

# Advisory Circular

## GUIDANCE ON AIR OPERATOR CERTIFICATE OPERATING REQUIREMENTS

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### GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act (Cap. 6) (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

### PURPOSE

This AC provides guidance to demonstrate compliance with, and information related to, requirements on continuing operations under an Air Operator Certificate (AOC) granted by the CAAS under the Air Navigation (119 – Air Operator Certification) Regulations (ANR-119).

### APPLICABILITY

This AC is applicable to the operator holding an AOC under ANR-119.

### RELATED REGULATIONS

This AC relates specifically to Division 3 in Part 2 of ANR-119.

### RELATED ADVISORY CIRCULARS

- AC 119-3-2 Aircraft Leasing

### CANCELLATION

Revision (1) of this AC supersedes revision (0). This revision updates GUIDANCE 119REG28 to include guidance for AOC holders to devise procedures in its Operations Manual for non-revenue recovery flights.

### EFFECTIVE DATE

This revision is effective from 21 May 2024.

### OTHER REFERENCES

Nil.

- 1 Regulation 28 of ANR-119 allows the Air Operator Certificate (AOC) holder to operate flights that are not commercial air transport operations, such as a recovery flight, a positioning flight, or any non-revenue flight where there are no paying passengers or commercial cargo carried. The AOC holder must operate these flights in accordance with procedures that are consistent with the AOC holder's safety management system and documented in its Operations Manual.
- 2 In this guidance,
  - (a) A non-scheduled flight refers to a flight conducted to support an AOC holder's commercial requirements, in the event of an operational contingency.
  - (b) A recovery flight referred to in paragraph 1 means a non-scheduled flight to position an aircraft to a non-scheduled destination in support of the recovery of passengers or cargo following an in-flight operational contingency. More specifically, the recovery flight is the flight sector for which the aircraft is positioned to the non-scheduled destination. The subsequent flight sector must be operated in accordance with the requirements of ANR-121 for a commercial air transport operation.
  - (c) A "non-scheduled destination" for the purposes of recovery flight, refers to a destination aerodrome that is not included in an AOC holder's operations specifications for the aircraft type.
    - (i) Example 1: A commercial flight was diverted due to a technical issue, to a non-scheduled destination. The AOC holder had to then position an aircraft of the same aircraft type to recover passengers and/or cargo for continued carriage to the original destination.
    - (ii) Example 2: A commercial flight was diverted due to a technical issue, to an airport that is in the operations specifications for the aircraft type. However, due to operational considerations, a different aircraft type, which does not have the airport listed in its operations specifications, had to be used to recover passengers and/or cargo for continued carriage to the original destination, or returned to its departure airport.
- 3 The policies and procedures for operating non-revenue flights must be included in an AOC holder's Operations Manual. All policies and procedures formulated for such flights must remain compliant with ANR-121 including flight planning, crew requirements, record-keeping, and any other relevant regulations. The AOC holder should also take into account all operational considerations and relevant matters essential to the conduct of a safe flight.
- 4 The AOC holder should also take the following into account when devising procedures for a recovery flight:
  - (a) For a recovery flight, the requirements of Regulation 35(3)(a) of ANR-121 may be complied with by stating the minimum aerodrome specifications for which any of its large aeroplanes require, before the aerodrome can be authorised for use.
  - (b) The recovery flight is not to carry any paying passenger or commercial cargo.

Note: The conduct of a recovery flight operation into a non-scheduled destination cannot be used as credit for consideration when an AOC holder plans to vary its operations specifications to include that destination into its AOC.

**GUIDANCE 119REG29      GUIDANCE FOR REGULATION 29 OF ANR-119 – LEASING AND INTERCHANGE OF AIRCRAFT**

- 1      A Singapore AOC holder intending to be involved in operational leasing arrangements should refer to AC 119-3-2 when seeking an approval under Regulation 29 of ANR-119 from the CAAS.

**GUIDANCE 119REG31      GUIDANCE FOR REGULATION 31 OF ANR-119 – VARIATION TO AIR OPERATOR CERTIFICATE**

- 1      Variation to the AOC includes changes to the following:
  - (a)      Name of the organisation specified in the Air Operator Certificate.
  - (b)      Address of the organisation specified in the Air Operator Certificate.
  - (c)      The AOC holder's accountable manager or persons nominated in accordance with Regulation 12 of ANR-119.

Note: Justification of the suitability of a person to become the accountable manager will be required.
  - (d)      The approved facilities or capabilities.
  - (e)      Updates to the scope of the AOC or any detail in the Operations Specifications, such as inclusion of an additional aircraft type, an additional destination or extension of routes; or a new special operation to be undertaken.
- 2      The application for a variation of its AOC should be made using form CAAS (AW) 68A, with full details of the requested amendments. The minimum notice required is 30 days, but the AOC holder is advised to give as much notice as possible before the intending changes.
- 3      On receipt of form CAAS (AW) 68A, depending on the types of operations requested, special inspection and/or a proving flight may be required. After all documentation is complete and upon satisfactory completion of any special inspection, the relevant amended page of the AOC or the operations specifications will be sent to the AOC holder as approval for the requested variation to the AOC.