

# **GUERNSEY AVIATION REQUIREMENTS (GARs)**



**PART 119**



**AIR OPERATOR  
CERTIFICATION**

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ICAO compliance:

This third issue incorporates ICAO standards of:

- Annex 6, Part I at amendment 42, excluding amendments 40-B and 40-C;
- Annex 6, Part III at amendment 21, excluding amendment 20-B;
- Annex 19 at first edition.

*Note: the excluded amendments will be introduced at a later date. They pertain to standards that come into force in:*

- *November 2019 for protection of flight recorder recordings and safety data, safety information and related sources; and*
- *November 2020 for the use of an enhanced global reporting format for assessing and reporting runway surface conditions.*

The definitive version of GARs is on the States of Guernsey website [www.cidca.aero](http://www.cidca.aero) which should be viewed to establish the latest issue of each Part.

Processing of applications will be done by the Guernsey Aircraft Registry. For further information consult <http://www.2-reg.com/> or send a message to [info@2-reg.com](mailto:info@2-reg.com).

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## Revisions

<b>GAR Issue</b>	<b>Subject</b>
Issue 1	First issue
Issue 2	<ul style="list-style-type: none"><li>• 119.59 and 119.61: Guidance references added;</li><li>• Appendix A.3: minor changes;</li><li>• Appendix B: AOC and Operations Specification samples updated;</li><li>• Editorial changes.</li></ul>
Issue 3	<ul style="list-style-type: none"><li>• 119.59: amendments to align with ICAO Annex 19, chapter 5 and Appendix 2;</li><li>• Incorporation of amendments 39 and 42 of ICAO Annex 6 Part I, affecting:<ul style="list-style-type: none"><li>• 119.63 – aircraft tracking.</li></ul></li><li>• Editorial changes.</li></ul>

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## **Subpart A – General**

### **119.1 Purpose**

- (a) This Part is applicable to any air transport undertaking, and any operator in the service of the police authority, required to hold an Air Operator Certificate (“AOC”) under the Air Navigation (Bailiwick of Guernsey) Law, 2012, as amended, (“the Law”) and must be read in conjunction with other Parts, in particular Part 91 and Part 121 or 135 according to the type of aircraft operated as described in paragraph 119.103.
- (b) These Requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce many of the provisions of the Law. Therefore, failure to comply with these Requirements may:
- (1) constitute a breach of the Law; and
  - (2) result in proceedings for breaches of the Law; or
  - (3) result in the refusal of an application for renewal of a certificate; or
  - (4) result in action to suspend or revoke a certificate.
- (c) The Law details the legal obligations governing the operation and piloting of aircraft, the planning and preparation for flight, and the maintenance and equipment of aircraft. The Law specifies these obligations in rather general terms, therefore there is a provision in the Law which requires the Director to publish Requirements to augment, amplify and detail more precisely the manner in which these obligations shall be met. The Requirements are the means by which the operator will be able to satisfy the Director as to the fulfilment of its obligations in respect of the operation of an aircraft or their entitlement to hold a certificate.
- (d) The issue of an AOC indicates only that the holder is considered competent to secure the safe operation and maintenance of aircraft. The possession of an AOC does not relieve the operator or the pilot-in-command from the responsibility for compliance with the Law and any other legislation in force. Neither does it relieve them of their responsibility for the safe conduct of any particular flight, as the ultimate responsibility for the safety of flight operations always rests with the operator and the pilot-in-command.

## **119.2**      **Definitions**

Definitions, in the context of this Part of the GARs shall have the meanings listed in GAR Part 1 (Definitions, Abbreviations and Units of Measurement).

## **119.11**      **Requirement for certificate**

- (a) Each person having operational responsibility for a commercial air transport operation shall hold, and comply with, an AOC issued under this Part, and any specified authorisations, conditions and limitations as may be specified therein.
- (b) For the purpose of paragraph 119.11(a) a person has operational responsibility for a commercial air transport operation if the person has responsibility for two or more of the following functions;
  - (1) determining whether the operation may be operated safely;
  - (2) assigning crew members for the operation;
  - (3) employing, contracting, or otherwise engaging crew members for the operation;
  - (4) making a decision to vary the operation, other than a decision by the pilot-in-command taken on the grounds of safety.

