



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, New Delhi

CIVIL AVIATION REQUIREMENT
SECTION 3 - AIR TRANSPORT
SERIES 'C' PART II
1st MARCH, 1994

EFFECTIVE : FORTHWITH

F. No. AV 14027/2/02-AT-1

Subject: MINIMUM REQUIREMENTS FOR GRANT OF PERMIT TO OPERATE SCHEDULED PASSENGER AIR TRANSPORT SERVICES.

1. INTRODUCTION

Sub-rule 1 of Rule 134 of the Aircraft Rules, 1937 specifies that no person shall operate any scheduled air transport service from, to, in, or across India except with the permission of the central government, granted under and in accordance with and subject to the provisions of Schedule XI of the Aircraft rules. This Civil Aviation Requirement contains the minimum airworthiness, operational and other general requirements for grant of permit for Scheduled air transport operations. This CAR is issued under provisions of Rule 133A of the Aircraft Rules, 1937. These requirements are complimentary to the requirements of ICAO Annex 6 Part I, as applicable to scheduled operations.

2. DEFINITION

'Scheduled air transport service' means an air transport service undertaken between the same two or more places and operated according to a published time table or with flights so regular or frequent that they constitute a recognizably systematic series, each flight being open to use by members of the public.

3. ELIGIBILITY REQUIREMENTS

3.1 A Scheduled Operator's Permit can be granted only to:

- a) a citizen of India; or
- b) a company or a body corporate provided that:
 - i) it is registered and has its principal place of business within India;
 - ii) its chairman and at least two-thirds of its directors are citizens of India; and,
 - iii) its substantial ownership and effective control is vested in Indian nationals.

3.2 Before the Scheduled Operator's Permit is issued, an applicant shall have:

3.2.1 Paid up Capital for new applicants for which the applicant shall submit a certificate from the banker or chartered accountant to confirm the paid up capital of the company:

- (i) Airlines operating with aircraft with take off mass equal to or exceeding 40,000 kg.
 - a) upto 5 aircraft – Rs 50 crores
 - b) for each addition of up to five aircraft, additional equity investment of Rs 20 crores will be required.
- (ii) Airlines operating with aircraft with take off mass not exceeding 40,000 kg.
 - a) upto 5 aircraft – Rs 20 crores
 - b) for each addition of up to five aircraft, additional equity investment of Rs 10 crores will be required.

Note: Full equity as required shall be available with the Company at the time of initial NOC to demonstrate their commitment, seriousness and genuineness. There may be no need for further enhancement of equity if the paid up equity/ reserves of Rs 100 crores is available with the airline.

- 3.2.2 Paid up Capital for existing airlines shall comply with the above requirements and, wherever necessary, will have to raise their authorized and paid up capital to the prescribed minimum levels, before 15th May 2008. The operator shall submit a certificate from the banker or chartered accountant to confirm the paid up capital of the company in this regard.
- 3.2.3 a fleet of minimum five aeroplanes or five multi-engine helicopters either by outright purchase or through lease. The aeroplanes shall be of maximum certified takeoff mass of more than 5,700 kg and type certified meeting the requirements of transport category aircraft acceptable to DGCA. Multi-engine helicopters shall be of maximum certified takeoff mass of more than 3180 kg and type certified meeting the requirements of transport category helicopters acceptable to DGCA. The aircraft shall be registered in India and shall hold a current Certificate of Airworthiness in Normal Passenger category. For leased aircraft, a copy of lease deed shall be filed with the DGCA. To facilitate the start of the operations, operators will be permitted to operate with one aeroplane/ helicopter and will be given one year's time from the date of securing operator's permit, to have the fleet size of five aircraft. Within this period of one year, the operator will be permitted to operate scheduled services if they meet all airworthiness, air safety and operational requirements for such operations, fulfill the route dispersal guidelines and all other requirements applicable to a scheduled operator;
- 3.2.4 adequate number of aircraft maintenance engineers and maintenance and repair facilities required to carry out maintenance of aircraft. The operator may outsource maintenance of the aircraft to other DGCA approved organizations. Such outsourcing arrangements including the contracts and the responsibilities of the parties shall be documented.

- 3.2.5 on his regular employment sufficient number of flight crew and cabin crew but not less than three sets of crew per aircraft. The flight crew should hold current licenses issued by DGCA and appropriate endorsements on the type of aircraft operated. DGCA may, with the approval of the competent authority, permit a few appropriately qualified foreign licensed pilots to fly Indian registered aircraft for a limited period to enable pilots of the operator to acquire necessary experience and to carry out training and proficiency checks for acquiring the type endorsement;
- 3.2.6 in place proper arrangements for provision of ground handling services in accordance with the provisions of AIC 3/2010 and the Airports Authority of India (General Management, Entry for Ground Handling Services) Regulations, 2007, as applicable.

4. PROCEDURAL REQUIREMENTS

CAP 3100 - Air Operator Certification Manual gives the procedure and requirements for Air Operator Certification. Broadly, the following steps shall be followed for grant of operating Permit for scheduled operations.

4.1 Grant of Initial No-Objection Certificate

4.1.1 An applicant desirous of obtaining an Air Operator Certificate for scheduled passenger air transport services shall first apply for the No-Objection Certificate (NOC). The application (eight copies) shall be submitted to the Ministry of Civil Aviation, New Delhi, in the pro-forma prescribed in Annexure I, along with a fee of Rs. 2,00,000/- (Rupees Two lakhs only) to be paid in a manner as prescribed by Director General in favour of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi.

4.1.2 The application shall contain information on the following aspects:

- a) Details of the proposed operations
- b) Particulars of the Directors and Chairman/CEO of the firm seeking NOC, for security clearance, as per Annexure III.
- c) Project feasibility report for the routes proposed for operation as per Annexure IV.
- d) Proposed financial structure
- e) Acceptable proof of the ability of the applicant to run air services on a sustained basis.
- f) Ownership pattern of the applicant
- g) Time frame in which the applicant proposes to operationalise the various stages of the project.
- h) Aircraft type to be used and its suitability for passenger services.
- i) Human resources and maintenance support.
- j) Any other information that may be required by the Ministry of Civil Aviation or DGCA.

