



सत्यमेव जयते

GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDARJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENT
SECTION 3 AIR TRANSPORT
SERIES 'C' PART III

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**Subject: MINIMUM REQUIREMENTS FOR GRANT OF PERMIT TO OPERATE
NON-SCHEDULED AIR TRANSPORT SERVICES (PASSENGER).**

1. INTRODUCTION

Sub-rule 3 of Rule 134 of the Aircraft Rules, 1937 specifies that no air transport service, other than a scheduled air transport service or an air transport service to which the provisions of sub rule 1 or 2 of rule 134 apply, shall be operated except with the special permission of the Central Government and subject to such conditions as it may think fit to impose. In other words, permission of the government is required for operation of non-scheduled air transport services. The power, in this regard, is delegated to the Director General and to the Joint Director General of Civil Aviation, based on which the permission is given by way of issuing a Non-scheduled Operator's Permit (NSOP). This Civil Aviation Requirement contains the minimum airworthiness and operational requirements and also the procedural requirements for grant of an NSOP. In this issue of the CAR, the requirements for grant of NSOP (Passenger) and NSOP (Charter) have been amalgamated and a uniform code for operation of non-scheduled air transport services (passenger) has been laid down. This CAR is issued under provisions of Rule 133A of the Aircraft Rules, 1937 and the requirements contained here are complementary to the requirements of ICAO Annex 6 Part I, as applicable to non-scheduled operations.

This CAR supercedes CAR Section 3 Series 'C' Parts III, V and VI.

2. APPLICABILITY AND SCOPE

2.1 Non-scheduled air transport services may be carried out by using:

- (i) Multi engine aeroplanes;

- (ii) Single turbine engined aeroplanes having maximum seating capacity not exceeding nine seats excluding crew seats;
 - (iii) Single piston engined aeroplanes having maximum seating capacity not exceeding four seats excluding crew seats;
 - (iv) Single or multi engine helicopters;
 - (v) Seaplanes;
 - (vi) Gliders, hot air balloons and airships for the purpose of joy rides.
- 2.2 Single propeller driven aeroplanes may be operated day/night, VFR/ IFR weather conditions as per their certification and operating procedures stipulated in the flight manual.
- 2.3 The operations with single propeller driven aeroplanes shall be conducted only on domestic sectors except for medical evacuation flights. Such operations will be conducted with IFR limitations laid down in Annexure X.
- 2.4 The carriage of passengers by a non-scheduled operator's permit holder may be performed on per seat basis or by way of chartering the whole aircraft on per flight basis, or both. There is no bar on the same aircraft being used for either purpose as per the requirement of customers from time to time. The operator is also free to operate a series of flights on any sector within India by selling individual seats but will not be permitted to publish time table for such flights. Operations to points outside India may also be undertaken as per paragraph 9.
- 2.5 A non-Scheduled Operator is also allowed to operate revenue charter flights for a company within its group companies, subsidiary companies, sister concern, associated companies, own employees, including Chairman and members of the Board of Directors of the company and their family members, provided it is operated for any kind of remuneration whatsoever, whether such service consists of a single flight or series of flights.

3. DEFINITIONS

- 3.1 **'Air transport service'** means a service for the transport by air of persons, mails or any other thing, animate or inanimate, for any kind of remuneration whatsoever, whether such service consists of a single flight or series of flights;
- 3.2 **'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 recognisably systematic series, each flight being open to use by members of the public;

- 3.3 **'Non-Scheduled air transport service (passenger)'** means an air transport service, other than a scheduled air transport service as defined in rule 3 of the Aircraft Rules, 1937, being operated for carriage of passengers and includes charter operations.
- 3.4 **"Charter operation"** means an operation for hire and reward in which the departure time, departure location and arrival locations are specially negotiated and agreed with the customer or the customer's representative for entire aircraft. No ticket is sold to individual passenger for such operation.
- 3.5 **'Non-Scheduled Operator's Permit'** means a permit authorizing an operator to carry out non-scheduled air transport services subject to conditions as may be specified in the permit.
- 3.6 **'DGCA'** means the Directorate General of Civil Aviation.
- 3.7 **'BCAS'** means the Bureau of Civil Aviation Security.
- 3.8 **'Remuneration'** means payment or compensation received for services rendered on viable commercial terms.

4. ELIGIBILITY REQUIREMENTS

4.1 An NSOP shall 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.

4.2 An applicant for the grant of an NSOP shall:

- a) be in possession of at least one aircraft, either by outright purchase or on lease (without crew), which shall be registered in India and shall have a valid Certificate of Airworthiness in Normal Passenger Category.
- b) have a minimum subscribed equity capital as given below:

Fleet Strength	Minimum Subscribed equity (Rs. in Crores)
(i) One aeroplane or helicopter	3.00
(ii) Upto 3 aeroplanes/helicopters	5.00
(iii) Between 4 and 10 aeroplanes/ helicopters	10.00

- (iv) Above 10 aeroplanes/helicopters 15.00

However, in the case of an existing company operating aircraft either in private category or as a non-scheduled operator, instead of subscribed equity, its net worth equivalent to the above said amount would be considered as meeting the minimum requirement to assess the financial soundness of such company or they may raise the subscribed equity for the required amount. The applicant shall submit a certificate from the banker /chartered accountant to confirm the paid up capital or the net worth, as the case may be, of the company;

Note: The above equity capital requirements shall not apply to operations under paragraph 2.1(vi) of this CAR.