## **119.13**      **Application for certificate**

Each applicant for the grant of an AOC shall complete an application form that shall require:

- (a) the name and address of the applicant in Guernsey; and
- (b) the details required by paragraph 119.21(b) for the operations specifications; and
- (c) the operations manual required by paragraph 119.67 for an AOC in accordance with the provisions of Parts 121 or 135; and
- (d) such further particulars relating to the applicant as may be required by the Director or as indicated on the form;

and submit it to the Director, not less than 90 days before the date of intended operation, unless a shorter period is acceptable to the Director.

## **119.15**      **Issue of certificate**

- (a) Each applicant for the grant of an AOC is entitled to an AOC if the Director is satisfied that:
  - (1) the applicant's principal place of business is located within the Bailiwick of Guernsey; and
  - (2) the applicant meets the applicable requirements of Subpart B; and

- (3) the accountable manager for the operation is a person competent to take overall responsibility for operation and for the safety of each flight operated; and
  - (4) the applicant's nominated postholders required by paragraph 119.53(a)(1) and (2) are fit and proper persons; and
  - (5) the granting of the certificate is not contrary to the interests of aviation safety.
- (b) The AOC contains the information specified in Appendix B of this Part.

### **119.17 Duration of certificate**

- (a) An AOC remains in force from the date of issue until it is suspended or revoked by the Director.
- (b) The holder of an AOC that is suspended or is revoked shall forthwith surrender the certificate to the Director.

### **119.19 Privileges of certificate holder**

- (a) An AOC specifies the privileges that the holder is authorised to exercise.
- (b) An AOC shall authorise the holder to perform:
  - (1) commercial air transport operations as listed in the certificate holder's AOC; and
  - (2) ground or flight training appropriate to the aircraft operated or intended to be operated; and
  - (3) test or check flights to determine the competence of flight crew; and
  - (4) tests or checks to determine the competence of other persons providing the services or carrying out the operations listed in the certificate holder's operations manual.

### **119.21 Operations specifications**

- (a) The holder of an AOC shall comply with the operations specifications on the certificate.
- (b) Operations specifications contain the information specified in Appendix B of this Part.

### **119.23 Notification of ceasing operations**

Each holder of an AOC that ceases commercial air transport operations shall notify the Director of the cessation in writing within 30 days of the date of termination.

## **Subpart B – Certification Requirements**

### **119.51 Applicability**

This Subpart prescribes requirements for the grant and continuation of an AOC to any person operating aircraft in accordance with GAR Parts 121 and 135.

### **119.53 Personnel requirements**

- (a) Each applicant for the grant of an AOC shall employ, contract, or otherwise engage:
- (1) a nominated person identified as the accountable manager who:
    - (i) has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements and standards prescribed by this and any other GAR Part; and
    - (ii) is responsible for ensuring that the staffing, procedures and practices of the organisation are such that flights can be conducted safely across the whole of the intended route network; and
    - (iii) is responsible for ensuring that the organisation complies with the requirements of this and any other GAR Part; and
  - (2) nominated postholders:
    - (i) responsible for ensuring that the applicant's organisation complies with its operations manual; and
    - (ii) responsible for the functions referred to in paragraph 119.53(b); and
    - (iii) ultimately responsible to the accountable manager; and
  - (3) sufficient personnel to plan, perform, supervise, inspect, and certify the operations listed in the applicant's operations manual.
- (b) The nominated postholders required by paragraph 119.53(a) shall unless otherwise acceptable to the Director as a consequence of the size and expected scope of the applicant's organisation, each be responsible for no more than one of the following functions:
- (1) air transport operations, including the flight operations and the supporting ground operations; or
  - (2) crew training and crew competency assessment; or
  - (3) continuing airworthiness management; or

- (4) compliance monitoring; or
  - (5) where an air operator security programme is required by paragraph 119.79, air operator security; or
  - (6) conducting occurrence investigations in accordance with GAR Part 13.
- (c) Notwithstanding paragraph 119.53(b), and if applicable to the structure of the applicant's organisation, the nominated postholder responsibilities for crew competency assessment may be assumed by the nominated postholder responsible for air transport operations under paragraph 119.53(b)(1).
- (d) Any function referred to in paragraph 119.53(b)(1) may be delegated to other personnel provided the nominated postholder responsible for the function retains accountability and the delegation is acceptable to the Director.