- 4.1.3 The applicant shall submit its draft security manual to BCAS as per Annexure V for approval before issue of NOC.
- 4.1.4 Before grant of NOC, approval of Foreign Investment Promotion Board (FIPB), if foreign investment is envisaged, and security clearance of the Directors and Chairman of the firm shall be necessary.
- 4.1.5 The positions of the Chief Executive Officer (CEO) and/or Chief Financial Officer (CFO) and/or Chief Operating Officer, if held by foreign nationals, would require to be security vetted by Ministry of Home Affairs (MHA).
- 4.1.6 An applicant shall be required to furnish full and detailed information with regard to the shareholding of any airline in the foreign investing institution/entity, if any, and composition of the Board of Directors and senior management of the said foreign investing institution/entity, and shall submit information of changes, if any.
- 4.1.7 While the foreign investing institution/entity including foreign airlines, which seeks to hold equity in the Scheduled Air Transport Service/ Domestic Scheduled Passenger Airline may have representation on the Board of Directors of the Company, such representation shall not exceed 1/3rd of the total.
- 4.1.8 A Scheduled Air Transport Service/Domestic Scheduled Passenger Airline shall not enter into an agreement with a foreign investing institution or a foreign airline, which may give such foreign investing institution or foreign airlines or others on behalf of them, the right to control the management of the domestic operator.
- 4.1.9 A Scheduled Air Transport Service/Domestic Scheduled Passenger Airline may enter into financial arrangements with a bank and/or other financial institutions including foreign airline for the purpose of lease-finance, hire-purchase or other loan arrangements.
- 4.1.10 A Scheduled Air Transport Service/Domestic Scheduled Passenger Airline will be permitted to get maintenance, overhaul, repair works done and training of pilots/engineers conducted either at the facilities available with other airlines or those certified by the Director General of Civil Aviation on such terms as may be prescribed.
- 4.1.11 An applicant who seeks permission for Scheduled Air Transport Service/ Domestic Scheduled Passenger Airline will be required to give a declaration that he fulfills all the requirements mentioned in the above guidelines and in case of any change, he shall notify the competent authority within one month of such change. In addition, the applicant will be required to furnish such a declaration every year.

4.1.12 A Scheduled Air Transport Service/ Domestic Scheduled Passenger Airline which furnishes wrong information in respect of any of the above prescribed guidelines at any stage shall be liable for suspension/cancellation of his Operating Permit.

4.1.13 All foreign nationals likely to be associated as a result of investment by foreign airlines shall be cleared from security view point before deployment.

4.1.14 The operator may be permitted to get major maintenance, overhaul, repair works done and training of pilots/engineers conducted either at the facilities available with other airlines in India or those approved by the DGCA on such terms and conditions as may be prescribed.

4.1.15 After such scrutiny as is considered necessary by the Ministry of Civil Aviation and approval of the competent authority, applicants who fulfil the basic requirements shall be issued the initial NOC by DGCA to become a Scheduled operator subject to any conditions that the competent authority deems fit to impose.

4.1.16 The NOC shall be valid for three years from the date of issue and shall stand automatically cancelled if the applicant does not take effective steps to obtain effective steps to obtain the Scheduled Operator's Permit within this period.

4.2 Actions to be completed before acquisition of aircraft

4.2.1 After receipt of initial NOC, the applicant shall take necessary steps in accordance with CAP 3100 – Air Operator Certification Manual to the satisfaction of DGCA for

establishing the required infrastructure, recruitment and training of manpower, Minimum Equipment List, maintenance schedules and training manual etc. The applicant shall get the security manual approved by BCAS. The applicant shall show adequate preparedness to DGCA for conducting scheduled operations on a sustained basis. The operator shall also prepare the following manuals stipulating his procedures and policies:

- (a) An Operations manual in accordance with information contained in CAR Section 8 Series O Part VII. The manual shall contain the operations procedures and policies to be adopted during operations.
- (b) A Maintenance Control manual (CAME) in accordance with information contained in CAR M. This manual will describe the operator's quality control and maintenance policies.
- (c) A Training manual containing information in accordance with Annexure V to this CAR.

The operator shall ensure that the information given in the manuals is maintained up-to date and is in conformity with the rules and regulations and all the concerned personnel are kept fully familiar with the relevant contents of the manuals.

4.2.2 The applicant shall submit to DGCA a maintenance program based on the requirements of manufacturer and DGCA.

4.2.3 The applicant shall furnish the necessary information to show that the specific aircraft proposed to be imported meets the requirement for import of aircraft and that all mandatory modifications, Airworthiness Directives and equipment required to be mandatorily installed have been complied with. A list of Mandatory Modifications and Airworthiness Directives pending compliance or terminal action, if any, shall be submitted to DGCA.

4.2.4 On completion of necessary preparedness, the applicant shall apply in the proforma prescribed in Annexure II (eight copies) to the Ministry of Civil Aviation, New Delhi for the issue of permission to import/acquire the aircraft.

4.2.5 After such scrutiny as may be considered necessary, the Ministry of Civil Aviation may grant the applicant permission for acquisition of the aircraft with such conditions as may be specified.

4.2.6 The permission to import the aircraft shall be valid for one year. This permission may be extended on one time basis by 3 months on genuine grounds with the prior approval of the competent authority. However, where the aircraft proposed to be imported is a new one with a definite delivery schedule, the validity of import permission shall be in accordance with the delivery schedule.

4.2.7 Acquisition of aircraft by local purchase/lease within the country shall also be with the approval of the competent authority.

- 4.2.8 The applicant shall provide the names, licence details, endorsements and flying details of the pilots and engineers recruited by them.
- 4.2.9 The applicant should get the training programme for pilots and engineers approved by DGCA and ensure that the training is completed before the aircraft is acquired.
- 4.3 Security clearance of foreign flight crew and engineers, if employed, shall be necessary before they can be allowed to operate/maintain Indian registered aircraft.

5. AIRCRAFT AND AIRWORTHINESS REQUIREMENTS

- 5.1 There will be no restriction on the type and seating capacity of the aircraft to be imported/acquired by the applicant.
- 5.2 Multi-engine fixed wing aircraft with maximum certified take off mass of not less than 5,700 kg shall only be used for the purpose of scheduled operations. The aircraft should have been type certified to the satisfaction of DGCA as specified in CAR Sec.2 Series F, Part III.
- 5.3 Pressurised aircraft to be imported for scheduled operations shall not be more than 15 years in age or have completed 75 percent of its design economic life or 45,000 pressurisation cycles whichever is earlier. However, this requirement will not be applicable for acquisition of Indian registered aircraft maintained in accordance with DGCA requirements.
- 5.4 For the import of unpressurised aircraft, the decision will be taken on a case-to-case basis depending on a complete examination of the records and, if required, inspection of the aircraft being procured. However, DGCA would normally not allow import of more than 20 years old aircraft. This requirement will not be applicable for acquisition of Indian registered aircraft maintained in accordance with DGCA requirements.
- 5.5 Permission for import of specific aircraft suitable for scheduled operations shall have to be obtained from the competent authority prior to import. The aircraft shall be certified as suitable for the passenger operations by the regulatory authority of the country of manufacture which should be acceptable to DGCA, India.
- 5.6 Before import of an aircraft, the applicant shall ensure that no major checks including those applicable to aging aircraft, if applicable, are due within one year/ 2000 flight hours.
- 5.7 The aircraft shall be fitted with mandatory equipments as specified by DGCA from time to time.