5. PROCEDURAL REQUIREMENTS

Broad guidelines for issue of an Air Operator's Certificate are contained in Air Transport Circular No. 01/2009 and the applicant is advised to go through the aforesaid Circular. Primarily the following steps shall be followed for grant of an NSOP:

5.1 Grant of Initial No-Objection Certificate/Import of Aircraft

- 5.1.1 An applicant desirous of obtaining an NSOP shall first apply for an initial No-Objection Certificate (NOC). The application (eight copies) for this purpose shall be submitted to the Ministry of Civil Aviation, New Delhi in the proforma prescribed in Annexure I, along with a bank draft of Rs. 25,000 (Rupees twenty five thousand only) payable at Delhi in favour of the Pay and Accounts Office, Directorate General of Civil Aviation, Ministry of Civil Aviation, New Delhi. The applicant shall also submit along with his application the particulars of Board Members of the Company in proforma given at Annexure II and III, as applicable. The applicant should also give the type and no. of aircraft proposed to be imported/acquired for the purpose of non-scheduled operations. If the applicant has already finalized the arrangements for procurement of these aircraft, he may furnish the details as per Annexure IV.
- 5.1.2 An applicant for NSOP will be required to give a declaration that he complies with the guidelines given in AIC No. 7/2008 dated 30.06.2008 on foreign direct investment in the civil aviation sector. Further, before making any change in FDI, he shall notify the same to Ministry of Civil Aviation at least one month before such change. Furnishing of wrong information in respect of any of the prescribed guidelines at any stage shall make the operator liable for suspension/cancellation of the NSOP.
- 5.1.3 After such scrutiny as is considered necessary, as regards eligibility, financial soundness, project feasibility, security clearance of Board members, etc, the applicant may be issued the initial NOC by the Ministry of Civil Aviation alongwith approval for import of aircraft, subject to any conditions that the Ministry deems fit to impose. Acquisition of aircraft by local purchase/lease within the country shall also require the approval of the Ministry of Civil

Aviation. The aircraft shall meet the requirements of paragraph 7.3 of this CAR.

- 5.1.4 The NOC shall initially be valid for a period of one year and six months from the date of issue and shall stand automatically cancelled if the applicant does not take effective steps to obtain the Non-Scheduled Operator's Permit within this period. The Ministry may, however, extend the validity of the NOC for a period upto six months at a time on genuine grounds against payment of a fee of Rs. 25,000/- (Rupees twenty five thousand only) by a bank draft payable at Delhi in favour of the Pay and Accounts Office, Director General Of Civil Aviation, Ministry of Civil Aviation, New Delhi.
- 5.1.5 In case the application for initial NOC did not contain a request for acquisition of aircraft, the applicant may apply for permission for import or local acquisition of aircraft to the Ministry of Civil Aviation as per Annexure IV after the issue of initial NOC.
- 5.1.6 Based on the approval granted by the Ministry, the applicant shall apply in the proforma prescribed in Annexure IV (Part II) to the DGCA, New Delhi for the issue of NOC to import the aircraft. After such scrutiny as may be considered necessary, the DGCA may grant the applicant NOC for acquisition/import of the aircraft upon being satisfied that the applicant has achieved a reasonable level of preparedness. The operator shall be required to show his preparedness in accordance with provisions of paragraph 7 by filling the checklist given at Annexure IX. Additionally, he may also be called upon to demonstrate the same at a preparedness meeting convened by DGCA.
- 5.1.7 The NOC for import of aircraft given by DGCA shall be valid for one year or till the date of expiry of the initial NOC given by the Ministry, whichever is earlier. It may be extended on one time basis by 3 months on genuine grounds provided the initial NOC is valid. However, where the aircraft proposed to be imported is a new one with a definite delivery schedule, the validity of import permission shall be given by DGCA in accordance with the delivery schedule provided the initial NOC remains valid. If the delivery schedule goes beyond the expiry of the initial NOC, the applicant will have to apply to the Ministry of Civil Aviation for extension.
- 5.1.8 Change in the model of aircraft or replacement of an aircraft with another type of aircraft, provided the seating capacity does not exceed 10% of the seating capacity of the aircraft approved by the Ministry, may be permitted by DGCA.
- 5.1.9 The requirement of foreign exchange for import of aircraft shall be met by the applicants from their own resources by following rules and regulations of the Ministry of Finance and/or Reserve bank of India relating to foreign exchange.

6. 100% Foreign Direct Investment in Helicopters.

- 6.1 FDI up to 100% is permitted on automatic route for helicopter services. A tie up with a foreign operator is also permitted in such cases

- 6.2 An applicant who intends to avail of the 100 % FDI facility for helicopter operations shall indicate this fact clearly in his application for grant of initial NOC and if his proposal is approved by the Ministry of Civil Aviation he will be issued a Non Scheduled Operators Permit for helicopters only and will not be permitted to induct any fixed wing aircraft in his fleet. However, all other requirements as given in the subsequent paras, hereunder shall also be applicable for obtaining NSOP for helicopters.

7. PREPAREDNESS FOR IMPORT/ACQUISITION OF AIRCRAFT

- 7.1 The operator shall establish an aviation organization with adequate management personnel. The organization shall have the following elements.