### **119.55 Personnel competency requirements**

- (a) Nominated postholders within the operator's organisation shall meet the competency requirements at Appendix A.
- (b) An applicant for the grant of an AOC shall establish procedures:
- (1) to initially assess and then to maintain the competence of personnel authorised to plan, perform, supervise, inspect, or certify the air transport operations listed in the applicant's operations manual; and
  - (2) to ensure personnel are provided with written evidence of the scope of their authorisation.
- (c) An applicant may contract a training organisation acceptable to the Director to perform the functions of checking to assess, or training to maintain, the competence of the applicant's personnel in accordance with paragraph 119.55(b)(1).
- (d) An applicant that contracts with an organisation under paragraph 119.55(c) shall include in its operations manual details of:
- (1) the functions to be transferred to the organisation; and
  - (2) the scope of the checking or training to be carried out by the organisation; and
  - (3) the authority of the organisation in respect of the checking or training functions to be carried out; and
- (4) the nominated person responsible, within the organisation, for the management of the contract.

### **119.57 Resource requirements**

- (a) Each applicant for the grant of an air operator certificate shall provide resources, acceptable to the Director that:
  - (1) enable the satisfactory provision of the operations listed in the applicant's operations manual; and
  - (2) shall, where appropriate, include:
    - (i) accommodation, offices, workshops, hangars, and buildings; and
    - (ii) equipment, tools, material, training aids, data, and documentation necessary to perform the operations listed in the applicant's operations manual.
- (b) The applicant shall ensure that the environment provided:
  - (1) is appropriate for the tasks to be performed; and
  - (2) where appropriate, offers protection from weather elements

### **119.59 Safety management system**

- (a) Each applicant for the grant of an AOC shall establish a safety management system appropriate to the size and complexity of the operation, for the proactive management of safety, that integrates the management of operations and technical systems with financial and human resource management.
- (b) The safety management system shall include policies and objectives for continuous improvement to the organisation's overall safety performance.
- (c) The safety management system shall clearly define lines of safety accountability throughout the operator's organisation, including a direct accountability for safety on the part of senior management.
- (d) The safety management system shall include, as a minimum, the following:
  - (1) provisions for emergency response planning;
  - (2) processes to identify actual and potential safety hazards and assess the associated risks; and
  - (3) processes to develop and implement remedial action necessary to maintain agreed safety performance; and
  - (4) provision for continuous monitoring and regular assessment of the appropriateness and effectiveness of the safety performance; and
  - (5) recurring processes for continuous improvement of the performance of the safety management system; and
  - (6) compliance monitoring processes to:

- (i) identify applicable requirements, regulations and standards and demonstrate compliance with them; and
  - (ii) ensure technical manuals, checklists and other documentation are appropriately maintained and incorporate the latest amendments; and
  - (iii) ensure that training programmes maintain staff proficiency and competency.
- (7) safety communication.
- (e) The safety management system shall be described in relevant documentation, and shall be acceptable to the Director.

*Note: guidance for designing a Safety Management System is provided in the ICAO Safety Management Manual, latest edition (Doc 9859).*

### **119.61 Flight data analysis**

- (a) Each holder of an AOC shall establish and maintain a flight data monitoring system, which shall be integrated in the safety management system:
- (1) for aeroplanes with a MTOM of more than 27,000 kg; and
  - (2) for helicopters with a MTOM of more than 7,000 kg or having a MAPSC of more than 9.
- (b) The flight data monitoring system shall be non-punitive and contain adequate safeguards to protect the source(s) of the data.