- 5.8 The aircraft shall be maintained by an approved organisation in accordance with CAR Section 2, Series 'E' and shall comply with the various requirements, as specified from time to time.
- 5.9 The operator shall have sufficient number of aircraft maintenance engineers holding licenses/authorisations issued by DGCA in various categories. The engineers should be supported by sufficient number of technicians in each category. However, DGCA may allow, with the approval of the competent authority, a few appropriately qualified and licensed foreign engineers to carry out and certify maintenance work of Indian registered aircraft for a limited period to enable engineers of the operator to acquire necessary maintenance experience for acquiring the type endorsement.
- 5.10 The operator should have a full fledged quality control set-up headed by QC Manager assisted by DY. QC Manager and adequate number of trained technical officers.
- 5.11 The QC set up should have dedicated cells for (i) delay, defect and engineering incident investigation; (ii) reliability analysis, engine performance monitoring and component life control; (iii) compliance of service bulletins and modifications, maintenance of technical records, schedules, issue of technical circulars and dissemination of technical information.
- 5.12 The operator shall have adequate staff and facilities for record keeping of major components on a computerised system.
- 5.13 The operator shall have all current technical literature of the aircraft and components and have standing arrangements for receiving Airworthiness Directives, Service Bulletins, amendments/revisions to the literature.
- 5.14 The operator should have approved facilities/arrangements for training of the engineering staff and should conduct regular refresher courses as per DGCA requirements.
- 5.15 Suitable bonded stores with environmental control and approved inspectors for proper upkeep of stores and records should be available.
- 5.16 The operator should have sufficient rotables and spares to keep the aircraft continuously airworthy for sustained operation of scheduled services.
- 5.17 As the fleet size grows, the operator shall set up general bench-test facilities at least for instruments, hydraulic and pneumatic components, electrical units and other components which need frequent shop checks.
- 5.18 The operator shall have facilities for structural repairs, engine change, boroscopic inspection and battery charging etc.

- 5.19 The operator shall have his own facility for retrieving data from DFDR/SSFDR installed on the aircraft. For preparing the readouts of data expeditiously, he may have either his own facility or show a satisfactory arrangement with other approved facilities.
- 5.20 The operator shall have his own facilities for making CVR readouts.
- 5.21 The operator should have the basic facilities for non-destructive testing (NDT) such as ultrasound, eddy current, magnetic particle check etc. commensurate with the scope of approval.
- 5.22 At all night stop stations, the operator shall have all the night stop facilities and the necessary technical literature (maintenance manual, QC Manual, technical circulars, trouble shooting charts etc.), consumable spares, tools and manpower for carrying out the required maintenance in accordance with CAR Section 2 Series E Part IX.

6. OPERATIONAL REQUIREMENTS

The operator shall ensure that all flight operations are conducted within the framework of Aircraft Act, 1934, the Aircraft Rules, 1937 and all other instructions issued by DGCA from time to time. For safe and regular conduct of flight operations, the operator shall meet the following minimum requirements:

- 6.1 The operator engaged in international operations shall ensure that all its employees when posted abroad are fully aware and shall comply with the laws, regulations and procedures of those states in which operations are conducted.
- 6.2 The operator shall ensure that all pilots are familiar with the laws, regulations and procedures, pertinent to performance of their duties, prescribed for the areas to be traversed, the aerodromes to be used and air-navigation facilities relating thereto. The operator shall ensure that other members of the flight crew are familiar with such of these laws, regulations and procedures as are pertinent to the performance of their respective duties in the operation of the aeroplane.
- 6.3 The operator shall designate competent and qualified pilots as Director/Chief of Operations and Director/Chief of Flight Safety who shall be responsible to DGCA for ensuring compliance of all operational requirements and ensuring adherence to flight safety norms. Their duties and responsibilities should clearly be laid down in the Operations Manual. The Chief of Operations shall, inter-alia, ensure that the requirements of ICAO Annex 6 Part I, CAR Section 2 Series O Part II and CAR Section 8 Series A Part II are complied with.
- 6.4 The operator shall have adequate operational management organisation to the satisfaction of DGCA which shall be adequately staffed with qualified and trained personnel to conduct operations safely and regularly.
- 6.5 The operator shall have adequate setup for crew scheduling and also have a computerised system to maintain their flying record and monitor compliance of

Flight Duty Time Limitation (FDTL), currency of licenses, medical and proficiency checks, and refresher courses done/due etc.

- 6.6 The operator shall have adequate number of flight despatchers and other staff for operational and flight planning, pre-flight briefing of flight crew.
- 6.7 The operator shall have all necessary operational documents and publications like operations manual, CARs, AICs, NOTAMs, aeronautical maps and charts, operational circulars etc. for reference by flight crew personnel at the main base and also at the night stopping stations. The operator shall have a system to maintain these documents upto date and disseminate the information to all concerned operational personnel.
- 6.8 The operator shall have facilities for conducting pre-flight medical examination of flight crew and cabin crew as per the requirements.
- 6.9 The operator shall have approved arrangements/ facilities and manpower for imparting training to their flight crew, cabin crew, flight despatchers and other operational staff. And should conduct refresher courses as per the requirements laid down by DGCA.
- 6.10 The operator shall have a Flight Safety Manual laying down his policies and procedures for ensuring safety of operations, investigation of occurrences, implementation of safety recommendations, accident/incident prevention programmes and safety enhancement measures. Proactive safety measures should be adopted to the maximum extent.
- 6.11 The operator shall have a computerised system to analyse Digital Flight Data Recorder (DFDR) / Solid State Flight data Recorder (SSFDR) data of all flights to determine exceedances in flight operations and to ensure compliance of operating procedures.
- 6.12 The operator shall regularly carry out monitoring of Cockpit Voice Recorder (CVR) readout as part of his accident and incident prevention programme and to ensure compliance of operating procedures.
- 6.13 The Scheduled operations shall be conducted from approved operational bases.
- 6.15 The operator shall ensure that operations are conducted only to/from airports suitable for the type of aircraft. For operations to defence airfields, requirements stipulated in CAR Section 3, Series 'D' shall be complied with.
- 6.16 Scheduled Operators shall ensure that all the security requirements stipulated by Bureau of Civil Aviation Security are strictly followed in respect of their operations at all airports.
- 6.17 Airports Authority of India/ Defence Authorities/ State Government authorities and owners of other licensed/ approved aerodromes, as the case may be, shall provide safety services for operation of scheduled services from their aerodromes within the normal watch hours. Operations outside the watch hours, if any, shall be in accordance with the conditions specified and approved by such authorities.

- 6.18 The operator shall ensure that a copy of the manufacturer's aircraft operating manual and the company's Operations Manual for the aircraft type is carried on board each aircraft. The operator shall operate flights in conformity with the provisions of the Operations Manual.
- 6.19 The flight and duty time of the crew shall be within the limits stipulated in the Aircraft Rules and the requirements laid down by DGCA.
- 6.20 The operator shall submit the flight plan of each flight with the air traffic services unit in the normal course and obtain clearance thereto well before the expected time of operation. In case of Air Defence Identification Zones (A.D.I.Z.), the additional requirement of obtaining Air Defence Clearance shall be strictly adhered to.
- 6.21 The Pilot-in-Command of the aircraft or an authorised person shall obtain meteorological and ATC briefings before undertaking the flight.
- 6.22 For carriage of dangerous goods by air to/ from/ within/ over India, the provisions of the Aircraft (Carriage of Dangerous Goods) Rules, 2003 shall be strictly complied with.
- 6.23 As required by rule 8 of the Aircraft Rules, 1937, arms, ammunition, munitions of war, explosives etc. shall be carried to, from, within or over India only with the written permission of the Central Government (power delegated to officers of DGCA) and subject to the terms and conditions of such permission.
- 6.24 Rule 12 of the Aircraft (Carriage of Dangerous Goods), 2003, provides that all operators are required to establish and maintain initial and recurrent dangerous goods training programmes which shall be submitted to DGCA for review and approval. Such training programmes shall be prepared in accordance with CAR Section 3 – Air Transport, Series 'L' Part III.
- 6.25 For operations under instrument meteorological conditions, the aircraft shall be fitted with suitable equipment required for instrument flying and the pilot shall hold appropriate and valid instrument rating.