7.1.1 The organization shall nominate a suitable person having knowledge of aviation regulations and with adequate financial authority to act as accountable manager. Such nomination shall be made to the concerned regional office of DGCA. There shall also be an alternate accountable manager. Any change in Accountable Manager shall be with prior intimation to the concerned regional office of DGCA.

7.1.2 The organization shall have divisions depending on its scope of activity namely Engineering, Operations, Quality and Safety Divisions, etc. Such divisions will have competent persons to ensure compliance with applicable regulations.

7.1.3 The organization shall have an operations office with adequate management and operations personnel. Among the operations personnel, there shall be Operations Officer/ Flight Despatcher responsible for functions stated in para 4.6 of CAR Section 2, Series O part II & IV. The Operations Officers/Flight Despatchers will be trained and approved in accordance with CAR Section 7 Series M Part II. The organization shall have persons responsible for monitoring FDTL, and provide information to the flight crew on operational matters such as obtaining clearances, maintenance of technical and operational records, coordinating with local and other concerned ATCs and when required, initiating search and rescue. The responsibilities of various personnel in the operational organization will be enumerated in the organization's operations manual which will be approved by DGCA.

7.1.4 The organization shall nominate a person responsible for operational control of each flight. Such person shall preferably maintain the radio contact by any means including satellite communication with the flight crew and should be able to monitor crew actions. He shall make an operational flight plan for each flight and obtain the latest enroute and destination weather information for the flight crew.

7.1.5 The organization shall have adequate technical personnel to prepare maintenance programmes, work packages, MEL and other technical documents, procure spares and equipments, analyse mandatory airworthiness information provided by the manufacturer and the DGCA and take necessary implementation actions. The organization shall have

necessary technical personnel/ technicians and licensed engineers duly qualified and trained to perform maintenance and inspection of the aircraft and release the aircraft for service. This activity of continuing Airworthiness can be out sourced to a duly approved continuing airworthiness organization as provided in CAR M.

- 7.1.6 Adequately qualified staff to carry out periodic review of airworthiness, aircraft documents and on board safety equipments shall be employed.
- 7.1.7 The organization shall have in their safety division adequately qualified persons to analyse incidents, defects, carry out internal safety audits and monitor flight operations quality assurance by downloading flight data recorder information. The head of safety division shall meet the requirements of CAR Section 5, Series F, Part I.
- 7.1.8 The organization shall ensure that appropriate arrangements are made for security of the aircraft at base and also during halts at uncontrolled aerodromes.

7.2 Submission of Documents/Manuals

After receipt of initial NOC from the Ministry and also the approval for import/acquisition of aircraft, the applicant shall take necessary steps for establishing the required maintenance and operational infrastructure, recruitment and training of manpower, and for preparation\approval of the operations manual and other manuals. These manuals shall be submitted for approval as follows:

Operations Manual (3 copies)	-	DGCA Hqrs. (Attn: DAT)
Flight Safety Manual (1 copy)	-	DGCA Hqrs. (Attn: DAS)
Flight Crew Training Manual	-	DGCA Hqrs. (Attn: FID)
Cabin Crew Training Manual (1 copy) (if applicable)	-	DGCA Hqrs. (Attn: Cabin Safety Division)
Maintenance Organisation Exposition/ Maintenance Control Manual (1 copy), (if required)	-	DAW (Region)
Dangerous Goods Operations Manual (if required)	-	DAW (Region)
Maintenance Programme	-	DGCA Hqrs. (Attn: DRI)
Minimum Equipment List	-	DAW (Region)
Manuals for Special Operations	-	DAW (Region)
Security Manual	-	BCAS

The above Manuals, other than the Operations Manual, shall be submitted to the respective offices, as indicated above and the Directorate of Air Transport shall be kept informed of submission of manuals by the applicant.

7.3 Aircraft and Airworthiness Requirements

7.3.1 Pressurised aircraft to be imported for non-scheduled operations shall not be more than 15 years in age or shall not 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 Indian registered aircraft maintained in accordance with DGCA requirements.

7.3.2 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 Indian registered aircraft maintained in accordance with DGCA requirements.

Note: Unpressurized aircraft imported for training activities shall not be permitted for carriage of passengers if such aircraft were over 20 years of age, when imported.

7.3.3 Before import of an aircraft, the applicant shall ensure that no major checks/modifications including those applicable to aging aircraft, if applicable, are due within one year/2000 hours of operation.

7.3.4 The aircraft shall be fitted with mandatory equipments as specified by DGCA from time to time.

7.3.5 The aircraft shall be maintained by an organisation approved in accordance with CAR 145.

7.3.6 A maintenance programme based on manufacturer's requirements shall be prepared and got approved from the concern Regional office of DGCA.

7.3.7 The operator shall comply with the DGCA requirements on the subject of continuing airworthiness or such other instructions issued by DGCA from time to time.

7.4 Training

7.4.1 The applicant shall get its pilots/engineers/cabin crew (if required) trained either at the facilities of the manufacturer or those available with other airlines in India or at training establishments approved by the DGCA. When the aircraft being inducted is first of its type in India, an officer of DGCA will be provided the engineering maintenance training free of cost along with the AMEs of the operator/maintenance organisation. The expenditure on such training will be borne by the operator.

7.4.2 The applicant should get the training programme for pilots approved by DGCA and ensure that the training is completed before the aircraft is acquired. The training programme shall include detailed initial and recurrent training requirements.

