program shall institute and maintain an incident reporting system. This system will provide for:

a) a process of reporting incidents;
b) investigation of incidents;
c) the means of advising management; and
d) information feedback to employees.

9. Flight Safety Committee

An Air Operator shall establish a Flight Safety Committee:

a) 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.

b) Members

The Committee shall be chaired by an individual appointed by the Air Operator. Members shall include representatives of all operational departments in the organization.

c) Meetings

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

d) Minutes

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

10. Emergency Response Planning

The Air Operator shall develop and maintain an Air Operator Emergency Response Plan that shall include the following elements:

a) Air Operator policy;
b) Air Operator mobilization and agencies notification;
c) passenger and crew welfare;
d) casualty and next-of-kin coordination;

e) accident investigation on behalf of the Air Operator;

f) Air Operator team's response to the accident site;

g) preservation of evidence;

h) media relations;

i) claims and insurance procedures;

j) aircraft wreckage removal; and

k) emergency response training.

11. Communication and Safety Education

The Air Operator shall be responsible for an efficient system of distributing appropriate safety material.

12. Operational Support Services and Equipment

The requirement for operational support services and equipment will be dependent on types of aircraft and the size and scope of the operation and shall include, as applicable:

a) operational control system requirements;

b) current flight operations publications including a copy of the State of Kuwait Safety Regulations, Company Operations Manual, Maintenance Manuals/Maintenance Procedures Manual, Airplane Flight Manuals, Aircraft Operating Manuals, Standard Operating Procedures, Foreign Aeronautical Information Publications, Minimum Equipment Lists and appropriate maps and charts;

c) issue or amendment of the operational flight plan, the ATC flight plan, required weather, NOTAMS and other information required for the flight;

d) handling of passengers, passenger security, and provisions for the handling of dangerous goods;

e) method for the calculation of cargo and baggage weight and the transmission to the pilot-in-command;

f) facilities and procedures for servicing the aircraft and the handling of aircraft surface contamination;

g) WAT charts for the usable runways;

h) runway surface charts which include information on pavement classification number, length of the runway, clearways and stop ways and associated obstacles within the immediate area;

i) ensurance of appropriate navigation and approach facilities for the use of the aircraft concerned including associated maps, approach and landing charts;

j) maintenance control procedures including the handling of un-serviceability and MEL procedures; and

k) method for the retention of records of weight and balance, passenger and baggage counts, fuel uplift, cargo weights.

Appendix "B" to Chapter 6

Certification and Operation - Contents of Air Operator Certificate

Navigation System Authorizations

1. Minimum Performance Capability for Long Range Area Navigation System

In order to meet the requirements of this standard, a long range area navigation system shall have the following minimum performance capability:

a) a standard deviation of lateral track deviations of less than 6.3 nautical miles;

b) be capable of meeting the requirements of FAA Document No.8110.60, GPS as a Primary Means of Navigation in Oceanic/Remote Operations where a GPS receiver provides the only means of long range navigation.

2. Authorizations

a) **Required Navigation Performance Capability (RNPC) Airspace**

The standard requirements for authorization to flight plan published high level fixed RNAV routes in Required Navigation Performance Capability (RNPC) airspace, or to be accommodated by Air Traffic Control (ATC) on other routes using RNPC separation criteria, are:

i) aircraft equipped with at least two independent navigation systems, one of which must be a long range area navigation system; and

ii) flight crew training on operation of the long range area navigation system.

b) **Minimum Navigation Performance Specification (MNPS) and RNPC Airspace**

The standard requirements for authorization to operate in Minimum Navigation Performance Specification (MNPS) airspace, and to flight plan published high level fixed RNAV routes in Required Navigation Performance Capability (RNPC) airspace, and to be accommodated by Air Traffic Control (ATC) on other routes using RNPC separation criteria are:

i) aircraft with navigation equipment as follows:

(A) aircraft operating only in domestic airspace on company approved routes or direct routes that begin and end within reception range of ground based navaids equipped with at least two independent navigation systems, one of which being a long range area navigation system;

(B) aircraft operating in MNPS airspace other than on high level airways, company approved routes and direct routings that begin and end within the reception range of ground based navaids equipped with two independent long range navigation systems.