- 6.26 All aircraft engaged in scheduled operations shall carry a route guide.
- 6.27 A copy of the permit issued for scheduled operations shall be carried on board the aircraft when operating such services. The Permit shall also be displayed in the office of the chief executive of the company.
- 6.28 The applicant shall provide the following demonstrations prior to issuance/ amendment of an Air Operator's Permit consistent with the nature and extent of specified operations:
- I. Adequate organization.
 - II. Method of control and supervision of flight operations
 - III. Training programme
 - IV. Ground handling arrangements
 - V. Maintenance arrangements

Note: Procedures for demonstration are detailed in CAP 3100 Air Operator Certification Manual

7. ISSUE OF OPERATING PERMIT

- 7.1 After the completion of Pre-Application Phase, the applicant shall submit Formal Application, as per Air Operator Certification Manual to DGCA for issue of Air Operator Certificate along with a fee of Rs.20,00,000 (Rupees Twenty Lakhs only) to be paid in a manner as prescribed by Director General in favour of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi. The application shall contain information on the following aspects:
- a) Particulars of the specific aircraft intended to be used;
 - b) Certificate of Registration and the Certificate of Airworthiness of the aircraft;
 - c) approval of applicant's maintenance organization and details of approved organizations who will undertake major maintenance of the aircraft;

- d) details of licenses and type ratings of the operating crew and engineers and approvals of other key personnel by DGCA like the load and trim sheet persons, flight despatchers, cabin crew etc. If the operator intends to employ foreign pilots and engineers for a specified period, specific approval of the competent authority shall have to be obtained;
 - e) a current comprehensive insurance policy covering passengers and their baggage, crew, third party risks, hull loss, and any other conditions that may be specified by DGCA;
 - f) financing pattern on which the aircraft has been bought/ leased;
 - g) details and justification for any changes made in the information supplied at the time of obtaining the initial NOC;
 - h) acceptable proof of compliance of conditions of the NOC;
 - i) compliance of requirements for leased aircraft operations if the aircraft is acquired on lease;
 - j) information to show the fulfillment of operational, maintenance and security requirements;
 - k) a statement showing compliance with the conditions specified in AIC No. 12 of 2013.
- 7.2 After the applicant furnishes information showing compliance of the requirements, a review of the preparedness status of the applicant shall be carried out by DGCA along-with the representatives of the applicant.
- 7.3 If the preparedness status is found satisfactory, an inspection of the facilities of the applicant shall be carried out by a team of officers including a flight operations inspector and an officer from the concerned regional airworthiness office to confirm that the applicant has acquired the capability to undertake planned air transport operations. If considered necessary, the applicant shall be asked to conduct a proving flight.
- 7.4 After such scrutiny as necessary, DGCA shall issue the operating permit along-with the operations specifications for Scheduled Operations stipulating any conditions, if considered necessary, to those applicants who meet the requirements and have established the necessary infrastructure and systems and have the required qualified manpower. DGCA may grant short term authorisations to commence schedule operations, if considered necessary, pending compliance of certain requirements.
- 7.5 The permit shall be valid for a period not exceeding one year from the date of issue.
- 7.6 The operator shall carry out operations in accordance with the scope of the Permit and the Operations Specifications.
- 7.7 It will be the responsibility of the operator to ensure that during the period of the validity of the Permit, capability of the operator is not degraded in any way. DGCA

officers, including flight operations inspectors, may carry out random/spot checks or safety audits of the facilities of the operator at any time.

7.8 The operator shall upgrade his operations only after approval of DGCA and appropriate endorsements in the Operations Specifications.

8. RENEWAL OF OPERATING PERMIT

8.1 The Air Operator Certificate shall be valid for five years and renewable by DGCA against payment of a fee of Rs. 10,00,000/- (Rupees ten lakhs only) to be paid in a manner as prescribed by Director General in favour of the Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi.

8.2 The operator shall submit its internal safety audit report within 30 to 60 days prior to expiry of the permit. DGCA may also carry out an audit of the operator's facilities if considered necessary.

8.3 The operator shall demonstrate continued capability to conduct the operations authorised under the operating permit.

8.4 For the renewal of Air Operator Certificate, the Operator shall also submit Particulars of the Directors and Chairman/CEO of the firm as per Annexure III, along with the application for renewal of Air Operator Certificate, for seeking fresh security clearance, 90 days prior to expiry of Air Operator Certificate.

9. INDUCTION OF NEW AIRCRAFT

9.1 Addition of same type of Aircraft

The request for induction/endorsement of aircraft of same type shall be submitted with appendix M of the Air Operator Certification Manual (CAP3100) along with following documents:

- i. Copy of valid C of R, C of A, and ARC.
- ii. Insurance coverage for Aircraft, Passengers & Cargo, Third Party liabilities, Crew members.
- iii. Requisite supporting documents along with approvals for the operations specifications proposed to be endorsed for the aircraft.
- iv. Any other document which may be required by DGCA.

9.2 Addition of new type of Aircraft

The operator shall submit a formal application with dully filled Appendices A/B/C of Air Operator Certification Manual along with updated manuals for the purpose of certification for the new type of aircraft as per Air Operator Certification Manual.

9.3 Foreign Registered Aircraft on Dry Lease

An Operator may operate a civil aircraft which is leased to it without crew and is registered in a country which is a party to the Convention on International Civil Aviation and meets the requirements specified in CAR Section 3 Series C Part XIII.

10. GENERAL REQUIREMENTS

10.1 Any change in the Board of Directors or Chairman/CEO at any time shall be intimated to the Ministry of Civil Aviation and DGCA along with the details of new chairman or director as per Annexure IIIA/IIIB. New chairman and directors shall be appointed only after their security clearance.