- 7.4.3 The applicant shall train its pilots, cabin crew and commercial staff for identification of dangerous goods even if it does not plan to engage in carriage of such goods.
- 7.4.4 If the operator intends to carry dangerous goods, he shall get a full fledged dangerous goods training programme approved from DGCA, as required under the Aircraft (Carriage of Dangerous Goods by Air) Rules, 2003.
- 7.4.5 The Operator's training programme shall include training for handling persons with disabilities or reduced mobility as required by CAR Section 3, Series M, Part I.
- 7.4.6 Training of flight dispatchers, load and trim sheet personnel and marshalls etc. must be accomplished before import of aircraft.

7.5 Flight/Cabin Crew Requirements

The applicant shall have sufficient number of pilots and cabin crew (if required) under its own employment. In case of foreign pilots, the applicant shall apply for their Security Clearance in the prescribed format. The pilots holding licences issued by other contracting States shall be permitted to fly only after obtaining Foreign Aircrew Temporary Authorisation (FATA) from DGCA.

7.6 Pilot Qualification & Experience Requirements for Single Engined Aeroplane

The pilot operating single-engined aeroplane under the provisions of this CAR shall meet the following minimum requirements:

(i) For Piston Engine Aeroplanes

The pilot shall have a minimum of:

- | | | |
|---|---|-----------|
| a) Total flying experience | - | 500 hours |
| b) Total PIC flying experience | - | 200 hours |
| c) Total flying experience on type | - | 50 hours. |
| d) Total PIC flying experience on type | - | 25 hours |
| e) PIC flying experience in the last six months on type | - | 10 hours. |

(ii) For Turbine Engined Aeroplane

The pilot shall have current instrument rating and a minimum of :

- | | | |
|----------------------------|---|-----------|
| a) Total flying experience | - | 700 hours |
|----------------------------|---|-----------|

b) Total PIC flying experience	-	300 hours
c) Total instrument flying experience as PIC	-	100 hours
d) Total PIC flying experience on type	-	50 hours
e) PIC flying experience in the last six months on type	-	10 hours
f) Total flying experience in night operations*	-	10 hours

*For night operations only.

7.7 Security Manual

The applicant shall prepare the security manual in accordance with Annexure VI and get the same approved by BCAS.

7.8 Demonstration of Operational Capability

The applicant shall conduct one or more of the following demonstrations, as may be required, to the DGCA:

7.8.1 A demonstration of evacuation and ditching (as applicable) of passengers and crew;

Note: Evacuation demonstration may be required when a new type of aircraft is inducted by an operator or where seating capacity higher than the certified capacity is sought.

7.8.2 Flight dispatch procedures, including pilot briefing, met information and preparation of operational flight plan. This demonstration may be made at the main base.

7.8.3 Weight and Balance control procedures, including preparation of load and trim sheets, and method of preservation of records of each flight.

7.8.4 Baggage screening and check-in procedures.

7.8.5 Monitoring of Flight duty time limitations.

7.8.6 Flight Operations Quality Assurance and CVR monitoring system.

7.8.7 A proving flight may be required by DGCA for any operator at any airfield where it is expedient in the interest of safety of operations and for convenience of handling ground operations and passengers.

7.8.8 An operator shall implement a safety management system acceptable to the DGCA, which as a minimum:

- a) identifies safety hazards;
- b) provides for continuous monitoring and regular assessment of the safety level achieved;
- c) ensures that remedial action necessary to maintain an acceptable level of safety takes place on a continual basis; and
- d) aims to make continuous improvement to the overall level of

safety.

- 7.8.9 A safety management system shall clearly define lines of safety accountability throughout the operator's organization, including a direct accountability for safety on the part of senior management.

Note. — Guidance on safety management systems is contained in the Safety Management Manual (SMM) (Doc 9859).

8. ISSUE OF PERMIT

- 8.1 After import/ acquisition of the aircraft in accordance with the requirements of para 4.2 of this CAR, the applicant may apply to DGCA for grant of the Non-Scheduled Operator's Permit in the proforma given at Annexure VII.
- 8.2 The application shall be accompanied with all the documents listed in the proforma as given at Annexure VII including a fee of Rs.1,00,000/- (Rupees one lakh only) in the form of a demand draft payable to PAO, DGCA, MCA, New Delhi.
- 8.3 After such scrutiny as necessary and based on the satisfactory preparedness demonstrated by the applicant, DGCA shall issue the operating permit for Non-Scheduled Operations along with Operations Specifications stipulating any conditions, if considered necessary, to those applicants who meet the requirements of this CAR.

9. REQUIREMENTS FOR CONTINUED OPERATION

- 9.1 The operator shall have prior coordination with the concerned aerodrome operator for undertaking a flight to any aerodrome with regard to watch hours, safety and security services and suitability of the aerodrome for the type of aircraft to be used. For operation to a defence airfield, prior coordination with defence authorities will be required.
- 9.2 For operating to international destinations, permission from DGCA shall be obtained for which a notice period of one working day will be required. This notice period may be waived off for medical evacuation flights, relief flights, during natural calamities and ambulance flights, in which case the name of the patient and doctor should be provided to DGCA. However, single engine aircraft will not be allowed to operate to International destinations except for medical evacuation flights.
- 9.3 The operator shall ensure that a copy of the Operations Manual is carried on board each aircraft. The operator shall operate in conformity with the provisions of the Operations Manual.
- 9.4 Flight and duty time of the crew shall be within the limits stipulated in the Aircraft Rules and the requirements laid down by DGCA.