*Note: guidance for designing a Flight Data Analysis Programme is provided in the ICAO Manual on Flight Data Analysis Programmes (FDAP), Doc 10000).*

### **119.63 Aircraft tracking**

- (a) Each holder of an AOC shall establish an aircraft tracking capability to track aeroplanes throughout its area of operations.
- (b) The holder of an AOC shall track the position of each aeroplane through automated reporting at least every 15 minutes for the portions(s) of in-flight operation(s) that is planned in oceanic area(s) under the following conditions:
- (1) the aeroplane has an MTOM of over 45,500 kg and a passenger seating capacity greater than 19; and
  - (2) where an ATS unit obtains aeroplane position information at greater than 15 minute intervals.

- (c) The holder of an AOC shall establish procedures, approved by the Director, for the retention of aircraft tracking data to assist SAR in determining the last known position of the aircraft.
- (d) Notwithstanding (b) and (c), variations to automated reporting intervals are allowed based on the results of a risk assessment process approved by the Director. This process shall demonstrate how risks to the operation resulting from such variations can be managed and shall include at least the following:
  - (1) capability of the AOC holder's operational control systems and processes, including those for contacting ATS units;
  - (2) overall capability of the aeroplane and its systems;
  - (3) available means to determine the position of, and communicate with, the aeroplane;
  - (4) frequency and duration of gaps in automated reporting;
  - (5) human factors consequences resulting from changes to flight crew procedures; and
  - (6) specific mitigation measures and contingency procedures.

*Note 1: this requirement becomes applicable on 8 November 2018.*

*Note 2: guidance on aircraft tracking capabilities is contained in the Normal Aircraft Tracking Implementation Guidelines (ICAO Circular 347).*

### **119.65 Flight safety documents system**

- (a) Each applicant for the grant of an AOC shall establish a flight safety documents system for the use and guidance of all operations personnel.
- (b) The flight safety documents system shall contain all information necessary for flight and ground operations, and comprise, as a minimum, the operations manual and the operator's maintenance control manual.
- (c) The flight safety documents system shall ensure that operational documents are consistent with each other, with regulations, manufacturers' requirements and human factors principles.

### **119.67 Compliance monitoring**

- (a) Each holder of an AOC shall establish a compliance monitoring programme to verify that all air operations are being carried out in accordance with the applicable regulations, requirements and procedures.
- (b) The person responsible for the compliance monitoring programme shall be named within the Operations Manual.

- (c) The compliance monitoring programme shall be described in the Operations Manual and include procedures to cover at least the following elements:
- (1) use of internal/external auditors; and
  - (2) scope of audit to be conducted; and
  - (3) responsibilities of the auditor; and
  - (4) compliance monitoring activities which shall include inspections of at least the following areas:
    - (i) actual flight operations; and
    - (ii) ground deicing/anticing if applicable; and
    - (iii) flight support services, including contracted services; and
    - (iv) load control; and
    - (v) maintenance; and
    - (vi) technical standards; and
    - (vii) training standards; and
    - (viii) the flight safety documents system.
  - (5) audit scheduling; and
  - (6) monitoring and corrective actions; and
  - (7) management evaluation; and
  - (8) audit record keeping.

### **119.69 Control of documentation**

- (a) An applicant for the grant of an AOC shall establish procedures to control, amend, and distribute its operational, safety, and maintenance data.
- (b) An applicant for the grant of an AOC shall establish a procedure for the control of documentation required by any applicable GAR Part, including but not limited to GAR Parts 91, 121 and 135.
- (c) The procedures required by paragraphs 119.69(a) and (b) shall ensure that:
  - (1) all documentation is reviewed and authorised by appropriate personnel before issue; and
  - (2) any amendments to documentation are reviewed and approved by appropriate personnel; and

- (3) current issues of all relevant documents are available to personnel at all locations where they need access to such documentation, in either hard copy, electronic, or other form acceptable to the Director; and
- (4) the current version of each document can be identified to preclude the use of superseded material; and
- (5) all obsolete documentation is promptly removed from all points of issue or use.