- 10.2 Scheduled operators can conduct charter/ non-scheduled operations for transportation by air of persons, mail or goods provided such flights do not change their normal approved operating schedule.
- 10.3 Eligible applicants can import aircraft from their own foreign exchange resources through arranging/ buying foreign exchange from the open market as per the rules and regulations of the Ministry of Finance and/or Reserve bank of India.
- 10.4 The applicant may, with the approval of the competent authority, acquire suitable aircraft within the country, on purchase/ lease for operation of services.
- 10.5 Before deploying an aircraft for operations, the aircraft shall be endorsed on the Permit.
- 10.6 A Scheduled Operators' Permit shall not be transferable.
- 10.7 Prior permission of DGCA/Ministry of Civil Aviation shall be required for
- a) change in the name of the Company;
 - b) change in management of the Company arising out of changes in the equity holdings of the Company;
 - c) take over of the Company by another Company.
- 10.8 Landing and parking charges shall be payable to the owner of the airfield. For operations from defence airfields where Airports Authority of India have civil enclaves, a separate charge may be payable to the Airports Authority. The Route Navigation Facilities Charges (RNFC) shall be payable to the organisation which provides these facilities.
- 10.9 The operator shall regularly submit to DGCA, information relating to their operational, engineering, and commercial and financial performance.
- 10.10 The operator shall regularly submit to DGCA the statistical data regarding his operation such as capacity deployed, passengers carried, aircraft hours flown, cargo carried etc. as per the prescribed proforma on a monthly basis so as to reach DGCA office before the tenth day of the next month.
- 10.11 The scheduled operators shall issue passenger tickets in accordance with the provisions of the Carriage By Air Act, 1972 and any other requirements which may be prescribed by DGCA. The tickets shall stipulate the conditions of carriage including the liability of the operator. A sample copy of the ticket shall be submitted to DGCA.
- 10.12 The operator shall maintain a current insurance for an amount adequate to cover its liability towards passengers and their baggage, crew, cargo, hull loss and third party risks in compliance with the requirements of the Carriage by Air Act, 1972, or any other applicable law.
- 10.13 An operator may, with prior permission of the competent authority, borrow an aircraft from another operator in case of need.
- 10.14 The operator shall operate services on routes and in different regions of the country in accordance with the order No. AV 110012/2/94-A dated the 1st March 1994 issued by the Ministry of Civil Aviation (Annexure VII). The term 'North-Eastern region' used in the annexure to the said Order under Category II shall be construed to cover the entire region of 'ADIZ East' as defined in the Aeronautical Information Publication (AIP) India RAC 8-5, i.e., the entire Indian airspace north –east of the shortest line through Kishanganj (N2605 E08755) joining the borders of Nepal at N2623 E08735 and Bangla Desh at N2555 E08806 including Bhutan.

In addition to the routes identified as Category IIA in the aforesaid Ministry of Civil Aviation Order, the operations on Cochin-Agatti-Cochin route shall also be counted within the classification of Category IIA routes vide Ministry of Civil Aviation letter No. AV.13011/22/1997-DT dated 26th June 2006.

- 10.15 The operator shall get his flight schedules approved by DGCA atleast 30 days in advance and operate services in accordance with the flight schedules so approved.
- 10.16 The operator shall intimate slots and/or flights not operated for a considerable period to DGCA and all concerned agencies every month.
- 10.17 The Operator shall obtain necessary approval from all concerned agencies before combining/ re-routing any flight under normal conditions of operation. However, no prior clearance will be required for re-routing of flights on account of conditions stipulated in CAR Section 3, Series 'F' Part I.
- 10.18 The operators, who do not have ILS Category IIIA/IIIB compliant aircraft in the fleet together with appropriately trained/ rated pilots, shall plan their Winter Fog Schedule to/from Delhi from 1000 hours to 2000 hours so as to avoid disruption of approved schedule.
- 10.19 The operator shall comply with the requirements of any new rules or regulations promulgated from time to time for scheduled air transport services.
- 10.20 DGCA/Ministry of Civil Aviation may stipulate any other condition to ensure safety of operations or relax any requirements, if considered necessary.
- 10.21 Degradation of the operator's capability below the required level or breach of any of the requirements of this CAR or of any provisions of Aircraft Act, 1934, Aircraft Rules, 1937, Civil Aviation Requirements, orders/ directions/ requirements issued under the said act or rules and as amended from time to time, shall render the Operating Permit liable to alteration, suspension or cancellation.

Sd/-
(Dr. Nasim Zaidi)
DIRECTOR GENERAL OF CIVIL AVIATION

ANNEXURE I

**APPLICATION FOR GRANT OF N.O.C. TO OPERATE
SCHEDULED AIR TRANSPORT SERVICES**

1. Applicant's details

A. In case of an individual

- a) Name
- b) Nationality
- c) Address in India with Telephone, Telex, Fax numbers

B. In case of a company or a corporate body

- a) Name of the company/corporate body with details of registration
- b) Address with telephone, telex, Fax numbers of the registered office
- c) Address of principal office of business, including operations and maintenance bases
- d) Full details of any other business the company is engaged in.
- e) Names and nationality of the Board of Directors and Chairman/ CEO.
- f) Details of the share holding of the company
- g) Percentage share of foreign nationals or company, if any, in the capital of the company
- h) A copy each of the certificate of incorporation and Memorandum and Articles of Association
- i) State whether air transport operation is one of the objectives of your company and enclose a copy of Certificate of Incorporation.
- j) Details of experience in civil aviation field/activities

2. Financial resources

- a) Authorised equity capital
- b) Subscribed equity capital

- c) Other resources
(attach supporting documents such as balance sheet, bank certificates etc.)

3. Details of Organisation

- a) Overall set up including details of operational, management, engineering quality control set up, flight safety cell etc.
- b) Proposed maintenance facility with details of organisation, equipment and approved program.
- c) Staff strength of the proposed maintenance personnel and plans of their training
- d) Number of flight crew with details of their licences and plans of their training for each type of aircraft in the fleet
- e) Sources of pilots and engineers
- f) Main maintenance base and operational bases
- g) Place(s) where the aircraft will night stop with
Number of aircraft at each place.

4. Details of aircraft proposed to be operated

- a) Whether the aircraft is acquired on outright purchase or lease or lease finance (indicate wet lease or dry lease).
- b) Name and address of Owner /Lessor for the purpose of registration of aircraft.
- c) Number and type of aircraft.
- d) Passenger capacity of each type of aircraft.
- e) Maximum all up weight
- f) Whether the aircraft is type certified to FAA or JAA requirements
- g) Arrangements for ground handling equipment at each airport of proposed operations.
- h) Details of personnel to handle dangerous goods

5. Details of routes proposed to be operated with the type of aircraft.

- 6. Potential need for the proposed services**
- 7. Projected profitability**
(a copy of feasibility study as given in Annexure IV may be enclosed)
8. State if the applicant has at any time contravened any provision of the Aircraft Act, 1934, and/or the rules made thereunder. If so, give details.
9. Particulars of fees, the name of the Bank (to be drawn on any scheduled bank in Delhi, payable to Pay and Accounts Office, Director General Of Civil Aviation, Ministry of Civil Aviation, New Delhi).
10. Statement showing compliance with the Civil Aviation Requirements (CAR Section 3 Series 'C' Part I, if the aircraft are leased by the operator.
11. By what time the operations are proposed to be started.
12. Details of Security programme filed with Bureau of Civil Aviation Security.
13. Any other relevant information.

Certified that the statements made/information given in this application are true.

(Signature of the applicant/authorised signatory.)

Note : Eight copies of the application are required to be submitted to the Ministry of Civil Aviation (Department of Civil Aviation). All copies of the application should be supported by documents wherever necessary.