- 9.5 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. For operation outside ATC watch hours, necessary clearances from the competent authorities for extension of watch hours shall be taken before commencing the flight. The Pilot-in-Command of the aircraft or an authorised person shall obtain meteorological and ATC briefings before undertaking the flight.
- 9.6 Articles classified as dangerous goods, arms, ammunition, explosives and inflammable materials and such other articles as the Director General may decide from time to time, shall be carried only if prior approval of DGCA has been obtained for carriage of dangerous goods and the carriage is effected in accordance with the Aircraft (Carriage of dangerous goods) Rules, 2003.
- 9.7 All aircraft engaged in non-scheduled operations shall carry a route guide.
- 9.8 The applicable requirements enumerated in CAR Section 8 - Flight Operations, Series 'A' Part II shall be complied with by all non-scheduled operators.
- 9.10 Besides the above requirements, the applicant shall also ensure compliance with CAR Section 2, Series 'O' Part II – Operation of Commercial Air Transport – Aeroplanes and Part IV – Operation of Commercial Air Transport – Helicopters.

10. GENERAL REQUIREMENTS

- 10.1 Any change in the Board of Directors 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 II and III. New chairman and directors shall be appointed only after their security clearance.
- 10.2 A Non-Scheduled Operators' Permit shall not be transferable.
- 10.3 A copy of the permit issued for non-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.
- 10.4 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.
- 10.5 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.

- 10.6 The operator shall notify to DGCA any accidents, incidents, major defects or other significant occurrences as given in Car Section 5 Series C Part I. Such information shall be provided to DGCA (Attention: Director Air safety) by the quickest means but not later than 24 hours.
- 10.6 The operator shall file monthly return to DGCA on the number of hours flown by each aircraft of the fleet, defects encountered and reasons for prolonged grounding of the aircraft, if any, including details of commercial and financial performance. Such return will be sent to local airworthiness office with a copy to DGCA Hqrs. (Attn: Director of Air Transport).
- 10.7 The non-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 which shall be the same as applicable to the scheduled air transport operators. In case of charter operation, a single document issued to the party chartering the flight containing all conditions may be treated as fulfilling this requirement
- 10.8 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.

11. RENEWAL

- 11.1 Non-Scheduled Operators Permit shall be renewable by DGCA every two years against payment of a fee of Rs. 50,000 (Rupees Fifty Thousand only) by a bank draft drawn on a scheduled bank at Delhi in favour of the PAO, DGCA, MCA, New Delhi. Application shall be submitted in prescribed format as per Annexure VIII.
- 11.2 The operator shall demonstrate continued capability to conduct the operations authorized under the operating permit.
12. 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.

(Dr. Nasim Zaidi)
Director General of Civil Aviation

ANNEXURE I

**APPLICATION FOR GRANT OF INITIAL NOC TO OPERATE
NON-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 (enclose a copy of Certificate of Incorporation).
- 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 are engaged in.
- e) Names and nationality of the Board of Directors.
- 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 operations is one of the objectives of your company.
- j) Details of experience in civil aviation field/activities
- k) Evidence on compliance with the guidelines issued vide AIC 07/2008, as amended from time to time.

2. Financial resources

- a) Authorised equity capital
- b) Subscribed equity capital
- c) Other resource (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. Indicate main maintenance base and operational bases.
- 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) Place(s) where the aircraft will night stop with the number of aircraft at each place.

4. Details of aircraft proposed to be operated

- a) Number and type of aircraft.
 - b) Whether the aircraft is to be acquired on outright purchase or lease finance or dry lease.
 - c) Name and address of Owner/Lessor for the purpose of registration of aircraft.
 - d) Passenger capacity of each type of aircraft.
 - e) Maximum all up weight
 - f) Whether the aircraft is type certified by DGCA India.
 - g) Arrangements for ground handling equipment.
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 V 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 there under. If so, give details.
9. Particulars of fees, the name of the Bank (DD to be drawn on any scheduled bank in Delhi, payable to PAO, DGCA, MCA, 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. Other information to meet the provisions of the Aircraft Rules 1937.
13. Details of the security program filed with BCAS.

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

(Signature of the applicant/authorized 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.

**INFORMATION REQUIRED FOR SECURITY CLEARANCE
OF CHAIRMAN AND DIRECTORS OF BOARD
(INDIAN NATIONALS)**

- 1) Name and full address of the organisation:
- 2) Name in full:
- 3) Qualification:
- 4) Father's/husband's name in full:
- 5) Date and place of birth:
- 6) Permanent address:
- 7) Present address in India:
- 8) Passport No. Date and place of issue.
and its validity:
- 9) Present occupation:
- 10) Bankers:
- 11) Any other information:

Authorised signatory of the company.

ANNEXURE III

**INFORMATION REQUIRED FOR SECURITY CLEARANCE OF CHAIRMAN AND
DIRECTORS OF BOARD
(NRI / FOREIGN NATIONALS)**

- 1) Name and full address of the organisation:
- 2) Name in full:
- 3) Qualification:
- 4) Nationality
- 5) Father's/ husband's name in full:
- 6) Date and Place of birth:
- 7) Present address in India:
- 8) Permanent Address a) In India:
b) Abroad:
- 9) Present Occupation:
- 10) Passport. No. Date and Place of issue and its validity:
- 11) Duration of stay abroad:
- 12) Bankers:
- 13) Any other relevant information:

Authorised signatory of the company.