### **119.71 Operations manual**

- (a) All operational requirements, information and procedures collectively form the operations manual.
- (b) The operations manual shall include:
  - (1) a statement signed by the accountable manager on behalf of the applicant's organisation confirming that the material submitted accurately defines:
    - (i) the organisation and demonstrate its means and methods for ensuring ongoing compliance with this and any other GAR Part; and
    - (ii) operating procedures that are required to be complied with by its personnel at all times; and
  - (2) the titles and names of the accountable manager and nominated postholders required by paragraph 119.53(a)(1) and (2); and
  - (3) the duties and responsibilities of the nominated postholders specified under paragraph 119.53(a)(2) including matters for which they have responsibility to deal directly with the Director on behalf of the organisation; and
  - (4) a summary of the scope of activities at each location where operations personnel are based for the purpose of providing air transport operations; and
  - (5) an organisation chart showing lines of responsibility of the nominated postholders specified under paragraph 119.53(a)(2) and extending to each location listed under paragraph 119.71(b)(4); and
  - (6) a summary of the applicant's staffing structure at each location listed under paragraph 119.71(b)(4); and
  - (7) details of the principal place of business, the main maintenance base and such other operating bases as may be used; and
  - (8) details of the resources required by paragraph 119.57; and

- (9) details of the applicant's procedures required by GAR 121 or GAR 135, as applicable; and
  - (10) details of the maintenance:
    - (i) programme required by GAR Part 39 Subpart C; and
    - (ii) procedures required by paragraphs 119.71 and 119.75; and
    - (iii) organisation that performs its maintenance; and
  - (11) details of the training programmes required by GAR Part 121 or GAR Part 135; and
  - (12) details of the applicant's procedures that enable it to comply with the laws of any foreign State in which it operates; and
  - (13) procedures to control, amend, and distribute the operations manual with an initial copy and all subsequent amendments to be provided to the Director. Every amendment is to be provided to the Director a minimum of 30 days before effective date to allow appropriate review for acceptance and where required approval.
- (c) The operations manual shall be structured in accordance with, and contain at least that information required by Appendix 1 to GAR Part 121.1250/135.1250.
  - (d) The aircraft flight manual or equivalent document approved by the Director, shall form an integral part of the operations manual.

### **119.73 Maintenance responsibilities**

- (a) Each applicant for the grant of an AOC shall have continuing airworthiness management arrangements in compliance with GAR Part 39.
- (b) Each applicant or holder of an AOC that contracts with another organisation to perform its maintenance shall establish a formal maintenance support contract acceptable to the Director with all maintenance organisations undertaking maintenance on its aircraft.
- (c) Each holder of an AOC shall ensure that contracted maintenance organisations are approved by the Director to the requirements of GAR Part 145.

### **119.75 Maintenance programme**

Each applicant for an AOC shall have for each aircraft a maintenance programme approved by the Director to the applicable requirements of GAR Part 39 Subpart C.

### **119.77 Maintenance control manual**

Each applicant for the grant of an AOC shall ensure that the maintenance control manual provided in accordance with GAR Part 39 is appropriate to the types of aircraft to be operated.

**119.79 Security responsibilities**

Each applicant for the grant of or holder of an AOC intending to conduct air transport operations shall establish and maintain an air operator security programme, acceptable to the Director.

**119.81 Flight authorisation and control**

An applicant for the grant of or holder of an AOC shall establish and maintain procedures to ensure that the initiation, continuation, and termination of a flight or series of flights is authorised by the person required by paragraph 119.53(b)(1).

**119.83 Proving flights or tests**

- (a) Each applicant for the grant or amendment of an AOC shall, if required by the Director, perform proving flights representative of the operation or tests to satisfy the Director that it can meet any relevant prescribed requirement.
- (b) The proving flights or tests shall be conducted in a manner acceptable to the Director.
- (c) Each applicant for or holder of an AOC that carries out a proving flight shall restrict the carriage of personnel during the flight to necessary crew members and to personnel who are:
  - (1) receiving familiarisation or training; or
  - (2) gaining line operating flight time; or
  - (3) authorised to represent the Director.