(ii) flight crew training on operation of the long range area navigation system(s).

c) **North Atlantic Minimum Navigation Performance Specification (NAT MNPS), MNPS and RNPC Airspace**

The standard for authorization to operate in North Atlantic Minimum Navigation Performance Specification (NAT MNPS) airspace, MNPS airspace, to flight plan published high level fixed RNAV routes in Required Navigation Performance Capability (RNPC) airspace, and to be accommodated by Air Traffic Control (ATC) on other routes using RNPC separation criteria are:

i) aircraft with navigation equipment as follows:

(A) aircraft equipped with at least two independent long range area navigation systems;

(B) aircraft equipped with at least two independent navigation systems, one of which being a long range area navigation system, may be approved for NAT MNPS operations restricted to routes approved for aircraft with one long range RNAV system;

(C) aircraft equipped with at least two independent navigation systems based on short range ground transmitters may be approved for NAT MNPS operations restricted to routes approved for aircraft with no long range RNAV capability.

(ii) flight crew training on operation of the long range area navigation system(s).

d) **Reduced Vertical Separation Minima (RVSM) in MNPS, MNPS and RNPC Airspace**

The standard requirement for authorization to operate in MNPS Reduced Vertical Separation Minima (RVSM) airspace, MNPS airspace, to flight plan published high level fixed RNAV routes in Required Navigation Performance Capability (RNPC) airspace, and to be accommodated by Air Traffic Control (ATC) on other routes using RNPC separation criteria, is that the Air Operator and the aircraft shall comply with Minimum Aircraft System Performance Specifications (MASPS) and other requirements of ICAO NAT DOC 002 and ICAO/FAA Document 91-RVSM and DGCA Guidance Material.

3. Instrument Approaches - Global Positioning System (GPS)

a) The standard requirements for authorization to fly instrument approach procedures using only GPS navigation information are:

i) an operational evaluation has been completed by the Kuwait DGCA on each aircraft type/GPS/FMS model installation for which approach authorization is sought;

ii) an Air Operator has an approved flight crew training and qualifications program for use of the GPS/FMS system; and

iii) standard operating procedures have been amended to reflect GPS approach operations and approved by the Kuwait DGCA.

b) The following items will be assessed in the operational evaluation prior to the approval of the operator's GPS approach standard operating procedures and training program. Identical installations of the same model of GPS in the same type of aircraft with the same operator do not need separate evaluations:

i) Database

The geographical coverage area for the database shall be compatible with the type of operations conducted by the company. The Air Operator shall have procedures in place to ensure that the database will be updated in accordance with the appropriate data revision cycle. This shall include a contract with a database supplier and the inclusion, in the appropriate company manuals, of the person responsible for installing the updates in the aircraft. The company shall have a procedure in place for pilots to report database errors and for information on database errors to be passed on to other company pilots, the avionics manufacturer and the Kuwait DGCA.

ii) Unit Installation and Operation

The handling and procedures associated with the GPS avionics shall be such that all operations required for GPS approach can be accomplished without an adverse impact on normal crew duties and responsibilities. GPS related tasks shall not consume the attention of the pilot not flying (PNF) during critical phases of flight (i.e. between the time the aircraft turns inbound on the final approach course and the time the aircraft is established in the climb configuration on a missed approach).

iii) Control Display Unit (CDU) and Course Deviation Indicator (CDI) / Distance Display

If the GPS/FMS control unit is not adequately accessible from each pilot position, or if GPS course deviation and distance displays are not within the primary field of view at both pilot stations, Air Operators shall designate in the standard operating procedures the position that the pilot flying (PF) and pilot not flying (PNF) are required to occupy during GPS approach for that type of installation. Aircraft types that are certified for operation by two crew members shall have GPS course deviation and distance displays at each pilot station. An Operation Specification authorizing GPS approaches shall not be issued unless the PNF has a means acceptable, in the Kuwait DGCA’s opinion, of monitoring the PF during an approach.