ANNEXURE IV

**APPLICATION FOR IMPORT/ACQUISITION OF AIRCRAFT
FOR NON-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. (a) 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)
(b) Maintenance and operational base of the proposed aircraft.
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 for night parking
11. Arrangements/level of readiness for maintenance of aircraft.
12. Level of readiness of security arrangements.
13. Proposed route pattern.
14. Estimates of market demand.
15. Profitability analysis.
16. Evidence on compliance with the guidelines on scheduled operations.
17. Evidence on compliance with the guidelines issued vide AIC No. **07/2008** 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)

ANNEXURE V

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. 07/2008**.
 - 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.

ANNEXURE VI

**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
 - ii) Fencing
 - iii) Lighting
 - iv) Provision of access control to the warehouse
 - v) Regulation of vehicles in airside
 - vi) Movement of people and vehicle
 - vii) 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.

CHAPTER – XVII

ADDITIONAL POINTS

- 1) Number and type of aircraft being acquired.
- 2) Airports from where being operated
- 3) Time table if any, whether DGCA clearance obtained or not.
- 4) In case of acquisition of additional aircraft to the existing aircraft already in operation following additional details may also be given:

- (i) Number of Security staff being proposed to be posted for this additional aircraft operation.
- (ii)** Security persons trained in AVSEC (BCAS or any other agency)
- (iii)** Level of Security officer being inducted.
- (iv)** Diagram of command structure of security.
- (v)** Whether there is separate baggage hold for registered baggage or not.
- (vi)** Lock for cockpit door should be available.
- (vii) Public address system with intercom facility with the pilot should be available in aircraft.

Draft

ANNEXURE - VII

Request for Issue of Non-Scheduled Operator's Permit

A copy of Letter of NOC issued by MCA	
Fees for issue of NSOP	
Issue of NOC by this office for import of aircraft	
Security clearance for the Directors (list of Board of Directors)	
BCAS approval of the Company's Security Manual.	
Approval of the base of operation.	
Preparedness meeting	
Company's Operation Manual.	
List of trained/licenced Flight Crew/Cabin Crew (if applicable)	
Certificates of Registration of aircraft to be endorsed on the permit.	
Certificate of Airworthiness of aircraft.	
Proof of requisite insurance coverage of aircraft.	
Copy of approval of Maintenance Organisation Exposition	
Firm's approval under CAR 145	
Approval of MEL/CDL	
Component overhaul and storage limitations (COSL)	
Approval of Load & Trim Sheet.	
CAR Compliance report by the Regional Director of Airworthiness.	
Proof of arrangement for CVR & FDR/DFDR. Readouts.	
Inspection report in respect of facilities of the applicant.	
Approval of Maintenance Control Manual from the O/o DAW Region (if applicable)	

RENEWAL OF NON-SCHEDULED OPERATOR'S PERMIT

1.	Name and address of the operator	
2.	Fees for renewal DD. No and type	
3.	Registration and type of aircraft entered on the permit	
4.	C of A validity of aircraft entered on the permit	
5.	Internal Safety Audit report carried out within 30-60 days prior to renewal (duly signed on each page)	Draft
6.	Any change in board of Directors since last renewal	
7.	Action taken or pending for violation of permit conditions	
8.	Name of foreign pilot/Manager/Engineers if employed by Operator	
9.	Validity of authorization for each pilot/Engineer	
10.	Insurance cover for the aircraft entered on the permit and its validity	
11.	Approval of organization for Maintenance of aircraft	
12.	Information regarding equity	
13.	Whether monthly/yearly returns as per conditions of operations stipulated in Appendix 3 have been submitted to Statistical Division, O/o DGCA with copies to concerned Customs Authorities (Yes/No)	

CHECKLIST FOR PREPAREDNESS MEETING FOR ISSUANCE OF NON-SCHEDULED OPERATOR'S PERMITS

S.NO.	PARTICULARS	DETAILS
1.	NAME OF THE OPERATOR	
2.	INITIAL NOC GRANTED (VALID UPTO)	
3.	TYPE AND NO. OF AIRCRAFT PROPOSED TO BE INDUCTED	
4.	MODE OF INDUCTION (OUTRIGHT PURCHASE)	
5.	AGE OF THE AIRCRAFT/DATE OF MANUFACTURE:	
6.	<u>MANAGEMENT PERSONNEL EMPLOYED ON FULL TIME BASIS</u> (Details to be submitted to DGCA):	
a.	C.E.O./ACCOUNTABLE MANAGER	
b.	Director/Chief of Operations	
c.	Director of Engineering/Chief Engineer	
d.	Quality Control Manager	
e.	Chief of Flight Safety	
f.	Nodal Officer	
7.	<u>MANUALS:</u>	
a.	Operations Manual	
b.	Flight Crew/Cabin Crew Training Manual	
c.	Maintenance Organisation Exposition under CAR 145	
d.	Maintenance Control Manual, if outsourced	
e.	MEL/CDL (configuration deviation list)	
f.	Component Operating Storage Limitations (COSL)	
g.	Security Manual	
h.	Flight Safety Manual	
i.	Ground Handling Manual/Procedure	
8.	<u>MANPOWER:</u>	
a.	Flight Crew	
b.	AMEs - (Category wise)	
c.	Cabin Attendant	
d.	Load and Trim Sheet Personnel	
e.	Flight Dispatcher	
f.	Security Personnel	
9.	<u>TRAINING:</u>	
a.	Cabin Attendant: As per CAR Sec. 7 Series M Part I and their approval	

