

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

Title: Compliance to Annex 6 - Part (I) - Chapter 11 – Manuals, Logs and Records

Reference No. : IS-6-(i)-11

SLCAIS: 020

Date: 13th March 2018

Pursuant to Sec. 120 of the Civil Aviation Act No.14 of 2010, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any of the provisions of the Civil Aviation Act, any regulations or rules made thereunder including the Articles of the Convention on International Civil Aviation which are specified in the Schedule to the Act.

Accordingly, I, being the Director General of Civil Aviation do hereby issue the Implementing Standards on Compliance to **Annex 6 - Part (I) - Chapter 11–Manuals, Logs and Records** as mentioned in the Attachment hereto (Ref: IS-6-(i)-4) which set out the intended meaning of the terms used in Annex 6 and all other documents relating to aircraft operations.

This document supersedes the Implementing Standards IS 058 and shall be treated as null and void.

These Implementing Standards shall come into force with immediate effect and remain in force unless revoked.

Attention is also drawn to sec. 103 of the Act, which states inter alia that failure to comply with Implementing Standard is an offence.

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Director General of Civil Aviation and
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Enclosure: Attachment No. IS-6-(i)-11-Att-01

Implementing Standards

Title: Compliance to Annex 6 - Part (I) - Chapter 11 – Manuals, Logs and Records

GENERAL:

- I. Requirements contained in this document are based on the amendment 42 of the 10th edition of ICAO Annex 6 (Part I) – “Operation of Aircraft” Chapter 11 – Manuals, Logs and records.
- II. The requirements contained in this document are applicable to any person holding an Air Operator Certificate issued by Director-General of Civil Aviation, Sri Lanka for operation of commercial air transport service and prospective applicants for Air Operator Certificate for operation of commercial air transport service.
- III. Holder of Air Operator Certificate issued by the DGCA for operation of commercial air transport shall comply with the requirements published in this document and are hereby instructed to forward to the DGCA a “Declaration of Conformance” which indicates the degree of compliance with each item detailed in the document.
- IV. This document supersedes the Implementing Standards IS 058 and shall be treated as null and void.
- V. This document makes reference to Implementing Standards SLCAIS 080 “Requirements for Continuing Airworthiness” & SLCAIS 056 “General Requirements to be Satisfied by Aircraft Maintenance Organizations For Approval issued by the DGCA, where such reference is made the relevant SLCAIS and referred parts shall be consulted for detailed requirements.
- VI. This document may be amended from time to time and the amendments will be reflected with the vertical line on the right side of the text.

Note.- The following additional manuals, logs and records are associated with this Annex but are not included in this implementing standard:

<i>Fuel and oil records</i>	-	<i>IS 013 (2.10)</i>
<i>Flight preparation forms</i>	-	<i>IS 013 (3)</i>
<i>Operational flight plan</i>	-	<i>IS 013 (3.3.1)</i>
<i>Flight time records</i>	-	<i>IS 013 (10.8)</i>
<i>Maintenance records</i>	-	<i>IS 017 (4)</i>
<i>Pilot-in-command route and airport qualification records</i>	-	<i>IS 018 (4.3.4)</i>

1. Flight Manual

Note. - The flight manual contains the information specified in Annex 8.

The Flight Manual shall be updated by implementing changes made mandatory by the respective State of Registry.

2. Operator's Maintenance Control Manual

The operator's Maintenance Control Manual provided in accordance with 8.2, which may be issued in separate parts, shall contain the following information:

- a) a description of the procedures required by 8.1.1 including, when applicable:
 - 1) a description of the administrative arrangements between the operator and the approved maintenance organization;
 - 2) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization
- b) names and duties of the person or persons required by 8.1.4;
- c) a reference to the maintenance programme required by 8.3.1;
- d) a description of the methods used for the completion and retention of the operator's maintenance records required by 8.4;
- e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by 8.5.1;
- f) a description of the procedures for complying with the service information reporting requirements of Annex 8, Part II, 4.2.3 f) and 4.2.4;
- g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by 8.5.2;
- h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- j) a description of aircraft types and models to which the manual applies;
- k) a description of procedures for ensuring that unserviceability affecting airworthiness are recorded and rectified; and
- l) a description of the procedures for advising the State of Registry of significant in-service occurrences.

Note. – Refer Operator's Maintenance Control Manual, refer SLCAIS 080, Subpart F "Maintenance Organization", Subpart G, M.A. 704 "Continuing Airworthiness Management Exposition" & SLCAIS 056, 145.A.70 "Maintenance Organization Exposition"

3. Maintenance programme

- 3.1. A maintenance programme for each aeroplane as required by 8.3 shall contain the following information:
- a) maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane;
 - b) when applicable, a continuing structural integrity programme;
 - c) procedures for changing or deviating from a) and b) above; and
 - d) when applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.
- 3.2. Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such.
- 3.3. The maintenance programme should be based on maintenance programme information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience.