iv) Distance Display on the HSI

Installations where GPS guidance information (course tracking, To/ From and NAV flags) are switched onto the HSI for display, but the DME distance information is not switched out (i.e. DME distance rather than GPS distance is displayed continuously on the HSI even when GPS source is selected to HSI), shall require Air Operators, in their standard operating procedures for GPS approach, to deselect other NAV/DME sources to eliminate distance displays in the pilot's primary field of vision not related to the approach procedure being flown.

v) Annunciation

Responses to system annunciation (including Receiver Autonomous Integrity Monitoring (RAIM) warnings), the means of selecting GPS track information to the CDI/HSI and the means of coupling GPS steering information to the aircraft automatic flight control system shall be compatible with the safe operation of the aircraft type/category. Standard operating procedures shall specify the procedure whereby the control unit is programmed, approach waypoints are verified against an independent source, approach mode is armed, and cockpit NAV source and AFC guidance source switches are selected and verified. Any switch selection or programming errors that the Kuwait DGCA believes are likely to occur and that could lead to a serious incident shall, if possible, be identified and addressed in training and in the standard operating procedures. Otherwise, the installation shall not be approved for approach use.

vi) Airborne Evaluation

The Kuwait DGCA shall observe the pre-flight and in-flight operation of the unit on at least one GPS approach and missed approach. If the PF is allowed to occupy either seat during GPS approaches, then one approach from each pilot position shall be demonstrated. An airborne evaluation in an aircraft must take place under VMC. Emphasis will be on crew co-ordination, pilot workload (PF and PNF), and switch selections.

Appendix "C" to Chapter 6

AIR OPERATOR CERTIFICATE OR EQUIVALENT DOCUMENT

Supplementary to Chapter 4, 3.4.2.1

1. The Kuwait DGCA regulations and rules for the operational certification of operators and the conduct of subsequent commercial air transport operations should be in conformity with the Annexes to the *Convention on International Civil Aviation* and have sufficient detail to ensure that compliance will result in the desired level of safety.

2. The DGCA shall provide a framework of positive control and guidance to allow the operator sufficient flexibility to develop and update instructions for the detailed guidance of personnel essential to the conduct of operations.

3. The Operator regulations should require the operator to submit detailed information on the organization, method of control and supervision of flight operations, training programme and maintenance arrangements as a basis for operational certification. As required by this Part, the operator's material should be submitted in the form of an operations manual, a maintenance control manual and a maintenance programme containing at least the material specified in Attachment "AB" and Chapter 11, 3.11.2 and 3.11.3 respectively and such other material as the Kuwait DGCA may require.

4. The Kuwait DGCA, in addition to assessing the operator's ability and competence, should guide the operator in regulatory, organizational and procedural matters. The Kuwait DGCA should be satisfied concerning the operator's eligibility for operational certification. This includes the ability and competence to conduct safe and efficient operations and proof of compliance with applicable regulations.

5. Continuing surveillance by the Kuwait DGCA of an air operator certificate holder's operations is inherent in the system of certification and is an essential part of the Kuwait DGCA's responsibility to ensure that the required standards of operations are maintained in order to provide a safe and reliable commercial air transportation service to the public. Adequate authority for certification and continuing surveillance of an air operator certificate holder's operations should be contained in the provisions of the basic aviation law of the State.