ANNEXURE II

**APPLICATION FOR IMPORT/ACQUISITION OF AIRCRAFT
FOR SCHEDULED AIR TRANSPORT OPERATIONS**

Part I General Information

1. Name and Address of the operator
2. Name(s) of Directors of the firm/company. If any change in the list of Directors is made, the same should be furnished along-with address, fax no. etc.
3. Existing fleet strength, type-wise and their seating capacity
4. Aircraft type, number, configuration and other technical details in respect of the aircraft proposed to be imported/acquired. (Details of aircraft to be furnished as per format given below in Part II)
5. Proposed financing pattern and aircraft lease (whether on purchase, wet lease or dry lease etc.) and purchase terms.
6. Existing subscribed equity capital.
7. Source of crew and their names.
 - (a) For existing fleet.
 - (b) For proposed fleet.
8. Arrangements for training of crew.
9. Source of engineers/technical staff and their names.
 - (a) For existing fleet
 - (b) For proposed fleet
10. Arrangements/level of readiness for maintenance of aircraft.
11. Level of readiness of security arrangements.
12. Proposed route pattern.
13. Estimates of market demand.
14. Profitability analysis.
15. Evidence on compliance with the guidelines on scheduled operations.
16. Evidence on compliance with the guidelines issued vide AIC No. 5/2005 as amended from time to time.

Note: In case of any change in information under any head from the information supplied at the time of grant of NOC. Full justification and details should be given.

Part II Details of the Aircraft

- a) Type and Make of the aircraft:
- b) Nationality and Registration of the aircraft:
- c) Year of manufacture of the aircraft:
- d) Name of manufacturer of the aircraft:
- e) Serial number of the aircraft:
- f) No. of passenger seats / Weight of cargo permissible as per type certificate of the aircraft /helicopter:
- g) Maximum certified take-off mass:
- h) Engine type mounted on aircraft
- i) Number of hours flown since new:
- j) Number of landing since new:
- k) Number of pressurisation cycles since new:
- l) Last major check done and number of hours since flown:
- m) Next major check due
- n) Name of the company from which the aircraft/helicopter is being taken on lease:
- o) Previous history of aircraft with details of any incident/accident involving structural damage:
- p) Name of the Authority and country which issued the last Certificate of Airworthiness:

UNDERTAKING

It is confirmed that the aircraft after registration in India shall be maintained, operated and de-registered (if required) in accordance with the Indian rules, regulations, procedures and any condition specified by DGCA India and there is no binding or limitation of any kind in this regard in the lease agreement for the acquisition of the aircraft.

(Signature of the Applicant/Authorised Signatory)

Application Proforma for Security Clearance (M/o Shipping/M/o Civil Aviation)

I. Details in respect of Company/Firm (Indian/Foreign)

Sl. No.	Full Name of the company and its foreign collaborator, if any.	Date of registration of the company	Address of Head Office, Regional Offices and Registered Office	Previous name of the company, if any.	Details of earlier approvals, if any (ref. No. & date)

II. Details in respect of Directors

Sl. No.	Full Name of Board of Directors	Present position held with date (since when)	Date of Birth	Parentage	Present & Permanent Address	Nationality	Passport Nos. and issue date, if any	Contact Address & Telephone no.

III. Details of Shareholders of applicant company (All firms/companies/ entities/individuals having shareholding more than 10%)

Sl. No.	Full Name	Parentage Father/Mother	Date of Birth	Permanent Address	Present Address	Present position held in the company, if any	Nationality (if holding dual nationality, both must be clearly mentioned)	% of shares held in the company

IV. Details of criminal cases, if any, against the Company/Director(s) as per annexure

(Signature of the Applicant/Authorized Signatory)

Self-declaration for company and Director(s) for whom security clearance is sought

- a. Name & address and registration number of the company :
- b. Name & address of owners, promoters and directors of the company :
- 1.....
- 2.....
- 3.....
- 4.....
- c. Is the company owners, promoters or directors listed above, the subject of any
1. Preventive detention proceedings (PSA/NSA etc.) : Yes/No
2. Criminal proceedings : Yes/No
- d. If Yes, please provide following details :
1. Detention/Case/FIR/warrant number :
2. Police station/District/Agency :
3. Section of law :
4. Name and place of the court :
- e. The above mentioned details are in respect of both India and any other foreign country.

Note: The above self-declaration is required to be filled and signed by the authorized signatory of the company

(Signature of the Applicant/Authorized Signatory)

ANNEXURE IV

PROJECT FEASIBILITY REPORT

- I. The applicant's project feasibility report should clearly indicate the following:-
- i) The applicant's background and credentials.
 - ii) Estimates of market demand.
 - iii) Proposed route ;pattern.
 - iv) Aircraft type, number and source including aircraft lease/purchase terms.
 - v) Source of crew and technical personal.
 - vi) Source and deployment of funds.
 - vii) Profitability projections.
 - viii) Details of Foreign investment/equity participation and parawise comments on AIC No. 12/2013.
 - ix) Arrangements for maintenance and training of aircraft maintenance engineers and crew.
- II. Other details should include:-
- i) Ownership pattern and proposed financial structure.
 - ii) Acceptable proof of the applicants activity to run air transport services on a sustained basis.
 - iii) Time-frame in which the project would be operationalised, schedule of activities and time frame for each activity.

GOVERNMENT OF INDIA

**BUREAU OF CIVIL AVIATION SECURITY
"A" WING, JANPATH BHAWAN
JANPATH, NEW DELHI –110001**

**GUIDELINES/ INSTRUCTIONS FOR FILING "DRAFT SECURITY PROGRAMME"
BY AIR OPERATORS**

1. Each Contracting State shall require the Appropriate Authority to define and allocate the tasks for implementation of the National Civil Aviation Security Program as between agencies of the State, airport administrations, operators and others concerned.
– 3.1.7 – of 6th edition (March 1997) of ICAO Annex 17 (Mandatory Requirement – Standard practice).
2. Each Contracting State shall require operators providing service from that State to implement a security programme appropriate to meet the requirements of the National Civil Aviation Security Programme of that state.
-3.1.18 – of 6th edition – (March-1997) of Annex –17-ICAO (Mandatory Requirement Standard practice)
- 3 The appropriate authority requires each operator to appoint a chief security officer. Such an appointment is essential to the development and effective implementation of the operator's Security Programme –
-3.1.18 ICAO Security Manual.
- 4 The operator's Chief Security Officer should be established at the corporate level. The incumbent should have a professional security background and be familiar with aircraft and airline operations. The chief security officer must have the authority required to ensure full implementation and enforcement of the operator's programme – 3.13.9 – ICAO Security Manual.
- 5 Security Programme should be prepared in the same sequence of chapters as shown in the format/structure.
- 6 In case of a foreign airline already having Security Manual of its own, it should submit the Draft Security Manual on all chapters as "India supplement".
- 7 Agencies responsible for providing various services (ground handling/security functions etc.) should be mentioned in each chapter, wherever required. Extracts of agreements regarding implementation of Aviation Security Measures, if any, should be attached.
- 8 Various formats referred to in the Programme, company's organisational charts, aircraft diagrams etc. should be attached.
- 9 If a particular point/chapter is not applicable, it should be stated so, under that chapter.
- 10 Each point/chapter should be quite clear, concise and self contained.
- 11 Ambiguous explanations should be avoided.