b.	Commercial Staff for Load and Trim Sheet as per CAR Sec. 2 Series F Part XXII and their approval	
c.	Flight Dispatcher as per CAR Sec. 7 Series M Part II and their approval	
10.	<u>SECURITY CLEARANCE AND APPROVAL OF FOREIGN PILOTS/AME</u> (As per AIC 17/1994)	
11.	<u>QUALITY CONTROL SET UP OF THE ORGANISATIONS WITH TRAINED MANPOWER ON AIRCRAFT TYPE</u>	
a.	Delay, defect and engineering incident investigation and analysis	
b.	Reliability analysis, Engine Performance monitoring and component life control.	
c.	Compliance of Service bulletins, modifications, inspection schedules, maintenance of tech. Records, issue of tech. Circulars etc.	
d.	Maintenance Inspection Schedules includes special inspection schedules for aircrafts based on Manufacturer Maintenance Planning Document to be submitted to RAW for approval:	
ii.	List of Major Component indicating the reliability control system of the component – history card/equivalent system	
12.	<u>AIRWORTHINESS REQUIREMENT: MANDATORY MODIFICATION AS PER CAR</u>	
a.	Cockpit door modification (for Sked Operator)	
b.	Installation of EGPWS/TCAS/ACAS I	
c.	Facilities for	
i.	Non Destructive Testing (NDT)	
ii.	Battery Shop	
iii.	Wheel Brake Shop	
iv.	Engine change	
v.	CVR readout (two hours)	
vi.	DFDR readout OR (Arrangement exist with DGCA approved agency)	
d.	Environment controlled bonded store equipped with suitable racks, stands and bis for storing spares and rotables including spare CVR and FDR DFDR	
e.	Tools and Equipments including special tools required for each maintenance inspection schedule to be performed on the aircraft	

f.	Availability of up-to-date copies of Aircraft Flight Manual/Flight Crew Operating Manual, Maintenance Planning Document, maintenance Manual, Illustrated Parts Catalogue, Structural Repair Manual, Wiring Diagram Manual and Weight & Balance Manual and other document etc.	
g.	Availability of Hanger space/arrangements	
13.	<u>SECURITY PROGRAMME: AS PER BCAS</u>	
14.	<u>SETTING UP OF OPERATIONS OFFICE AND SAFETY CELL</u> HAVING:	
a.	Flight Dispatcher (Trained on the type)	
b.	Operations Officer (For monitoring FDTL, validity of licences, IR, medical checks, refresher courses, updating of operations documents etc.	
c.	Safety Cell for safety audit	
d.	Load and Trim Personnel	
e.	Arrangement for premedical check of cockpit crew and cabin attendant	
f.	Approved cockpit checklist	
g.	Briefing for operating procedures etc. and Flight follow up	

I. IFR: Operating limitations

- (a) Except as provided in paragraphs (b), (c) and (d), no person may operate an aircraft under IFR outside of controlled airspace or at any airport that does not have an approved standard instrument approach procedure.

- (b) DGCA may issue operations specifications to the AOP holder to allow it to operate under IFR over routes outside controlled airspace if—
 - (1) The permit holder shows the DGCA that the flight crew is able to navigate, without visual reference to the ground, over an intended track without deviating more than 5 degrees or 5 miles, whichever is less, from that track; and
 - (2) DGCA determines that the proposed operations can be conducted safely.

- (c) A person may operate an aircraft under IFR outside of controlled airspace if the certificate holder has been approved for the operations and that operation is necessary to—
 - (1) Conduct an instrument approach to an airport for which there is in use a current approved standard or special instrument approach procedure; or
 - (2) Climb into controlled airspace during an approved missed approach procedure; or
 - (3) Make an IFR departure from an airport having an approved instrument approach procedure.

- (d) DGCA may issue operations specifications to the AOP holder to allow it to depart at an airport that does not have an approved standard instrument approach procedure when the DGCA determines that it is necessary to make an IFR departure from that airport and that the proposed operations can be conducted safely. The approval to operate at that airport does not include an approval to make an IFR approach to that airport.

II. IFR: Take-off limitations

No person may takeoff an aircraft under IFR from an airport where weather conditions are at or above takeoff minimums but are below authorized IFR landing minimums unless there is an alternate airport within 1 hour's flying time (at normal cruising speed, in still air) of the airport of departure.

III. IFR: Destination airport weather minimums

No person may take off an aircraft under IFR or begin an IFR or over-the-top operation unless the latest weather reports or forecasts, or any combination of them, indicate that weather conditions at the estimated time of arrival at the next airport of intended landing will be at or above authorized IFR landing minimums.

IV. IFR: Alternate airport weather minimums

No person may designate an alternate airport unless the weather reports or forecasts, or any combination of them, indicate that the weather conditions will be at or above authorized alternate airport landing minimums for that airport at the estimated time of arrival.

V. IFR: Alternate airport requirements

(a) Except as provided in paragraph (b), no person may operate an aircraft in IFR conditions unless it carries enough fuel (considering weather reports or forecasts or any combination of them) to—

- (1) Complete the flight to the first airport of intended landing;
- (2) Fly from that airport to the alternate airport; and
- (3) Fly after that for 45 minutes at normal cruising speed or, for helicopters, fly after that for 30 minutes at normal cruising speed.