   Note1:- Guidance on the operations manual is given in the manual Preparation of an Operations Manual *(Doc 9376).*

   Note2:- Guidance on the certification and continued surveillance of the operator is given in the Manual of Procedures for Operations Inspection, Certification and Continued Surveillance *(Doc 8335).*

Appendix "D" to Chapter 6

STATE OF KUWAIT
Directorate General of Civil Aviation
Aviation Safety Department

دولة الكويت
الإدارة العامة للطيران المدني
إدارة سلامة الطيران

Application for Air Operator Certificate "AOC"

Particulars of the Applicant (in BLOCK Capitals)

Applicant Name:
(As in Legal Document) _____

Address:
(Principal Place of Operation) _____
_____
_____
_____

Telephone Number: _____

Fax Number: _____

SITA: _____ **E-Mail:** _____

Category of Operation *(Please tick (√) whichever is applicable)*

Scheduled:	**Passenger** ☐	**Freight** ☐	**Mix (Passenger/Freight)** ☐	**Others** ☐
Non Scheduled:	**Passenger** ☐	**Freight** ☐	**Mix (Passenger/Freight)** ☐	**Others** ☐
Air Taxi Operation:	**Passenger** ☐	**Freight** ☐	**Mix (Passenger/Freight)** ☐	**Others** ☐

Number of Aircraft: _____

Types of Aircraft: _____

Date of intended Operation: _____

I HEREBY CERTIFY THAT I HAVE BEEN AUTHORIZED BY THE ORGANIZATION IDENTIFIED TO MAKE THIS APPLICATION AND THAT STATEMENTS AND ATTACHMENT HERETO ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name of Accountable Manager :……..

Signature :……. **Date :……..**

Note: All Supporting documents must be attached **as per the requirement.**

Form No. DGCA/AOC-'03

ص . ب 17 الصفاة – الرمز البريدي 13001 الكويت - فاكسميلي:24765796 (965) – هاتف : 24743940 (965) - سيتا:KWIASYA
P. O. Box: 17, Safat -P. Code 13001, Kuwait -Tel.: (965) 2474 3940- Fax: (965) 24765796 - Sita: KWIASYA- Email: safety@dgca.gov.kw

AOC VALIDITY: AIR OPERATOR CERTIFICATE SHALL REMAIN VALID UNLESS TERMINATED, SUSPENDED OR REVOKED BY DGCA, KUWAIT.

Charges and fees are described in Kuwait Civil Aviation Safety Regulations (KCASR) Part – 27, and shall be paid accordingly.

(Cheques, Postal orders etc. to be payable to the Directorate General of Civil Aviation) or Telex Transfer direct to our account number mentioned below with Central Bank of Kuwait.

Central Bank of Kuwait
P.O. Box 526,
Safat 13006,
State of Kuwait.

Account No.: (KW 42 CB KU 00000000000000004204170)
In Favour of: Directorate General of Civil Aviation

For Official Use Only:

Accepted ☐ Rejected ☐ Pending ☐

Remarks:

الادارة العامة للطيران المدني
Directorate General of Civil Aviation

Form No. DGCA/AOC-'03

Appendix "E" to Chapter 6

1. Sample of Application for Renewal/Variation of Air Operator Certificate/Operations Specifications :

Directorate General of Civil Aviation
Aviation Safety Department
State of Kuwait

P.O. Box 17, Safat 13001, Kuwait
Tel. (965) 2474-3940 Fax (965) 2476-5796
Email: safety@dgca.gov.kw

APPLICATION FOR RENEWAL / VARIATION OF AIR OPERATOR CERTIFICATE / OPERATIONS SPECIFICATIONS

Please select the nature of your application (you may tick more than one)

1. Reasons for Submission

☐ **Renewal**

Variations

☐ Inclusion of new aircraft type.
☐ Change in management personnel.
☐ Change in area of operation.
☐ Change in operation : ☐ Low Visibility ☐ RVSM ☐ ETOPS ☐ PBN
☐ Others :_____

Air Operator Name: _____

Official Mailing Address: _____

(Dba) Doing Business as Trading Name: _____

Tel:..... Fax:..... Email:.....

Type of operation: Commercial Air Transportation ☐ Passengers ☐ Cargo ☐ Other_____

Area (s) of operation: _____

Special Limitations: _____

Aircraft Make/ Model /Series	No. of Aircraft	Registration Mark	MTOW

Directorate General of Civil Aviation
Aviation Safety Department
State of Kuwait

P.O. Box 17, Safat 13001, Kuwait
Tel. (965) 2474-3940 Fax (965) 476-5796
Email: safety@dgca.gov.kw

I hereby declare that the particulars given on this form are true in every respect and based on these particulars, I apply for the Renewal/Variation of the existing Air Operator's Certificate/Operations Specifications.