- 12 The Draft Security Manual to be submitted in a book-let form furnishing information on the following chapters:-
- (i) Introduction
 - (ii) Security Set up of the airline
 - (iii) Aircraft Security
 - (iv) Security Control of Registered baggage/Checked baggage/hold baggage.
 - (v) Security Control of passengers and hand baggage.
 - (vi) Security of Cargo and unaccompanied baggage.
 - (vii) Security of Courier bags.
 - (viii) Security of mail/diplomatic bags/Company mail stores
 - (ix) Security of Catering.
 - (x) Security of handling of interline/transfer/transit passengers/baggage
 - (xi) Handling and carriage of arms and ammunitions.
 - (xii) Security handling of dead body/human/crematal remains etc. as cargo.
 - (xiii) Response to acts of unlawful interference.
 - (xiv) Handling of bomb threat contingency, sabotage.
 - (xv) Procedure of surveillance and internal communication during operation hours.
 - (xvi) Additional points.

FORMAT/STRUCTURE OF OPERATOR'S SECURITY MANUAL

CHAPTER –I

INTRODUCTION

Introductory details of the airline specifically on following points :

- 1) Inception and brief history.
- 2) Names, addresses, phone Nos. and fax Nos. of important and top functionaries at corporate office, regional office and local office etc.
- 3) Objectives, Area of operations, Types of aircraft, diagram of the aircraft and its flight frequency.
- 4) Nature of operation: whether private air operator for private purposes or company purpose, if code sharing arrangement and joint venture operation to be undertaken, whether scheduled/non-scheduled, passenger flight or cargo services.

CHAPTER – II

SECURITY SET-UP OF THE AIRLINE

- 1) Organisational chart of security set-up starting from Chief Security Officer at the corporate level downward to Security Asstt. at local level – their names, courses attended on aviation training, experience in the field of aviation security handlings, etc.
- 2) Details of duties assigned to chief security officer and others in the security organisation.
- 3) Details of security equipment held.

CHAPTER –III

AIRCRAFT SECURITY

- 1) The exterior and interior inspection of aircraft
- 2) Security of flight manuals and crew baggage
- 3) Review of security communication and signal procedure for the purpose of analysing any intelligence and threat information for its impact upon the flight
- 4) Confirmation of the presence and seat adjustment of any authorised armed passengers, person in custody and their escorts.
- 5) Anti-sabotage checks at originating station/transit station/turn-around station.
- 6) Access control to the aircraft (doors/cargo hold), frisking of staff entering into and physical check of items being carried into the aircraft and maintenance of aircraft 'Entry Register'.
- 7) On the job supervision during cleaning/maintenance.
- 8) Secondary ladder point check whenever required
- 9) In-flight vigilance by the crew staff.
- 10) In-flight duties of pilot-in-command and flight crew.
- 11) Detailed instructions relating to protection of 'flight deck'.
- 12) Agency responsible for above security functions.
- 13) In-flight aircraft search procedure.

CHAPTER – IV

**SECURITY CONTROL OF REGISTERED BAGGAGE/ CHECKED BAGGAGE/
HOLD BAGGAGE.**

- 1) Protection of blank registered baggage tags and security seal stickers etc. (Sample of such tags and stickers to be attached for approval of BCAS).
- 2) Security measures for the baggage and pax profiling, manual check/X-ray screening, procedure of identification/reconciliation/ Gate No Show Drill (Percentage of physical check of hold baggage in addition to X-ray BIS to be specified and its records to be maintained).
- 3) Arrangement for security supervision of baggage during its movement starting from X-ray BIS to check in area/baggage make up area and up to the aircraft.
- 4) Agency responsible for above security functions.
- 5) Special measures to be taken for security cleared electric, electronic and battery operated items.
- 6) Mishandled (expedite) baggage (normal and high threat situations, including system of inquiry into the circumstances leading to separation of baggage from passengers and the airline official responsible for making judgement as to the nature of additional security control required before transporting it).
- 7) Off-airport check-in procedure for hold baggage.
- 8) Special measure for high-risk flights.

CHAPTER – V

SECURITY CONTROL OF PASSENGERS AND HAND BAGGAGE

Airport Security Unit (APSU) as the authority of security control :

- 1) Protection of blank boarding card/hand baggage tags etc. (Samples of such tag and card to be attached for approval of BCAS).
- 2) Procedure of frisking and hand baggage screening by APSU for pax/cabin crew and other staff on duties.
- 3) List of VVIPs exempted for pre-embarkation checks i.e. frisking and hand baggage screening.
- 4) Procedure for pre embarkation check of the sick/wheel-chair/handicapped/disabled passengers.
- 5) Size and number of hand baggage authorised to be carried by passengers.
- 6) List of items prohibited from being carried into hand baggage.
- 7) Handling procedure of security removed items as per Govt. of India instructions.

- 8) Special measures to security-cleared electric, electronic and battery operated items.
- 9) Off-airport check-in procedure for passengers.
- 10) Special measures for high-risk flights.

CHAPTER – VI

SECURITY OF CARGO AND UNACCOMPANIED BAGGAGE

- 1) Security procedure (X-ray/physical check/cooling off) for cargo
- 2) Known/unknown shipper concept
- 3) Security supervision during storage, movement and transshipment
- 4) Handling of dangerous items
- 5) List of prohibited items as per IATA
- 6) Treatment of suspected cargo
- 7) Whether airline intends to use cargo warehouse of AAI or it has a warehouse of its own. In case of its own, the following details :
 - i) Premises
 - i) Fencing
 - ii) Lighting
 - iii) Provision of access control to the warehouse
 - iv) Regulation of vehicles in airside
 - v) Movement of people and vehicle
 - vi) Character and antecedents verification of cargo warehouse employees.

CHAPTER – VII

SECURITY OF COURIER BAGS

- 1) Time for opening and closing of courier counters
- 2) Security procedure (X-ray/physical check) for courier bags
- 3) Items prohibited from being carried in courier bags
- 4) Format for manifest and identity certificate of courier on board.
- 5) Identification/reconciliation of courier bags.
- 6) Agency responsible for implementing the above procedures.

CHAPTER – VIII

SECURITY OF MAIL/DIPLOMATIC BAGS/COMPANY MAIL STORES

- 1) Security procedures (X-ray/physical check/cooling off) for postal mail/speed post/diplomatic stores/company stores.
- 2) Security supervision during movement and transshipment.
- 3) Procedure for Tarmac Transfer.
- 4) Agency responsible for security implementation.

CHAPTER – IX

SECURITY OF CATERING

- 1) Procedure of pre-setting catering items, affixing of security seal, security supervision and surveillance during its movement till its handling over to the flight steward.

CHAPTER – X

**SECURITY HANDLING OF INTERLINE/ TRANSFER/ TRANSIT PAX /
BAGGAGE**

- 1) Procedure/Agent responsible for the security of interline/transfer/transit pax/ baggage
- 2) Declaration that no interlining of baggage/pax shall be done unless a passenger has confirmed ticket reservation for the onward journey
- 3) Declaration that such baggage shall not be loaded unless it has been actually identified by the concerned pax.