Note. – Re Maintenance Programme refer SLCAIS 080, M.A. 302 “Aircraft Maintenance Programme”

4. Journey log book

- 4.1. The aeroplane journey log book shall contain the following items and the corresponding roman numerals:

I	Aeroplane nationality and registration.
II	Date.
III	Names of crew members.
IV	Duty assignments of crew members.
V	Place of departure.
VI	Place of arrival.
VII	Time of departure.
VIII	Time of arrival.
IX	Hours of flight.
X	Nature of flight (private, aerial work, scheduled or non-scheduled).
XI	Incidents, observations, if any.
XII	Signature of person in charge.

- 4.2. Entries in the journey log book shall be made currently and in ink or indelible pencil.
- 4.3. Completed journey log book shall be retained to provide a continuous record of the last six months' operations.

5. Records of emergency and survival equipment carried

A holder of an AOC shall at all times have available for immediate communication to rescue coordination centers, lists containing information on the emergency and survival equipment carried on board any of their aeroplanes engaged in international air navigation. The information shall include, as applicable, the number, color and

type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of the emergency portable radio equipment.

6. Flight recorder records

A holder of an AOC shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with Annex 13.

APPENDIX 1

Documents, equipment, number and description of the operating crew

1. Documents to be carried on Sri Lankan registered aircraft

No holder of an AOC operate an aircraft registered in Sri Lanka within or outside the territory of Sri Lanka, unless the aircraft carries on board the following documents which are current.

- a. Certificate of Registration
- b. Certificate of Airworthiness
- c. Duly certified copy of Lease Agreement in respect of Lease aircraft
- d. Certificate of Insurance
- e. Airplane Flight Manual (AFM)
- f. Copy of the AOC & Ops Specs, Certified true by the DGCA
- g. Minimum Equipment List (MEL) & Configuration Deviation List (CDL)
- h. Weight & Balance Manual
- i. Flight Operations Manual (FOM)
- j. Journey Logbook
- k. Technical Log
- l. Radio Licence
- m. Noise Certificate
- n. DG Emergency Response Guide
- o. Pilot Licences
- p. Passenger Manifest
- q. Cargo Manifest

2. Minimum Equipment to be carried in Sri Lanka registered aircraft

No holder of an AOC shall operate an aircraft registered in Sri Lanka within or outside the territory of Sri Lanka unless the aircraft carries minimum equipment as listed in the Minimum Equipment List prepared in association with the Master Minimum Equipment List and approved by the Director General of Civil Aviation subject to such terms and conditions as may be specified by him.

3. Minimum crew to be on Sri Lanka registered aircraft

No holder of an AOC shall operate an aircraft registered in Sri Lanka within or outside the territory of Sri Lanka, unless the aircraft carries minimum crew as specified below.

a) Flight Crew

- i) The composition of the flight crew and the number of flight crew members at designated crew stations are both in compliance with, and not be less than the minimum specified in, the Aeroplane Flight Manual (AFM);
- ii) The flight crew includes additional flight crew members when required by the type of operation, and is not reduced below the number specified in the Operator's Operations Manual approved by the Authority;

- iii) Each flight crew member holds an applicable and valid license acceptable to the Authority and is suitably qualified and experienced, and competent to conduct the duties assigned to them and meets recency requirements;
- iv) Procedures are established, acceptable to the Authority, to prevent the crewing together of inexperienced flight crew member;
- v) One pilot amongst the flight crew, qualified as a pilot-in-command in accordance with licensing requirements specified by the Authority, is designated as the commander who may delegate the conduct of the flight to another suitably qualified pilot; and
- vi) When a dedicated System panel Operator is required by the AFM, the flight crew includes one crew member who holds a Flight Engineer's licence or is a suitably qualified flight crew member and acceptable to the authority.
- vii) When a dedicated Navigator is required by the AFM, the flight crew shall include one crewmember who holds a Navigator Licence.
- viii) When a dedicated Radio Operator is required by the AFM, the flight crew shall include one crewmember who holds a Radio Operator Licence.

b) Cabin Crew

An holder of an AOC shall not operate an aeroplane with a maximum approved passenger seating configuration of more than 19, when carrying one or more passengers, unless at least one cabin crew member is included in the crew for the purpose of performing duties, specified in the operations Manual, in the interests of the safety of passengers.

When complying with the sub paragraph above the holder of an AOC shall for each type of aircraft that it operates, comply with Implementing Standards 021, paragraph 4.