(b) Paragraph (a)(2) does not apply if the relevant CAR on the subject prescribes a standard instrument approach procedure for the first airport of intended landing and, for at least one hour before and after the estimated time of arrival, the appropriate weather reports or forecasts, or any combination of them, indicate that—

- (1) The ceiling will be at least 1,500 feet above the lowest circling approach MDA; or
- (2) If a circling instrument approach is not authorized for the airport, the ceiling will be at least 1,500 feet above the lowest published minimum or 2,000 feet above the airport elevation, whichever is higher; and
- (3) Visibility for that airport is forecast to be at least three miles, or two miles more than the lowest applicable visibility minimums, whichever is the greater, for the instrument approach procedure to be used at the destination airport.

VI. IFR: Takeoff, approach and landing minimums.

- (a) Except to the extent permitted by paragraph (b), no pilot may begin an instrument approach procedure to an airport unless—
- (1) That airport/ permit holder has a weather reporting facility operated by the IMD; and
 - (2) The latest weather report issued by IMD indicates that weather conditions are at or above the authorized IFR landing minimums for that airport.
- (b) A pilot conducting an eligible charter operation may begin an instrument approach procedure to an airport that does not have a weather reporting facility operated by IMD if—
- (1) The alternate airport has a weather reporting facility operated by IMD; and
 - (2) The latest weather report issued by IMD includes a current local altimeter setting for the destination airport. If no local altimeter setting for the destination airport is available, the pilot may use the current altimeter setting provided by the facility designated on the approach chart for the destination airport.
- (c) If a pilot has begun the final approach segment of an instrument approach to an airport under paragraph (b), and the pilot receives a later weather report indicating that conditions have worsened to below the minimum requirements, then the pilot may continue the approach only if the requirements of the relevant CAR or both of the following conditions, are met—
- (1) The later weather report is received when the aircraft is in one of the following approach phases:
 - (i) The aircraft is on an ILS final approach and has passed the final approach fix;
 - (ii) The aircraft is on an ASR or PAR final approach and has been turned over to the final approach controller; or
 - (iii) The aircraft is on a non-precision final approach and the aircraft—
 - (A) Has passed the appropriate facility or final approach fix; or
 - (B) Where a final approach fix is not specified, has completed the procedure turn and is established inbound toward the airport on the final approach course within the distance prescribed in the procedure; and
 - (2) The pilot in command finds, on reaching the authorized MDA or DA/DH, that the actual weather conditions are at or above the

minimums prescribed for the procedure being used.

- (d) If a pilot has begun the final approach segment of an instrument approach to an airport under paragraph (c) and a later weather report indicating below minimum conditions is received after the aircraft is—
- (1) On an ILS final approach and has passed the final approach fix; or
 - (2) On an ASR or PAR final approach and has been turned over to the final approach controller; or
 - (3) On a final approach using a VOR, NDB, or comparable approach procedure; and the aircraft—
 - (i) Has passed the appropriate facility or final approach fix; or
 - (ii) Where a final approach fix is not specified, has completed the procedure turn and is established inbound toward the airport on the final approach course within the distance prescribed in the procedure; the approach may be continued and a landing made if the pilot finds, upon reaching the authorized MDA or DH, that actual weather conditions are at least equal to the minimums prescribed for the procedure.
- (e) The MDA or DA/DH and visibility landing minimums prescribed in relevant parts of CAR Section 2 series O or in the operator's operations specifications are increased by 100 feet and 1/2 mile respectively, but not to exceed the ceiling and visibility minimums for that airport when used as an alternate airport, for each pilot in command of a turbine-powered airplane who has not served at least 100 hours as pilot in command in that type of airplane.
- (f) Each pilot making an IFR take-off or approach and landing at a military or foreign airport shall comply with applicable instrument approach procedures and weather minimums prescribed by the authority having jurisdiction over that airport. In addition, no pilot may, at that airport—
- (1) Take off under IFR when the visibility is less than 1 mile; or
 - (2) Make an instrument approach when the visibility is less than 1/2 mile.
- (g) If takeoff minimums are specified in the CAR for the take-off airport, no pilot may take off an aircraft under IFR when the weather conditions reported by the facility described in paragraph (a)(1) are less than the takeoff minimums specified for the takeoff airport, as required in the relevant CAR or in the certificate holder's operations specifications.
- (h) Except as provided in paragraph (i), if takeoff minimums are not prescribed relevant CAR for the takeoff airport, no pilot may takeoff an aircraft under IFR when the weather conditions reported by the facility described in paragraph (a)(1) are less than that prescribed in CAR

Section 2 series O part II, or in the Permit holder's operations specifications.

- (i) At airports where straight-in instrument approach procedures are authorized, a pilot may takeoff an aircraft under IFR when the weather conditions reported by the facility described in paragraph (a)(1) are equal to or better than the lowest straight-in landing minimums, unless otherwise restricted, if—
 - (1) The wind direction and velocity at the time of takeoff are such that a straight-in instrument approach can be made to the runway served by the instrument approach;
 - (2) The associated ground facilities upon which the landing minimums are predicated and the related airborne equipment are in normal operation; and
 - (3) The certificate holder has been approved for such operations.