**119.85 Records — personnel**

An applicant for the grant of an AOC shall establish procedures to ensure that:

- (a) an accurate record is maintained of:
  - (1) each employee who, in the performance of their duties, is required to hold a licence or rating; and
  - (2) each employee who is exercising responsibilities as an approved person; and
  - (3) each employee who is exercising any authorisation granted by the certificate holder; and
- (b) the record includes details of:
  - (1) the employee's full names, and base of operations; and
  - (2) the relevant experience, qualifications, and training, and where relevant, medical certificates of each employee listed under paragraph 119.85(a); and
  - (3) the scope, validity, and currency of any licence or rating referred to in paragraph 119.85(a)(1); and

- (4) the responsibilities referred to in paragraph 119.85(a)(2); and
- (5) the authorisations referred to in paragraph 119.85(a)(3); and
- (c) the record is retained for one year from the date that the employee:
  - (1) ceases to perform duties requiring a licence or rating; or
  - (2) exercises any responsibilities.

### **119.87 Records — resources**

An applicant for the grant of an AOC shall:

- (a) establish procedures to ensure details are accurately recorded of testing, checking, and calibration of any safety-critical resources used in carrying out the operations specified on the certificate; and
- (b) retain the record of details required by paragraph 119.87(a) for two years from the date the details are recorded.

## **Subpart C – Operating Requirements**

### **119.101 Continued compliance**

Each holder of an AOC shall:

- (a) continue to meet the standards and comply with the requirements of Subpart B; and
- (b) comply with all procedures and programmes detailed in its flight safety documents system; and
- (c) hold at least one current copy of its operations specifications and the relevant sections of its operations manual applicable to the operation in hard copy, electronic, or other form acceptable to the Director, at each location specified by the operator in its application.

### **119.103 Flight operation requirements**

Each holder of an AOC conducting a commercial air transport operation with:

- (a) an aeroplane that has a maximum approved passenger seating configuration of more than 19 seats, excluding any required crew member seat, or is in excess of 5,700 kg MTOM, shall comply with the applicable operating requirements of GAR Part 121.
- (b) an aeroplane that has a maximum approved passenger seating configuration of 19 seats or less, excluding any required crew member seat, and is 5,700 kg MTOM or less; or a helicopter, shall comply with the applicable operating requirements of GAR Part 135.

### **119.107 Charter, leasing and interchange of aircraft**

No operator may charter, lease or interchange aircraft with another operator without the approval of the Director.

### **119.109 Business or trading name**

- (a) Each holder of an AOC shall conduct its commercial air transport operations using the trading or business name that appears on the AOC.
- (b) No person shall perform a commercial air transport operation unless the trading or business name of the certificate holder conducting the operation is displayed in such a manner that it is clearly identifiable, visible, and legible to any intending passenger before boarding the aircraft.
- (c) The certificate holder shall clearly identify, when it advertises any commercial air transport operation conducted by it, the business or trading name that appears on the certificate.

**119.111 Changes to certificate holder's organisation**

- (a) Each holder of an AOC shall:
- (1) ensure that its operations manual is amended so as to remain a current description of its organisation; and
  - (2) ensure that any amendments made to its operations manual meet the applicable requirements of this or any other GAR Part and comply with the amendment procedures contained in its operations manual; and
  - (3) forward to the Director for retention a copy of each amendment to its operations manual as soon as practicable after the amendment is incorporated into its operations manual; and
  - (4) make such amendments to its operations manual as the Director considers necessary in the interests of aviation safety.
- (b) Where the certificate holder proposes to make a change to any of the following, prior application for and approval by the Director is required:
- (1) the accountable manager; or
  - (2) the nominated postholders; or
  - (3) the locations nominated in paragraph 119.71(b)(4) from which the certificate holder conducts air transport operations; or
  - (4) the scope of the certificate holder's certificate; or
  - (5) the overall scope or intent of the organisation's internal compliance monitoring procedures; or
  - (6) the maintenance programme; or
  - (7) any contractor carrying out the certificate holder's maintenance or training; or
  - (8) the flight and duty scheme; or
  - (9) the air operator security programme.
- (c) The Director may prescribe conditions on the AOC during or following any of the changes specified in paragraph 119.111(b).
- (d) The certificate holder shall comply with any conditions prescribed under paragraph 119.111(c).
- (e) Where any of the changes referred to in paragraph 119.111(b) requires an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.