CHAPTER – XI

HANDLING AND CARRIAGE OF ARMS AND AMMUNITION

- 1) Legal provisions
- 2) Airline's policy as to carriage of weapons
- 3) Valid documents of the arms and ammunition required for the purpose
- 4) Procedure to be adopted by the pax at check-in counter for the purpose of carrying weapon

- 5) Weapons and ammunition to be kept separately
- 6) Agency responsible for ensuring implementation of the above procedure

CHAPTER – XII

**SECURITY HANDLING OF DEAD BODY/ HUMAN CREMATAL REMAINS
ETC. AS CARGO**

- 1) Security procedure (X-ray/physical check) for the dead body/human remains
- 2) Death certificate from the appropriate authority.
- 3) Embalming certificate by the hospitals/ competent authority
- 4) Police clearance certificate for transportation
- 5) To establish identity of the relative/person when accompanying such consignments
- 6) To establish identity of the deceased.

FROM FOREIGN STATIONS :

- 1) Death certificate issued by the appropriate authority.
- 2) Embalming certificate issued by competent authority
- 3) Police clearance certificate
- 4) Clearance from the Indian Mission for carriage
- 5) Copies of cancelled passport of the deceased to establish nationality/citizenship.
- 6) Identity of the relative/person when accompanying such consignment to be established
- 7) In case no relative/person accompanies the coffin/human remains, such consignments may be screened through X-ray and accepted for transportation, when certificates mentioned at serial No. (1) to (3) are available.
- 8) In the absence of X-ray screening at a particular station, the Station Manager/Airport Manager concerned may inspect such consignments visually and satisfy themselves about the genuineness of the dead body/human remains and transport the same provided the certificates as mentioned above are available.

CHAPTER – XIII

RESPONSE TO ACTS OF UNLAWFUL INTERFERENCE

- 1) Details of officials to be notified when information is received on operator's channel

- 2) Details of responsibilities of airlines operators in such situation

CHAPTER – XIV

HANDLING OF BOMB THREAT CONTINGENCY, SABOTAGE

- 1) Responsibility/procedure and duties of person receiving bomb threat calls over telephones
- 2) Duties of carriers in such contingency
- 3) Constitution and functioning of Bomb Threat Assessment Committee
- 4) Formats required to be filled-up in such situations.

CHAPTER – XV

PROCEDURE OF SURVEILLANCE AND INTERNAL COMMUNICATION DURING OPERATION HOURS

CHAPTER – XVI

TRAINING

Details of security trainings and refresher courses to be attended by security staff flight deck staff, cabin crew, ground operations staff, cargo staff, catering staff, passenger service staff and others.

* * *

ANNEXURE VI

**MINIMUM INFORMATION TO BE INCLUDED IN THE
TRAINING MANUAL**

Each Scheduled operator should have a detailed training manual stipulating his training policy and requirements together with adequate guidance to check pilot, instructors and examiners. It should be ensured that all personnel are given training required to perform their duties. All personnel should be made aware of the company policy and the requirements given in the company's operations and maintenance control manuals to ensure their meticulous implementation. The training manual should contain information at least on the following aspects and should be approved by DGCA.

1. Flight crew initial training, aircraft type training, refresher courses, recurrent training, emergency and survival training.
2. Skill and proficiency checks.
3. Route qualification.
4. Instrument rating training and checks.
5. Recency experience.
6. Flight crew type conversion training.
7. Flight crew command conversion training.
8. Under-supervision flying training for issue of higher category of license.
9. Assisted take-off and landing.
10. Training for operation into difficult aerodromes.
11. Check pilot, instructor and examiner training.
12. Cabin-crew initial training, emergency and survival training.
13. Cabin-crew aircraft type training.
14. Cabin-crew refresher training.
15. Ground staff training for personnel directly involved in flight operations like flight despatchers, traffic personnel engaged in preparation of load and trim sheet etc.
16. Training of security personnel.
17. Training of personnel involved in handling of dangerous goods.
18. Training of engineers on the aircraft type and the refresher training.
19. Training on human performance and limitations.

ANNEXURE VII

No. AV 11012/2/94-A.
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION & TOURISM
(DEPARTMENT OF CIVIL AVIATION)

“B” BLOCK, RAJIV GANDHI BHAVAN,
SAFDARJUNG AIRPORT, ARBINDO MARG
NEW DELHI 110 003 Dated 1.3.94

ORDER

In exercise of the powers conferred by sub-rule (1A) of rule 134 of the Aircraft Rules, 1937; the Central Government, with a view to achieving better regulation of air transport services and taking into account the need for air transport services of different regions in the country, hereby direct that every operator operating any scheduled air transport service within the country on any route specified in annex hereto, under category – I, shall be required to provide a minimum of scheduled air transport service on routes indicated in category II and III in the annex. For rendering the prescribed minimum service on routes in Category II and III, an operator may at his option provide the service either by aircraft in his fleet or with aircraft in any other operator's fleet on mutually agreed terms. In the latter case, the arrangements shall have prior approval of the Director General of Civil Aviation.

Sd/-
(P.K. Banerji)
Joint Secretary to the Government of India
Tele:- 4610369

**PROVISION OF SERVICES OF DIFFERENT
CATEGORIES OF ROUTES**

CATEGORY- I

Routes connecting directly

BOMBAY – BANGALORE	CALCUTTA – DELHI
BOMBAY – CALCUTTA	CALCUTTA – BANGALORE
BOMBAY – DELHI	CALCUTTA – MADRAS
BOMBAY – HYDERABAD	DELHI – BANGALORE
BOMBAY – MADRAS	DELHI – HYDERABAD
BOMBAY – TRIVANDRUM	DELHI – MADRAS

CATEGORY- II

Routes connecting stations in North-Eastern region, Jammu and Kashmir, Andaman & Nicobar, Lakshadweep, Himachal Pradesh and Uttrakhand.

CATEGORY- III

Routes other than those in Category – I and Category – II.

Anyone who operates scheduled air transport service on one or more of the routes under Category- I, shall be required to provide such service in categories – II & III as indicated below:-

The operator will deploy on routes in category – II at least 10% of the capacity he deploys on routes in category – I and of the capacity thus required to be deployed on Category – II routes, at least 10% would be deployed on services or segments thereof operated exclusively within the North-Eastern region, Jammu & Kashmir, Andaman & Nicobar, Lakshadweep, Himachal Pradesh and Uttrakhand.

The operator will deploy on routes in Category – III, at least 50% of the capacity he deploys on routes in Category – I.

Note 1: A service operated on a category – I route as a part of international air service will not be reckoned for the above purpose.

Note 2: Capacity deployed will be reckoned in Available Seat Kilometres (ASKM)

Note 3: On multiple sector routes like Delhi-Calcutta-Guwahati-Imphal, the capacity provided on Delhi-Calcutta sector will count towards Category – I, that provided on Calcutta-Guwahati sector will count towards Category – II and the capacity on Guwahati-Imphal sector will count towards service exclusively within Category – II.