Name & Designation of the Accountable Manager : _____

Signature & Date : _____

NOTES

1. FEES

A. For AOC/OPS SPEC Certificate variations or other applicable fees refer to KCASR Part 27.2

B. Annual Charge on April 1st in each year during the whole or part of which an Air Operator's Certificate remains in force, the holder of the certificate shall pay a charge of 1800/- KD.

Cheque, Demand Draft etc. made payable in favor of DIRECTORATE GENERAL OF CIVIL AVIATION, or Telex Transfer directly to our Account at;

CENTRAL BANK OF KUWAIT
P. O. BOX: 526, SAFAT, 13006,
KUWAIT.
ACCOUNT NO. (KW 42 CB KU 00000000000000004204170)

2. VALIDITY

The Air Operator Certificate/Operations Specifications is valid for TWO YEARS from the date of issue or as prescribed in the Air Operator Certificate / Operations Specifications

3. FORMAL APPLICATION

At the latest, the formal Application for the Renewal/variation of the Air Operator Certificate / Operations Specifications must be submitted 40 days before the expiry date of the existing AOC/OPS SPEC Certificate and this form must be completed in accordance with KCASR Part 25 Chapter 6.

Appendix "F" to Chapter 6

1. Sample Air Operator Certificate:



STATE OF KUWAIT
DIRECTORATE GENERAL OF CIVIL AVIATION
AIR OPERATOR CERTIFICATE

AOC No:(1)

Expiry Date (2)

Operator Name:(3)

Dba Trading Name:(4)

Operator Address:(5)

Tel:(6)
Fax:
Email:

Operational Points of Contact: (7)

Contact details, at which operational management can be contacted without undue delay are listed in _____ (8)

This certificate certifies that _____ (9) is authorized to perform commercial air operations, as defined in the attached operations specifications, in accordance with the operations manual and the Kuwait Civil Aviation Safety Regulations (KCASR).

PRESIDENT OF CIVIL AVIATION

Date of Issue:(10):

Form No. DGCA/AOC/03
Rev. 3. April 2011

Notes.—

(1) Unique AOC number, as issued by the DGCA

(2) Date after which the AOC ceases to be valid (dd-mm-yyyy).

(3) Operator's registered name.

(4) Operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").

(5) Operator's principal place of business address.

(6) Operator's principal place of business telephone and fax details, including the country code. E-mail to be provided if available.

(7) The contact details include the telephone and fax numbers, including the country code, and the e-mail address (if available) at which operational management can be contacted without undue delay for issues related to flight operations, airworthiness, flight and cabin crew competency, dangerous goods and other matters as appropriate.

(8) Insert the controlled document, carried on board, in which the contact details are listed, with the appropriate paragraph or page reference, e.g."Contact details are listed in the operations manual, Gen/Basic, Chapter 1, 1.1" or "… are listed in the operations specifications, page 1" or"… are listed in an attachment to this document".

(9) Operator's registered name.

(10) Issuance date of the AOC (dd-mm-yyyy).

2. Sample Operations Specifications sheet:

STATE OF KUWAIT
Directorate General of Civil Aviation
Aviation Safety Department

دولة الكويت
الإدارة العامة للطيران المدني
إدارة سلامة الطيران

OPERATIONS SPECIFICATIONS

(subject to the approved conditions in the operations manual)

STATE OF KUWAIT

DIRECTORATE GENERAL OF CIVIL AVIATION (1)

Telephone:_____ Fax:_____ E-mail: _____

AOC No.:(2)_____ Operator Name:(3)_____ Signature: _____

Doing business as (Dba) Trading Name: _____ Date:(4)_____

Aircraft Make / Model / Series:(5) _____

Aircraft Registration Mark : _____

Types of Operation: Commercial Air Transportation ☐ Passengers ☐ Cargo ☐ Other:(6) _____