**119.113 Changes to the maintenance programme**

The holder of an AOC shall make any revisions to a maintenance programme found by the Director to be necessary to satisfy the continuing airworthiness requirements of that programme.

**119.115 Emergency response plan**

Each holder of an AOC shall:

- (a) ensure that an emergency response plan is developed for handling in-air and on-ground emergency situations and minimising risk of injury to persons; and
- (b) base the emergency response plan on data including but not restricted to:
  - (1) type and length of routes over which operations are carried out; and
  - (2) aerodrome ground facilities; and
  - (3) aerodrome emergency planning and facilities; and
  - (4) ATC facilities; and
  - (5) type, seating configuration, and payload of the aeroplane likely to be involved.
- (c) include in the emergency in-flight plan the following procedures:
  - (1) if management personnel become aware of an emergency situation arising on an aeroplane during flight that requires immediate decision and action, procedures to be followed by those personnel to ensure that:
    - (i) the pilot-in-command is advised of the emergency; and
    - (ii) the decision of the pilot-in-command is ascertained; and
    - (iii) the decision is recorded; and
  - (2) if management personnel are unable to communicate with the pilot-in-command in accordance with paragraph 119.115(c)(1) procedures to be followed by those personnel to ensure that:
    - (i) an emergency is declared; and
    - (ii) any action considered necessary under the circumstances is taken.
- (d) ensure appropriate staff are trained and competent to perform during emergencies in accordance with the emergency response plan.

**119.117 Restriction or suspension of operations**

Each holder of an AOC shall, on becoming aware of any condition that is a hazard to safe operations, restrict or suspend operations as necessary until the hazard has been removed or appropriate mitigation applied.

## **Appendix A - Competency requirements for Nominated Postholders**

This Appendix details the competency requirements for the nominated postholders responsible under paragraph 119.55(a).

### **A.1 Nominated postholder - air transport operations**

<b>GAR Part 121 Operation</b>	
Document required	Should hold Airline Transport Pilot Licence
Pilot-in-command experience	Should have 3 years as pilot-in-command under GAR 121 operations or equivalent
Managerial experience	Shall have 3 years in an operational control position

<b>GAR Part 135 Operation</b>		
	<b>Multi-crew</b>	<b>Single pilot</b>
Document required	Should hold an Airline Transport Pilot Licence	Should hold a Commercial Pilot Licence, with Instrument Rating if operations include IFR
Pilot-in-command experience	Should have 3 years as pilot-in-command under GAR Part 121, GAR Part 125 or GAR Part 135 operations or equivalent;	
Managerial experience	Should have 3 years in an operational control position	

### **A.2 Nominated postholder - crew training and competency assessment**

<b>GAR Part 121 Operation</b>	
Document required	Airline Transport Pilot Licence with ratings
Currency	Current to act as pilot-in-command of one type of operator's aircraft
Experience	3 years as pilot-in-command under GAR Part 121 or GAR Part 135 type operations and 2 years of experience in the check and training role

<b>GAR Part 135 Operation</b>		
	<b>Multi-crew</b>	<b>Single pilot</b>
Document required	Airline Transport Pilot Licence with ratings	Commercial Pilot Licence, with Instrument Rating if operations include IFR

Currency	Current to act as pilot-in-command of one type of operator's aircraft
Experience	3 years as pilot-in-command under GAR Part 121 or GAR Part 135 type operations and 2 years of experience in the check and training role