Area(s) of Operation:(7)

Main Base of Operation (7-a) : _____ Ancillary Base of Operation (7 b) :_____

Special Limitations:(8)

SPECIAL AUTHORIZATIONS	YES	NO	SPECIFIC APPROVALS (9)	REMARKS/LIMITATION
Dangerous Goods	☐	☐		
Low Visibility Operations				
Approach and landing	☐	☐	CAT(10):___ RVR: ____m DH: ____ft	
Take-off	☐	☐	RVR(11): ____m	
RVSM(12) ☐ N/A	☐	☐		
ETOPS(13) ☐ N/A	☐	☐	Maximum Diversion Time(14):____minutes	
Navigation Specifications for PBN Operations(15)	☐	☐		(16)
Continuing Airworthiness			(17)	
Others(18)	☐	☐		

Operations Specifications Issue No:
Effective Date:
AOC Expiry Date:

DGCA Form No.: DGCA/AOC/OS/03 Issue 1, Rev. 2, April 2011

Notes.—

(1) Telephone and fax contact details of the DGCA, including the country code. E-mail to be provided if available.

(2) Insert the associated AOC number.

(3) Insert the operator's registered name and the operator's trading name, if different. Insert "dba" before the trading name (for "doing business as").

(4) Issuance date of the operations specifications (dd-mm-yyyy) and signature of the DGCA representative.

(5) Insert the Commercial Aviation Safety Team (CAST)/ICAO designation of the aircraft make, model and series, or master series, if a series has been designated (e.g. Boeing-737-3K2 or Boeing-777-232). The CAST/ICAO taxonomy is available at: http://www.intlaviationstandards.org/.

(6) Other type of transportation to be specified (e.g. emergency medical service).

(7) List the geographical area(s) of authorized operation (by geographical coordinates or specific routes, flight information region or national or regional boundaries).

(7a) Main base of operation is where the Airline carry out their main activity.

(7b) Ancillary base of operation is a location separate from the main base of operation at which an operator conducts operations on a permanent or semi-permanent basis. An ancillary base will normally have some permanent facilities and/or aircraft and personnel. .

(8) List the applicable special limitations (e.g. VFR only, day only).

(9) List in this column the most permissive criteria for each approval or the approval type (with appropriate criteria).

(10) Insert the applicable precision approach category (CAT I, II, IIIA, IIIB or IIIC). Insert the minimum RVR in metres and decision height in feet. One line is used per listed approach category.

(11) Insert the approved minimum take-off RVR in metres. One line per approval may be used if different approvals are granted.

(12) "Not applicable (N/A)" box may be checked only if the aircraft maximum ceiling is below FL 290.

(13) Extended range operations (ETOPS) currently applies only to twin-engined aircraft. Therefore the "Not applicable (N/A)" box may be checked if the aircraft model has more than 2 engines. Should the concept be extended to 3 or 4-engined aircraft in the future, the "Yes" or "No" checkbox will be required to be checked.

(14) The threshold distance may also be listed (in NM), as well as the engine type.

(15) Performance-based navigation (PBN): one line is used for each PBN specification authorization (e.g. RNAV 10, RNAV 1, RNP 4), with appropriate limitations or conditions listed in the "Specific Approvals" and/or "Remarks" columns.

(16) Limitations, conditions and regulatory basis for operational approval associated with the performance-based navigation specifications (e.g. GNSS, DME/DME/IRU). Information on performance-based navigation, and guidance concerning the implementation and operational approval process, are contained in the Performance-based Navigation Manual *(Doc 9613).*

(17) Insert the name of the person/organization responsible for ensuring that the continuing airworthiness of the aircraft is maintained and the regulation that requires the work, i.e. within the AOC regulation or a specific approval (e.g. Part M, Subpart G).

(18) Other authorizations or data can be entered here, using one line (or one multi-line block) per authorization (e.g. special approach authorization, MNPS, approved navigation performance).