### A.3 Nominated postholder - continuing airworthiness management

- (a) The nominated postholder responsible for continuing airworthiness management in an organisation conducting commercial air transport operations under GAR Part 121 or GAR Part 135 shall:
- (1) have a clear knowledge and understanding of the continuing airworthiness management parts of the organisation and the applicable provisions of GR part 39 and GAR Part 121 or GAR Part 135, as appropriate; and
  - (2) meet the requirements of paragraph (b); and
  - (3) undertake any examination or test that the Director may require to determine the applicant's competency to perform the maintenance planning and control functions required.
- (b) The nominated postholder in paragraph (a) shall:
- (1) be a graduate engineer or equivalent in an aeronautical, mechanical or electrical discipline; and
  - (2) have at least the following years experience of the maintenance of aircraft, which may be gained while working in a maintenance supervision, maintenance planning, engineering development, or workshop environment:
    - (i) for a GAR Part 121 organisation: five;
    - (ii) for a GAR Part 135 organisation: three; and
  - (3) have at least the following years of experience in a supervisory position which may be undertaken during the years of experience required under subparagraph (2):
    - (i) for a GAR Part 121 organisation: two;
    - (ii) for a GAR Part 135 organisation: one.
- (c) The experience requirements in paragraph (b)(2) may partially be met through a course of instruction acceptable to the Director.

## Appendix B - Air Operator Certificate and Operations Specifications

The format of the Air Operator Certificate and the associated Operations Specifications is shown below:

**BAILIWICK OF GUERNSEY**  
Director of Civil Aviation

**AIR OPERATOR CERTIFICATE**

No.: 2-REG.AOC.*	Operator name: <name> <address> <postal code> <country> dba Trading name:	Operational Points of Contact:  Contact details, at which operational management can be contacted without undue delay, are listed in *****
Telephone: E-mail:		
This Air Operator Certificate certifies that <operator name> is authorized to perform commercial air transport operations as defined in the attached operations specifications, in accordance with the <operator name> Operations Manual, latest revision, ICAO Annex 6, Part I and The Air Navigation (Bailiwick of Guernsey) Law, 2012, section 59A.		
Date of original issue:	Name and Signature:	
Revision no.:	A. Paterson Director of Civil Aviation	
Revision date:		
This Certificate remains valid unless suspended or revoked by the Director of Civil Aviation or ceases to be valid by virtue of The Air Navigation (Bailiwick of Guernsey) Law, 2012, section 59A or GAR 119.17.		
This certificate shall be carried on board during all flights. <span style="float: right;">Certified copy: **</span>		

D.OPS.AOC

**BAILIWICK OF GUERNSEY**  
Director of Civil Aviation

**OPERATIONS SPECIFICATIONS (AOC)**  
(subject to the conditions in the Operations Manual)

Telephone: +44 330 828 0875      e-mail: info@2-reg.com

Air operator name:	<Name>			
Approval:	AOC<no.> rev.<revision no.><issue date>			
Aircraft type and model:	<...><...>			
Aircraft registration mark(s)	2-****, 2-****			
Types of operation:	<...>			
Area(s) of operation:	<...>			
Special limitations:	<...>			
<b>SPECIFIC APPROVAL</b>	<b>YES</b>	<b>NO</b>	<b>DESCRIPTION</b>	<b>REMARKS</b>
Dangerous Goods	-	✓		
Low visibility operations				
Approach and landing	-	✓	CAT ____ RVR ____ m    DH ____ ft	
Take-off	-	✓	RVR ____ m	
Operational credit(s)	-	✓		
RVSM	-	✓		N/A
EDTO	-	✓	Threshold time: ____ minutes	
	-	✓	Maximum diversion time: ____ minutes	
AR navigation specifications for PBN operations	-	✓		
Continuing airworthiness	✗	✗	<CAMO name> <CAMO No. *>	
EFB	-	✓	Class <*>	
Other	-	✓	<Specify other>	
Revision no.: <...>	Revision date: <...>			
Issue date: <dd-mm-yyyy>	Issued by: <...>			
Certified copy: **				

D.OPS.PSC

This document shall be carried on board during all flights